

BOARD OF TRUSTEES

January 8, 2018

Members Present: Terry Brungardt, Lacey Rowell, Forrest Higdon, Mark Stanke and Steve Snow.

Members Absent: None

Staff Present: Margaret Stratton, Treasurer; Joe Weaver, Town Attorney; Jill Ray, Town Clerk, Robert Baysinger, Police Lieutenant.

Others Present: Michael Taylor (Cowan Engineering), Pete Davis, Kent Wilhelmson, Mike Crowley and Charles Daughety.

- 1. Meeting called to order and roll call. Mayor Rowell called the Regular Meeting of the Board of Trustees to order. Clerk Ray called roll and declared a quorum. Agenda was posted at the Calumet Town Hall on Monday January 7, 2019.**
- 2. Public Comments – Citizen’s comments will be heard at all Regularly Scheduled board meetings only during the designated Public Comment portion of the agenda. Comments are limited to three minutes with no action taken. Mike Crowley addressed the board with concerns on the addition of a new employee for the Calumet Public Works Department, he stated that he did not feel that the department would need a third person working full time in this department. Maybe this employee if hired would be more of a manager of the town and help in all the departments as needed. No Action.**
- 3. Consider approval or amendment of minutes of the Regular Meeting held December 4, 2018 with action as necessary. Trustee Snow made a motion to approve the Minutes for the December 4, 2018 meeting. Seconded by Trustee Brungardt. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Snow, aye; Trustee Higdon, aye; Trustee Stanke, abstain. Mayor Rowell declared the motion carried.**
- 4. Consider approval of claims, checks, and warrants for the month of December 2018, with action as necessary. Trustee Stanke made a motion to approve the claims, checks, and warrants for the month of December 2018 with the addition of payment to Millie Vance in the amount of \$6,000.00. Seconded by Trustee Brungardt. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Snow, nay; Trustee Higdon, aye; Trustee Stanke, aye. Mayor Rowell declared the motion carried.**

5. Consider and discuss report submitted by the Fire Chief, with action as necessary. Chief Brungardt stated that the department had made 19 runs in the month of December and 15 of those calls were fire calls, the department will be adding 6 additional hours of training a year for the volunteer firemen. No Action.
6. Consider and discuss report submitted by the Police Chief, with action as necessary. Lieutenant Baysinger gave the report for the month of December. The reserves have graduated and will now be working toward their field training program. Huckabee has been working with the DA's office in preparation for the trial starting January 14th, 2019. No Action.
7. Consider and discuss report submitted by the Public Works Superintendent, with action as necessary. The daily reports were turned in. Lacey Rowell gave a monthly report for the CPWA department. No Action.
8. Consider and discuss report submitted by the Planning Commission Administrator, with action as necessary. No Committee member present. No action.
9. Consider and discuss report from Michael Taylor with Cowan Engineering on sewer updates, with action as necessary. Michael stated that the goal was to be accepting Construction bids for the sewer project by the end of January 2019. He will be in contact with Jill and she will be able to forward the information to the Trustees. No Action.
10. Consider entering into executive session for the purpose of the following:
 - A. Discussion concerning employment, hiring, appointment, promotion, discipline or resignation of any salaried public officer or employee pursuant to 25 O.S. 307 B (1)
 - a) in reference to CPWA Supervisor interviews.
 - b) in reference to Jill Ray, Nicole Atkinson, Robert Baysinger, Brian Huckabee, Jeff Miller, Johnny Sanchez, Margaret Stratton and Laura Sessions.

Trustee Stanke made a motion to enter into executive session. Seconded by Trustee Brungardt. Roll Call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Snow, aye; Trustee Higdon, aye; Trustee Stanke, aye. Mayor Rowell declared the motion carried.

11. Consider reconvening into open session. Trustee Stanke made a motion to reconvene into open session. Seconded by Trustee Snow. Roll Call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Snow, aye; Trustee Higdon, aye; Trustee Stanke, aye. Mayor Rowell declared the motion carried

12. Consider taking action on the following:

- a. Discussion concerning employment, hiring, appointment, promotion, discipline or resignation of any salaried public office or employee.**

Trustee Stanke made the motion to offer Kent Wilhelmson the CPWA Supervisor position at \$18.00 per hour with a 60-day probation to acquire proper water licenses. Seconded by Trustee Brungardt. Roll Call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Snow, aye; Trustee Higdon, aye; Trustee Stanke, aye. Mayor Rowell declared the motion carried.

- 13. Consider approval of Resolution No. 2019-01; a resolution giving notice of a Municipal General Election on April 2, 2019, with action as necessary. Trustee Snow made a motion to approve the Resolution No. 2019-01; a resolution giving notice of a municipal General Election on April 2, 2019. Seconded by Trustee Stanke. Roll Call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Snow, aye; Trustee Higdon, aye; Trustee Stanke, aye. Mayor Rowell declared the motion carried.**

- 14. Consider and discuss the enforcement of permits to build or demo that require building permits, with action as necessary. Trustee Snow made a motion to delegate the Code Enforcement position to the CPWA supervisor. Seconded by Trustee Brungardt. Roll Call vote: Trustee Brungardt, aye; Trustee Rowell, nay; Trustee Snow, aye; Trustee Higdon, aye; Trustee Stanke, aye. Mayor Rowell declared the motion carried.**

- 15. Consider and discuss part-time employees receiving 4 hours holiday pay, with action as necessary. No Action.**

- 16. Consider and discuss Steve Snow and any trustee's wanting to attend the OML new municipal officials institute in Shawnee on February 9th from 8:00am-5pm, with action as necessary. Trustee Brungardt made a motion to approve Trustee Snow attending the OML training with the Town paying the class fees. Seconded by Trustee Stanke. Roll Call vote: Trustee Brungardt, aye; Trustee Rowell, abstain; Trustee Snow, abstain; Trustee Higdon, aye; Trustee Stanke, aye. Mayor Rowell declared the motion carried.**

- 17. Consider and discuss ambulance service options, with action as necessary. Terry advised the Trustee's that he had spoke to Mayor Matt White with the City of El Reno, OK and was advised that the negotiation that he had regarding an ambulance service for the El Reno area was going to possibly cover the town limits of the Town of Calumet. Further discussion on the rural area with no action.**

- 18. Remarks and inquiries of the governing body members. None.No Action.**

- 19. Consider new business of an emergency nature that had not been contemplated at the time of the agenda preparation, with action as necessary. None. No Action.**

20. Adjournment. Trustee Stanke made a motion to adjourn. Seconded by Trustee Brungardt. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Snow, aye; Trustee Higdon, aye; Trustee Stanke, aye. Mayor Rowell declared the motion carried.

Lacey Rowell, Mayor

ATTEST:

Jill Ray, Clerk