

BOARD OF TRUSTEES

10-5-16

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

Members Absent: None.

Staff Present: Brian Huckabee, Police Chief; Robert Baysinger, Lieutenant; Bruce Wallace, Public Works Superintendent; Kelly Hobbs, Clerk; Mickey Stratton, Treasurer; Joe Weaver, Town Attorney; and Cole Grinnell, Town Engineer Representative; Terry Brungardt, Fire Chief.

Others Present: Kaci Snow, Charles Daughety, Drayton Morgan, Kyle Wells, Larry Wasson, and Anita Gibbins.

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 Monday, October 3, 2016 at 2:30 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.

Larry Wasson: Mr. Wasson introduced himself and stated he is running for State Senate. His background is the military and Chickasha City Council. His platform focus will be public education, roads and bridges, and healthcare.

Anita Gibbins: Stated there is a trailer behind her house on which trash is being piled and it is blowing into her yard. Mayor Morris assured her the town is aware of the issue and is in the process of taking steps necessary to remove it.

Kaci Snow: Reported the Fun Run participant numbers were down this year, but it was a success. She thanked the Town Employees for their help with the event.

3. Consider approval or amendment of minutes for the Regular Meeting held September 6, 2016, with action necessary. Trustee Johnson made a motion to approve the minutes as written for the Regular Meeting held September 6, 2016. Seconded by Trustee Rowell. Vote was Aye: Trustees Johnson, Morris, Rowell, and Snow. Nay: None. Abstain: Trustee Stanke. Mayor Morris declared the motion carried.
4. Consider approval of claims, checks, and warrants for the month of September, 2016. Trustees Rowell and Snow asked for additional information on some invoices, Clerk Hobbs and Treasurer Stratton provided information. Trustee Rowell made a motion to approve

the claims, checks, and warrants for the month of September, 2016. Seconded by Mark Stanke. Vote was Aye: Trustees Stanke, 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. Fire Chief Brungardt reported they had 7 or 8 runs last month. He discussed the incident at the grain elevator and what was done in response. Trustee Snow asked if the fire hose was of adequate length to respond to incident at the grain elevator. Chief Brungardt reported it was not, but his priority is the residents and their homes. Trustee Stanke asked if the hose was of adequate length for that. Chief Brungardt reported that it is. Trustee Stanke asked if the Fire Department had adequate PPE equipment, Chief Brungardt reported that they do. The Engine was tested on September 16th and passed with flying colors. He reported that the City of El Reno accepted the bid for the Surplus fire equipment and once the invoice is paid, the equipment would be picked up. Chief Brungardt requested approval for four volunteer firefighters to attend the two day EOC Rescue Training in Choctaw. The cost is \$200.00 per person. Trustee Snow asked how Chief Brungardt determines who is going. Chief Brungardt stated whomever is interested and available. He also reported that the Fire Department has two more volunteers for approval by the Trustees and provided them with the submitted applications. He reported another grant application will be submitted in October. No action.
6. Consider and discuss report submitted by the Police Chief, with action as necessary. Chief Huckabee thanked the Fire Department and Canadian County Sheriff's office for their quick response and working well together to evacuate citizens. He also reported that 4 rigs have gone off the road at 270 and Calumet Rd. Multiple calls were made to ODOT and they completed some patch work on the drain and placed reflectors. This will not solve the problem, but will deter trucks from going off the road. Fixing the problem permanently is a long term project and will have to be completed by ODOT. Chief Huckabee also reported that he and Lieutenant Baysinger will attend training October 11-12. He also reported that the animal control officer was arrested and the City of Geary does not have another officer at this time to fulfill Interlocal Agreement for animal control. He also reported the Motorola Radios are here and a representative from Motorola will be here to program them in approximately two weeks. He also reported that Donald Clements was given a citation for blocking the alley and appeared in court. No action.
7. Consider and discuss the approval of the appointments by the Calumet Police Chief of the following reserve officers Drayton Morgan and Kyle Wells, with action as necessary. Lieutenant Baysinger provided information on benefits and cost of having reserve officers. After a lengthy discussion, Trustee Stanke made a motion to approve the appointments by the Calumet Police Chief of the following reserve officers Drayton Morgan and Kyle Wells to include costs of CLEET training and vests with a one-year commitment. Seconded by Trustee Rowell. Vote was Aye: Trustees Stanke, Johnson, Morris, and Rowell. Nay: Trustee Snow. Mayor Morris declared the motion carried.

8. Consider and discuss information from Treasurer concerning remaining payoff amount of \$26,069.53 for Oklahoma Water Resources Board loan #FAP-04-0004-L, with action as necessary. Town Treasurer, Mickey Stratton, provided Trustees with amortization schedule and letter from the Bank of Oklahoma explaining additional loan payoff amount. Treasurer Stratton also reported that the loan amount is due October 6, 2016 and payment will need to be wired. Trustee Snow made a motion to pay off Oklahoma Water Resources Board loan #FAP-04-0004-L in the amount of \$26,069.53 with funds to be wired by Treasurer Stratton on October 6, 2016. Seconded by Trustee Stanke. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.
9. Consider and discuss approval of Treasurer's Bond for August 2, 2016 to August 2, 2017, with action as necessary. Trustee Johnson made a motion to approve the Treasurer's Bond for August 2, 2016 to August 2, 2017. Seconded by Mark Stanke. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.
10. Consider and discuss report submitted by the Public Works Supt., with action as necessary. Public Works Superintendent, Bruce Wallace, reported the Public Works department completed 26 OKIE locates and installed 5 water meters. Drainage Projects: He reported that he met with Jeff Cowan to review CDBG drainage and asked Jeff to look back at the Drainage project for the Calumet Public School. The CDBG Drainage project will be considered complete once Redlands Contracting completes a few minor items. Jeff Cowan will set up a meeting with Cowan, Calumet Public School Superintendent Weldon, the School's Engineer, Mayor Morris, and Bruce to discuss solutions to rectify the drainage issues with the School. Lift Stations: He reported that the generator at the East Lift Station has been tested and works flawlessly. He also reported there is a 10-year extended warranty available from Generac for the additional price of \$1350.00. Trustee Snow asked Mr. Wallace to inquire about the extended warranty being included if purchased by a particular date. Superintendent Wallace reported the last item that needs to be addressed for the lift stations is surge suppression. He researched and received bids for installation and the price from Snyder Electric is \$2400.00 for surge suppression installed at both lift stations. Cemetery: He reported they continue to nurture grass and spray for weeds, they are ready for gravel to be to be hauled in and Jack Stewart is ready to proceed with that. Well Houses #4 and #2: Superintendent Wallace reported that a large amount of maintenance is required at #4 but an additional chlorination point would be required. He recommends installing an additional chlorination point at #2 to serve while #4 is being repaired and as an additional chlorination point once #4 is complete. Creating a second chlorination point requires a DEQ construction permit and engineering. DEQ Inspections: DEQ performed routine inspection and sanitary survey on 9/14/16, to evaluate the sewer systems, lifts, retention lagoons, and water wells. There were no written discrepancies for the water wells, but the deteriorated condition of #4 site was discussed. There were 2 deficiencies for weeds and erosion at the retention lagoons, which will be addressed. Trustee Stanke made a motion to approve purchase and installation of surge suppression for East and West Lift Stations from Snyder Electric for \$2400.00. Seconded by Trustee Johnson. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None.

Mayor Morris declared the motion carried. Trustee Stanke made a motion to approve moving forward with construction permit for additional chlorination point at Well House #2 and rehabilitation of Well House #4. Seconded by Trustee Rowell. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.

11. Consider and discuss report submitted by the Chairman of the Planning Commission, with action as necessary. Chairman Snow reported that the Planning Commission met on September 20, 2016. He reported that the Planning Commission still needs further information on contractors. Specifically, what are the categories of contractors, what type of license or permit would they be issued, and what would the fees be? The Planning Commission will also be looking into adopting new building codes after a building inspector is hired. He also reported the ordinance defining where setback is measured from needs to be updated and the Planning Commission will review and make a recommendation on that change. He reported the Zoning Map still needs to be corrected. Town Attorney, Joe Weaver, recommended creating a comprehensive plan. Chairman Snow also reported clean up notices will no longer be an agenda item on the Planning Commission's agenda. He stated the El Reno Police Department has taken over code enforcement and it is working well for them. Clerk Hobbs stated there is a state statute mandating training for those doing code enforcement.
12. Consider and discuss permission for Planning Commission to interview applicants for Building Inspector, with action as necessary. Trustee Snow reported that the Planning Commission has one person they are interested in interviewing, he is certified and would charge \$85 per inspection and re-inspection. Trustee Johnson made a motion to give the Planning Commission permission to interview Building Inspectors. Seconded by Mark Stanke. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.
13. Consider and discuss advertising for position of Secretary for the Planning Commission, with action as necessary. Trustee Snow stated the Planning Commission Secretary stepped down and the position was unfilled. Mark Stanke made a motion to advertise for the position of Secretary of the Planning Commission. Seconded by Barbara Johnson. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.
14. Discussion of ongoing engineering projects by Cowan Group Engineering, with action as necessary. Cole Grinnell was present to represent Cowan Engineering. For the 2015 CDBG Drainage Project, he reported that Bruce Wallace and Jeff Cowan met with Redlands Construction to discuss final items to complete for final pay application to be submitted. He reported that all work should be completed by October 26th and Cowan will submit the final pay application for the Board of Trustees meeting in November. He reported that they will be working with Town Attorney, Joe Weaver, on the Easements and Ground Water Lease Agreements. No action.

15. Consider entering into executive session for the purpose of the following:

A. Discussion concerning employment hiring, appointment, promotion, discipline or resignation of Brian Huckabee, Robert Baysinger, and Kelly Hobbs pursuant to 25 O.S. 307 (B) (I). Trustee Stanke made a motion to enter into executive session. Seconded by Trustee Rowell. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.

16. Consider reconvening into open session. Trustee Rowell made a motion to reconvene into open session. Seconded by Trustee Stanke. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.

17. Consider taking action on the following:

A. Discussion concerning employment hiring, appointment, promotion, discipline or resignation of Brian Huckabee, Robert Baysinger, and Kelly Hobbs. Trustee Rowell made a motion to give Brian Huckabee a raise to \$18 per hour and Kelly Hobbs a raise to \$16 with the additional title of IT Manager, both raises being effective September 25, 2016. Seconded by Mark Stanke. Vote was Aye: Trustees Stanke, Johnson, Morris, and Rowell. Nay: None. Abstain: Trustee Snow. Mayor Morris declared the motion carried.

Trustee Rowell made a motion to remove Robert Baysinger from probation, effective October 5, 2016. Seconded by Trustee Stanke. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.

18. Consider and discuss going out to bid for demolition and removal of dilapidated buildings located at Lots 4 and 5, Block 5, Todd's First Addition, also known as 109 North Calumet Road; and Lots 6 and 7, Block 5, Todd's First Addition, also known as 113 North Calumet Road, with action as necessary. After discussion of what information potential bidders may need, Trustee Stanke made a motion to approve starting the bid process for demolition and removal of dilapidated buildings located at Lots 4 and 5, Block 5, Todd's First Addition, also known as 109 North Calumet Road; and Lots 6 and 7, Block 5, Todd's First Addition, also known as 113 North Calumet Road. Seconded by Trustee Rowell. Vote was Aye: Trustees Stanke, Johnson, Morris, and Rowell. Nay: None. Abstain: Trustee Snow. Mayor Morris declared the motion carried.

19. Remarks and inquiries of the governing body members. Trustee Snow asked that Town Attorney look into whether or not the Police Department is responsible for enforcing ordinance concerning grass and weeds.

20. 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 Braden Laub as a volunteer firefighter. Seconded by Trustee Rowell. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.

Trustee Stanke made a motion to approve Clayton Funck as a volunteer firefighter. Seconded by Trustee Rowell. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.

21. Trustee Stanke made a motion to allow four volunteer firefighters to attend Big Rig Rescue Training at Eastern Oklahoma County Technology Center for \$200.00 per person. Seconded by Trustee Snow. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.

22. Adjournment. Trustee Rowell made a motion to adjourn the meeting. Seconded by Trustee Snow. Vote was Aye: Trustees Stanke, 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