

BOARD OF TRUSTEES**9-6-16****Members Present: John Morris, Barbara Johnson, Steve Snow, Lacey Rowell****Members Absent: Mark Stanke****Staff Present: Brian Huckabee, Police Chief; Robert Baysinger, Lieutenant; Tyler Wyatt, Animal Control Officer; Kelly Hobbs, Clerk; Nicole Atkinson, Deputy Clerk; Mickey Stratton, Treasurer; Joe Weaver, Town Attorney; and Cole Grinnell, Town Engineer Representative.****Others Present: Kaci Snow, Charles Daughety, Drayton Morgan, Mike Estep, Jeremy Estep, Regan Ellison, Jack Stewart, Linda Scott**

- 1. Meeting called to order and roll call. John Morris, Mayor, called the Regular Meeting of the Board of Trustees to order. Kelly Hobbs, Clerk, called roll and declared a quorum. Agenda was posted at the Calumet Town Hall on Friday, September 2, 2016 at 4:30 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.**

Charles Daughety asked why he received a clean-up notice. Clerk Hobbs explained that the Planning Commission asked that a clean-up notice be sent to him and explained the process of sending courtesy letters. Charles Daughety requested an agenda item next month to de-annex a portion of his property.

Jack Stewart reported that he would like to hold the business portion of the Commissioner’s meeting in Calumet in the month of October, either the 10th, 17th, or the 24th. He also gave a status update on Calumet Rd: Bids went out, the lowest bid was from Schwarz and they were awarded about 2 weeks ago. He expects the project to begin in the next few weeks. He discussed how traffic would be routed during construction; local traffic would be allowed; all others will be detoured to 192nd.

Linda Scott discussed concerns about neighbor’s dog that broke through her fence and attempted to attack her dogs. She would like to see a tougher ordinance for vicious dogs, specifically pit bulls. The council stated they would look into the matter and gather information on current ordinance from Geary.

- 3. Consider approval or amendment of minutes for the Regular Meeting held August 2, 2016, with action necessary. Trustee Johnson made a motion to approve the minutes as written for the Regular Meeting held August 2, 2016. Seconded by Trustee Snow. Vote was Aye: Trustees Johnson, Morris, and Snow. Nay: None. Abstain: Trustee Rowell. Mayor Morris declared the motion carried.**

4. Consider approval of claims, checks, and warrants for the month of August, 2016. Trustee Rowell made a motion to approve the claims, checks, and warrants for the month of August, 2016. Seconded by Trustee Snow. Vote was Aye: Trustees Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.
5. Consider and discuss report submitted by the Fire Chief, with action as necessary. Chief Brungardt stated no report because the Fire Department does not have meeting until next week. He also reported fire wagons are being used, but several calls were due to controlled burns. He asked that the Council consider making a bid on Surplus Radios and SCBA's from the El Reno Fire Department; he provided a list and pictures of equipment for review and suggested \$1000.00 for radios and \$1000.00 for SCBA's. He also reported that two grants have been submitted, the 80/20 and ONEOK, but no word on either yet. The AFG Grant will be open for applications from approximately October 11th to November 19th. No action.
6. Consider and discuss report submitted by Animal Control Officer, Tyler Wyatt, with action as necessary. Tyler Wyatt provided monthly report to Council. He reported that a black lab that was picked up in town was killed in a car accident when being transported to a new home. The Council thanked him for his work. No action.
7. Consider and discuss report submitted by the Police Chief, with action necessary. Chief Huckabee provided a report to Council. He reported that the murder trial set for September has been postponed, possibly to April. He also reported that OG&E donated 2 laptops to the Calumet Police Department and he sent a thank you letter. He is preparing a list for OG&E for any streetlights that may be out. He also reported that free training opportunities may be limited due to budget cuts and he may have to look into online training to stay current with required training. Chief Huckabee asked that the Council approve Drayton Morgan as a Reserve Police Officer and provided his application for review. No action.
8. Consider and discuss 800 Mhz mobile and handheld radios for the Calumet Police Department, with action as necessary. This item was tabled from the last meeting; it was requested that additional quotes be provided to the Council. Chief Huckabee reported that the quote given was the lowest price available and the same company that the Canadian County Sherriff's office used. Chief Huckabee contacted the Canadian County Sheriff's department to verify the VHF radio system would only be used as a back-up and 800 Mhz radio system would be primary as early as January 2017. Trustee Snow also stated that he contacted the Canadian County Sheriff's department and the VHF system will be used only as a back-up system. Trustee Rowell made a motion to purchase 800 Mhz radios in the amount of \$12,193.41 for the Calumet Police Department. Seconded by Trustee Johnson. Vote was Aye: Trustees Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.
9. Consider and discuss information from Treasurer concerning remaining payoff amount of \$25,950.03 for Oklahoma Water Resources Board loan #FAP-04-0004-L, with action as necessary. Treasurer discussed the reason for the remaining amount, Joe Weaver Town Attorney recommended seeing an amortization schedule for the loan to verify amount remaining is accurate. Trustee Snow made a motion to table remaining payoff amount of

\$25,950.03 for Oklahoma Water Resources Board loan #FAP-04-0004-L until further information was obtained. Seconded by Trustee Rowell. Vote was Aye: Trustees Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.

- 10. Consider and discuss report submitted by the Public Works Supt., with action as necessary. Bruce Wallace, Public Works Superintendent provided Council with report but was not present at meeting. Trustee Snow asked about location of manholes 7 & 8, Mayor Morris informed him of location. Trustee Snow also inquired about work that was supposed to be redone by Red Sky Contractors for drainage at the school and final punch list for Redlands Contracting for 2015 CDBG Drainage. Cole Grinnell, Cowan Engineering representative, commented on both projects; he stated he was not aware of the status of the work at the school and still waiting for Redlands to complete work so that Bruce could sign off on it. Trustee Snow stated that manholes are being covered when the alleys are grated and Trustee Rowell stated gravel was being thrown in her yard when alleys grated. No action.**
- 11. Consider and discuss report submitted by the Chairman of the Planning Commission, with action as necessary. Chairman Snow discussed the meeting of the Planning Commission held August 16, 2016. He stated they were still waiting for the Board to provide them with the definition of a contractor. He also stated the Planning Commission was reviewing properties that were not in compliance with current zoning. Chairman Snow stated that the County said the Town is responsible for zoning. Joe Weaver, Town Attorney, suggested that the Planning Commission create a comprehensive plan. No action.**
- 12. Consider and discuss recommendation from the Planning Commission to continue pursuit of annexing ONEOK, with action as necessary. After discussion of area to be annexed and possible costs, Trustee Snow made a motion for Joe Weaver, Town Attorney, to take necessary action to proceed with annexing ONEOK. Seconded by Barbara Johnson. Vote was Aye: Trustees Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.**
- 13. Consider and discuss recommendation from the Planning Commission to set terms for current members as follows: Brian Leck-1 (one) year, Steve Snow- 2 (two) years, Lacey Rowell-2 (two) years, Mickey Stratton-3 (three) years, and Arren Muskett-3 (three) years effective September 1, 2016, with action as necessary. Barbara Johnson made a motion to set terms for current members of the Planning Commission as follows: Brian Leck-1 (one) year, Steve Snow- 2 (two) years, Lacey Rowell-2 (two) years, Mickey Stratton-3 (three) years, and Arren Muskett-3 (three) years effective September 1, 2016. Seconded by Trustee Snow. Vote was Aye: Trustees Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.**
- 14. Discussion of ongoing engineering projects by Cowan Group Engineering, with action as necessary. Cole Grinnell, representative for Cowan Engineering, discussed status of projects. For the 2015 CDBG Drainage project, they are waiting for final punch list to be completed and approved. They continued work on Pump Station, Easements, and Ground Water Lease Agreements. Provided estimate of \$290,000 for 122nd Waterline, based on historical data with the Engineering portion including the land survey, engineering design,**

coordination of permits, and the entire bidding process, including advertisement for bids. No action.

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

- A. Discussion concerning employment hiring, appointment, promotion, discipline or resignation of Margaret Stratton, Brian Huckabee, Johnny Sanchez, Bruce Wallace, Jeff Miller, Robert Baysinger, and Kelly Hobbs pursuant to 25 O.S. 307 (B) (I).**

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

16. Consider reconvening into open session. Trustee Rowell made a motion to reconvene into open session. Seconded by Trustee Johnson. Vote was Aye: Trustees Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.

17. Consider taking action on the following:

Discussion concerning employment hiring, appointment, promotion, discipline or resignation of Mickey Stratton, Brian Huckabee, Johnny Sanchez, Bruce Wallace, Jeff Miller, Robert Baysinger, and Kelly Hobbs. Trustee Rowell made a motion to give Kelly Hobbs a raise to \$16/hour and Brian Huckabee a raise to \$18/hour. Seconded by Trustee Johnson. Vote was Aye: Trustees Johnson, Morris, Rowell. Nay: Trustee Snow. Mayor Morris declared the motion carried three to one.

18. Consider and discuss renewal of Water Lease Agreements, with action as necessary. Joe Weaver, Town Attorney, provided draft of Water Lease Agreements for review and discussed with the Council. Trustee Snow made a motion to approve the form of the Water Lease Agreements. Seconded by Trustee Rowell. Vote was Aye: Trustees Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried

19. Consider and discuss Lots 4 and 5, Block 5, Todd's First Addition, also known as 109 North Calumet Road, with action as necessary. Joe Weaver, Town Attorney, reported that he will send a notice to the property owner to remove all personal possessions so that the bid process can start next month. Trustee Snow made a motion to table further action on bid process until further information given from Town Attorney. Seconded by Trustee Rowell. Vote was Aye: Trustees Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.

20. Consider and discuss review of annual audit, with action as necessary. Trustee Snow expressed concern about losing money. Mayor Morris stated there had not been unnecessary spending. There was further discussion between Trustees Rowell and Snow about spending. Trustee Johnson made a motion to accept the annual audit. Seconded by Trustee Rowell. Vote was Aye: Trustees Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.

21. Consider approval of the Financial Statement for Fiscal Year ending June 30, 2016 and Estimate of Needs for Fiscal Year ending June 30, 2017, with action as necessary. Trustee Johnson made a motion to approve the Financial Statement for Fiscal Year ending June 30, 2016 and Estimate of Needs for Fiscal Year ending June 30, 2017. Seconded by Trustee Snow. Vote was Aye: Trustees Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.
22. Remarks and inquiries of the governing body members. Kelly Hobbs, Clerk, stated that Kim Haydon with Rusty Daisy asked if she could be allowed to decorate windows of building next to hers and place a piece of fence for decoration only between the two buildings. Trustee Johnson stated that the money being spent is necessary to repair and maintain the infrastructure of the Town and it has been the practice of the Town to complete necessary projects when money is available.
23. Consider new business of an emergency nature that had not been contemplated at the time of the agenda preparation, with action as necessary. Trustee Snow made a motion to table the approval of Drayton Morgan as a Reserve Police Officer until all Trustees are present. Seconded by Lacey Rowell. Vote was Aye: Trustees Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried. Trustee Snow made a motion to submit a bid to the El Reno Fire Department for \$2000.00 for radios and SCBA's. Seconded by Trustee Rowell. Vote was Aye: Trustees Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.
24. Adjournment. Trustee Rowell made a motion to adjourn the meeting. Seconded by Trustee Johnson. Vote was Aye: Trustees Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried and the meeting was adjourned.

John Morris, Mayor

ATTEST:

Kelly Hobbs, Clerk