PITTSBURG COUNTY

FLOODPLAIN MANAGEMENT BOARD

SPECIAL MEETING MINUTES

THURSDAY, SEPTEMBER 5, 2013

The Pittsburg County Floodplain Management Board met for a Special Meeting on Thursday, September 5, 2013 at 9:00 a.m. The meeting was held in the County Commissioners Conference Room, 115 E. Carl Albert Parkway, McAlester, Oklahoma, after proper notice and agenda were posted indicating time and date. The special meeting agenda was posted on September 3, 2013 at 8:20 a.m.

A. CALL MEETING TO ORDER.

Meeting was called to order by Chairman Pat Layden at 9:05 a.m.

B. ROLL CALL: Pat Layden - Present

 Junior Kelley - Present

 Glenn Jones - Present

 Tim Barnhouse - Present

 Jimmy Williams - Present

Also present were Jim Kelley, Interim Floodplain Administrator; Cathy Haynes, County Assessor; Kevin Smith, County Commissioner.

C. DISCUSSION, AMENDMENTS AND VOTE TO APPROVE OFFICIAL MINUTES OF LAST MEETING.

Motion was made by Williams to accept the minutes as presented. Motion was seconded by Kelley. Motion passed unanimously.

D. CHAIRMAN’S REPORT.

No report, but a presentation was made by Williams recognizing Sandra Crenshaw, Floodplain Board clerk for her dedication and years of service to the Floodplain Management Board.

E. FLOODPLAIN BUSINESS

1. Discussion and Possible Action on hiring/appointing a permanent floodplain administrator.

Williams opened the discussion by stating that he had left several messages for David Medley, Engineer for the City of McAlester, but none of his phone calls had been returned. He also stated he had tried to contact Pete Stasiak with no success. Williams stated that until then we have the services of Jim Kelley and Williams went on to ask Jim if we should put out more feelers because the Floodplain Board does not want him to feel like they are taking advantage of him. Jim asked Commissioner Smith if we are under any kind of Equal Opportunity Employment or can this board just act. Commissioner Smith stated that if some sort of agreement was reached with the City of McAlester, it could be handled with no more than an inter-local agreement. If you hire somebody in house, here in the courthouse, you wouldn’t need to go through all those guideline. If you are going to hire someone from outside you would need to make sure that everyone would know about it, meaning you would want to run some kind of ad or something to get the word out. Kevin also stated that you wouldn’t want to state that you are taking applications, but that you are accepting resumes for this position, because there isn’t an application built for this particular job.

Tim stated that there is an engineering office out on the expressway and that they have to deal with the EPA, what about someone like that who already has to deal with agencies like the EPA if they were interested? Kevin stated that if you hire a company you would not have to advertise because it would be considered a professional service and the county doesn’t not have to advertise for professional services. He stated that the problem is that he isn’t sure if a engineering firm would have the schooling and Tim stated that no matter who we get to fill the position, they would have to go to school to get certified. Kevin stated that he had visited with some of the people from the Water Resources Board and they would be willing to help to make sure whoever fills the position gets the schooling they would need.

Kevin stated that he and Cathy Haynes had discussed it and she said she would be willing to house the floodplain administrator in her office. He also stated that the Commissioners had set some money aside temporary, until the county budget is done to help fund the salary for a floodplain administrator. Kevin stated that a salary has still not been set for this position and that until we determine that salary we were getting ahead of ourselves. He also stated that we would have to set that pay scale before anyone would show any interest in the position.

Kevin stated that him and Cathy had spoken and that she would be okay with her office helping the floodplain administrator if he/she got behind and in return the floodplain administrator would help her office when needed. He also stated that Cathy could supply the supervision for the floodplain administrator and she would be responsible for his/her timesheets and payroll, etc.

Williams made the motion that we first advertise this through the current database of county employees and ask Ms. Crenshaw to circulate either an email or something in writing for that position. Kevin stated that the only problem is that unless someone is a disgruntled employee we may not get very many applications and Barnhouse stated he thinks we should do both. Jim stated we haven’t dangled a big enough carrot and Barnhouse questions how much we would be willing to pay somebody. Kevin stated that we need to set a salary base and that in the courthouse its based by 1st deputy, 2nd deputy, 3rd deputy. He also stated he’s not sure you couldn’t bring someone in under 3rd deputy and then after all the schooling and training is done raise them up to 2nd deputy.

Jim stated that we needed to write a job description and a list of the minimum requirements for the position. Kevin stated we would need help writing a job description and that maybe between Cathy, Jim, himself and Sandra we could get one written. Williams suggested that we call Kent Wilkins and Sandra commented that the job description is basically set out in the floodplain regulations.

After further discussion, Williams amended his motion to start the process of publicly advertising for the position, once we have a job description and we know what the pay grade is going to be and benefits. Jim encouraged the board to have the clerk get the job description done and send it out to the board members for their ok and not have to wait until we call another meeting. Kevin stated that we need to have that position in place when the budget is passed and the money has to be budgeted. Williams motion was seconded by Barnhouse. Roll call vote was taken.

Layden – Yes

Kelley – Yes

Jones – Yes

Barnhouse – Yes

Williams – Yes

2. Discussion and Possible Action on adopting the Request for Floodplain Analysis and Regulatory Assessment Form.

Kevin stated that he had visited with several counties. Rogers County passed a resolution stating that every piece of property that changes hands in the county has to have a floodplain analysis, which stated whether a piece of property is or is not inside a floodplain, according to the FEMA maps. He stated that Rogers County charges $50.00 per analysis. Kevin stated that over 1600 transactions were completed through the county clerk’s office last year and that it would be enough to support a full time employee. Kevin stated that Mike, a Rogers County Commissioner, said he would send us a copy of their floodplain analysis form, but before we implement this form, we have to have someone in place to handle the job. He stated that you couldn’t very well place a mandate on people when you don’t have the staff to complete it.

Tim stated that as a board, they would have to determine the fee for the floodplain analysis. Kevin stated that the floodplain board would have to determine the fee then it would have to go before the Board of County Commissioners for approval and the county would have to pass a resolution to make it a county mandate. Tim further stated that his point was that we don’t want to do this to break even and that there would be dumps and hiccups down the road and if you have one person hired to do this and that one person can’t keep up with the demand you would have to hire more employees and so we really need to charge enough to cover any future expenses. He stated that if it comes down to it we can always come back and re-assess the fee. Kevin stated that it’s always easier to lower a fee and raise it.

Kelley asked Kevin how we would be able to enforce the mandate. Williams reply that a deed wouldn’t be able to be registered in the county clerk’s office without the floodplain analysis. Kelley stated that Kent Wilkins doesn’t believe requiring this form would make that much extra work, but that Kent didn’t know about the mandate. Barnhouse stated that it wouldn’t do any good if it wasn’t mandated.

Kevin also stated that you not only need to think about the salary but things that are required for the day to day operations for the floodplain administrator.

Williams made a motion to adopt a floodplain analysis procedure under a mandate to be requested from the Commissioners and the fee be adopted initially at $100 per transaction to be administered through the offices of the county clerk and the county treasurer. Motion was seconded by Barnhouse. Roll call vote was taken:

Layden – Yes

Kelley – Yes

Jones – Yes

Barnhouse – Yes

Williams – Yes

3. Discussion on changes to the Pittsburg County Floodplain Regulations if Item 2 is adopted.

Williams stated that this is in regards to make a change to the fee schedule to add the Request for Floodplain Analysis and Regulatory Assessment to the fee schedule in the floodplain regulations. Williams stated that we may have to get assistance from Mr. Wilkins to get the proper wording for the resolution. Williams asked clerk if it would have to be publicized and clerk stated yes.

4. Review Kiowa Floodplain Revisions.

Revisions were discussed by the floodplain board and the determination was made that no action will be necessary due to there being no complaints brought before Jim Kelley or Kevin Smith regarding the revisions.

F. NEW BUSINESS

Kelley recognized Kent Wilkins and the time and effort he has put into the Pittsburg County Floodplain program being the success that it is. He stated we wouldn’t have the program without all the hard work from Kent Wilkins.

G. ADJOURNMENT

Motion for adjournment was made by Williams and seconded by Kelley. Motion passed unanimously.