

December 3, 2007

The regularly scheduled meeting of the Board of County Commissioners was called to order this 3rd day of December, 2007, in meeting room 240 of the Cleveland County Office Building by Chairman George Skinner. Tammy Howard, County Clerk/Secretary, called roll and those present were:

George Skinner, Chairman
Rusty Sullivan, Vice-Chairman
Rod Cleveland, Member
Tammy Howard, Secretary

Others present were: Christine Brannon, Sarita Scott, David Batton, Melinda Duke, Brenda Wakeman, Peggy Laizure, James Tryee, Deborah VanWye, Jim Helm, F. DeWayne Beggs, Ed Miller, Denise Ellison, Sylvia Martin, Julia Curry, Jerry Davis, and Angela Kazemi.

Chairman Skinner began the meeting with the Pledge of Allegiance.

After the reading of the minutes of the regular meeting of November 26, 2007, and there being no additions or corrections, Rusty Sullivan moved that the minutes be approved. Rod Cleveland seconded the motion.

The vote was: George Skinner, yes; Rusty Sullivan, yes; Rod Cleveland, yes.

Motion carried.

Upon the request of Brenda Wakeman, Assistant Purchasing Agent, George Skinner moved, seconded by Rod Cleveland, to accept and to table the awarding and/or rejecting of County Bid #HWY-1352 – Six-Months (6) Non-Encumbered Contract to provide Materials and Installation of Asphaltic Concrete Base and Surface Coarse (Hot Mix/Hot Laid Asphalt). The bid term will be from the bid award date through six-months (6). The bids, each accompanied by the properly executed non-collusion affidavits is as follows:

CLEVELAND COUNTY BID SUMMARY						
List of Individual Bidders						
	Blaco Construction	Haskell Lemon Construction Co.	Logan County Asphalt Co.	T.J. Campbell Construction	Silver Star Construction	
BID: #HWY-1352						
DEPT: Co. Commissioners						
DATE OPENED: 12-03-07						
	1	2	3	4	5	
List of Individual Items						Awarded To:
Six-Months (6) Non-Encumbered Contract to provide Materials and Installation of Asphaltic Concrete Base and Surface Coarse (Hot Mix/Hot Laid Asphalt).						Tabled 12-3-07
The bid term will be from the bid award date through six-months (6).						
Notice required by bidding vendor:	14 days	14 days	10 days	4 days	2 days	
Will deliver and start construction:	14 days	14 days	7 days	4 days	2 days	
Vendor's Statement:	500 ton minimum all zones	500 ton minimum order per location	_____	Minimum order 500 tons	Minimum of 750 per day, per location	
					The Type "B,C or M" bid is for ODOT Type B ONLY, add \$.075 per ton for ODOT Type C	
Contact Person:	Denver Saxton	Bob Lemon	Don McBride	O'Flynn Sewell	Craig Parker	
Title:	Project Admin.	Vice President	President	Vice President	Vice President	
Telephone Number:	405-787-0555	405-947-6069	405-282-3711	405-672-6768	405-793-1725	
Fax Number:	405-787-4766	405-947-6068	405-260-1701	405-672-9890	405-793-9989	

The vote was: George Skinner, yes; Rusty Sullivan, yes; Rod Cleveland, yes.
Motion carried.

Chairman Skinner called for discussion, consideration, and/or action on the Jail Report from Ed Miller.

Mr. Ed Miller presented the following report:

The Cleveland County Detention Center held an average of 189 inmates this week. The following are the daily inmate counts which were taken at 8 a.m. on each day listed.

Date	Head Count	Pott Co.	Other	C.C.D.C.
11/26/2007 Mon	192	8	3	194 181
11/27/2007 Tues	191	8	3	180
11/28/2007 Wed	189	8	3	178
11/29/2007 Thur	193	8	3	182
11/30/2007 Fri	205	8	3	194
12/1/2007 Sat	190	8	3	200 179
12/2/2007 Sun	219	8	2	209
<u>Daily Average</u>	<u>200</u>	<u>8</u>	<u>3</u>	<u>189</u> 186

The Book-Ins comparison for this week:

2006 18 FEMALES & 80 MALES = 98 TOTAL

2007 39 FEMALES & 131 MALES = 170 TOTAL

There were no inmates transported to the Department of Corrections during this reporting period.

There are four inmates scheduled to be transported do DOC this week.

Rusty Sullivan moved, seconded by Rod Cleveland to accept the report with corrections. The vote was: George Skinner, yes; Rusty Sullivan, yes; Rod Cleveland, yes. Motion carried.

Rusty Sullivan moved, seconded by Rod Cleveland, to approve correction for Bid Summary #SHE-1324 – used 2006 vehicles should have stated bid price \$15,400.00 per vehicle to conform to correct price as stated in the Bid. The vote was: George Skinner, yes; Rusty Sullivan, yes; Rod Cleveland, yes. Motion carried.

Rusty Sullivan moved, seconded by Rod Cleveland, to approve the 2008 Schedule of Meetings for the Board of Cleveland County Commissioners. The vote was: George Skinner, yes; Rusty Sullivan, yes; Rod Cleveland, yes. Motion carried.

Rod Cleveland moved, seconded by Rusty Sullivan, to approve the Maintenance Agreement between the Cleveland County Treasurer and HSM Electronic Protection Services for the purpose of maintaining a Video Surveillance System installed in the Treasurer's Office. Cost of the agreement is \$75.00 per month and paid annually for a total of \$900.00. Agreement begins January 1, 2008 thru December 31, 2008. The vote was: George Skinner, yes; Rusty Sullivan, yes; Rod Cleveland, yes. Motion carried.

Rod Cleveland moved, seconded by Rusty Sullivan, to approve the Regional Snow and Ice Management Memorandum of Understanding to facilitate coordination and collaboration between agencies in the Oklahoma City Area Regional Transportation Study (OCARTS) area in an effort to minimize weather-related disruption to public safety and welfare, business and commerce throughout the region between the dates of October 15 and April 15 each year. The vote was: George Skinner, yes; Rusty Sullivan, yes; Rod Cleveland, yes. Motion carried.

George Skinner moved, seconded by Rod Cleveland, to declare the following properties as surplus to the needs of the County and convey such properties to the City of Norman for its lawful use.

- a. Property description Colonial Estates #3, Prt. Lot 1, Blk. 1, Property Id: NC29-COLO3-1-1-002.
- b. Property description Woodslawn 3, W 21.8' of Lot 21, Blk. 7, Property Id: NC29-WOWD3-7-21-001.

The vote was: George Skinner, yes; Rusty Sullivan, yes; Rod Cleveland, yes. Motion carried.

Rod Cleveland moved, seconded by George Skinner, to go out for bid for the Ankle GPS Tracking Devices for County Prisoners or County Pre-Trial Detainees for determination of possibly bidding or contracting for such devices. The vote was: George Skinner, yes; Rusty Sullivan, yes; Rod Cleveland, yes. Motion carried.

Rod Cleveland moved, seconded by Rusty Sullivan, to adopt and implement County Policy for a Direct Deposit System mandating all County Employees to participate and be paid through the Direct Deposit Procedures and requiring all County Employees to immediately identify to the County Clerk a financial institution that will serve as a personal depository agent for the Employee; this payment system to become effective January 1, 2008. The vote was: George Skinner, yes; Rusty Sullivan, yes; Rod Cleveland, yes. Motion carried.

Rusty Sullivan moved, seconded by Rod Cleveland, to adopt and implement County policy for payroll and hiring practices for all County employees and newly hired employees effective January 1, 2008:

- a. Mandating a semimonthly (twice per month) payroll system requiring payroll payments to be made on or about the Fifteenth (15Th) and on or about the last day of the month;
- b. Restricting the hiring, rehiring, or classification of new County employees, temporary or reclassification of regular full time employees, to be effective only on or about the First (1ST) or Sixteenth (16TH) of the month;
- c. Mandating newly hired employees shall be classified as temporary employees for a period of sixty (60) days whom are ineligible to accrue, use, or be paid for sick leave or annual leave during any temporary employment period; such temporary employees will be eligible for reclassification as regular full time County employees after sixty (60) days of full time temporary service;
- d. Restricting health insurance or retirement benefits and prohibiting those benefits to temporary employees until reclassified as regular full time County employees; such benefits cannot be effective date

until after sixty (60) days of continuous full time temporary employment;

- e. Restricting the use of sick or vacation benefits until after six (6) months of continuous full time employment (full time temporary employment is included in time computation). Restricting the accumulation of sick or vacation benefits until classified as a regular full time County employee.

The vote was: George Skinner, yes; Rusty Sullivan, yes; Rod Cleveland, yes.
Motion carried.

Rod Cleveland moved, seconded by Rusty Sullivan, to approve the following Blanket Purchase Orders:

a. General Fund		
08-2928 – SM2	Hunzicker Brothers, Inc.	\$ 2,500.00
08-2962 – SM2	Hy-Pride Janitorial Supply	2,000.00
08-2963 – SM2	American Elevator Company, Inc.	3,600.00
08-2984 – SL2	Eureka Water Company	150.00
08-2985 – B2B	Ben E. Keith	2,500.00
08-2986 – B2B	U.S. Foodservice, Inc.	2,000.00
08-2987 – B2A	Ellison Feed & Seed, Inc.	200.00
08-2988 – B2A	Capital City Processors, L.L.C.	210.00
08-2989 – B2A	Dimensional Concepts	270.00
08-2990 – B2A	Hy-Pride Janitorial Supply	300.00
08-2992 – B2A	Slaughterville Tire Shop	350.00
b. Highway Fund		
08-2932 – T2A	P & K Equipment, Inc.	600.00
08-2965 – T2A	Jones Tire, L.L.C.	500.00
08-2967 – T2A	Hercules Tire Sales, Inc.	2,000.00
c. Health Fund		
08-2944 – MD2	McKesson Medical Surgical	15,000.00
d. Sheriff's Revolving Fund		
08-2991 – CFBRE2	Ken's Discount Pharmacy	2,000.00

The vote was: George Skinner, yes; Rusty Sullivan, yes; Rod Cleveland, yes.
Motion carried.

Rusty Sullivan moved, seconded by Rod Cleveland, to approve Certificate of Requesting Officers on Blanket Purchase Order Numbers:

08-0442 – B2A	08-0117 – T2A
08-0456 – B2A	08-0167 – T2A
08-0458 – B2A	08-1102 – T2A
08-0473 – B2A	08-1669 – T2A
08-0499 – B2A	08-1786 – T2A
08-1256 – B2A	08-1978 – T2A
08-1379 – B1C	08-2030 – T2A
08-1579 – B2A	08-2045 – T2A
08-1744 – B2A	08-2084 – T2A
08-1856 – B2B	
08-2021 – B2B	08-1578 – CFBC2
08-2091 – B2B	
	08-0538– CFDCRE(A)2
08-0546 – MD2	

The vote was: George Skinner, yes; Rusty Sullivan, yes; Rod Cleveland, yes.
Motion carried.

Rod Cleveland moved, seconded by Rusty Sullivan, to approve Purchase Orders for Payment of Personal Services, Travel, Maintenance & Operation, and Capital Outlay from:

<u>FY 07/08</u>	
a. General Fund	\$ 46,664.06
b. Highway Fund	274,166.95
c. Health Fund	16,920.82
d. Sheriff Commissary Fund	1,961.29
e. Assessor's Revolving Fund	631.10
f. Fair Board Fund	240.78

The vote was: George Skinner, yes; Rusty Sullivan, yes; Rod Cleveland, yes.
Motion carried.

(For a complete listing of warrants and original signatures, see warrant registers.)

Chairman Skinner called for miscellaneous discussion.

Ms. Sylvia Martin asked what are the names of the Parks the land is being given to the City of Norman?

Chairman Skinner replied to Ms. Martin to contact his Office and they would give her the names.

There being no further business to come before the Board, Rusty Sullivan moved, that the meeting be adjourned. Rod Cleveland seconded the motion.

The vote was: George Skinner, yes; Rusty Sullivan, yes; Rod Cleveland, yes.
Motion carried.

(Clerk's Note: Agenda was posted on 11-30-07 @ 8:30 a.m.)