

BOARD OF TRUSTEES

March 7, 2018

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

Members Absent: Mahgan Muskett

Staff Present: Jill Ray, Clerk; Brian Huckabee, Police Chief; Mickey Stratton, Treasurer; Bruce Wallace, Water dept. supervisor; Jeff Miller; Joe Weaver, Town Attorney.

Others Present: Kaci Snow; Charles Daughety; Alicia Nitzel; David Hoffman; Michael Taylor, Cowen Engineering; Larry Pettitt, 4T Site Services; Tommy & Maxine Evans.

- 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 6, 2018 at 12:00 pm.**
- 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. Tommy Evans stated that he had 2 major leaks this month, one at a business and the other at his rental property and the bills were considerably higher than normal and would like the board to consider giving him a break and lower the amount owed. Mayor Rowell explained to Mr. Evans that the Town of Calumet no longer discounts water bills, you can however sign up for a deferred payment arrangement over a 6-month period. David Hoffman stated that he has a man camp of 12 trailers on Edmond Road that he is in need of getting water lines ran to and he would like a meter installed. Bruce Wallace will look into this matter and get back with Mr. Hoffman.**
- 3. Consider approval or amendment of minutes of the Regular Meeting held February 6, 2018, with action as necessary. Trustee Snow made a motion to approve the minutes of the Regular Meeting held February 6, 2018. Seconded by Trustee Stanke. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.**
- 4. Consider approval of claims, checks, and warrants for the month of February 2018, with action as necessary. Trustee Stanke made a motion to approve the claims, checks, and warrants for the month of February 2018 with the following corrections made- move the claim #'s 11184,13417,2835,6859 to CPWA. Seconded by Trustee Snow. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.**

5. Consider and discuss approval of paid administrative leave 02/7-8/2018 for the Calumet Police Department, with action as necessary. Trustee Brungardt made a motion to approve the paid administrative leave on 02/7-8/2018 for the Calumet Police Department. Seconded by Trustee Stanke. Roll call vote: 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 Department Secretary, with action as necessary. Alicia Nitzel advised the Board that the fire department had 3 EMS calls, 7 Fires and 8 Vehicle accidents. The Fire Department had further agenda item that will be discussed at that time. No Action.
7. Consider and discuss report submitted by the Police Chief, with action as necessary. Chief Huckabee stated the police department had reports of 1 accident, 1 attempted burglary, 2 civil disputes, 2 nuisance violations (animal at large) Citations issued, 1 domestic and 5 agency assist. No Action.
8. Consider and discuss report submitted by the Public Works Superintendent, with action as necessary. Bruce Wallace stated they received 43 Okie locates, 1 water meter installed, 2 water leaks. All Water Department Personnel attended a Water storage tank seminar on February 14, 2018, Jeff Miller and Bruce Wallace attended an Okie 811/ Excavation and Trench Safety training March 1st and 2nd 2018. No Action.
9. Consider and discuss report submitted by the Planning Commission Administrator, with action as necessary. Wayne Schwab did not attend the meeting, Kaci Snow stated that the Planning Commission did meet on February 26,2018 and discussed the mapping and zoning and would have further information at the March meeting. No Action.
10. Consider and discuss the following with Cowan Engineering, with action as necessary:
 - Technical memorandum questions answered by Cowan Group Engineering
 - Consideration, discussion, and possible action on authorizing staff to submit an application to Clean Water State Revolving Fund to be on the project priority list for funding for a portion of the wastewater system improvements.
 - Consideration, discussion, and possible action to authorize staff to pursue CDBG funding for a portion of the wastewater collection system improvements.

Trustee Snow made a motion to authorize staff to submit an application to Clean Water State Revolving Fund to be on the project priority list for funding. Seconded by Trustee Stanke. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.

Trustee Snow made a motion to authorize staff to pursue CDBG funding for a portion of the wastewater collection system improvements. Seconded by Trustee Stanke. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.

11. Consider and discuss accepting Tristan Nix to be a member of the Calumet Fire Department, with action as necessary. Trustee Stanke made a motion to accept Tristan Nix as a member of the Calumet Fire Department. Seconded by Trustee Brungardt. Roll call vote: Trustee Brungardt, aye; Trustee Snow, aye; Trustee Rowell, aye; Trustee Stanke, aye; Mayor Rowell declared the motion carried.

12. Consider and discuss making a contract to allow 4T site services to dump at the lagoon, with action as necessary. Board approved 4T site services to dump at the lagoon with the proper paperwork from DEQ and will receive a key to the gate after a contract is signed and arraignments are made for the collection of fees.

13. Consider and discuss approving the purchase of

- A. 300-gallon Poly tank for BP2
- B. Eductor
- C. Foam
- D. Knox box security key system
- E. Honeywell Analytics BW Clip4 4-gas detector (02, LEL, H2S, CO) \$525.00 each
- F. Laptop

these items will be paid with the donations already received, with action as necessary.

Trustee Snow made a motion to approve items A-F in the amount of \$8397.75 for the Calumet Fire Department. Seconded by Trustee Stanke. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.

14. Consider and discuss opening and accepting sealed bids on the small 3 drawer metal file cabinet and the old basketball goal, with action as necessary. Mayor Rowell opened the sealed bids and read them aloud. Trustee Stanke made a motion to accept the 25.00 bid from Nicole Atkinson for the metal file cabinet, and the \$5.00 bid from Johnny Sanchez for the basketball goal. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.

15. Consider and discuss the approval for payment on the CPR certification for the employees and fire department at \$20.00 per person with Airevac in Kingfisher, with action as necessary. Trustee Stanke made a motion to approve 19 firefighters at \$20.00 each for the CPR certification. Seconded by Trustee Snow. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.

16. Consider entering into executive session for the purpose of the following:

a. Discussion concerning employment, hiring, appointment, promotion, discipline or resignation of Jeff Miller, Bruce Wallace, Johnny Sanchez, Brian Huckabee, Robert Baysinger, Jill Ray, Nicole Atkinson, Laura Sessions and Mickey Stratton pursuant to 25 O.S. 307 (B)(I).

Trustee Stanke made a motion to enter into executive session. Seconded by Trustee Snow. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, nay; Trustee Stanke, nay; Trustee Snow, aye. Mayor Rowell declared the motion carried.

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

18. Consider taking action on the following:

a. Discussion concerning employment, hiring, appointment, promotion, discipline or resignation of Jeff Miller, Bruce Wallace, Johnny Sanchez, Brian Huckabee, Robert Baysinger, Jill Ray, Nicole Atkinson, Laura Sessions and Mickey Stratton pursuant to 25 O.S. 307 (B)(I).

Trustee Stanke made a motion that Jeff Miller receive a 2% salary increase effective this pay period. Seconded by Trustee Brungardt. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, nay. Mayor Rowell declared the motion carried.

19. Consider and discuss the approval of the employee conduct code to be added to the employee handbook, with action as necessary. Trustee Stanke made a motion to table until March meeting. Seconded by Trustee Brungardt. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, nay; Trustee Stanke, aye; Trustee Snow aye. Mayor Rowell declared the motion carried.

20. Consider and discuss approval of Audit Engagement Letter from Dillon & Associates, P.C., with action as necessary. Trustee Brungardt made a motion to approve the Audit Engagement Letter from Dillon & Associates, P.C. Seconded by Trustee Stanke Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.
21. Consider and discuss the 8 additional street lights with an additional \$105.36 per month added to the street lighting bill, with action as necessary. Trustee Snow made a motion to approve the installation of the additional street lights with an additional \$105.36 added to the street lighting bill. Seconded by Trustee Stanke. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.
22. Consider and discuss Fair Housing Proclamation, with action as necessary. Mayor Rowell read aloud the Fair Housing Proclamation. Trustee Snow made a motion that the month of April will be the Fair Housing month for the Town of Calumet. Seconded by Trustee Brungardt. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.
23. Consider and discuss accepting any amendments/corrections to the policy and procedure manual for the Calumet Police Department, with action as necessary. Brian Huckabee, Chief of Police stated that all the provisions had been made to the policy and procedure manual and he would like the corrected manual to be voted for acceptance. Trustee Brungardt made a motion to approve the adoption of the amendments to the policy and procedure manual for the Calumet Police Department. Seconded by Trustee Snow. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, nay; Trustee Stanke, nay; Trustee Snow, aye. Motion was tied, Mayor Rowell declared the motion is not carried. Attorney Weaver stated that it will need to be put on the next agenda for adoption to be voted on when there is 5 members of the quorum to break the tie.
24. Consider and discuss adoption of Resolution No. 2018-01; a resolution to affiliate and join the Oklahoma Police Pension and Retirement System for the presently employed police officers of the Town of Calumet, Oklahoma, with action as necessary. Trustee Brungardt made a motion to adopt the Resolution No. 2018-01; a resolution to affiliate and join the Oklahoma Police Pension and Retirement System for the presently employed police officers of the Town of Calumet. Seconded by Trustee Stanke. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.
25. Remarks and inquiries of the governing body members. None. No Action
26. 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.

27. Adjournment. Trustee Stanke made a motion to Adjourn. Seconded by Trustee Brungardt. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.

Lacey Rowell, Mayor

ATTEST:

Jill Ray, Clerk