

BOARD OF TRUSTEES

December 6, 2016

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

Members Absent: None.

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

Others Present: Richard Leck, Gay Leck, 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 Friday, December 2, 2016 at 12:00 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.

Gay Leck: Mrs. Leck acknowledged that the Chamber had taken on most of the responsibility of putting up the Town Christmas lights and there was a lack of communication between the Town and the Chamber, but there were not enough people to put up Christmas lights this year. She would like a more cooperative arrangement between the Town and the Chamber of Commerce. Mrs. Leck asked if assistance could be given when the lights came down in January so that the employees could see how they are stored and what repairs are needed. Superintendent Wallace agreed to help, he just needed to know in advance when assistance would be needed. Mayor Morris stated the Town would provide assistance with the Christmas lights.

Anita Gibbins: Mrs. Gibbins thanked the Council for clearing the alley behind her house but the owner of the property at 109 N Calumet Rd. piled up trash again. Also, she ran over a cable when she backed into the alley that had blown off the piled-up trash. Trustee Snow stated the owner’s vehicles were being parked illegally in the alley and should be towed. Police Chief Huckabee stated that citations had been given previously and another vehicle had been towed, but he expressed concern about giving additional citations since there was a separate ongoing situation with the building being dilapidated. Joe Weaver, Town Attorney, acknowledged the separate situation and was trying to determine the best way to resolve it. He stated that the alley being blocked or trash piling up were separate offenses and he would back the police department if additional citations were needed. Trustee Snow stated he would like the vehicle towed the

next time it is blocking the alley. Mayor Morris stated the Town would work to resolve the situation.

3. Consider approval or amendment of minutes for the Regular Meeting held November 1, 2016, with action as necessary. Trustee Stanke made a motion to approve the minutes for the Regular Meeting held November 1, 2016. Seconded by Trustee Johnson. Vote was Aye: Trustees Stanke, 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 November, 2016. Trustee Snow inquired about the claim for online training. Chief Huckabee stated there were fewer options available for CLEET training and this company offered online training that was CLEET certified in addition to training that would benefit the Town Clerk; this was the most cost effective training option and included 5 users. Trustee Stanke made a motion to approve the claims, checks, and warrants for the month of November, 2016. Seconded by Trustee Johnson. 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. Chief Brungardt reported 4 runs for November: 1 EMS, 1 fire, and 2 vehicle accidents. During the December meeting they worked on truck organization and familiarization. On 11/30 they did in-house vehicle extraction training; Cavin Wrecker Service provided 2 wrecked vehicles to practice on. Grant deadline passed and we did not have paperwork completed. Firemen need bunker boots for structural firefighter training and those will be purchased soon. Trustee Snow asked about cost of boots, Chief Brungardt said they were about \$345 for each pair. No action.
6. Consider and discuss report submitted by the Police Chief, with action as necessary. Chief Huckabee reported that a list of street lights that need repaired was sent to OG&E. All 800 MHz radios have been installed and are working. The new animal control officer from Geary, James Patterson, started this month and his report was included. Reserve Officers, Drayton Morgan and Kyle Wells, will begin the Reserve Police Academy in January with the Canadian County Sheriff's Office. Ammunition has been purchased for the school and for Lt. Baysinger's requalification. There were no issues over the Thanksgiving holiday. No action.
7. Consider and discuss report submitted by the Public Works Superintendent, with action as necessary. Superintendent Wallace reported 30 Okie locates processed, 2 water meters installed/replaced, 2 water meter boxes installed/replaced, and 0 sewer mains tapped for the month of November.

East Lift Station: He still needs Council's decision on additional warranty from Generac. Per Snyder Electric, the incentive for free extended warranty discussed by Trustee Snow is limited to Generac's Air Cooled units and does not include the Water-Cooled unit the Town

purchased. The installation of surge suppression approved at the last meeting continues to move forward; equipment has been ordered and will be installed upon its arrival.

Cemetery: Completed and ready to begin selling lots. Will ask Jack Stewart about using equipment to pack gravel and spray grass as needed to encourage growth.

Well House #4 and #2: Preparations complete for permit process to install second chlorination station at well 2 and rehabilitation of well 4. Cowan will begin their portion of engineering and submit to DEQ.

Well #3: All parts changed out, took samples to DEQ. If no issues, Well #3 will go back online.

Vehicle PW #2: Problems with it starting, got diagnosis and estimate from Carter's. Superintendent Wallace asked how the Council would like to move forward with repair. The Council requested additional estimates. Trustee Rowell informed Superintendent Wallace he could turn in mileage if using his personal vehicle for work.

Sewer: There were sewer issues reported by several citizens; Mr. Rooter called in for hydrojet at MH 53 to MH 52. Trustee Snow asked about cost of scoping lines; Superintendent Wallace was not sure but he had mapped manholes and noted which ones need repair.

No Action.

8. Consider and discuss report submitted by the Chairman of the Planning Commission, with action as necessary. Chairman Snow stated, no secretary, no meeting. Trustee Rowell asked if any applications had been submitted; Clerk Hobbs stated there had not. No action.
9. Discussion of ongoing engineering projects by Cowan Group Engineering, with action as necessary. A representative from Cowan was not able to attend the meeting. No action.
10. Consider entering executive session for the purpose of the following:
 - A. Discussion concerning employment, hiring, appointment, promotion, discipline or resignation of Robert Baysinger pursuant to 25 O.S. 307 (B) (I). Trustee Stanke made a motion to enter into executive session for Discussion concerning employment, hiring, appointment, promotion, discipline or resignation of Robert Baysinger pursuant to 25 O.S. 307 (B) (I). Seconded by Trustee Johnson. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.
11. Consider reconvening into open session. Trustee Stanke made a motion to reconvene into open session. Seconded by Trustee Johnson. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.

12. Consider acting on the following:

- A. Discussion concerning employment, hiring, appointment, promotion, discipline or resignation of Robert Baysinger. Trustee Stanke made a motion to increase Robert Baysinger's hourly pay to \$16, effective immediately. Seconded by Trustee Johnson. Vote was Aye: Trustees Stanke, Johnson, Morris, and Rowell. Nay: Trustee Snow. Mayor Morris declared the motion carried.**
- 13. Consider approval of Ordinance No. 2016-03; an ordinance amending the Code of Ordinance, Section 2, 307, (C) setting the salary for the office of the Town Treasurer. Trustee Stanke made a motion to approve Ordinance No. 2016-03 and set the salary for the office of the Town Treasurer at \$250. Mayor Morris declared the motion had not been seconded. After discussion, Trustee Snow made a motion to set the salary for the office of the Town Treasurer at \$200. Seconded by Trustee Johnson. Vote was Aye: Trustee Johnson. Nay: Trustees Stanke, Rowell, Morris, and Snow. Mayor Morris declared the motion not carried. After discussion, Trustee Stanke made a motion to approve Ordinance No. 2016-03 and set the salary for the office of the Town Treasurer at \$250. Seconded by Trustee Rowell. Vote was Aye: Trustees Stanke, Johnson, Morris, and Rowell. Nay: Trustee Snow. Mayor Morris declared the motion carried.**
- 14. Consider and discuss which days to close the Town Hall for Christmas and New Year's Day, with action as necessary. Trustee Johnson made a motion to close the Town Hall on Monday when Christmas and New Year's Day fall on Sunday. Seconded by Trustee Snow. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.**
- 15. Consider and discuss adoption of Resolution No. 2016-01; a resolution for the Assignment of 9-1-1 Fees to 9-1-1 ACOG, with action as necessary. Trustee Johnson made a motion to approve the adoption of Resolution No. 2016-01; a resolution for the Assignment of 9-1-1 Fees to 9-1-1 ACOG. Seconded by Trustee Rowell. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.**
- 16. Remarks and inquiries of the governing body members. Trustee Johnson thanked the staff for their hard work in putting up Christmas decorations at the Town Hall. She also inquired as to how many people RSVP'd for the Christmas party. Clerk Hobbs reported we were expecting 30-35 people to attend.**
- 17. Consider new business of an emergency nature that had not been contemplated at the time of the agenda preparation, with action as necessary. No action.**
- 18. 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