



## Official Minutes of PAYNE COUNTY BUDGET BOARD

The Payne County Budget Board met in a regular meeting of the board at 9:30 a.m. on **Monday, February 22, 2021** at the Payne County Administration Building, Commissioner Meeting Room, Suite 200 located in Stillwater, Oklahoma.

**Chairman Reding called the meeting to order:** at 9:30 a.m.

**The following members were present:**

**Chris Reding** - Commissioner District 2, **Carla Manning** - Treasurer, **James Cowan** – Assessor, **Glenna Craig**- County Clerk, **Joe Harper** – Sheriff, **Zach Cavett** - Commissioner District 1, **Rocky Blasier**- Commissioner District 3. Also, in attendance various department heads, employees, and media.

**Approve minutes of the previous meeting of the board:** The Clerk’s Office presented minutes from the previous meeting. Motion by Cavett to approve the minutes, second by Manning. Roll Call Vote: Cowan-Yes, Craig-Yes, Cavett-Yes, Manning-Yes, Harper-Yes, Blasier-Yes, Reding-Yes.

**Financial Reports:**

**Cash Appropriations:** Cash Appropriations have been certified by the County Treasurer; these have also been approved by BOCC:

3	Alcoholic Bev. Tax	\$28,855.32
#0001	General	
#1102	Highway	\$375,382.36
#1103	CBRI - 105 Monies	\$26,388.32
#1201	911 Phone Fees	\$56,700.67
#1202	C.L.E.A.N Program	\$
#1204	Assessor Revolving Fee	\$235.00
#1208	County Clerk Lien Fee	\$4,028.46
#1209	County Clerk RM&P	\$13,126.00
#1211	Court Fund Salaries & Fringe Court	\$29,000.00
#1212	Emergency Mgmt	\$13,930.24
#1213	Flood Plain	
#1214	Free Fair Board	\$6,484.00
#1216	Health	\$336,888.49
#1220	Resale Property	\$147,664.11
#1223	Sheriff Commissary	\$32,860.70
#1226	Sheriff Service Fee	\$98,943.09
#1227	Sheriff Training	
#1228	Solid Waste Management	\$207.69
#1230	Treasurer Mortgage Cert	\$1,110.00
#1235	Donations	
#1237	Self-Insurance Program	\$116,625.78
#1308	Extension 3/8 ST	\$24,467.66
#1310	Fair Maintenance 3/8 ST	\$69,907.61
#1311	General Govnmt 3/8 ST	\$52,430.71
#1313	Roads & Bridges 3/8 ST	\$185,255.18
#1315	Jail Debt 1/8 ST	\$116,932.86
#1321	Rural Fire 1/16 ST	\$58,253.83
#1327	Fire 3/8 ST	\$17,476.90
#1331	Jail Debt ¼ ST	\$233,022.86
#1425	Rural Economic Action Plan Revolving Fund	
#1565	CFDA 21.01 (CARES)	
#2000	Capital Projects	
#7202	Child Abuse Prevention	
#7205	Law Library	\$2,624.42
#7207	Mental Health	\$10,291.66
#7210	Court Clerk Preservation Fund	\$2,254.02
#7303	Seizure of Property	
#7304	District Attorney Revolving	\$756.00
#7305	District Attorney Evidence	
#7402	Excess Resale	
#7404	Court Ordered Trust	
#7412	Protest Tidal Energy (Omitted)	\$38.78
#7413	2020 Protest – Grand Mesa	\$0.79
#7415	2020 Protest Mockingbird Estates LP	\$0.03
#7417	2020 Protest Tidal Energy	\$0.25
#7431	Co. Bridge & Road Investment	\$207.75
#7432	911 Phone Fees Investment	\$189.58
#7433	Co. Clerk Lien Fee Investment	\$14.94
#7434	County Clerk RM&P Investment	\$23.00
#7435	Health Investment	\$358.44
#7436	Resale Property Investment	\$286.77
#7437	Treasurer Mtg Cert Investment	\$22.08
#7438	Self Insurance Prog Investment	\$2,829.62
#7439	Fair Maint 3/8 ST Investment	\$1,887.46
#7501	Estray Animal	\$610.45

Motion by Cowan to accept cash appropriations as presented, second by Craig. Roll Call Vote: Craig-Yes, Cavett-Yes, Manning-Yes, Harper-Yes, Blasier-Yes, Reding-Yes, Cowan-Yes.

**Transfers:** Craig presented a transfer for the Sheriff’s Office in the amount of \$550,000 from Sheriff’s Full Time Salaries to Sheriff’s M&O in the amount of \$200,000 and to Sheriff’s Capital Outlay \$350,000. Motion by Cavett to approve transfers as presented, second by Blasier. Roll Call Vote: Cavett-Yes, Manning-Yes, Harper-Yes, Blasier-Yes, Reding-Yes, Cowan-Yes, Craig-Yes.

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PAYNE COUNTY BUDGET BOARD**

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

**Range changes/discussion/possible action:** Harper with the Sheriff's Office presented a range change for D Hill and D Nack. Craig inquired with Harper if he would need additional funds to cover these range changes, Harper stated no. Motion by Craig to approve the range changes as presented, second by Cowan. Roll Call Vote: Manning-Yes, Harper-Yes, Blasier-Yes, Reding-Yes, Cowan-Yes, Craig-Yes, Cavett-Yes.

**Approval of Employee request for Leave and/or Request for leave share:** None presented on this date.

**Personnel Policy Updates:** None presented on this line item.

**Discussion/Possible Action – Policy change/clarification RE: Full Time and Permanent Part Time**

**Employees:** Cavett stated he had an employee that was moved to a full-time position and did not want this employee moved to full time where they are allowed benefits in regard to annual leave. Cavett inquired with Lowell Barto on clarifying the personnel policy. Cavett stated that Craig reached out to the Department of Labor and this information was forwarded onto Barto. Cavett stated that Barto revised the update Cavett had requested to be placed in the personnel policy. Cavett stated that Barto indicated in his email that he defined permanent part time as OPERS does which is someone who is required and that our policy was missing the word required. Craig had concerns and wanted to have the word required further defined with OPERS. Cavett stated that Barto's opinion is that if an employee is not being required to work 1000 hours then they can work over 1000 hours and not participate in OPERS. Craig wanted to make sure that everything is consistent across the board. Motion by Craig to table until we can reach out to OPERS for clarification, second by Cowan. Roll Call Vote: Blasier-Yes, Reding-Yes, Cowan-Yes, Craig-Yes, Cavett-Yes, Manning-Yes, Harper-Yes.

**COVID19 Update:** None presented on this date.

**New hires/discussion/possible action:** Harper stated he had five (5) new hires, not new positions just filling positions. Harper stated at some point he will want to discuss the pay scale with the Sheriff's Office.

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

**Adjournment:** Motion to adjourn by Cavett, second by Craig. Roll Call Vote: Blasier-Yes, Reding-Yes, Cowan-Yes, Craig-Yes, Cavett-Yes, Manning-Yes, Harper-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 \_\_\_\_\_ 2021

Chairman \_\_\_\_\_

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