

# Town of Calera

## GENERAL GOVERNMENT AGENDA

Date: December 11th, 2025

Time: 3:30 pm

1. Meeting called to order
2. Roll Call
3. Presentations
  - a. Captain Michael Hearon Retirement Plaque
4. Information
  - a. Streets Monthly Report
  - b. Police Dept. Monthly Report
  - c. Code Enforcement Monthly Report
  - d. Fire Department Report
5. Consent Agenda
  - a. Approval of Minutes
  - b. Approval of Treasurer's Report
  - c. Approval of Purchase Orders
6. Administration
  - a. Discuss Updates from Texoma Sports LLC and future plans. BR
  - b. Discuss, Take Action, or Approve Ordinance NO. 2025-, Approving Annexation by Petition of property owned by Texoma Sports, LLC. BR
  - c. Discuss, Take Action, or Approve the Mayor's letter addressing leadership improvement, organizational structure, operational authority, and cultural development within the Town of Calera. BR
  - d. Discuss, Take Action, or Approve posting the Town Manager Position. BR
  - e. Discuss, Take Action, or Approve delegating interim day-to-day operational authority to the Mayor or designated officer until the Town Manager is hired. BR
  - f. Discuss, Take Action, or Approve holding department-head meetings or board workshops until a Town Manager is hired. BR
  - g. Discuss, Take Action, or Approve updating the organizational chart, including defining the Deputy Clerk's reporting structure. BR
  - h. Discuss, Take Action, or Approve authorization to conduct a town-wide employee culture and operations survey. BR
  - i. Discuss, Take Action, or Approve initiating a comprehensive compensation study to establish competitive pay benchmarks. BR

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- j. Discuss, Take Action, or Approve obtaining HR support through a contracted provider or by hiring an HR employee. BR
- k. Discuss, Take Action, or Approve obtaining financial administration support through a contracted provider or by hiring an finance administrative employee. BR
- l. Discuss, Take Action, or Approve establishing monetary service awards for 5, 10, 15, 20-year employee milestones. BR
- m. Discus, Take Action, or Approve establishing an annual employee appreciation lunch during the last quarter of the year to include volunteers. BR
- n. Discuss, Take Action, or Approve the purchase of agenda and minutes management software to increase transparency. BR
- o. Discuss, Take Action, or Approve establishing a standardized Holiday Bonus policy, including but not limited to: eligibility criteria, minimum hours worked, employment status requirements, hire-date requirements, and uniform bonus amounts for full-time and part-time employees. BR
- p. Discuss, Take Action, or Approve determining whether to separate the elected Town Clerk role from the full-time administrative duties, including possible creation of a new position with a new job description. BR
- q. Discuss, Take Action, or Approve posting the elected Town clerk position with updated duties, if approved, and, if created by the Board, posting the new administrative position associated with restructured duties.
- r. Discuss, Take Action, or Approve changing the Title of the Deputy Clerk-Treasurer position.
- s. Discuss, Take Action, or Approve posting the Deputy Clerk-Treasurer position under Deputy-Clerk Treasurer or new title if changed.
- t. Discuss, Take Action, or Approve Stop sign at D Street and E. Wilson Ave. BR
- u. Discuss, Take Action, or Approve to take bids on an employee log in for time management, overtime, vacation and sick days, and accrued time. CJ
- v. Discuss, Take Action, or Approve replacement cameras. CJ
- w. Discuss options and ideas on the town owned commercial property on the service road.
- x. Discuss, Take Action, or Approve hiring Bennett Surveying to mark city limit boundaries on all streets, roads, and highways and place town limit signs. BN
- y. Discuss, Take Action, or Approve appoint a new member to the Planning and Zoning Board. BR
- z. Discuss, Take Action, or Approve an ordinance restricting the use of portable generators to power a residence as the primary power resource. TP
- aa. Discuss, Take Action, or Approve removing Lindy Otts, Chuck Townsend, and Kari Jones from signature card and other bank documents.
- bb. Discuss, Take Action, or Approve updating and replacing the current noise ordinance

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cc. Possible vote to enter Executive Session pursuant to Title 25 O.S. 307. b(1) discuss the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee(Travis Pruitt)

dd. Discuss, Take Action or Approve possible action regarding the employment status, performance, or continued employment of Animal Control/Code Enforcement Travis Pruitt.

7. Public Comments
8. Adjournment

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## CALERA PUBLIC WORKS AUTHORITY AGENDA

Date: December 11th, 2025

Time: 3:30 pm

1. Meeting called to order
2. Roll Call
3. Presentations
  - a. None
4. Information
  - a. Public Works Monthly Report
5. Consent Agenda
  - a. Approval of Minutes
  - b. Approval of Treasurer's Report
  - c. Approval of Purchase Orders
6. Administration
  - a. Discuss, Take Action, or Approve delegating interim day-to-day operational authority to the Mayor or designated officer until the Town Manager is hired. BR
  - b. Discuss, Take Action, or Approve obtaining HR support through a contracted provider or by hiring an HR employee. BR
  - c. Discuss, Take Action, or Approve obtaining financial administration support through a contracted provider or by hiring an finance administrative employee. BR
  - d. Discuss, Take Action, or Approve removing Lindy Otts, Chuck Townsend and Kari Jones from signature card and other bank documents.
- 7.
8. Discuss, Take Action, or Approve the quotes for lift station pumps.
9. Public Comment
10. Adjournment