

**Board of Trustees
April 5, 2016**

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

Staff present: Mickey Stratton, Treasurer, Terry Brungardt, Fire Chief, Brian Huckabee, Police Chief, Bruce Wallace, Public Works, Jeff Cowan, Engineer, and Arnela Hall, Clerk.

Others present: Jack Stewart, Dawn Morgan, Charles Daughety, and Daniel Tatro.

- 1. Meeting called to order and roll call. John Morris, Mayor, called the Regular Meeting of the Board of Trustees to order. Arnela Hall, Clerk, called roll and declared a quorum. Agenda was posted at the Calumet Town Hall on April 1, 2016 at 8:30 am...**
- 2. Public Comments – Citizen’s comments will be heard at all Regularly Scheduled board meetings only during designated Public Comment portion of the agenda. Comments are limited to three minutes with no action taken. Annette Martin wanted to know if any action was taken on the compliant she made last month.**
- 3. Consider approval or amendment of minutes for the Regular Meeting held March 1, 2016, with action as necessary. After amending Item 9 & 20 to read carried instead of unanimously, Trustee Rowell made a motion to approve the minutes as written. Seconded by Trustee Stanke. Vote was: Aye: Trustees Stanke, Johnson, Rowell, Snow, and Morris. Nay: None. Mayor Morris declared the motion carried unanimously.**
- 4. Consider approval of claims, checks, and warrants for the month of March, 2016. Trustee Rowell made a motion to remove invoice #14761-2 & 1688 (CPWA) and approve the claims, checks, and warrants for the month of March, 2016. Seconded by Trustee Johnson. Vote was: Aye: Trustees Stanke, Johnson, Rowell, Snow, and Morris. Nay: None. Mayor Morris declared the motion carried unanimously.**

Mickey Stratton, Treasurer, informed the Trustees that paperwork has been started to pay off the bond with Oklahoma Water Resources Board and the Oklahoma Tax Commission has called back some sales tax in the amount of \$103,255.98.

- 5. Consider and discuss report submitted by the Fire Chief, with action as necessary. Chief Brungardt stated during the March meeting the firefighters trained with the Air Evac crew discussing procedures to landing a helicopter and preparations for transport.**

6. Consider and discuss report submitted by the Police Chief, with action as necessary. Chief Huckabee reported the department still taking applications for an officer.
7. Consider and discuss report submitted by Public Works Supt., with action as necessary. Bruce Wallace updated the Trustees on the Stand Pipe Rehabilitation. The tower will be filled with water and the testing requirements with DEQ will be started. Drainage Project is progressing with the concrete culvert pipes being installed on Second Street, Main Street, and Walls Avenue. Generator for wells 1, 2, and 3 has been ordered and installation date will be 4-25-16. Cemetery surveying has been completed. Okie locates have been called in and installation for a new water meter and hydrant will begin ASAP. East Lift Station – developed problem with pump #2, appears to be bearings out. Evans Enterprises came out and pulled pump #2 and inspect cause of problem. The standby pump was installed and attempted to bring on online. Upon powering up pump it scooted across the floor of lift. Problem with rail system, pulled away from wall at all locations except top bolt. Pump #1 at East Lift Station is not pumping correctly and will not keep up with demand. Pump #2 was taken in by Evans Enterprises to inspect and estimated cost to repair will be \$3200.00 if no machine work is needed. The Trustees discussed these problems and Supt Wallace will get costs for new pumps and a Special Meeting will be held April 12, 2016. Trustees will determine whether to attempt to repair the existing rail system and purchase new pumps that will continue to use this setup or move forward with a new updated rail system and pumps to fit a new system.
8. Consider and discuss report submitted by the Chairman of the Planning Commission, with action as necessary. Chairman Snow reported the Planning Commission would like to request the Trustees consider annexing ONEOK into the town limits. After some discussion Trustee Stanke made a motion to give Trustee Snow the authorization to contact the Town Attorney for some legal information on annexing. Seconded by Trustee Snow. Vote was: Aye: Trustees Stanke, Johnson, Rowell, Snow, and Morris. Nay: None. Mayor Morris declared the motion carried unanimously.
9. Discussion of ongoing engineering projects by Cowan Group Engineering, with action as necessary. Jeff Cowan, Cowan Engineering, updated the Trustees on the Drainage Project. The final inspection will be in May. Jeff will be bringing new cemetery maps for the office.
10. Consider and discuss updates to the Employee's Handbook, with action as necessary (Tabled from the Regular Meeting held March 1, 2016). After a lengthy discussion, Trustee Rowell made a motion to make the following updates to the Employee's Handbook, Section II: Employment of Personnel. Personnel Records, Page 8, 1. Forms on File – 7 years; Section III: Work Week and Work Hours Normal Working Hours, Page 10, Office Hours are 8:00 am – 4:30 pm (with a 30 minute unpaid lunch), Normal working hours for the office 8:00 am to 4:30 pm, Water Department winter working hours are 7:00 am to 4:00 pm and Summer working hours are 6:00 am to 3:00 pm (with 1 hour unpaid lunch) Individual departments within the Town may alter their

working hours and days at the suggestion of the department supervisor and with the approval of the Town Board of Trustees. Attendance Records, Employees of the Town will be required to clock-in and clock-out for their shift. The time cards will reflect the date worked, start and stop time for that day, and/or leave usage for that day if leave was taken. Page 11. 1. All hourly employees must clock-in and clock-out. 2. You should arrive at the workplace allowing sufficient time to clock in to start your work on time. 3. Employees should clock-in to accurately record their time immediately prior to starting to work, immediately before and after their lunch time and when leaving the premises for approved personal reasons. 4. Employees are not permitted to clock-in for another employee or to otherwise record another employees time. Section IV: Compensation Pay Schedule. Page 12. 1. Regular Payroll – All employees of the Town of Calumet will be paid monthly, with payday being the Friday following the end of the pay period (payment may be made earlier if the paychecks have been processed by the Town Treasurer and authorized by the Mayor). The pay period will run from the Sunday following the last Saturday of the previous month to the last Saturday of the current month. The payroll checks will be dated for the date processed. Section V: Benefits. Employee Benefits. Page 14, 1. C. Aflac and/or supplemental insurance the Town of Calumet will pay up to \$50.00. Types of Leave, Page 15, 1. B Usage – Unused earned annual leave will be paid to the employee upon separation from employment with the Town, provided the employee has left the Town in good financial standing. 5. Leave without Pay of a specified length may be granted at the sole discretion of elected officials. If leave without pay is longer than 60 days, the employee will not accrue vacation time or sick leave. The employee will not receive the monthly benefit allowance and will be responsible for the payment of any insurance premiums that would have been paid by the town or deducted from the employee's paycheck. Payment of insurance premiums will be coordinated with the Town's Treasurer. Leave from Leave. If you take leave because of your own serious health condition, you are required to provide medical certification that you are fit to resume work. Employee's failing to provide the certification will not be permitted to resume work until it is provided. Section VIII. Employee Discipline Employee Discipline, Page 21. 1. Causes for Disciplinary Action e. Drunkenness 2. Types of Disciplinary Action a. Informal Discipline – a corrective action taken by the Mayor and one Trustee. B. Formal Reprimand – shall be a signed written statement presented to the employee by the Mayor and one Trustee. C. Suspension With or Without Pay – a written document shall be presented to the employee signed by the Mayor and one Trustee. D. Voluntary Resignation – an employee may voluntarily resign his or her position rather than face the disciplinary procedures enacted by the Mayor and one Trustees. Section IX. Miscellaneous Policies Page 23. Use of Town Property. 1. Vehicles – Town employees shall not allow family members or other non-authorized, non-employees to operate or be a passenger in the town owned vehicles. Substance Abuse. Add the whole section. Effective May 1, 2016. Seconded by Trustee Stanke. Vote was: Aye: Trustees Stanke, Johnson, Rowell, Snow, and Morris. Nay: None. Mayor Morris declared the motion carried unanimously.

- 11. Consider and discuss animal control officer and kennel, with action as necessary (Tabled from the Regular Meeting held March 1, 2016). No action taken.**
- 12. Consider and discuss drainage on 5th Street, Walking Track, and east side of ball field, with action as necessary (Tabled from the Regular Meeting held March 1, 2015). No action taken.**
- 13. Remarking and inquiries of the governing body members. Trustee Rowell and Trustee Snow will be setting up a meeting to go over the Employee Policy Manual with the employees. The Annual Cleanup for the Town will be May 6 – 8; Annual Animal Clinic will be May 14th.**
- 14. Consider new business of an emergency nature that had not been contemplated at the time of the agenda preparation, with action as necessary. Trustee Rowell made a motion to approve the Fair Housing Proclamation for 2016. Seconded by Trustee Stanke. Vote was: Aye: Trustees Stanke, Johnson, Rowell, Snow, and Morris. Nay: None. Mayor Morris declared the motion carried unanimously.**
- 15. Adjournment. Trustee Rowell made motion to adjourn the meeting. Seconded by Trustee Stanke. Vote was: Aye: Trustees Stanke, Johnson, Rowell, Snow, and Morris. Nay: None. Mayor Morris declared the motion carried unanimously and the meeting was adjourned.**