

## **BOARD OF TRUSTEES**

**April 5, 2018**

**Members Present: Terry Brungardt, Lacey Rowell, Mark Stanke, Mahgan Muskett and Steve Snow**

**Members Absent: None**

**Staff Present: Jill Ray, Clerk; Brian Huckabee, Police Chief; Mickey Stratton, Treasurer; Bruce Wallace, Water dept. supervisor; Joe Weaver, Town Attorney.**

**Others Present: Kaci Snow; Charles Daughety; Wayne Schwab.**

- 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 Wednesday April 4, 2018 at 12:00 pm.**
- 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. None.**
- 3. Consider approval or amendment of minutes of the Regular Meeting held March 7, 2018, with action as necessary. Trustee Snow made a motion to approve the minutes of the Regular Meeting held March 7, 2018. Seconded by Trustee Stanke. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Muskett, abstain. Mayor Rowell declared the motion carried.**
- 4. Consider approval or amendment of minutes of the Special Meeting held March 29, 2018, with action as necessary. Trustee Snow made a motion to approve the minutes of the Special Meeting held March 29, 2018. Seconded by Trustee Brungardt. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, abstain; Trustee Snow, aye; Trustee Muskett, aye. Mayor Rowell declared the motion carried**
- 5. Consider approval of claims, checks, and warrants for the month of March 2018, with action as necessary. Trustee Brungardt made a motion to approve the claims, checks, and warrants for the month of March 2018. Seconded by Trustee Stanke. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, nay; Trustee Stanke, aye; Trustee Snow, nay; Trustee Muskett, aye. Mayor Rowell declared the motion carried. Trustee Stanke made a motion that the following corrections be made- claim #5040 be moved to CPWA and the proceeds for the refreshments be deposited in the CPWA account. Seconded by Trustee Brungardt. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, nay; Trustee Muskett, aye. Mayor Rowell declared the motion carried.**

6. Consider and discuss report submitted by the Fire Department Secretary, with action as necessary. Alicia Nitzel was absent, Terry Brungardt advised the Board that the fire department had 2 EMS calls, 3 Fires and 2 Vehicle accidents. The Fire Department had further agenda items that will be discussed at that time. No Action.
7. Consider and discuss report submitted by the Police Chief, with action as necessary. Chief Huckabee stated the police department had reports of 8 Calls, 1 attempted break in, 1 call for verbal domestic. No Action.
8. Consider and discuss report submitted by the Public Works Superintendent, with action as necessary. Bruce Wallace stated they received 46 Okie locates, 3 water meter installed, 7 water meter boxes installed. Bruce discussed the discrepancies in the mapping between the maps from ACOG and Cowan, Bruce now has a program on his computer to edit the maps to get it all corrected. The material list has been sent to suppliers for final pricing and ordering on well house 4 and well house 2. No Action.
9. Consider and discuss report submitted by the Planning Commission Administrator, with action as necessary. Wayne Schwab advised that he is in need of a flood plain map for the town of Calumet, Mark Stanke stated that he is on the flood plain committee and he will get Wayne a map, Wayne advised that he had made a survey of 5 questions and had passed it out at the Calumet high school for the 7<sup>th</sup>-12<sup>th</sup> graders to fill out and let the town know what they like and dislike about Calumet and what they wanted to see happen in Calumet in the future. Wayne also stated that he will be sending a questionnaire to the citizens of Calumet also with similar questions, will advise at another time of the information that is gathered. No Action.
10. Consider and discuss the approval of the employee conduct code to be added to the employee handbook, with action as necessary. Trustee Stanke made a motion to table until May meeting. Seconded by Trustee Brungardt. Roll call vote: Trustee Brungardt, aye; Trustee Snow, aye; Trustee Rowell, nay; Trustee Stanke, aye; Trustee Muskett, aye. Mayor Rowell declared the motion carried.
11. Consider and discuss approving the removal and replacement of the old playground equipment, with action as necessary. Trustee Snow made a motion to remove the swinging duck, spring duck and the metal slide from the Calumet town park. Seconded by Trustee Stanke. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Muskett, aye. Mayor Rowell declared the motion carried. Trustee Stanke made a motion to purchase the code approved chains and seat for two swings to be placed on the existing swing set bar. Seconded by Trustee Snow. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Muskett, aye. Mayor Rowell declared the motion carried.

12. Consider and discuss placing a policy on who views the video surveillance, with action as necessary. After discussion it was determined that this matter was taken care of in the 07/05/2017 meeting, with further discussion it was decided to remove the mouse, keyboard and remote from the clerk area and be secured in the Police Department. No action.
13. Consider and discuss purchasing 4 hand held radios for the fire department, with action as necessary. Trustee Stanke made a motion to approve the purchase of 4 hand held radios for the fire department in the amount of \$1372.00. Seconded by Trustee Muskett. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Muskett, aye. Mayor Rowell declared the motion carried.
14. Consider and discuss purchasing the food for the fish fry dinner not to exceed \$1500.00, with action as necessary. Trustee Snow made a motion to approve the purchasing of the food for the fish fry dinner not to exceed \$1500.00. Seconded by Trustee Stanke. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, nay; Trustee Stanke, aye; Trustee Snow, aye; Trustee Muskett, aye. Mayor Rowell declared the motion carried.
15. Consider and discuss purchasing 5 replacement SCBA bottles to replace the expired that need to be disposed, with action as necessary. Trustee Stanke made a motion to approve the purchasing of 5 replacement SCBA bottles in the amount of \$2650.00. Seconded by Trustee Snow. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Muskett, aye. Mayor Rowell declared the motion carried.
16. Consider and discuss accepting any amendments/corrections to the policy and procedure manual for the Calumet Police Department, with action as necessary. Trustee Snow made a motion to accept. Motion died. After discussion Trustee Stanke made a motion to accept the amendment to the policy and procedure manual for the Calumet Police Department with the change that an officer can live within a 15-mile radius and be considered for a take home car. Seconded by Trustee Muskett. Roll call vote: Trustee Brungardt, abstain; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, nay; Trustee Muskett, aye. Mayor Rowell declared the motion carried.
17. Consider and discuss joining OMRF for Police Chief Brian Huckabee's retirement policy, with action as necessary. Trustee Stanke made a motion to table to May meeting. Seconded by Trustee Brungardt. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Muskett, aye. Mayor Rowell declared the motion carried.

18. Consider and discuss appointing a physician or clinic for the Police officers to have a physical-medical examination, the guidelines state “the participating municipality may send their applicant to any licensed physician of their selection”, with action as necessary. Trustee Rowell made a motion to appoint any Mercy clinic physician of the officer’s choice to have a physical-medical examination as needed for the Police Pension enrollment. Seconded by Trustee Brungardt. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, nay; Trustee Muskett, aye. Mayor Rowell declared the motion carried.
19. Consider and discuss the payments for the Oklahoma Police Pension and Retirement System with the Treasurer with a start date of 04/01/2018, with action as necessary. No Action.
20. Consider and discuss approval for a new computer for the Town Clerk, with action as necessary. No Action.
21. Remarks and inquiries of the governing body members. None. No Action
22. 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.
23. Adjournment. Trustee Stanke made a motion to Adjourn. Seconded by Trustee Brungardt. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Muskett, aye. Mayor Rowell declared the motion carried.

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Lacey Rowell, Mayor

ATTEST:

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Jill Ray, Clerk