

**Board of Trustees
May 3, 2016**

Members present: Barbara Johnson, Lacey Rowell, Steve Snow, and John Morris. Mark Stanke arrived at 9:45 pm.

Staff present: Bruce Wallace, Public Works, Jeff Cowan, Town Engineer, Joe Weaver, Town Attorney, Brian Huckabee, Police Chief, Terry Brungardt, Fire Chief, and Arnelda Hall, Clerk.

Others present: Margaret Kerr, Juanita Lyons 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 April 29, 2016 at 8:30 am.**
- 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. Charles Daugherty requested that the trees next to his property be cut down, trees causing his fence to lean. Donald Clements had concerns and questions about his property on North Calumet Road.**
- 3. Consider approval or amendment of minutes for the Regular Meeting held April 5, 2016 and Special Meeting held April 12, 2016, with action as necessary. Trustee Johnson made a motion to approve the minutes of both meetings as written. Seconded by Trustee Snow. Vote was: Aye: Trustees Johnson, Rowell, Snow, and Morris. Nay: None. Mayor Morris declared the motion carried.**
- 4. Consider approval of claims, checks, and warrants for the month of April, 2016. Clerk Hall submitted an invoice in the amount of \$73,287.25 (this amount will be part of the match the Town will be paying on the CDBG Drainage Project). After discussion, Trustee Rowell made a motion to approve the claims, checks, and warrants for the month of April, 2016. Seconded by Trustee Johnson. Vote was: Aye: Trustees Johnson, Rowell, and Morris. Nay: Snow. Mayor Morris declared the motion carried 3 to 1.**
- 5. Consider and discuss report submitted by the Fire Chief, with action as necessary. Chief Brungardt stated during the April fire meeting OneOK came out and trained the firefighters on pipeline safety and protocol in the event of a gas leak.**
- 6. Consider and discuss report submitted by the Police Chief, with action as necessary. Chief Huckabee reported he cleaned both police cars. He spoke to the Geary Police Chief in hopes of working an agreement between Calumet & Geary regarding animal control.**

7. Consider and discuss report submitted by the Public Works Supt., with action as necessary. Bruce Wallace, Public Works Supt., reported the stand pipe rehabilitation is complete. A water quality sample test was taken and tested satisfactory with DEQ. The tower was then brought back online and turned into the Calumet Water System. Generator for Wells 1,2, and 3 was installed on April 25th. It was hooked up, wired into system, test run and made ready. All water department personnel attended the DEQ training for the revised total coliform rule. Bruce also reported he called Pat Finnigan, Finnigan Pest Control, who inspected the building being rented by Kim Haydon as well as City Hall building. He spot treated the area where swarm was present and provided a bid to treat both buildings. He also requested the Board consider purchasing some T-shirts for the water department. Trustee Johnson made a motion to approve the agreement with Finnigan Pest Control and to authorize Bruce Wallace to purchase T-shirts for the water department not to exceed \$400.00. Seconded by Trustee Rowell. Vote was: Aye: Trustees Johnson, Rowell, Snow and Morris. Nay: None. Mayor Morris declared the motion carried.
8. Consider and discuss appointing a Trustee and Alternate Trustee from the Town of Calumet, to serve on the Oklahoma Environmental Management Authority Board of Trustees for the term of July 2, 2016 through June 30, 2019, with action as necessary. Trustee Snow made a motion to appoint Barbara Johnson, Trustee, and Lacey Rowell, Alternate Trustee to serve on the Oklahoma Environmental Management Authority Board. Seconded by Trustee Rowell. Vote was: Aye: Trustees Johnson, Rowell, Snow, and Morris. Nay: None. Mayor Morris declared the motion carried.
9. Consider and discuss Bruce Wallace probation status with action as necessary (Hired Date 11-21-15). Trustee Johnson made a motion to remove Bruce Wallace off probation status. Seconded by Trustee Snow. Vote was: Aye: Johnson, Rowell, Snow, and Morris. Nay: None. Mayor Morris declared the motion carried.
10. Consider and discuss report submitted by the Chairman of the Planning Commission, with action as necessary. Trustee Snow stated he would be getting with the town attorney to see what the necessary steps would be to annex some properties.
11. Discussion of ongoing engineering projects by Cowan Group Engineering, with action as necessary. Jeff Cowan, Cowan Group Engineering, did a Town water system hydraulic analysis with the following recommendations: construct 8-inch waterline from the existing standpipe at Flynn Avenue and 122nd St NW to the east along 122nd St NW approximately 3,000 lineal feet to the municipal boundary. Connect existing 6-inch waterline at S Walls Avenue and 122nd St NW to the proposed 8-inch. The proposed 8" waterline (dead-end line) will provide greater than 1000 GPM of fire flow along 122nd St NW east of Flynn Avenue.

12. Consider approval of CDBG-CIP Contract between ACOG and the Town of Calumet, with action as necessary. Trustee Rowell made a motion to approve the CDBG-CCIP Contract. Seconded by Trustee Johnson. Vote was: Aye: Trustees Johnson, Rowell, and Morris. Nay: Snow. Mayor Morris declared the motion carried 3 – 1.
13. Consider approval of the Agreement for Federal-Aid Railroad Project between the Town of Calumet, Canadian County and the Oklahoma Department of Transportation, with action as necessary. Trustee Johnson made a motion to approve the Agreement. Seconded by Trustee Snow. Vote was: Trustees Johnson, Rowell, Snow, and Morris. Nay: None. Mayor Morris declared the motion carried.
14. Consider and discuss credit card machine for the Town office, with action as necessary. The Trustees reviewed the information submitted, Trustee Snow made a motion to table this item. Seconded by Trustee Rowell. Vote was: Aye: Trustees Johnson, Rowell, Snow, and Morris. Nay: None. Mayor Morris declared the motion carried. The town auditor recommended the credit card processing begin July 1, 2016 the beginning of the new fiscal year.
15. Consider and discuss Town Employee Handbook, with action as necessary. Trustee Rowell made a motion to make corrections on wording/spelling in the Employee Handbook. Seconded by Trustee Johnson. Vote was: Aye: Trustees Johnson, Rowell, Snow, and Morris. Nay: None. Mayor Morris declared the motion carried.
16. Discussion of taking bids for demolition of properties located at 103 & 109 N Calumet Road, with action as necessary. Trustee Rowell made a motion to table this item. Seconded by Trustee Snow. Vote was: Aye: Trustees Johnson, Rowell, Snow, and Morris. Nay: None. Mayor Morris declared the motion carried.
17. Consider entering into executive session for the purpose of the following:
 - (A) Discussion concerning employment/hiring Jason Barber as police officer for the Town of Calumet, pursuant to 25 O.S. Sec 307 (B) (1).
 - (B) Discussion regarding the employment, hiring, appointment, promotion, demotion, disciplining or resignation of the Police Chief, Brian Huckabee, pursuant to 25 O.S. Sec 307 (B) (1). Trustee Johnson made a motion to enter into executive session. Seconded by Trustee Snow. Vote was: Aye: Trustees Johnson, Rowell, Snow, and Morris. Nay: None. Mayor Morris declared the motion carried.

Trustee Stanke arrived at 9:45 pm.

18. Consider entering back into open session. Mayor Morris called the meeting back to order.

19. Consider taking action with regard to the employment/hiring of Jason Barber as police officer for the Town of Calumet. Trustee Rowell made a motion to hire Jason Barber as part time police officer, \$12.00 per hour, 90-day probation with no benefits. Seconded by Trustee Johnson. Vote was: Aye: Trustees Stanke, Johnson, Rowell, Snow, and Morris. Nay: None. Mayor Morris declared the motion carried. At the Regular Meeting held June 7, 2016 Trustee Snow's vote was amended to a Nay vote.
20. Consider taking action with regard to the employment, hiring, appointment, promotion, demotion, disciplining or resignation of the Police Chief, Brian Huckabee. Trustee Rowell made a motion to approve what was discussed in executive session. Seconded by Trustee Stanke. Vote was: Aye: Trustees Stanke, Johnson, Rowell, Snow, and Morris. Nay: None. Mayor Morris declared the motion carried.
21. Remarks and inquiries of the governing body members. Terry Brungardt wanted to know if the Trustees wanted the timer on the siren program to go off at noon. Trustee Stanke wanted to know why citizens couldn't rent out the town hall. Clerk Hall informed the Trustees that May 31, 2016 would be the last day Tammy Hicks would clean the town hall/office due to having surgery.
22. Consider new business of an emergency nature that had not been contemplated at the time of the agenda preparation, with action as necessary. Trustee Stanke made a motion to approve the rental of town hall at \$75.00 up to 4 hours, cleaning deposit of \$150.00 refundable after hall inspected. Seconded by Trustee Rowell. Vote was: Aye: Trustees Stanke, Johnson, Rowell, Snow, and Morris. Nay: None. Mayor Morris declared the motion carried.

Trustee Rowell made a motion to have a timer installed on the siren not to exceed \$475.00. Seconded by Trustee Snow. Vote was: Aye: Trustees Stanke, Johnson, Rowell, Snow, and Morris. Nay: None. Mayor Morris declared the motion carried.

Trustee Rowell made a motion to appoint Lacey Rowell, Trustee, and John Morris, Alternate Trustee, to represent the Town of Calumet on the ACOG Board. Seconded by Trustee Stanke. Vote was: Aye: Trustees Stanke, Johnson, Rowell, Snow, and Morris. Nay: None. Mayor Morris declared the motion carried.
23. Adjournment. Trustee Stanke made a motion to adjourn the meeting. Seconded by Trustee Johnson. Vote was: Aye: Trustees Stanke, Johnson, Rowell, Snow, and Morris. Nay: None. Mayor Morris declared the motion carried and the meeting was adjourned.