

BOARD OF TRUSTEES

January 07, 2020

Members Present: Terry Brungardt, Lacey Rowell, Mark Stanke, Bruce Wallace and Steve Snow.

Members Absent: None

Staff Present: Margaret Stratton, Treasurer; Joe Weaver, Town Attorney; Jill Ray, Town Clerk; Brian Huckabee, Chief of Police; Stephen Havener, CPWA Supervisor.

Others Present: Charles Daughety; Katie Girardi, OKMRF; David Chism, Tri-Star Utilities; Michael Taylor, Cowan Engineering; Millie Vance.

- 1. Meeting called to order and roll call. Mayor Wallace 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 Monday January 6, 2020 @ 12:00 p.m.**

- 2. Motion to open Public Hearing:**

TOPIC: FY-2018 CDBG Grant # 17288 CDBG 18; Sewer system improvements project, sewer line & manhole replacements, final performance report, with action as necessary.

Trustee Stanke made a motion to enter into open Public Hearing to discuss Topic: FY-2018 CDBG Grant # 17288 CDBG 18; Sewer system improvements project sewer line & manhole replacements, final performance report, with action as necessary. Seconded by Trustee Rowell. Roll Call vote: Trustee Rowell, aye; Trustee Brungardt, aye; Trustee Snow, aye; Trustee Stank, aye; Trustee Wallace, aye. Mayor Wallace declared the motion carried.

Michael Taylor with Cowan Engineering and David Chism with Tri-Star Utilities spoke to the public and Trustees about the sewer system improvements project, sewer line & manhole replacements and the final performance report with the Trustees. No Action.

Motion to close public hearing.

Trustee Rowell made a motion to close public hearing and resume the regular meeting of the Board of Trustees. Seconded by Trustee Stanke. Roll Call vote: Trustee Rowell, aye; Trustee Brungardt, aye; Trustee Snow, aye; Trustee Stank, aye; Trustee Wallace, aye. Mayor Wallace declared the motion carried.

3. **Consider/Take action on closeout Resolution # 2020-01 a Resolution approving and accepting the 17288 CDBG 18 sewer system improvements project as complete and authorizing the Mayor to sign closeout documents, with action as necessary. Trustee Rowell made a motion to approve the closeout Resolution #2020-01 a Resolution approving and accepting the 17288 CDBG 18 sewer system improvements project as complete and authorizing the mayor to sign closeout documents. Seconded by Trustee Brungardt. Roll Call vote: Trustee Rowell, aye; Trustee Brungardt, aye; Trustee Snow, aye; Trustee Stank, aye; Trustee Wallace, aye. Mayor Wallace declared the motion carried.**

4. **Motion to open Public Hearing:**

Topic: FY-2020 CDBG grant; proposed water system improvements project proposed water well project, with action as necessary.

Trustee Stanke made a motion to open public hearing to discuss Topic: FY-2020 CDBG grant; proposed water system improvements project proposed water well project. Seconded by Trustee Rowell. Roll Call vote: Trustee Rowell, aye; Trustee Brungardt, aye; Trustee Snow, aye; Trustee Stank, aye; Trustee Wallace, aye. Mayor Wallace declared the motion carried.

Millie Vance and Michael Taylor spoke to the public and Trustees about the FY-2020 CDBG grant; proposed water system improvements project and the proposed water well project. No Action.

Motion to close public hearing.

Trustee Stanke made a motion to close the public hearing and reenter into the regular meeting of the Board of Trustees. Seconded by Trustee Rowell. Roll Call vote: Trustee Rowell, aye; Trustee Brungardt, aye; Trustee Snow, aye; Trustee Stank, aye; Trustee Wallace, aye. Mayor Wallace declared the motion carried.

5. **Consider/Take action on adoption citizen's participation plan for FY-2020 proposed CDBG water system improvements project, with action as necessary. Trustee Brungardt made a motion to adopt the citizen's participation plan for FY-2020 proposed CDBG water system improvements project. Seconded by Trustee Stanke. Roll Call vote: Trustee Rowell, aye; Trustee Brungardt, aye; Trustee Snow, aye; Trustee Stank, aye; Trustee Wallace, aye. Mayor Wallace declared the motion carried.**
6. **Consider/take action on Adopting Resolution No. 2020-02 A Resolution to apply for FY2020 CDBG grant, with action as necessary. Trustee Snow made a motion to adopt the Resolution No. 2020-02. A resolution to apply for FY2020 CDBG grant. Seconded by Trustee Brungardt. Roll Call vote: Trustee Rowell, aye; Trustee Brungardt, aye; Trustee**

Snow, aye; Trustee Stank, aye; Trustee Wallace, aye. Mayor Wallace declared the motion carried.

- 7. Consider/Take action to approve and authorize the Mayor to read the Fair Housing Proclamation, with action as necessary. Trustee Rowell made a motion to approve and authorize the Mayor to read the Fair Housing Proclamation. Seconded by Trustee Stanke. Roll Call vote: Trustee Rowell, aye; Trustee Brungardt, aye; Trustee Snow, aye; Trustee Stank, aye; Trustee Wallace, aye. Mayor Wallace declared the motion carried.**
- 8. Consider approval or amendment of minutes of the Regular Meeting held December 3, 2019 with action as necessary. Trustee Rowell made a motion to approve the minutes for regular meeting held December 3, 2019. Seconded by Trustee Stanke. Roll Call vote: Trustee Rowell, aye; Trustee Brungardt, aye; Trustee Snow, aye; Trustee Stank, aye; Trustee Wallace, abstain (did not attend the December Meeting). Mayor Wallace declared the motion carried.**
- 9. Consider approval of claims, checks, and warrants for the month of December 2019, with action as necessary. Trustee Stanke made a motion to approve the claims, checks and warrants for the month of December 2019. Seconded by Trustee Brungardt. Roll Call vote: Trustee Rowell, aye; Trustee Brungardt, aye; Trustee Snow, aye; Trustee Stank, aye; Trustee Wallace, aye. Mayor Wallace declared the motion carried.**
- 10. Consider and discuss report submitted by the Fire Department secretary, with action as necessary. No Report. No Action.**
- 11. Consider and discuss report submitted by the Police Chief, with action as necessary. Chief Huckabee spoke on the report submitted and advised that graduation will be in February in Ada for officer Morgan. No Action.**
- 12. Consider and discuss report submitted by the Public Works Superintendent, with action as necessary. Stephen Havener advised everything was doing well. No Action.**
- 13. Consider and discuss report submitted by the Planning Commission Administrator, with action as necessary. Planning Commission Administrator was not present. No action.**
- 14. Consider and discuss report submitted by the parks committee, with action as necessary. Park Committee was not present. No Action.**
- 15. Consider and discuss the complaint form submitted by Keristin Nix and make a decision on the refund, with action as necessary. Trustee Rowell made a motion to pay Keristin Nix a refund check in the amount of \$20.63, this being the amount of the refund \$75.00 minus the remanding water bill due of \$54.37. Seconded by Trustee Stanke. Roll Call vote: Trustee Rowell, aye; Trustee Brungardt, aye; Trustee Snow, aye; Trustee Stank, aye; Trustee Wallace, aye. Mayor Wallace declared the motion carried.**
- 16. Consider and discuss placing a fee and application to receive a medical marijuana permit for a Grower, Processor and a Dispensary within the Calumet town limits, with action as necessary. Trustee Rowell made a motion to use the examples given to us from the City of El Reno to have an application and permit fee for medical marijuana for Grower, Processor and a Dispensary striking the fee for personal use growers. Seconded by**

Trustee Brungardt. Roll Call vote: Trustee Rowell, aye; Trustee Brungardt, aye; Trustee Snow, nay; Trustee Stank, aye; Trustee Wallace, aye. Mayor Wallace declared the motion carried.

17. Consider and discuss adopting Ordinance 2019-02 for the employee retirement program with OKMRF, with action as necessary. Trustee Stanke made a motion to adopt Ordinance 2019-02 for the employee retirement program with OKMRF with the employee paying in 8% and the Town of Calumet matching with 4%, the employee will be fully vested in 4 years from date of employment with 25% vested each year. The current employees get to count the years served as credited toward the 4 years vested. And the retirement will begin on March 1, 2020. Seconded by Trustee Snow. Roll Call vote: Trustee Rowell, aye; Trustee Brungardt, aye; Trustee Snow, aye; Trustee Stank, aye; Trustee Wallace, aye. Mayor Wallace declared the motion carried.
18. Consider and discuss changing the employee policy manual, time off accrual in regards to the use of sick time and vacation time to reflect as paid time off (PTO), if the employees are in agreeance with the policy change we can proceed with a motion carried, with action as necessary. Trustee Brungardt made a motion to table this change in policy until the February meeting. Seconded by Trustee Stanke. Roll Call vote: Trustee Rowell, aye; Trustee Brungardt, aye; Trustee Snow, aye; Trustee Stank, aye; Trustee Wallace, aye. Mayor Wallace declared the motion carried.
19. Remarks and inquiries of the governing body members. None. No action.
20. 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.
21. Adjournment. Trustee Stanke made a motion to adjourn. Seconded by Trustee Rowell. Roll Call vote: Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Brungardt, aye. Vice Mayor Stanke declared the motion carried.

Bruce Wallace, Mayor

ATTEST:

Jill Ray, Clerk