

**Board of Trustees
November 3, 2015**

Members present: Mark Stanke, Barbara Johnson, Lacey Rowell, and John Morris. Bruce Wallace was absent.

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

Others present: Steve & Kaci Snow, Greg Hall, Laurie Morris, Kim Haydon, Dawn Morgan, Daniel Tatro, and Zack Nitzel. Donald Clements came in at 6:55 pm.

- 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 October 30, 2015 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. None.**
- 3. Consider approval or amendment of minutes for the Regular Meeting held October 6, 2015 and Special Meeting held October 14, 2015, with action as necessary. Trustee Johnson made a motion to approve the minutes of the Regular Meeting held October 6, 2015 and Special Meeting held October 14, 2015 as written. Seconded by Trustee Stanke. Vote was: Aye: Trustees Stanke, Johnson, and Morris. Rowell voted Aye on the Regular Meeting and Nay on the Special Meeting. Mayor Morris declared the motion carried.**
- 4. Consider approval of claims, checks, and warrants for the month of October, 2015. Trustee Rowell made a motion to approve the claims, checks, and warrants for the month of October, 2015. Seconded by Trustee Johnson. Vote was: Aye: Trustees Stanke, Johnson, Rowell, and Morris. Nay: None. Mayor Morris declared the motion carried unanimously.**
- 5. Consider accepting resignation submitted by Trustee Wallace, with action as necessary. Trustee Johnson made a motion to accept the resignation submitted by Trustee Wallace. Seconded by Trustee Rowell. Vote was: Aye: Trustees Stanke, Johnson, Rowell, and Morris. Nay: None. Mayor Morris declared the motion carried unanimously.**
- 6. Discuss and consider whether Lots 4 and 5, Block 5, Todd’s First Addition to the Town of Calumet, also known as 109 North Calumet Road, Calumet, OK, is a hazard to the**

health or safety or welfare of the general public and should be declared dilapidated, with action as necessary, including, but not limited to, that the dilapidated buildings be torn down and removed (Tabled from Regular Meeting held October 6, 2015). After discussion, Trustee Stanke made a motion to table this item and get in touch with the Fire Marshall to have the building inspected inside for safety. Seconded by Trustee Rowell. Vote was: Aye: Trustees Stanke, Johnson, Rowell, and Morris. Nay: None. Mayor Morris declared the motion carried unanimously.

7. Review and discussion of 2015 Calumet CDBG Drainage Improvements contract and bonds. Take action to authorize Mayor to execute contract and bonds subject to approval by Cowan Group Engineering and Town Attorney. Trustee Stanke made a motion to authorize Mayor Morris to execute the CDBG Drainage Improvements contract after approval from CGE and Town Attorney. Seconded by Trustee Rowell. Vote was: Aye: Trustees Stanke, Johnson, Rowell, and Morris. Nay: None. Mayor Morris declared the motion carried unanimously.
8. Discussion and status of town projects by Cowan Group Engineering, with action as necessary. Rebecca Poole, CGE, reported contracts and bonds have been submitted by Redlands Construction, CDBG Drainage Project, and Kinard Painting & Sandblasting, Inc., the next step will to organize a pre-construction conference, complete inspection agreement and file drainage easements with Canadian County.
A Diagnostic Team Inspection was held to determine improvements of the AT&L Railroad Crossings at Calumet Road. The recommendation by the team was to install pedestal flashing signals with gates and 2-36' concrete surfaces. Install new pavement markings, signage, and approximately 75' of guardrail. ODOT requests a 10% match from the Town of Calumet estimates \$27,500; possible cost sharing with Canadian County.
9. Review and discuss inspector agreement for 2015 Calumet CDBG Drainage Improvements Project. Take action to authorize Mayor to execute agreement. Trustee Stanke made a motion to authorize Mayor Morris to execute the inspector agreement for the CDBG Drainage Improvements Project. Seconded by Trustee Johnson. Vote was: Aye: Trustees Stanke, Johnson, Rowell, and Morris. Nay: None. Mayor Morris declared the motion carried unanimously.
10. Consider and discuss rental property located at 105 S Calumet Road, with action as necessary. Trustee Stanke made a motion to enter into a six (6) month lease with Kim Haydon beginning November 4, 2015 ending May 4, 2015 in the amount of \$500.00 per month. Seconded by Trustee Johnson. Vote was: Aye: Trustees Stanke, Johnson, Rowell, and Morris. Nay: None. Mayor Morris declared the motion carried unanimously.

Trustee Rowell made a motion to approve the bid submitted by Gene's Plumbing in the amount of \$2,500 with written change orders if needed for repairs at the Town

Building. Seconded by Trustee Stanke. Vote was: Aye: Trustees Stanke, Johnson, Rowell, and Morris. Nay: None. Mayor Morris declared the motion carried unanimously.

Trustee Stanke made a motion to approve New Standard Heat and Air per contract in the amount of \$10,885.00, with written change orders if needed, paying 50% with delivery of equipment. Seconded by Trustee Rowell. Vote was: Aye: Trustees Stanke, Johnson, Rowell, and Morris. Nay: None. Mayor Morris declared the motion carried unanimously.

Trustee Stanke made a motion to approve Snyder Electric for installing new electrical outlets for the heat & air service. Seconded by Trustee Rowell. Vote was: Aye: Trustees Stanke, Johnson, Rowell, and Morris. Nay: None. Mayor Morris declared the motion carried unanimously.

11. Consider and discuss report submitted by the Fire Chief, with action as necessary. Terry Brungardt, Fire Chief, reported the monthly training was on water rescues and techniques. He also submitted an application for firefighter, Charles Robinson and stated Jimmie Smith retired, Joey Messner moved and Forest Higdon will be terminated.

Trustee Rowell made a motion to accept Charles Robinson application for firefighter. Seconded by Trustee Johnson. Vote was: Aye: Trustees Stanke, Johnson, Rowell, and Morris. Nay: None. Mayor Morris declared the motion carried unanimously.

12. Consider and discuss annual stipend for the Volunteer Firefighters, with action as necessary. Trustee Stanke made a motion to increase the 2015 annual stipend to \$5,000.00 with \$475.00 going to the officers. Seconded by Trustee Rowell. Vote was: Aye: Trustees Stanke, Johnson, Rowell, and Morris. Nay: None. Mayor Morris declared the motion carried unanimously.

13. Consider and discuss report submitted by the Police Chief, with action as necessary. Chief Huckabee stated everything was going fine with the department.

14. Consider and discuss report submitted by the Public Works Dept., with action as necessary. Some of the work done this month – monthly BAC Test, nitrate test, painted and marked streets & school crossing, read meters, mowed streets & park, winterized lift stations & equipment, treated lagoons, checked generators, removed dry wall at Town Building, and daily maintenance.

15. Consider and discuss procedures for building permits/Zoning, with action as necessary. Steve Snow, Zoning Vice Chairman, submitted two names (Aaron Muskett and Mickey Stratton) to be considered for the Zoning Board. Matt Snyder has verbally resigned from the Zoning Board effective asap. The procedures for building permits

were discussed and a Zoning Clearance Permit will be used along with the Building Permit.

16. Consider approval of 2016 Calendar Year of Regular Meetings for the Board of Trustees and the Calumet Public Works Authority, with action as necessary. Trustee Stanke made a motion to approve the 2016 Calendar Year of Regular Meeting for the Board of Trustees and the Calumet Public Works Authority. Seconded by Trustee Johnson. Vote was: Aye: Trustees Stanke, Johnson, Rowell, and Morris. Nay: None. Mayor Morris declared the motion carried unanimously.
17. 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 into executive session. Seconded by Trustee Johnson. Vote was: Aye: Trustees Stanke, Johnson, Rowell, and Morris. Nay: None. Mayor Morris declared the motion carried unanimously.
18. 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, Johnson, Rowell, and Morris. Nay: None. Mayor Morris declared the motion carried unanimously.
19. Consider taking action on matters discussed in executive session. Trustee Rowell made a motion to hire Bruce Wallace as Public Works Supt. /City Manager, \$20.00 (Twenty Dollars) per hour with effective date being worked out with Mayor Morris. Seconded by Trustee Johnson. Vote was: Aye: Trustees Johnson, Rowell, and Morris. Nay: Trustee Stanke. Mayor Morris declared the motion carried 3 to 1.
20. Consider awarding Christmas Bonus to Town employees, with action as necessary. Trustee Rowell made a motion to give the Town employees a \$400.00 Christmas Bonus. Seconded by Trustee Stanke. Vote was: Aye: Trustees Stanke, Johnson, Rowell, and Morris. Nay: None. Mayor Morris declared the motion carried unanimously.
21. Discussion of Annual Christmas Dinner, with action as necessary. This item was discussed and Trustee Johnson will get some information together on place, time, and costs.
22. Remarks and inquiries of the governing body members. Clerk Hall informed the Trustees a letter was received from the Oklahoma Tax Commission requesting the Town's signature on the city sales/use agreement. The agreement, once executed by the Town of Calumet and OTC will replace the separate sales and use tax agreement currently in effect.

23. Consider new business of an emergency nature that had not been contemplated at the time of the agenda preparation, with action as necessary. Trustee Rowell made a motion to authorize Mayor Morris to sign the agreement from the Oklahoma Tax Commission. Seconded by Trustee Johnson. Vote was: Aye: Trustees Stanke, Johnson, Rowell, and Morris. Nay: None. Mayor Morris declared the motion carried unanimously.

Trustee Stanke made a motion to purchase new cell phones for Chief Huckabee, Office Cancemi, Johnny Sanchez, and Bruce Wallace. Seconded by Trustee Rowell. Vote was: Aye: Trustees Stanke, Johnson, Rowell, and Morris. Nay: None. Mayor Morris declared the motion carried unanimously.

24. Adjournment. Trustee Stanke made a motion to adjourn the meeting. Seconded by Trustee Johnson. Vote was: Aye: Trustees Stanke, Johnson, Rowell, and Morris. Nay: None. Mayor Morris declared the motion carried unanimously and the meeting was adjourned.

John Morris, Mayor

ATTEST:

Arnelda Hall, Clerk