

## **BOARD OF TRUSTEES**

**November 7, 2017**

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

**Members Absent: None**

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

**Others Present: Michael Taylor; Cowan Engineering; Brad Lawless; Drayton Morgan; Ann Davis; Kim Haydon; Charles Daughety; Steve Fox; Fox Engineering; Jack Stewart; Canadian County Commissioner; Kaci Snow; Mike Crowley.**

- 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 November 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. Ann Davis stated that she has the deeds to 4 plots in the south cemetery, and would like to trade her 4 plots for 4 plots in the north cemetery plus purchase 2 additional for her family. Steve Fox with Fox Engineering introduced himself and would like to be considered for any future Engineering work for the Town of Calumet.**
- 3. Consider approval or amendment of minutes of the Regular Meeting held October 3, 2017, with action as necessary. Trustee Brungardt made a motion to approve the minutes of the Regular Meeting held October 3, 2017. Seconded by Trustee Stanke. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, nay; Trustee Muskett, abstain. Mayor Rowell declared the motion carried.**
- 4. Consider approval of claims, checks, and warrants for the month of October 2017, with action as necessary. Trustee Muskett made a motion to approve the claims, checks, and warrants for the month of October 2017. 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.**
- 5. Consider and discuss report submitted by the Fire Department Secretary, with action as necessary. Fire Chief Brungardt reported 6 runs for the month of October, meeting will take place on November 6, 2017 the large engine truck needs new tires, we ask that we get an approval from the council to purchase the tires from K & S Tires not to exceed \$3200.00. Trustee Stanke made a motion to approve the purchase of tires from K&S Tires**

- not to exceed \$3200.00. Seconded by Trustee Muskett. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye.
6. Consider and discuss annual stipend for the Volunteer Firefighters, with action as necessary. After reviewing the spreadsheet prepared by the fire department, Trustee Snow made a motion to approve the Stipend report given to us. Seconded by Trustee Stanke. Roll call vote: Trustee Brungardt, abstain; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Muskett, abstain. Mayor Rowell declared the motion carried.
  7. Consider and discuss report submitted by the Police Chief, with action as necessary. Chief Huckabee stated that the Animal Control officer will be out of commission for 6-8 weeks due to a shoulder injury. Unit 1 is at the dealership for recalls. Myself and Rob will be attending OLETS training with Canadian County Sheriff's Office. No action.
  8. Consider and discuss report submitted by the Public Works Superintendent, with action as necessary. Bruce Wallace stated that PW3 was working on a spare tire do to damage to one of the tires, he is asking the council for approval to purchase tires from S&J tires in the amount of \$697.96. Trustee Snow made a motion to approve the purchase of tires for PW3 in the amount of \$697.96 from S&J tires. Trustee Stanke seconded. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Muskett, aye. Mayor Rowell declared the motion carried.
  9. Consider and discuss the update on the progress of the sanitary sewer system evaluation, with action as necessary. Michael Taylor with Cowan Engineering explained that they have found 61 manholes 10 were concrete, 2 plastic and the rest were brick. Also spoke about the linear feet of sewage pipe found and the conditions. No action.
  10. Consider and discuss the renewal of the lease with Kim Haydon at Rusty Daisy, with action as necessary. Kim Haydon requested that the lease be for 3 months at this time and in the future, she may request for a month to month lease option. Kim also advised of several problems that she was having with the building that needed attention. A list of improvements was given to Trustee Rowell. Trustee Stanke made a motion to renew the Lease with Kim Haydon for 3 months with the same lease agreements. Trustee Brungardt seconded. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, nay. Mayor Rowell declared the motion carried.
  11. Consider and discuss approval to switch cellular phone providers from AT&T to Verizon with an addition to the plan of 2 Apple Ipads for the police department for the OLETS program that will enable the officers to run tags and driver's licenses, with action as necessary. Trustee Muskett made a motion to approve the 2 ipads for the police department and also to switch cellular providers from AT&T to Verizon. 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. Trustee Stanke made a motion to pay off the AT&T balance of \$1564.94 towards

the phone payoff. 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.

12. Consider and discuss approval of state mandated training for the police department – “The Behavioral Analysis Interview Technique” that will account for 24 hours of CLEET course credits, the cost will be \$200.00 per officer, with action as necessary. Trustee Snow made the motion to approve the attendance to the CLEET course and the cost of \$200.00 per officer. 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.
13. Consider and discuss the approval of the additional \$5750.00 M&M Wrecking charged for the cost of unknown conditions, with action as necessary. After discussion Trustee Stanke made a motion to approve the \$5750.00 additional payment to M&M wrecking for the additional work of 23 loads of dirt. 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.
14. Consider and discuss the repair or removal of the park pavilion, with action as necessary. Trustee Muskett made a motion to have the park pavilion removed. Seconded by Trustee Stanke. Roll call vote: Trustee Muskett, aye; Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, nay. Mayor Rowell declared the motion carried.
15. Consider and discuss replacing the sidewalk on North Calumet Road from Main to Todd on the West side of Highway 270, with action as necessary. Trustee Muskett made a motion to table until the December meeting so that we can receive more bids on the project. 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.
16. Consider and discuss what the town is in need of, that can be accepted as a donation from Cheniere Pipeline, with action as necessary. After discussion, Trustee Stanke made a motion to table until the December meeting so that we can contact the El Reno Water Department and request the specs and plans for the pavilions built at the El Reno Lake. 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 approval of 2018 Calendar Year of Regular Meetings for the Board of Trustees and the Calumet Public Works Authority, with action as necessary. Trustee Rowell made a motion to table until the December meeting to approve the Meeting dates. 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.

18. Consider and discuss awarding Christmas Bonus to Town employees, with action as necessary. After discussion Trustee Snow made a motion to award \$400.00 per employee as a Christmas bonus. Seconded by Trustee Brungardt. Roll call vote: Trustee Muskett, nay; Trustee Brungardt, aye; Trustee Rowell, nay; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.
19. Consider and discuss the value amount (Blue book is \$2500.00-\$3200.00) for the surplus police car (2010 Ford Crown Vic) and what should be the starting bid, with action as necessary. After discussion Trustee Snow made a motion to table this indefinitely. 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.
20. Consideration, discussion and possible action for approval for a survey to find easement on Lawless property on West Forth street between Highway 270 and Flynn Street, with action as necessary. Trustee Rowell made a motion for approval for a survey for the easement and also the flow elevation on the Lawless property at West Forth and Flynn Street. 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.
21. Consider and discuss, tabled from the October meeting, that any free training seminars employees request to attend be approved by the Mayor, with action as necessary. Trustee Muskett made a motion for all free training seminars employees request to attend be approved by the Mayor. 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.
22. Consider and discuss the addition of street lights, with action as necessary. Trustee Snow made a motion to table until December 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.
23. Consider and discuss looking at the bids for a IT company for computer maintenance, with action as necessary. After discussion Trustee Snow made a motion to accept the bid for the IT work from I.T. Guys, LLC. Seconded by Trustee Muskett. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, nay; Trustee Stanke, nay; Trustee Snow, aye. Mayor Rowell declared the motion carried.
24. Consider entering into executive session for the purpose of the following:

  - A. Discussion concerning employment, hiring, appointment, promotion, discipline or resignation, pursuant to 25 O.S. 307 (B) (I).

Trustee Stanke made a motion to enter executive session. Seconded by Trustee Rowell. 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 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, nay. Mayor Rowell declared the motion carried.
26. Consider taking action on the following:
- A. Discussion concerning employment, hiring, appointment, promotion, discipline or resignation. No Action.
27. Consider and discuss tabled from the October meeting, the police pension and retirement system that is in our ordinances 2-520/522 to be put into effect immediately for our Police Department staff, with consideration of back pension and retirement owed, with action as necessary. After further discussion Trustee Stanke made a motion to table until December 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.
28. Remarks and inquiries of the governing body members. Trustee Snow stated that the dirt work at his place of business beside the 109 N Calumet Rd. demolition, is not as promised in the agreement signed prior to the demolition.
29. Consider new business of an emergency nature that had not been contemplated at the time of the agenda preparation, with action as necessary. Trustee Rowell stated that Jill Ray would like to attend the Excel class in OKC, OK on January 18<sup>th</sup> & 19<sup>th</sup>, 2018. Trustee Stanke made a motion to approve Jill Ray to attend the Excel class in Oklahoma City on January 18<sup>th</sup> & 19<sup>th</sup> in the amount of \$128.00. 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.
30. Adjournment. Trustee Stanke made a motion to adjourn. Seconded by Trustee Rowell. 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