

BOARD OF COUNTY COMMISSIONER'S

MINUTES

AUGUST 17, 2015

Harold Haralson led in Prayer and in the Pledge of Allegiance.

The regularly scheduled meeting of the Board of Cleveland County Commissioners was called to order this 17th day of August 2015 in the meeting Room 200 of the Cleveland County Office Building by Chairman Rod Cleveland. Tammy Belinson, County Clerk/Secretary, called roll and those present were:

Rod Cleveland, Chairman
Harold Haralson, Vice-Chairman
Darry Stacy, Member
Tammy Belinson, Secretary

Others present were: Assistant District Attorney Jim Robertson, Assistant District Attorney Heather Darby, Linda Atkins, Susan Reese, Bryan Jenkins, Bryan Gann, Melinda Duke, Christine Cartmell, Joy Hampton, Bryant Rains, Annette Pretty, John Roberts, Rhett Burnett, Kristy Wilson and Shelley Taylor.

After the reading of the minutes of the Regular Meeting of August 10, 2015 and there being no additions or corrections, Darry Stacy moved that the minutes be **approved**. Harold Haralson seconded the motion.

The vote was: Harold Haralson, yes; Darry Stacy, yes; Rod Cleveland, yes.
Motion carried.

A. Bid Openings:

1. Upon the recommendation of Purchasing Agent Melinda Duke, Rod Cleveland moved, seconded by Harold Haralson, to **accept** the bid and to **table** the awarding and/or rejecting of the bid until a later date for Bid #PA-1730 – One-Year (1) Non-Encumbered Contract for Office Supplies, Furniture and Equipment, for Cleveland County. The bid term will be from August 31, 2015 through August 30, 2016.

The vote was: Darry Stacy, yes; Rod Cleveland, yes; Harold Haralson, yes.
Motion carried.

The bid is accompanied by properly executed non-collusion form as follows:

CLEVELAND COUNTY BID SUMMARY		
	Copelins Office Supply	
BID: #PA-1730		
DEPT: Purchasing		
DATE OPENED: 8-17-15	1	
List of Individual Items		Awarded To:
One-Year (1) Non-Encumbered Contract for Office Supplies, Furniture and Equipment. The bid term will be from August 31, 2015 through August 30, 2016, with the option to renew up to two (2) more consecutive years.		Tabled on 8-17-15
Cost Plus Percentage Rate:		
1st Year:	2.000%	
2nd Year:	2.000%	
3rd Year:	2.000%	
Optional Purchase Percentage Rate:		
1st Year:	2.000%	
2nd Year:	2.000%	
3rd Year:	2.000%	
Company provide on-line ordering:	Yes	
Restocking Fees:	Restocking fees may apply to "non-stocking special orders". Subject to vendor/manufacturers requirements.	
Exceptions:	20% off manufacturer's list price on all office supplies not included in the S.P. Richards catalog.	
	10% off manufacturer's list on all copier, printer and fax supplies not listed in the S.P. Richards catalog.	
	10% off manufacturers list on all toys and educational supplies.	
	We will quote any furniture items not included in the S.P. Richards catalog on a purchase by purchase basis.	
Warranty:	We honor the warranty of the manufacturers of the items we sell.	
Contact Person:	Chris Hayes	
Title:	Customer Service Rep.	
Address:	425 W Main Street Norman, OK 73069	
Telephone Number:	405-253-1404 or 405-364-7011	
Fax Number:	405-321-6476	
Email:	orders@copelins.com	
Vendor's Statement:	see attached	
NON-COLLUSION AFFIDAVIT:	YES	

2. Upon the recommendation of Assistant Purchasing Agent Susan Reese, Rod Cleveland moved, seconded by Darry Stacy, to **accept** the bids and to **table** the awarding and/or rejecting of the bids until a later date due to so many line items on the bid summary for **Bid #HWY-1731** – Four (4) month Non-Encumbered Contract for Bulk Oils, Lubricants & Antifreeze for the County Commissioners. The bid term will be September 22, 2015 through January 21, 2016.

The vote was: Rod Cleveland, yes; Harold Haralson, yes; Darry Stacy, yes. Motion carried.

The bids each accompanied by properly executed non-collusion form are as follows:

CLEVELAND COUNTY BID SUMMARY			
BID: #HWY-1731 Bulk Oils, Lubricants & Antifreeze			
Bid Term September 22, 2015 to January 21, 2016			
List of Individual Bidders			
	Hampel Oil	Hooten Oil Company, Inc.	Jim Johnson Oil Co.
BID: #HWY-1731			
DEPT: Commissioner's			
DATE OPENED: 8-17-15			Awarded To:
Four (4) month Non-Encumbered Contract for Bulk Oils, Lubricants & Antifreeze for the County			
The bid term will be from			
September 22, 2015 to			
January 21, 2016			
Contact Person:	Dustin Ruth	David Hooten	John Andrade
Title:	OPS Manager	_____	Sales Manager
Address:	8001 Pole Rd OKC, OK 73149	12583 S. Hwy 99 Sminole, OK 74868	2501 E. Hwy 66 El Reno, OK 73063
Telephone Number:	405-795-2168	405-382-1166	405-262-1966
Fax Number:	405-672-6020	405-382-5232	405-262-6368
Cell Number:	_____	_____	405-830-2139
E-Mail:	lance.daniel@hampeloil.com	hootenoil@rsib.net	jandrade@joc.net
NON-COLLUSION AFFIDAVIT:	YES	YES	YES

B. Old Business:

1. Upon the recommendation of Assistant Purchasing Agent Susan Reese, Rod Cleveland moved, seconded by Harold Haralson, to **table** the awarding and/or rejecting of the bids until a later date for **Bid #HWY-1728**- Six month (6) Non-Encumbered Contract for Tires and Tubes. The bid term will be from September 5, 2015 through March 4, 2016.
The vote was: Harold Haralson, yes; Darry Stacy, yes; Rod Cleveland, yes.
Motion carried.
2. Upon the recommendation of Assistant Purchasing Agent Susan Reese, Rod Cleveland moved, seconded by Darry Stacy, to **table** the awarding and/or rejecting of the bids until a later date for **Bid #HWY-1729** – Three (3) month Non-Encumbered Contract for Road Oils, Emulsions and Sealants for the County Commissioners. The bid term will be from September 7, 2015 through December 6, 2015.
The vote was: Darry Stacy, yes; Rod Cleveland, yes; Harold Haralson, yes.
Motion carried.

C. Items of Business:

1. Bryan Gann, **Midwest Wrecking**, said they will be installing the new sidewalk this week and next week on the north and south side of the demolished area and modify the west sidewalk. Midwest Wrecking will coordinate installation of the sprinkler system with the County and then install sod. The chain link fence will stay up for a short time to protect the sod. A recycling report will be ready on the first of September.
2. Darry Stacy moved, seconded by Harold Haralson, to **approve** the **Repurchase Agreement and Sales Agreement** between Cleveland County and Warren Cat on a 140M3 Tandem Drive Motor Grader **SN/N9D00476**.
The vote was: Rod Cleveland, yes; Harold Haralson, yes; Darry Stacy, yes.
Motion carried.
3. Darry Stacy moved, seconded by Harold Haralson, to **approve** the **Repurchase Agreement and Sales Agreement** between Cleveland County and Warren Cat on a 140M3 Tandem Drive Motor Grader **SN/N9D00477**.
The vote was: Harold Haralson, yes; Darry Stacy, yes; Rod Cleveland, yes.
Motion carried.

Chairman Cleveland called for **combining** Items No. 4 and No. 5, as follows:

4. **Vacation Leave Policy** to be added to the Cleveland County Personnel Handbook; and
5. **National Disaster Leave Policy** to be added to the Cleveland County Personnel Handbook.

Shelley Taylor, HR Department, said that updates to the **Vacation Leave Policy** say as per State Statute temporary and part time employees do NOT accrue vacation time and vacation leave accrual rates based on years of service will be reflected on the next month’s accrual rates. Also, employees on certain unpaid leave will not accrue vacation leave. If an employee works less than a month, vacation time will be pro-rated (Title 19, §1301; Oklahoma Stat. Ann. Tit. 74, §840-2.20).

Ms. Taylor said that since several disasters have come through the area caused from tornadoes, flooding and fires; As per State Statute Title 74- §840-2.23A, the Personnel Handbook now includes a **National Disaster Leave Policy**. The Statute allows employees affected by a disaster to have fifteen working days off.

Harold Haralson moved, seconded by Darry Stacy, to **approve** the addition of the **Vacation Leave Policy** and **National Disaster Leave Policy** to the Cleveland County Personnel Handbook.

The vote was: Darry Stacy, yes; Rod Cleveland, yes; Harold Haralson, yes.
Motion carried.

6. Darry Stacy moved, seconded by Harold Haralson, to **approve** the **Sale** of the following County owned property obtained by County at the June 2012 Tax Resale by Johnathan A. Finley and/or Marissa N. Finley:
Shady Creek Estates, Lot 14 **\$700.00**
The vote was: Rod Cleveland, yes; Harold Haralson, yes; Darry Stacy, yes.
Motion carried.

Chairman Rod Cleveland said that the following Items, No. 7 through No. 21 are **Consent Items** and are routine in nature; therefore, Harold Haralson moved, seconded by Darry Stacy, to **approve** the **items** as follows:

7. **Contract** between Cleveland County Health Department and Kristina Ann Landis to provide coordination of services between the NorthHaven Day School and the Early Foundations Replication Project. The Health Department will pay \$10.00 per hour for coordination services and \$0.575 per mile as per the State Travel Reimbursement Act not to exceed \$8,207.00. The contract is effective August 24, 2015 through June 30, 2016.

- 8. Contract** between Cleveland County Health Department and Stacey Clement to provide Directly Observed Therapy (DOT) and related services to tuberculosis (TB) from July 1, 2015 through June 30, 2016 at a rate of \$6.00 per visit and mileage in accordance with State Travel Reimbursement Act (STRA) which is currently \$.575 per mile for maximum reimbursement of \$7,485.00.
- 9. Standard Service Contract** between The Board of County Commissioners on behalf of the Cleveland County Treasurer and Technique Data Systems for service on (2) Canon CR-190i Check Scanners in the amount of \$395.00 each and (25) Canon CR-80 Check Scanners in the amount of \$130.00 each for the period July 1, 2015 through June 30, 2016.
- 10. Standard Service Contract** between The Board of County Commissioners on behalf of the Cleveland County Treasurer and General Mailing Equipment for service on a 3050 Letter Opener SN/020062 in the amount of \$320.00 per year for the period July 1, 2015 through June 30, 2016.
- 11. Standard Service Contract** between The Board of County Commissioners on behalf of the Cleveland County Treasurer and LexisNexis Risk Solutions to allow (4) monthly users access to the Accurint for Government website in the amount of \$350.00 per month for the period July 1, 2015 through June 30, 2016.
- 12. Standard Service Contract** between The Board of County Commissioners on behalf of the Cleveland County Election Board and OneSource for service on a Bizhub C360 and Bizhub C364 for the period July 1, 2015 through June 30, 2016. All black and white copies will be billed at \$.0071 each and all color copies will be billed at \$.049 each.
- 13. Joint Resolution** between the Board of County Commissioners and the Cleveland County Justice Authority to renew the Sales Tax Agreement previously entered into on July 1, 2014 set to expire June 30, 2015. This agreement will be effective from July 1, 2015 through June 30, 2016.
- 14. Joint Resolution** between the Board of County Commissioners and the Cleveland County Justice Authority to renew the Sub-Lease Agreement previously entered into on July 1, 2014 set to expire June 30, 2015. This agreement will be effective from July 1, 2015 through June 30, 2016.
- 15. Agreement** between the Cleveland County Commissioners and ThyssenKrupp Elevator Corporation to provide service maintenance, parts and labor for the period July 1, 2015 through June 30, 2016 in the amount of \$1,450.00 and to renewed each fiscal year upon agreement of both parties.
- 16. Resolution** for Disposing of D305-54 and D305-55 140M Cat Motor Graders to be declared surplus and was sold by sealed bid from Cleveland County District #2.

17. Resolution for Disposing of B348-003 Coachman-SE SDA, SN/1TC2B222353001084 to be declared surplus and traded to the City of Blanchard from the Cleveland County Sheriff’s Department.

18. Notice of Requesting Officers on the following accounts:
Rod Cleveland and Denise Ellison: L1A, L2, L3.

19. Approval of the following Blanket Purchase Orders submitted for the following Departments:

District #2:

16-1162-T2A	P & K Equipment	\$ 2,000.00
16-1165-T2A	ATC Holdco	\$ 1,500.00

District #3:

16-1070-T2A	Petroleum Marketers Equip. Co.	\$ 500.00
16-1152-T2A	Fastenal Industrial	\$ 750.00
16-1153-T2A	P & K Equipment	\$ 2,500.00
16-1155-T2A	Bruckner’s Truck Sales, Inc.	\$ 1,500.00
16-1177-T2A	ATC Holdco	\$ 500.00

Comm Office:

16-1159-R2	A.T. & T.	\$ 30.00
------------	-----------	----------

Fairgrounds

16-1128-SFG2	The Norman Transcript	\$ 2,000.00
--------------	-----------------------	-------------

Health Dept.

16-1144-MD1C	Sara King	\$ 600.00
16-1186-MD2	Stacey Erin Clement	\$ 5,000.00

Sheriff Dept.

16-1161-CCJC2	Chickasaw Telecom.	\$ 1,000.00
16-1164-B2A	Binswanger Glass	\$ 500.00
16-1179-B2A	O’Reilly Automotive	\$ 1,000.00
16-1190-CCJC2	Office Depot	\$ 1,000.00
16-1191-B2A	Office Depot	\$ 1,000.00
16-1193-CCJC2	Norman Stamp & Seal	\$ 300.00
16-1194-CCJC2	Hobart Corporation	\$ 500.00

20. Approval of the Certificate of Requesting Officers on Blanket Purchase Order Numbers:

FY 14/15

General:

15-0256-K2	15-0257-K2	15-0497-R2	15-2544-SM2
15-2613-R2	15-3597-SM2	15-3650-SM2	15-4169-SM2

15-4741-R2

Health:

15-3923-MD1C

FairBoard:

15-0285-FF2 15-2458-FF2

FY 15/16

General:

16-0018-HR2 16-0024-B2A 16-0162-CCJC2
16-0163-CCJC2 16-0166-CCJC2 16-0170-CCJC2

Highway:

16-0093-T2A

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

FY 15/16

a. General Fund	\$ 197,122.98
b. Highway Fund	\$ 16,501.58
c. Health Fund	\$ 10,552.18
d. Sheriff Commissary Fund	\$ 5,122.43
e. Early Settlement Central Cleve. Co. Fund	\$ 290.30
f. Safe Room Grant Fund	\$ 2,500.00
g. Fairgrounds Fund	\$ 204.44

FY14/15

a. General Fund	\$ 25,104.33
b. Highway Fund	\$ 19,027.00

The vote was: Harold Haralson, yes; Darry Stacy, yes; Rod Cleveland, yes.
Motion carried.

END OF CONSENT DOCKET.

- D. There was no **new business** to come before the Board for discussion.
- E. During Commissioner’s discussions about **County Business**, several dates were announced concerning upcoming events such as the Cleveland County Fair Horse Show scheduled on August 29, 2015 and the Cleveland County Free Fair scheduled on September 10th through 13th, 2015.
- F. There were no **comments** made by the **Public**.
- G. There being no further business to come before the Board, Darry Stacy moved that the meeting be **adjourned** at 1:12 pm. Harold Haralson seconded the motion. The vote was: Darry Stacy, yes; Rod Cleveland, yes; Harold Haralson, yes. Motion carried.