

BOARD OF TRUSTEES

April 5, 2017

Members Present: Mark Stanke, Barbara Johnson, Lacey Rowell, and Steve Snow.

Members Absent: John Morris.

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: Kaci Snow, Anita Gibbins, Charles Daughety, and Alicia Nitzel.

- 1. Meeting called to order and roll call. Mark Stanke Vice Mayor, called the Regular Meeting of the Board of Trustees to order. Clerk Hobbs called roll and declared a quorum. Agenda was posted at the Calumet Town Hall on Monday, April 3, 2017 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.**

Kaci Snow: Ethics

Anita Gibbins: Mrs. Gibbins complained about not being able to back out into her alley because of trash and debris at 109 N Calumet Rd. She asked the Town to do something about it. Town Attorney, Joe Weaver, commented on ongoing issue with property owner at 109 N. Calumet Rd. and update on court hearing. He stated this was a separate offense and the town could proceed with abatement. He would draw up a letter and send it to the Town Clerk.

- 3. Consider approval or amendment of minutes for the Regular Meeting held March 8, 2017, with action as necessary. Trustee Rowell made a motion to approve the minutes for the Regular Meeting held March 8, 2017. Seconded by Trustee Johnson. Vote was Aye: Trustees Johnson, Stanke, and Rowell. Nay: Trustee Snow. Vice Mayor Stanke declared the motion carried.**
- 4. Consider approval of claims, checks, and warrants for the month of March, 2017. Clerk Hobbs requested that 2 invoices be added, Cowan invoice 2848 for \$519.20 for February invoice we had not received and Exeter Enterprises LLC invoice 4283 for \$4,250.00 for street work completed at 4th and Freehome. Trustee Rowell made a motion to approve the claims, checks, and warrants for the month of March, 2017 with the addition of Cowan invoice for \$519.20 and Exeter Enterprises invoice for \$4,250.00. Seconded by Trustee Snow. Vote was Aye: Trustees Johnson, Stanke, Rowell, and Snow. Nay: None. Vice Mayor Stanke declared the motion carried.**

5. Consider and discuss report submitted by the Fire Chief, with action as necessary. Chief Brungardt reviewed written report provided to Council.

7 runs: 0 EMS, 4 fires, and 3 vehicle accidents.

Training: March training covered apparatus driving techniques and apparatus familiarization.

Fire Department Vehicle: The 2001 Dodge needs transmission work and estimates would be gathered. Trustee Rowell suggested Affordable Transmission.

City Easter egg hunt: It will be held April 15th and approximately \$170 would be spent at Beachler's for candy. The Seniors will fill Easter eggs on the 11th.

Fundraiser: There will be a fish fry and auction fund raiser the middle of May.

No action.

6. Discussion of ongoing engineering projects by Cowan Group Engineering, with action as necessary. A representative of Cowan was not present. No action.
7. Consider and discuss report submitted by the Public Works Superintendent, with action as necessary. Superintendent Wallace reviewed written report provided to Council. He reported 20 Okie locate requests, 1 water meter installed/replaced, 1 water meter box installed/replaced, and 0 sewer mains tapped.

Well House #4 and #2: Cowan has completed their portion of engineering and submitted to DEQ.

Vehicle PW#2: Order for replacement pick up placed with Hudiburg Auto Group; estimated time of delivery is 7 to 8 weeks.

Tractor Tires: These were ordered and installed.

Street Repair at 4th St. and Freehome: Street was cut, blacktop removed, new concrete poured and finished. No ditch work has been done so the issue of street holding water will continue until ditch drainage is completed.

Sewer Jetting: Superintendent Wallace contacted different companies to begin analyzing our entire sewer system main lines. This would begin with jetting out mains to clear/clean them for a camera inspection and mapping of our system to determine problems and assist in determining a plan of action for repair/revitalization of our system. Pricing received to date range from \$3.50-5.50 per liner foot, approximately \$87,500-\$137,500. OMAG has a program that may provide financial assistance in obtaining a jet machine for the Town; updates will follow when information is received. Frontier Equipment: approximately \$48,946.15. Key Equipment & Supply Co. \$60, 425.28 for jet machine and \$9,050.00 for camera.

Mini Excavator: Provided pricing for 2 different size units from Western Equipment for John Deere. These are new machines under state contract pricing: 17G compact excavator \$24,920.00 and 26G compact excavator \$32,945.00.

Street Signs: Systematic monthly replacements will continue until all signs replaced.

No action.

8. Consider and discuss report submitted by the Police Chief, with action as necessary. Chief Huckabee reviewed written report provided to Council.

Police Department Vehicles: Unit 2 has had a new fuel pump put in and is in working condition. Unit 1 has had new brakes and rotors, tune up, and new A/C filter installed. Pricing for a new police package vehicle to replace Unit 2 is being researched and considered.

Radar certifications: Scheduled to be completed on April 6th.

Reserve Officer: Bruce Wallace is now commissioned as a non-paid reserve officer.

109 N. Calumet Rd.: There were 2 district court appearances concerning property at 109 N. Calumet Rd. The Town Attorney can provide further information, if needed. Chief Huckabee noted that another report was filed for glass in the alley and he is awaiting a decision from district judge before taking further action.

Animal Control: Chief Huckabee has been in contact with the Geary Police Chief; the animal control officer that was hired has resigned and they are looking for a replacement.

Fuel logs and patrol summary included with report. No action.

9. Consider and discuss Security/Surveillance System for City Hall, tabled from March, with action as necessary. Trustee Snow made a motion to table until the new Council met. Seconded by Trustee Rowell. Vote was Aye: Trustees Johnson, Stanke, Rowell, and Snow. Nay: None. Vice Mayor declared the motion carried.
10. Consider and discuss addition of Travel/Training Policy to the Employee Policy Manual, with action as necessary. Clerk Hobbs had not received further information from Town Attorney, Joe Weaver, to ensure Travel/Training Policy was in line with Federal regulations. Clerk Hobbs reiterated her conversation with the Department of Labor and stated she did not have a problem with adding the policy to the Employee Policy Manual but the Council should know the policy goes against the Fair Labors Standard Act. After discussion
11. Consider and discuss changes to the Sick Leave policy in the Employee Policy Manual, with action as necessary. Clerk Hobbs did not update Employee Policy Manual with Sick Leave policy voted on in March because page number was incorrect on previous vote and immediate family was not defined in that section. Clerk Hobbs provided the correct page number and definition of immediate family. Trustee Rowell made a motion to change the

Sick Leave policy from page 15 b. to page 14 2., and add in the following definition of immediate family: *For this section "immediate family" is defined as: husband, wife, child, brother, sister, parents, grandparents, grandchildren, parents-in-law, children-in-law or any person residing in the household and considered a member of the immediate family. Friends, aunts, uncles and cousins are not normally considered "immediate family."* Seconded by Trustee Snow. Vote was Aye: Trustees Johnson, Stanke, Rowell, and Snow. Nay: None. Vice Mayor Stanke declared the motion carried.

- 12. Consider and discuss policy related to time recording for vacation and sick leave, with action as necessary. Clerk Hobbs asked for a set policy for recording vacation and sick leave because Payroll Clerk Stratton left a note stating that any days left blank on time cards will not be paid. After discussion, Trustee Snow made a motion to table until next month. Seconded by Trustee Rowell. Vote was Aye: Trustees Johnson, Stanke, Rowell, and Snow. Nay: None. Vice Mayor Stanke declared the motion carried.**
- 13. Consider and discuss changing regular office hours of the Town Hall, with action as necessary. Trustee Snow asked why office hours needed to be changed. Clerk Hobbs stated information provided in Trustee packet. Trustee Snow asked why it takes so long to complete end of day procedures. Clerk Hobbs reviewed the procedures for reconciling at end of day. Clerk Hobbs also stated new policies had been implemented at the request of the auditor and after attending Municipal Clerk training on cash handling. After discussion, Trustee Snow made a motion to table until next month. Seconded by Trustee Rowell. Vote was Aye: Trustees Johnson, Stanke, Rowell, and Snow. Nay: None. Vice Mayor Stanke declared the motion carried.**
- 14. Consider approval of Ordinance 2017-01; an ordinance amending the Code of Ordinances, Section 12-430 Designation of the Floodplain Administrator, with action as necessary. Board of Trustees had previously passed a motion to appoint Trustee Stanke as the Floodplain Administrator, but Ordinance 12-430 states Town Clerk is Floodplain Administrator. Ordinance updated to designate board of trustees to appoint Floodplain Administrator and town clerk would serve in the event of a vacancy. Trustee Rowell made a motion to approve Ordinance 2017-01; an ordinance amending the Code of Ordinances, Section 12-430 Designation of the Floodplain Administrator. Seconded by Trustee Johnson. Vote was Aye: Trustees Johnson, Stanke, Rowell, and Snow. Nay: None. Vice Mayor Stanke declared the motion carried.**
- 15. Consider and discuss appointment of the Floodplain Administrator, with action as necessary. Trustee Snow made a motion to appoint Mark Stanke as Floodplain Administrator. Seconded by Trustee Rowell. Vote was Aye: Trustees Johnson, Stanke, Rowell, and Snow. Nay: None. Vice Mayor Stanke declared the motion carried.**
- 16. Remarks and inquiries of the governing body members. Trustee Johnson said Gay Leck asked for a roll off for the Chamber of Commerce Main Street Clean Up event on April 8th, but she recommended using the Town Hall dumpster because the roll off they got last year**

was barely filled. Trustee Johnson said she will continue her appointment as OEMA representative for the next 2 years and provide report at meeting or to Town Clerk.

17. Consider new business of an emergency nature that had not been contemplated at the time of the agenda preparation, with action as necessary.

Clerk Hobbs asked if Trustee Snow had voted against approval of the minutes because there was an error. Trustee Snow stated there was an error in the recording of the vote on #16, Trustee Rowell did not vote nay. Trustee Snow made a motion to approve the minutes with the amendment of the vote on #16, changing Trustee Rowell's vote from nay to aye. Seconded by Trustee Johnson. Vote was Aye: Trustees Johnson, Stanke, Rowell, and Snow. Nay: None. Vice Mayor Stanke declared the motion carried.

Town Attorney stated he would provide a summary abatement of nuisance to the Town Clerk to be signed by Municipal Court Judge. Trustee Rowell made a motion to direct Town staff to take necessary action to clean up property at 109 N. Calumet Rd. after abatement provided by attorney was signed and proper notice given. Seconded by Trustee Snow. Vote was Aye: Trustees Johnson, Stanke, Rowell, and Snow. Nay: None. Vice Mayor Stanke declared the motion carried.

Clerk Hobbs was asked to research minutes to see if there was a vote to direct Steve Pritchett to do drainage work at Freehome, Flynn, 4th, or 5th Streets.

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

Lacey Rowell, Mayor

ATTEST:

Kelly Hobbs, Clerk