

BOARD OF COUNTY COMMISSIONER'S

AGENDA

OCTOBER 24, 2011

9:00 A.M.

REGULAR MEETING

**CLEVELAND COUNTY OFFICE BUILDING
201 SOUTH JONES, SUITE 200
NORMAN, OKLAHOMA 73069**

- A. Meeting called to order.
- B. Quorum call.
- C. Pledge of Allegiance.
- D. Bid Openings: (State Law requires bids be opened in an open meeting of the Board of County Commissioners.)
 - 1. Accept, Award and/or Reject County Bid #HD-1524 – The purchase and delivery of an Aerial Work Platform for the Cleveland County Health Department.
 - 2. Accept, Award and/or Reject County Bid #SHE-1525 – One Year (1) Non-Encumbered Contract for Inmate Sandals for Cleveland County. The bid term will be from bid award date through June 30, 2012.
 - 3. Accept, Award and/or Reject County Bid #1526 – Non-Encumbered Contract for the purchase and delivery of Duty Belts, Handcuffs & Flashlights for Detention Officers' Uniforms, for the Cleveland County Sheriff's Office.
 - 4. Accept, Award and/or Reject County Bid #SHE-1527 – Non-Encumbered Contract for the purchase and delivery of Hanging Inmate Property Bags for the Cleveland County Sheriff's Office.
- E. Old Business:
 - 1. Approve the minutes of the September 12, 19, 26 and October 3, 2011 Regular Meetings.
- F. Items of Business:
 - 1. Approve the minutes of the October 17, 2011 Regular Meeting.

2. Discussion, Consideration, and/or Action on whether the conditions warrant the adoption of a Burn Ban Resolution as recommended by the Director of Safety and Emergency Management as per the Oklahoma Statute Title 2 Section 16-26 B.

3. Discussion, Consideration, and/or Action to Approve the Resolutions for Disposing of Equipment from Crossroads Youth & Family Services, Inc. for the following inventory items:

a. #C102-98	Office Chair	Surplus/Transferred
b. #WG102-130	Lobby Chair	Surplus/Transferred
c. #WG102-131	Lobby Chair	Surplus/Transferred
d. #WG102-132	Lobby Chair	Surplus/Transferred
e. #WG102-133	Lobby Chair	Surplus/Transferred
f. #WG102-134	Lobby Chair	Surplus/Transferred
g. #102-147	Conference Chair	Surplus/Transferred
h. #102-148	Conference Chair	Surplus/Transferred
i. #102-149	Conference Chair	Surplus/Transferred
j. #102-150	Conference Chair	Surplus/Transferred
k. #102-151	Conference Chair	Surplus/Transferred
l. #102-152	Conference Chair	Surplus/Transferred
m. #102-153	Conference Chair	Surplus/Transferred
n. #102-154	Conference Chair	Surplus/Transferred
o. #102-155	Conference Chair	Surplus/Transferred
p. #102-156	Conference Chair	Surplus/Transferred
q. #102-157	Conference Chair	Surplus/Transferred
r. #102-158	Conference Chair	Surplus/Transferred
s. #102-159	Office Chair	Surplus/Transferred
t. #102-160	Office Chair	Surplus/Transferred
u. #102-161	Office Chair	Surplus/Transferred
v. #102-162	Office Chair	Surplus/Transferred
w. #102-163	Office Chair	Surplus/Transferred
x. #102-164	Chair	Surplus/Transferred
y. #102-165	Chair	Surplus/Transferred
z. #102-166	Chair	Surplus/Transferred
aa. #102-167	Chair	Surplus/Transferred
bb. #102-168	Chair	Surplus/Transferred
cc. #104-1	File Cabinet	Surplus/Transferred
dd. #104-47	File Cabinet	Surplus/Transferred
ee. #104-48	5-Drawer File Cabinet	Surplus/Transferred
ff. #104-49	5-Drawer File Cabinet	Surplus/Transferred
gg. #105-45	Desk	Surplus/Transferred
hh. #199-35	Desk Organizer	Surplus/Transferred
ii. #299-142	Computer Monitor	Surplus/Transferred
jj. #299-145	Monitor	Surplus/Transferred
kk. #608-1	Dryer	Surplus/Transferred
ll. #608-2	Washing Machine	Surplus/Transferred
mm. #613-2	Refrigerator	Surplus/Transferred
nn. #699-15	2 CB Radios and Base Radio	Surplus/Transferred

oo. #724-2	Microwave	Surplus/Transferred
pp. #750-2	25” TV/VCR	Surplus/Transferred
qq. #750-3	32” TV	Surplus/Transferred
rr. #990-20	Computer	Surplus/Transferred
ss. #990-21	Computer	Surplus/Transferred
tt. #990-22	Computer	Surplus/Transferred

4. Discussion, Consideration, and/or Action to dispose of the following equipment located at Cleveland County District #3:
 - a. #D330-27 Chainsaw Junked

5. Discussion, Consideration, and/or Action to Approve yearly maintenance agreement between the Cleveland County Assessor and Apex Software at \$3,915.00. The term of the agreement is December 1, 2012 through December 1, 2013.

6. Discussion, Consideration, and/or Action to Approve the Allocation of Alcoholic Beverage Tax in the amount of \$36,470.76.

7. Discussion, Consideration, and/or Action to Approve a contract between the Cleveland County Health Department and Roof Consultants to develop bid documents, review bids and inspect the construction of a roof coating or recovering or full replacement project for the Norman Office. The Health Department will pay a maximum of \$6,000 for services as follows:
 - a. Development of Bid Documents \$4,000.00 (3 weeks)
 - b. Bidding Phase Services \$1,000 (not including printing & mailing-3 weeks)
 - c. Printing & Mailing \$500.00
 - d. Construction Phase Services \$500.00 (site visit & report)

8. Discussion, Consideration, and/or Action to Approve the extension and salary changes of the Second Chance Act Grant/Cleveland County Sheriff’s Office through January 31, 2012.

9. Discussion, Consideration, and/or Action regarding authorization to retain outside counsel as approved by the District Attorney to prosecute a civil class action to investigate and potentially recover county land recording fees from the Mortgage Electronic Registration System, Inc., (“MERS”) and/or others as warranted, that have not been paid. An initial recommendation by the District Attorney is proposed to retain local counsel Ward & Glass L.L.P. working with Bernstein Liebhard, L.L.P. Any agreement with outside counsel will not have any provision for out of pocket expense costs or attorney fees to be paid directly by the county.

10. Approve the following Cash Fund Appropriations Lapsed Balances:

a. Highway Unrestricted Fund	\$ 472,402.77
b. County Clerk’s Preservation Fee	1,426.99
c. Drug Court Revolving Fund Adult	687.50
d. County Fair Board	19,713.41
e. County Sheriff’s Service Fees	18,220.12
f. County Detention Transition	1,189.16
g. SCA 2010 Grant	4,584.72
h. County Sheriff Commissary	452.20
i. County Sheriff Federal Share Revenue	5,000.00
j. Sheriff Jail Fund	15,991.76
k. County Sheriff Property Forfeiture	192.50
l. County Sheriff Revolving Fund	142,868.47
m. County Treasurer’s Certification Fee	4,120.58

11. Approve the following Cash Fund Appropriations:

a. County Assessor’s Revolving	\$ 247.00
b. Bridge Capital Improvement	40.15
c. County Bridge and Road Improvement	63,488.90
d. County Detention Transition Account	26,508.90
e. County Clerk’s Lien Fee	3,442.90
f. County Clerk’s Preservation Fee	24,440.00
g. Court Clerk Revolving Fund	11,859.65
h. DA Incarceration Costs	712.68
i. Drug Court Revolving Fund Adult	240.40
j. County Fair Board	14,911.08
k. Highway Unrestricted	468,907.74
l. S.T.O.P. Violence Against Women Grant	2,616.17
m. Sales Tax Fund	645,173.48
n. County Sheriff Commissary	2,233.31
o. Sheriff Courthouse Security Service Fee	4,171.50
p. County Sheriff Revolving	43,146.64
q. County Sheriff Service Fees	50,116.99
r. County Sheriff Jail Fund	6,813.27
s. County Treasurer’s Certification Fee	5,135.00

12. Approve the following Blanket Purchase Orders submitted from the following Departments:

a.	<u>District #1 Warehouse:</u>		
	12-2341 – T2A	T & W Tire	\$ 1,200.00
	12-2390 – T2A	Inland Truck Parts Company	\$ 1,600.00
b.	<u>District #2 Warehouse:</u>		
	12-2433 – T2A	Ayres Mechanical Heat & Air	\$ 750.00
	12-2434 – T2A	Vulcan Signs	\$ 2,500.00
	12-2435 – T2A	Action Safety Supply Co.	\$ 2,500.00

- c. **District #3 Warehouse:**
 - 12-2371 – T2A Robert’s Truck Center \$ 750.00
 - 12-2388 – T2A Alcohol & Drug Testing Inc. \$ 500.00

- d. **County Commissioner’s Office:**
 - 12-2425 – D1C State Auditor & Inspector \$ 200.00
 - 12-2432 – R2 The Norman Transcript \$ 5,000.00
- e. **Cleveland County Fair Board**
 - 12-2376 – FF2 The Norman Transcript \$ 1,500.00

- f. **Cleveland County Sheriff’s Office:**
 - 12-2374 – CFBRE2 Sirchie Finger Print Lab \$ 500.00
 - 12-2428 – CCJC1C Liquid Capital Exchange, Inc. \$ 2,500.00
 - 12-2429 – CCJC2 American Red Cross \$ 750.00

13. Approve Certificate of Requesting Officers on Blanket Purchase Order Numbers:

- | | |
|------------------|---------------|
| 11-0197 – F2 | 12-0145 – T2A |
| 11-1797 – B2A | 12-0291 – T2A |
| 11-3586 – B2A | 12-1008 – T2A |
| 11-5026 – R3 | 12-1091 – T2A |
| 11-5113 – B2A | 12-1371 – T2A |
| | 12-1582 – T2A |
| 11-5607 – CFB2 | |
| | 12-0535 – MD2 |
| 12-0367 – R2 | |
| 12-0504 – B2A | 12-1468 – FF2 |
| 12-0562 – CCJC1C | |

14. Review, Audit, and Approve Purchase Orders for Payment of Personal Services, Travel, Maintenance & Operation, and Capital Outlay from:

<u>FY 11/12</u>	
a. General Fund	\$ 709,001.32
b. Highway Fund	363,871.54
c. Health Fund	183,411.48
d. Sheriff Service Fee Fund	28,274.68
e. Sheriff Commissary Fund	3,240.00
f. Sheriff Revolving Fund	8,688.41
g. SCA 2010 Grant Fund	34.99
h. County Detention Transition Acct. Fund	12,822.76
i. Treasurer’s Certification Fee Fund	174.80
j. Drug Court Revolving Adult Fund	1,365.31
k. County Clerk Preservation Fund	10,967.17
l. Local Emergency Planning Committee Fund	500.00
m. Fair Board Fund	4,908.23
 <u>FY 10/11</u>	
a. General Fund	\$ 2,450.55

G. New Business:

(As per 2001 O.S. 25 § 311.A.9 – “New Business”, as used herein, shall mean any matter not known about or which could not have been reasonably foreseen prior to the time of posting.)

H. Miscellaneous Discussion.

I. Adjourn.

10-21-11A08:15 RCVD

Date & Time Posted: _____

County Clerk

A circular official seal of the County Clerk's office is stamped over a handwritten signature. The signature reads "Jimmy Howard" in a cursive script. The seal is partially obscured by the signature and the text "County Clerk" written below it.