

BOARD OF TRUSTEES

May 3, 2018

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

Members Absent: None

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

Others Present: Kaci Snow; Charles Daughety; Wayne Schwab, Mary Wallace, Rick Davis, Becca Suggs, Monica Mapiva, Troy Miller, Dee Schwab, Travis Ewton, Khristil Andress, Katelynn Wells, Sean Andress and Michael Taylor.

- 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 May 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. Rick Davis spoke to the board about the Complaint letter on the police department that was turned in to the town clerk on 04/24/2018, Mr. Davis would like to see a new schedule with police presents in the day and night hours, would like to see the police tickets written to be publicized for the public to see in the newspaper or website, and would like for more tickets to be written to the Norther Ag truck drivers. Monica Mapiva stated that the police presents is a must in this community, she is employed by the Allnations Bank, today the bank ran a drill and the police response time to the bank was 2 minutes and 19 seconds, it is to the towns best interest and the security of the bank that the police department stay in this community. Dee Schwab stated that she owns a property in this community and is employed with the bank and would not feel safe without the police department in this town.**
- 3. Consider approval or amendment of minutes of the Regular Meeting held April 5, 2018, with action as necessary. Trustee Snow made a motion to approve the minutes of the Regular Meeting held April 5, 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 of claims, checks, and warrants for the month of April 2018, with action as necessary. Trustee Stanke made a motion to approve the claims, checks, and warrants for the month of April 2018. Seconded by Trustee Brungardt. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, nay; Trustee Muskett, aye. Mayor Rowell declared the motion carried. Trustee Stanke made a**

5. Consider and discuss report submitted by the Fire Department Secretary, with action as necessary. Alicia Nitzel was absent, Terry Brungardt advised the Board that the fire department had 2 EMS calls, 17 Fires and 9 Vehicle accidents. The fire department and the sheriffs department are doing a 30-60-day trial run with an Active 911 program that is an app on the phones that advises dispatch if the fire department is responding to a fire call and where they are located. No Action.
6. Consider and discuss report submitted by the Police Chief, with action as necessary. Chief Huckabee stated the there is still Jake brake issues, we are doing the best we can with this issue, a safety inspection on unit 1 is scheduled for May 9th at Cooper Ford, and Calumet kids club movie night is this Friday at the church. There are 3 active reports that include a vehicle impound, emergency order of detention and a dog attack with another dog. No Action.
7. Consider and discuss report submitted by the Public Works Superintendent, with action as necessary. Bruce Wallace stated they received 43 Okie locates, 12 water meters installed, 11 water meter boxes installed. Bruce discussed that Terry Brungardt and himself used his companies Hydro-Vac truck and located the pressure main from the East Lift station to the Lagoons. Notified Steve Snow and visually showed him the line is directly under the NE corner fence post of his property and runs slightly SW to the location spotted on Calumet Steel Property thus the line crosses his entire property from North to South. Continuing to gather information on CIP Project, Materials list and final pricing and ordering sent to suppliers on well house #4 and #2, waiting for drawings from supplier of parts necessary. Johnny and I attended training on the 25th of April, I will schedule additional training to be completed. The park equipment requested to be removed has been removed. No Action.
8. Consider and discuss report submitted by the Planning Commission Administrator, with action as necessary. Wayne Schwab advised that he has received Flood Plain maps and they are a big help in the information that he is gathering. The Planning Commission is still looking into the way that land is currently being zoned and the use of the land. No Action.
9. Consider and discuss payroll being done by Paycom, with action as necessary. Trustee Stanke made a motion to approve Paycom as our payroll administrator and to start with the curreant payroll due to be paid at the end of May 2018, the Mayor and the Treasurer are the approved signatures for the payroll acceptance for Paycom. Seconded by Trustee Brungardt. Roll call vote: Trustee Brungardt, aye; Trustee Snow, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Muskett, aye. Mayor Rowell declared the motion carried. Trustee Stanke made a motion to appoint the Treasurer as the Paycom management. Seconded by Trustee Brungardt. Roll call vote: Trustee Brungardt, aye; Trustee Snow, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Muskett, aye. Mayor Rowell declared the motion carried.

10. Consider and discuss Jill and Nicole attending a training on 05/11/2018 costing \$85.00 each and also closing the office on that Friday, with action as necessary. Trustee Snow made a motion to approve Jill and Nicole attending training on 05/11/18 and closing the office for that date. 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.
11. Consider and discuss approval for Judge Dominic to attend 2018 Solo & small firm conference 06/21-23/2018 in the amount of \$350.00, with action as necessary. Trustee Snow made a motion to not pay for the conference for Judge Dominic. Seconded by Trustee Brungardt. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, nay; Trustee Stanke, aye; Trustee Snow, aye; Trustee Muskett, aye. Mayor Rowell declared the motion carried.
12. Consider and discuss placing the playground equipment that was removed from the park to be placed in surplus and put up for sealed bid, with action as necessary. Trustee Snow made a motion to surplus the duck sing, horse spring and turtle spring and donate the items to the Calumet fire department. 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.
13. 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 June meeting. Seconded by Trustee Stanke. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, nay; Trustee Stanke, aye; Trustee Snow, nay; Trustee Muskett, aye. Mayor Rowell declared the motion carried.
14. Consider and discuss the board members attending an OMAG recognition and governing body training that will be a 1-2-hour class on site at no cost and the town will receive \$1002.00 for attending, with action as necessary. After discussion it was determined to meet on 07/17/18 at 6 pm. No Action.
15. 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. Review and discuss the Police Pension benefits for Brian Huckabee.
 - B. Discuss the following employees: Jill Ray, Nicole Atkinson, Mickey Stratton, Bruce Wallace, Robert Baysinger, Brian Huckabee, Jeff Miller, Johnny Sanchez and Laura Sessions.

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

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

17. 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)

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Trustee Stanke made a motion to implement a pension benefit with a minimum 8% match with OMRF for Police Chief Brian Huckabee. Seconded by Trustee Muskett. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, nay; Trustee Muskett, aye. Mayor Rowell declared the motion carried. No Action on Item B.

18. Consider and discuss joining OMRF for Police Chief Brian Huckabee's retirement policy, with action as necessary. Trustee Stanke made a motion to join OMRF for a retirement policy for Chief Brian Huckabee. Seconded by Trustee Brungardt. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, nay; Trustee Muskett, aye. Mayor Rowell declared the motion carried.

19. Consider and discuss the appointment of Mary Wallace, Brianna Dominick, Katelynn Wells, Travis Ewton and Khristal Andress to be on the Park Committee, with action as necessary. Trustee Stanke made a motion to appoint Mary Wallace, Brianna Dominick, Katelynn Wells, Travis Ewton and Khristal Andress to be on the Park Committee. Seconded by Trustee Brungardt. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Muskett, aye. Mayor Rowell declared the motion carried.

20. Consider and discuss the approval to hire the Canadian County Sheriff's Department for our patrol division, with action as necessary. Trustee Stanke made a motion to table indefinitely. Seconded by Trustee Brungardt. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Muskett, aye. Mayor Rowell declared the motion carried.

21. Remarks and inquiries of the governing body members. Trustee Snow made the remark that all Supervisors need to be notified to have all information for the trustee packet to the town clerk by 10am on the date packets will be distributed to the trustees. Trustee Rowell made the commit that NG Supply will no longer be leasing the oxygen and sedaline bottles. It will be placed on the next agenda to purchase the bottles and gases from Airgas, the current bottles we have will stay in our possession until we replace them.
22. 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.
23. 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; Trustee Muskett, aye. Mayor Rowell declared the motion carried.

Lacey Rowell, Mayor

ATTEST:

Jill Ray, Clerk