

BOARD OF TRUSTEES

July 5, 2017

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

Member Present by Video Conference: Mark Stanke (arrived at 6:35 pm).

Members Absent: Mark Stanke, absent for items 1, 2, 3, and 9.

Staff Present: Brian Huckabee, Police Chief; Kelly Hobbs, Clerk; Jill Ray, Secretary; Margaret Stratton, Treasurer; Joe Weaver, Town Attorney; and Cole Grinnell, Cowan Engineering.

Others Present: Barbara Johnson, Charles Daughety, and Kaci Snow.

- 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, July 3, 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. None.**
- 3. Consider approval or amendment of minutes of the Regular Meeting held June 6, 2017, with action as necessary. Trustee Muskett made a motion to approve the minutes of the Regular Meeting held June 6, 2017. Seconded Trustee Brungardt. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, absent; Trustee Snow, aye. Mayor Rowell declared the motion carried.**
- 4. Consider approval of claims, checks, and warrants for the month of June, 2017. Trustee Stanke made a motion to approve the claims, checks, and warrants for the month of June, 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 and discuss report submitted by the Fire Department Secretary, with action as necessary. No report, have not had meeting. No action.**
- 6. Consider and discuss report submitted by the Police Chief, with action as necessary. Chief Huckabee reviewed written report provided to Council. Unit 2 repaired again, new battery and blower motor. Calumet PD is now joined with CCSO in a new program called GEOsafe which tracks officer locations using smartphones; it is another tool for dispatch to use for locations and safety and is free of charge. Chief Huckabee also reported that the building at 109 N. Calumet Rd. is secured. Owner has 30 days to remove his belongings and must be let into the building by Calumet PD. No action.**

- 7. Consider and discuss report submitted by the Public Works Superintendent, with action as necessary. No report, Public Works Superintendent ill and unable to attend. No action.**
- 8. Discussion of ongoing engineering projects by Cowan Group Engineering, with action as necessary. Cole Grinnell with Cowan Engineering reported on current project, assisting the Town with completing sewer easements. Cowan is ready to assist with any engineering needed for sewer rehab. No action.**
- 9. Consider and discuss increasing amount paid toward insurance premiums for employees, tabled from June, with action as necessary. Trustee Snow requested information from a town with a similar population. Trustee Brungardt asked about the number of employees in the towns. Trustee Rowell made a motion to table until further information provided. Seconded by Trustee Brungardt. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, absent, technical issues; Trustee Snow, aye. Mayor Rowell declared the motion carried.**
- 10. Consider and discuss drainage work in Southwest area of Town, tabled from June, with action as necessary. After discussion, Trustee Muskett made a motion to table until further information gathered. 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.**
- 11. Consider and discuss approval of lease agreement with Calumet Public Schools, with action as necessary. Trustee Snow asked why the OG&E accounts are not being put in the School's name. Mayor Rowell stated the Town is given free accounts and the School would not be eligible for those. After discussion, Trustee Muskett made a motion to approve the lease agreement with Calumet Public Schools. 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 and discuss repairing lights at the Town park, tabled from June, with action as necessary. After discussion, Trustee Snow made a motion to table this item indefinitely. 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.**
- 13. Consider and discuss annual inspection of storm siren, with action as necessary. Trustee Brungardt provided quote and description of desired maintenance, inspection, and repair from Joe Goddard Enterprises LLC. After discussion, Trustee Stanke made a motion to accept bid from Joe Goddard Enterprise LLC for \$875.00 for storm siren inspection and battery replacement. 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.**

- 14. Consider and discuss 2017-2018 Renewal Participation Agreement for OMAG Workers' Compensation Plan, with action as necessary. Trustee Snow made a motion to renew the agreement and pay \$8,589.00 premium out of escrow. 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 purchase of new vehicle for the Police Department, with action as necessary. Chief Huckabee provided quotes and pictures to Council. He reviewed 3 quotes option A Carter Chevrolet Tahoe \$45,799.00, option B Bob Hurley 2017 SUV \$40,132.00, and option C Bob Howard Charger \$31,784.00 for the vehicle as well as quotes for signs and radio installation. Chief Huckabee recommended the Charger for \$31,784.00, because it is a great price and already has some necessary equipment installed. Trustee Snow asked if Chief Huckabee had looked into a lease. Chief Huckabee said he did not, but knew there were numerous stipulations involved and did not recommend it. Trustee Muskett provided some information on vehicles least at her place of employment. Chief Huckabee stated he would get information on leased vehicles if that is what the Council wanted. Trustee Stanke expressed concern about the current vehicle leaving an officer stranded or unable to perform his duties. After discussion, Trustee Stanke made a motion to purchase Option C Bob Howard Charger for \$31,784.00, radio installation from Total Radio for \$608.40, and Decals from Baker Signs for \$450.00, totaling \$32,842.40 Seconded by Trustee Brungardt. Roll call vote: Trustee Muskett, nay; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, nay. Mayor Rowell declared the motion carried 3 to 2.**
- 16. Consider and discuss mechanical and roofing license fees, with action as necessary. Trustee Snow stated he would like it to be on a per job basis. Clerk Hobbs explained the difference between licenses and permits. After discussion, Trustee Stanke made a motion to set mechanical and roofing license fees at \$50.00 per year with a \$25.00 renewal fee. 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. Consider and discuss electrical, plumbing, mechanical, and roofing permit fees, with action as necessary. Clerk Hobbs provided permit fees from surrounding towns. After discussion, Trustee Muskett made a motion to set electrical, plumbing, mechanical, and roofing permit fees at \$20.00. Seconded by Trustee Stanke. 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.**
- 18. Consider and discuss appointment of Town Clerk and Court Clerk, with action as necessary. Mayor Rowell read resignation letter provided by Clerk Hobbs in which she resigned as Town Clerk and Court Clerk effective July 6, 2017 and as Secretary July 14, 2017. Trustee Muskett made a motion to appoint Jill Ray as Town Clerk and Court Clerk effective July 6, 2017. 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.**

19. Consider and discuss adding Jill Ray as a signer on Water Deposit account, with action as necessary. After discussion, Trustee Stanke made a motion to add Jill Ray as a signer on the Water Deposit account. 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.
20. Consider and discuss approval of New Official, OCEA Basic Code, Municipal Clerk & Treasurer, Court Clerk Orientation, and Day with DPS training for Jill Ray, with action as necessary. Clerk Hobbs recommended the following training for Jill Ray since she was taking over as Town Clerk. Dates for Day with DPS and Municipal Clerk & Treasurer Training were provided, dates for other training listed is to be determined. After discussion, Trustee Muskett made a motion to approve New Official, OCEA Basic Code, Municipal Clerk & Treasurer, Court Clerk Orientation, and Day with DPS training for Jill Ray. Seconded by Trustee Stanke. 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.
21. Consider and discuss approval of new bid from IEP Security, with action as necessary. Mayor Rowell explained there was a new bid because of additional keypads and cameras. Trustee Stanke made a motion to accept new bid from IEP for \$5,569.75 to install cameras, 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.
22. Consider and discuss placement of security cameras, with action as necessary. Mayor Rowell met with IEP representative to review placement of cameras. She provided a map showing placement based on his recommendation. After discussion, Trustee Stanke made a motion to approve placement of all necessary equipment as shown on map provided by Mayor Rowell. 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.
23. Consider and discuss who is first and second call and has remote access to security system, with action as necessary. After discussion, Trustee Stanke made a motion for Trustee Brungardt to be first call and Chief Huckabee to be second call for the security system. 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. After discussion, Trustee Stanke made a motion for Trustee Brungardt and Chief Huckabee to have remote access to camera system. Seconded by Trustee Muskett. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, nay; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, nay. Mayor Rowell declared the motion carried 3 to 2.
24. Consider and discuss adding a line and purchasing two cell phones on AT&T account, with action as necessary. Mayor Rowell explained phones are requested for Jeff Miller and Jill Ray and only one additional line is needed because there is one phone number on the

account not being used because it did not have a phone. After discussion, Trustee Stanke made a motion to add a line and purchase two cell phones on the Town's AT&T account. 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 4 to 1.

25. Consider and discuss flowerbed in front of the Town Hall, with action as necessary. Mayor Rowell stated CPWA interested in having rocks or something besides flowers in the flowerbed in front of the Town Hall because they always die. After discussion, Trustee Stanke made a motion for Next Level to give us a bid for low maintenance materials for the flowerbed. Motion died for lack of second. Trustee Muskett made a motion to table until next month. Seconded by Trustee Brungardt. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, nay; Trustee Snow, nay. Mayor Rowell declared the motion carried 3 to 2.
26. Consider and discuss changes to Travel/Training Policy, with action as necessary. After discussion, Trustee Snow made a motion to add to Section VI: Leave and Absence From Work, Types of Leave, 9. Training Absence: "or the Mayor with a report given at the next Board meeting." Added at end of first sentence and Section IX: Miscellaneous Policies, TRAVEL/TRAINING AND REIMBURSEMENT EXPENSES, 3. Training: "or the Mayor with a report given at the next Board meeting." Added at end of second sentence. 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.
27. Consider and discuss contracts with Next Level for the Calumet Cemetery, with action as necessary. Calvin Taylor with Next Level Lawn provided Council with a new contract to mow the Calumet Cemetery and was present to review and answer questions. After reviewing the contract and discussion, Trustee Brungardt made a motion to approve the contract with Next Level Lawn for the Calumet Cemetery. Seconded by Trustee Stanke. 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.
28. Consider and discuss starting bid process to demolish Lots 4 and 5, Block 5, Todd's First Addition of the Town of Calumet, also known as 109 North Calumet Road and Lots 6 and 7, Block 5, Todd's First Addition of the Town of Calumet, also known as 113 North Calumet Road, with action as necessary. Mayor Rowell inquired as to whether the property at 113 N Calumet Rd needed to be placed on the agenda again because of the wording of the motion made in 2015. Town Attorney, Joe Weaver, will look into it. After discussion, Trustee Muskett made a motion to start the bid process to demolish Lots 4 and 5, Block 5, Todd's First Addition of the Town of Calumet, also known as 109 North Calumet Road and Lots 6 and 7, Block 5, Todd's First Addition of the Town of Calumet, also known as 113 North Calumet Road. 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.

29. Consider and discuss rehabbing the basketball court at the Town park, with action as necessary. Mayor Rowell met with representatives of Devon, Christina Rehkop and Kristen Hincke, about rehabbing the basketball court. Mayor Rowell provided a picture of the improvements to the basketball court. This project would be done at no cost to the Town; Devon just requested a dedication be held after school starts. Trustee Muskett made a motion to allow Devon to move forward with rehabbing the basketball court. 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.
30. Remarks and inquiries of the governing body members. Mayor Rowell provided information about annual payment to Leck Estate and wanted to verify whether we need to continue paying it. Mr. Weaver will look at judgement to see what is required. Also provided was a letter from Cheniere stating the pipeline will be going through an area of Calumet. A map of the pipeline path was also provided.
31. 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.
32. Adjournment. Trustee Stanke made a motion to adjourn. 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 and the meeting was adjourned.

Lacey Rowell, Mayor

ATTEST:

Jill Ray, Clerk