



## **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 **Monday, April 29, 2019** at the Payne County Administration Building, Gloria Hesser 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:**

Chris Reding-Commissioner District 2, James Cowan- Assessor, Glenna Craig-County Clerk, Carla Manning-Treasurer, Lori Allen-Court Clerk, Zach Cavett-Commissioner District 1, R.B. Hauf-Sheriff, Rocky Blasier Commissioner District-3. Also, in attendance Lowell Barto A.D.A., Steven Cundiff county CPA, various department heads, employees, and news media.

**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, Allen stated that she was mis-quoted in the minutes in regard to tabling the travel policy, Craig stated that she would correct the error. Motion by Cowan amended to include correction, second by Allen. Roll Call Vote: Hauf-Yes, Cowan-Yes, Craig-Yes, Cavett-Yes, Manning-Yes, Allen-Yes, Blasier-Yes.

**Transfers:**

Craig presented the following transfers and error corrections. From 0001-1-2300-1235 Longevity to 0001-1-1700-1200 Rev. fringe \$60.38, From 0001-1-2300-1222 Health to 0001-1-2200-1130 Pt. Time Election Bd. \$765.99, From 1102-9415-3330 Gravel to 1102-9122-3010 Permits \$250.00, From 1102-9122-3010 Permits to 1102-9415-3330 \$20,000.00 gravel, From 7304-1-0100-2005 Revl. Fort to 7303-1-0200-2005 Cash Seizure \$11,765.00, From 0001-1-2200-1110 \$3,000.00, 0001-1-2200-1130 \$1,500.00, 0001-1-2200-1310 \$900.00, 0001-1-2200-2005 \$1,600.00 to 0001-1-2200-4110 Capital Outlay total \$7,000.00. From 0001-1-1600-1110 Assessor Full time to 0001-1-1600-4110 Assessor Capital Outlay \$10,000.00. Motion to approve transfers as presented by Cowan, second by Hauf. Roll Call Vote: Cowan-Yes, Craig-Yes, Cavett-Yes, Manning-Yes, Allen-Yes, Blasier-Yes, Hauf-Yes.

**Discussion /Possible Action-Funding of chiller for courthouse.**

Reding stated that he received bids on the courthouse chiller. He selected B&L for \$87,700.00. Reding stated he did not have money in his account. Hauf mentioned contingency, Reding stated or the sales tax, Craig stated that the board agreed to not touch contingency, and that the sales tax general account had a balance of 1,500,000.00. Motion to take funds from the Sales tax account by Cavett, second by Blasier. Roll Call Vote: Craig-Yes, Cavett-Yes, Manning-Yes, Allen-Yes, Blasier-Yes, Hauf-Yes, Cowan-Yes.

**Discussion possible action on Travel Policy:** Reding stated that he wanted everyone to know that the

Commission would be looking over travel claims closer on purchase orders. Craig asked Barto if he had researched the IRS code as requested in the last meeting for meals that were per-diem, overnight stay, etc. Barto stated there is no other IRS explanation except seeking rest, away from home, etc.. The IRS has given examples, taking a nap in your car does not qualify. Hauf stated Craig sent him an email that the IRS was auditing cities, schools, and counties. Craig said that came from Steven Cundiff. R.B. asked Steven. Steven stated yes cities and schools, does not know of counties, and when they fine them it is a hefty fine. Cundiff said that he had discussed this with the State Auditor's, and they do not get meal reimbursement until they are away 18 hours, that the schools require an overnight stay with hotel receipts. Craig stated she had not spoken to the IRS, Hauf said that they have, and have requested information on "de minimis" meals. Craig stated it will be difficult for her office to figure taxes and per-diem as the tickets are submitted now, they are not on a travel claim, they do not have individual names only several badge numbers, they do not state overnight, or non-overnight stay, they cannot determine who on what ticket ate what, they will have to be individualized for her office. Craig asked Cundiff since this was not reimbursement is there a way to figure the taxes, her software will not do this, Cundiff stated yes, but it is difficult. Cowan wanted to address the First-Class Airline charges. Cowan presented a policy that stated no first-class air fare. Hauf stated that sometimes it is an emergency for transport, Cowan said that it can be reviewed for that instance, Craig stated the first-class air fare in question was not for transport. Craig asked Barto if they needed to pass the travel policy that he presented, Hauf would like to wait for the IRS to answer his inquiry. Motion to table by Hauf, second by Cowan. Roll Call Vote: Cavett- Yes, Manning-Yes, Allen-Yes, Blasier-Yes, Hauf-Yes, Cowan-Yes, Craig-Yes.

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**Adjournment:**

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