

MINUTES OF MEETING  
WAGONER COUNTY BOARD OF COMMISSIONERS  
Monday, July 16<sup>th</sup>, 2012

The Board of Wagoner County Commissioners met with Tim Kelley, Chairman; Chris Edwards, Member; Carolyn Kusler, County Clerk; and Char Dubree, Secretary. Commissioner Hanning was not present. Advance notice of the meeting was posted on bulletin boards and public entrances of the Wagoner County Courthouse on July 13<sup>th</sup>, 2012.

Location: Wagoner County Courthouse  
Commissioner's Meeting Room

- I. The meeting was called to order by Commissioner Kelley at 9:05 a.m.
- II. Roll Call – Roll was called with the following responses: Kelley, present; Edwards, present.
- III. The Prayer was led by Commissioner Edwards and Pledge of Allegiance was led by Monty Proctor.
- IV. A motion was made by Commissioner Edwards and seconded by Commissioner Kelley to table approval or disapproval of minutes of Commission Meeting held July 9<sup>th</sup>, 2012. The motion was approved with the following votes cast: Edwards, aye; Kelley, aye.
  
- V. Action Items
  - A. A motion was made by Commissioner Kelley and seconded by Commissioner Edwards to accept the resignation of current Wagoner County Clerk Carolyn Kusler, and to appoint County Clerk Elect Lori Hendricks to the office of County Clerk effective August 1, 2012. The motion was approved with the following votes cast: Edwards, aye; Kelley, aye.
  - B. A motion was made by Commissioner Kelley and seconded by Commissioner Edwards to table approval or disapproval of Resolution #2012-031, Burn Ban for Wagoner County, to add exceptions with conditions. The motion was approved with the following votes cast: Edwards, aye; Kelley, aye.

This item was re-visited later in the meeting after the additional exceptions with conditions were added. A motion was made by Commissioner Kelley and seconded by Commissioner Edwards to

approve Resolution #2012-031, Burn Ban for Wagoner County for a period of seven (7) days. The motion was approved with the following votes cast: Edwards, aye; Kelley, aye.

- C. A motion was made by Commissioner Kelley and seconded by Commissioner Edwards to table approval or disapproval of Notice of General Election Calling for Wagoner County Hotel Motel Tax until the Election Board receives information from the State regarding the number of questions to be on the November ballot. The motion was approved with the following votes cast: Edwards, aye; Kelley, aye.
- D. A motion was made by Commissioner Kelley and seconded by Commissioner Edwards to table approval or disapproval of Resolution #2012-030, Wagoner County Hotel Motel Tax. The motion was approved with the following votes cast: Edwards, aye; Kelley, aye.
- E. A motion was made by Commissioner Edwards and seconded by Commissioner Kelley to approve the following Receiving Officers for District #1:
1. Jessica Hughes and Casey Allee for Accounts T-2(1), C43(1) and CBRI(1).

The motion was approved with the following votes cast: Edwards, aye; Kelley, aye.

- F. The Board opened bids submitted for Bid #30, Ballots for Election Board, as follows:
1. Tulsa County Administrative Services - No Bid
  2. Mid-West Printing Company:  
Regular Ballots - \$ .16 per ballot for 8.5"x14"; \$ .18 per ballot for 8.5"x17"; and \$.20 per ballot for 8.5"x19", with an additional cost of \$.02 per ballot added for Color Distinction.  
Absentee and Sample Ballots are priced the same as above and a one time \$40.00 set up charge will be charged per Election Date regardless of number of styles. Bid prices include all charges for Freight, F.O.B. with inside delivery.

3. Royal Printing Co., Inc.:

Regular Ballots – \$.17 per ballot for 8.5”x14”; \$.175 per ballot for 8.5”x17”; and \$.175 per ballot for 8.5”x19”, with an additional cost of \$.02 per ballot added for Color Distinction.

Absentee and Sample Ballots are priced the same as above and there is no additional set-up fee. Above price includes shipping and printing on white paper with one color bar printed at the top of the first page of every stapled book of 100.

A motion was made by Commissioner Kelley and seconded by Commissioner Edwards to table this item to allow time for the Election Board Secretary to review and recommend. The motion was approved with the following votes cast: Edwards, aye; Kelley, aye.

G. The Board discussed item regarding signage in the Courthouse for vending area. Carolyn Kusler suggested signage to direct persons to the vending area be placed near the elevators on the 2<sup>nd</sup> and 3<sup>rd</sup> floor, as well as near the Courtrooms and the Courthouse entrance. Commissioner Edwards suggested the signs be hung from the ceiling and placed on portable stands. A motion was made by Commissioner Kelley and seconded by Commissioner Edwards to allow County Clerk Carolyn Kusler and Commissioner Edwards to explore options regarding signage. The motion was approved with the following votes cast: Edwards, aye; Kelley, aye.

H. The Board discussed the bid submitted by Vinson Lee for purchase of County owned property in the amount of \$2,100.00 plus costs, as presented by Treasurer Dana Patten, who stated that all criteria including publication had been met. A motion was made by Commissioner Kelley and seconded by Commissioner Edwards to approve accepting the bid submitted by Vincent Lee in the amount of \$2,100.00 plus costs for the purchase of County owned property in the Claxton Subdivision. The motion was approved with the following votes cast: Edwards, aye; Kelley, aye.

- I. The Board discussed request from Robert and Mary Searl for a hardship exception to the requirement of only one house per lot in the Virginia Lee Addition. Robert Searl was present with pictures of the area. He stated that there are 30 lots in the addition, and five of those are double lots. Mr. Searl's lot is a double lot and he explained that he requested the exception to the requirement so that he could move his elderly mother's trailer onto his property in order to properly care for her. A motion was made by Commissioner Edwards and seconded by Commissioner Kelley to approve the exception to the requirement regarding Mr. Searl's property. The motion was approved with the following votes cast: Edwards, aye; Kelley, aye.
- J. The Board discussed Aerial photo availability, which included a presentation by Kurt Bickle with INCOG. Mr. Bickle stated that some of the offices computers may not have the availability to load the information and suggested they might need to add an external drive. Mr. Bickle noted that Pictometry will assist with the instrumentation. He also stated that INCOG will also assist. Assessor Sandy Hodges stated that there is a need to determine who the information is to be shared with and who would be responsible for payment. A motion was made by Commissioner Kelley to form a Committee, headed by Sandy Hodges, to include Treasurer Dana Patten and County Clerk Elect Lori Hendricks to determine availability and whether and whom to charge. The motion was approved with the following votes cast: Edwards, aye; Kelley, aye.

## VI. Old Business

- A. The Board discussed the Drug Policy for Personnel Handbook as revised by ACCO. County Clerk Carolyn Kusler stated that the revised policy also includes the revisions requested by the Board. A motion was made by Commissioner Kelley and seconded by Commissioner Kelley to table approval or disapproval of the Drug Policy for Personnel Handbook until July 23<sup>rd</sup>, so that Commissioner Hanning could also be present. The motion was approved with the following votes cast: Edwards, aye; Kelley, aye.

- B. A motion was made by Commissioner Kelley and seconded by Commissioner Edwards to table discussion and possible award of Bid#26, Communications Shelters for E-911, to allow more time to review bids submitted. The motion was approved with the following votes cast: Edwards, aye; Kelley, aye.
- C. A motion was made by Commissioner Kelley and seconded by Commissioner Edwards to table discussion and possible action regarding repair of earthquake damage in the Courthouse jail, as Monty Proctor stated he is still trying to coordinate with the Sheriff regarding this matter. The motion was approved with the following votes cast: Edwards, aye; Kelley, aye.
- D. The Board discussed the quotes submitted for air conditioning unit for Courtroom #1. A motion was made by Commissioner Kelley and seconded by Commissioner Edwards to allow Emergency Management Director Heath Underwood and Maintenance Manager David French to further review the quotes. The motion was approved with the following votes cast: Edwards, aye; Kelley, aye.

VII. Financial Matters

- A. A motion was made by Commissioner Kelley and seconded by Commissioner Edwards to approve Deposits. The motion was approved with the following votes cast: Edwards, aye; Kelley, aye.
- B. Invoice(s):
  - 1. A motion was made by Commissioner Edwards and seconded by Commissioner Kelley to approve invoice from ACCO for County Dues in the amount of \$4,500.00. The motion was approved with the following votes cast: Edwards, aye; Kelley, aye.
  - 2. A motion was made by Commissioner Kelley and seconded by Commissioner Edwards to approve invoice from Sac & Fox Nation for juvenile detention for the month of June, 2012, in the amount of \$232.21. The motion was approved with the following votes cast: Edwards, aye; Kelley, aye.
  - 3. A motion was made by Commissioner Edwards and seconded by Commissioner Kelley to approve invoice from Cleveland County

Regional Juvenile Detention Center (Community Works) for the month of June, 2012, in the amount of \$64.62. The motion was approved with the following votes cast: Edwards, aye; Kelley, aye.

4. A motion was made by Commissioner Edwards and seconded by Commissioner Kelley to approve invoice from Tulsa Juvenile Bureau for the month of June, 2012 in the amount of \$2,516.48. The motion was approved with the following votes cast: Edwards, aye; Kelley, aye.

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

Emergency Management Director Heath Underwood stated he received information from the State that they will pay \$12,000.00 for a Robot for Public Awareness in Schools, which will be a pilot program. Heath requested approval to buy the Robot out of his funds, then reimburse the funds when the State check in the amount of \$12,000.00 is received. A motion was made by Commissioner Kelley and seconded by Commissioner Edwards to approve payment of \$11,615.00 out of the Emergency Management Fund to purchase the Robot, waiting until the check from the State is in hand before payment is made. The motion was approved with the following votes cast: Edwards, aye; Kelley, aye.

IX. Public Comment – There was none.

X. Announcements

E-911 Coordinator Judy Elliott announced that she has been working with several counties regarding a regional grant and that Wagoner County has been selected for mapping standards for the State.

Election Board Secretary Larry Wilkinson reported that there was a power outage during the last election and suggested the County purchase a adequate portable generator to be used throughout the County in times of outage. Necessary wiring would have to be installed to accommodate such a generator at the Election Board. Larry Wilkinson stated he will contact the

proper entity regarding phones and leave the item regarding the generator to the Board.

County Engineer/Floodplain Administrator Monty Proctor announced a CED meeting regarding beams will be held on Thursday and requested that one Board Member attend. He also announced that an Outreach meeting will be held Thursday evening at the Civic Center and the National Flood Insurance Manager will be there to answer questions, and he requested attendance of State Representatives and a County Commissioner.

XI. A motion was made by Commissioner Kelley and seconded by Commissioner Edwards to receive the following Reports:

- A. Planning and Zoning for the week of July 9<sup>th</sup>, 2012.
- B. Emergency Management for the week of July 9<sup>th</sup>, 2012.
- C. Engineer for the week June 25<sup>th</sup> and July 9<sup>th</sup>, 2012.
- D. 911 for the week of July 9<sup>th</sup>, 2012.
- E. 911 for the month of June, 2012.
- F. Fire Department Appropriation Ledgers for the month of June, 2012.
- G. Stone Bluff Senior Citizens Center for the month of June 2012.

The motion was approved with the following votes cast: Edwards, aye; Kelley, aye.

XII. Purchase Orders

A. A motion was made by Commissioner Kelley and seconded by Commissioner Edwards to approve cancellation of Purchase Orders. The motion was approved with the following votes cast: Edwards, aye; Kelley, aye.

B. A motion was made by Commissioner Kelley and seconded by Commissioner Edwards to approve the following Blanket Purchase Order(s):

#276, #284, #286, #297, #298, #301, #303, #308, #311, #324, and #364.

The motion was approved with the following votes cast: Edwards, aye; Kelley, aye.

C. A motion was made by Commissioner Kelley and seconded by Commissioner Edwards to approve calendar claims. The motion was approved with the following votes cast: Edwards, aye; Kelley, aye.

XIII. A motion was made by Commissioner Edwards and seconded by Commissioner Kelley to Recess at 11:44a.m. The motion was approved with the following votes cast: Edwards, aye; Kelley, aye.

Presented and approved by the Wagoner County Commission on this 23<sup>rd</sup> day of July, 2012.

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TIM KELLEY, CHAIRMAN

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JAMES HANNING, VICE-CHAIRMAN

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CHRIS EDWARDS, MEMBER

ATTEST: CAROLYN KUSLER  
WAGONER COUNTY CLERK

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