



**CLEVELAND COUNTY BUDGET BOARD
MINUTES
MONDAY, AUGUST 10, 2020**

This Regular meeting was conducted under 25 O.S §306 (C) (Signed and enacted March 18, 2020). The meeting took place in the Board of County Commissioners Meeting Room and through teleconference. Public observing social distancing joined the meeting by calling (346) 248-7799 and used meeting ID is 843 1548 2665; the Password is 191219. Public comment was made by calling ahead to (405)366-0200 to be added to the list.

Join Zoom Meeting:

<https://us02web.zoom.us/j/84315482665>

The regularly scheduled meeting of the Cleveland County Budget Board was called to order at 10:30 a.m. this 10th day of August 2020, in conference room 200 of the Cleveland County Office Building, 201 South Jones, by Chairman Darry Stacy. Tammy Belinson, County Clerk/Secretary, called roll and those present were:

Darry Stacy, Chairman
Jim Reynolds, Vice-Chairman
Tammy Belinson, Secretary
Rod Cleveland, Member
Harold Haralson, Member
Douglas Warr, Member
Marilyn Williams, Member

Sheriff Blake Green, Member, was absent.

Others present were: Assistant District Attorney Jim Robertson, Linda Atkins, Melinda Duke, Brenda Hill, Bryan Jenkins, George Mauldin, Jacob McHughes, John Roberts (by Remote), Brian Wint, Alison Vinson, Kathy Singer, Billijo Ragland, Jennifer Frank, Terri Morrow, Denise Ellison, Jason Cotton, Randy Hill, A.J. Kirkpatrick, and Tammy Richards.

After the reading of the minutes of the **Regular Meeting of July 13, 2020**, and there being no additions or corrections, Harold Haralson moved, seconded by Marilyn Williams, to **approve** the minutes.

The vote was: Darry Stacy, yes; Jim Reynolds, Tammy Belinson, yes; Rod Cleveland, yes; Harold Haralson, abstain; Douglas Warr, yes; Marilyn Williams, yes.

Motion carried.

Chairman Stacy said that a presentation of the Master Plan for the Parking Garage is planned this morning for an informative update. Following the presentation, the Board will have a discussion. Jason Cotton was asked to present.

Rod Cleveland moved to amend the agenda to move “Item D” down after “Item E” as reflected in the minutes.

Reynolds seconded the motion.

The vote was: Darry Stacy, yes; Jim Reynolds, yes; Tammy Belinson, yes; Rod Cleveland, yes; Harold Haralson, yes; Douglas Warr, yes; Marilyn Williams, yes.

Motion carried.

A. Items of Business:

- 1. Chairman Stacy called for discussion consideration and/or action to formally formalize the following committees, naming committee members and meeting schedules for each:**

- a. Insurance Committee – consists of Jim Reynolds, Chairman; Rod Cleveland; Tammy Belinson; and Sheriff Todd Gibson, which is now Blake Green.**

Jim Reynolds presented the following motions from the Insurance Committee and read the Decree of the Committee:

Jim Reynolds moved, seconded by Darry Stacy, to create a formal Insurance Committee to review and consider the Health Insurance and Benefits of County Employees and present findings to the Budget Board.

Due to a recommendation made by Commissioner Cleveland the insurance committee was renamed to **Employee Benefits Committee**.

The vote was: Darry Stacy, yes; Jim Reynolds, yes; Tammy Belinson, yes; Rod Cleveland, yes; Harold Haralson, yes; Douglas Warr, yes; Marilyn Williams, yes. Motion carried.

Jim Reynolds moved, seconded by Darry Stacy, to **appoint** the following members to the Employee Benefits Committee:

Rod Cleveland, Jim Reynolds, Tammy Belinson, Blake Green and that Jim Reynolds is appointed as **Chairman**.

The vote was: Darry Stacy, yes; Jim Reynolds, yes; Tammy Belinson, yes; Rod Cleveland, yes; Harold Haralson, yes; Douglas Warr, yes; Marilyn Williams, yes. Motion carried.

- b. Infrastructure Committee; Action to formally formalize the following committee, naming committee members and meeting schedule:**

Jim Reynolds moved, seconded by Darry Stacy, to **establish** an Infrastructure Committee to review all potential capital improvement projects of the county and present findings to the Budget Board.

The vote was: Darry Stacy, yes; Jim Reynolds, yes; Tammy Belinson, yes; Rod Cleveland, yes; Harold Haralson, yes; Douglas Warr, yes; Marilyn Williams, yes. Motion carried.

Jim Reynolds moved to **appoint** the following Infrastructure Committee Members: Darry Stacy, Tammy Belinson, Marilyn Williams, and Douglas Warr and to **appoint** Douglas Warr as Chairman.

Marilyn Williams seconded the motion.

Darry Stacy said that he would prefer to stay as Chairman of that Committee.

Jim Reynolds said that his concern was to have him as the Chairman of the Budget Board and Chairman of the Board of County Commissioners and possibly the Chairman of this committee and that they should open things up and allow someone else to chair and added that it's not personal, but it's about opening it up to all the component parts of the committee.

Darry Stacy said that he deals with it day in and day out and prefers to remain as Chairman.

Jim Reynolds said, "We have a motion and a second."

Darry Stacy asked, "Anymore discussion?"

Rod Cleveland asked if that is something the Committee can vote on or does it require approval of the Budget Board.

Darry Stacy said that it could go either way and called for a vote.

The vote was: Darry Stacy, no; Jim Reynolds, yes; Tammy Belinson, yes; Rod Cleveland, yes; Harold Haralson, no; Douglas Warr, yes; Marilyn Williams, yes.

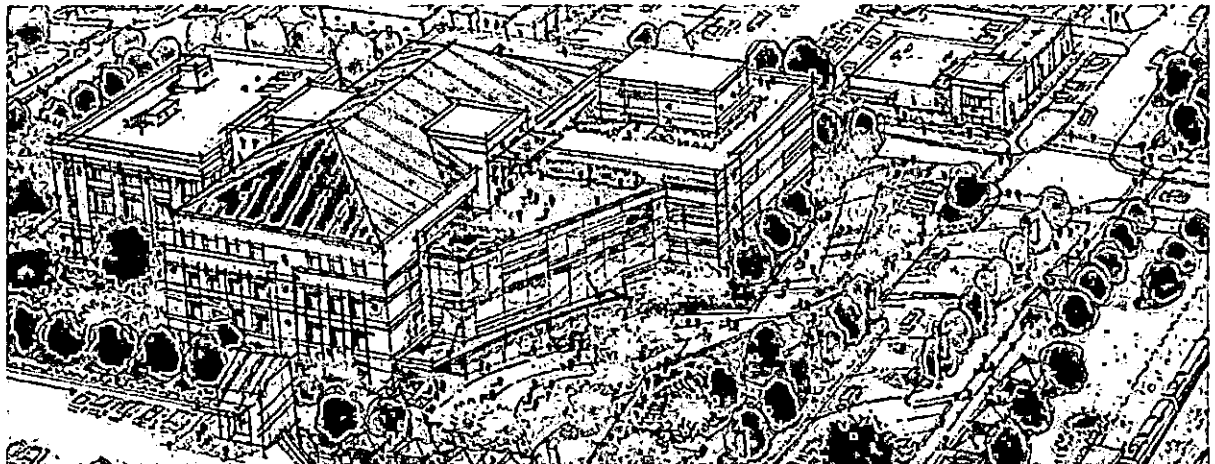
Motion carried.

2. Jason Cotton made a **Presentation** by ADG on the Cleveland County Master Plan Review, serving as Director of Program Management; he said that not a lot of conversation has taken place over the last month or so. He added that the meeting this morning is to talk about the four-year journey that has brought everyone to this point. Those with him today are Randy Hill, Project Manager, and A.J. Kirkpatrick. ADG has been involved in this project since 2016 and reviewed all the events on the timeline that got them here today.
A.J. Kirkpatrick (Director of Urban Planning) went over the analysis report. (A copy of the presentation is attached to the minutes for public record.)
He said that the primary reason for the study was to update the data. The study recommends a parking garage in the central business district which the county property is part of and will get the best bang for the buck if the parking garage is built on the site that he indicated. It was originally suggested to be a five-level garage and is now recommending a four-level garage for some good reasons. He walked through the cost and revenues for the parking garage. The Financial Summary presented is as follows: 590-space garage at 75% occupancy, \$19 million in total construction; a \$290,000 annual operations and maintenance cost; for annual operating revenue of \$1.7 million, all based on the 2016 dollars. A projected 25-year horizon from 2016 was done based on a larger, 590-space concept, assumed 75% capacity and considered hourly, daily, and monthly parking revenues, total costs at \$8.9 million with an average cost for operations and maintenance per year \$372,000, for total revenue of \$40.7 million that will provide \$1.7 million per year to absorb those costs.

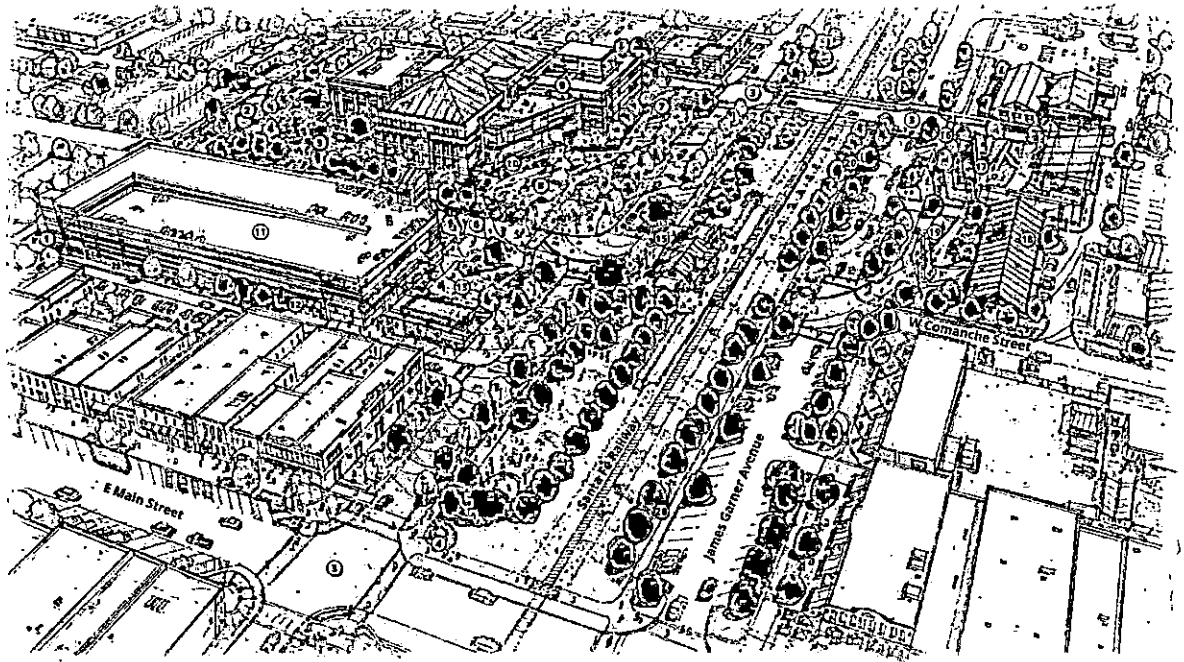
Mr. Kirkpatrick went over the Parking Strategic Plan done by Kimley Horn in 2018.

He said that spots to park will be lost if “The Well” is built, yet at the same time there is an increase in demand for parking spaces. The Parking Structure Development cost was updated for the garage because they realized that 590-space garage is not necessary after all. He said that there is a report concerning that building the parking garage is an economic development strategy as well, and they understand that it is not the county’s job to do economic development for private property owners. The report does go into how the parking garage is a stepping stone to achieve other community goals. It is the same argument used in expanding the number of lanes on the road there will be a rise in urban development and commercial development. A parking garage does that same thing in an urban setting. Ultimately, all growth benefits the county through a higher tax base. At this point, Randy Hill was invited to speak.

Randy Hill said that the ultimate goal for Cleveland County was to fix the problems. The question was not just to fix the parking problem, but how could they enhance the use of the Courthouse as well as secure parking for the Judges. Another goal was to overcome the inefficiencies with existing courthouse buildings and how might the needs in the future be planned for early and take advantage of the opportunity to improve upon existing Farmers Market and other health-related partnerships on one campus. They are great goals, but the main goal is to create a welcoming, walkable, vibrant campus for all residents of Cleveland County. The design team had some workshops starting in 2016 by interviewing all of the elected officials and the Judges to get their viewpoints on what they saw as the problems as well as what their visions were. The plan was adopted by the Commissioners on November 20, 2017.



He said there is a lot of plaza area going on because it is important to provide continuity and to make it identifiable as a county campus. The three elements have to be done in phases. Phase one is the Healthy Living Block; it starts the theme of destination and will provide a lot of services to this area and all of Cleveland County. Phase two is the Parking Garage, a much larger structure it has to be completed before tackling phase three. Phase three concerns the Courthouse Renovation and Addition.



3. Chairman Stacy called for **discussion and/or Action** on Parking Garage preliminary budget. Tammy Belinson said that all want to know how much it is going to cost.

Brian Wint, Project Manager, reported on the **cost** and stated that the preliminary budget is approximately \$14,000,000.00. Construction cost is \$11.2 million, the architectural would be front-loaded in that for the first year and is figured to be about \$1.6 million. Once they move into construction the load will be spread over more easily on a twelve-month construction cycle.

Tammy Belinson reported on the **funding** and said that in Capital Outlay there is \$17,295,000; traditionally, that is the account the County would use to operate July through December of the Fiscal Year. The County has never spent that entire amount and it was recouped as soon as the Treasurer collected. If the account is spent down to three-quarters of it then the process will have to kick into where the Treasurer would have to go to the BOCC and get permission to borrow funds from other accounts to operate on through July to December. The Public may perceive that as going into the “red” and added that is not the case, it is just a process. She said that \$8 to \$10.0 million is needed for Reserve. As a team, the county could do from July to December each year just spends on the necessities until the County is fully collected and then January through June if there are large items or purchases are needed to make do it during that period. Just be real conservative during the first part and then do purchases in the last part of the year.

Rod Cleveland went over the needs for the Capital Outlay that is budgeted for emergencies on the existing building. One option is a millage over five years.

Chairman Stacy said that the intent was never to go out to Bond and have to pay back. It would be a Bond for us to pay by the reserves year by year or the revenues from the parking garage. The parking garage is going to make money

and it is going to pay back the Bonds. He said that the County is not going out to the taxpayers and asking for money for that.

Commissioner Haralson said the whole idea of how this is handled is to relieve the taxpayers from funding it. He said that from the presentation it is shown that this is the third study and asked how many more studies are done before doing the Project. As these projects are delayed the cost for building continues to go up. Rod Cleveland said he is not kicking it down the road but is looking at all the options in making sure all bases are covered. He raised the question about charging to park in the garage.

Jim Reynolds said that is why the Infrastructure Committee was formed. The Committee can do just that.

Rod Cleveland said, "Okay."

Darry Stacy said, "Tammy, you have a model that you looked up with the Bonding, what would that be?"

Tammy Belinson said, "I don't know much about the Bonding, but Brian did a layout how the money flow would go out. If we pay it out over a certain amount of time it taxes that one fund so much. I want everyone to keep in mind that once we spend that money it's gone. It doesn't recoup back that fast. But with the Bond being there it is going to take off most of the burden on that account. I think that whoever is in charge of looking at the different ways to pay this that they look at different amounts on that Bond, the \$5.0 million. I feel like we should go up more on that if getting that money is that cheap."

Darry Stacy said that it is 1.5% right now.

Douglas Warr asked if the \$17,000,000 is drawing interest.

Jim Reynolds said the interest is very low.

It was discussed that the County is asking for a Revenue Bond and further discussion about maintenance costs for the parking garage.

Chairman Stacy said that this is a job for the Infrastructure Committee to put together a funding model and bring it to the Budget Board for a recommendation.

After a brief discussion, Jim Reynolds said that he does not believe it is the County's responsibility to create Economic Development for any portion of the County. He said that the county is not supposed to be building something for someone else. The county has an obligation to the taxpayers and an obligation to the people that work here. People in his office don't want to pay extra to park and stated that it should be free to all employees. He said this is not a county project, it is for Norman and Norman does not need all of the additional parking.

Rod Cleveland said that employees will not pay anything for parking.

Jim Reynolds said that the discussion was that the employees would be paying.

Chairman Stacy said that there is plenty of parking on the south side of the building.

Jim Reynolds said, "Well, if there is plenty of parking over there, then we don't that over here. So, we are going to build 400 spots for whom?"

Chairman Stacy said that based on the studies there is a need for the parking garage. It is needed for jury days and the public to come in.

Rod Cleveland said that it is not Norman, but it is providing a service to the public by providing a space to park.

Jim Reynolds said that enough parking spaces can be added to accommodate Jury

Day surge in parking. He said that there are still so many questions that need answers before going forward.

Rod Cleveland said that the lot can be prepared to handle the parking needs and progress from there.

Tammy Belinson said the parking location is where the Abstract Office and Chase Bank once set.

Marilyn Williams asked if they could start with a two-story parking garage and add as the demand commands.

Chairman Stacy said that was discussed and it is not good use to add on in that manner.

Rod Cleveland said that would be cost-prohibitive.

Tammy Belinson asked if the study focused on the City of Norman needs for parking or did it encompass the county.

Chairman Stacy said that this is about our parking needs.

Marilyn Williams explained that Oklahoma County includes the parking for jurors as jurors' expense. The State pays for the juror's parking.

The amount for the employees to park there is figured into their budgets.

Rod Cleveland said that it is that way because it is a separate authority and they have to pay the authority to upkeep it.

Tammy Belinson said that it is an employee benefit.

Chairman Stacy said that the Board does not take action on this item.

4. **Alison Vinson updated on the HR Department.** She said that the Health Fair is canceled, but the Mobile Mammograms will be conducted on that day, September 30, 2020. She discussed the Employee Handbook needing review and will be placed on the Budget Board Agenda for review and discussion. She said HR and Payroll are currently doing a training on Exec Time and the training produced more questions than answers and she suggested to the Tyler team that they arrange to reach out to each office concerning timekeeping.
5. **Melinda Duke, Purchasing Department,** thanked everyone for the new desks in their office. The P-Card Rebate is in the amount is \$1,110.12 for this year. They do have the Purchase Card Training Webinar via Zoom, September 15th, 2020, from 1:00 p.m. to 4:00 p.m. It is not on the schedule to enroll yet.
6. Rod Cleveland moved, seconded by Jim Reynolds, to **approve** the following **Cash Fund Appropriations:**

a.	Assessor Revolving	\$	1,150.00
b.	Bridge Capital Improvement	\$	52.41
c.	County Clerk Lien Fee	\$	9,863.45
d.	Co. Bridge & Road Improvement	\$	23,737.14
e.	Commissioners Bldg Fund	\$	121.85
f.	Court Clerk Revolving Fund	\$	9,193.86

g.	Cty Clerk Rec. Mgmt/Preserv Fee	\$	55,681.12
h.	DA Revolving Fund	\$	479.74
i.	Drug Court Contribution/Donation	\$	369.32
j.	Fairgrounds	\$	24,773.50
k.	Health	\$	2,829.00
l.	Highway	\$	414,854.17
m.	Jail Commissary	\$	29,585.88
n.	Juvenile Drug Court Revolving Fund	\$	540.00
o.	Sales Tax	\$	450,172.68
p.	Sheriff Federal Share Revenue	\$	9,742.64
q.	Sheriff Service Fees	\$	89,089.17
r.	Treasurer Certification Fee	\$	6,275.00

The vote was: Darry Stacy, yes; Jim Reynolds, yes; Tammy Belinson, yes; Rod Cleveland, yes; Harold Haralson, yes; Douglas Warr, yes; Marilyn Williams, yes.

Motion carried.

7. Rod Cleveland moved, seconded by Jim Reynolds, to **approve** the following **Cash Fund Appropriations Lapsed Balance from FY19/20 to FY20/21:**

a.	Bridge Capital Improvement	\$	79.60
b.	Comm. Bldg Capital Improvement	\$	125.89
c.	Comm Fairground Capital Improvement	\$	273,564.82
d.	Co. Bridge & Rd Improvement Fund	\$	763,376.19
e.	County Clerk's Lien Fee Fund	\$	6,677.68
f.	County Clerk Preservation Fee Fund	\$	44,559.85
g.	Court Clerk Revolving Fund	\$	32,202.57
h.	DA Incarceration Cost Fund	\$	594.66
i.	Fairgrounds Revolving	\$	142,686.39

j.	Highway Fund	\$	2,918,690.99
k.	Jail Commissary	\$	31,975.29
l.	Juvenile Drug Court Revolving Fund	\$	6,646.96
m.	Local Emergency Planning Co	\$	1,242.71
n.	Sales Tax	\$	241,186.52
o.	Sheriff Federal Share Revenue	\$	1.13
p.	Sheriff Service Fee	\$	1,170,491.81
q.	Treasurer Certification Fee	\$	5,130.00

The vote was: Darry Stacy, yes; Jim Reynolds, yes; Tammy Belinson, yes; Rod Cleveland, yes; Harold Haralson, yes; Douglas Warr, yes; Marilyn Williams, yes.

Motion carried.

8. Rod Cleveland moved, seconded by Marilyn Williams, to **approve** Notification of Error Correction from the County Commissioners Department on the following:

a. Transfer of funds from County Bridge and Road Improvement	
202910 55000 to 202910 50000	\$ 984,231.93
202920 55000 to 202920 50000	\$1,080,103.99
202930 55000 to 202930 50000	\$1,836,985.42

The vote was: Darry Stacy, yes; Jim Reynolds, yes; Tammy Belinson, yes; Rod Cleveland, yes; Harold Haralson, yes; Douglas Warr, yes; Marilyn Williams, yes.

Motion carried.

9. Rod Cleveland moved, seconded by Marilyn Williams, to **approve** Notification of Error Correction transfer of funds from 116552-54000, Sheriff Service Fee Detention, in the amount of \$21,275.82 to 116500-54000, Sheriff Service Fee, in the amount of \$21,275.82.

The vote was: Darry Stacy, yes; Jim Reynolds, yes; Tammy Belinson, yes; Rod Cleveland, yes; Harold Haralson, yes; Douglas Warr, yes; Marilyn Williams, yes.

Motion carried.

10. Harold Haralson moved, seconded by Marilyn Williams, to **approve** the **Transfer of Appropriations as follows:**

- a. **Transfer of Funds, from** General Government, 100124-54014, \$357,598.40 to District Attorney, 100165-54000, \$357,598.40.

- b. **Transfer** of Funds, from Building Maintenance, 100280-54000, M&O, \$30,298.00 to 100280-55000, Capital Outlay, \$30,298.00.
- c. **Transfer** of Funds, from Sheriff Department, 116506-54000, Sheriff Misc. Donations M&O, \$8,505.04 to 116506-55000, Sheriff Misc. Donations Cap., \$8,505.04.
- d. **Transfer** of Funds, from Sheriff Department, 117571-54000, Sheriff Grant Crim Alien Asst. M&O, \$21,348.00 to 117571-55000, Sheriff Grant Crim. Alien Asst. Cap, \$21,348.00.
- e. **Transfer** of Funds, from Sheriff Department, 116507-54000, Sheriff Property Forfeiture M & O, \$4,292.91 to 116507-55000, Sheriff Property Forfeiture Cap., \$4,292.91.
- f. **Transfer** of Funds, form Sheriff Department, 116507-53000, Sheriff Property Forfeiture Travel, \$175.00 to 116507-55000, Sheriff Property Forfeiture Cap., \$175.00.

The vote was: Darry Stacy, yes; Jim Reynolds, yes; Tammy Belinson, yes; Rod Cleveland, yes; Harold Haralson, yes; Douglas Warr, yes; Marilyn Williams, yes.
Motion carried.

B. Old Business:

- 1. Darry Stacy moved, seconded by Jim Reynolds, to **table** until a later date to **Accept ADG Consultant Selection Process for the Cleveland County Parking Garage and make recommendation to the Board of County Commissioners.**
The vote was: Darry Stacy, yes; Jim Reynolds, yes; Tammy Belinson, yes; Rod Cleveland, yes; Harold Haralson, yes; Douglas Warr, yes; Marilyn Williams, yes.
Motion carried.
- 2. Darry Stacy moved, seconded by Harold Haralson, to have the Infrastructure Committee put together a financial plan to **Finance the Parking Garage Project** to present to the next Budget Board Meeting.
The vote was: Darry Stacy, yes; Jim Reynolds, no; Tammy Belinson, yes; Rod Cleveland, yes; Harold Haralson, yes; Douglas Warr, yes; Marilyn Williams, yes.
Motion carried.

C. No New Business to present at this time.

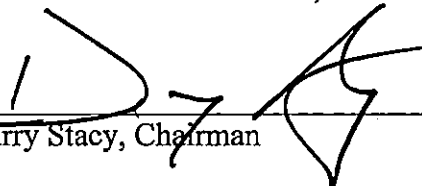
D. During Budget Board Members discussions regarding County Business, Tammy Belinson said thanks for formalizing the committees and doing agendas and minutes and keeping records of any handouts during those meetings. She said that each committee when they meet should discuss how often they want to meet. Chairman Stacy thanked the staff for their hard work on the projects.

E. No comments from the Public were made at this time.

F. There being no further business to come before the Board, Harold Haralson moved that the meeting be adjourned at 12:10 p.m. Tammy Belinson seconded the motion. The vote was: Darry Stacy, yes; Jim Reynolds, yes; Tammy Belinson, yes; Rod Cleveland, yes; Harold Haralson, yes; Douglas Warr, yes; Marilyn Williams, yes. Motion carried.

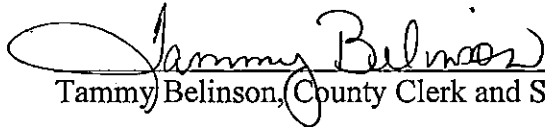
(Clerk's Note: The agenda was posted on the 7th day of August 2020 at 9:30 A.M.)

**BUDGET BOARD
CLEVELAND COUNTY, OKLAHOMA**



Darry Stacy, Chairman

ATTEST:



Tammy Belinson, County Clerk and Secretary to the Board

Minutes Prepared by: 

Deputy County Clerk

