

BOARD OF TRUSTEES

June 6, 2017

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

Members Absent: None.

Staff Present: Brian Huckabee, Police Chief; Robert Baysinger, Lieutenant; Kelly Hobbs, Clerk; Margaret Stratton, Treasurer; Joe Weaver, Town Attorney; and Alicia Nitzel, Fire Department, and Cole Grinnell, Cowan Engineering.

Others Present: Charles Daughety, Jill Ray, Justice Nitzel, Mr. & Mrs. Jim Stengle, Mike Crowley, Wayne Schwab, Kathryn Nitzel, and Sherri Sexton.

1. Meeting called to order and roll call. Mayor Rowell called the Regular Meeting of the Board of Trustees to order. Clerk Hobbs called roll and declared a quorum. Agenda was posted at the Calumet Town Hall on Monday, June 5, 2017.

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.

Jim Stengle: Mr. Stengle, OG&E community relations, discussed power surges and outages. Provided handout to Council and discussed how OG&E was working on determining source of surges and outages.

3. Consider approval or amendment of minutes of the Regular Meeting held May 2, 2017, with action as necessary. Trustee Snow made a motion to approve minutes of the Regular Meeting held May 2, 2017. Seconded by Trustee Stanke. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.

4. Consider approval or amendment of minutes for the Special Meeting held May 15, 2017, with action as necessary. Trustee Stanke made a motion to approve the minutes of the Special Meeting held May 15, 2017. Seconded by Trustee Snow. Roll call vote: Trustee Muskett, abstain; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried 4 to 1.

5. Consider approval of claims, checks, and warrants for the month of May, 2017. Trustee Stanke made a motion to approve claims, checks, and warrants for the month of May, 2017 with the transfer of Yukon Trophy invoice 517456 from General to CPWA. Seconded by Trustee Snow. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.

6. Consider and discuss report submitted by the Fire Chief, with action as necessary. Alicia Nitzel reported for the Fire Department reviewed written report provided to Council. There were 4 calls for the month of May: 1 EMS, 2 fire, and 1 vehicle. This month's training focused on truck training. Fire Department will apply for ONEOK grant for 3 more sets of bunker gear. The grant was awarded last year for Wildland gear and it is up to \$5,000.00. No action.
7. Consider and discuss report submitted by the Police Chief, with action as necessary. Chief Huckabee reviewed written report provided to Council. Unit 2 is continuing to have issues, quotes for repair and a replacement vehicle will be gathered. The court date for the Clements' building will be June 20th. Animal Control has continued and the new agreement with Geary is on the agenda. The cross-commission paperwork will be completed in June. There have been several complaints regarding traffic moving too fast on East Main and 122nd near the ball field. Those issues are being addressed. Trustees Muskett and Snow recommended additional speed and stop signs. No action.
8. Consider and discuss report submitted by the Public Works Superintendent, with action as necessary. Superintendent Wallace reviewed written report provided to Council.

Well Houses 4 and 2: DEQ has approved project, permit number is WT000009170163. Supplies will be ordered and project will move forward.

Street Signs: Will continue systematic monthly replacement until all signs replaced.

Vehicle PW2: Took possession of new vehicle on May 12, 2017. Vehicle registration due by June 11, 2017. Provided quotes for decals, light bar, control box, and labor and asked Council if they would like this work completed.

Generator for Fire Station: Generator was installed and test run to satisfaction. Final bill has been submitted.

Generator for City Hall: Generator was installed and test run to satisfaction. Final bill has been submitted.

Other items on report are on CPWA agenda. No action.

9. Discussion of ongoing engineering projects by Cowan Group Engineering, with action as necessary. Cole Grinnell reported for Cowan. DEQ process complete and project approved for Well House Chlorination System Project, permit number WT000009170163. Cowan will continue to be available, as needed, to complete remaining easements. If the Town is interested CDBG grant process needs to start in October, up to \$400,000 in matching funds is available. No action.
10. Consider and discuss Security/Surveillance System for City Hall, tabled from May, with action as necessary. Bid amounts were discussed. Trustee Muskett said she was concerned about placement of cameras near workspaces, feels that is micromanagement. Mayor

Rowell commented that the time clock may need to be moved. Council agreed placement of cameras could be discussed. Trustee Stanke made a motion to approve bid from IEP for security/surveillance system on acceptance of their bid for \$4,072.00 and \$1,181.50. Seconded by Trustee Snow. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.

11. Consider and discuss policy related to time recording for vacation and sick leave, tabled from May, with action as necessary. Trustee Snow made a motion to approve Trustee Muskett's policy for time recording for vacation and sick leave:

Sick/Vacation Leave Protocol

Vacation Leave:

Staff will send email to Mayor requesting Vacation Leave, pending approval. Approval will be sent with Treasurer being cc'd for documentation on time card.

Sick Leave:

Staff will email Treasurer, cc'ing Mayor, notifying of Sick Leave day taken.

Vacation Leave and Sick Leave will be documented before the last Friday of each month.

If Staff does not notify Treasurer of time card adjustments by last Friday of each month, time will be denied.

Seconded by Trustee Stanke. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.

12. Consider and discuss approval of appointment of Bruce Wallace as a reserve officer, tabled from May, with action as necessary. After discussion, Trustee Stanke made a motion to approve the appointment of Bruce Wallace as a reserve officer. Seconded by Trustee Brungardt. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, nay. Mayor Rowell declared the motion carried 4 to 1.

13. Administer oath of office to appointed Planning Commission member, Wayne Schwab, for remainder of two (2) year term, ending September 1, 2018. Wayne Schwab introduced himself and discussed his background. Town Attorney, Joe Weaver, administered the oath of office.

14. Consider and discuss appointing Barbara Johnson, Ann Davis, Henry Haley, Anita Gibbins, and Jessica Lawless to the Cemetery Committee, with action as necessary. Trustee Snow made a motion to appoint Barbara Johnson, Ann Davis, Henry Haley, Anita Gibbins, and Jessica Lawless to the Cemetery Committee. Seconded by Trustee Stanke. Roll call vote:

Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.

15. Consider and discuss allowing \$1600.00 for movie license, projector, screen, and supplies to show indoor movies, with action as necessary. Lt. Baysinger discussed starting the Calumet Kids' Club to provide a safe environment for entertainment for the children of the community. He would like to show movies at the Town Hall on Friday evenings from 6:00 pm to 9:00 pm. The community has expressed interest, there are already several volunteers, and popcorn and drinks would be donated or purchased with donated funds. Also, children 5 and under would need to be accompanied by an adult. The requested amount would be used to cover the movie license, projector, screen, and popcorn machine. Trustee Muskett asked if safety/drug awareness presentations could be held before the movie. Lt Baysinger said that could be done. He also expressed interest in having a waterslide in the summer, if allowed a fundraiser could be held to allocate resources for that. Trustee Stanke made a motion to allow the Calumet Police Department to start the Calumet Kids' Club with insurance approval and approving up to \$1600.00 to purchase license, equipment, and supplies. Seconded by Trustee Muskett. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.
16. Consider and discuss appointing Terry Brungardt as Emergency Management Director, with action as necessary. Trustee Snow asked Terry Brungardt if he would like to be the Emergency Management Director; he said yes. Trustee Stanke made a motion to appoint Terry Brungardt as Emergency Management Director. Seconded by Trustee Snow. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.
17. Consider and discuss approval of Animal Control agreement with the City of Geary, with action as necessary. After discussion, Trustee Stanke made a motion to approve the Animal Control agreement with the City of Geary with the stipulation of a maximum 72-hour hold on impounded animals. Seconded by Trustee Snow. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.
18. Consider and discuss approval of lease agreement with Calumet Public Schools, with action as necessary. After review of agreement and discussion of changes to sections 3 and 5, Trustee Snow made a motion to table until Town attorney made changes. Seconded by Trustee Stanke. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.
19. 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 Stanke made a motion to enter executive session. Seconded by

Trustee Snow. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.

20. Consider reconvening into open session. Trustee Stanke made a motion to reconvene open session. Seconded by Trustee Brungardt. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.

21. Consider taking action on the following:

A. Discussion concerning employment, hiring, appointment, promotion, discipline or resignation of any salaried public office or employee. Trustee Stanke made a motion to hire Laura Sessions as part-time Planning Commission Secretary at \$13.00 per hour. Seconded by Trustee Snow. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried. Trustee Stanke made a motion to hire Jill Ray as Town Clerk, Court Clerk, and Secretary at \$14.50 per hour. Seconded by Trustee Snow. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried. Effective date being after pre-employment tests passed and necessary time to give notice to current employer.

22. Consider and discuss Ordinance No. 2017-05, amending Part 5, Building Regulations, Sections 5-101 A., 5-118, 5-119, 5-201, 5-302, and Part 5 Chapter 5, of the Code of Ordinances of the Town of Calumet, with action as necessary. Some of these changes are needed to be current with state statutes. This ordinance adopts building, electrical, plumbing, gas, and mechanical codes; requires registration for mechanical and roofing contractors; and requires permits for mechanical and roofing work. Trustee Stanke made a motion to approve Ordinance No. 2017-05, amending Part 5, Building Regulations, Sections 5-101 A., 5-118, 5-119, 5-201, 5-302, and Part 5 Chapter 5, of the Code of Ordinances of the Town of Calumet. Seconded by Trustee Snow. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried. Trustee Stanke made a motion to adopt the emergency section of Ordinance No. 2017-05. Seconded by Trustee Snow. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.

23. Consider and discuss Ordinance No. 2017-06, amending Part 3, Alcoholic Beverages Section 3-201: Nonintoxicating Beverages, of the Code of Ordinances of the Town of Calumet, with action as necessary. These changes are needed to be current with state statutes. This ordinance changes part of the definition of nonintoxicating beverage from "less than 3.2% alcohol by volume" to "not more than 3.2% alcohol by volume." Trustee Snow made a motion to approve Ordinance No. 2017-06, amending Part 3, Alcoholic Beverages Section 3-201: Nonintoxicating Beverages of the Code of Ordinances of the Town of Calumet. Seconded by Trustee Muskett. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye;

Trustee Rowell, aye; Trustee Stanke, abstain; Trustee Snow, aye. Mayor Rowell declared the motion carried 4 to 1. Trustee Snow made a motion to adopt the emergency section of Ordinance No. 2017-06. Seconded by Trustee Muskett. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, nay; Trustee Snow, aye. Mayor Rowell declared the motion carried 4 to 1.

24. Consider and discuss Ordinance No. 2017-07, amending Part 4, Animal Regulations, of the Code of Ordinances of the Town of Calumet by adding Sections 4-121, 4-122, 4-123, and 4-124, with action as necessary. This ordinance is to address an increasing number of dog related incidences to increase safety of the community. Trustee Snow made a motion to approve Ordinance No. 2017-07, amending Part 4, Animal Regulations of the Code of Ordinances of the Town of Calumet by adding Sections 4-121, 4-122, 4-123, and 4-124, with the change of \$50,000 to \$100,000 in Section 4-121. Seconded by Trustee Stanke. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried. Trustee Snow made a motion to adopt the emergency section of Ordinance No. 2017-07. Seconded by Trustee Stanke. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.
25. Consider and discuss increasing amount paid toward insurance premiums for employees, with action as necessary. Mayor Rowell was asked by several employees to bring this issue to the attention of the Council. Insurance premiums have increased dramatically and the Employee Policy Manual allows Board of Trustees to approve cost of living increases. Trustee Snow made a motion to table this item indefinitely. No second. Mayor Rowell declared motion dead for lack of second. Trustee Stanke made a motion to table until further information received. Seconded by Trustee Brungardt. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, nay. Mayor Rowell declared the motion carried 4 to 1.
26. Consider and discuss drainage work in Southwest area of Town, with action as necessary. After discussion, Trustee Snow made a motion to inquire about getting assistance from County for this work. Seconded by Trustee Stanke. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.
27. Consider and discuss changing the date of the regular meeting of the Board of Trustees in July to Tuesday, July 11, 2017, with action as necessary. After discussion, Trustee Snow made a motion to leave the meeting date for July as July 5th, 2017. Seconded by Trustee Muskett. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, abstain; Trustee Rowell, aye; Trustee Stanke, abstain; Trustee Snow, aye. Mayor Rowell declared the motion carried 3 to 2.
28. Consider and discuss repairing lights at the Town park, with action as necessary. Mayor Rowell reported there are two lights on the North side of the backstop on the basketball court. OG&E said it is the Town's responsibility to reconnect them. After discussion, Trustee Stanke made a motion to table repair until bids received on lights and installation.

Seconded by Trustee Brungardt. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.

29. Remarks and inquiries of the governing body members. Trustee Brungardt asked about status of building on 270. Mayor Rowell and Town Attorney, Joe Weaver, reported court date still on June 20th and Judge would not expedite hearing. Trustee Snow asked if judge would want structural engineer report. Joe Weaver reported he had a letter from the Town Building Inspector and the Judge would need to allow access to the property for a structural engineer. Mike Crowley asked if the County would aid through disaster assistance since there was additional damage from the last storm. Joe Weaver will ask Commissioner Stewart about County assistance.
30. 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.
31. Adjournment. Trustee Stanke made a motion to adjourn. Seconded by Trustee Muskett. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried and the meeting was adjourned.

Lacey Rowell, Mayor

ATTEST:

Kelly Hobbs, Clerk