

MINUTES OF BOCC REGULAR MEETING

Grant County Board of Commissioners met in regular session on August 21, 2017. Notice of the Meeting, including agenda, was posted on the first-floor bulletin board and at entrances of the Grant County Courthouse, Medford, Oklahoma, Friday, August 18, 2017 at 9:00 am in accordance with Title 25, §301-314 O.S.

Ronck called the meeting to order at 9:00 am. After roll call, a quorum was acknowledged. Present were Patrick J Ronck, and Max L Hess. Cindy R. Bobbitt was absent. Penny Dowell and Cindy Pratt. Guests present were Randy Weatherly and Jim Hamlin of Ambler Architect. Paul Kyler, Ross Kyler, and Ryan McIntosh of Kyler Construction entered the meeting at 1:15 p.m. Rick Scott and Stephanie Austin of Rick Scott Construction entered the meeting at 2:40 p.m. Brian Henson and Walker Henson of Henson Construction entered the meeting at 3:20 p.m.

Hess led the prayer and Ronck led the flag salute.

Pratt acknowledged the Agenda was properly posted in accordance with the Open Meeting Act.

Hess moved to approve the minutes of the August 14, 2017 meeting. Ronck seconded. Bobbitt•*absent*, Ronck•*aye*, Hess•*aye*. Motion carried.

No comments from the public.

Ronck moved to review purchase orders and travel claims. Hess seconded. Bobbitt•*absent*, Ronck•*aye*, Hess•*aye*. Motion carried.

Hess moved to skip to item 7(E) – Notice of Publication of Sale of Equipment at Public Auction. Ronck seconded. Bobbitt•*absent*, Ronck•*aye*, Hess•*aye*. Motion carried.

Ronck moved to approve the Notice of Publication of Sale of Equipment at Public Auction for District 3 – 2000 Chevy Pickup serial #1GCGK24R3YR83897 and 2001 Chevy Pickup serial #1GCEK19T811317064. Public Auction will be Sept. 8, 2017 beginning at 10:00 a.m. at Sturgeon's Corner on Hwy 412, Meno, OK. Hess seconded. Bobbitt•*absent*, Ronck•*aye*, Hess•*aye*. Motion carried.

Hess moved to approve purchase orders and travel claims as follows. Ronck seconded. Bobbitt•*absent*, Ronck•*aye*, Hess•*aye*. Motion carried.

2016-2017

HIGHWAY: 2396, ACG MATERIALS, 1460.39;; **SALES TAX FD MAN:** 33, CHIEF FIRE & SAFETY, 2261.00, 34, CHIEF FIRE & SAFETY, 7200.00.

2017-2018

CBRI: 3, RAILROAD YARD, 28515.44;; 4, RAILROAD YARD, 3951.60;; 5, RAILROAD YARD, 900.00;;
GENERAL: 152, OFFICE SOLUTIONS, 202.56;; 153, THOMSON REUTERS-WEST, 94.00;; 154, ENID TYPEWRITER., 221.98;; 155, OSU COOP EXTENSION SERVICE, 461.00;; 156, USPS, 196.00;; 157, MOORES MARKET, 13.28;; 158, QUILL, 42.59;; 159, TULSA MARRIOTT, 546.00;; 160, TULSA MARRIOTT, 546.00;; 161, OFFICE SOLUTION, 47.38;; 162, OG&E, 3255.22;; 163, FALKENBERG, SCOTT, 40.87;; 164, PIONEER TELEPHONE, 26.34;; 165, MEDFORD PATRIOT STAR, 571.10;; 166, QUILL, 249.72;; 167, PIONEER TELEPHONE, 88.64;; 168, ACCO, 35.00;; **HEALTH:** 10, HUGHES PHARMACY, 19.40;; 11, TNT PEST CONTROL, 40.00;; 12, OG&E, 473.44;; **HIGHWAY:** 286, EVANS & ASSOC CONSTRUCTION, 1476.18;; **CBIF - DIST 1:** 287, BRUCKNERS, 935.12;; 288, ERGON ASPHALT & EMULSIONS, 70.00;; 289, PRAIRIE LAND PARTNERS, 131.91;; 290, YELLOWHOUSE, 96.20;; 291, BRUCKNERS, 33.88;; 292, WARREN CAT, 69.88;; 293, BRUCKNERS, 966.46;; 294, PIONEER TELEPHONE, 285.52;; 295, OG&E, 335.78;; 296, DEPT OF MINES, 5.66;; 297, PIONEER TELEPHONE, 133.42;; 298, LILEY LUMBER, 20.99;; 299, LITTLE BS TWO, 20.00;; 300, LEBEDA, V DEAN, 690.00;; 301, CDI, 577.50;; 302, DIRECT DISCOUNT TIRE, 394.72;; 303, PIONEER TELEPHONE, 336.23;; 304, OG&E, 632.61;; 305, BASS OCCUPATIONAL HEALTH SERV, 50.00;; 306, CDI, 232.75;; 307, D & D NAPA, 596.72;; 308, D & D NAPA, 1059.07;; 309, WARREN CAT, 784.09;; 310, PIONEER TELEPHONE, 150.18;; 311, KAY ELECTRIC, 53.00;; 312, CENTERPOINT ENERGY, 35.08;; 313, WARREN CAT, 782.42;; 314, YELLOWHOUSE, 96.20;; 315, DEPT OF MINES, 5.66;; 316, ACCO, 225.00;; **JUV DENT:** 1, OK JUVENILE JUSTICE SERV, 1240.00;; **RURAL FIRE-ST:** 22, OK STATE FIREFIGHTERS ASSOC, 784.00;; 23, CHIEF FIRE & SAFETY, 670.00;; 24, PIONEER TELEPHONE, 97.86;; **SH BD OF PRIS:** 19, CINTAS FAS LOCKBOX, 79.06;; 20, HUGHES PHARMACY, 105.33;; 21, DURHEIM APPLIANCE, 12.95;; 22, SHERATON, 485.00;; 23, GREAT SALT PLAINS HEALTH, 20.00;; 24, BLUBAUGH AUTO PARTS, 17.49;; 25, LITTLE BS TWO, 20.00;; 26, GREAT SALT PLAINS HEALTH, 20.00;; **SH COMMISSARY:** 3, MODERN MARKETING, 614.23;; 4, BLANK SHIRTS, 37.63;; **SH SVC FEE:** 18, MOORES MARKET, 225.29;; 19, OG&E, 51.17;; 20, OK DEPT OF PUBLIC SAFETY, 350.00;; 21, PIONEER FIRE & SAFETY, 360.00;; 22, AT&T, 7.50;; 23, DIRECT TV, 126.23;; 24, USPS, 203.20;; **SHERIFF-ST:** 13, PIONEER TELEPHONE, 231.97.

Hess moved to approve the blanket purchase orders as presented. Ronck seconded. Bobbitt•*absent*, Ronck•*aye*, Hess•*aye*. Motion carried.

Ronck moved to approve Transfer of Appropriations as follows. Hess seconded. Bobbitt•absent, Ronck•aye, Hess•aye. Motion carried.

GENERAL: \$23,750.00 Assessor's Visual Inspection (AVI) – Professional Services (1700-2020a) {COA conversion issue. Legacy acct 17-5 combined with M&O} to AVI – M&O (1700-2005) ■ \$200.00 General Govt M&O (2000-2005) to Travel (2000-1310).

HIGHWAY: \$5,692.76 All Districts-FT Salaries (4000-1110) to All Districts-PT Salaries (4000-1130) {reimbursement of Gross Payroll Warrant #0001 issued 07-06-17} ■ \$2,526.67 All Districts-FT Salaries (4000-1110) to All Districts-PT Salaries (4000-1130) {reimbursement of Gross Payroll Warrant #0053 issued 08-04-17} ■ \$31,954.12 D1 FT Salaries (4100-1110) to D3 FT Salaries (4300-1110) {Conversion issue with split between district. Correction of 100% Movement FY 2016-17} ■ \$2,282.36 D1 FT Salaries (4100-1100) to D3 FT Salaries (4300-1110) {reimbursement of July 2017 wages & benefits for Quarry employees Mashburn & Hull} ■ \$933.64 D1 FT Salaries (4100-1110) to D3 FT Salaries (4300-1110) {reimbursement of June 2017 benefits for Quarry employees Hull, Mashburn, Shaffer and Lecrone} ■ \$77.00 D1 M&O (4100-2005) to D3 M&O (4300-2005) {Split PO 4101 & 4103 between D1 & D3} ■ \$15,459.58 D2 FT Salaries to D3 FT Salaries {COA Conversion issue-Reimbursement 100% Movement FY 2016-17} ■ \$1,384.48 D3 M&O (4300-2005) to D1 M&O {Reimbursement of split for PO #323} ■ \$236,500.00 D3 Capital Outlay (4300-4110) to D3 Rentals/Leases (4300-2040) {Sale of Quarry Equipment} ■ \$9,000.00 D3 Capital Outlay (4300-4110) to D3 Rentals/Leases (4300-2040) {Sale of Quarry Equipment}.

Hess moved to approve the Annual Service Agreement for Juvenile Detention Services – O.J.J.S. operating the Garfield County Regional Juvenile Detention Center. Ronck seconded. Bobbitt•absent, Ronck•aye, Hess•aye. Motion carried.

Ronck moved to approve Resolution #2017-86 – Request to Reinstate Equipment to Inventory for District 3 – 100 KW LIMA Mack Generator s/n LM340922-0200 acquired 05-18-2012 at a cost of \$5,800.00 - subject to approval by A.D.A. Young. Hess seconded. Bobbitt•absent, Ronck•aye, Hess•aye. Motion carried. The BOCC approved the Resolution #2017- 67 – Declaration of Surplus on July 10, 2017 for said equipment.

Ronck moved to approve the annual shale contract as presented between Grant County Commissioners and V. Dean Lebeda at a rate of \$0.20 per cubic yard of shale with a maximum removal of 40,000 cubic during Fiscal Year 2017-2018. This is a maximum not a required removal amount.

Hess moved to approve the following Requisitioning and Receiving Officers Designation for the Health Department. Ronck seconded. Hess seconded. Bobbitt•absent, Ronck•aye, Hess•aye. Motion carried.

Requisitioning Officers

Kelli Rader
Desiree Mehlig
Darlene Sanderson

Receiving Officers

Ann Bollman
Shannon Currence

Ronck moved to approve the Fiscal Year 2017-2018 Vendor Contract List for the Grant County Health Department as presented. Hess seconded. Hess seconded. Bobbitt•absent, Ronck•aye, Hess•aye. Motion carried.

Scott Falkenberg reported he is preparing to paint the curbing in the north parking lot of the courthouse. Gonzales Construction repaired the eaves on the Sheriff's Office building to prevent birds from nesting and creating issues. There are no other major maintenance issues to report on as things are going well. Falkenberg reported when disposing of office equipment, it is okay to place in the dumpster as long as ink cartridges are removed prior to disposal.

Hess moved to table Road Crossing Permit #2017- 413 – Kay Electric Coop for District 2 in order to allow Commissioner Bobbitt to review. Ronck seconded. Bobbitt•absent, Ronck•aye, Hess•aye. Motion carried.

No action on Item 7(L) – Discussion of GC Expo Center – Fairgrounds Facility in Pond Creek, OK as it will be discussed under Items 7(P) and 7(Q).

Pratt reported the required documentation has been submitted to Bank of America. Pratt will continue to report to the board of the progression of the P-card Program for Grant County. Pratt also stated P-Card training will be held September 6, 2017 in Tulsa, OK in conjunction with the Fall CODA Conference. Alex Brittain is signed up to attend. Ronck stated he planned to attend the training as well.

The board acknowledged the Annual Local Highway Financial Report – FHWA Form 536 for ODOT.

At 10:23 a.m. Ronck moved to skip to Item 8 – New business. Hess seconded. Hess seconded. Bobbitt•absent, Ronck•aye, Hess•aye. Motion carried.

No new business was presented.

Hess stated some parts of District 1 received a large amount of rain and some received no rain at all. District 1 is working on the bridge near the baseball field outside of Medford. Hess will attend the CED#8 meeting in Alva on Wednesday. Hess reported that Tommy Schmidt passed away. Mr. Schmidt was a longtime employee of The Railroad Yard and most recently worked for Coastal. His service will be held Wednesday in Cordell, OK.

Ronck commented that the recent rain received in District 3 has caused several washed-out roads. As things dry out District 3 will work to fix these issues. Ronck stated he spoke with Cheryl Wilson of the OSA&I office regarding the additional funds needed for purchases for the Grant County Expo Center building. A suggested option is to borrow the funds from the General Fund but the General Fund must be paid back by the end of the fiscal year 2017-18. Ronck stated other options will be explored.

At 10:27 a.m. Hess moved to recess for lunch and reconvene at 1:00 p.m. Ronck seconded. Bobbitt•*absent*, Ronck•*aye*, Hess•*aye*. Motion carried.

At 1:00 p.m. Ronck moved to reconvene to regular session and open discussion with Randy Weatherly and Jim Hamlin of Ambler Architects regarding the interview process for a Construction Manager (CM) for the Courthouse and Sheriff's Office renovations. Hess seconded. Bobbitt•*absent*, Ronck•*aye*, Hess•*aye*. Motion carried.

Jim Hamlin of Ambler Architects stated three (3) interviews are scheduled for this afternoon of potential Construction Manager (CM) for the Courthouse and Sheriff's Office renovations. The interview process will include the discussion of the specifications of the renovation project, submission of invoices, reporting requirements of project process to the BOCC, and other needs of the project. The interviewee will be allowed 10 minutes for questions to the BOCC and Ambler representatives regarding the project. Interviewee will be presented with scenarios of possible issues that may arise during the project and will be asked to describe how the issue(s) would be resolved. Randy Weatherly emphasized the importance of receiving a list of the "General Conditions" of the project which will detail expenses not listed in the bid packet. (i.e., site management and time spent on site, dumpster rental, bonding, and other miscellaneous expenses.) The CM is responsible for preparing and submitting the bid documents to the BOCC and proper agencies in accordance with Title 19 O.S. The CM will provide all pertinent documentation to the Grant County Clerk's Office in a prompt manner. To insure proper needs of the project are met, Mr. Weatherly suggested "scoping" (i.e. review packets to insure all needs of the project are included) the Bid Packets and Specifications prior to the Notice to Bid being presented to the BOCC for consideration an action. The BOCC and Ambler Architect will "de-scope" (i.e. review and amend) the bid packet prior to presentation to the board for consideration and action.

At 1:35 p.m. the first interview began with Kyler Construction Group (KCG of Ponca City, previously Sooner Construction. Ross Kyler, CEO, Paul Kyler, CFO, and Tyler McIntosh represented KC during the interview. KCG has provided construction building and renovation services for schools, governmental buildings and commercial businesses for many years. Safety is a top priority. Options for establishing pricing are to have KCG create new plans *or* use the existing plans with revisions. KCG is experienced in coordinating projects with work performed during business hours and has assured the board that all offices would be accessible during business hours. Ryan McIntosh would provide all necessary project documentation to the County Clerk's Office. The Clerk's Office would present to the BOCC if needed. Email is the preferred method of delivery of documents to the Clerk's Office. Pre-bid meetings would be held locally prior to beginning the bid process to allow local contractors the opportunity to bid for possible subcontractor jobs on the project. A "General Conditions" report will be provided to the BOCC. Ross Kyler suggested the roofing for both buildings be bid separately from the rest of the renovation project. The original proposal submitted Kyler Construction Company's quoted a 6% service fee, however Ross Kyler, CEO, stated KCG would accept the job for a 5% service fee. Ross Kyler also stated there would be no mileage charges or per diem for Construction Manager's travel for this project. Paul Kyler stated KCG did not anticipate any self-perform work for this project, however, if needed KCG would submit a "Miscellaneous Carpentry Package" bid to the BOCC for needed self-performed work on the project in the event subcontractors are unavailable to complete the work. Miscellaneous projects may be combined prior to being the bid process for potential reduction in cost if bid individually.

At 2:40 p.m. the second interview began with Rick Scott Construction (RSC) of Ponca City. Rick Scott, owner/operator of 21 years, and Stephanie Austin, Executive VP, were present. Randy Weatherly explained only two Proposals for Construction Manager (CM) for the Sheriff's Office and Courthouse Renovation Project had been received by Ambler Architects. The BOCC previously requested interviews with at least three (3) potential CM for this project, therefore Mr. Weatherly contacted Rick Scott to inquire whether RSC would be interested in submitting a proposal for this project. Mr. Scott informed Mr. Weatherly that RSC would be interested, however, do to time const, partial proposal could be prepared prior to the interview. A complete proposal which will include the "General Conditions" will be provided to the BOCC as soon as possible. Mr. Scott stated the service fee of 4% would be charged for this proposal. RSC has provided commercial construction to businesses, schools and historical government buildings. RSC is experienced in coordinating projects during business hours and has assured the board all offices would be accessible during business hours. Safety is a top priority. Ms. Austin would provide all necessary project documentations to include bid preparation for further presentation to the BOCC. Email is the preferred method of delivery of documents to the Clerk's Office. RSC would assist local contractor with the bid process. RSC would contact Grant County area City Offices, Chamber of Commerce, and lumber yard(s) to assist in establishing a local contractor list for possible hiring of subcontracts for this project. RSC would contact local contractors for possible submission of bids for the renovation projects. RSC would self-perform on some projects of the renovation and would follow the proper bid process as required by state statute. (i.e., site drainage, mill work, doors, steel construction, and miscellaneous smaller projects). A Supervisor would be onsite while all work is performed. The CM would be on site no less than one-third (1/3) of the project. A minimum of 5 workers should be on site when work is being performed. Ms. Austin would be the daily business Project Coordinator. Ronck asked if working during scheduled holidays would be possible and Mr. Scott replied this

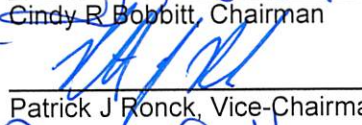
would not be an issue if needed. Ronck also asked if t RSC was familiar with the county bidding process. Ms. Austin stated RSC was very familiar with Title 61 of O.S. and the required process for this project.


At 3:20 p.m. the third interview began with Henson Construction of Enid. The company was established in 1964 by Bryan Henson's father. Bryan Henson and Walker Henson were present for the interview. Henson Construction (Henson) has provided construction building and renovation services for schools, governmental buildings and commercial businesses for many years. Services provided by Henson would include Construction Manager, Superintendent, In-house Scheduling, Bid Packet Preparation, and Pre-Construction Services. A team would be established and would be on site through the completion of the project. A guaranteed maximum cost could be provided. Henson would provide weekly, bi-weekly, or monthly reports of progress and expenditure to the BOCC. Henson would provide all necessary project documentations to include bid preparation for further presentation to the BOCC. Email is the preferred method of delivery of documents to the Clerk's Office. Henson would self-perform on some projects of the renovation and would follow the proper bid process as required by state statute. Ronck asked how Henson attempted to get local contracted. Walker Henson stated they publish in SW News, I Square Foot, local newspapers, and contact contractors by phone. The proposal from Henson Construction quoted a service fee of 8%.

With no further action to come before the board, at 3:58 p.m. Hess moved to adjourn. Ronck seconded. Bobbitt•absent, Ronck•aye, Hess•aye. Motion carried.

**Board of County Commissioners
Grant County, Oklahoma**


Cindy R. Bobbitt, Chairman


Patrick J. Ronck, Vice-Chairman


Max L. Hess, Member


Cindy Pratt, County Clerk (Secretary)

attest

