



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, June 24, 2019** at the Payne County Administration Building, Commissioner Meeting Room, Suite 203 located in Stillwater, Oklahoma.

Chairman Reding called the meeting to order: at 9:00 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, Kevin Woodward-Under 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. Craig stated that Reding stated that Barto advised the Board of Commissioners to draft the policy and that there wasn't any discussion by the Budget Board. Craig stated that the Budget Board did have room for discussion and disagreed with that statement. Roll Call Vote: Cowan-Yes, Craig-Yes, Manning-Yes, Allen-Yes, Reding-Yes. These Elected Officials were not present for this vote, Cavett, Blasier and Hauf.

Financial Reports

Cash Appropriations:

None presented on this date.

Transfers:

The Clerk's Office presented transfers for the Assessor's Office of \$20,000 from Reval Fringe Benefits to Reval M & O. Motion by Cowan to approve transfer as presented, second by Allen. Roll Call Vote: Craig-Yes, Manning-Yes, Allen-Yes, Reding-Yes, Cowan-Yes. These Elected Officials were not present for this vote, Cavett, Blasier and Hauf.

Open Public Hearing for Payne County Budget FY 19-20:

Motion by Craig to motion until June 27, 2019 at 9:00 a.m., second by Cowan. Roll Call Vote: Manning-Yes, Allen-Yes, Reding-Yes, Cowan-Yes, Craig-Yes. These Elected Officials were not present for this vote, Cavett, Blasier and Hauf.

Presentation of FY 19-20 Budget Revenue – Steven Cundiff CPA:

Cundiff stated he was presenting the preliminary budget which allows the county the legal rights to spend effective July 1st. Cundiff stated these are only guesstimates of what has been spent as of April 30th then it is annualized with what we think will be spent which is what gets the amount of our expenditures. Cundiff stated the revenues are actual results as of April 30th guessing what will come in the next two months. Basing on all of those numbers a carryover amount is then brought over to begin using July 1. Cundiff stated in August actual evaluations will come from Cowan then an amended budget will come at that time giving us an actual carryover and ad valorem taxes. Cundiff stated the packet has two (2) sections of Appropriated funds with general fund and health funds then cash accounts. Cundiff stated that the revenue sources consist of ad valorem, miscellaneous fees and carryover. Cundiff reviewed the projected expenditures for the general fund. Craig directed the board to a hand out she provided showing last year's approved final budget with an estimate of needs for this year that there is an additional one million requested this year than last year. The columns display if the departments are up or down in their requests. Manning inquired on if everyone should have adjusted their statutory travel, Craig stated yes.

Presentation of Visual Inspection Budget – James Cowan – 68 2823 (a) Notice of Visual Inspection Budget as filed with Budget Board – subject to amendment upon certification of Tax Rolls:

Cowan presented the Assessor's and Visual Inspection budget stating there was an overall decrease of \$13,893.12 with a total budget of \$913,195.79. Cundiff requested that Cowan explain to any new Officials how this operates. Cowan stated that these were all billed out to schools and taxing entities, so the schools pay a portion based upon their net asset evaluation and their millage rate so whatever they bring in with total taxes they pay that percentage of visual inspection budget. Cowan stated his office does not do actual calculations until they get the millage rates back and do the tax roll usually around the first of November; hopefully. Cowan stated there was a small amount that will go to the general fund.

Budget Hearings and Discussion:

Health Department, District Attorney, Assessor, Excise Board, County Clerk's Office, Fringe Benefits, State Auditor & Inspector, Court Clerk's Office, Treasurer's Office, Office of the Commission, Commission Gen Gov Courthouse, Commission Adm Building, Floodplain, Solid Waste, Juvenile Detention, Building Engineer, Emergency Management, Emergency Operations Center, C.L.E.A.N. Program, Early Settlement Mediation, Sheriff Office General, Jail Operations Detention Center, Election Board.

Craig presented the Health Department for Kelli Rader stating these funds are ad valorem funds so it's not something that can be taken away they present their needs each year. Craig presented

**Official Minutes of
PAYNE COUNTY BUDGET BOARD**

the District Attorney's Office stating it wasn't a lot different from last year. The only real difference was the salary for the ADA due to the statutes changing the salary amount. Cowan stated there were slight decreases due to personnel movement and no one is moving around mostly in the 2-10-year ranges. Craig presented the Excise Board stating she had taken it down \$1000 from last year. Craig presented her office the County Clerk's Office stating her office was up by \$2800 with travel and M&O to begin sending staff to training and stated that her office purchases warrants and funds the bids being published on her website. Craig presented the Fringe Benefits stating the county pays for the employees' health benefits out of the general fund which is 2.1 million currently and has put in a 20% increase in case there is an increase in that expense. Vision and Dental still comes out of the sales tax. Craig wanted to remind everyone that the contingency account needed to be considered when making decisions that could potentially affect our employees having to pay a percentage of their benefits or no longer having longevity. Manning stated she had concerns with benefits this year and what those costs will be. Craig presented the State Auditor and Inspectors budget stating there is a formula used in determining the amount for that Purchase Order Craig stated in the Amended Budget she will have an amount for that purchase order once they have those numbers from Cowan. Craig stated it was .0001 of the net evaluations that the county must put aside for the Auditors. Allen presented the Court Clerk's budget stating hers is up with raises and a position that has not been filled that was actually approved when Lambert was in office. Allen would like to move a position from her court fund account to the court clerks general fund. Allen stated she received her court fund budget and has been docked \$50,000 this next year so making this move would help. Manning presented the Treasurer's Office has an increase in travel due to staff changes and needing to send some employees to training. Reding presented the Commission stating the majority of his increase was due to the Deputy salary going up and stipend for Blasier until a county vehicle can be purchased. Reding presented the Commission Gen Gov Courthouse has increased with expenses of water piping issues, roof repairs on the courthouse. Reding stated the Admin Building also has changes with 24 hour computer monitoring, off site backups and fiber optics. Craig inquired with Reding on taking some of his big projects out of the 3/8th cent sales tax in order to maintain a higher contingency amount. stated if we could take \$40,000 out of the General M&O and \$40,000 out of the Admin Building that would be a huge help. Reding stated that was fine with him to do so. Reding presented the Floodplain stating they had requested a slight increase. Clint Castoe presented a slight increase with M&O wanting to implement uniforms for their department. Castoe stated their department was improving after the new building and getting everything in order so a lot of past expenses would not be an issue this year. Craig inquired with Castoe on taking the \$16,940 increase out of his cash account rather than the general fund and should a big project come up before the board, Castoe agreed. Reding presented the Juvenile Detention stating there was a decrease in this fund and an increase with Building Engineer in changing how this is used some with repairs and supplies needed for the restrooms. Reding stated Robinson our Building Engineer has received more training and has taken on more responsibilities savings the county money. Reding and Kuhn presented Emergency Management stated they expect to see maintenance on their vehicles due to miles. Choplin and Kuhn have worked on the Emergency Management Center doing an excellent job with about half of the building done. Reding stated he wanted to add a new estimate of needs with Emergency Operations Center maintaining the new building. Craig inquired on the two (2) M & O accounts one with Emergency Management and the other with Emergency Operation Center. Choplin stated their desire was to separate the two (2) once they move out of the Sheriff's Office they will endure other expenses and will need their M&O. The other fund for Operations will maintain the building itself. Reding presented the C.L.E.A.N. program has increased some with salary and more hours working. Reding presented Early Settlement Mediation is a reimbursement fund with funds being put up front. Woodward presented the Sheriff's Department stating they were down about \$35,000. Woodward presented the Jail Operations Detention Center stating 1.6 million was needed for the salaries but the last few years that has been split with the Sheriff's Office giving \$800,000 of their funds to meet this need as well as taxes. In 2020 that tax will no longer go to the Jail. Woodward stated he wasn't sure what the balance was in the 1/4th cent sales tax account, Craig stated it was 9.3 million. Woodward stated that they have become very dependent on the \$800,000 and with the sales tax stopping in 2020 that 9.3 million will be gone soon. Craig stated she understood what Woodward was saying but the big picture was the county only had one (1) million to help with roads and the other 4.3 million was to maintain and operate during those three months. Craig's concern was not being able to help Cavett and Blasier with the road repairs. Craig would like the Sheriff's Office to take on their 1.6 million, so the county can build back up their contingency account. Woodward disagreed he did not want to take on the 1.6 million. Craig's concern was that the entire county only has one (1) million and the Jail has nine (9) million. Motion by Craig to take the 1.6 million out of the 1/4 cent sales tax account, second by Cowan. Roll Call Vote: Blasier-Yes, Manning-Yes, Allen-Yes, Woodward-No, Cavett-Yes, Reding-Yes, Cowan-Yes, Craig-Yes. Reding

**Official Minutes of
PAYNE COUNTY BUDGET BOARD**

suggested that as a board, as a county promote and that it continues on for the operation of the Jail. Woodward stated that the Sales Tax Advisory Board has already voted to give those funds to the roads. Cavett stated the Jail still has the 1/8 cent sales tax. Dondee Klein presented her budget with just a slight decrease. Manning stated she agreed further explaining that it's not about being against the Jail it was the concern of the road repairs and the entire county. Reding stated one concern for the Jail is a constant battle with a salt water environment and boiler issues so maintaining the pipes and expense there is a concern for the future.

Approval of the 2019-2020 Financials and Payne County Budget:

No presented on this date, this will be on Thursday's Agenda

Adjournment:

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