

BOARD OF TRUSTEES**February 7, 2017**

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

Members Absent: None.

Staff Present: Brian Huckabee, Police Chief; Robert Baysinger, Lieutenant; Bruce Wallace, Public Works Superintendent; Kelly Hobbs, Clerk; Margaret Stratton, Treasurer; Cole Grinnell, Engineer; Joe Weaver, Town Attorney; and Terry Brungardt, Fire Chief.

Others Present: Jack Stewart, Bob Reese, Charles Daughety, Pat Baldwin, Keith Mull, Brian Leck, Kaci Snow, Mike Crowley, and Travis Jacobs.

1. Meeting called to order and roll call. John Morris, Mayor, called the Regular Meeting of the Board of Trustees to order. Kelly Hobbs, Clerk, called roll and declared a quorum. Agenda was posted at the Calumet Town Hall Monday, February 6, 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: Mrs. Snow would like additional information on Easement given to Mr. Snow. She asked if another easement would be needed for North side sewer line. Town Attorney, Joe Weaver, stated he will research information with Cowan and get back to her.

3. Consider approval or amendment of minutes for the Regular Meeting held January 4, 2017, with action as necessary. Trustee Johnson made a motion to approve the minutes of the Regular Meeting held January 4, 2017. Seconded by Trustee Rowell. Vote was Aye: Trustees Johnson, Morris, Rowell, and Snow. Nay: None. Abstain: Trustee Stanke. Mayor Morris declared the motion carried.
4. Consider approval of claims, checks, and warrants for the month of January, 2017. Trustee Stanke made a motion to approve the claims, checks, and warrants for the month of January 2017. Vote was Aye: Trustees Stanke, Johnson, and Morris. Nay: Trustees Rowell and Snow. Trustee Snow made a motion to reconsider. Seconded by Trustee Stanke. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Trustee Stanke made a motion to approve the claims, checks, and warrants for the month of January 2017 except for invoice #25742 which will be moved to the claims on the CPWA agenda. Seconded by Trustee Johnson. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.
5. Consider and discuss front and rear yard setback to be determined on building permits, with action as necessary. After discussion between Trustee Snow, Attorney Joe Weaver,

Bob Reese, Brian Leck, and Bruce Wallace about where setbacks are measured from, there was agreement that setbacks are measured from the property line and no changes were needed in the ordinance. No Action.

6. Consider and discuss appointing Bob Reese as Building Inspector, with action as necessary. Mr. Reese provided the Trustees with information regarding his terms for employment as a building inspector. After discussion with the Trustees, Attorney Joe Weaver, and Treasurer Stratton, Trustee Snow made a motion to hire Bob Reese under his stipulations for employment as building inspector. Seconded by Trustee Stanke. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.
7. Consider and discuss building, electrical, and plumbing permit fees, with action as necessary. Trustee Snow made a motion to table this item until further information gathered and reviewed. Seconded by Trustee Rowell. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.
8. Consider and discuss approval of building permit IH-2017-02, with action as necessary. Trustee Stanke made a motion to approve building permit IH-2017-02 for electric installation by King Electric. Seconded by Trustee Johnson. Vote was Aye: Trustees Stanke, Johnson, Morris, and Rowell. Nay: Trustee Snow. Mayor Morris declared the motion carried.
9. Consider and discuss report submitted by the Fire Chief, with action as necessary. Chief Brungardt provided written report to Council. He reviewed some items on the report. He reported 15 total runs for January; 4 EMS, 9 fires, and 2 vehicle accidents. He added there were 7 volunteer firefighters completing structural firefighting training and would finish in mid-February. The fire department received a grant from ONEOK for Wildland gear and the firefighters had fittings at their February meeting. He also added that he talked with Geary about giving them part of Calumet's district from 122nd and Mayberry down to the River. This would help them with their ISO rating. Trustee Johnson thanked Chief Brungardt for the Fire Department Dinner and Chief Brungardt thanked everyone for coming. No action.
10. Discussion of ongoing engineering projects by Cowan Group Engineering, with action as necessary. Cole Grinnell with Cowan Engineering reported that plans for Well #2 were complete and would be submitted to DEQ. He reported he spoke with Millie Vance about coordinating another CDBG grant for Calumet. Mrs. Vance reported a cost estimate and engineer report would be needed by the end of February and a DEQ permit completed by April. The grants available are for water or wastewater and are up to \$450,000 matching grants. He stated they were doing similar sewer projects with small towns for which Bruce had expressed a need. Trustee Snow asked if Cowan would have time to complete an engineer report. Cole stated yes. Mr. Grinnell also reported Cowan would continue to provide support, as needed, on Sewer Easements. No action.
11. Consider and discuss report submitted by the Public Works Superintendent, with action as necessary. Superintendent Wallace provided a written report to Council. He reviewed some

items from the report indicating action items are on CPWA agenda. There were 18 Okie locate requests processed, 0 water meters installed/replaced, 0 water meter boxes installed/replaced, 1 new sewer main tap. The sewer tap at the Snow residence was not called in for inspection when the tap was made. No one from the Town nor Water Department visually saw the connection prior to it being covered up. Considering prices/resources available to analyze entire sewer system main lines. Considering prices/resources available for jet machine.

East Lift Station: Reviewed generator warranty information.

Well House #4 and #2: Permit process continues.

All other items on CPWA agenda. No action.

12. Consider and discuss report submitted by the Police Chief, with action as necessary. Chief Huckabee provided written report to Council. Chief Huckabee reviewed some items on report and added that he was waiting for the Geary Police Chief to hire a new Animal Control Officer and there was chemical under roadway at 270 and 122nd from an accident and may need to get with the Department of Ag. Trustee Snow said he should speak to Chad Hoffman. Chief Huckabee also reported he would attend the OHCP meeting on March 14, 2017 in which budget cuts may be discussed. He stated there were agenda items for what he needed Trustees to act on. No action.
13. Consider and discuss approval of Interlocal Cross-commissioning Agreement with the Canadian County Sheriff's Office, with action as necessary. Chief Huckabee stated copy of agreement provided and it was a standard agreement for cross-commissioning. The Town Attorney stated he had reviewed the agreement and agreed to form and that it is standard. Trustee Stanke made a motion to approve the Interlocal Cross-commissioning Agreement with the Canadian County Sheriff's Office. Seconded by Trustee Johnson. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.
14. Consider and discuss approval of Interlocal Governmental Cooperation Agreement with the Canadian County Sheriff's Office for jail fees, with action as necessary. Chief Huckabee stated copy of agreement provided and it was a standard agreement for jail fees and the fees had been reduced to \$40 per day. The Town Attorney stated he had reviewed the agreement and agreed to form and that it is standard. Trustee Rowell made a motion to approve the Interlocal Governmental Cooperation Agreement with the Canadian County Sheriff's Office for jail fees. Seconded by Trustee Johnson. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.
15. Consider and discuss raising the warrant fee, with action as necessary. Chief Huckabee stated warrant fees from surrounding towns provided by Clerk Hobbs. He stated the current warrant fee is \$100.00 and his recommendation was to raise it to \$250.00. After a short discussion amongst the Trustees, Trustee Snow made a motion to set the warrant fee at \$395.00 plus the cost of fine. Seconded by Trustee Stanke. Vote was Aye: Trustees Stanke,

Johnson, and Snow. Nay: Trustees Morris and Rowell. Mayor Morris declared the motion carried.

16. Consider and discuss appointing Kenneth Dominic as Judge for the Calumet Municipal Court, for a two-year term beginning February 12, 2017, with action as necessary. Trustee Snow asked if Judge Dominic fee would remain the same? Mayor Morris stated yes. Trustee Johnson made a motion to appoint Kenneth Dominic as Judge for the Calumet Municipal Court, for a two-year term beginning February 12, 2017. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.

17. Consider entering into executive session for the purpose of the following:

A. Confidential communications between the Calumet Board of Trustees and its attorney concerning pending investigation, claim, or action upon advice of its attorney that disclosure will seriously impair the ability of the Town of Calumet to process the claim or conduct a pending investigation, litigation or proceeding in the public interest pursuant to 25 O.S. Section 307(B)(4) Trustee Rowell made a motion to enter executive session. Seconded by Trustee Stanke. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Trustees entered executive session.

18. Consider reconvening into open session. Trustee Johnson made a motion to reconvene open session. Seconded by Trustee Stanke. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Open session was reconvened.

19. Consider taking action on the following:

A. Pending investigation, claim, or action discussed in executive session. Trustee Stanke made a motion to take action as discussed in executive session. Seconded by Trustee Johnson. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.

20. Consider and discuss Security/Surveillance System for City Hall, with action as necessary. After review and discussion of quotes provided by Trustee Snow, Trustee Johnson made a motion to table. Seconded by Trustee Snow. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.

21. Remarks and inquiries of the governing body members. None.

22. Consider new business of an emergency nature that had not been contemplated at the time of the agenda preparation, with action as necessary. Trustee Snow made a motion to step down from the Planning Commission and as Zoning Administrator. Seconded by Trustee Stanke. Vote was Aye: Trustees Stanke, Johnson, and Morris. Nay: Trustee Rowell. Abstain: Trustee Snow. Mayor Morris declared the motion carried.

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

John Morris, Mayor

ATTEST:

Kelly Hobbs, Clerk