



**Official Minutes of  
PAYNE COUNTY  
BOARD OF COUNTY COMMISSIONERS**

The Payne County Board of County Commissioners met in a regular meeting of the board at 9:00 a.m. on **October 7, 2019** at the Payne County Administration Building, Gloria Hesser Commissioners Meeting Room 200/201, located in Stillwater, Oklahoma.

**Chairman Reding called the meeting to order:**

Meeting called to order at 9:00 a.m.

**The following members were present:**

Chris Reding - District 2 Commissioner, Zach Cavett - Commissioner District 1, Rocky Blasier – Commissioner District 3, Tammy Mathis – First Deputy County Clerk. Invocation by Zach Cavett, and Flag Salute to our country by Dewey Clapp.

**Approve minutes of the previous meeting of the board:**

The Clerk’s Office presented minutes of the previous meeting. Motion by Cavett to approve minutes of September 27, 2019, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes

**Miscellaneous items from the Audience (no action will be taken):**

Sheriff Woodward presented to the board that he would like to change the sick leave policy. Woodward refers to page 12 and page 19 of the Payne County Personnel Policy. Woodward mentions the ability to deny leave under FMLA but not under our sick leave policy. Referring to employees abusing sick leave. Woodward also referred to Page 12 where our policy states in order for sick leave with pay to be granted for a personal illness or injury of more than three (3) consecutive working days, an elected official may require a written statement by a physician certifying that the employee or his/her family members condition is preventing him/her from working. Woodward then referred to Page 19 of the policy under FMLA where if you are requesting FMLA because of your own or a covered relations serious health condition you and the relevant health care provider must supply appropriate medical certification. The policy further states that at the county’s expense it may require an examination by a second health care provider if there is a reasonable doubt in the medical certification you initially provided. Reding inquired with Woodward on mirroring our sick leave policy with FMLA allowing Elected Officials to require an employee to see our doctor of choosing as can be requested with FMLA if the Official feels sick leave is being abused. Woodward stated yes being it a federal policy he would hope there wouldn’t be a problem in doing so. Cavett inquired with Woodward on this being a county wide policy, Woodward stated yes.

Woodward also presented pages 37-48 of the personnel policy on the current substance abuse policy. Woodward stated he also spoke with ACCO regarding designating our employees that are safety sensitive. Each elected official or the board could specify which employees positions would be safety sensitive and which ones are not. If you are classified as safety sensitive, then they are excluded from having a medical marijuana card. You must notify that employee that they are a safety sensitive employee and explain to them why they are safety. If that employee was to test positive for marijuana within the 30 days of being classified as safety sensitive, then no disciplinary action can be taken. If they test positive after 30 days, then disciplinary action can be taken. Reding inquired on identifying by position rather than employees being that employees come and go. Woodward referred to Lowell Barto and working with him on all of these changes. No action taken.

**Discussion and Possible Action on Bid Openings 9:30 A.M.:**

The Clerk’s Office presented Bid No. 2020-21 for a 2019 or Newer Pickup for District 1.

|  |  |
|--|--|
| <b>Bid: 2020-21 - 2019 or Newer Pickup Truck</b> | <b>District 1, October 7, 2019 @ 9:30am</b>  |
| <b>Bidding Vendors</b>                           | <b>Notes</b>   |
| 1. Joe Cooper Dodge                              | Price of Vehicle: \$50,700; Delivery Fee: \$300 - TOTAL \$51,000   |
| 2. Joe Cooper Chevrolet                          | Price of Vehicle: \$50,700; Delivery Fee: \$300 - TOTAL \$51,000   |
| 3. John Vance                                    | BID INVALID - NOTARY BUT NO SIGNATURE: Price of Vehicle: \$53,116.40; Delivery Fee: \$0; TOTAL \$53,116.40 |
|  | ***** Will Evaluate at a Later Date  |

**Discussion and Possible Action on Evaluations:**

None presented on this date, Cavett stated he would want to view the vehicles that were being presented for bids today.

**Discussion and Possible Action on Reports from Officers and Boards**

**Resolution 2019-19 – Donation of \$2500 worth of Gravel from Premiere Trading & Transportation for District 3:**

Blasier presented Resolution 2019-19 for a \$2500 donation from Premiere Trading and Transportation for District 3. Motion by Blasier to approve Resolution 2019-19 as presented, second by Cavett. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

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**Resolution 2019-20 – Resolution Authorizing Rural Water & Sewer District No. 4, Lincoln County, Oklahoma to Locate Water Lines Within Certain Section Line Rights-of-Way in Payne County, Oklahoma:**

Cavett presented Resolution 2019-20 which is needed for them to obtain grant money, so the grantor knows they have the ability to put their water lines in the easements. Motion by Cavett to approve as presented, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

**Approval – Banner Display on the Payne County Courthouse Lawn November 1-3, promoting the Fall Festival Arts & Crafts Show at the Payne County Expo Center:**

Reding presented this request it is placed on the Courthouse Lawn each year. This banner is placed there each year promoting the upcoming Fall Festival Arts & Craft Show at the Payne County Expo Center. Motion by Cavett to approve the request as presented, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

**Road Name Request – Red Sky Trail – Terri Mortensen, Javen Moore, and Sharon Bowen:**

Reding stated there is still a balance left of \$66.67. Motion by Blasier to table, second by Cavett. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

**Request for Traffic Control Signs:**

None presented on this date.

**Removal of Equipment Item from Inventory:**

The Clerk's Office presented the following item to be removed for Environmental Enforcement. Inventory No. SW.620.002 (Computer) is being junked. Clint Castoe, Environmental Enforcement Director stated the computer had crashed. Motion by Cavett to remove item from Inventory as presented, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

**Appointment of Requisitioning and Receiving Officers:**

None presented on this date.

**Cash Appropriations:**

The Clerk's Office presented cash appropriations as certified by the Payne County Treasurer October 1, 2019:

| <b>3</b> | <b>Alcoholic Bev. Tax</b>             | <b>\$23,309.19</b> |
|----------|---------------------------------------|--------------------|
| #0001    | General                               |                    |
| #1102    | Highway                               | \$420,660.17       |
| #1103    | CBRI - 105 Monies                     | \$37,236.69        |
| #1201    | 911 Phone Fees                        | \$58,321.37        |
| #1202    | C.L.E.A.N.                            |                    |
| #1204    | Assessor Revolving Fee                | \$794.64           |
| #1208    | County Clerk Lien Fee                 | \$2,701.36         |
| #1209    | County Clerk RM&P                     | \$6,120.33         |
| #1211    | Court Fund Salaries & Fringe<br>Court | \$27,051.87        |
| #1212    | Emergency Mgmt                        |                    |
| #1213    | Flood Plain                           |                    |
| #1214    | Free Fair Board                       | \$32,164.89        |
| #1216    | Health                                | \$23,524.37        |
| #1218    | LEPC                                  |                    |
| #1220    | Resale Property                       | \$21,054.11        |
| #1223    | Sheriff Commissary                    | \$12,503.88        |
| #1226    | Sheriff Service Fee                   | \$81,165.99        |
| #1227    | Sheriff Training                      | \$5.04             |
| #1228    | Solid Waste Management                | \$69.08            |
| #1230    | Treasurer Mortgage Cert               | \$1,374.07         |
| #1235    | Donations                             |                    |
| #1237    | Self Insurance Program                | \$81,510.36        |
| #1308    | Extension 3/8 ST                      | \$26,223.09        |
| #1310    | Fair Maintenance 3/8 ST               | \$74,584.22        |
| #1311    | General Govnmt 3/8 ST                 | \$56,282.14        |
| #1313    | Roads & Bridges 3/8 ST                | \$196,771.45       |
| #1315    | Jail Debt 1/8 ST                      | \$123,037.69       |
| #1321    | Rural Fire 1/16 ST                    | \$63,142.22        |
| #1327    | Fire 3/8 ST                           | \$18,770.15        |
| #1331    | Jail Debt ¼ ST                        | \$241,812.89       |
| #2000    | Capital Projects                      |                    |
| #7202    | Child Abuse Prevention                | \$58.00            |
| #7205    | Law Library                           | \$4,000.08         |
| #7207    | Mental Health                         | \$17,687.49        |
| #7303    | Seizure of Property                   |                    |
| #7304    | District Attorney Revolving           | \$8,155.08         |
| #7305    | District Attorney Evidence            |                    |
| #7402    | Excess Resale                         | \$31.05            |
| #7403    | Unapportioned Revenue                 |                    |
| #7410    | Protested Tax                         |                    |

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|       |                                   |            |
|-------|-----------------------------------|------------|
| #7411 | 2018 Protest Tax-CitiGroup Energy | 323.10     |
| #7431 | Co. Bridge & Road Investment      | \$270.36   |
| #7432 | 911 Phone Fees Investment         | \$934.21   |
| #7433 | Co. Clerk Lien Fee Investment     | \$102.18   |
| #7434 | County Clerk RM&P Investment      | \$157.32   |
| #7435 | Health Investment                 | \$1,766.15 |
| #7436 | Resale Property Investment        | \$1,412.99 |
| #7437 | Treasurer Mtg Cert Investment     | \$151.07   |
| #7438 | Self Insurance Prog Investment    | \$3,682.49 |
| #7439 | Fair Maint 3/8 ST Investment      | \$772.66   |
| #7501 | Estray Cattle                     | \$23.09    |
| #7603 | Econ Dev Trust                    |            |

Motion by Cavett to approve cash appropriations as presented, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

**Transfer of Appropriations:**

None presented at this time.

**Purchase Orders:**

**FY 2018-2019 \$38,724.49 and FY 2019-2020 \$156,588.44** 2018-2019 Health 471, OKLA. STATE DEPT. OF HEALTH, 38724.49, PAYROLL ESTIMATED; 2019-2020 911 Phone 24, PIONEER TELEPHONE COOPERATIVE, 70.14, UTILITIES; Extension-ST 34, OSU COOPERATIVE EXT. SRV., 18790.00, SEPTEMBER BLANKET; 35, LEISTER SUMMER, 611.45, TRAVEL; 36, FITZPATRICK SHELLY, 18.20, TRAVEL; 37, JONES, RIKKI, 6.62, TRAVEL; 38, REED, KEITH, 49.00, TRAVEL; 39, ANDERSON, NATHAN G., 699.60, TRAVEL; Fair Board 93, OKLA. CATTLEMEN S ASSOC., INC., 100.00, ANNUAL MEMBERSHIP; Fair Main-ST 181, KINNUNEN SALES & RENTALS, INC, 2280.00, FAN RENTAL; 182, MIDWEST DECORATING INC., 1861.00, BOOTH CURTAINS; 183, WIN WHOLESALE COMMERCIAL, 485.35, AUGUST BLANKET; 184, ADVANCED PORTABLE RENTALS, 790.00, PORTA POTTY; 185, STROMSKI WELDING, 475.00, WELDING SERVICES; 186, P & K EQUIPMENT, INC., 196.76, REPAIR; 187, CHICKASAW TELECOMMUNICATION, 650.00, UTILITIES; 188, ADVANTAGE PLUMBING HEATING AND COOLING, 362.67, SEPTEMBER BLANKET; 189, GRIMSLEYS, INC., 342.52, AUGUST BLANKET; 190, THERMACUBE LLC, 80.00, SEPTEMBER BLANKET; 191, STILLWATER STEEL AND, 17.50, SEPTEMBER BLANKET; 192, QUALITY WATER SERVICES, 67.10, SEPTEMBER BLANKET; 193, DEARINGER PRINTING & TROPHY, INC., 892.10, SEPTEMBER BLANKET; 194, CINTAS FIRST AID & SAFETY, 72.24, SEPTEMBER BLANKET; 195, B & C BUSINESS PRODUCTS, INC., 215.74, SEPTEMBER BLANKET; General 1006, CHICKASAW TELECOMMUNICATION, 1292.47, UTILITIES; 1007, A T & T, 706.83, UTILITIES; 1008, THYSSENKRUPP ELEVATOR, 600.00, MAINTENANCE; 1009, LIONEL HARRIS OIL CO., INC., 1888.50, TIRES & WASTE FEE; 1010, OAKES SERVICE CENTER, 43.00, SEPTEMBER BLANKET; 1011, QUALITY WATER SERVICES, 35.00, SEPTEMBER BLANKET; 1012, TISDAL & O HARA PLLC, 7864.99, SUMMARY STATEMENT; 1013, PICTOMETRY INTL. CORP., 4050.00, PICTOMETRY; 1014, M POWER INC., 150.00, MONTHLY SERVICE; 1015, ROOFING SERVICES CO., INC., GARY NASALROAD, 2640.00, ROOF REPAIRS; 1016, UNIFIRST, 89.18, UNIFORM SERVICES; 1017, CENTRAL LAWN AND LANDSCAPE, 950.00, SEPTEMBER BLANKET; 1018, M POWER INC., 75.00, MONTHLY SERVICE; 1019, CITY OF STILLWATER, 382.94, UTILITIES; 1020, FRONTIER FIRE PROTECTION, 144.00, ANNUAL MAINTENANCE ON FIRE EXTINGUISHER; 1021, FRONTIER FIRE PROTECTION, 64.00, ANNUAL MAINTENANCE ON FIRE EXTINGUISHER; 1022, GRIMSLEYS, INC., 716.73, SEPTEMBER BLANKET; 1023, US CELLULAR, 277.80, BLANKET; 1024, STATE AUDITOR & INSPECTOR, 4705.00, AUDIT SERVICES; 1025, B & L HEATING & AIR, 228.12, ENVIRONMENTAL SYSTEM SERVICES; 1026, EDA, 176.13, SUBSCRIPTION; 1027, STAPLES, 573.54, SUPPLIES; 1028, DEARINGER PRINTING & TROPHY, INC., 905.50, ENVELOPES; 1029, CENTRAL ELECTRIC COOPERATIVE, 634.23, SEPTEMBER BLANKET; 1030, A & B ECO-SAFE PEST CONTROL, INC, 55.00, INTERIOR SPRAY; 1031, CENTRAL LAWN AND LANDSCAPE, 325.00, SEPTEMBER BLANKET; 1032, A & B ECO-SAFE PEST CONTROL, INC, 95.00, INTERIOR SPRAY; 1033, WELCH, JOSEPH, 43.73, MILEAGE REIMBURSEMENT; 1034, POSTAL PACK & SHIP, 61.53, SEPTEMBER BLANKET; 1035, UNIFIRST, 174.50, SEPTEMBER BLANKET; 1036, R. K. BLACK, INC, 114.24, COPIER MAINTENANCE; 1037, R. K. BLACK, INC, 80.44, COPIER MAINTENANCE; 1038, R. K. BLACK, INC, 139.54, COPIER MAINTENANCE; 1039, OMES CENTRAL PRINTING, 130.00, BUSINESS CARDS; 1040, FENTON OFFICE MART, 23.49, SEPTEMBER BLANKET; 1041, CRAIG, GLENNA J., 66.93, MILEAGE REIMBURSEMENT; 1042,

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A T & T, 190.38, INSTALL PHONE LINE; 1043, POSTAL PACK & SHIP, 393.69, POSTAGE; 1044, TRANSUNION RISK AND ALTERNATIVE, 250.00, TLO CHARGES; 1045, MERRIFIELD OFFICE SUPPLY, 203.64, SEPTEMBER BLANKET; 1046, MERIDIAN TECHNOLOGY CENTER, 15.00, TRAINING; 1047, BUNNEY ELECTRIC CO., INC., 120.00, SEPTEMBER BLANKET; 1048, FENTON OFFICE MART, 124.07, LABELS; 1049, IRBY, JAY, 159.27, TRAVEL; 1050, DIRECT TV, 46.99, UTILITIES; 1051, CHICKASAW TELECOMMUNICATION, 2342.55, UTILITIES; 1052, REPUBLIC SERVICES # 789, 115.15, SEPTEMBER BLANKET; Health 101, CITY OF CUSHING, 994.73, UTILITIES; 102, WALLIN, JAALA, 44.70, TRAVEL; 103, HUCKABAY, JEREMY W., 250.00, SEPTEMBER BLANKET; 104, BEN WELCH LANDSCAPE CARE, 550.00, SEPTEMBER BLANKET; 105, OTIS ELEVATOR COMPANY, 114.14, MAINTENANCE CONTRACT; 106, A & M STORAGE, 80.00, STORAGE UNIT; 107, CONTINUE ED, 99.00, MEMBERSHIP; 108, CENTERPOINT ENERGY, 44.67, UTILITIES; 109, WHISMAN, SARAH, 246.60, TRAVEL; 110, FOX, JOYCE, 216.00, TRAVEL; Highway 349, REPUBLIC SERVICES # 789, 122.38, SEPTEMBER BLANKET; 350, WARREN CAT, 1286.13, STARTER; 351, RAILROAD YARD, 1450.00, TUBING; 352, NAPA AUTO PARTS, 599.80, BODY MOUNT KIT; 353, P & K EQUIPMENT, INC., 5.62, BUSHINGS; 354, STILLWATER NEWSPRESS, 104.02, NOTICE TO BIDDERS; 355, CITY OF CUSHING, 370.24, UTILITIES; 356, A & A PIPE, 7912.00, STEEL PIPE; 357, CORPORATE BILLING LLC, 201.80, BELTS; 358, PERFECTION TRUCK PARTS & EQUIP, 352.48, CABLES; 359, K & S TIRE, 2205.90, TIRES; 360, FASTENAL COMPANY, 13.41, SUPPLIES; 361, FASTENAL COMPANY, 61.99, JULY BLANKET; 362, FASTENAL COMPANY, 1.51, PARTS; 363, FASTENAL COMPANY, 48.39, AUGUST BLANKET; 364, LIONEL HARRIS OIL CO., INC., 115.30, HYDRAULIC FLUID; 365, KINNUNEN SALES & RENTALS, INC, 61.99, PIG PAN; 366, LIONEL HARRIS OIL CO., INC., 3300.40, DYED DIESEL REMOTE TANKS; 367, ALTERNATIVE CONSTRUCTION PARTS, 1126.74, WARE STRIP; 368, WARREN CAT, 474.69, STARTER; 369, WARREN CAT, 959.13, PARTS; 370, BAILEYS PAVING CO. , INC, 2165.95, HMHL; 371, BAILEYS PAVING CO. , INC, 2160.40, HMHL; 372, WALMART COMMUNITY, 29.07, SEPTEMBER BLANKET; 373, CBCS, 54.34, UTILITIES; 374, CENTERPOINT ENERGY, 29.68, UTILITIES; Hwy-ST 5, QUAPAW CO., INC., 765.12, OVERAGE; 6, QUAPAW CO., INC., 12000.00, ROAD ROCK; 7, STEWART STONE, INC., 9841.50, CRUSHER RUN; Jail-ST 141, QUALITY CUSTOM UPFITTERS, 673.02, LAPTOP MOUNT; 142, EARTHGRAINS BAKING CO. INC., 2765.28, SEPTEMBER BLANKET; 143, QUALITY WATER SERVICES, 166.90, SEPTEMBER BLANKET; 144, GRIMSLEYS, INC., 575.09, SUPPLIES; 145, WALMART COMMUNITY, 163.07, SUPPLIES; 146, GRIMSLEYS, INC., 679.06, SUPPLIES; 147, B & C BUSINESS PRODUCTS, INC., 103.02, SEPTEMBER BLANKET; 148, SYSCO FOOD, INC., 10855.91, SEPTEMBER BLANKET; 149, BEN E. KEITH OKLAHOMA, 12646.63, SEPTEMBER BLANKET; ML Fee 5, FENTON OFFICE MART, 298.03, SUPPLIES; 6, STILLWATER NEWSPRESS, 167.88, SUBSCRIPTION RENEWAL; Mtg Cert 10, CORBIN, YVONNE, 230.87, TRAVEL & PER DIEM; 11, CANDLEWOOD SUITES, 89.04, HOTEL FOR CLASS; 12, OSU AGE CTP, 65.00, CLASS; 13, OSU AGE CTP, 65.00, CLASS; 14, QUALITY WATER SERVICES, 22.85, SEPTEMBER BLANKET; Rural Fire-ST 15, WORKING FIRE FURNITURE & MATTRESS, 1988.22, OFFICE FURNITURE; 16, CITY SIGN & BANNER, 525.00, INSTALLATION OF DECALS; 17, J AND J CUSTOM FIRE INC, 843.00, REPAIR & MAINTENANCE; SH Svc Fee 86, QUALITY CUSTOM UPFITTERS, 1653.00, GRAPHIC KIT; 87, WIN WHOLESALE COMMERCIAL, 49.74, SEPTEMBER BLANKET; 88, BOB HOWARD DODGE, 432.60, SEPTEMBER BLANKET; 89, LOWES COMPANIES, INC., 1216.19, SEPTEMBER BLANKET; 90, HOWARDS FLOORING, 4850.00, BLOCK OF TIME; Solid Waste Mange 23, AUTO ZONE INC, 110.60, SEPTEMBER BLANKET; 24, ATWOOD DISTRIBUTING, 195.12, SEPTEMBER BLANKET; 25, STILLWATER STEEL AND, 446.54, SEPTEMBER BLANKET; 26, STAPLES, 183.43, SEPTEMBER BLANKET; 27, OAKES SERVICE CENTER, 472.44, SEPTEMBER BLANKET;

**Blanket:**

District 3 - \$11,000 for October and Environmental Enforcement - \$520.00 also for October 2019.

**Tabled:**

None presented at this time.

**Disallowed:**

None presented on this date.

**Payroll/Longevity:**

None presented on this date.

Motion by Cavett to approve purchase orders upon signature, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

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**Monthly Reports of Officers:**

The Clerk's Office presented the following monthly reports of officers for September 2019. The Sheriff's Office \$50,990.65, The County Clerk's Office \$81,632.30, The Assessor's Office \$1036.00, and the Treasurer's Office with monthly various reports. Motion by Cavett to acknowledge the monthly reports as presented, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

**Public Announcements from the Board:**

Reding stated that yesterday was National Firefighter day in honor of that the flags were dropped to half-staff, Reding wanted to thank those that serve in his capacity.

**Discussion and Possible Action on:**

**Telephone and Utility Permits:**

None presented at this time.

**Road Crossing:**

None presented on this date.

**New Business:**

None presented on this date.

**Adjournment:**

Motion by Cavett to adjourn, second by Blasier. Roll Call Vote: Cavett-Yes, Blasier-Yes, Reding-Yes.

**Minutes of the Board attested to**

**Attest:**

By \_\_\_\_\_  
Glenna Craig, Payne County Clerk  
Seal of office

**Approved by the Board of Commissioners**

On the \_\_\_\_ day of \_\_\_\_\_ 2019

Chairman \_\_\_\_\_

Commissioner \_\_\_\_\_

Commissioner \_\_\_\_\_