



Official Minutes of PAYNE COUNTY BUDGET BOARD

The Payne County Budget Board met in a Special meeting of the board at 11:00 a.m. on **Tuesday, February 11, 2019** at the Payne County Administration Building, Commissioner Meeting Room, Suite 203 located in Stillwater, Oklahoma.

Chairman Reding called the meeting to order: at 11:00 a.m.

The following members were present:

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

Approve minutes of the previous meeting of the board:

Minutes of the previous meeting were presented for approval. Motion by Cowan to approve minutes as presented, second by Cavett. Roll Call Vote: Cowan-Yes, Craig-Yes, Cavett-Yes, Woodward-Abstain, Blasier-Yes, Allen-Yes, Manning-Yes, Reding-Yes.

Cash Appropriations:

The Clerk's Office presented the cash appropriations as certified by the Payne County Treasurer February 1, 2019; these have also been approved by the Board of Commissioners:

	Alcoholic Bev. Tax	\$30,383.48
#0001	General	
#1102	Highway	\$352,008.21
#1103	CBRI - 105 Monies	\$42,946.50
#1201	911 Phone Fees	\$57,865.19
#1202	C.L.E.A.N.	
#1204	Assessor Revolving Fee	\$398.60
#1208	County Clerk Lien Fee	\$2,543.42
#1209	County Clerk RM&P	\$5,570.62
#1211	Court Fund Salaries & Fringe Court	\$31,056.90
#1212	Emergency Mgmt	\$410.63
#1213	Flood Plain	
#1214	Free Fair Board	\$9,808.82
#1216	Health	
#1218	LEPC	
#1220	Resale Property	\$22,931.17
#1223	Sheriff Commissary	\$13,069.03
#1226	Sheriff Service Fee	\$118,361.29
#1227	Sheriff Training	\$16.04
#1228	Solid Waste Management	\$514.65
#1230	Treasurer Mortgage Cert	\$1,192.32
#1235	Donations	\$16,188.39
#1237	Self Insurance Program	\$88,530.27
#1308	Extension 3/8 ST	\$27,124.02
#1310	Fair Maintenance 3/8 ST	\$74,214.10
#1311	General Govnmt 3/8 ST	\$57,828.45
#1313	Roads & Bridges 3/8 ST	\$203,610.69
#1315	Jail Debt 1/8 ST	\$124,582.42
#1321	Rural Fire 1/16 ST	\$64,954.23
#1327	Fire 3/8 ST	\$19,330.21
#1331	Jail Debt ¼ ST	\$248,305.56
#2000	Capital Projects	
#7202	Child Abuse Prevention	\$20.00
#7205	Law Library	\$3,547.34
#7207	Mental Health	\$4,391.67
#7303	Seizure of Property	\$10,980.00
#7304	District Attorney Revolving	\$3,109.87
#7305	District Attorney Evidence	
#7402	Excess Resale	\$22.80
#7403	Unapportioned Revenue	
#7501	Estray Cattle	\$758.86
#7603	Econ Dev Trust	

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

Transfers:

Craig presented transfers for the Sheriff's Office from the Sheriff's Service Fee to Sheriff's Service Fee Salaries in the amount of \$28,000. The Assessor's Office from Reval Salary to Reval Travel in the amount of \$5,000. The County Clerks Office from County Clerk Salary to M & O in the

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amount of \$6,000. Motion by Cowan to approve transfers as presented, second by Woodward.
Roll Call Vote: Cavett-Yes, Woodward-Yes, Blasier-Yes, Allen-Yes, Manning-Yes, Reding-Yes,
Cowan-Yes, Craig-Yes.

Letter of Commitment:

None presented at this time.

Range changes/discussion/possible action:

None presented at this time.

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

None presented at this time.

New Hires/Discussion/Possible Action:

None presented at this time.

Personnel Policy Changes/Discussion/Possible Action:

None presented at this time.

Discussion/Possible Action – Continuation of Longevity for Alyson Dawson, Payne County Election Board Secretary:

Reding stated over the last few months there has been discussion over Election Board Secretary Alyson Dawson's benefits, and salaries with regards to the county vs the state picking up the expenses. Reding stated the board agreed to continue her benefits as though she was a Payne County Employee, so she is treated like all of the other employees. Reding stated February is when she would receive her longevity, and it has been paid out to her for the last 7-8 years. It is now up to the board to decide on continuing that benefit. Reding stated that A.D.A. Lowell Barto didn't seem to have any problems with her receiving it since she has been treated like an employee. Craig stated that Dawson was considered an appointed official not an employee. Reding read an email from Barto on his opinion dated February 4, 2019 referring to the state law in regards to longevity pay which is statute T19 OS 108.84 it provides that the longevity pay program shall not include any elected county officer, that is the only inclusion you are not an elected county officer therefore I believe you are eligible as are all county employees to receive longevity pay. Nothing in the county's personnel policy contains any exclusions language. Reding stated that being said it is however up to the Budget Board to make this decision. Craig stated that she disagreed; she believed that Dawson is allowed to come and go as she pleases just as an elected official does. Dawson does not work full time like our employees that receive longevity and sees this as a benefit. Cowan stated he agreed with Craig in the fact that she is able to come and go and does not have to adhere to the sick and vacation plans like our county employees do. Manning felt it has always been treated like the other employees therefore she felt Dawson should receive the longevity. Craig stated that she was once the Election Board Secretary and she never received longevity when she was in the same position Dawson sits in now. Manning looked at it as a county office regardless of where the pay comes from. Woodward makes a motion to pay Dawson her longevity just as every other employee, second by Manning. Roll Call Vote: Woodward-Yes, Blasier-Yes, Allen-Yes, Manning-Yes, Reding-Yes, Cowan-No, Craig-No, Cavett-Yes.

Payne County Audit Update/Overview of Steps for Final Review – Deputy State Auditor:

Marla Latham from the State Auditors Office addressed the board stating she was here today to finalize her audit report and would be meeting with the Elected Officials that she still needs to review their responses or get responses from. Once Latham has those final responses then the audit will go out. Craig asked Latham if she knew about the budget maker training, our CPA Steven Cundiff was inquiring on those dates. Craig stated at CODA Cindy Byrd announced that all budget makers had to take training, and there would be a new estimate of needs format. Latham said yes it will be on the OSU training website as to when that training would be. The County Clerk and Treasurer will need to be familiar with the new form as to what your CPA is presenting to you, so if there are any issues with the estimate of needs he is not written up it would be the county. Reding stated after the meeting please see Marla Latham so she can finalize the audit.

Discussion/Possible Action – Troy and Banks Smart Solutions:

Craig stated there is a company named Troy and Bank Smart Solutions that is requesting to represent the county in our utility bill audits, and has approached Craig. Troy and Banks is a company that audits utility bills to find errors, over charges, and helps recover funds for counties. Craig stated that they currently work with the following counties, and city, Noble, Seminole, Comanche, Tillman, Kiowa, Woodward, Harper, Alpha and the City of Woodward. Any over charges and errors the company finds, they are requesting a payment equal to 35% of the recovered funds. The City of Woodward has received over \$100,000, Noble County as well as several other counties have also received several thousands of dollars. Craig stated she had given this to A.D.A. Lowell Barto to review, as well but Craig wanted to present it before the board. Craig stated this is no cost to the county they only receive 35% of what they collect. Motion by Craig to recommend to the county commissioners to pursue with an agreement with Troy and Banks Smart

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Solutions to audit the counties utilities bills, second by Manning. Roll Call Vote: Blasier-Yes, Allen-Yes, Manning-Yes, Reding-Yes, Cowan-Yes, Craig-Yes, Cavett-Yes, Woodward-Yes.

New Business/Discussion – no action will be taken:

Nathan Anderson with OSU Extension office wanted to announce a few date changes due to last week's weather. Anderson stated the food festival that is held here in the Administration Building in February will be moved to April 19th. There was also a tax meeting that was cancelled due to the weather and it has been moved to February 19th at 6:00pm. This meeting will be going over tax laws in regard to personal property tax, so he just wanted to share those new dates. Anderson wanted to also check with Reding in regard to future closing notifications because his office was not notified.

Woodward stated they are updating the card system at the courthouse this week and have hopes to have it all completed by Wednesday. If anyone is needing a card, or has any questions, please let him know. Reding also wanted to add that Payne County is extremely blessed with the 3/8th cent sales tax and our stable economy. Reding stated a Kentucky Sheriff's department had to suspend all law enforcement activities due to a lack of funding. Reding stated other surrounding counties in that area are also being affecting. Reding said we should be a thankful county.

Adjournment:

Motion to adjourn by Cowan, second by Craig. Roll Call Vote: Allen-Yes, Manning-Yes, Reding-Yes, Cowan-Yes, Craig-Yes, Cavett-Yes, Woodward-Yes, Blasier-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 _____ 2019

Chairman _____

Vice Chairman _____