

## **BOARD OF TRUSTEES**

**July 8, 2019**

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

**Members Absent:** None

**Staff Present:** Margaret Stratton, Treasurer; Joe Weaver, Town Attorney; Jill Ray, Town Clerk, Brian Huckabee, Chief of Police; Drayton Morgan, Officer.

**Others Present:** Charles Daughety; Kaci Snow; Dawn Morgan; Mike Crowley; Wayne Schwab; Jessica Hladik.

- 1. Meeting called to order and roll call. Mayor Wallace 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 Friday July 5, 2019.**
- 2. Public Comments –None. No Action.**
- 3. Consider approval or amendment of minutes of the Regular Meeting held June 4, 2019 with action as necessary. Trustee Snow made a motion to table until August meeting to have the Item # 3 revised to reflect the comments made prior to the voting of the Mayor. Seconded by Trustee Brungardt. Roll Call vote: Trustee Stanke, aye; Trustee Brungardt, aye; Trustee Snow, aye; Trustee Wallace, aye; Trustee Rowell, abstain. Mayor Wallace declared the motion carried.**
- 4. Consider approval of claims, checks, and warrants for the month of June 2019, with action as necessary. Trustee Snow stated that he had some questions about the payroll that he would like to discuss in executive session. Trustee Wallace advised that we continue this item after the executive session. Trustee Rowell made a motion to approve the claims, checks, and warrants for the month of June 2019 with the exception of pulling claim 442300 for \$32.50. The Trustees approved payment of the surety bond with Wester Surety Company but would like to look into raising the amount of the \$20,000 surety bond. Seconded by Trustee Stanke. Roll Call vote: Trustee Stanke, aye; Trustee Brungardt, aye; Trustee Snow, aye; Trustee Wallace, aye; Trustee Rowell, aye. Mayor Wallace declared the motion carried.**
- 5. Consider and discuss report submitted by the Fire Department secretary, with action as necessary. Chief Brungardt advised no report this month. 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 unit 1 had been repaired. No Action.**
- 7. Consider and discuss report submitted by the Public Works Superintendent, with action as necessary. Stephen Havener did not attend, no report. No Action.**

8. Consider and discuss report submitted by the Planning Commission Administrator, with action as necessary. Wayne gave information that he had received from the Dollar General and asked for the board to guide in what direction they wanted the planning commission to go next. No action.
9. Consider and discuss report submitted by the parks committee, with action as necessary. Jessica Hladik presented the information that she received on the cost and warranties for the park equipment and splash pad. Jessica asked the board if the parks committee could go forward with applying for grants and having fund raisers. Trustee Stanke advised he would like an agenda item in August requesting the board to pay for the park equipment and splash pad.
10. Consider and discuss approval of the yearly school lease on the baseball & softball fields, with action as necessary. After discussion it was determined to look over the 50-year lease before signing the yearly lease. Tabled until the August meeting.
11. Consider and discuss renewal of the inter-local agreement with Canadian County Sheriff's office and the Calumet Police Department, with action as necessary. Trustee Stanke made a motion to approve the inter-local agreement with Canadian County Sheriff's office and Calumet police department. Seconded by Trustee Snow. Roll call vote: Trustee Stanke, aye; Trustee Snow, aye; Trustee Rowell, aye; Trustee Brungardt, aye; Trustee Wallace, aye. Mayor Wallace declared the motion carried.
12. Consider and discuss using the escrow funds with OMAG toward payment of the workers' compensation premium. The premium is \$9848.00, and our escrow is \$5150.67, leaving a balance to pay of \$4697.33, with action as necessary. Trustee Snow made a motion to use the escrow funds in the amount of \$5150.67, leaving the Town to pay \$4697.33. Seconded by Trustee Rowell. Roll call vote: Trustee Snow, aye; Trustee Rowell, aye; Trustee Brungardt, aye; Trustee Wallace, aye; Trustee Stanke, aye. Mayor Wallace declared the motion carried.
13. Consider and discuss transferring money from Calumet Bank to El Reno Bank, with action as necessary. Trustee Snow made a motion to move \$500,000.00 from the Calumet bank to the El Reno bank no later than 08/19/2019. Seconded by Trustee Rowell. Roll Call vote: Trustee Stanke, aye; Trustee Brungardt, aye; Trustee Snow, aye; Trustee Wallace, aye; Trustee Rowell, aye. Mayor Wallace declared the motion carried.
14. Consider and discuss transferring money from General fund to Cemetery fund, with action as necessary. Trustee Rowell made a motion to move \$10,000.00 out of the General fund to the Cemetery fund. Seconded by Trustee Stanke. Roll Call vote: Trustee Stanke, aye; Trustee Brungardt, aye; Trustee Snow, aye; Trustee Wallace, aye; Trustee Rowell, aye. Mayor Wallace declared the motion carried.
15. Consider and discuss the method of paying Pafford EMS of Oklahoma the \$12,000.00 annual fee and the \$20,430.00 utility billing membership fees in one lump sum or otherwise, with action as necessary. Trustee Rowell made the motion to make the one-time annual fee in the amount of \$12,000.00 to Pafford EMS. Seconded by Trustee

Stanke. Roll Call vote: Trustee Stanke, aye; Trustee Brungardt, aye; Trustee Snow, nay; Trustee Wallace, aye; Trustee Rowell, aye. Mayor Wallace declared the motion carried. Trustee Stanke made the motion to have the utility billing membership fees to be paid monthly. Seconded by Trustee Rowell. Roll call vote: Trustee Stanke, aye; Trustee Brungardt, aye; Trustee Snow, nay; Trustee Wallace, aye; Trustee Rowell, aye. Mayor Wallace declared the motion carried.

16. Consider and discuss applying for a new credit card with JP Morgan Chase Ink in the name of Town of Calumet with the TIN# and no Social Security numbers, with action as necessary. Trustee Snow made a motion to apply for the JP Morgan Chase Ink card in the Town of Calumet name using only the TIN#, with two cards issued one in Jill Ray and the other in Stephen Havener. Also requesting that the billing date be on the 20<sup>th</sup> of the month. Roll Call vote: Trustee Stanke, aye; Trustee Snow, aye; Trustee Wallace, aye; Trustee Brungardt, aye; Trustee Rowell, aye. Mayor Wallace declared the motion carried.
17. Consider and discuss if item #16 is approved, cancellation of the current chase credit card attached to social security numbers after new cards have been received and account is paid in full, with action as necessary. No Action.
18. Consider and discuss placing the hire date of 06/18/2019 for employee Drayton Morgan in the minutes, with action as necessary. Trustee Stanke made a motion to place the hire date of 06/18/2019 for employee Drayton Morgan in the minutes. Seconded by Trustee Snow. Roll Call vote: Trustee Stanke, aye; Trustee Snow, aye; Trustee Wallace, aye; Trustee Brungardt, aye; Trustee Rowell, aye. Mayor Wallace declared the motion carried.
19. Consider and discuss the height regulations for C-A/R zoned property and what action needs to be taken to enforce the regulations, with action as necessary. After discussion Trustee Rowell made a motion to table until the August meeting to check into the matter. Seconded by Trustee Brungardt. Roll call vote: Trustee Rowell, aye; Trustee Brungardt, aye; Trustee Snow aye, Trustee Wallace, aye; Trustee Stanke, aye. Mayor Wallace declared the motion carried.
20. Consider and discuss the approval of the updated agreement with Insight, with action as necessary. Trustee Stanke made a motion to approve the updated agreement with Insight. Seconded by Trustee Rowell. Roll call vote: Trustee Rowell, aye; Trustee Stanke, aye; Trustee Snow, aye; Trustee Wallace, aye; Trustee Brungardt. Mayor Wallace declared the motion carried.
21. Consider and discuss adopting resolution no. 2019-03 for the approval of invoices relating to CDBG projects, with action as necessary. Trustee Stanke made a motion to Adopt resolution no. 2019-03 for the approval of invoices relating to CDBG projects. Seconded by Trustee Rowell. Roll call vote: Trustee Wallace, aye; Trustee Snow, aye; Trustee Rowell, aye; Trustee Brungardt, aye; Trustee Stanke, aye. Mayor Wallace declared the motion carried.

22. Consider and discuss adopting resolution no. 2019-02 establishing the nine-one-one emergency telephone fee rate for calendar year 2020, with action as necessary. Trustee Snow made a motion to adopt resolution no. 2019-02 establishing the nine-one-one emergency telephone fee rate for calendar year 2020. Seconded by Trustee Rowell. Roll call vote: Trustee Snow, aye; Trustee Wallace, aye; Trustee Rowell, aye; Trustee Brungardt, aye; Trustee Stanke, aye. Mayor Wallace declared the motion carried.
23. Consider and discuss approval of the additional employee policy clarifying the minimum hours earned when an employee is called out after normal business hours, with action as necessary. Trustee Stanke made a motion to approve the additional employee policy: To be inserted on page 10 of the existing employee policy manual. HOURS WORKED AFTER NORMAL BUSINESS HOURS Employees called into work after the normal working hours for their department are to be allowed the following paid time: If an employee is called out for an emergency prior to midnight there will be a 1 hour minimum paid for the call out time, "or actual time worked if minimum is exceeded" If the call out is between the hours of midnight and 7 am there will be a 2-hours minimum paid for the call out time, "or actual time worked if minimum is exceeded". Effective 06/30/2019. Seconded by Trustee Brungardt. Roll call vote: Trustee Snow, aye; Trustee Brungardt, aye; Trustee Wallace, aye; Trustee Stanke, aye; Trustee Rowell, aye. Mayor Wallace declared the motion carried.
24. 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)
    - in reference to the following: evaluation of employee salaries with consideration of an increase.
      - a) Nicole Atkinson
      - b) Stephen Havener
      - c) Jill Ray
      - d) Johnny Sanchez
      - e) Brian Huckabee
      - f) Drayton Morgan
      - g) Margaret Stratton.
  - B. Confidential communications between the Board of Trustees and its attorney concerning Steve Snow and Kaci Snow v. Town of Calumet, Oklahoma; Case No. CV-2018-337, District Court of Canadian County, Oklahoma, as the Board of Trustees, with the advice of its attorney, has determined that disclosure will seriously impair the ability of the Board to process the litigation in the public interest, pursuant to Title 25, O.S. section 307 B(4).

Trustee Stanke made a motion to enter into executive session. Seconded by Trustee Rowell. Roll Call vote: Trustee Stanke, aye; Trustee Snow, aye; Trustee Wallace, aye;

Trustee Brungardt, aye; Trustee Rowell, aye. Mayor Wallace declared the motion carried.

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

26. Consider taking action on 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) in reference to the following: evaluation of employee salaries with consideration of an increase.

- a) Nicole Atkinson
- b) Stephen Havener
- c) Jill Ray
- d) Johnny Sanchez
- e) Brian Huckabee
- f) Drayton Morgan
- g) Margaret Stratton.

B. Confidential communications between the Board of Trustees and its attorney concerning Steve Snow and Kaci Snow v. Town of Calumet, Oklahoma; Case No. CV-2018-337, District Court of Canadian County, Oklahoma, as the Board of Trustees, with the advice of its attorney, has determined that disclosure will seriously impair the ability of the Board to process the litigation in the public interest, pursuant to Title 25, O.S. section 307 B(4).

Trustee Snow made a motion on item A. for:

- a) Nicole Atkinson - .42 raise effective 06/30/2019
- b) Stephen Havener – 2.00 raise effective 06/30/2019
- c) Jill Ray – 1.41 raise effective 06/30/2019
- d) Johnny Sanchez – no action
- e) Brian Huckabee – no action
- f) Drayton Morgan – no action
- g) Margaret Stratton - .60 raise effective 06/30/2019

Seconded by Trustee Stanke. Roll call vote: Trustee Rowell, aye; Trustee Stanke, aye; Trustee Wallace, aye; Trustee Brungardt, aye; Trustee Snow, aye. Mayor Wallace declared the motion carried.

Trustee Rowell made a motion on item A. to authorize Mayor Wallace to proceed with discussion in executive session. Seconded by Trustee Stanke. Roll call vote: Trustee Rowell, aye; Trustee Stanke, aye; Trustee Wallace, aye; Trustee Brungardt, aye; Trustee Snow, aye. Mayor Wallace declared the motion carried.

- b. Trustee Stanke made a motion to allow the Town Attorney to proceed with the items discussed in executive session.

27. Consider and discuss the sale or lease of certain real property owned by the Town of Calumet, with action as necessary, said property described as follows, to-wit: Lots Four (4) and Five (5), Block Five (5), Todd's Addition to the Town of Calumet, Canadian County, Oklahoma, according to the recorded plat thereof, also described as 109 North Calumet Road, Calumet Oklahoma; and Lots Six (6) and Seven (7), Block Five (5), Todd's First Addition to the Town of Calumet, Canadian County, Oklahoma, according to the recorded plat thereof, also described as 113 north Calumet, Oklahoma. Trustee Stanke made a motion to put the above described property in a public auction on 09/07/2019 with all necessary advertising. Seconded by Trustee Rowell. Roll call vote: Trustee Snow, nay, Trustee Stanke, aye; Trustee Rowell, aye; Trustee Wallace, aye; Trustee Brungardt, aye. Mayor Wallace declared the motion carried.
28. Remarks and inquiries of the governing body members. Trustee Snow stated that the potholes on memorial road needed repaired. Trustee Wallace stated that he spoke with Jack Stewart and soon they will be looking into the drainage problems. No action.
29. 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.
30. Adjournment. Trustee Rowell made a motion to adjourn. Seconded by Trustee Rowell. Roll Call vote: Trustee Stanke, aye; Trustee Snow, aye; Trustee Wallace, aye; Trustee Brungardt, aye; Trustee Rowell, aye. Mayor Wallace declared the motion carried.

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Bruce Wallace, Mayor

ATTEST:

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