

BOARD OF TRUSTEES

March 7, 2018

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

Members Absent: Forrest Higdon

Staff Present: Margaret Stratton, Treasurer; Joe Weaver, Town Attorney; Jill Ray, Town Clerk, Brian Huckabee, Chief of Police; Stephen Havener, Water Dept Supervisor.

Others Present: Lee King, Jerry Cochran, Robert Marazzi, Kate Wells, Kaci Snow, Charles Daughety, Jett Snowden, Rick Webb, Calvin Taylor, Tony Moore.

- 1. Meeting called to order and roll call. Mayor Rowell called the Regular Meeting of the Board of Trustees to order. Clerk Ray called roll and declared a quorum. Agenda was posted at the Calumet Town Hall on Tuesday, March 5th, 2019.**
- 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. Terry Cochran asked the Board of Trustees if there was any way that his trucking company could set up an account to receive bulk water in or around the amount of 75,000 gallons at the fire department, the Board advised they would consider this further in item #24 and would contact him with the decision. Robert Marazzi explained that he had received a high water reading for the month and he does not believe that he could have used that much water. The mayor asked if he had any leaks, or a running faucet or toilet? He responded that he did not. The Water department had replaced his meter because he thought that could be the reason of the high reading and the water department advised that it was hard to read the last 2 digits on the meter, so the Board decided that the old meter would be tested and recorded to show if the old meter was working properly, Robert agreed that needed to happen, so there is to be no late fees added to Robert’s bill this month and the Board will hear about the results at the next council meeting. Kaci Snow asked the Board why there has been no action from the town to ask for a dedication of the water line she placed on her property. The town lawyer will draw up paperwork to accept the dedication of the water line and a perpetual easement. No Action.**
- 3. Consider approval or amendment of minutes of the Regular Meeting held February 5, 2019 with action as necessary. Trustee Stanke made a motion to approve the Minutes for the February 5, 2019 meeting, Seconded by Trustee Snow. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Snow, aye; Trustee Stanke, aye. Mayor Rowell declared the motion carried.**
- 4. Consider approval or amendment of minutes for the Special Meeting held February 13, 2019, with action as necessary. Trustee Stanke made a motion to approve the minutes for the Special Meeting held February 13, 2019. Seconded by Trustee Snow. Roll Call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Snow, aye; Trustee Stanke,**

aye. Mayor Rowell declared the motion carried

5. Consider approval or amendment of minutes for the Special Meeting held February 20, 2019, with action as necessary. Trustee Snow made a motion to approve the minutes for the Special Meeting held February 20, 2019. Seconded by Trustee Stanke. Roll Call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Snow, aye; Trustee Stanke, aye. Mayor Rowell declared the motion carried
6. Consider approval of claims, checks, and warrants for the month of February 2019, with action as necessary. Trustee Snow questioned the Paycom report showing that a previous employee had received Sick pay after his last day of employment, Treasurer Stratton advised that it was an error and the sick leave should have been on February 6th instead of February 9th, Trustee Snow wanted to know if the error could be corrected and was advised by Treasurer Stratton that there was no way to correct it. Trustee Stanke made a motion to approve the claims, checks, and warrants for the month of February 2019. Seconded by Trustee Snow. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Snow, aye; Trustee Stanke, aye. Mayor Rowell declared the motion carried.
7. Consider and discuss report submitted by the Fire Department secretary, with action as necessary. Alicia Nitzel was not present. No Action.
8. Consider and discuss adding an additional volunteer to the fire department, with action as necessary. Chief Brungardt advised that the volunteer fire department would like to add Tanner Hansen to the department as a volunteer firefighter, it was voted on at the fire meeting the prior evening and all were in favor. Trustee Stanke made a motion to add Tanner Hansen to the Calumet Volunteer fire department. Seconded by Trustee Snow. Roll Call vote: Trustee Snow, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Brungardt, abstain. Mayor Rowell declared the motion carried.
9. Consider and discuss report submitted by the Police Chief, with action as necessary. Chief Huckabee advised that this month he has had trespass warning from corporate jiffy trip office, 1 accident, 1 arrest for violation of VPO, 2 information reports, 1 DHS assist that was referred to Caddo county, 2 agency assist- 1 accident and 1- civil service and 1 truck fire. No Action.
10. Consider and discuss report submitted by the Public Works Superintendent, with action as necessary. Stephen Havener advised that his training with Johnny Sanchez has went very well and he will be rotating weekends with Johnny, this coming weekend Stephen will be on call and checking wells. Stephen advised that it was told to him that mowers normally get rotated every 3 years and one of the John Deere mowers we have had for 4 years and would like to purchase a Grasshopper mower like the one purchased the previous year with the rear discharge to prevent getting so much grass on the roadways. Trustee Stanke made a motion to purchase a Grasshopper mower with a trade in of the John Deere and difference of \$5431.25. Seconded by Trustee Brungardt. Roll Call vote:

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

11. Consider and discuss report submitted by the Planning Commission Administrator, with action as necessary. Kaci Snow advised that the February meeting was cancelled and there was nothing to report at this time. No action.
12. Consider and discuss adding individuals to the park committee, with action as necessary. Kate Wells advised that the parks committee now only consists of 2 members herself and Travis Ewton. They would like to add Jessica Hladik (Moore) to the committee, Kate also asked the Board what they would like to see the committee do in the future. Trustee Snow advised that there needs to be more park equipment and they should apply for grants and get back with the board when they have grants and ideas on equipment. Trustee Stanke made a motion to add Jessica Hladik to the parks committee. Seconded by Trustee Snow. Roll Call vote: Trustee Snow, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Brungardt, aye. Mayor Rowell declared the motion carried.
13. Consider and discuss adding an additional water hydrant for the Oneok plant (Rick Webb- Sawatzky Construction), with action as necessary. Rick Webb advised that he will be bidding on some of the construction at Oneok and would need a water hydrant placed 75-80 feet inside the fencing of the Oneok plant. Trustee Snow advised he would need to consult with our Town Engineers - Cowan Engineering for information concerning if DEQ needed to be involved. Tabled to a later date.
14. Consider and discuss with Calvin Taylor about Cemetery needs, with action as necessary. Calvin handed out a quote to the Trustees showing that the cemetery is in need tree maintenance, his proposal is to remove one dead tree, straighten and stake one tree, prune 34 trees and plant one new tree for the amount of \$1090.00. Trustee Stanke made a motion to approve the proposal in the amount of \$1090.00. Seconded by Trustee Brungardt. Roll Call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Snow, aye; Trustee Stanke, aye. Mayor Rowell declared the motion carried.
15. Consider and discuss approval of sewer connection to main line on Taft, with action as necessary. Tony Moore advised that he was needing to connect to the main sewer line that is in the middle of the road on North Taft next to his business. Tony advised that he has hired someone to do the work and they will need to cut the road and connect to the main sewer line. They will repair the roadway when work is completed. The Trustee's advised that this area is on the list of repairs or replacement with the town engineers. Tony advised he would back fill the area with gravel and will do permanent repair when notified of completion that the line is replaced. Trustee Snow made a motion to approve the cutting of the roadway to connect to the main sewer line if back filled with gravel and a permanent repair is done after the Town replaces the sewer line. Seconded by Trustee Stanke. Roll Call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Snow, aye; Trustee Stanke, aye. Mayor Rowell declared the motion carried.

16. Consider and discuss Fair Housing Proclamation, with action as necessary. Trustee Rowell read the Fair Housing Proclamation to the audience of the open meeting. Trustee Stanke made a motion to adopt the Fair Housing Proclamation. Seconded by Trustee Brungardt. Roll Call vote: Trustee Snow, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Brungardt, aye. Mayor Rowell declared the motion carried.
17. Consider and discuss approval of Audit Engagement Letter from Dillon & Associates, P.C., with action as necessary. Trustee Stanke made a motion to approve the Audit Engagement letter from Dillon & Associates, P.C. Seconded by Trustee Snow. Roll Call vote: Trustee Snow, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Brungardt, aye. Mayor Rowell declared the motion carried.
18. Consider and discuss approval for reimbursement of payment for OML training for Steve Snow, with action as necessary. Trustee Brungardt made a motion to approve the reimbursement of payment for OML training to Steve Snow. Seconded by Trustee Stanke. Roll Call vote: Trustee Snow, abstain; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Brungardt, aye. Mayor Rowell declared the motion carried.
19. Consider and discuss the purchase of a new Locator for the Okie locates, with action as necessary. After discussion, Trustee Stanke made a motion to table for further information. Seconded by Trustee Snow. Roll Call vote: Trustee Snow, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Brungardt, aye. Mayor Rowell declared the motion carried.
20. Consider and discuss appointing and approval for the Calumet Emergency Manager, with action as necessary. Trustee Snow made a motion to appoint Terry Brungardt as the Calumet Emergency Manager. Seconded by Trustee Stanke. Roll Call vote: Trustee Snow, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Brungardt, abstain. Mayor Rowell declared the motion carried.
21. Consider and discuss placing a policy in the employee's handbook stating that all new employees are to sign for all the electronics or anything Town owned with the clause that the last check will be held until all property is returned, with action as necessary. Trustee Stanke made a motion to table until the lawyer can look into the matter. Seconded by Trustee Brungardt. Roll Call vote: Trustee Snow, aye; Trustee Rowell, nay; Trustee Stanke, aye; Trustee Brungardt, aye. Mayor Rowell declared the motion carried.
22. Consider and discuss payment on taxes for the property at 109 N Calumet Road, with action as necessary. Trustee Stanke made a motion to pay the property taxes at 109 N Calumet Road in the amount of \$1203.01 plus any additional penalties. Seconded by Trustee Brungardt. Roll Call vote: Trustee Snow, abstain; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Brungardt, aye. Mayor Rowell declared the motion carried.
23. Consider and discuss attending classes for the okie locates, with action as necessary. Clerk Ray advised that she had inquired about classes and has not been able to find any. No Action.

24. Remarks and inquiries of the governing body members. There was a discussion on the bulk water being purchased, after discussion it was determined that the Town would not be interested in any agreements for this matter. No Action.
25. 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.
26. Adjournment. Trustee Stanke made a motion to adjourn. Seconded by Trustee Rowell. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Snow, aye; Trustee Stanke, aye. Mayor Rowell declared the motion carried.

Lacey Rowell, Mayor

ATTEST:

Jill Ray, Clerk