

## MINUTES OF WAGONER COUNTY COMMISSION MEETING

Monday, January 10<sup>th</sup>, 2011

The Board of Wagoner County Commissioners met with James Hanning, Chairman; Tim Kelley, Vice-Chairman; Chris Edwards, member; Carolyn Kusler, County Clerk; and Bobbi Fears, Secretary. Also in attendance was Assistant District Attorney John David Luton. Advance notice of the meeting was posted on bulletin boards and public entrances of the Wagoner County Courthouse on January 7<sup>th</sup>, 2011.

Location: Wagoner County Courthouse  
County Commissioner's Meeting Room

- I. The meeting was called to order by Chairman Hanning at 9:17am.
- II. Roll Call – All members present.
- III. The pledge of allegiance was led by Commissioner Hanning. The prayer was led by Commissioner Edwards.
- IV. Motion by Commissioner Kelley to approve minutes of Commission meeting held January 3<sup>rd</sup>, 2011. Seconded by Commissioner Edwards. With all members present, all voted aye. Motion carried.
- V. Motion by Commissioner Hanning to receive December 2010 reports for the following:
  - A. County Clerk, including annual report for 2010
  - B. Health Department
  - C. Sheriff
  - D. Treasurer
  - E. Red Bird
  - F. Tullahassee Volunteer Fire Department
  - G. Fire department expenditure reportSeconded by Commissioner Edwards. With all members present, all voted aye. Motion carried.
- VI. Motion by Commissioner Hanning to send the following legal items to the District Attorney's office:
  - A. Entry of Appearance and Motion to Vacate in USA versus Wagoner County in Case No. CIV-09-284-FHS.
  - B. Notice of application for vacation of a portion of Hines Avenue in Case No. CV-2010-132.

Motion seconded by Commissioner Edwards. With all members present, all voted aye. Motion carried.

VII. Action Items

A. Carolyn Kusler and Amanda Rotert presented progress of website development for wagonercounty.ok.gov. No action was taken.

A moment of silence at 10:00am gave respect to those affected by the shooting in Tucson, Arizona.

B. The Board discussed the chain of command for the Board of Commissioners offices and policy & procedures for offices. Commissioner Kelley suggested that all employees from Planning & Zoning, E-911, Emergency Management, and the County Engineer refer to the Chairman of the Board of Commissioners for approval of duties, requests, etc. Commissioner Edwards suggested allowing each department refer to the Commissioner of the District in which their office was located so as to have a local manager, and also to not overload the Chairman.

Motion by Commissioner Kelley to have a letter written for policies and procedures and submit it for review to the District Attorney, and to implement his recommendations upon approval. Motion seconded by Commissioner Hanning. With all members present, all voted aye. Motion carried.

C. Carolyn Kusler informed the Board of a need to review the personnel manual. Commissioner Hanning stated one topic necessary for review is the possible removal of comp time. Motion by Commissioner Hanning to set a Special Meeting for review of the personnel policy manual for Wednesday, January 26<sup>th</sup>, 2011 at 9:00am. Motion seconded by Commissioner Edwards. With all members present, all voted aye. Motion carried.

D. Assistant District Attorney John David Luton spoke with the Board regarding use of the current E-911 office upon vacancy for victim/witness services by the District Attorney's office. This will fill the need of an area for victims and witnesses to have a safe, private area to wait before testifying. Motion by Commissioner Edwards to make the E-911 office available to the District Attorney for that purpose upon vacancy of E-911. Motion seconded by Commissioner Kelley. With all members present, all voted aye. Motion carried.

E. David French, maintenance supervisor, spoke with the Board regarding recommended repairs to the Courthouse generator at a cost of \$1,455.36. Motion by Commissioner Edwards to perform the recommended repairs at the

same time as the scheduled maintenance, and to request an itemized bill. Motion seconded by Commissioner Hanning. With all members present, all voted aye. Motion carried.

F. The Board discussed the purchase of tires for Planning & Zoning. Motion by Commissioner Kelley to purchase 6-ply tires from David's Tires in Haskell. Motion seconded by Commissioner Hanning. With all members present, all voted aye. Motion carried.

G. Motion by Commissioner Edwards to approve requisition and receiving officers for District 1 and 3. Seconded by Commissioner Hanning. With all members present, all voted aye. Motion carried.

H. Monty Proctor, County Engineer, addressed the Board regarding identification of capital asset items, questioning how to properly identify County vehicles. Motion by Commissioner Kelley to place the vehicles on the Courthouse inventory. Seconded by Commissioner Hanning. With all members present, all voted aye. Motion carried.

I. Motion by Commissioner Edwards to approve the following documents for Spunky Creek project, CIRB-173D(101)RB, JP 22156:

1. Resolution 2011-002
2. Agreement between Wagoner County and ODOT
3. Affidavit for Commissioner Hanning

Motion seconded by Commissioner Hanning. With all members present, all voted aye. Motion carried.

Negotiations are under way with the City of Tulsa to relocate the water lines.

J. Motion by Commissioner Hanning to table any action regarding donation of insulation of show ring in fairgrounds facility by the Cowboy Church. A representative from the Fair Board was unable to be present. Motion seconded by Commissioner Edwards. With all members present, all voted aye. Motion carried.

#### VIII. Old Business.

A. Motion by Commissioner Hanning to table any action regarding the lease agreement between Wagoner County and Greenway Environmental Inc. ADA John David Luton requested confirmation of terms. Motion seconded by Commissioner Kelley. With all members present, all voted aye. Motion carried.

B. The Board discussed a correction to the shop drawings for window replacement project. Motion by Commissioner Hanning to approve the

change with correction to the quantity only. Motion seconded by Commissioner Edwards. With all members present, all voted aye. Motion carried.

C. Motion by Commissioner Kelley to table any action regarding Interlocal Agreement for the Armed Forces Reserve Center road project. The City of Broken Arrow was not present, as needed. Motion seconded by Commissioner Edwards. With all members present, all voted aye. Motion carried.

IX. New Business in accordance with 25 O.S. §311 A.

A. The Board discussed insurance renewal options with Blue Cross/Blue Shield and American Fidelity, with a presentation from Kim Fulps, in regards to a significant rate increase.

Motion by Commissioner Hanning to use American Fidelity as a sole source for payroll deduction. Seconded by Commissioner Edwards. With all members present, all voted aye. Motion carried.

Motion by Commissioner Edwards to renew with Blue Cross/Blue Shield with a \$1,000 deductible, and to include dental coverage. Motion seconded by Commissioner Hanning. With all members present, all voted aye. Motion carried.

X. Announcements. – None.

XI. Public Comment: Limited to specific items listed on the Agenda or items related to County business or services. Each speaker is limited to three (3) minutes. – None.

XII. Financial Matters

A. Motion by Commissioner Hanning to approve deposits. Seconded by Commissioner Edwards. With all members present, all voted aye. Motion carried.

B. Motion by Commissioner Edwards to cancel purchase order numbers 1035, 2382, 2475, 2486, 2493, 2510, 2567, 2614, 2989, 2998, & 2999. Seconded by Commissioner Hanning. With all members present, all voted aye. Motion carried.

C. Motion by Commissioner Edwards to approve blanket purchase order numbers 3810, 3815, 3818, 3822, 3862, 3882, 3898–3899, & 3903–3905. Seconded by Commissioner Hanning. With all members present, all voted aye. Motion carried.

- D. Motion by Commissioner Edwards to approve appropriations. Seconded by Commissioner Hanning. With all members present, all voted aye. Motion carried.
  - E. Motion by Commissioner Hanning to approve Detention Transportation Claim for December 2010 in the amount of \$858.00. Seconded by Commissioner Edwards. With all members present, all voted aye. Motion carried.
  - F. Motion by Commissioner Kelley to approve purchase order 3633 for purchase of tin horn for District 3. Seconded by Commissioner Hanning. With all members present, all voted aye. Motion carried.
  - G. Motion by Commissioner Edwards to approve transfer of \$149,737.50 from CBRI account to C47 ETR Whitehorn Cove. Seconded by Commissioner Hanning. With all members present, all voted aye. Motion carried.
  - H. Motion by Commissioner Edwards to approve transfer of \$107,354.49 from CBRI account to C47 ETR 161<sup>st</sup> Street. Seconded by Commissioner Kelley. With all members present, all voted aye. Motion carried.
  - I. Motion by Commissioner Kelley to approve calendar claims, with exception of purchase order numbers 3567 & 3796. Seconded by Commissioner Edwards. With all members present, all voted aye. Motion carried.
- XIII. The Board conducted an annual Jail inspection. Commissioner Edwards suggested obtaining a lift for repairs to lights, vent cleaning, etc.
- XIV. Motion by Commissioner Hanning to recess at 3:15pm. Seconded by Commissioner Kelley. With all members present, all voted aye. Motion carried.

Presented and approved by the Wagoner County Commission on this 24<sup>th</sup> day of January, 2010.

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JAMES HANNING, CHAIRMAN

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TIM KELLEY, VICE-CHAIRMAN

ATTEST CAROLYN KUSLER  
WAGONER COUNTY CLERK

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CHRIS EDWARDS, MEMBER

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By: