The Payne County Budget Board met in a regular meeting of the board at 11:00 a.m. on **Monday, July 13, 2020** at the Payne County Administration Building, Commissioner Meeting Room, Suite 200 located in Stillwater, Oklahoma.

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

**The following members were present:**

**LeNell Bowen**- Deputy Commissioner District 2, **Carla Manning**- Treasurer, **Tammy Mathis**-Deputy County Clerk, **Zach Cavett**-Commissioner District 1, **Kevin Woodward**-Sheriff, **Rocky Blasier** Commissioner District-3, **James Cowan** – Assessor. Also, in attendance various department heads, employees and media. **Allen**-Absent

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

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

**Financial Reports:**

**Cash Appropriations:** Cash Appropriations have been certified by the County Treasurer as of July 1, 2020 as well as approved by the Board of Commissioners on July 6, 2020:

|  |  |  |  |
| --- | --- | --- | --- |
| 3 | Alcoholic Bev. Tax |  | $27,814.05 |
| #0001 | General |  |  |
| #1102 | Highway |  | $299,002.45 |
| #1103 | CBRI - 105 Monies |  | $37,164.55 |
| #1201 | 911 Phone Fees |  | $58,684.49 |
| #1202 | C.L.E.A.N. |  |  |
| #1204 | Assessor Revolving Fee |  | $615.00 |
| #1208 | County Clerk Lien Fee |  | $2217.00 |
| #1209 | County Clerk RM&P |  | $10,620.00 |
| #1211 | Court Fund Salaries & Fringe Court |  | $27,500.46 |
| #1212 | Emergency Mgmt |  |  |
| #1213 | Flood Plain |  |  |
| #1214 | Free Fair Board |  | $12,231.56 |
| #1216 | Health |  | $19,101.26 |
| #1218 | LEPC |  |  |
| #1220 | Resale Property |  | $64,546.75 |
| #1223 | Sheriff Commissary |  | $10,551.50 |
| #1226 | Sheriff Service Fee |  | $93,915.25 |
| #1227 | Sheriff Training |  |  |
| #1228 | Solid Waste Management |  | $696.65 |
| #1230 | Treasurer Mortgage Cert |  | $1,380.00 |
| #1235 | Donations |  |  |
| #1237 | Self Insurance Program |  | $91,734.14 |
| #1308 | Extension 3/8 ST |  | $22,069.41 |
| #1310 | Fair Maintenance 3/8 ST |  | $63,055.44 |
| #1311 | General Govnmt 3/8 ST |  | $47,291.58 |
| #1313 | Roads & Bridges 3/8 ST |  | $187,101.36 |
| #1315 | Jail Debt 1/8 ST |  | $105,294.02 |
| #1321 | Rural Fire 1/16 ST |  | $52,543.93 |
| #1327 | Fire 3/8 ST |  | $15,763.86 |
| #1331 | Jail Debt ¼ ST |  | $210,182.54 |
| #2000 | Capital Projects |  |  |
| #7202 | Child Abuse Prevention |  |  |
| #7205 | Law Library |  | $2,756.35 |
| #7207 | Mental Health |  | $5,820.83 |
| #7210 | Court Clerk Preservation Fund |  | $2,044.75 |
| #7303 | Seizure of Property |  | $1,364.66 |
| #7304 | District Attorney Revolving |  |  |
| #7305 | District Attorney Evidence |  |  |
| #7402 | Excess Resale |  |  |
| #7403 | Unapportioned Revenue |  |  |
| #7404 | Court Ordered Trust |  | $0.45 |
| #7410 | Protested Tax |  |  |
| #7411 | 2018 Protest Tax-CitiGroup Energy |  |  |
| #7431 | Co. Bridge & Road Investment |  | $274.44 |
| #7432 | 911 Phone Fees Investment |  | $189.16 |
| #7433 | Co. Clerk Lien Fee Investment |  | $24.83 |
| #7434 | County Clerk RM&P Investment |  | $38.22 |
| #7435 | Health Investment |  | $357.61 |
| #7436 | Resale Property Investment |  | $286.09 |
| #7437 | Treasurer Mtg Cert Investment |  | $36.70 |
| #7438 | Self-Insurance Prog Investment |  | $3,738.16 |
| #7439 | Fair Maint 3/8 ST Investment |  | $2,493.50 |
| #7501 | Estray Cattle |  |  |
| #7603 | Econ Dev Trust |  |  |
|  |  |  |  |

Motion by Cavett to approve the cash appropriations as presented, second by Woodward. Roll Call Vote: Cavett-Yes, Bowen-Yes, Woodward-Yes, Blasier-Yes, Manning-Yes, Cowan-Yes, Mathis-Yes.

**Transfers:** The Sheriff’s Office presented a transfer for $63,000 from Sheriff Service Fee (1226-2-0400-2005) to Service Fee Salaries (1226-2-0400-1110). Motion by Woodward to approve the transfer as presented, second by Blasier. Roll Call Vote: Bowen-Yes, Woodward-Yes, Blasier-Yes, Manning-Yes, Cowan-Yes, Mathis-Yes, Cavett-Yes.

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

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

**County wide Internal Controls:** Cowan presented the county wide internal controls email from the State Auditors and Inspectors Office. Cowan stated it was basically just a check list for county wide controls to make sure you are effectively running good internal controls. Cowan read through the check list before the board. The board as a whole felt that this item should stay on the agenda and each meeting go over a few sections at a time for approval. This is also a recommendation from Jessie Morris from the State Auditor’s Office and stated in his email that this entire document/checklist should not be completed in one setting. Motion by Cavett to continue to keep the county wide internal controls on the agenda and go through the control environment as the next budget board meeting, second by Woodward. Roll Call Vote: Woodward-Yes, Blasier-Yes, Manning-Yes, Cowan-Yes, Mathis-Yes, Cavett-Yes, Bowen-Yes.

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

**New hires/discussion/possible action:** Bowen stated that Reding may have a part time position that has not been replaced but he may have found someone for that position. Bowen stated this position was in his budget it just had not been replaced. This would be for the part time position in the Environmental Enforcement Office. Colin Campbell, Director of the Expo Center stated he had also hired two (2) part time employees.

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

**Adjournment:** Motion to adjourn by Blasier, second by Woodward. Roll Call Vote: Blasier-Yes, Manning-Yes, Cowan-Yes, Mathis-Yes, Cavett-Yes, Bowen-Yes, Woodward-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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**