

**BOARD OF TRUSTEES****May 2, 2017**

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

**Members Absent:** None.

**Staff Present:** Brian Huckabee, Police Chief; Robert Baysinger, Lieutenant; Kelly Hobbs, Clerk; Margaret Stratton, Treasurer; Joe Weaver, Town Attorney; and Alicia Nitzel, Fire Dept.

**Others Present:** Kaci Snow, Charles Daughety

1. Meeting called to order and roll call. Mayor Rowell called the Regular Meeting of the Board of Trustees to order. Clerk Hobbs called roll and declared a quorum. Agenda was posted at the Calumet Town Hall on Monday, May 1, 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: Definition of nonintoxicating beverage needs to be updated in code book. Mayor Rowell said it would be reviewed.

3. Consider approval or amendment of minutes for the Regular Meeting held April 5, 2017, with action as necessary. Trustee Snow made a motion to approve the minutes for the Regular Meeting held April 5, 2017. Seconded by Trustee Stanke. Roll call vote: Trustee Muskett, abstain; Trustee Brungardt, abstain; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried 3-2.
4. Consider approval or amendment of minutes for the Special Meeting held April 17, 2017, with action as necessary. Trustee Snow made a motion to approve the minutes for the Special Meeting held April 17, 2017. 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.
5. Consider approval of claims, checks, and warrants for the month of April, 2017. Trustee Snow asked why the time cards had been written on so much. Clerk Hobbs stated she had written sick leave on her time cards in case she forgot, but marked it out if it wasn't used, since a decision was not made about recording sick leave. Trustee Snow asked why a bill had been received from CRG. Mayor Rowell stated a credit card is needed to pay for hosting, domain, and office. Trustee Snow asked why the CLEET says x 4. Clerk Hobbs stated CLEET was collected on four citations. Trustee Stanke asked if fencing was included in pricing for the ballfield repairs. Superintendent Wallace did not know. Trustee Snow asked for timeline on fence. Superintendent Wallace said it would be done when the weather was

clear and they had necessary equipment. Trustee Stanke made a motion to approve the claims, checks, and warrants for the month of April, 2017. 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 4 to 1.

6. Consider and discuss renewal of lease agreement for 105 S. Calumet Rd, with action as necessary. Kim Haydon was present to discuss lease agreement. She requested a 6-month lease at \$250.00 per month. Trustee Snow brought attention to Item #10 in the lease agreement stating she was responsible for repairs and stated he would like the utilities to be in her name. Kim stated she would not be able to do the deposits for the utilities. Trustee Stanke made a motion to renew the lease agreement with Kim Haydon for 105 S. Calumet Rd. for a period of 6 (six) months at \$250.00 per month and to keep the electricity and gas in the Town's name. Seconded by Trustee Muskett. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Rowell, aye. Mayor Rowell declared the motion carried.
7. Consider and discuss report submitted by the Fire Chief, with action as necessary. Alicia Nitzel reported for the Fire Department. She reported 14 calls in April. She discussed 3 major items, 1) 6 sets of bunker gear are expired and need to be replaced, 2) generator for the Fire Department, and 3) the Fire Department needs to test the storm siren in the evening so that the firefighters know how to set it off by radio. She stated the expired gear would be retained for vehicle accidents and there are currently 10 certified structural firefighters. There was discussion about revenue resources for the Fire Department. It was agreed the storm siren could be tested on clear evenings and notice would be given on the water bills. Trustee Snow made a motion to purchase 8 (eight) sets of bunker gear (pants and jackets) at \$1575.00, paid out of the general fund. Seconded by Trustee Stanke. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Rowell, aye. Mayor Rowell declared the motion carried.
8. Consider and discuss report submitted by the Police Chief, with action as necessary. Chief Huckabee reviewed report provided to Council. No action.
9. Consider and discuss approval of Interlocal Governmental Cooperation Agreement with the Canadian County Sheriff's Office for jail fees, with action as necessary. Trustee Snow made a motion to accept the Interlocal Governmental Cooperation Agreement with the Canadian County Sheriff's Office for jail fees. Seconded by Trustee Stanke. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Rowell, aye. Mayor Rowell declared the motion carried.
10. Consider and discuss approving a schedule for police officers, with action as necessary. After discussion, Trustee Muskett made a motion to approve the schedule provided by Chief Huckabee. Seconded by Trustee Brungardt. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Stanke, nay; Trustee Snow, nay; Trustee Rowell, aye. Mayor Rowell declared the motion carried 3 to 2.

- 11. Consider and discuss approval of appointment of Bruce Wallace as a reserve officer, with action as necessary. Trustee Snow expressed concern about Mr. Wallace working as a reserve officer and being needed if the Town has a Public Works emergency. He also stated he would rather have reserves that are already qualified since the Town has spent money on reserves that are no longer here. Trustee Snow also asked if we would save money hiring someone already trained. Trustee Muskett asked why we do not hire someone instead of having volunteer reserves. Chief Huckabee replied that he asked previously to hire additional officers but Council did not allow it. Trustee Snow made a motion to not have Bruce Wallace as a reserve officer. No second. Mayor Rowell declared motion dead for lack of second. Trustee Stanke made a motion to table until the June meeting. Seconded by Trustee Muskett. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Stanke, aye; Trustee Snow, nay; Trustee Rowell, aye. Mayor Rowell declared the motion carried 4 to 1.**
- 12. Consider and discuss report submitted by the Public Works Superintendent, with action as necessary. Superintendent Wallace reviewed items in written report provided to Council. Action items on CPWA agenda. No action.**
- 13. Discussion of ongoing engineering projects by Cowan Group Engineering, with action as necessary. Cole Grinnell with Cowan reviewed 2 items, DEQ submittal and utility easements. Mr. Grinnell stated Cowan responded to comments from DEQ for the permit requested and expected a response shortly. Mr. Grinnell said Cowan was available to answer questions or attend meetings in relation to the two remaining utility easements that needed to be signed. Trustee Snow asked if there was a way to speed up the billing process because he was confused by the invoice dates from Cowan. Mr. Grinnell stated he would inquire about the billing process. No action.**
- 14. Consider and discuss Security/Surveillance System for City Hall, tabled from April, with action as necessary. Two quotes were provided by Superintendent Wallace. Previous quotes were provided at past Council meetings. Trustee Snow had some estimates, A+ was the cheapest from all the quotes provided but he was concerned about the technological abilities of A+ and IEP was the next lowest. Trustee Snow also stated he would like a camera at the cash register and the timecard machine. Trustee Muskett stated she was not familiar with the layout of the building and would need to see where the cameras would be placed because she does not want to invade anyone's privacy. Trustee Snow made a motion to accept bid from IEP with add on price for fire protection, with request of second lowest bid based on technology issues with lowest bidder. No second. Mayor Rowell declared the motion dead for lack of second. Trustee Stanke made a motion to table until the June meeting for further review. Seconded by Trustee Brungardt. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Stanke, aye; Trustee Snow, nay; Trustee Rowell, aye. Mayor Rowell declared the motion carried 4 to 1.**
- 15. Consider and discuss addition of Travel/Training Policy to the Employee Policy Manual, tabled from April, with action as necessary. Clerk Hobbs asked what section to place policy if it is approved. She recommended Section III: Work Week and Work Hours or Section IX**

**Miscellaneous Policies.** After discussion, Trustee Stanke made a motion approve the Travel/Training Policy as provided by the Town attorney, "From time to time, officers and employers of the Town of Calumet will be required to attend training or seminars in conjunction with their duties as employees or officers of the Town of Calumet. Such training and seminars shall be approved in advance by the Board of Trustees. The employee or officer shall clock in before leaving for training and clock out after returning from training. Employees will be paid at their regular rate for training time, including travel to and from training. In the event it is unreasonable to clock in prior to and clock out after training, the employee or officer may write in his or her hours on his or her timecard. Employees and officers shall provide the Town with a copy of their agenda or schedule for the training or seminar." added to page 22 with a change to the heading from Travel Expenses to Travel/Training and Reimbursement Expenses. Seconded by Trustee Brungardt. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Rowell, aye. Mayor Rowell declared the motion carried.

16. Consider and discuss policy related to time recording for vacation and sick leave, tabled from April, with action as necessary. Trustee Snow asked Trustee Muskett about the policy used by her employer. Trustee Muskett stated policies used. Trustee Muskett made a motion to table until further information reviewed. Seconded by Trustee Snow. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Rowell, aye. Mayor Rowell declared the motion carried.
17. Consider and discuss changing regular office hours of the Town Hall, tabled from April, with action as necessary. Clerk Hobbs provided information in Council packets as to why a request was being made to change hours. After speaking to the Treasurer in El Reno, it was added this month that it is state law that all money received be deposited the same day. Trustee Muskett asked about extending hours and taking longer lunches. Mayor Rowell pointed out that bank closes at 5. Trustee Snow said Clerk could stop accepting money at 4:00 pm. Clerk Hobbs stated she would not do this because citizens would be upset if the doors were open but we were not accepting payments and she did not feel that was the best way to serve the community. Trustee Snow made a motion to keep office hours the same with money only being accepted in the drop box after 4:00 pm. No second. Mayor Rowell declared the motion dead for lack of second. Trustee Stanke made a motion to keep office hours the same and approve any necessary overtime to make bank deposits. Seconded by Trustee Muskett. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Rowell, aye. Mayor Rowell declared the motion carried.
18. Consider and discuss OMAG official ballot to elect three trustees, with action as necessary. After review of ballot and discussion, Trustee Snow made a motion for the Mayor to review the ballot and cast the vote for the Town. Seconded by Trustee Muskett. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Rowell, nay. Mayor Rowell declared the motion carried 4 to 1.

19. Consider and discuss approving attendance of OML training held June 8, 2017, with action as necessary. After discussion, Trustee Stanke made a motion to approve attendance of OML training for Trustees on a date of their choosing. Seconded by Trustee Snow. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Rowell, aye. Mayor Rowell declared the motion carried.
20. Consider and discuss appointing Wayne Schwab as a Planning Commission member, with action as necessary. Trustee Snow said Wayne Schwab would like to be Planning Commission Chairman and he feels Mr. Schwab would be an asset in this position. Mayor Rowell asked Margaret Stratton if she would be stepping down from the Planning Commission. Ms. Stratton stated she was not yet sure. Trustee Stanke made a motion to appoint Wayne Schwab to the Planning Commission. Seconded by Trustee Snow. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Rowell, aye. Mayor Rowell declared the motion carried.
21. Consider and discuss replacement of LED stop sign, with action as necessary. Trustee Snow recommended a larger stop sign be placed there but not an LED. Superintendent Wallace asked if the Council still wanted a barricade around the stop sign; they said no. Trustee Snow made a motion to install an ODOT approved 48" non-LED stop sign at Calumet and Highway 270. Seconded by Trustee Stanke. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Rowell, aye. Mayor Rowell declared the motion carried.
22. Consider and discuss addition of 5 email accounts for the Town of Calumet website, with action as necessary. Trustee Snow asked why this was needed? Trustee Muskett stated it was more secure. Trustee Stanke made a motion to add six (6) email accounts for the Town of Calumet website. Seconded by Trustee Muskett. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Stanke, aye; Trustee Snow, nay; Trustee Rowell, aye. Mayor Rowell declared the motion carried 4 to 1.
23. Consider and discuss acquiring credit card for Town use when other forms of payment are not available, with action as necessary. Discussion as to need for credit card. Mayor Rowell pointed out there are times when a credit card is the only form of payment accepted, the website for example, or CPWA needs to make a purchase with a company would do not have an account with. There was further discussion as to the guidelines for usage and Mayor Rowell stated we currently have credit cards that are used by employees and if additional guidelines are needed they can be set. Trustee Snow made a motion to authorize Mayor Rowell to apply for a credit card, subject to final approval by the board. Seconded by Trustee Stanke. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Rowell, nay. Mayor Rowell declared the motion carried 4 to 1.
24. Consider and discuss purchase of generator for the Town Hall, with action as necessary. Discussion about renting a generator instead of purchasing one. Trustee Stanke made a motion to purchase and have Snyder Electric install a Generac 22 KW generator for the

Town Hall for \$9,149.00. Seconded by Trustee Brungardt. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Stanke, aye; Trustee Snow, nay; Trustee Rowell, aye. Mayor Rowell declared the motion carried 4 to 1.

25. Consider and discuss purchase of generator for the Fire Department, with action as necessary. Trustee Snow stated it needed to go out to bid. Trustee Snow made a motion to table until itemized bids gathered for a 22 KW generator for the Fire Department. No second. Mayor Rowell declared the motion dead for lack of second. Trustee Brungardt made a motion to purchase and have Snyder Electric install Generac generator at the Fire Department for \$19, 870.00. Seconded by Trustee Stanke. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Stanke, aye; Trustee Snow, nay; Trustee Rowell, aye. Mayor Rowell declared the motion carried 4 to 1.
26. Consider and discuss submitting invoice to the Calumet Public School for \$2,750.00 for logos on standpipe, with action as necessary. Trustee Stanke made a motion to invoice Calumet Public Schools for \$2,750.00 for painting on standpipe. Seconded by Trustee Muskett. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Rowell, aye. Mayor Rowell declared the motion carried.
27. Consider and discuss \$25,000.00 payment to Calumet Public Schools for drainage project, with action as necessary. Discussion with Superintendent Wallace and Cole Grinnell with Cowan. Trustee Snow made a motion to table for further information. Seconded by Trustee Stanke. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Rowell, aye. Mayor Rowell declared the motion carried.
28. Consider and discuss adding 2017 State Champions logo to Standpipe, with action as necessary. After discussion, Trustee Snow made a motion to get bids on cost of painting. No second. Mayor Rowell declared the motion dead for lack of second. Trustee Stanke made a motion to allow Calumet Public Schools to pay for logo on the standpipe. Seconded by Trustee Rowell. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Stanke, aye; Trustee Snow, nay; Trustee Rowell, aye. Mayor Rowell declared the motion carried 4 to 1.
29. Consider and discuss Ordinance 2017-02; an ordinance amending the Code of Ordinances, Section 4-108 A. and C., with action as necessary. This ordinance addresses the fee for dog and cat registration, fee for replacement of lost tags, and how the fee may be adjusted. The fee previously set by motion but fee could only be set by ordinance. This ordinance sets the current fees at \$6.00 for registration and \$3.00 for a replacement tag and allows the fee to be changed by ordinance, motion, or resolution. Trustee Snow made a motion to accept Ordinance 2017-02; an ordinance amending the Code of Ordinances, Section 4-108 A. and C. Seconded by Trustee Stanke. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Rowell, aye. Mayor Rowell declared the motion carried. Trustee Stanke made a motion to adopt the emergency section of Ordinance 2017-02. Seconded by Trustee Snow. Roll call vote: Trustee Muskett, aye;

Trustee Brungardt, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Rowell, aye. Mayor Rowell declared the motion carried.

30. Consider and discuss Ordinance 2017-03; an ordinance amending the Code of Ordinances, Section 3-203 License Fees, with action as necessary. This ordinance addresses the fee for nonintoxicating beverage license and how the fee is set. This ordinance sets the current fee \$50.00 per year and allows the fee to be changed by ordinance, motion, or resolution. Trustee Snow made a motion to accept Ordinance 2017-03; an ordinance amending the Code of Ordinances, Section 3-203 License Fees. Seconded by Trustee Brungardt. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Stanke, nay; Trustee Snow, aye; Trustee Rowell, aye. Mayor Rowell declared the motion carried 4 to 1. Trustee Snow made a motion to adopt the emergency section of Ordinance 2017-03. Seconded by Trustee Muskett. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Stanke, nay; Trustee Snow, aye; Trustee Rowell, aye. Mayor Rowell declared the motion carried 4 to 1.
31. Consider and discuss Ordinance 2017-04; an ordinance amending the Code of Ordinances, Section 9-101 A. and Subsection 6., with action as necessary. This ordinance addresses the fee for a license tax on certain occupations and how the fee is set. This ordinance sets the current fee \$25.00 per day or \$50.00 per year and allows the fee to be changed by ordinance, motion, or resolution. Trustee Stanke made a motion to accept Ordinance 2017-04; an ordinance amending the Code of Ordinances, Section 9-101 A. and Subsection 6. Seconded by Trustee Muskett. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Rowell, aye. Mayor Rowell declared the motion carried. Trustee Stanke made a motion to adopt the emergency section of Ordinance 2017-04. Seconded by Trustee Snow. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Rowell, aye. Mayor Rowell declared the motion carried.
32. Consider and discuss temporary fencing for 109 N. Calumet Rd., with action as necessary. Trustee Snow said he spoke with the Fire Chief in El Reno and ODOT and they said we have done all we can do. Also, that ODOT would provide a letter of concern and he would rather Mr. Weaver get an earlier court hearing. Mr. Weaver said he will try to speak to the judge. Trustee Snow made a motion to table this item indefinitely. Seconded by Trustee Stanke. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Rowell, aye. Mayor Rowell declared the motion carried.
33. Remarks and inquiries of the governing body members. Trustee Snow inquired about vicious animal ordinance; Mr. Weaver said it would be ready for next Council meeting. Trustee Snow also inquired about ONEOK annexation. Mr. Weaver said calls to them had not been returned and they would most likely contest it. Trustee Brungardt asked about drainage around Flynn, Freehome, and 4<sup>th</sup> streets. The Council agreed this should be an agenda item for June. Mayor Rowell said she was working on the Ballfield agreement with the School and it would be on June's agenda. Clerk Hobbs stated she would be resigning after the audit in July and would like to hire a replacement so there would be time to train them. Council agreed previous applicants could be interviewed and the position advertised.

- 34. Consider new business of an emergency nature that had not been contemplated at the time of the agenda preparation, with action as necessary. Lt. Baysinger reported there had been 5 Pitbull calls and 3 could have been serious. Trustee Muskett asked about emergency management hierarchy. A new emergency management director needs to be appointed. Mayor Rowell said a chipper and dumpster would be available the next day to discard limbs from April storm.**
- 35. Adjournment. Trustee Stanke made a motion to adjourn. Seconded by Trustee Snow. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Rowell, aye. Mayor Rowell declared the motion carried and the meeting was adjourned.**

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**Lacey Rowell, Mayor**

**ATTEST:**

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**Kelly Hobbs, Clerk**