



## 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, January 13th, 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**-Commissioner District 2, **Carla Manning**- Treasurer, **Glenna Craig**-County Clerk, **Zach Cavett**-Commissioner District 1, **Kevin Woodward**-Sheriff, **Rocky Blasier** Commissioner District-3, **Teri Sahs** – Deputy Court Clerk. Also, in attendance various department heads, employees, media.

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

The Clerk’s Office presented the minutes from November 26th, 2019, and December 9th, 2019 for approval. Motion by Cavett to approve November 26th, 2019 minutes as presented, second by Blasier. Roll Call Vote: Craig-Yes, Manning-Yes, Cavett-Yes, Sahs-Abstain, Woodward-Abstain, Blasier-Yes, Craig-Yes. Motion by Cavett to approve the December 9th, 2019 minutes as presented, second by Manning. Roll Call Vote: Manning-Yes, Cavett-Yes, Sahs-Yes, Woodward-Yes, Blasier-Yes, Reding-Yes, Craig-Yes.

**Financial Reports:**

**Cash Appropriations:**

The Clerk’s Office presented the cash appropriations as certified by the Payne County Treasurer these have also been approved by the Board of Commissioners:

<b>#7210</b>	Court Clerk Fees	\$2815.17
<hr/>		
<b>3</b>	<b>Alcoholic Bev. Tax</b>	
<b>#0001</b>	General	
<b>#1102</b>	Highway	\$284,350.48
<b>#1103</b>	CBRI - 105 Monies	\$150,487.34
<b>#1201</b>	911 Phone Fees	\$59,133.80
<b>#1202</b>	C.L.E.A.N.	
<b>#1204</b>	Assessor Revolving Fee	\$700.86
<b>#1208</b>	County Clerk Lien Fee	\$2,492.24
<b>#1209</b>	County Clerk RM&P	\$8,195.41
<b>#1211</b>	Court Fund Salaries & Fringe Court	\$27,032.34
<b>#1212</b>	Emergency Mgmt	\$10,000.00
<b>#1213</b>	Flood Plain	
<b>#1214</b>	Free Fair Board	\$23,103.16
<b>#1216</b>	Health	\$1,010,333.60
<b>#1218</b>	LEPC	
<b>#1220</b>	Resale Property	\$21,482.21
<b>#1223</b>	Sheriff Commissary	\$13,492.67
<b>#1226</b>	Sheriff Service Fee	\$127,106.54
<b>#1227</b>	Sheriff Training	
<b>#1228</b>	Solid Waste Management	\$2,420.68
<b>#1230</b>	Treasurer Mortgage Cert	\$1,226.47
<b>#1235</b>	Donations	
<b>#1237</b>	Self Insurance Program	\$89,002.48
<b>#1308</b>	Extension 3/8 ST	\$27,480.06
<b>#1310</b>	Fair Maintenance 3/8 ST	\$78,239.13
<b>#1311</b>	General Govnmt 3/8 ST	\$59,054.52
<b>#1313</b>	Roads & Bridges 3/8 ST	\$207,261.95
<b>#1315</b>	Jail Debt 1/8 ST	\$128,894.81
<b>#1321</b>	Rural Fire 1/16 ST	\$66,086.69
<b>#1327</b>	Fire 3/8 ST	\$19,752.99
<b>#1331</b>	Jail Debt ¼ ST	\$255,322.39
<b>#2000</b>	Capital Projects	
<b>#7202</b>	Child Abuse Prevention	\$10.00
<b>#7205</b>	Law Library	\$3,492.77
<b>#7207</b>	Mental Health	
<b>#7303</b>	Seizure of Property	
<b>#7304</b>	District Attorney Revolving	\$2,049.20
<b>#7305</b>	District Attorney Evidence	
<b>#7402</b>	Excess Resale	\$15.43
<b>#7403</b>	Unapportioned Revenue	
<b>#7410</b>	Protested Tax	
<b>#7411</b>	2018 Protest Tax-CitiGroup Energy	
<b>#7431</b>	Co. Bridge & Road Investment	\$262.96
<b>#7432</b>	911 Phone Fees Investment	\$908.50
<b>#7433</b>	Co. Clerk Lien Fee Investment	\$52.09
<b>#7434</b>	County Clerk RM&P Investment	\$80.20
<b>#7435</b>	Health Investment	\$1,717.81
<b>#7436</b>	Resale Property Investment	\$1,374.27

**Official Minutes of  
PAYNE COUNTY BUDGET BOARD**

#7437	Treasurer Mtg Cert Investment	\$77.01
#7438	Self Insurance Prog Investment	\$3,581.70
#7439	Fair Maint 3/8 ST Investment	\$751.51
#7501	Estray Animal	\$16.66
#7603	Econ Dev Trust	

Motion by Craig to approve cash appropriations as presented, second Woodward. Roll Call Vote: Woodward-Yes, Blasier-Yes, Reding-Yes, Craig-Yes, Manning-Yes, Cavett-Yes, Sahs-Yes.

**Transfers:**

Craig presented the following transfers. The OSU Extension Office is requesting to transfer \$15,000 from Extension Capital Outlay (4110) to Extension Part Time (1130). The Sheriff's Office is requesting to transfer \$14,289.00 from Sheriff Part Time Salaries (1130) to Sheriff Full Time Salaries (1110) and \$61,000 from Sheriff's Service Fee (2005) to Sheriff's Service Fee Salaries (1110).

Craig also presented an Error Correction from the Treasurer's Office in the amount of \$8,651.01. The Gasoline Tax (OTC CBRIF Gasoline Excise) and Special (OTC Special CBRIF) money received from OTC Taxes and Licenses was placed in fund 1102 (County Highway Unrestricted) instead of fund 1103 (County Bridge and Road Improvement. Craig stated that Cavett and Blasier just needed to let her know where they would like her to remove and replace their funds. Motion by Cavett to approve transfers as presented, second by Woodward. Roll Call Vote: Sahs-Yes, Woodward-Yes, Blasier-Yes, Reding-Yes, Craig-Yes, Manning-Yes, Cavett-Yes.

**Letter of Commitment:**

None presented at this time.

**Range changes/discussion/possible action:**

None presented on this date

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

Reding stated he had one (1) employee in Environmental Enforcement that still needs some leave share if anyone is able to donate time. Woodward stated he would inquire with his staff as well. Craig stated that she would have one employee that would need some time donated as well. Motion by Craig to approve leave share and FMLA, second by Woodward. Roll Call Vote: Woodward-Yes, Blasier-Yes, Reding-Yes, Craig-Yes, Manning-Yes, Cavett-Yes, Sahs-Yes.

**New hires/discussion/possible action:**

None presented on this date.

**Discussion/Possible Action – Safety Sensitive Position:**

Colin Campbell presented his safety sensitive positions. Campbell stated that all of the Payne County Expo Center employees would be classified as safety sensitive positions including the Director. Campbell stated this was due to routinely working in, or around potentially hazardous conditions in, and around livestock, and the use of motor vehicles, agriculture, and construction equipment. Reding inquired on any other offices having positions that needed to be approved. Craig stated she was sure that the Assessor's Office would have positions. Motion by Craig to approve Colin Campbells Expo Center employees to be classified as safety sensitive positions, second by Cavett. Roll Call Vote: Blasier-Yes, Reding-Yes, Craig-Yes, Manning-Yes, Cavett-Yes, Sahs-Yes, Woodward-Yes.

**New Business/discussion-no action will be taken.**

Reding stated he failed to place an item on the agenda for the Election Board Office so a special meeting will need to be scheduled. Special Meeting is scheduled for 11:00 am on Friday, January 17th, 2020.

**Official Minutes of  
PAYNE COUNTY BUDGET BOARD**

**Adjournment:**

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