

## **BOARD OF TRUSTEES**

**January 4, 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; Robert Baysinger, Police Lieutenant; Mickey Stratton, Treasurer; Bruce Wallace, Water works supervisor; Joe Weaver, Town Attorney.**

**Others Present: Wayne Schwab, Planning Commission; Mike Crowley; Kaci Snow; Charles Daughety; Rick Davis; Alicia Nitzel; Mary Wallace.**

- 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 Wednesday, January 3, 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. Rick Davis spoke about the trucks from Northern Ag, the Jake brakes and noise. Would like to see a Noise ordinance in the evening and the police department make more traffic stops.**

**@6:44pm Trustee Snow made a motion to Recess to Special 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.**

**@7:54 Trustee Stanke made a motion to reconvene to the Regular Meeting of the Board of Trustees. 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.**
- 3. Consider approval or amendment of minutes of the Regular Meeting held December 5, 2017, with action as necessary. Trustee Stanke made a motion to approve the minutes of the Regular Meeting held December 5, 2017. 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.**
- 4. Consider approval of claims, checks, and warrants for the month of December 2017, with action as necessary. Trustee Stanke made a motion to approve the claims, checks, and warrants for the month of December 2017. 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.**

5. Consider and discuss report submitted by the Fire Department Secretary, with action as necessary. Alicia Nitzel advised the Board that the fire department had 1 EMS call, 4 Fires and 3 Vehicle accidents. They are currently reviewing grants to see which ones they are able to apply. No Action.
6. Consider and discuss report submitted by the Police Chief, with action as necessary. Chief Huckabee stated the police department had reports of 1 stolen vehicle, 1 vehicle impound, 1 domestic, 1 fraud, 1 accident. The bank has donated \$1200.00 for the Kids Club to purchase a projector. No Action
7. Consider and discuss report submitted by the Public Works Superintendent, with action as necessary. Bruce Wallace stated DEQ inspection was completed, overall it went very well. None of the violations amount to much. He stated that he had received bids on the sidewalk work needed on Calumet road. No Action.
8. Consider and discuss report submitted by the Planning Commission Administrator, with action as necessary. Wayne Schwab gave a report that he has gained a lot of progress on the maps for the zoning of the town. Wayne showed various maps that he has collected. No Action.
9. 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 Stanke made a motion to table until further information is received. Seconded by Trustee Muskett. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, nay; Trustee Stanke, aye; Trustee Snow, nay. Mayor Rowell declared the motion carried.
10. Review, revise or amend the Calumet Police Department Policy and Procedure that allows take home vehicles for the Police Department, with action as necessary. Trustee Snow made a motion to table for further information is received. Seconded by Trustee Brungardt. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Snow, aye; Trustee Rowell, nay; Trustee Stanke, nay; Mayor Rowell declared the motion carried.
11. Consider and discuss, tabled from December 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. Trustee Snow made a motion to table until further information is sought out. 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.

**12. 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 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. Grievance from Kelly Hobbs vs. Steve Snow**
- B. Brian Huckabee vs. Town of Calumet**
- C. Robert Baysinger vs. Town of Calumet**

**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.**

**13. Consider reconvening into open session. Trustee Stanke made a motion to reconvene into open 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.**

**14. 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. Grievance from Kelly Hobbs vs. Steve Snow**
- B. Brian Huckabee vs. Town of Calumet**
- C. Robert Baysinger vs. Town of Calumet**

**Mayor Rowell advised that there is No Action on item A.**

**Trustee Muskett made a motion to table item B for information from McAfee and Taft. 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.**

**Trustee Muskett made a motion to table item C for information from McAfee and Taft. 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.**

15. 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 Snow made a motion to table until the February 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.
16. Consider and discuss placing the fire engine tires in surplus for the fire department, with action as necessary. Trustee Snow made a motion to surplus the fire engine tires. 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.
17. Remarks and inquiries of the governing body members. Trustee Muskett stated that there should be a no gossip policy added to the employee's manual, Trustee Muskett will send Joe Weaver an employee conduct code to be approved for the employee's manual. No action.
18. 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.
19. Adjournment. Trustee Stanke made a motion to Adjourn. 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.

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Lacey Rowell, Mayor

ATTEST:

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Jill Ray, Clerk