

BOARD OF TRUSTEES

December 5, 2017

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

Members Absent: Trustee Muskett was absent from the meeting from 6:55-7:05. Did not miss any motions or roll calls.

Staff Present: Jill Ray, Clerk; Brian Huckabee, Police Chief; Mickey Stratton, Treasurer; Bruce Wallace, Water works supervisor; Joe Weaver, Town Attorney.

Others Present: Michael Taylor, Cowan Engineering; David Griesel, OEMA; Wayne Schwab, Planning Commission; Brian Leck, Planning Commission; David Hoffman; Kaci Snow.

- 1. Meeting called to order and roll call. Mayor Rowell called the Regular Meeting of the Board of Trustees to order. Clerk Ray called roll and declared a quorum. Agenda was posted at the Calumet Town Hall on Monday, December 4, 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. Michael Taylor with Cowen Engineering gave an update on the mapping of the sewer manholes and that they were going to start the smoke testing soon. David Hoffman stated that someone in the office had spoke to the County Assessors office and gave them incorrect information about his property.**
- 3. Consider approval or amendment of minutes of the Regular Meeting held November 7, 2017, with action as necessary. Trustee Stanke made a motion to approve the minutes of the Regular Meeting held November 7, 2017. Seconded by Trustee Muskett. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Muskett, aye. Mayor Rowell declared the motion carried.**
- 4. Consider approval of claims, checks, and warrants for the month of November 2017, with action as necessary. Trustee Stanke made a motion to approve the claims, checks, and warrants for the month of November 2017. 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.**
- 5. Consider and discuss report submitted by the Fire Department Secretary, with action as necessary. Secretary was not available, Terry Brungardt stated that they had 2 EMS calls, 5 fires and 7 vehicle accidents. The new tires were purchased and installed on the engine truck. No Action.**
- 6. Consider and discuss report submitted by the Police Chief, with action as necessary. Chief Huckabee stated Unit 1 is repaired, after weeks in the shop, the carbon monoxide issue**

has been fixed. All mandatory state hours and firearms requalification's for the year are completed. No action.

7. Consider and discuss report submitted by the Public Works Superintendent, with action as necessary. Bruce Wallace stated there were 46 Okie locate, 2 water meter boxes installed, 2 water meters replaced, and 1 water leak repaired. Tires were purchased and installed on PW# 2, Bruce stated that the bathrooms at the ball park need to be attended to, and asked who was in charge of them. Trustee Rowell stated that the school is responsible, and she would contact them about the situation. No action.
8. Consider and discuss report submitted by the Planning Commission Administrator, with action as necessary. Brian Leck gave a report that the Planning Commission has now meet twice, and Wayne Schwab is looking into getting maps to clarify the zoning issues for the town, Brian Leck and Mickey Stratton gave their resignation from the Planning Commission effective immediately. The planning commission is looking for ideas and what the town residences input would be for the growth of Calumet.
9. Consider and discuss closing the office December 26th also, with action as necessary. Trustee Snow made a motion to approve closing the office on December 26th. 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.
10. Consider and discuss, tabled from November meeting, replacing the sidewalk on North Calumet Road from Main to Todd on the West side of Highway 270, with action as necessary. No action.
11. Consider and discuss, tabled from November meeting, what the town is in need of, that can be accepted as a donation from Cheniere Pipeline, with action as necessary. No Action.
12. Consider approval, tabled from November meeting, of 2018 Calendar Year of Regular Meetings for the Board of Trustees and the Calumet Public Works Authority, with action as necessary. Trustee Muskett made a motion to approve the 2018 Calendar Year of Regular Meetings for the Board of Trustees and the Calumet Public Works Authority. Seconded by Trustee Stanke. 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, tabled from November meeting, the addition of street lights, with action as necessary. Trustee Stanke made a motion to contact OG&E concerning the additional Street Lights. 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.

14. Consider and discuss, tabled from November meeting, the police pension and retirement system that is in our ordinances 2-520/522 to be put into effect immediately for our Police Department staff, with consideration of back pension and retirement owed, with action as necessary. No Action.
15. Consider and discuss changing the employee handbook- Section VI: Leave and absence from work, section 1b- to read: Employees should request annual/vacation leave from his/her supervisor first, then send email to mayor requesting approval for vacation leave, pending approval. Approval will be sent with Treasurer being cc'd for documentation on time card, with action as necessary. Trustee Muskett made a motion to approve changing the employee handbook-Section VI: Leave and absence from work, section 1b- to read: Employees should request annual/vacation leave from his/her supervisor first, then send email to mayor requesting approval for vacation leave, pending approval. Approval will be sent with Treasurer being cc'd for documentation on time card. Trustee Muskett also motioned to remove the section in the Employee Policy Manual Section VI: Leave and absence from work, 1a- No more than two (2) weeks may be taken at one time. Scheduling of Vacations should take place at least two (2) months in advance, with no more than one (1) full time employee off at any given time. Seconded by Trustee Stanke. Roll call vote: Trustee Muskett, aye; Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.
16. Consider and discuss the broken copier in the police department being put in surplus, with action as necessary. Trustee Rowell made a motion to remove the broken copier from the inventory and send it to be destroyed at the trash. 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.

Trustee Snow made a motion to Recess the Regular Meeting of the Board of Trustees at 8:10pm. 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.

Trustee Rowell made a motion to reconvene into Regular Meeting of the Board of Trustees at 9:00pm. Seconded by Trustee Stanke. 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 entering into executive session for the purpose of the following:

Discussion concerning employment, hiring, appointment, promotion, discipline or resignation of Laura Sessions, Brian Huckabee, Robert Baysinger, Bruce Wallace, Jeff Miller, Johnny Sanchez, Jill Ray, Nicole Atkinson and Mickey Stratton pursuant to 25 O.S. 307 (B) (I).

Trustee Stanke made a motion to enter executive session. 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.

18. Consider reconvening into open session. Trustee Stanke made a motion to reconvene into open session. 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 taking action on the following:

Discussion concerning employment, hiring, appointment, promotion, discipline or resignation of Laura Sessions, Brian Huckabee, Robert Baysinger, Bruce Wallace, Jeff Miller, Johnny Sanchez, Jill Ray, Nicole Atkinson and Mickey Stratton.

Trustee Snow made a motion to change Laura Sessions pay from hourly to a salary of \$150.00 per meeting. 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.

20. Remarks and inquiries of the governing body members. No action.

21. 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 stated that the town had received a renewal for the USTI water billing system for \$858.00. Trustee Stanke made a motion to approve the renewal for the water billing system for \$858.00 and this bill will be paid out of the CPWA 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.

22. Adjournment. Trustee Stanke made a motion to Adjourn. 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.

Lacey Rowell, Mayor

ATTEST:

Jill Ray, Clerk