

## **BOARD OF TRUSTEES**

**October 3, 2017**

**Members Present: Terry Brungardt, Lacey Rowell, Mark Stanke and Steve Snow.**

**Members Absent: Maghan Muskett**

**Staff Present: Jill Ray, Clerk; Nicole Atkinson, Deputy Clerk; Robert Baysinger, Police Lieutenant; Joe Weaver, Town Attorney.**

**Others Present: Sean Andress, Michael Taylor-Cowan Engineering.**

- 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 October 2, 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 September 5, 2017, with action as necessary. Trustee Stanke made a motion to approve the minutes of the Regular Meeting held September 5, 2017. Seconded by Trustee Brungardt. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.**
- 4. Consider approval of claims, checks, and warrants for the month of September 2017, with action as necessary. Trustee Stanke made a motion to approve the claims, checks, and warrants for the month of September 2017. Seconded by Trustee Brungardt. Roll call vote: 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. Fire Chief Brungardt reported 9 runs for the month of September, meeting took place on October 2<sup>nd</sup> and we focused on engine training, deck gun operations and drafted water from a drop tank, we are holding a fire prevention at the school on October 26<sup>th</sup>, the large engine truck needs new tires. No action.**
- 6. Consider and discuss report submitted by the Police Chief, with action as necessary. Chief Huckabee was on vacation and Lt. Baysinger gave the report for the police department, he advised Unit 2 had an issue with the radar installed and it had been replaced at no charge, Chief Huckabee spoke with OACP in regards to placing the surplus unit on their website- no further contact with them, will keep you advised, Unit 1 has new tires, Lt. Baysinger is working on the street light list to be turned in to OG&E for repair, the police department had 1-Burglary from an auto 1-theft of city utilities 14 plus citation issued, the Calumet kids Club Movie Nights had been a big success. No action.**

7. Consider and discuss report submitted by the Public Works Superintendent, with action as necessary. Bruce Wallace was on vacation, no report. No action
8. Consideration, discussion and possible action on accepting the proposal for the Sanitary Sewer Evaluation and Recommendation from Cowan Group Engineering dated August 18, 2017, with action as necessary. Michael Taylor with Cowan Engineering explained that we now have the OWRB loan project approved and with the acceptance of the proposal we will be able to move forward with the planning and design he also explained the steps to move forward on the sewer rehabilitation project. After further discussion Trustee Brungardt made a motion to accept the proposal from Cowan Group Engineering dated August 18<sup>th</sup>. Seconded by Trustee Stanke. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, nay. Mayor Rowell declared the motion carried.
9. Consider and discuss free training seminars that employees request to attend be approved by the Mayor, with action as necessary. Trustee Rowell advised that Trustee Muskett wanted this to be placed on the agenda. Trustee Snow made a motion to table until November meeting when Trustee Muskett will be in attendance. Seconded by Trustee Brungardt. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.
10. Discussion of Annual Christmas Dinner, with action as necessary. Deputy Clerk Nicole Atkinson stated that she had contacted Cattlemen's steakhouse for our annual Christmas dinner, they have the date of December 20<sup>th</sup> open and it will be a \$300.00 deposit and a minimum of \$1500.00 will have to be spent or we will have to make up the difference up to \$1500.00, the event room will hold up to 150 people and will be \$24.19 per person. The invitation list will include the volunteer fire department this year. Trustee Stanke made a motion to approve Cattlemen's steakhouse as the place for the Christmas dinner on December 20<sup>th</sup> and the \$300.00 deposit. Seconded by Trustee Rowell. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.
11. Consider and discuss the holiday in November (Veteran's Day) to be observed on Friday November 10, 2017. We have Municipal Court on Monday November 13, 2017, with action as necessary. Trustee Stanke made a motion to approve Veteran's day to be observed on Friday November 10, 2017. Seconded by Trustee Snow. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.

- 12. Consider and discuss use of a credit/debit card machine for a source of payment, with action as necessary. Clerk Ray presented 2 separate quotes that were received, and suggested that the town charge a 3% surcharge so that it will not cost the town any money for the use of the credit/debit card machine. Trustee Snow made a motion to approve Merchant Services as the provider with the Town of Calumet adding a 3% surcharge to the total amount charged. Seconded by Trustee Stanke. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.**
- 13. Consider approval or amendment of minutes for the Regular Meeting held September 5, 2017 that the \$75.00 increase in insurance premiums for employees be effective immediately, with action as necessary. Trustee Stanke made a motion to amend the minutes for the regular meeting held September 5, 2017 that the \$75.00 increase in insurance premiums for employees be effective immediately. Seconded by Trustee Brungardt. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, nay. Mayor Rowell 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 Jill Ray, pursuant to 25 O.S. 307 (B) (I).**

Trustee Stanke made a motion to enter into executive session. Seconded by Trustee Rowell. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, nay; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.
- 15. Consider reconvening into open session. Trustee Stanke made a motion to reconvene into open session, Seconded by Trustee Rowell. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.**
- 16. Consider taking action on the following:**

  - A. Discussion concerning employment, hiring, appointment, promotion, discipline or resignation of Jill Ray.**

Trustee Stanke made a motion to remove Jill Ray from probation status with a \$0.50 per hour raise, effective immediately. Seconded by Trustee Brungardt. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, nay. Mayor Rowell declared the motion carried.

17. Consider and discuss 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. After further discussion Trustee Stanke made a motion to table until November meeting. Seconded by Trustee Brungardt. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.
18. Remarks and inquiries of the governing body members. Trustee Rowell stated that repairs needed to be made at the corner of 4<sup>th</sup> & Flynn, Basketball court dedication will be 10-24-17 @3:30, Trustee Stanke had a report from OG&E about the outages, he stated that more citizens need to report the outages to Corporation Commission on power outages, Trustee Snow stated that we need to look into bids for the IT work needed. No Action
19. 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
20. Adjournment. Trustee Stanke made a motion to adjourn. Seconded by Trustee Rowell. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye. Mayor Rowell declared the motion carried.

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Lacey Rowell, Mayor

ATTEST:

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Jill Ray, Clerk