

BOARD OF TRUSTEES

March 8, 2017

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; Kelly Hobbs, Clerk; Margaret Stratton, Treasurer; Joe Weaver, Town Attorney; and Terry Brungardt, Fire Chief.

Others Present: Kim Haydon and Kaci Snow

- 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, March 6, 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.**

Kaci Snow: The Calumet Chamber of Commerce is interested in fixing the mural on the side of the building at 105 S Calumet Rd. They plan on using money earned from the Fall Fun Run in October 2017. Mrs. Snow stated the Chamber is not interested in creating a new mural design just repairing the existing one. She asked if the Council is interested in the Chamber moving forward with this project and are they willing to help pay for it? The Council agreed they would like the Chamber to move forward with the project and would provide assistance with funding, as needed.

- 3. Consider approval or amendment of minutes for the Regular Meeting held February 7, 2017, with action as necessary. Trustee Rowell made a motion to approve the minutes for the Regular Meeting held February 7, 2017. Seconded by Trustee Stanke. 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 February, 2017. Trustee Stanke made a motion to approve the claims, checks, and warrants for the month of February, 2017 except for invoice 5000 for Kim Haydon and invoice 6828 from Wal-Mart which are to be moved to CPWA. Seconded by Trustee Rowell. Vote was Aye: Trustees Stanke, Johnson, Morris, and Rowell. Nay: Trustee Snow. Mayor Morris declared the motion carried.**
- 5. Consider and discuss reducing rent for 105 S. Calumet Rd. for the remainder of the contract, with action as necessary. Kim Haydon requested a reduction in rent at 105 S. Calumet Rd because her business has been down and without a reduction in bills, she may have to close her business. Mrs. Haydon and the Council discussed the conditions of the building and her**

request. The Council discussed her request in consideration for the current sewer issues and the lack of a light fixture and door in the restroom. Trustee Snow made a motion to give a credit to Kim for two months of rent, which is \$1000.00. Seconded by Trustee Johnson. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.

6. Consider and discuss report submitted by the Fire Chief, with action as necessary. Chief Brungardt provided Trustees with written report and reviewed some items. The Fire Department had 5 EMS, 11 fires, and 6 vehicle accidents. During the February meeting they did vehicle training, driving and water flow on BP6X. He also reported that while the Fire Department was responding to a fire at Ft. Reno, radio communication fell apart. The power went out at the Fire Department and the repeater stopped working; it took some time to re-establish communication. Chief Brungardt would like to get a generator to prevent this issue in the future. Trustee Stanke stated Superintendent Wallace could have Nathan Snyder do a load test to see what type of generator needed. No action.
7. 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.
8. Consider and discuss report submitted by the Public Works Superintendent, with action as necessary. Superintendent Wallace was not present. Council reviewed written report. All action items on CPWA agenda. No action.
9. Consider and discuss report submitted by the Police Chief, with action as necessary. Chief Huckabee provided the Council with a written report and reviewed some items. There are several equipment and mechanical issues with Unit 2 and some of these were addressed this month. Radar certification is coming up and they must be upgraded after this certification expires, because they must be less than 10 years old. Unit 1 had some minor electrical issues that were addressed. Lieutenant Baysinger participated in Career Day at the school on February 22nd and it was a great success. Chief Huckabee will attend a meeting on March 14th with CLEET and OACP regarding changes in budget. He also reported there is a House Bill to increase CLEET fees by \$1.00. No action.
10. Consider and discuss Security/Surveillance System for City Hall, tabled from February, with action as necessary. Trustee Snow stated he wanted to provide additional information on quotes previously submitted, but he did not have it available because vendors had not yet returned his calls. Trustee Stanke made a motion to table until next month when further information was provided. 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 building, electrical, and plumbing permit fees, tabled from February, with action as necessary. After discussion, Trustee Rowell made a motion to add 5-308 electrical fees and 5-204 plumbing fees to list of ordinances to be reviewed on agenda item 13. Seconded by Trustee Johnson. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell,

and Snow. Nay: None. Mayor Morris declared the motion carried. No action on building permit fees.

12. Consider and discuss Certificate of Occupancy fee, with action as necessary. Trustee Snow made a motion to set the Certificate of Occupancy fee at \$10. Seconded by Trustee Stanke. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.

13. Consider and discuss changes needed for Part 5 Building Regulations of the Town Code of Ordinances, with action as necessary. Clerk Hobbs provided Council with a list of changes to ordinances in Part 5: Building Regulations, including 5-101 A, Adoption of Building Codes, 5-118 Addition of Roofing Contractors Registration and Fee, 5-119 Addition of Roofing Permit and Fee, 5-201 Adoption of Plumbing Code, 5-302 Adoption of Electrical Code, Chapter 5 Addition of Mechanical to Chapter Title, 5-502 Adoption of Mechanical Code, 5-503 Mechanical Contractors Registration and Fee, and 5-504 Mechanical Permit and Fee. Trustee Rowell made a motion to for the Town Clerk and Town Attorney to proceed with drafting changes to ordinances in Part 5: Building Regulations as listed by Clerk Hobbs, with the addition of 5-308 electrical fees and 5-204 plumbing fees. Seconded by Trustee Johnson. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.

14. Consider and discuss sewer repair at 105 S. Calumet Rd., with action as necessary. After review and discussion of quotes from Gene's Plumbing and Exeter Enterprises LLC., Trustee Snow made a motion for Exeter Enterprises to complete the sewer repair at 105 S. Calumet Rd. Seconded by Trustee Stanke. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.

15. Consider and discuss addition of Travel/Training Policy to the Employee Policy Manual, with action as necessary. Treasurer Stratton provided the Council with an addition to the Travel/Training policy in the Employee Policy Manual which read as follows:

"Travel/Training Policy

Travel time will be determined by a Google map to the training site. Time shown on the Google map for travel will be taken to the next higher 15 minutes and then doubled to determine travel time to and from training.

Training time is the time of the training minus the time taken for a lunch break. Some trainings are much shorter and may not include a lunch period.

On timecards indicate separately the travel time and training time = hours worked for the day.

Example: 7 hours training + 3 hours travel = 10 hours

Remember: ALL training must be pre-approved by the Council.”

Without discussion, Trustee Snow made a motion to approve the addition of the Travel/Training policy to the Employee Policy Manual. Seconded by Trustee Stanke. Vote was Aye: Trustees Stanke, Johnson, Morris, and Snow. Nay: Trustee Rowell. Mayor Morris declared the motion carried.

- 16. Consider and discuss changes to the Sick Leave policy in the Employee Policy Manual, with action as necessary. Treasurer Stratton provided the Council with a change to the Sick Leave policy in the Employee Policy Manual which read as follows: Sick Leave policy change: On page 15, b. Employees may use sick leave for the care of an ill child or their immediate family. Town Attorney, Joe Weaver, asked if there was wording in the current policy defining immediate family. Treasurer Stratton stated yes. Trustee Snow made a motion to add to the following to Employee Policy Manual page 15.b. “Employees may use sick leave for the care of an ill child or their immediate family.” Seconded by Trustee Stanke. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.**
- 17. Consider and discuss Fair Housing Proclamation, with action as necessary. Mayor Morris read the Fair Housing Proclamation. Trustee Rowell made a motion to approve the Fair Housing Proclamation, proclaiming April as Fair Housing Month. Seconded by Trustee Johnson. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.**
- 18. Consider and discuss approval of Audit Engagement Letter from Dillon & Associates, P.C., with action as necessary. Town Attorney, Joe Weaver stated he reviewed the audit engagement letter and it was a standard agreement. Trustee Rowell made a motion to accept the Audit Engagement Letter from Dillon & Associates, P.C. Seconded by Trustee Stanke. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.**
- 19. Consider and discuss Certified Healthy Program projects, with action as necessary. Mayor Morris stated he and the Deputy Clerk Nicole Atkinson had met with representatives of the Health Department to discuss projects to improve the health of the Town. One project was creating a safe route for children to travel to school and increasing the walkability of the Town. The Health Department provided a walkability survey of the Town; suggestions were included but not limited to installing sidewalks, adding LED stop signs, crosswalks, and crossing guard at Hwy 270 & Main, designating a no-parking area within a certain distance of designated crossing area at Hwy 270 & Main, adding directional and wayfinding signs. Mayor Morris also discussed the Farmers Market. Clerk Hobbs stated Deputy Clerk Atkinson had researched and prepared forms for starting the Farmers Market and there was a positive response from the community. Clerk Hobbs asked the Council to set a vendor permit fee if they would like to move forward with the Farmers Market. Trustee Rowell made a motion to set the vendor permit fee at \$10. Seconded by Trustee Johnson. Vote**

was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.

20. Remarks and inquiries of the governing body members. Trustee Snow asked Mr. Weaver about the status of annexing ONEOK. Mr. Weaver stated ONEOK would have to consent to annexation and he would contact them. Trustee Snow pointed out that we already provide water to this area. Trustee Rowell pointed out some issues with dogs. Chief Huckabee stated animal control will be here when the Police Chief in Geary approves them. Clerk Hobbs stated the Travel/Training Policy that was voted on is not in line with Fair Labors Standard Act. Clerk Hobbs contacted the US Department of Labor and they stated travel time is time worked. Town Attorney, Joe Weaver, stated the policy could be reworded to be in line with federal regulations.
21. Consider new business of an emergency nature that had not been contemplated at the time of the agenda preparation, with action as necessary. Trustee Johnson stated she would like to restart the Cemetery Committee as long as there were no objections and she could find members to participate. No objections stated. No action.
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