

BOARD OF TRUSTEES

November 1, 2016

Members Present: Mark Stanke, Barbara Johnson, John Morris, Lacey Rowell, Steve Snow

Members Absent: None.

Staff Present: Brian Huckabee, Police Chief; Robert Baysinger, Lieutenant; Bruce Wallace, Public Works Superintendent; Kelly Hobbs, Clerk; Mickey Stratton, Treasurer; Joe Weaver, Town Attorney; Cole Grinnell, Town Engineer Representative; and Terry Brungardt, Fire Chief.

Others Present: Millie Vance, Bob Kerr, Kathy Kerr, Michael McIntyre, Jerry Meyer, Kaci Snow, and Charles Daughety

- 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, October 28, 2016 at 4:30 p.m.**
- 2. Consider entering Public Hearing for the purpose of the following:**
 - A. Final Performance Report on FY-15 CDBG #16289; Drainage Improvements Project. Trustee Snow made a motion to enter Public Hearing for FY-15 CDBG #16289. Seconded by Trustee Rowell. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried. Millie Vance, Grant Administrator, gave the Final Performance Report on FY-15 CDBG #16289. The grant was awarded in the amount of \$102,975.00 and the Town matched that amount. The project benefitted the entire community; at the time of grant application the population was 535 with 64% qualifying as low water income. There were no comments from the Public or Trustees. Mayor Morris thanked Ms. Vance for her work.**
 - B. Consider final pay application from Redlands Contracting for work on CDBG Drainage Improvement Project, with action as necessary. Trustee Stanke made a motion to approve the final pay application from Redlands Contracting in the amount of \$20,907.85 for work on FY-15 CDBG #16289 Drainage Improvement Project. Seconded by Trustee Johnson. Vote was Aye: Trustees Stanke, Johnson, Morris, and Rowell. Nay: None. Abstain: Trustee Snow. Mayor Morris declared the motion carried.**
 - C. Consider final invoice from Cowan Engineering for services on CDBG Drainage Improvement Project, with action as necessary. Trustee Stanke made a motion to approve the final invoice from Cowan Engineering in the amount of \$452.52 for work on FY-15 CDBG #16289 Drainage Improvement Project. Seconded by**

Trustee Rowell. Vote was Aye: Trustees Stanke, Johnson, Morris, and Rowell. Nay: None. Abstain: Trustee Snow. Mayor Morris declared the motion carried.

- D. Consider final acceptance of CDBG # 16289; Drainage Improvements Project and authorizing the Mayor to sign closeout documents, with action as necessary. Trustee Rowell made a motion to accept CDBG # 16289; Drainage Improvements Project and authorize the Mayor to sign closeout documents. Seconded by Trustee Stanke. Vote was Aye: Trustees Stanke, Johnson, Morris, and Rowell. Nay: None. Abstain: Trustee Snow. Mayor Morris declared the motion carried.
3. Consider reconvening into open session. Trustee Stanke made a motion to reconvene into open session. Seconded by Trustee Johnson. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Open session was reconvened.
4. 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.

Jerry Meyer: Mr. Meyer was concerned about an incident in which the Police Department and Fire Department were called when he was doing a controlled burn. Mr. Meyer stated he has received training on controlled burns and has done them in the past at this location. There was a discussion between Fire Chief Brungardt, Police Chief Huckabee, Trustee Snow, and Mr. Meyer about the incident.

5. Consider approval or amendment of minutes for the Regular Meeting held October 5, 2016, with action as necessary. Trustee Rowell made a motion to approve the minutes as written for the Regular Meeting held October 5, 2016. Seconded by Trustee Stanke. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.
6. Consider approval of claims, checks, and warrants for the month of October, 2016. Trustee Snow made a motion to approve the claims, checks, and warrants for the month of October, 2016. Seconded by Trustee Rowell. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.
7. Consider and discuss finding the property located at Lots 13-16, Block 3, Todd’s 3rd Addition also known as, 122 South Taft a/k/a 122 W. 2nd St. a public nuisance and abatement process, with action as necessary. Bob and Kathy Kerr, property owners, were present along with Michael McIntyre to address the issue. Mr. Kerr asked the Council for permission to complete the demolition of the property by hauling off debris to an approved dumpsite and timeline to complete the work. The Council agreed to allow Mr. and Mrs. Kerr to continue and would like updated information for the contractor. Trustee Stanke made a motion to table finding the property located at Lots 13-16, Block 3, Todd’s 3rd Addition also known

as, 122 South Taft a/k/a 122 W. 2nd St. a public nuisance and abatement process until the February 2017 Regular Meeting of the Board of Trustees. Seconded by Trustee Rowell. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.

8. Consider and discuss report submitted by the Fire Chief, with action as necessary. Fire Chief Brungardt reported 6 total runs for September; 4 EMS, 1 fire, and 1 vehicle accident. The October Fire Department meeting will be held November 7, 2016. He also reported the Fire Department is currently working on a FEMA grant and presented the Trustees with the annual stipend report. There was further discussion about burning in town limits, Chief Brungardt stated this was a problem in many surrounding communities and invited the Trustees to attend the meeting at the Mustang Fire Department on Thursday, November 3, 2016 to further discuss the issue. No action.
9. Consider and discuss annual stipend for the Volunteer Firefighters, with action as necessary. After review and discussion of the Annual Stipend Report provided by Fire Chief Brungardt, Trustee Snow made a motion to approve the \$5000.00 stipend with \$550.00 going to officers. Seconded by Trustee Johnson. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.
10. Consider and discuss report submitted by the Police Chief, with action as necessary.

109 S Calumet Rd: Chief Huckabee reported that the vehicles and trash trailer have been removed from the alley behind 109 S Calumet Rd. and one vehicle was towed for being illegally parked in front of the building. The building continues to be an issue as there was a report of debris coming off the building and nearly injuring a neighboring property owner. Chief Huckabee asked Joe Weaver, Town Attorney, for status of evicting property owner since the building had been declared dilapidated. Mr. Weaver stated he had someone working on the paperwork.

Animal Control: Chief Huckabee reported the City of Geary hired a new animal control officer, James Patterson, and he will resume animal control services in Calumet starting Wednesday, November 2, 2016. The City of Geary now has a drug test policy.

Radios: The department is awaiting the assignments from DPS before radio installs are complete. The invoice for the radios will be submitted once the install is complete.

Reserve Officers: Drug tests and CLEET paperwork are complete for the new reserve officers and Lieutenant Baysinger is working on scheduling their training.

There were no issues on Halloween. Patrol and Fuel logs for each officer were provided. No action.

11. Consider and discuss report submitted by the Public Works Superintendent, with action as necessary. Superintendent Bruce Wallace reported 41 processed Okie locate requests, 6 water meters and boxes installed/replaced, and 0 sewer main tapped.

Calumet School: After meeting with Keith Weldon and Red Sky Construction, Jeff Cowan with Cowan Engineering was contacted to review plans, agreements, and communications. Mr. Cowan determined the plans submitted changed multiple times, but the plans still show a small ditch line is supposed to be present to allow for better drainage of Main St. in addition to the drainage pipe that has been installed that does nothing to help with the Town's drainage. Cowan is scheduling a meeting to include Cowan Engineering, Calumet School Superintendent and their Contractor and Civil Engineer, Mayor Morris, and Superintendent Wallace to discuss the best solution moving forward to rectify the drainage issues.

CDBG Drainage Project: Redlands completed work for the project.

East Lift Station: The new generator has been installed, inspected, and tested and works flawlessly. The final invoice has been submitted for payment at the bid agreement price. Council needs to decide if the extended warranty for the generators will be purchased. The price is \$1350 per generator and can be added any time prior to one year anniversary of installation date.

Cemetery: Jack Stewart and County employees delivered the rock for roads for the cemetery. John Morris used his grader and Jeff used the box blade to spread and level.

Well House #4 and #2: The process has begun for the permit process to install a second chlorination station at well 2 and rehabilitation of well 4. Superintendent Wallace has taken pictures, measurements, and drawings of well 2 and prepared for Cowan to begin their portion of engineering to submit to DEQ.

Fire Station: A water meter was installed to cover the fire station water usage as well as a new fire hydrant installed at the NW corner of the building along with a 6" valve. This hydrant will facilitate several uses, including isolation and drainage of elevated water tower during maintenance procedures.

A water meter and frost free hydrant was installed to the Water Department metal building.

12. Consider and discuss report submitted by the Chairman of the Planning Commission, with action as necessary. Chairman Snow reported that they still have not been able to fill the position of Secretary and did not have a meeting in October. Trustee Rowell asked if any applications had been submitted, Clerk Hobbs stated one but Chairman Snow contacted her and she is only interested in full time employment. Chairman Snow asked the Town Attorney for a status update on annexing ONEOK. Mr. Weaver stated he is working on it. No action.

- 13. Discussion of ongoing engineering projects by Cowan Group Engineering, with action as necessary. Cole Grinnell was in attendance as a representative for Cowan Engineering, he reported as follows:**

Easements/Water Lease Agreements: Continuing to provide support for Joe Weaver, as needed.

Engineering for Chlorination for CPWA: Needs have been reviewed and does not expect project to be expensive.

Calumet School Drainage: Will set up meeting with Mayor, necessary School representatives, and Bruce to discuss action moving forward.

Water Superintendent brought it to the attention of the Council that there was a verbal agreement with the School Superintendent that the School would be responsible for removing concrete covering a water line if repairs are needed, but he feels a written agreement is needed.

No action.

- 14. Consider and discuss renewal of Water Lease Agreements, with action as necessary. Clerk Hobbs provided information to Council about the Water Lease Agreements. David Hoffman spoke with Clerk Hobbs as a representative of sellers listed on Agreements. The sellers request that the term of the agreement be changed from 40 years to 10 years and that a report of usage be sent monthly. Trustee Snow made a motion to change the term of the Water Lease Agreements from 40 years to 10 years and provide a monthly usage report. Seconded by Trustee Rowell. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.**

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

- A. Discussion concerning employment, hiring, appointment, promotion, discipline or resignation of Nicole Atkinson pursuant to 25 O.S. 307 (B) (I). Trustee Snow made a motion to enter executive session. Seconded by Trustee Stanke. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Trustees entered executive session.**

- 16. Consider reconvening into open session. Trustee Rowell made a motion to reconvene open session. Seconded by Trustee Stanke. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Open session was reconvened.**

- 17. Consider taking action on the following:**

- A. Discussion concerning employment, hiring, appointment, promotion, discipline or resignation of Nicole Atkinson. Trustee Stanke made a motion to remove Nicole Atkinson from probation effective November 1, 2016. Seconded by**

Trustee Johnson. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried. Trustee Stanke made a motion to raise Nicole Atkinson's pay to \$13.75 per hour, effective immediately. Seconded by Trustee Johnson. Vote was Aye: Trustees Stanke, Johnson, Morris, and Rowell. Nay: Trustee Snow. Mayor Morris declared the motion carried.

18. Consider approval of 2017 Calendar Year of Regular Meetings for the Board of Trustees and the Calumet Public Works Authority, with action as necessary. Trustee Stanke made a motion to approve the 2017 Calendar Year of Regular Meetings for the Board of Trustees and the Calumet Public Works Authority as written. Seconded by Trustee Rowell. Vote was Aye: Trustees Stanke, Johnson, Morris, and Rowell. Nay: Trustee Snow. Mayor Morris declared the motion carried.
19. Consider and discuss awarding Christmas Bonus to Town employees, with action as necessary. Trustee Snow made a motion to award full time employees \$400.00 Christmas Bonus and part time employees \$200.00 Christmas Bonus. Seconded by Trustee Johnson. Vote was Aye: Trustee Snow. Nay: Trustees Stanke, Johnson, Morris, and Rowell. Mayor Morris declared the motion lost. Trustee Stanke made a motion to award all employees a \$400.00 Christmas Bonus. Seconded by Trustee Rowell. Vote was Aye: Trustees Stanke, Johnson, Morris, and Rowell. Nay: Trustee Snow. Mayor Morris declared the motion carried.
20. Discussion of Annual Christmas Dinner, with action as necessary. Trustee Johnson provided information for plans for Annual Christmas Dinner. Trustee Stanke made a motion to approve Annual Christmas Dinner at Primo's in Yukon on December 13, 2016 at 6:30 p.m. for \$20 per person. Seconded by Trustee Rowell. Vote was Aye: Trustees Stanke, Johnson, Morris, Rowell, and Snow. Nay: None. Mayor Morris declared the motion carried.
21. Remarks and inquiries of the governing body members. Trustee Johnson would like to have name plates for Trustees in Council room. Clerk Hobbs will research pricing. Trustee Stanke asked about status of cemetery and pricing. Clerk Hobbs stated the price is \$500 per grave site. Trustee Snow discussed the gravel at the cemetery. Trustee Rowell stated the Town was not in the hole this month. Clerk Hobbs gave a status update on FEMA reimbursement for 2015 November and December ice storms; December is complete and a check should be received in a couple of weeks and November will be completed in a couple of weeks. Clerk Hobbs was asked by a citizen if there would be a Fall clean up like the one in May. Mayor Morris stated, not at this time.
22. Consider new business of an emergency nature that had not been contemplated at the time of the agenda preparation, with action as necessary. None.

23. 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. And the meeting was adjourned.

John Morris, Mayor

ATTEST:

Kelly Hobbs, Clerk