



**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, March 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, Zach Cavett-Commissioner District 1, Chris Reding-Commissioner-District 2, Teri Sahs- Deputy Court Clerk, Kevin Woodward-Under Sheriff, James Cowan-Assessor. Also, in attendance various department heads, employees, news media.

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

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

**Cash Appropriations:**

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

3	Alcoholic Bev. Tax	\$31,090.56
#0001	General	
#1102	Highway	\$336,439.16
#1103	CBRI - 105 Monies	\$36,552.21
#1201	911 Phone Fees	\$57,838.24
#1202	C.L.E.A.N.	
#1204	Assessor Revolving Fee	\$602.23
#1208	County Clerk Lien Fee	\$1,879.19
#1209	County Clerk RM&P	\$4,581.66
#1211	Court Fund Salaries & Fringe Court	\$31,559.60
#1212	Emergency Mgmt	\$56.96
#1213	Flood Plain	
#1214	Free Fair Board	\$18,850.41
#1216	Health	
#1218	LEPC	
#1220	Resale Property	\$28,886.42
#1222	Sheriff Board of Prisoners	\$698.00
#1223	Sheriff Commissary	\$14,645.86
#1226	Sheriff Service Fee	\$150,406.37
#1227	Sheriff Training	\$6.38
#1228	Solid Waste Management	\$80.09
#1230	Treasurer Mortgage Cert	\$1,099.18
#1235	Donations	
#1237	Self Insurance Program	\$101,786.56
#1308	Extension 3/8 ST	\$25,879.32
#1310	Fair Maintenance 3/8 ST	\$70,549.07
#1311	General Govnmt 3/8 ST	\$55,201.01
#1313	Roads & Bridges 3/8 ST	\$194,193.69
#1315	Jail Debt 1/8 ST	\$119,446.22
#1321	Rural Fire 1/16 ST	\$61,864.41
#1327	Fire 3/8 ST	\$18,439.24
#1331	Jail Debt ¼ ST	\$235,442.82
#2000	Capital Projects	
#7202	Child Abuse Prevention	
#7205	Law Library	\$3,553.45
#7207	Mental Health	\$8,004.17
#7303	Seizure of Property	\$5,420.00
#7304	District Attorney Revolving	\$2,862.16
#7305	District Attorney Evidence	
#7402	Excess Resale	\$24.04
#7403	Unapportioned Revenue	
#7410	Protested Tax	\$32.24
#7501	Estray Cattle	\$25.32
#7603	Econ Dev Trust	

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

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**Transfers:**

Craig presented transfers for the Sheriff's Office from the Sheriff's General Fund Full-Time Salary 0001-2-0400-1110 \$100,000.00, also From Sheriff General Fund Part-Time Salary 0001-2-0400-1130 \$4,467.68 to Sheriff's General Fund M & O 0001-2-0400-2005 in the amount of \$104,697.68. Sheriff Federal Prisoner's Service Fee 1226-2-1100-6001 \$25,000.00 to Sheriff Service Fee Salaries 1226-2-0400-1110 in the amount of \$25,000.00. Jail Operations M&O 1315-2-8004-2005 transferred \$200,000.00 to Jail Salaries 1315-2-8004-1110 in the amount of \$200,000.00. Error Correction Transfers for the Treasurer's office and District 3 were as follows: Fund 7410 Protest Tax in the amount of \$256.52 should have been deposited in Fund 1315 Jail 1/18<sup>th</sup>. Fund 1222 Sheriff Bd. Of Prisoner's 698.00 should have been deposited in Fund 1226 Sheriff Service Fee. Commissioner Dist. 3 Fund 1102 should have been deposited in Fund 1313 \$24,066.67. Motion to approve transfers as presented by Craig, second by Cavett. Roll Call Vote: Woodward-Yes, Cavett-Yes, Sahs-Yes, Reding-Yes, Craig-Yes, Cowan-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:**

Treasurer's office presented a request for Martha Kisler. Motion to approve by Craig, second by Cowan. Roll Call Vote: Cavett-Yes, Sahs-Yes, Reding-Yes, Craig-Yes, Cowan-yes, Woodward-Yes.

**New Hires/Discussion/Possible Action:**

None presented at this time.

**Personnel Policy Changes/Discussion/Possible Action:**

None presented at this time

**New Business/Discussion – no action will be taken:**

JoAnn Swanson the new Payne County AT&T representative wanted to introduce herself to the board. JoAnne was assigned in January 2019 to Payne County. JoAnne apologized for the years that Payne County has been neglected in the area of customer service, and support, she is here to reach out and fix that. JoAnne talked about the many areas that are offered for service. Woodward also brought up the new first responder network. The board discussed this service, and who would be able to participate. The board members will be able to get this service as elected officials along with first responders, etc. JoAnne left her information. No action taken.

**Announcement of Payne County Audits FY 2016-2017 & 2018:** Marla Latham and Dorinda Gentry spoke to the board in regard to the upcoming audit and the fiscal years that they will be covering. Marla presented engagement letters to Chairman Chris Reding to have signed by him, Glenna Craig the County Clerk, and Carla Manning the Treasurer.

**Disposal of derelict electronic equipment:** Reding stated that the county will be having a third party come and remove old equipment to be recycled that has been junked or removed from inventory. All equipment needs to be on the third floor in piles for pelleting and preparing for pickup. Craig mentioned that this is equipment that has been removed on the property SA&I form from inventory. If you have equipment that needs to be junked, get the form to the Clerk's office to be approved in a Commission meeting. Craig also stated that if departments are going to have computer's etc. they need to have the hard drives removed. Woodward said that the Sheriff's Department can take the old hard drives and have them shredded with theirs. Bradford Cary with Beasley's will be organizing the equipment and doing the preparation for pickup. No date has been set at this time. Cavett also reminded everyone that the yearly spring auction held by Pickens Auction would be held at the end of the month if anyone wanted to place old equipment, etc. in the auction.

**Request for possible use of sales tax funds for chiller replacement at the courthouse:**

Reding stated that the chiller in the courthouse was going to need to be replaced soon. He stated it takes close to 6 weeks to get the chiller after ordered, plus the time needed for bidding. He wanted to get this replaced before summer. He is requesting the funds come from the general fund portion of the 3/8t cent sales tax. Craig asked if he had information on the cost. Reding stated close to \$100,000.00 he thought. Craig said she would like to see the bids, and the amount needed from this account before making this decision. Craig stated that this is also the account other large projects have been paid from, and that the county employee's vision and dental are paid from. The board requested Reding get bids, and bring back that information for a decision. No action taken

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**Adjournment:**

Motion to adjourn by Craig, second by Cowan. Roll Call Vote: Sahs-Yes, Reding-Yes, Craig-Yes, Cowan-yes, Woodward-Yes, Cavett-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 \_\_\_\_\_