



## 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, May 10, 2021** 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** - 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. Allen was absent. Also, in attendance various department heads and employees.

**Approve minutes of the previous meeting of the board:** The Clerk’s Office presented minutes from the previous meeting. Motion by Cowan to approve the minutes, second by Blasier. Cavett stated he recalled making comments prior to adjournment at their last meeting. Craig stated that she is following the advice of the ADA and not putting every single comment in the minutes. Roll Call Vote: Cowan-Yes, Craig-Yes, Manning-Yes, Cavett-No, Harper-Yes, Blasier-Yes, Reding-Yes. Manning inquired on if we wanted something specifically into the minutes do, we need to make sure we requested that, Craig stated yes. Reding stated that he did agree that the minutes do look more precise since Craig was advised on not needing to place every single comment into the minutes.

**Financial Reports:**

**Cash Appropriations:** The Clerk’s Office presented Cash Appropriations which have been certified by the County Treasurer as of May 4, 2021; these have also been approved by BOCC:

3	Alcoholic Bev. Tax	\$18,434.54
#0001	General	
#1102	Highway	\$270,576.36
#1103	CBRI - 105 Monies	\$21,744.39
#1201	911 Phone Fees	\$60,889.54
#1202	C.L.E.A.N Program	
#1204	Assessor Revolving Fee	\$311.00
#1208	County Clerk Lien Fee	\$1,855.34
#1209	County Clerk RM&P	\$9,440.00
#1211	Court Fund Salaries & Fringe Court	\$28,500.00
#1212	Emergency Mgmt	\$5,000.00
#1213	Flood Plain	
#1214	Free Fair Board	\$18,951.82
#1216	Health	\$293,301.20
#1220	Resale Property	\$66,582.66
#1223	Sheriff Commissary	\$19,714.07
#1226	Sheriff Service Fee	\$153,880.28
#1227	Sheriff Training	
#1228	Solid Waste Management	
#1230	Treasurer Mortgage Cert	\$1,580.00
#1235	Donations	\$100,000.00
#1237	Self-Insurance Program	\$95,494.41
#1308	Extension 3/8 ST	\$23,808.22
#1310	Fair Maintenance 3/8 ST	\$68,023.47
#1311	General Govnmt 3/8 ST	\$51,017.60
#1313	Roads & Bridges 3/8 ST	\$180,262.20
#1315	Jail Debt 1/8 ST	\$113,545.59
#1321	Rural Fire 1/16 ST	\$56,683.77
#1327	Fire 3/8 ST	\$17,005.87
#1331	Jail Debt ¼ ST	\$226,742.45
#1425	Rural Economic Action Plan Revolving Fund	
#1565	CFDA 21.01 (CARES)	
#2000	Capital Projects	
#7202	Child Abuse Prevention	
#7205	Law Library	\$2,564.81
#7207	Mental Health	\$5,145.83
#7210	Court Clerk Preservation Fund	\$1,987.25
#7303	Seizure of Property	
#7304	District Attorney Revolving	\$123.00
#7305	District Attorney Evidence	
#7402	Excess Resale	
#7404	Court Ordered Trust	
#7412	Protest Tidal Energy (Omitted)	\$32.11
#7413	2020 Protest – Grand Mesa	\$2.77
#7414	2020 Protest ONEOK NGL Pipeline LP	
#7415	2020 Protest Mockingbird Estates LP	\$0.46
#7416	2020 Protest ETC Texas Pipeline Ltd	\$0.05
#7417	2020 Protest Tidal Energy	\$6.96

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#7418	2020 Protest- White Cliffs Pipeline	
#7419	2020 Protest- Glass Mountain Pipeline	
#7431	Co. Bridge & Road Investment	\$121.60
#7432	911 Phone Fees Investment	\$171.36
#7433	Co. Clerk Lien Fee Investment	\$13.50
#7434	County Clerk RM&P Investment	\$20.78
#7435	Health Investment	\$323.98
#7436	Resale Property Investment	\$259.17
#7437	Treasurer Mtg Cert Investment	\$19.96
#7438	Self-Insurance Prog Investment	\$1,656.33
#7439	Fair Maint 3/8 ST Investment	\$1,104.84
#1216	Health - Special TIF Reimb March 19	\$45,688.14
#1216	Health - Special TIF Reimb April 2	\$45,688.14

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

**Transfers:** Craig presented a transfer for the Election Board Office of \$4,000 out of Part Time and \$2,500 out of travel and placing \$1875 to Salaries and \$4,625 to M & O. The Sheriff's Office is transferring \$52,000 from Salaries to M&O. Motion by Craig to approve the transfers as presented, second by Cowan. Roll Call Vote: Manning-Yes, Cavett-Yes, Harper-Yes, Blasier-Yes, Reding-Yes, Cowan-Yes, Craig-Yes.

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

**Range changes/discussion/possible action:** None presented on this date.

**Discussion/Possible Action – Policy Change/Clarification RE Full Time and Permanent Part Time**

**Employees:** Cavett stated that he requested this be placed back onto the agenda again and requested that Barto be present today. Barto reviewed the proposed policy that the Commission had previously approved. Motion by Cavett to approve the adjusted and the Board of County Commissioners approved amendment to the personnel policy, second by Blasier. Manning inquired on the rolling year or anniversary year language, according to Barto it is not significant and is not needed to be in the policy. Cowan still had concerns about walking that fine line between letting employees do whatever they want, repercussions from OPERS and/or the IRS. Barto read the following as the change; Other benefits are subject to eligibility for the purpose of determining eligibility for fringe benefits the following definitions would apply. Full time employee, employment required at least 30 hours of work per week, part time employee's employment required less than 19 hours of work per week, permanent part time employee employment requiring at least 1,000 hours of work per anniversary year but not requiring at least 30 hours of work per week. The status of an employee is either full time, part time or permanent part time shall be determined at the time the employee is hired or appointed. The county election board secretary shall be eligible for the following fringe benefits only: Retirement, health insurance, and longevity. Roll Call Vote: Cavett-Yes, Harper-Yes, Blasier-Yes, Reding-Yes, Cowan-No, Craig-No, Manning-Yes.

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

**Approval of Employee request for Leave and/or Request for leave share:**

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

**New business/discussion – no action will be taken:** Craig presented the early stages of the budget for FY 2021-2022. Craig wanted the board to see that the estimate of needs are up 2.3 million more this year in the general fund than last budget year. Craig stated we only have 3 million in our contingency if we hold out that 4.3 million which gives us \$762,000 in the general fund. Manning wanted to remind the board that the 4.3 million is there to get the county through those low collection months. Craig stated this will drop the county to a 14% contingency which is as low as it's been since 2011 and that this is if the revenues stay where they were last year. Craig reviewed each departments estimate of needs with 1.65 million of the 2.3 million increase being from the Commission Offices. Craig also handed out a balance report for each departments cash accounts recognizing that we still had two months left in this current fiscal year.

Craig expressed her grave concern with such high requests from the general fund if these numbers do not change, we will have to look at cutting longevity, insurance benefits, or offices that are not constitutional would have to be looked at. Manning stated one thing that has her concerned is the new salary formula. Manning stated this new formula will affect any employee that is on a percentage. Craig stated in the past we had the option of not taking the salary increase but with this new wording it is mandatory we no longer have the option of not taking the increase. If we cannot give all of our employees an increase because of the request from the general fund it will begin to cause division among our employees. Manning agreed with Craig on sliming down where we could. Klein inquired on how unemployment worked and what advice the board had on budgeting for those unforeseen expenses. Reding stated that at some point the county decided to pay as needed rather than monthly due to the county having a low turnover rate. Klein was informed that all unemployment is paid out of each departments budgets.

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

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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 \_\_\_\_\_