

BOARD OF TRUSTEES

February 6, 2018

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

Members Absent: none.

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

Others Present: Wayne Schwab, Planning Commission; Mike Crowley; Kaci Snow; Charles Daughety; Alicia Nitzel; Kobe Kennedy.

- 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 Friday, February 2, 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. None.**
- 3. Consider approval or amendment of minutes of the Regular Meeting held January 4, 2018, with action as necessary. Trustee Snow made a motion to approve the minutes of the Regular Meeting held January 4, 2018. Seconded by Trustee Stanke. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Muskett, aye. Mayor Rowell declared the motion carried.**
- 4. Consider approval or amendment of minutes of the Special Meeting held January 4, 2018, with action as necessary. Trustee Stanke made a motion to approve the minutes of the Special Meeting held January 4, 2018. Seconded by Trustee Muskett. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Muskett, aye. Mayor Rowell declared the motion carried.**
- 5. Consider approval of claims, checks, and warrants for the month of January 2018, with action as necessary. Trustee Snow made a motion to approve the claims, checks, and warrants for the month of January 2018 with the following corrections made- move the charges occurred for the chiefs meeting to CPWA, add PW#2 to the oil change on claim #14110, Bass Law billing shows a previous balance and with further investigation Check#12621 issued 12/7/17 has not cleared the bank and was not received, so we will stop payment on check #12621 and charge Bass Law a \$25.00 stop payment charge and reissue the check. Seconded by Trustee Stanke. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.**

6. Consider/vote on entering into executive session for the purpose of the following:

Pursuant to 25 Okla. Stat. 307(B)(4) for confidential communications between the Board and its attorneys to consider the police pension and retirement system, with consideration of back pension and retirement owed, including potential litigation against the Town by taxpayers or officers The Board's attorneys have determined that the disclosure of the possible discussion will seriously impair the ability of the Town to address the claim in the public interest.

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

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

8. Consider taking action on the following:

The police pension and retirement system with consideration of back pension and retirement owed.

Trustee Stanke made a motion to join the Oklahoma State police pension retirement system. Seconded by Trustee Muskett. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.

Trustee Stanke made a motion to look into retirement for officers that do not qualify for the Oklahoma State police pension retirement, Seconded by Trustee Snow. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.

@8:01 Trustee Snow made a motion to recess the Regular Board of Trustees meeting and reconvene in the Special Board of Trustees meeting, Seconded by Trustee Brungardt. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.

@9:20 Trustee Snow made a motion to reconvene into the Regular Board of Trustees meeting, Seconded by Trustee Stanke. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee snow, aye. Mayor Rowell declared the motion carried.

9. Consider and discuss report submitted by the Fire Department Secretary, with action as necessary. Alicia Nitzel advised the Board that the fire department had 2 EMS calls, 6 Fires and 2 Vehicle accidents. The Fire Department would like to have action on adding Tristan Nix as a volunteer fireman, and also approval to purchase 2 gas detectors that we received a grant to purchase. No Action.
10. Consider and discuss report submitted by the Police Chief, with action as necessary. Chief Huckabee stated the police department had reports of 1 accident, 2 emergency order detentions with transports, 1 burglary report with NCIC entries, 1 Runaway juvenile transported to JSU, 1 vehicle impound. The Geary animal control officer's last day will be March 2nd. I will be asking the judge to have the dogs on Freehome removed at the next court date. We are working on the Jake brake issues as mentioned last month. No Action
11. Consider and discuss report submitted by the Public Works Superintendent, with action as necessary. Bruce Wallace stated they received 39 okie locates, 1 water meter installed, 2 water leaks. Training has been scheduled for the water department personnel, February 14th, 2018 to increase the benefit OWRB provides to their borrowers, it is a water storage tank seminar in OKC. I have been verifying and updating inventory for the CIP project. Smoke testing completed. There will be a digging safety orientation that is \$100.00 per person to attend. Trustee Muskett made a motion to approve the training and orientation for \$100.00 per person. Seconded by Trustee Stanke. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.
12. Consider and discuss report submitted by the Planning Commission Administrator, with action as necessary. Wayne Schwab gave a report that he and Arren Muskett drove and walked around the town and have completed 10 out of 14 sub divisions to verify the property uses to see if it matches the zoning. The Planning Commission would like to appoint Kaci Snow as a member. I will be attempting to receive some of the flood plain maps. Trustee Stanke made a motion to appoint Kaci Snow as a member of the Planning Commission. Seconded by Trustee Muskett. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, abstain. Mayor Rowell declared the motion carried.
13. Consider and discuss approving the hiring of an architecture and planning firm to prepare a Town of Calumet Comprehensive plan, with action as necessary. Trustee Rowell made a motion to remove item #13 until Mr. Schwab brings it back to the agenda. Seconded by Trustee Brungardt. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.

14. Consider and discuss approval of Interlocal Governmental Agreement with the Canadian County Sheriff's Office for (cross commission) between Calumet PD and the Canadian County Sheriff's office, with action as necessary. Trustee Snow made a motion to approve the interlocal governmental agreement with the Canadian County Sheriff's office. Seconded by Trustee Stanke. Roll call vote: Trustee Muskett, nay; Trustee Brungardt, aye; Trustee Snow, aye; Trustee Rowell, aye; Trustee Stanke, aye; Mayor Rowell declared the motion carried.
15. Consider and discuss the report given from Michael Taylor with Cowan Engineers on the progress of the sewer & water lines, with action as necessary. Michael stated that the smoke testing is complete and was very successful, the water department personnel was very helpful, and they were very thankful for all the assistance. Michael handed out a booklet for the wastewater collection system assessment and their improvements for the wastewater collection system and the lagoon system. Michael also gave some suggestions for funding to the board. No Action.
16. Consider and discuss placing the small 3 drawer metal file cabinet and the old basketball goal in surplus, with action as necessary. Trustee Snow made a motion to place the 3-drawer metal file cabinet and the old basketball goal in surplus, Seconded by Trustee Stanke. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried. Trustee Snow made a motion to accept sealed bids on the file cabinet and basketball goal to be opened at the next meeting, Seconded by Trustee Brungardt. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.
17. Consider and discuss certification of a Calumet 5k route, with action as necessary. Trustee Stanke made a motion to approve payment to Jason Dixon in the amount of \$350.00 for a 10-year route certification. Seconded by Trustee Muskett. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, nay. Mayor Rowell declared the motion carried.
18. Consider and discuss approving the placement of an additional camera on the personnel files, with action as necessary. Trustee Snow made a motion to approve the estimate from IEP Security for 2 cameras installed for up to the dollar amount of \$600.00 one will be placed in Mickey Stratton's office and the second will be placed on the file cabinet that holds the personnel files. Seconded by Trustee Stanke. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.

19. Consider and discuss approving the location of food trucks and inflatables on Friday March 23rd during Spring Break hosed by the Calumet Police Department and Allnations Bank, with action as necessary. Trustee Muskett made a motion to approve the location being west of the Town Hall. Seconded by Trustee Stanke. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, nay. Mayor Rowell declared the motion carried.

20. Review, consider and discuss the revision or amendment of the Calumet Police Department Policy and Procedures manual, tabled from January meeting, with action a necessary. Trustee Snow made a motion to table. Motion died. Trustee Stanke made a motion to implement immediately. Motion died. Trustee Snow made a motion to table until corrections are made by Chief Huckabee on the page numbers and missing information, also a meeting needs to be placed in order to look over and update some of the information in the manual. Seconded by Trustee Brungardt. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, nay; Trustee Stanke, nay; Trustee Snow, aye. Mayor Rowell declared the motion carried.

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

Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action of the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest pursuant to Title 25 O.S. Section 307(B)(4)

A. Brian Huckabee vs. Town of Calumet

B. Robert Baysinger vs. Town of Calumet

No Motion. Agenda item dies.

22. Consider reconvening into open session. No Action

23. Consider taking action on the following:

Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest pursuant to Title 25 O.S. Section 307(B)(4)

A. Brian Huckabee vs. Town of Calumet

B. Robert Baysinger vs. Town of Calumet

No Action.

24. Tabled from January meeting, Consider and discuss changing the employee handbook to add a policy for lunch breaks while attending a training or seminar in conjunction with their duties as employees or officers of the Town of Calumet, with action as necessary. Trustee Stanke made a motion that there will be no payroll payment for a nonworking lunch. Seconded by Trustee Brungardt. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, nay. Mayor Rowell declared the motion carried.
25. Consider and discuss the approval of the employee conduct code to be added to the employee handbook, with action as necessary. Trustee Muskett made a motion to table until March meeting. Seconded by Trustee Stanke. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, nay. Mayor Rowell declared the motion carried.
26. Consider and discuss the Trustee Board members attending the OMAG training, with action as necessary. Trustee Brungardt and Trustee Stanke are planning to attend on February 23rd, 2018. No action.
27. Remarks and inquiries of the governing body members. Trustee Brungardt requested place the approval for Tristan Nix to be a member of the Calumet Fire Department on the March agenda.
28. 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.
29. Adjournment. Trustee Stanke made a motion to Adjourn. Seconded by Trustee Brungardt. Roll call vote: Trustee Muskett, aye; 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