

BOARD OF TRUSTEES

April 4, 2018

Members Present: Terry Brungardt, Lacey Rowell, Forrest Higdon and Steve Snow.

Members Absent: Mark Stanke.

Staff Present: Margaret Stratton, Treasurer; Joe Weaver, Town Attorney; Jill Ray, Town Clerk, Brian Huckabee, Chief of Police; Stephen Havener, Water Dept Supervisor.

Others Present: Kaci Snow, Charles Daughety, Rick Webb, Tim Ward, Clay Hobbs, Drayton Morgan, Jeff Still, Dan Echols, Donelle Echols, Chris Englebrake, Mike Crowley and Jack Stewart.

- 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 Wednesday, April 3, 2019.**
- 2. Public Comments –None. No Action.**
- 3. Consider approval or amendment of minutes of the Regular Meeting held February 5, 2019 with action as necessary. Trustee Stanke made a motion to approve the Minutes for the February 5, 2019 meeting, Seconded by Trustee Snow. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Snow, aye; Trustee Higdon, abstain. Mayor Rowell declared the motion carried.**
- 4. Consider approval of claims, checks, and warrants for the month of March 2019, with action as necessary. Trustee Snow make a motion to approve the claims, checks and warrants for the month of March 2019 with the exception of check #1684 in the fire department account to be cancelled and claim #41192 in the general fund in the amount of \$264.60 to be moved to the fire department account. Trustee Higdon seconded. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Snow, aye; Trustee Higdon, aye. Mayor Rowell declared the motion carried.**

Trustee Rowell made a motion to look at check #1684 in the fire department account, with further discussion Trustee Rowell made a motion to approve the Check # 1684 in the amount of \$1130.10. Trustee Brungardt seconded. Roll Call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Higdon, aye; Trustee Snow, recused his vote. Mayor Rowell declared the motion carried.
- 5. Consider and discuss report submitted by the Fire Department secretary, with action as necessary. Alicia Nitzel gave the report on the calls and notified that the Easter egg hunt was scheduled for April 20th. No Action.**
- 6. Consider and discuss report submitted by the Police Chief, with action as necessary. Chief Huckabee gave the report on the calls for the month and stated that he will be in court this month for the trial. Chief Huckabee stated that he would like the police vehicle that was damaged to be fixed like it was prior to the collision, after discussion**

and looking over the 2 estimates presented by Chief Huckabee it was determined to receive 3 estimates and have them give a estimate with and without the headlight replaced and find out from all 3 if the light can be buffed out and still be functionable. Chief Huckabee stated that he was advised he would need a board decision to start Officer Morgan on the schedule after his training. Chief was advised that the board would not have to approve this matter because it had already been determined at the previous meeting. No Action.

7. Consider and discuss report submitted by the Public Works Superintendent, with action as necessary. Stephen Havener advised that himself and the CPWA staff attended 2 training classes this month that were very helpful and informative, they have been busy with reading meters, water leak and various other jobs. No Action.
8. Consider and discuss report submitted by the Planning Commission Administrator, with action as necessary. Kaci Snow advised that the March meeting was cancelled, she also advised that Wayne was speaking with representatives from Family Dollar and the Dollar General for information on the possibility of a store in our town. No action.
9. Consider and discuss ambulance services with Pafford medical services (Ed Fowler, Clay Hobbs), with action as necessary. Clay Hobbs gave a presentation of the services that would be received by the town residence and also the rural residence. Clay also advised of the financial responsibility of the Town of Calumet for these services. After a long discussion it was settled that the cost that the Town of Calumet would be responsible for is \$1000.00 per month and there would be a \$7.50 charge added to the water bill with a 30 day opt out period and will be reevaluated yearly, subject to contract approval. Trustee Rowell made a motion to accept these terms subject to contract approval. Seconded by Trustee Brungardt. Roll Call vote: Trustee Snow, nay; Trustee Rowell, aye; Trustee Higdon, aye; Trustee Brungardt, aye. Mayor Rowell declared the motion carried.
10. Consider and discuss with Michael Taylor from Cowan Engineering the bidding information, with action as necessary. Trustee Snow made a motion to accept the bid from Tristar with the stipulations included in the bid packet. Seconded by Trustee Brungardt. Roll Call vote: Trustee Snow, aye; Trustee Higdon, aye; Trustee Rowell, aye; Trustee Brungardt, aye. Mayor Rowell declared the motion carried.
11. Consider and discuss the issue that was brought to the board in the March meeting by Robert Marazzi in reference to his high water reading, with action as necessary. A testing was done on the new and old meters and they were both reading the same and correctly, it was determined that the water bill for Robert Marazzi will be his responsibility and if needed he could make payment arrangements.
12. Consider and discuss tabled from March meeting, adding an additional water hydrant for the Oneok plant (Rick Webb- Sawatzky Construction), with action as necessary. Trustee Brungardt made a motion to approve the installation of the additional water hydrant with the stipulations from Cowan Engineering and that the meter be assessable

for the water department to read the meter monthly. The Cost of the meter install will be determined after the cost of the materials is obtained. Seconded by Trustee Higdon. Roll Call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Snow, aye; Trustee Higdon, aye. Mayor Rowell declared the motion carried.

@08:23pm Trustee Snow made a motion to recess the regular session. Seconded by Trustee Brungardt. Roll Call vote: Trustee Snow, aye; Trustee Higdon, aye; Trustee Brungardt, aye. Trustee Snow declared the motion carried.

@08:30 Trustee Snow made a motion to reconvene into regular session. Seconded by Trustee Brungardt. Roll Call vote: Trustee Snow, aye; Trustee Higdon, aye; Trustee Brungardt, aye; Trustee Rowell, aye. Mayor Rowell declared the motion carried.

13. Consider and discuss an approved area for the placement of equipment used by Tri-Star for the sewer repairs and replacement, with action as necessary. After discussion of various town owned properties available it was determined that we do not have the room to facilitate that much equipment. Tristar will need to contact one of the local land owners and find somewhere to store the equipment.

14. Consider and discuss approval of yearly conference for Judge Ken Dominic, with action as necessary. After discussion it was determined that a contract was signed in 2018 that stated that this will be paid for the judge only and no approval needed. No Action.

15. Consider and discuss amending Ordinance No. 2018-03 concerning the procedure for processing applications for revocable pipeline permits on street rights of way and public easement crossings and modifying permit requirements, with action as necessary. After discussion it was determined to not change the ordinance and just have the pipeline company to sign the original paperwork and pay the permit fees plus lawyer fees accrued.

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

Discussion concerning employment, hiring, appointment, promotion, discipline or resignation of any salaried public officer or employee pursuant to 25 O.S. 307 B(1)

a. In reference to 60-day probation period for Frank Jenkins.

Trustee Brungardt made a motion to enter into executive session. Seconded by Trustee Snow. Roll Call vote: Trustee Snow, aye; Trustee Rowell, aye; Trustee Higdon, aye; Trustee Brungardt, aye. Mayor Rowell declared the motion carried.

17. Consider reconvening into open session. Trustee Brungardt made a motion to reconvene into open session. Seconded by Trustee Higdon. Roll Call vote: Trustee Snow, aye; Trustee Rowell, aye; Trustee Higdon, aye; Trustee Brungardt, aye. Mayor Rowell declared the motion carried.

18. Consider taking action on the following:

Discussion concerning employment, hiring, appointment, promotion, discipline or resignation of any salaried public office or employee.

- a. **In reference to 60-day probation period for Frank Jenkins.**

Trustee Brungardt made a motion to authorize the water superintendent to take action as discussed in the executive session. Seconded by Trustee Snow. Roll Call vote: Trustee Snow, aye; Trustee Rowell, aye; Trustee Higdon, aye; Trustee Brungardt, aye. Mayor Rowell declared the motion carried.

- 19. Consider and discuss tabled from March meeting, placing a policy in the employee's handbook stating that all new employees are to sign for all the electronics or anything Town owned with the clause that the last check will be held until all property is returned, with action as necessary. Trustee Snow made a motion to have the Attorney write a policy to be placed in the handbook regarding who has town property, the value of that property and that it is to be returned at the time of termination. Seconded by Trustee Brungardt. Roll Call vote: Trustee Snow, aye; Trustee Rowell, aye; Trustee Higdon, aye; Trustee Brungardt, aye. Mayor Rowell declared the motion carried.**
- 20. Remarks and inquiries of the governing body members. Trustee Rowell asked the board if they would be willing to either sell or rent out the property owned by the Town on Main street. After further discussion it was determined to place an agenda item in next month's meeting and see if anyone else in the community would like to do anything with this property. 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. None. No Action.**
- 22. Adjournment. Trustee Snow made a motion to adjourn. Seconded by Trustee Brungardt. Roll call vote: Trustee Brungardt, aye; Trustee Rowell, aye; Trustee Snow, aye; Trustee Higdon, aye. Mayor Rowell declared the motion carried.**

Lacey Rowell, Mayor

ATTEST:

Jill Ray, Clerk