



**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, May 13, 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 various department heads, 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 Allen. Roll Call Vote: Cowan-Yes, Craig-Yes, Cavett-Yes, Manning-Yes, Allen-Yes, Hauf-Yes, Blasier-Yes, Reding-Yes.

Financial Reports

Cash Appropriations:

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

3	Alcoholic Bev. Tax	\$23,113.37
#0001	General	
#1102	Highway	\$364,439.51
#1103	CBRI - 105 Monies	\$36,808.61
#1201	911 Phone Fees	\$55,622.99
#1202	C.L.E.A.N.	
#1204	Assessor Revolving Fee	\$803.58
#1208	County Clerk Lien Fee	\$2,326.25
#1209	County Clerk RM&P	\$4,696.08
#1211	Court Fund Salaries & Fringe Court	\$31,560.42
#1212	Emergency Mgmt	
#1213	Flood Plain	
#1214	Free Fair Board	\$14,124.10
#1216	Health	
#1218	LEPC	
#1220	Resale Property	\$44,214.59
#1223	Sheriff Commissary	\$13,893.95
#1226	Sheriff Service Fee	\$115,263.21
#1227	Sheriff Training	\$5.96
#1228	Solid Waste Management	\$242.58
#1230	Treasurer Mortgage Cert	\$1,628.47
#1235	Donations	
#1237	Self-Insurance Program	\$89,201.26
#1308	Extension 3/8 ST	\$24,443.96
#1310	Fair Maintenance 3/8 ST	\$66,470.80
#1311	General Govnmt 3/8 ST	\$52,212.75
#1313	Roads & Bridges 3/8 ST	\$183,820.04
#1315	Jail Debt 1/8 ST	\$112,706.91
#1321	Rural Fire 1/16 ST	\$58,559.93
#1327	Fire 3/8 ST	\$17,450.63
#1331	Jail Debt 1/4 ST	\$220,868.57
#2000	Capital Projects	
#7202	Child Abuse Prevention	
#7205	Law Library	\$3,980.46
#7207	Mental Health	\$4,391.67
#7303	Seizure of Property	
#7304	District Attorney Revolving	\$5,210.62
#7305	District Attorney Evidence	
#7402	Excess Resale	\$24.36
#7403	Unapportioned Revenue	
#7410	Protested Tax	\$156.66
#7501	Estray Cattle	\$26.92
#7603	Econ Dev Trust	

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

Transfers:

Craig presented a transfer for the Sheriff's Office from fund 1315 for \$200,000 from Jail Operations M&O to Jail Salaries, Sheriff GF Sheriff Account \$5390.92 and Travel Account \$5,000 with a total of \$10,390.92 being transferred to Sheriff M&O, Error Correction with the Treasurer's Office of \$268.10 being deposited into 1102 and should have been 1103, Election Board asking to transfer \$12,000 from Part time to M&O. Motion by Craig to approve transfers as presented, second by Cowan. Roll Call Vote: Cavett-Yes, Manning-Yes, Allen-Yes, Hauf-Yes, Blasier-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 – special session for the Payne County Board of Equalization:

Craig stated because of the dates the Board of Equalization usually adjourns May 31st because they have to give protesters three (3) dates, ten (10) days apart which would extend to the end of July which is as far as they can legally go. Motion to approve the request for special session to end July 31st by Craig, second by Cowan. Roll Call Vote: Manning-Yes, Allen-Yes, Hauf-Yes, Blasier-Yes, Reding-Yes, Cowan-Yes, Craig-Yes, Cavett

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

Woodward stated that their office would have one employee who will be needing donated time but felt currently it could be handled internally in their department. They are currently working on FMLA for this employee.

New Hires/Discussion/Possible Action:

Cowan stated that he had a new hire that was replacing a previous employee this would not be any additional funding just would be a new face in the building on the Visual inspection side and would be hiring another employee in a few weeks.

Hauf inquired on the new hire deputy for the size and weight limits for the county with Cavett. Cavett stated at this time he had not heard anything from Barto on if highway funds would be allowed to pay for that kind of a position. Cavett felt that being it would be a position to protect the infrastructure of the county he would be agreeable in authorizing and moving forward with hiring this individual. Hauf stated he may just need to hire this position out of the Sheriff's Fee Account for now because the individuals over 5 years of service is coming up, after that they could decide on a different funding source if approved. In November Craig stated when we do the amended budget it could also be adjusted for the Sheriffs Department. Hauf stated he still may need to go ahead and put him in the Sheriffs Fee account now because the end of June is when his over 5 hits, Woodward stated also at over 5 is when he loses his certification through CLEET, so he will be returning to Ada for school to complete the requirements if not taken care of now. Reding stated the Court Clerk's Office and District 2's office shares the salary expense for the Building Engineer which has worked well. Cavett was willing to share the salary as well with District 3 if that could be done. Cavett knows it will add to the longevity of hard surface roads for the county in keeping through traffic from taking side roads. Cavett stated he knew that in the past District 1 and District 3 would share the expense of a scale, so he would like to get with Blasier on that. Hauf stated he would like to hire the deputy on at a ten (10) year rate because he has thirty (30) plus years of ODOT experience. Motion by Cavett to hire this deputy at a ten (10) year rate from Hauf's cash account for now, second by Blasier. Craig stated when you have estimates on the cost of the scales that could be taken from the 3/8th cent sales tax general fund, Hauf stated it will cost about \$30,000 for six (6) and all of OHP use this specific scale. Roll Call Vote: Allen-Yes, Hauf-Yes, Blasier-Yes, Reding-Yes, Cavett-Yes, Craig-Yes, Cavett-Yes, Manning-Yes.

Personnel Policy Changes/Discussion/Possible Action

Notification by Board of Commissioners of Travel Policy Adherence:

Reding stated the Board of Commissioners would be taking closer notice to all travel claims coming through the board as well as developing a more streamline policy.

New Business/discussion-no action will be taken.

Craig reminded the board that she still needed estimate of needs.

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Adjournment:

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