



## 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, July 8, 2019** at the Payne County Administration Building, Commissioner Meeting Room, Suite 203 located in Stillwater, Oklahoma.

**Chairman Reding called the meeting to order:** at 11:02 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. Roll Call Vote: Cowan-Yes, Craig-Yes, Allen-Yes, Woodward-Yes, Blasier-Yes, Manning-Yes, Cavett-Yes, Reding-Yes.

**Financial Reports**

**Cash Appropriations:**

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

| 3     | Alcoholic Bev. Tax                    | \$25,119.20  |
|-------|---------------------------------------|--------------|
| #0001 | General                               |              |
| #1102 | Highway                               | \$398,610.76 |
| #1103 | CBRI - 105 Monies                     | \$41,526.48  |
| #1201 | 911 Phone Fees                        | \$67,172.92  |
| #1202 | C.L.E.A.N.                            |              |
| #1204 | Assessor Revolving Fee                | \$409.13     |
| #1208 | County Clerk Lien Fee                 | \$1,959.32   |
| #1209 | County Clerk RM&P                     | \$5,305.74   |
| #1211 | Court Fund Salaries & Fringe<br>Court | \$33,555.56  |
| #1212 | Emergency Mgt.                        |              |
| #1213 | Flood Plain                           |              |
| #1214 | Free Fair Board                       | \$21,104.03  |
| #1216 | Health                                | \$9,450.73   |
| #1218 | LEPC                                  |              |
| #1220 | Resale Property                       | \$53,146.29  |
| #1223 | Sheriff Commissary                    | \$12,492.15  |
| #1226 | Sheriff Service Fee                   | \$93,867.66  |
| #1227 | Sheriff Training                      | \$705.44     |
| #1228 | Solid Waste Management                | \$630.95     |
| #1230 | Treasurer Mortgage Cert               | \$1,407.26   |
| #1235 | Donations                             |              |
| #1237 | Self-Insurance Program                | \$111,061.62 |
| #1308 | Extension 3/8 ST                      | \$27,270.55  |
| #1310 | Fair Maintenance 3/8 ST               | \$74,689.73  |
| #1311 | General Gov. 3/8 ST                   | \$58,447.47  |
| #1313 | Roads & Bridges 3/8 ST                | \$206,137.41 |
| #1315 | Jail Debt 1/8 ST                      | \$127,292.56 |
| #1321 | Rural Fire 1/16 ST                    | \$65,494.54  |
| #1327 | Fire 3/8 ST                           | \$19,535.36  |
| #1331 | Jail Debt ¼ ST                        | \$247,953.41 |
| #2000 | Capital Projects                      |              |
| #7202 | Child Abuse Prevention                | \$20.00      |
| #7205 | Law Library                           | \$4,192.10   |
| #7207 | Mental Health                         | \$4,391.67   |
| #7303 | Seizure of Property                   |              |
| #7304 | District Attorney Revolving           | \$4,963.00   |
| #7305 | District Attorney Evidence            |              |
| #7402 | Excess Resale                         | \$71,837.08  |
| #7403 | Unapportioned Revenue                 |              |
| #7410 | Protested Tax                         | \$562.27     |
| #7431 | Co. Bridge & Road<br>Investment       | \$269.01     |
| #7432 | 911 Phone Fees Investment             | \$929.47     |
| #7433 | Co. Clerk Lien Fee<br>Investment      | \$101.65     |
| #7434 | County Clerk RM&P<br>Investment       | \$156.50     |
| #7435 | Health Investment                     | \$1,758.81   |

**Official Minutes of  
PAYNE COUNTY BUDGET BOARD**

|       |                                |            |
|-------|--------------------------------|------------|
| #7436 | Resale Property Investment     | \$1,405.87 |
| #7437 | Treasurer Mtg Cert Investment  | \$150.28   |
| #7438 | Self-Insurance Prog Investment | \$3,664.00 |
| #7439 | Fair Main. 3/8 ST Investment   | \$768.77   |
| #7501 | Estray Cattle                  | \$26.60    |
| #7603 | Econ Dev Trust                 |            |

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

**Transfers:**

The Clerk's Office presented transfers for The Sheriff's Office \$33,000 from 1226-2-0400-2005 and \$30,000 from 1226-2-1100-6001 totaling \$63,000 to 1226-2-0400-1110. The Extension Office \$190,500 from 1308-5-8009-4110 with \$148,000 to 1308-5-8009-1110, \$7500 to 1308-5-8009-1130, \$23,000 to 1308-5-8009-1310 and \$12,000 to 1308-5-8009-2005. Motion by Cowan to approve transfers as presented, second by Woodward. Roll Call Vote: Woodward-Yes, Blasier-Yes, Manning-Yes, Cavett-Yes, Reding-Yes, Cowan-Yes, Craig-Yes, Allen-Yes.

**Letter of Commitment:**

None presented at this time.

**Range changes/discussion/possible action:**

Reding stated as Darrell Varnell retires he would be moving Clint Castoe to his position and would move up Frank Robinson into Clint's old position, so he will have an opening. Motion by Reding to approve range changes, second by Woodward. Roll Call Vote: Woodward-Yes, Blasier-Yes, Manning-Yes, Cavett-Yes, Reding-Yes, Cowan-Yes, Craig-Yes, Allen-Yes.

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

Woodward stated one of their employees L. Jordan who works in the Jail had a car accident breaking her femur in half. Jordan will be out of work for about six (6) weeks but there should be enough time internally to cover her time. FMLA paperwork would be filled out as well. Motion by Allen to approve leave share, second by Cowan. Roll Call Vote: Blasier-Yes, Manning-Yes, Cavett-Yes, Reding-Yes, Cowan-Yes, Craig-Yes, Allen-Yes, Woodward-Yes.

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

Dondee Klein, Election Board Secretary has hired Alyssa Parker in her office.

**Premiere Consulting – Updates on Health Insurance:**

Cary Taylor and Amber Martin with Premier Consulting presented an update to the Budget Board on Health Insurance claims. Taylor also inquired with the Officials with any concerns they had with any of our carriers. Taylor hoped to have a presentation on health premiums by early September.

**Personnel Policy Changes/discussion/possible action:**

None presented at this time.

**New Business/discussion-no action will be taken.**

Craig stated the company that the board approved to look at Payne Counties utilities bills, Troy and Banks was currently working on auditing our utility bill, and she was happy to report that they have recovered some from Birch Communications in the amount of \$133, and AT&T \$2,247.97.

Reding mentioned he would be scheduling at the end of summer, or early fall, a first responder, major incident, active shooter, self-care, care for others training with the training being free just the expense of the person coming in to conduct the training. Reding stated he would send out an email to get an idea on an employee head count for participation. Reding stating it would probably take a full day or ¾ of a day offering several days to chose from.

**Official Minutes of  
PAYNE COUNTY BUDGET BOARD**

**Adjournment:**

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