

**Board of Trustees
February 2, 2016**

Members present: Mark Stanke, Barbara Johnson, Lacey Rowell, Steve Snow, and John Morris.

Staff present: Mickey Stratton, Treasurer, Bob Cancemi, Officer, Brian Huckabee, Police Chief, Bruce Wallace, Public Works, Johnny Sanchez, Public Works, Terry Brungardt, Fire Chief, Rebecca Poole, Town Engineer, Joe Weaver, Town Attorney, April Stephens, Deputy Clerk, and Arnelda Hall, Clerk.

Others present: Richard & Gay Leck, Daron & Tonya White, Daniel Tatro, Kaci Snow, Mike Crowley, Greg Hall, and Charles Daughety.

- 1. Meeting called to order and roll call. John Morris, Mayor, called the Regular Meeting of the Board of Trustees to order. Arnelda Hall, Clerk, called roll and declared a quorum. Agenda was posted at the Calumet Town Hall on January 29, 2016 at 8:30 a.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. Richard Leck reported on the fire wagons and now waiting on the agreement approval from the council.**
- 3. Consider approval or amendment of minutes for the Regular Meeting held January 5, 2016, with action as necessary. Trustee Johnson made a motion to approve the minutes as written. Seconded by Trustee Stanke. Vote was: Aye: Trustees Stanke, Johnson, Rowell, Snow, and Morris. Nay: None. Mayor Morris declared the motion carried unanimously.**
- 4. Consider approval of claims, checks, and warrants for the month of January, 2016. After reviewing, Trustee Snow made a motion to approve the claims, checks, and warrants except invoice #398 – Wal Mart in the amount of \$398.81 and #42017 – King Electric in the amount of \$1,602.39. Seconded by Trustee Stanke. Vote was: Aye: Trustees Stanke, Johnson, Rowell, Snow, and Morris. Nay: None. Mayor Morris declared the motion carried unanimously.**
- 5. Consider and discuss report submitted by the Fire Chief, with action as necessary. During the January meeting firefighters trained on blood borne pathogens and SCBA – search and rescue. Truck maintenance was also done during this meeting.**

6. Consider and discuss report submitted by the Police Chief, with action as necessary. Unit #1 has been repaired and the tires have been replaced. Chief Huckabee stated he was going to start doing safety inspections on all vehicles every six months. Some reserve applications have been received, Chief Huckabee will review and bring before the council next month.

7. Consider and discuss report submitted by the Public Works Supt., with action as necessary. Bruce Wallace, Public Works, stated bids were received from McClain Electric and Clifford Power for new generators and repairs. He didn't recommend accepting any of the bids and he will continue to solicit bids from additional providers. New tires with alignment, tool box, and pack rat were purchased and installed for Public Works vehicle #1. Worked with OEMA and Ceres Environmental to load last of limbs/debris from city park location and made one last swing thru town to a handful of yards at street side. Repaired downed speed limit sign and called Mr. Rooter to jet main sewer line in alley between Lincoln/Garfield and Main Street/Second Street. Johnny Sanchez returned back to work January 20th and Jeff Miller started work January 25. Evans Enterprises was contacted to come out and pull pump #2 and inspect cause of problem at the East Lift Station. After a VAC truck pumped down the east lift station Slattery Construction sent a repairman into the hole and found a hole in the riser pipe on discharge line for pump 2, this was removed and repaired.

Permit Number WLMC0009160004 was received from DEQ for the construction of approximately 850 L.F. of six inch water line on 122nd east of Walls Avenue.

8. Discussion of ongoing engineering projects by Cowan Group Engineering, with action as necessary. Rebecca Poole, Town Engineer, reported two easements need to be acquired (Reimers & Reyes) along Walls Avenue for the 2015 CDBG Grant – Drainage Project. A surveyor will be out to stake the road at the Calumet Cemetery asap.

9. 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 office or employee pursuant to 25 O.S. 307 (B) (I). Trustee Rowell made a motion to enter into executive session for the purpose of the following: A discussion concerning employment hiring, appointment, promotion, discipline or resignation of any salaried public office or employee pursuant to 25 O.S. 307 (B) (I). Seconded by Trustee Stanke. Vote was: Aye: Trustees Stanke, Johnson, Rowell, Snow, and Morris. Nay: None: Mayor Morris declared the motion carried unanimously.

Trustee Johnson left at 9:45 before entering back in open session

10. Consider entering back into open session. Trustee Stanke made a motion to enter back into open session. Seconded by Trustee Rowell. Vote was: Aye: Trustees Stanke, Rowell, Snow, and Morris. Nay: None. Mayor Morris declared the motion carried unanimously.

11. Consider taking action on matters discussed in executive session. Trustee Stanke made a motion to approve the hiring of Jeff Miller at \$16.00 per hour. Seconded by Trustee Rowell. Vote was: Aye: Trustees Stanke, Rowell, Snow, and Morris. Nay: None: Mayor Morris declared the motion carried unanimously.

Trustee Snow made a motion to give Johnny Sanchez a \$1.00 raise to \$16.00 per hour. Seconded by Trustee Stanke. Vote was: Aye: Trustees Stanke, Rowell, Snow, and Morris. Nay: None: Mayor Morris declared the motion carried unanimously.

Trustee Stanke made a motion to hire Kelly Hobbs as Office Secretary starting at \$14.00 per hour, starting date being effective 2-3-16, Retro back to 1-13-16. Seconded by Trustee Snow. Vote was: Aye: Trustees Stanke, Rowell, Snow, and Morris. Nay: None: Mayor Morris declared the motion carried unanimously.

12. Consider and discuss Daniel Tatro for Building inspector for the Town of Calumet, with action necessary. Trustee Stanke made a motion to hire Daniel Tatro with a yearly contract, get contract \$50.00 each residential with a \$75.00 Commercial 2hr minimum. Seconded by Trustee Snow. Vote was: Aye: Trustees Stanke, Rowell, Snow, and Morris. Nay: None. Mayor Morris declared the motion carried unanimously.

13. Consider and discuss storage for Town Christmas Decorations, with action necessary. Trustee Snow made a motion to purchase a 40 foot Storage Container up to \$3,500.00. Seconded by Trustee Stanke. Vote was: Aye: Trustees Stanke, Rowell, Snow, and Morris. Nay: None: Mayor Morris declared the motion carried unanimously.

14. Consider and discuss updates to the Employee's Handbook, with action necessary. Trustee Rowell made a motion to Table #14 until March 1, 2016 Board Meeting. Seconded by Trustee Stanke. Vote was: Aye: Trustees Stanke, Rowell, Snow, and Morris. Nay: None: Mayor Morris declared the motion carried unanimously.

15. Consider and discuss using Insight Screening Service, LLC. for the Town of Calumet Drug and Alcohol Screening, with action necessary. Trustee Rowell made a motion to use Insight Screening Service, LLC. for the Town of Calumet Drug and Alcohol Screening, New Hires, Post Accident, and Random Pull. Seconded by Trustee Stanke. Vote was: Aye: Trustees Stanke, Rowell, Snow, and Morris. Nay: None: Mayor Morris declared the motion carried unanimously.

16. Consider and discuss OML Training for Planning Commission Members Saturday February 20, 2016, with action necessary. Trustee Stanke made a motion to approve OML Training for Planning Commission Members Saturday February 20, 2016. Seconded by Trustee Rowell. Vote was: Aye: Trustees Stanke, Rowell, Snow, and Morris. Nay: None: Mayor Morris declared the motion carried unanimously.

17. Remarks and Inquiries of the governing body members. None.

18. Consider new business of an emergency nature that had not been contemplated at the time of the agenda preparation, with action necessary. None.

19. Adjournment: Trustee Rowell made the motion to Adjourn Meeting. Seconded by Trustee Stanke. Vote was: Aye: Trustee Stanke, Rowell, Snow, and Morris. Nay: None: Mayor Morris declared the motion carried unanimously.

John Morris- Mayor

ATTEST:

April Stephens- Deputy Clerk