

## **BOARD OF TRUSTEES**

**September 5, 2019**

**Members Present: Terry Brungardt, Lacey Rowell, Bruce Wallace, 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; Drayton Morgan, Officer, Stephen Havener; CPWA Supervisor.**

**Others Present: Charles Daughety; Kaci Snow; Dawn and Ben Morgan; Wayne Schwab**

- 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 Wednesday September 4, 2019.**
- 2. Public Comments – Kaci Snow mentioned trespassing and water towers. Ben Morgan addressed dust control and drainage issues with Firestone.**
- 3. Consider approval or amendment of minutes of the Regular Meeting held August 6, 2019 with action as necessary. Trustee Brungardt made a motion to approve the August 6, 2019 meeting minutes. Seconded by Trustee Snow. Roll Call vote: Trustee Rowell, abstain; Trustee Brungardt, aye; Trustee Snow, aye; Trustee Wallace, aye. Mayor Wallace declared the motion carried.**
- 4. Consider and discuss the billing from Midas with the option to purchase the fans, with action as necessary. Clerk Ray advised that this agenda item should have been placed on the CPWA meeting agenda. @ 6:37 pm Trustee Snow made a motion to Adjourn the General Board Meeting and Move to the CPWA meeting. Seconded by Trustee Brungardt. Roll Call Vote: Trustee Rowell, aye; Trustee Brungardt, aye; Trustee Snow, aye; Trustee Wallace, aye. Mayor Wallace declared the motion carried. @ 7:24 pm Trustee Rowell made a motion to reconvene into the Regular meeting of the Board of Trustees. Seconded by Trustee Brungardt. Roll call vote: Trustee Rowell, aye; Trustee Brungardt, aye; Trustee Snow, aye; Trustee Wallace, aye. Mayor Wallace declared the motion carried.**
- 5. Consider approval of claims, checks, and warrants for the month of August 2019, with action as necessary. Trustee Snow made a motion to approve the claims, checks and warrants for the month of August 2019. Seconded by Trustee Rowell. Roll Call vote: Trustee Rowell, aye; Trustee Brungardt, aye; Trustee Snow, aye; Trustee Wallace, aye. Mayor Wallace declared the motion carried.**
- 6. Consider and discuss report submitted by the Fire Department secretary, with action as necessary. No Report. No Action.**

7. Consider and discuss report submitted by the Police Chief, with action as necessary. Chief Huckabee gave the report on the calls for the month, unit 2 needed tires and Brian would look into finding a new tire shop that handles the state contract. We will need to amend the Town of Calumet Ordinance regarding Marijuana to match the new state statute. No Action.
8. Consider and discuss report submitted by the Public Works Superintendent, with action as necessary. Stephen Havener stated all was going well. No Action.
9. Consider and discuss report submitted by the Planning Commission Administrator, with action as necessary. Wayne stated that they have not been able to have a meeting due to the secretary not providing an agenda 24 hours prior to the meeting date. Kaci advised that there will be a meeting on September 16, 2019. No action.
10. Consider and discuss report submitted by the parks committee, with action as necessary. Park Committee was not present. No Action.

**Trustee Rowell Left the meeting @7:46.**

11. Consider and discuss the matter of the CPWA supervisor working as the Code Enforcement officer, if it still stands, we need approval to attend the certification class on November 20-22, 2019 in the amount of \$165.00, with action as necessary. After discussion it was determined that the CPWA supervisor will be the Code Enforcement office. Trustee Snow made a motion to send Stephen Havener to the next Code Enforcement class available after the first of the year. Seconded by Trustee Brungardt. Roll call vote: Trustee Snow, aye; Trustee Brungardt, aye; Trustee Wallace, aye. Mayor Wallace declared the motion carried.
12. Consider and discuss the improvements on the infrastructure of the sewer, water and roads, with action as necessary. There was conversation concerning the additional work needing to be done on the sewer project. What would need to be done if we added additional work on the sewer project that was not in the original contract. No Action.
13. Consider and discuss having a spring and fall town clean-up weekend, with action as necessary. Trustee Snow made a motion to allow 2 clean-up weekends per calendar year- 4 roll off dumpsters in the spring and 4 roll off dumpsters in the fall, 3- 30 yards and 1- 40 yard for limbs. Seconded by Trustee Brungardt. Roll call vote: Trustee Snow, aye; Trustee Brungardt, aye; Trustee Wallace, aye. Mayor Wallace declared the motion carried.

**14. 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 90-day probation period for Officer Drayton Morgan ending 09/18/2019.
- b. Discussion concerning the purchase or appraisal of real property pursuant to 250.S.307 B (3). In reference to 109 North Calumet Road and 113 North Calumet Road Calumet, Ok.

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

**15. Consider reconvening into open session.**

Trustee Brungardt made a motion to reconvene into open session. Seconded by Trustee Snow. Roll call vote: Trustee Brungardt, aye; Trustee Snow, aye; Trustee Wallace, aye. Mayor Wallace declared the motion carried.

**16. 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 90-day probation period for Officer Drayton Morgan ending 09/18/2019.
- b. Discussion concerning the purchase or appraisal of real property pursuant to 250.S.307 B (3). In reference to 109 North Calumet Road and 113 North Calumet Road Calumet, Ok.

- A. Trustee Snow made a motion to Pull Officer Morgan off of Probation 09/18/2019. Seconded by Trustee Brungardt. Roll call vote: Trustee Snow, aye; Trustee Brungardt, aye; Trustee Wallace, aye. Mayor Wallace declared the motion carried.
- B. Trustee Snow wanted it to be recorded that he did not attend the Executive session for part B. Trustee Brungardt made a motion to Allow Mayor Wallace to proceed with what was discussed in executive session. Seconded by Trustee Wallace. Roll call vote: Trustee Brungardt, aye; Trustee Snow, abstain; Trustee Wallace, aye. Mayor Wallace declared the motion carried.

17. Consider and discuss tabled from the July meeting the height regulations for C-A/R zoned property and what action needs to be taken to enforce the regulations, with action as necessary. Trustee Brungardt made a motion to table with motion to go forward with zoning with variances. Seconded by Trustee Snow. Roll Call vote: Trustee Snow, aye; Trustee Wallace, aye; Trustee Brungardt, aye. Mayor Wallace declared the motion carried.
18. Consider and discuss purchasing a 20ft. shipping container for town hall office storage, with action as necessary. Trustee Snow made a motion to approve the purchase of a 20ft. shipping container in the amount of \$3200.00 for town hall office storage. Seconded by Trustee Brungardt. Roll call vote: Trustee Brungardt, aye; Trustee Snow, aye; Trustee Wallace, aye. Mayor Wallace declared the motion carried.
19. Consider and discuss adding to the Town of Calumet Employee Handbook alcohol and medical marijuana policies for Town of Calumet first responders and employees, including but not limited to employees determined by the Town to be in safety sensitive positions, concerning the use of alcohol or medical marijuana during or prior to working hours, including non-scheduled hours and emergency calls, with action as necessary. 1. Trustee Snow made a motion to deem the job title of the CPWA, police department and fire department as safety sensitive positions under the new medical marijuana laws. Seconded by Trustee Brungardt. Roll Call vote: Trustee Snow, nay; Trustee Wallace, nay; Trustee Brungardt, nay. Mayor Wallace declared the motion failed. 2. Trustee Snow made a motion to have a new alcohol policy for the first responders and employees. Seconded by Trustee Brungardt. Roll call vote: Trustee Snow, aye; Trustee Brungardt, aye; Trustee Wallace, aye. Mayor Wallace declared the motion carried.
20. Consider and discuss the Town of Calumet providing the funds to rebuild the park with park equipment and splash pad, with action as necessary. Trustee Brungardt made a motion to table until further information, this will not be back on the agenda until additional information is presented by the parks committee. Seconded by Trustee Snow. Roll Call vote: Trustee Snow, aye; Trustee Wallace, aye; Trustee Brungardt, aye. Mayor Wallace declared the motion carried.
21. Consider and discuss approval for payment on OML annual conference in the total amount of \$893.83 for 2 nights hotel, pre-conference workshop and 2 registrations to conference on 09/17-19/2019 for Trustee Snow & Kaci Snow, with action as necessary. Trustee Brungardt made a motion to approve the \$893.83 for hotel and conference fees for Trustee Snow and Kaci to attend. Seconded by Trustee Wallace. Roll call vote: Trustee Brungardt, aye; Trustee Wallace, aye; Trustee Snow, abstain. Mayor Wallace declared the motion carried.

22. Consider and discuss approval for Jill Ray, Nicole Atkinson and Margaret Stratton to attend the Oklahoma Municipal Clerks, Treasurers and finance annual conference in Stillwater from the evening of October 15<sup>th</sup> to the evening of October 18<sup>th</sup> the cost per-person is \$199.00 for the conference and \$30.00 for the pre-conference, hotel stay is \$109.00 per night will need 3 nights, with action as necessary. Trustee Snow made a motion for Jill Ray, Nicole Atkinson and Margaret Stratton to attend the conference and close the office on October 16,17 and 18 and approve \$199.00 for the conference and 30.00 for the pre-conference and hotel stay of 109.00 x-3 nights per person. Seconded by Trustee Brungardt. Roll call vote: Trustee Snow, aye; Trustee Brungardt, aye; Trustee Wallace, aye. Mayor Wallace declared the motion carried.
23. Consider and discuss approval for Jill Ray to attend Human Resources training on October 1<sup>st</sup> in OKC in the amount of \$149.00, with action as necessary. Trustee Snow made a motion for Jill Ray to attend the training at \$149.00. Seconded by Trustee Wallace. Roll Call vote: Trustee Snow, aye; Trustee Brungardt, aye; Trustee Wallace, aye. Mayor Wallace declared the motion carried.
24. Remarks and inquiries of the governing body members. None. No action.
25. 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.
26. Adjournment. Trustee Brungardt made a motion to adjourn. Seconded by Trustee Snow. Roll Call vote: Trustee Snow, aye; Trustee Wallace, aye; Trustee Brungardt, aye. Mayor Wallace declared the motion carried.

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Bruce Wallace, Mayor

ATTEST:

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Jill Ray, Clerk