

BOARD OF TRUSTEES

January 4, 2017

Members Present: Barbara Johnson, John Morris, Lacey Rowell, and Steve Snow.

Members Absent: Mark Stanke.

Staff Present: Brian Huckabee, Police Chief; Robert Baysinger, Lieutenant; Bruce Wallace, Public Works Superintendent; Kelly Hobbs, Clerk; Margaret Stratton, Treasurer; Cole Grinnell, Engineer (left at 8:45 pm); Joe Weaver, Town Attorney; and Terry Brungardt, Fire Chief.

Others Present: Kaci Snow.

- 1. Meeting called to order and roll call. John Morris, Mayor, called the Regular Meeting of the Board of Trustees to order. Kelly Hobbs, Clerk, called roll and declared a quorum. Agenda was posted at the Calumet Town Hall on Friday, December 30, 2016 at 12:30 p.m.**
- 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.**
 - A. Kaci Snow: Mrs. Snow asked if she would need an occupancy permit before she moved into her new house. Council said no, no building inspector at this time.**
- 3. Consider approval or amendment of minutes for the Regular Meeting held December 6, 2016, with action as necessary. Trustee Snow made a motion to approve the minutes for the Regular Meeting held December 6, 2016. Seconded by Trustee Rowell. Vote was Aye: Trustees Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.**
- 4. Consider approval of claims, checks, and warrants for the month of December, 2016. Clerk Hobbs stated two claims needed to be added from NG Supply, one for General Fund in the amount of \$498.98 and one for the Fire Department in the amount of \$470.80. Trustee Johnson made a motion to approve the claims, checks, and warrants for the month of December, 2016. Seconded by Trustee Snow. Vote was Aye: Trustees Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.**
- 5. Consider and discuss report submitted by the Fire Chief, with action as necessary. Chief Brungardt reported 10 runs for December, 4 EMS, 2 fires, and 4 vehicle accidents. In the January Fire Department meeting they worked on structure fire training and Officer Elections. No action.**
- 6. Consider and discuss report submitted by the Police Chief, with action as necessary. Chief Huckabee reported street lights being repaired, no issues with police units, property has Taft and 2nd has been cleaned up, no issues to report during the Christmas pageant. The vehicle on S. Calumet Rd. in the alley was removed after complaint from Anita Gibbins and**

as instructed by Town Attorney and Councilman Snow. The Geary Animal Control Officer is resigning on January 20th and does not have a replacement at this time. No action.

7. Consider and discuss report submitted by the Public Works Superintendent, with action as necessary. Superintendent Wallace reported on Okie locates and water and sewer meters. He reminded Council that he still needed a decision on the generator warranties. Trustee Snow asked if the \$1350.00 charge was per generator. Superintendent Wallace stated yes. He also discussed the state of the Public Work's vehicle #2. He gave options for repairing and replacing the vehicle. Item to be further discussed as CPWA agenda item. Superintendent Wallace also reported the need for a camera to analyze the sewer system and he was gathering further information such as quotes and organizations that would assist with the equipment or cost. He also stated El Reno has a 1966 Ford Flatbed truck they may donate to the Town if interested. Mayor Morris asked him to go look at it. No action.
8. Discussion of ongoing engineering projects by Cowan Group Engineering, with action as necessary. Cole Grinnell reported for Cowan, they continue to work on easement modifications, groundwater lease agreements, if necessary, the DEQ application for water well chlorination. Cole also reported key dates for CDBG March 20th is the deadline for Paving/Drainage projects and end of April, early May is the deadline for Water/Wastewater projects. Trustee Snow asked if work was continuing on the 122nd St Waterline. Cole stated no, because the Council thought the estimates from Cowan were high and wanted to get additional estimates.
9. Consider and discuss purchasing LED stop signs for Main St and 270 and North Calumet Road and 270, with action as necessary. Trustee Snow asked if we can move North and South state signs to replace the Town's East and West signs. Clerk Hobbs stated she would find out. Trustee Snow made a motion to purchase 3 (three) 48" solar LED stop signs from Tapco for \$5022.00 plus shipping and handling. Seconded by Trustee Johnson. Vote was Aye: Trustees Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.
10. Consider approval of Resolution No. 2017-01; a resolution giving notice of a Municipal General Election on April 4, 2017, with action as necessary. Trustee Snow made a motion to approve Resolution No. 2017-01; a resolution giving notice of a Municipal General Election on April 4, 2017. Seconded by Trustee Rowell. Vote was Aye: Trustees Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.
11. Consider and discuss changing the Fax Fee, with action as necessary. Trustee Snow made a motion to set the Fax Fee at \$3.00 for the first page and \$0.25 for each additional page. Seconded by Trustee Rowell. Vote was Aye: Trustees Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.
12. Remarks and inquiries of the governing body members. Trustee Johnson said her street lights on her street are out. Superintendent Wallace said he will add to his list. Clerk Hobbs stated the final paperwork was signed for the November ice storm and a check should be received in a few weeks in the amount of \$11,682.64, a Facebook page will be created for

the Town, and only one estimate has been received for the plumbing work at the Rusty Daisy from Gene's Plumbing for \$2500.00. Clerk Hobbs also asked if the Council was interested in getting the Oklahoma Drug Card, a free discount prescription card, with the Town's name on it and making it available to the community. Clerk Hobbs reminded everyone of the election filing dates and times and stated she would provide help with acquiring appropriate forms, if needed. Clerk Hobbs also requested approval to attend the OCEA Basic Code Class.

13. Consider new business of an emergency nature that had not been contemplated at the time of the agenda preparation, with action as necessary. Margaret Stratton, Treasurer stated she felt the Council needed to decide about reimbursing Robert Baysinger and Kelly Hobbs for insurance because they receive tax credits. She had already been directed by the Mayor to reimburse the employees because the Employee Policy Manual states the Town covers up to \$250 of a health insurance premium and the employees had provided their statements verifying the amount of their premiums. Kelly Hobbs stated that she had provided the necessary information that was required per the Employee Policy Manual and other employees had not been asked for premium information prior to being reimbursed for health insurance. Joe Weaver, Town Attorney reviewed the information and stated repeatedly that Robert Baysinger and Kelly Hobbs should be reimbursed for their insurance premiums. Margaret Stratton also asked about being reimbursed for her supplemental insurance because the Council had stated previously she could be reimbursed even though she is not a full-time employee. Trustees Snow and Rowell brought to the attention of the Council, the Employee Policy Manual states the insurance benefits are only available to full time employees. Trustee Rowell made a motion to approve attendance by Clerk Hobbs to the OCEA Basic Code Class for \$165.00. Seconded by Trustee Johnson. Vote was Aye: Trustees Johnson, Morris, and Rowell. Nay: Trustee Snow. Mayor Morris declared the motion carried.

14. Adjournment. Trustee Rowell made a motion to adjourn the meeting. Seconded by Trustee Johnson. Vote was Aye: Trustees Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried and the meeting was adjourned.

John Morris, Mayor

ATTEST:

Kelly Hobbs, Clerk