The Payne County Budget Board met in a regular meeting of the board at 11:00 a.m. on **Monday, June 15, 2020** at the Payne County Administration Building, Commissioner Meeting Room, Suite 200 located in Stillwater, Oklahoma.

**Chairman Reding called the meeting to order**: at 10:38 a.m.

**The following members were present:**

**Chris Reding**-Commissioner District 2, **Carla Manning**- Treasurer, **Glenna Craig**-County Clerk, **Zach Cavett**-Commissioner District 1, **Kevin Woodward**-Sheriff, **Rocky Blasier** Commissioner District-3, **Lori Allen** – Court Clerk, **James Cowan** – Assessor. Also, in attendance various department heads, employees, media and Steven Cundiff, CPA via teleconference.

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

The Clerk’s Office presented the minutes from the previous meeting for approval. Motion by Cowan to approve the minutes as presented for, second by Cavett. Roll Call Vote: Craig-Yes, Cowan-Yes, Cavett-Yes, Allen-Yes, Woodward-Yes, Blasier-Yes, Manning-Yes, Reding-Yes.

**Financial Reports:**

**Transfers:**

None presented at this time.

**Open Public Hearing for Payne County Budget FY 20-21:** Craig confirmed that no public was present with any questions before proceeding with the public hearing.

**Presentation of FY 20-21 Budget Revenue Steven Cundiff, CPA:** Cundiff presented FY 20-21 budget based on guestimates so we can begin business on July 1. Cundiff cautioned the board in making any large spending until we get actual totals later in the year. Cundiff discussed carryover and estimate of needs from last year verses this year. Cundiff briefly reviewed how several offices had decreased their budgets. Cundiff referred the board to the 4.3 million that is the reserved/unrestricted to allow the Treasurer to use if needed while waiting on funds to come in. Craig directed the board to a handout regarding cash accounts but wanted to remind everyone that some cash accounts are restricted and can only be used for certain things. Cundiff suggested that the Officials spend your restricted resources first and stock pile your unrestricted first.

**Presentation of Visual Inspection Budget – James Cowan – 68 2823 (a) Notice of Visual Inspection Budget as filed with Budget Board – subject to amendment upon certification of Tax Rolls:** Cowan presented the Visual Inspection Budget with little changes with an increase in travel. Cowan stated that he may be able to give that back once he knows what CLGT will be doing. Now they are offering teleconferencing training so if that stops, he will have to send employees out for training.

**Budget Hearings and Discussion:**

***Health Department, Kelli Rader*:** Rader presented her budget to the Budget Board. Rader wanted to make sure everyone was aware of the CARES Act. Rader will be coming back to the Budget Board and how the county would like to handle the CARES Act in regard to the Health Department.

Rader gave a quick update about COVID19 that Payne County is now at 104 cases and working with other community partners and testing is going on daily at the Health Department. Hoping for a large-scale testing event in the weeks to come. Stressing to social distance and staying home if you are sick.

***District Attorney, Laura Thomas*:** Craig presented Thomas’ budget with no changes. Courts reimburse the county the M&O account.

***Assessor, James Cowan*:** Cowan presented his budget with no employees moving around with years of service with a decrease of $2500

***Excise Board, Glenna Craig*:** Craig left the same but may be able to give $1,000 back at the amended budget time but unsure with any future training requirements. There are a lot of meetings to come and so each meeting means a payment to the board members. Cowan referred to several oil and gas cases that he is currently working on with the Board of Equalization.

***County Clerk’s Office, Glenna Craig*:** Craig stated her office was down a little over $60,000 (a position) but will be requesting this position back next year. Craig stated her office pays for all purchase orders for the entire county.

***Fringe Benefits, Glenna Craig*:** Craig stated she left fringe benefits the same as last year but will have to look at this come October and depending on what Premier Consulting brings us. Craig increased their fringe from $300,000 to $350,000 for each department because they have exhausted the $300,000 from last year’s budget. Woodward noted the change on the fringe for District 1 and District 3 noting to subtract another $50,000 that was not caught.

***State Auditor & Inspector, Glenna Craig*:** Craig stated that is a statutory number of calculations and this is an increase.

***Court Clerk’s Office, Lori Allen*:** Allen presented her budget which is down about $4,000. A longtime employee is leaving so she will be moving around a few employees but will plan on not replacing that position for as long as possible.

***Treasurer’s Office, Carla Manning*:** Manning presented her budget. Manning stated her budget is down she is choosing not to replace a position at this time.

***Office of the Commission*:** Reding presented his budget for salaries stating it was the same, with some changes in travel with COVID19, part time salaries are, down as well.

***Commission General Government Courthouse*:** Reding presented the budget for the Courthouse with an increase expectation of replacing equipment at the Courthouse. Motion by Craig to take $25,500 out of the sales tax general government for the chiller when needing to replace, second by Manning. Roll Call Vote: Cowan-Yes, Cavett-Yes, Allen-Yes, Woodward-Yes, Blasier-Yes, Manning-Yes, Reding-Yes, Craig-Yes.

***Commission Administration Building*:** Reding presented the Administration Building budget with no increase since 2018.

***Floodplain*:** Reding presented the Floodplain budget which is down.

***Solid Waste*:** Reding presented the Solid Waste budget with a decrease of $14,160 from M&O due to this department taking advantage of grant funds and taking care of so many of their own repairs. Motion by Reding to decrease the M&O by 15,000 for Solid Waste, second by Cowan. Roll Call Vote: Cavett-Yes, Allen-Yes, Woodward-Yes, Blasier-Yes, Manning-Yes, Reding-Yes, Craig-Yes, Cowan-Yes.

***Juvenile Detention*:** Reding presented the Juvenile Detention budget. Reding is requesting an increase due to the number of juveniles being sent to detention facilities.

***Building Engineer*:** Reding presented the Building Engineer budget with supplies and salary for the Building Engineer. Reding stated that half of the Building Engineers salary is coming from the Court Clerk which helps.

***Emergency Management*:** Reding presented with no changes in salaries, but a decrease in travel by half as well as $20,000 in their M&O.

**Emergency Operations Center:** Reding presented the EOC budget stating that Craig didn’t receive the estimate of needs. Last year it was $71,000 but that is also being decreased. Redings request for EOC is $55,200. Motion by Reding to add this into the budget, second by Woodward. Roll Call Vote: Allen-Yes, Woodward-Yes, Blasier-Yes, Manning-Yes, Reding-Yes, Craig-Yes, Cowan-Yes, Cavett-Yes.

**C.L.E.A.N. Program:** Reding presented the C.L.E.A.N. Program budget with a decrease. Craig stated on a side not could the C.L.E.A.N. Program work on the front of the Administration Building in cleaning up the landscaping. Reding stated he is working on getting that taken care of.

**Early Settlement Mediation:** Reding presented the Early Settlement budget with an increase after receiving the contract from Early Settlement. This is an account that is reimbursed to the county from the courts. Craig stated we needed to know if everything just needed to come out of salaries, Reding and Craig both agreed that it would be better to track if all was taken out of the salaries. Motion by Reding to increase their budget, second by Woodward. Roll Call Vote: Woodward-Yes, Blasier-Yes, Manning-Yes, Reding-Yes, Craig-Yes, Cowan-Yes, Cavett-Yes, Allen-Yes.

Cavett noticed that the reward fund was empty for the road districts to have the ability to put up a reward for people that steal signs or defacing county property. Cavett would like to put $3000 into this reward fund. Motion by Cavett to fund that from the contingency fund, second by Cowan. Roll Call Vote: Woodward-Yes, Blasier-Yes, Manning-Yes, Reding-Yes, Craig-Yes, Cowan-Yes, Cavett-Yes, Allen-Yes.

**Recess:**  Motion by Allen to Recess, second by Woodward-Yes. Roll Call Vote: Woodward-Yes, Blasier-Yes, Manning-Yes, Reding-Yes, Craig-Yes, Cowan-Yes, Cavett-Yes, Allen-Yes.

**Reconvene:** Motion by Allen to reconvene, second by Cowan. Roll Call Vote: All - Yes

Cavett mentioned that you could go to Chick-fil-a parking lot on Wednesday from 2pm – 7pm and whomever gives blood will receive a free antibodies testing. Kuhn also stated that there would be drive through testing at the Expo Center on Friday with no cost from 7am-Noon.

**Sheriff Office General:** Woodward presented the budget for the Sheriff’s Office with some decreases.

**Jail Operations Detention Center:** Woodward did ask for the 1.6 million to fund the Jail. Woodward stated that there is a sales tax that gets the rest of that but with the uncertainty of the sales tax to come this could be a concern. Craig pointed out the cash accounts the Jail has totaling around 8 million and referencing the county has 2.6 million. Craigs concerns are if the board decides to give the Jail the 1.6 million the county will not be in a position to help the road districts or the expo center those departments that run off sales tax any help in the near future if needed. Craig and Woodward discussed the estimate of needs, amounts from last year to this year and the balance of the contingency. Craig reiterated that the county has 7.1 million for the entire county and 4.3 million of that is restricted and that Woodward has 8.54 million for the Jail. Cavett stated that when the proposition was presented to the oversight committee and the people he feels it was presented in such a way and the Sheriff agreed that if he was able to collect those funds for the remainder of the year that he would be willing to have that transferred 100% to the road districts. Craig inquired with Cavett and Blasier on being able to maintain their salaries should sales tax decreases. Cavett said if things carry on how they are now they should be okay. Craig was concerned with the amount of cash in the contingency and the size of our county it should be more. Manning did agree that the 2.6 million is very scary with the size of our county. Manning stated that what concerned her was what Cavett stated was the agreement about those funds from the Sales Tax Oversight Committee. Cavett stated he didn’t know that it was an agreement but more of an understanding. This was the understanding of how the ballot would be presented. Cavett stated there was discussion about the road districts getting a percentage of it and when it renewed the Sheriff’s Office would get a percentage. It was an understanding that the Sheriff would remain getting the full amount of that through the expiration of the original ballot issue. Cowan stated it was April 2021 which would only leave two (2) months in the Fiscal Year and would collect until then. Blasier inquired with Craig on her thoughts of the sales tax. Craig stated that she felt the sales tax will go down and is concerned that it will seriously hurt those offices who rely on those cash accounts that are funded by sales tax.

Woodward stated that last year there was an opinion asked of Barto that this board has no ability to dedicate any of that money. Craig stated they can make recommendations to the Facility Authority Board which all three (3) members are sitting here and all three (3) members voted last year to do. Woodward stated that they can not do that. Woodward argued that there was actually 7 million in contingency while Craig reiterated that 4.3 of that was to pay our financial obligations in the fall. Craig reminded Woodward that there was the 3/8th cent sales tax in the general fund and that is where the problem started. The 3/8th cent sales tax was pulled from the county general which shorted the general fund which is what was used to pay those bills.

Manning inquired with Woodward asking if Barto informed him that the Facility Authority Board needed to act before Budget Board, Woodward stated yes.

Motion by Cowan to remove the 1.6 million out from the budget and revisit in October after knowing better numbers, second by Craig. Roll Call Vote: Blasier-No, Manning-No, Reding-No, Craig-Yes, Cowan-Yes, Cavett-No, Allen-No, Woodward-No.

**Election Board:** Klein stated she could remove the $3000 from travel since she can handle training locally. Motion to remove $3,000 by Craig per the Secretary of the Election Board, second by Cowan. Roll Call Vote: Manning-Yes, Reding-Yes, Craig-Yes, Cowan-Yes, Cavett-Yes, Allen-Yes, Woodward-Yes, Blasier-Yes.

**Approval of the 20-21 Financials and Payne County Budget:** Motion by Craig to approve the FY 2020-2021 Payne County adopted budget as amended, second by Cavett. Roll Call Vote: Reding-Yes, Craig-Yes, Cowan-Yes, Cavett-Yes, Allen-Yes, Woodward-Yes, Blasier-Yes, Manning-Yes.

**Adjournment:**

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