



## Official Minutes of PAYNE COUNTY BUDGET BOARD

The Payne County Budget Board met in a regular meeting of the board at 11:00 a.m. on **Monday, November 9, 2020** at the Payne County Administration Building, Commissioner Meeting Room, Suite 200 located in Stillwater, Oklahoma.

**Chairman Reding called the meeting to order:** at 11:00 a.m.

**The following members were present:**

**Chris Reding-** Deputy Commissioner District 2, **Carla Manning-** Treasurer, **Glenna Craig-** County Clerk, **Zach Cavett-** Commissioner District 1, **Travis Weaver** Deputy Commissioner District-3, **Lori Allen** – Court Clerk, **Chris Nixon** – Undersheriff. Also, in attendance various department heads, employees, and media.

**Approve minutes of the previous meeting of the board:** The Clerk presented the minutes for the October 12<sup>th</sup> and 29<sup>th</sup> meetings.

Motion by Cavett to approve October 12, 2020, second by Craig. Roll Call Vote: Cavett-Yes, Weaver-Yes, Craig-Yes, Manning-Yes, Allen-Yes, Nixon-Yes, Reding-Yes.

Motion by Cavett to approve October 29, 2020, second by Craig. Roll Call Vote: Weaver-Yes, Craig-Abstain, Manning-Abstain, Allen-Abstain. There are not enough members of the board to approve October 29<sup>th</sup> minutes so these will be tabled.

**Financial Reports:**

**Cash Appropriations:** Cash Appropriations have been certified by the County Treasurer as of November 5, 2020:

3	Alcoholic Bev. Tax	\$31,318.48
#0001	General	
#1102	Highway	\$323,840.48
#1103	CBRI - 105 Monies	\$25,822.21
#1201	911 Phone Fees	\$60,536.92
#1202	C.L.E.A.N Program	\$
#1204	Assessor Revolving Fee	\$537.00
#1208	County Clerk Lien Fee	\$2,415.89
#1209	County Clerk RM&P	\$11,708.00
#1211	Court Fund Salaries & Fringe Court	\$28,000.00
#1212	Emergency Mgmt	
#1213	Flood Plain	
#1214	Free Fair Board	\$5,820.88
#1216	Health	\$3,678.36
#1220	Resale Property	\$20,465.47
#1223	Sheriff Commissary	\$17,308.31
#1226	Sheriff Service Fee	\$127,195.72
#1227	Sheriff Training	\$500.00
#1228	Solid Waste Management	\$215.38
#1230	Treasurer Mortgage Cert	\$1,510.00
#1235	Donations	
#1237	Self-Insurance Program	\$107,619.28
#1308	Extension 3/8 ST	\$26,676.00
#1310	Fair Maintenance 3/8 ST	\$76,217.18
#1311	General Govnmt 3/8 ST	\$57,162.89
#1313	Roads & Bridges 3/8 ST	\$201,975.53
#1315	Jail Debt 1/8 ST	\$127,203.10
#1321	Rural Fire 1/16 ST	\$68,758.13
#1327	Fire 3/8 ST	\$19,054.30
#1331	Jail Debt ¼ ST	\$254,054.52
#1425	Rural Economic Action Plan Revolving Fund	\$10,415.00
#1565	CFDA 21.01 (CARES)	
#2000	Capital Projects	
#7202	Child Abuse Prevention	\$10.00
#7205	Law Library	\$2,609.89
#7207	Mental Health	\$6,916.66
#7210	Court Clerk Preservation Fund	\$2,112.25
#7303	Seizure of Property	
#7304	District Attorney Revolving	\$1,196.00
#7305	District Attorney Evidence	
#7402	Excess Resale	
#7404	Court Ordered Trust	
#7412	Protest Tidal Energy (Omitted)	\$35.54
#7431	Co. Bridge & Road Investment	\$200.29

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#7432	911 Phone Fees Investment	\$183.30
#7433	Co. Clerk Lien Fee Investment	\$24.07
#7434	County Clerk RM&P Investment	\$37.05
#7435	Health Investment	\$346.56
#7436	Resale Property Investment	\$277.25
#7437	Treasurer Mtg Cert Investment	\$35.58
#7438	Self-Insurance Prog Investment	\$2,728.12
#7439	Fair Maint 3/8 ST Investment	\$1,819.76
#7501	Estray Animal	

Motion by Craig to approve the cash appropriations as presented, second by Allen. Roll Call Vote: Craig-Yes, Manning-Yes, Allen-Yes, Nixon-Yes, Reding-Yes, Cavett-Yes, Weaver-Yes.

**Transfers:** Craig presented the following transfers: The District Attorney's Office is transferring \$12,238.76 from fund 7303 to 7304 as well as \$2784.90 from fund 7303 to 7304 because these funds were placed in the wrong account.

Election Board Office is requesting \$2100 from their M&O to their PT Salaries, The Sheriff's Office is requesting \$70,000 from Sheriff Service Fee to Sheriff Service Fee Salaries and \$195,000 from Jail M&O to Jail Salaries. Motion by Craig to approve transfers as presented, second by Manning. Roll Call Vote: Manning-Yes, Allen-Yes, Nixon-Yes, Reding-Yes, Cavett-Yes, Weaver-Yes, Craig-Yes

**Letter of Commitment:** None presented on this date.

**Range changes/discussion/possible action:** Reding presented a range change for Clint Castoe who is head of Environmental Enforcement and would like to change him to a 42nx which is a Supervisor level. Motion by Craig, second by Cavett. Roll Call Vote: Manning-Yes, Allen-Yes, Nixon-Yes, Reding-Yes, Cavett-Yes, Weaver-Yes, Craig-Yes.

**Discussion/Possible Action – Election Board Secretary Salary and Election Board Secretary Assistant Salary:** In order to pay anything over what the state election board reimburses us, we need to decide if we are paying her salary over that amount due to the 3% raises. Motion by Craig, second by Manning. Roll Call Vote: Manning-Yes, Allen-Yes, Nixon-Yes, Reding-Yes, Cavett-Yes, Weaver-Yes, Craig-Yes.

**Discussion/Possible Action – Partial Funding of Maintenance Salary:** Reding stated most of Robinsons salary comes from the Court Clerk's Salary due to COVID19 shutting things down it created a drop in funds for the Court Clerk's Office. Allen stated she had mentioned in their last meeting that cash account was already very low, and she has salaries that comes out of that same account. Allen stated she has already paid \$15,000 but unable to pay the other \$15,000. Allen's request is for assistance in paying that other \$15,000. Craig stated that her office is working very hard to get that 1.4 million for Payne County and she is aware that in the last meeting that the Budget Board had that herself and her deputy were unable to attend there were funds taken from contingency which she always disagrees with. Craig felt there was the 3/8<sup>th</sup> cent sales tax from the general fund that is very healthy and that is the account that should be used. Craig felt that the 3/8<sup>th</sup> cent was the fund to use for Robinsons salary of \$15,000. His salary fund account can be changed to that account rather than a transfer, so funds are not comingled. Motion by Craig to use the 3/8<sup>th</sup> cent sales tax general fund money for December to June payroll for Robinson. Reding stated that he always budgets for Robinsons salary on his estimate of needs each year and then Allen reimburses Reding back with those funds going back to the general. Craig stated so Reding already has the funds then if he budgets for it each year in the estimate of needs there is no need for Allen to reimburse Reding for anything, so Craig is removing her motion.

**County Wide Internal Controls:** Reding went over the State Auditor and Inspector county wide internal controls. This month the board discussed information and communications. Are all officials made aware of their budgets for the fiscal year and are they given and made aware of their balances on the general ledgers. Yes, all members agreed this was being done. Is outside information that is gathered at association meetings by the officials be brought back to your monthly budget board meetings. All officials felt that this really wasn't being done feeling as though that information was for each office but if any information did need to be shared it was. Is information regarding FEMA being shared with those responsible for the financials, Yes, it is. Are internal controls set in place getting out information to staff and officials?

**COVID19 Update:** Troy Choplin, Emergency Management updated the board with a number of 347 and Stillwater still a hot spot for positive COVID19 cases.

**Approval of Employee request for Leave and/or Request for leave share:** Allen stated she has one employee that has exhausted all of her sick leave and will need help with leave. Motion by Craig to approve, second by Cavett. Nixon-Yes, Reding-Yes, Cavett-Yes, Weaver-Yes, Craig-Yes, Manning-Yes, Allen-Yes.

**New hires/discussion/possible action:** None presented on this date.

**New business/discussion – no action will be taken:** None presented on this date.

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**Adjournment:** Motion by Cavett to adjourn, second by Craig. Roll Call Vote: Craig-Yes, Manning-Yes, Allen-Yes, Nixon-Yes, Reding-Yes, Cavett-Yes, Weaver-Yes.

**Minutes of the Board attested to**

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

**Approved by the Budget Board**

On the \_\_\_\_ day of \_\_\_\_\_ 2020

Chairman \_\_\_\_\_

Vice Chairman \_\_\_\_\_