

**BOARD OF TRUSTEES  
February 20, 2019**

**Members Present: Lacey Rowell, Steve Snow, Forrest Higdon and Mark Stanke.**

**Members Absent: Terry Brungardt**

**Staff Present: Jill Ray, Brian Huckabee, Margaret Stratton**

**Others Present: Stephen Havener**

- 1. Meeting called to order and roll call. Mayor Rowell called the Special Meeting of the Board of Trustees to order. Clerk Ray called roll and declared a quorum Agenda was posted at Town Hall on Thursday February 15, 2019.**
- 2. Public Comments – Citizen’s comments will be heard at Regularly Scheduled and Special 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 entering into executive session for the purpose of the following:**
  - a. Discussion concerning employment, hiring, appointment, promotion, discipline or resignation of any salaried public officer or employee pursuant to 25 O.S. 307 B (1). Johnny Sanchez**
  - b. Discussion concerning hiring a new water operator.**

**Trustee Stanke made a motion to enter into executive session. Seconded by Trustee Snow. Roll call vote: Trustee Snow, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Higdon, aye. Mayor Rowell declared the motion carried 4-0.**

- 4. Consider reconvening into open session.**

**Trustee Stanke made a motion to reconvene into open session. Seconded by Trustee Higdon. Roll call vote: Trustee Snow, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Higdon, aye. Mayor Rowell declared the motion carried 4-0.**

5. Consider taking action on the following:
  - a. Discussion concerning employment, hiring, appointment, promotion, discipline or resignation of any salaried public office or employee.
  - b. Discussion concerning hiring a new water operator.

Part A. Trustee Snow made a motion to bring Johnny Sanchez to full duty status with the limitations per doctor's restrictions with no probation. Seconded by Trustee Stanke. Roll call vote: Trustee Snow, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Higdon, aye. Mayor Rowell declared the motion carried.

Part B. Trustee Stanke made a motion to hire Stephen Havener as water operator supervisor in the public works department at \$16.00 per hour, 60-day probation, with pre-employment clearance. Start Date 02/25/2019. Seconded by Trustee Snow. Roll call vote: Trustee Rowell, aye; Trustee Stanke, aye; Trustee Higdon, aye, Trustee Snow, aye. Mayor Rowell declared the motion carried.

6. Remarks and inquiries of the governing body members. There was a question as to why the probation period was changed to 60 days instead of the 90 days that are in the employee handbook. Clerk Ray was advised to look in the minutes of previous meetings and see if the probation days had been changed. Stephen Havener was asked by Trustee Snow if he would mind waiting until the matter was solved before his probation was declared. Stephen Havener advised that would be fine and he would wait for notification on his probation. No action.
7. 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.
8. Adjournment. Trustee Stanke made a motion to adjourn the meeting. Seconded by Trustee Snow. Roll call vote: Trustee Snow, aye; Trustee Rowell, aye; Trustee Stanke, aye; Trustee Higdon, aye. Mayor Rowell declared the motion carried and the meeting was adjourned.

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Lacey Rowell, Mayor  
ATTEST:

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Jill Ray, Clerk