

BOARD OF TRUSTEES

July 12, 2016

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

Staff present: Mickey Stratton, Treasurer; Terry Brungardt, Fire Chief; Brian Huckabee, Police Chief; Robert Baysinger, Police Officer; Bruce Wallace, Public Works Superintendent; Jeff Cowan, Engineer; Joe Weaver, Town Attorney; and Kelly Hobbs, Deputy Clerk.

Others present: Jack Stewart, Charles Daughety, Annette Martin, Kaci Snow, Margaret Kerr, and Mike Crowley.

- 1. Meeting called to order and roll call. John Morris, Mayor, called the Regular Meeting of the Board of Trustees to order. Kelly Hobbs, Deputy Clerk, called roll and declared a quorum. Agenda was posted at the Calumet Town Hall on Friday, July 8, 2016 at 4:30 p.m.**
- 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. Annette Martin- Thanked the Council for taking care of the trailer full of trash near her property and also told the Council again that Steve Snow’s property still has weeds and grass 5 feet high and affects neighbors on North and South side. Margaret Kerr- complained about not having animal control, said she was attacked by a dog. Kelly Hobbs, Deputy Clerk explained status of interlocal agreement with the city of Geary for animal control, Geary’s Town Meeting had been moved to July 14th due to lack of quorum and it is expected that we will have the interlocal agreement ready for approval at the next meeting of the Board of Trustees on August 2, 2016.**
- 3. Consider approval or amendment of minutes for the Regular Meeting held June 7, 2016, with action necessary. Trustee Stanke made a motion to approve the minutes as written. Seconded by Trustee Johnson. Vote was Aye: Trustees Stanke, Johnson, Snow, and Morris; Nay: None. Trustee Rowell abstained. Mayor Morris declared the motion carried.**
- 4. Consider approval of claims, checks, and warrants for the month of June, 2016. After discussion between Trustee Snow and Jeff Cowan about the June invoice from Cowan Engineering, Trustee Stanke made a motion to approve the claims, checks, and warrants for the month of June, 2016. Seconded by Trustee Rowell. Vote was Aye: Trustees Stanke, Johnson, Rowell, Snow, and Morris; Nay: None. Mayor Morris declared the motion carried.**
- 5. Consider and discuss report submitted by the Fire Chief, with action as necessary. Chief Brungardt reported there were a total of 9 runs, 2 EMS, 6 fires, and 1 vehicle accident. He also reported for the June meeting they did minor repairs to the equipment attached to the trucks and truck inspections. He also reported Volunteer Firefighter, Chavis Daughety, was injured while they were repairing equipment; he had metal in his eye. A worker’s comp claim was submitted and he was seen by a doctor the next day. Chief Brungardt also stated they received an application for a new volunteer firefighter and they would like to hire him. After discussion, the Trustees requested that the applicant get an Oklahoma driver license and then resubmit application. He also reported the fire department is reviewing grants to see which ones to apply for. He also provided the Council with the stipend report for 2015. No action.**
- 6. Consider and discuss report submitted by the Police Chief, with action as necessary. Chief Huckabee reported on calls for the month and introduced new police officer. He stated the evidence locker was**

complete and was informed free CLEET classes would be available and he will sign up for them soon. Chief Huckabee reported that it would be necessary to upgrade radios in order to continue to get dispatch from Canadian County and would have quotes available for the August Council meeting. No action.

7. Consider and discuss report submitted by the Public Works Supt., with action as necessary. Mr. Wallace reported the final inspection was done with Cowan Group and Redlands Construction for the 2015 CDBG Drainage Project, a final punch list was made. Mr. Wallace reported on the alarm monitoring system, is working with Pioneer to set up voice communication, easements may be needed to install the phone line. Mr. Wallace reported the new pumps and equipment are running flawlessly. A new generator is needed for the East Lift Station. He reported that \$14,700.00 was saved for the pump replacement and would like to move forward with purchasing a new generator. He requested purchasing the generator from the lowest bid they had previously received, Nathan Snyder Electric for \$16,599.00 with a 5% contingency. He reported on work completed at cemetery and is ready for the county to haul in gravel for streets/roads interior to cemetery. Mr. Wallace also requested assistance from County Commissioner Jack Stewart to help repair the pot holes on 122nd St East of Highway 270. No action.
8. Consider and discuss report by Treasurer on Oklahoma Water Resources Board loan #FAP-04-0004-L with payoff amount \$186,011.63, with action as necessary. Treasurer reported the payoff amount and how much money will be saved. Trustee Snow made a motion to pay \$186,011.63 balance on Oklahoma Water Resources Board loan #FAP-04-0004-L. Seconded by Trustee Stanke. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow; Nay: None. Mayor Morris declared the motion carried.
9. Consider and discuss Interlocal Agreement with Canadian County for patching and repairing the road surface of the roadway defined as 122nd Street Northwest, east of US 270, incorporating approximately one-half mile of the defined roadway, with action as necessary. County Commissioner Stewart discussed the agreement and projected cost of the materials needed for completing the work. Trustee Stanke made a motion to approve the Interlocal Agreement with Canadian County for patching and repairing the road surface of the roadway defined as 122nd Street Northwest, east of US 270, incorporating approximately one-half mile of the defined roadway not to exceed \$20,000.00 for the City of Calumet's half of the materials. Seconded by Trustee Rowell. Vote was Aye: Trustees Stanke, Johnson, Morris, and Rowell; Nay: None; Abstained: Trustee Snow. Mayor Morris declared the motion carried.
10. Discussion of ongoing engineering projects by Cowan Group Engineering, with action as necessary. Jeff Cowan discussed status of current projects. He provided a list to the Trustees of the items that need to be completed on the 2015 CDBG Drainage Improvements. He informed the council that water lease agreements will expire in January. No action.
11. Consider and discuss change order #1 per Redlands Contracting, LLC and Cowan Engineering Group for Calumet CDBG Drainage Improvements, with action as necessary. Jeff Cowan explained the reason for the change order, it replaces all polyethylene pipe and end sections with concrete and reconciles quantities of erosion control and traffic control. Trustee Stanke made a motion to approve change order #1. Seconded by Trustee Rowell. Vote was Aye: Trustees Stanke, Johnson, Morris, and Rowell; Nay: None; Abstained: Trustee Snow. Mayor Morris declared the motion carried.
12. Consider and discuss change order #2 per Redlands Contracting, LLC and Cowan Engineering Group for Calumet CDBG Drainage Improvements, with action as necessary. Jeff Cowan explained the reason for the change order, it reconciles final quantities and extends the contract time by 60 days, which were necessary to allow site to dry before final grading and installation of sod. Trustee Stanke made a motion to approve

change order #2. Seconded by Trustee Johnson. Vote was Aye: Trustees Stanke, Johnson, Morris, and Rowell; Nay: None; Abstained: Trustee Snow. Mayor Morris declared the motion carried.

3. Consider and discuss Pay Application #2 submitted by Cowan Engineering for Redlands Contracting, LLC for Calumet CDBG Drainage Project, with action as necessary. Jeff Cowan explained Pay Application #2, indicating change orders, payments, and 10% retainage that would be held until final items completed. Trustee Stanke made a motion to pay Pay Application #2 in the amount of \$12,133.63. Seconded by Trustee Rowell. Vote was Aye: Trustees Stanke, Johnson, Morris, and Rowell; Nay: None; Abstained: Trustee Snow. Mayor Morris declared the motion carried.

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

A. Discussion concerning employment hiring, appointment, promotion, discipline or resignation of any salaried public office or employee pursuant to 25 O.S. 307 (B) (I).

1. Consider and discuss Jason Barber's resignation as police officer as of May 5, 2016, with action as necessary. Action on item 16.
2. Consider and discuss appointment of Town Clerk, with action as necessary. Action on item 16.
3. Consider and discuss appointment of Court Clerk, with action as necessary. Action on item 16.
4. Consider and discuss hiring Deputy Clerk/Secretary, with action as necessary. Action on item 16.

Trustee Stanke made a motion to enter into executive session. Seconded by Trustee Johnson. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow; Nay: None. Mayor Morris declared the motion carried.

15. Consider entering back into open session. Trustee Stanke made a motion to enter back into open session. Seconded by Trustee Rowell. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow; Nay: None. Mayor Morris declared the motion carried.

16. Consider taking action on matters discussed in executive session. Trustee Stanke made a motion to enter into executive session. Seconded by Trustee Johnson. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow; Nay: None. Mayor Morris declared the motion carried.

1. Consider and discuss Jason Barber's resignation as police officer as of May 5, 2016, with action as necessary. Trustee Stanke made a motion to accept Jason Barber's resignation as police officer as of May 5, 2016. Seconded by Trustee Johnson. Vote was Aye: Trustees Stanke, Johnson, Morris, and Rowell; Nay: None; Abstained: Trustee Snow. Mayor Morris declared the motion carried.
2. Consider and discuss appointment of Town Clerk, with action as necessary. Trustee Stanke made a motion to appoint Kelly Hobbs as Town Clerk. Seconded by Trustee Johnson. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow; Nay: None. Mayor Morris declared the motion carried.
3. Consider and discuss appointment of Court Clerk, with action as necessary. Trustee Stanke made a motion to appoint Kelly Hobbs as Court Clerk. Seconded by Trustee Johnson. Vote was Aye:

Trustees Stanke, Johnson, Morris, Rowell, and Snow; Nay: None. Mayor Morris declared the motion carried.

4. Consider and discuss hiring Deputy Clerk/Secretary, with action as necessary. Trustee Snow made a motion to hire Nicole Atkinson at \$13 per hour with a 90-day probation on the condition of passing a pre-employment drug screen. Seconded by Trustee Stanke. Vote was Aye: Trustees Stanke, Johnson, Morris, and Snow; Nay: None; Abstained: Trustee Rowell. Mayor Morris declared the motion carried.

17. Consider and discuss 2016-2017 Lease Agreement between the Town of Calumet and Calumet Public Schools for the use of the Calumet Baseball & Softball Fields, with action as necessary. Discussion of lease agreement being the same as the previous years with the addition of the OG&E account numbers that the Calumet Public School is responsible for paying. Trustee Snow commented that the electric bill should be in the School's name. Trustee Johnson made a motion to approve the 2016-2017 Lease Agreement between the Town of Calumet and Calumet Public Schools for the use of the Calumet Baseball & Softball Fields. Seconded by Trustee Stanke. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow; Nay: None. Mayor Morris declared the motion carried.

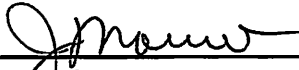
18. Consider and discuss assigning a new signer for Water Deposit account at All Nations Bank to replace Arnela Hall, with action as necessary. Discussion of necessity of second signer. Kelly Hobbs, Deputy Clerk and Margaret Stratton, Treasurer explained that checks are written from this account to pay balance on water bills or refund water deposit when account is closed. Trustee Snow made a motion to assign Kelly Hobbs as new signer for Water Deposit account at All Nations Bank. Seconded by Trustee Johnson. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow; Nay: None. Mayor Morris declared the motion carried.

19. Consider and discuss pre-bid meeting date and time to demolish Lots 4 and 5, Block 5, Todd's First Addition to the Town of Calumet, also known as 109 North Calumet Road, Calumet, OK, and Lots 6 and 7, Block 5, Todd's First Addition to the Town of Calumet, also known as 113 North Calumet Road, Calumet, OK, with action as necessary. Discussion of status of buildings and occupants. Trustee Snow made a motion to table until further information is gathered. Seconded by Trustee Stanke. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow; Nay: None. Mayor Morris declared the motion carried.

20. Consider and discuss eviction of owner from Lots 4 and 5, Block 5, Todd's First Addition to the Town of Calumet, also known as 109 North Calumet Road, Calumet, OK, with action as necessary. Joe Weaver, Town Attorney, discussed process of evicting owner. He also discussed liens and foreclosure. Kelly Hobbs, Deputy Clerk, reported that per the Canadian County Tax Assessor's office, the taxes for 2015 had not been paid on the property. Trustee Rowell made a motion to evict owner and their property from Lots 4 and 5, Block 5, Todd's First Addition to the Town of Calumet, also known as 109 North Calumet Road, Calumet, OK. Seconded by Trustee Stanke. Vote was Aye: Trustees Stanke, Johnson, Morris, and Rowell; Nay: None; Abstained: Trustee Snow. Mayor Morris declared the motion carried.

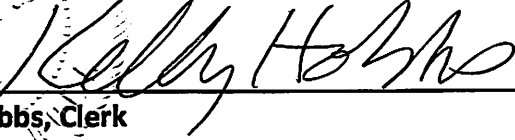
21. Consider and discuss report submitted by the Chairman of the Planning Commission, with action as necessary. Trustee Snow discussed the Planning Commission meeting that took place on June 21, 2016. He pointed out there were four items on the agenda from that meeting. He discussed the Planning Commission's recommendation to annex ONEOK. Joe Weaver, Town Attorney, discussed the process of annexation. Trustee Snow showed Mr. Weaver a map of the area that would be annexed. No action.

22. Consider and discuss Daniel Tatro's resignation as building inspector as of June 21, 2016, with action as necessary. The Trustees reviewed Daniel Tatro's written resignation submitted via email to Kelly Hobbs, Deputy Clerk. Trustee Snow made a motion to accept Daniel Tatro's resignation as building inspector as of June 21, 2016. Seconded by Trustee Rowell. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow; Nay: None. Mayor Morris declared the motion carried.
23. Consider and discuss appointing Steve Snow as Zoning Administrator, with action as necessary. Trustee Johnson asked if it is okay for Trustee Snow to be the Planning Commission Chairman and the Zoning Administrator, Kelly Hobbs, Deputy Clerk, explained that the Planning Commission can act as the Zoning Board in the absence of one. Trustee Morris asked what the Zoning Administrator is responsible for, Trustee Rowell stated Part 12, Chapter 2 of the Town of Calumet Ordinances. Joe Weaver, Town Attorney, recommended that the Planning Commission should consider creating a comprehensive plan. Trustee Stanke made a motion to appoint Steve Snow as Zoning Administrator. Seconded by Trustee Rowell. Vote was Aye: Trustees Stanke, Johnson, Morris, and Rowell; Nay: None; Abstained: Trustee Snow. Mayor Morris declared the motion carried.
24. Consider and discuss changing the dollar amount in 5-115 D from \$3,000 to \$12,000, with action as necessary. Trustee Snow discussed the recommendation from the Planning Commission to increase this amount and that it only applies to ordinary repairs. Trustee Stanke stated that roofers and other contractors should be required to register before they can work in the Town, just as electrical, plumbing, and mechanical workers are required. Trustee Snow stated he would discuss it with the Planning Commission members. Trustee Stanke made a motion to amend the amount in Ordinance 5-115 D from \$3,000.00 to \$12,000.00. Seconded by Trustee Rowell. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow; Nay: None. Mayor Morris declared the motion carried.
25. Consider and discuss requirement of two signatures from Planning Commission members for building permits to be approved, with action as necessary. Trustees discussed the building permit and zoning clearance permit. Trustee Stanke made a motion to require two signatures from Planning Commission members for Building Permits and Zoning Clearance Permits to be approved. Seconded by Trustee Johnson. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow; Nay: None. Mayor Morris declared the motion carried.
26. Remarks and inquiries of the governing body members. Kelly Hobbs, Deputy Clerk, stated that Arnelda Hall turned in all keys used as Town Clerk on 6-28-16. Status of the demolition of the Kerr Property at 122 S Taft was discussed. Demolition was not completed; caution tape was put around property by people that were supposed to complete demolition. Kaci Snow stated that from her understanding the Kerr Family is not moving forward to remove the debris from the property.
27. Consider new business of an emergency nature that had not been contemplated at the time of the agenda preparation, with action as necessary. Trustees discussed purchasing a new generator for the East Lift Station as requested by Bruce Wallace, Public Works Superintendent. Trustee Stanke made a motion to purchase and install a 32 KW generator for the East Lift Station from Nathan Snyder Electric, LLC. Seconded by Trustee Snow. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow; Nay: None. Mayor Morris declared the motion carried.
28. Adjournment. Trustee Rowell made a motion to adjourn the meeting. Seconded by Trustee Snow. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow; Nay: None. Mayor Morris declared the motion carried.



John Morris, Mayor

ATTEST:



Kelly Hobbs, Clerk