

**NOTICE OF SPECIAL MEETING  
OF THE  
BOARD OF TRUSTEES**

In compliance with Title 25, Oklahoma Statutes, Section 301-314, the Oklahoma Open Meeting Act be advised that the Board of Trustees, governing body of the Town of Calumet, Oklahoma, shall conduct its SPECIAL MEETING on December 11, 2023. Said SPECIAL MEETING shall be held at 6:30 p.m., at the Calumet Town Hall, 118 W. Second Street. If you require special accommodation, please notify the Town Office at 405-893-2323.

**AGENDA:**

**Note:** The Board may discuss, vote to approve, vote to disapprove, vote to table, amend, or decide not to discuss any item on the agenda.

- 1. Meeting called to order and roll call.**
- 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.**
- 3. Consideration of approval, rejection, amendment and/or postponement of the minutes for the Special Meeting held November 6, 2023, with action as necessary.**
- 4. Consideration of approval, rejection, amendment and/or postponement of claims, checks, and warrants for the month of November 2023, with action as necessary.**
- 5. Consideration of approval, rejection, amendment and/or postponement of report submitted by the Fire Department Secretary, with action as necessary.**
- 6. Consideration of approval, rejection, amendment and/or postponement of report submitted by the Police Chief, with action as necessary.**
- 7. Consideration of approval, rejection, amendment and/or postponement of report submitted by the Director of Operations/Director of Public Works, with action as necessary.**
- 8. Consideration of approval, rejection, amendment and/or postponement of accepting the 2024 ACOG REAP Grant, in the amount of \$136,261.14, awarded to the Calumet Fire Department for the purchase and buildout of a Brush Truck and authorizing all actions necessary to fulfill the grant requirements, with action as necessary.**
- 9. Consideration of approval, rejection, amendment and/or postponement of appointing Nicole Lawless as the Town of Calumet’s Authorizing Agent for the Oklahoma Municipal Retirement Fund, with action as necessary.**
- 10. Consideration of approval, rejection, amendment and/or postponement of discussion of OMAG’s appraisal for claim #213987-1 on the 2018 Dodge Charger VIN 9166, with action as necessary.**
- 11. Consideration of approval, rejection, amendment and/or postponement of Parkhill Engineering Task Order NO. 5 Master Agreement for Professional Services pertaining to miscellaneous services needed and provided at hourly rate schedule, with action as necessary.**

12. Consideration of approval, rejection, amendment and/or postponement of purchasing an artificial Christmas Tree, with action as necessary.
13. Consideration of approval, rejection, amendment and/or postponement of entering into executive session for the purpose of the following:
  1. *Discussion concerning employment, hiring, appointment, promotion, discipline or resignation of any salaried officer or employee pursuant to 25 O.S. 307 B(1).  
In reference to the following:*
    - A. Discussion concerning acceptance of the resignation of Bailey Ross from the position of Town Clerk/Court Clerk.
    - B. Discussion concerning appointing Nicole Lawless to the position of Town Clerk.
    - C. Discussion concerning advertising and posting of the position of Deputy Clerk/Court Clerk and accepting applications for position.
    - D. Jerry Goodwin

Acknowledgement of exiting executive session and re-entering regular session of meeting.

14. Consideration of approval, rejection, amendment and/or postponement of taking action on the following:
  1. *Discussion concerning employment, hiring, appointment, promotion, discipline or resignation of any salaried officer or employee pursuant to 25 O.S. 307 B(1).  
In reference to the following:*
    - A. Discussion concerning acceptance of the resignation of Bailey Ross from the position of Town Clerk/Court Clerk.
    - B. Discussion concerning appointing Nicole Lawless to the position of Town Clerk.
    - C. Discussion concerning advertising and posting of the position of Deputy Clerk/Court Clerk and accepting applications for position.
    - D. Jerry Goodwin

15. Remarks and inquiries of the governing body members.

16. Consider new business of an emergency nature that had not been contemplated at the time of the agenda preparation, with action as necessary.

17. Adjournment.

Posted at the Calumet Town Hall on Thursday, December 7, 2023, at 1:00 pm.



Nicole Lawless, Deputy Clerk