

**Minutes of the Regular Session
Medicine Park Board of Trustees
March 17, 2020**

After being posted in accordance with the *Open Meetings Act of Oklahoma*, the Regular Session of the **Medicine Park Board of Trustees** was called to order at 6:44 p.m. by Mayor Jennifer Ellis.

Members Present: David Schucker, Jennifer Ellis, Dale Nomura,

Members Absent: John Branch, Larry Cofer

1. **Citizen Comments**-See List.

1A. **Discuss and Take Action on future events for the next 30 to 90 days.** Motion by Ellis to cancel all Town, MPEDA, Fire, Police and Event Center events scheduled, except for the Senior Citizens three meals until April 21, 2020, BOT meeting. Second by Nomura.

Schucker- Yes Branch-Absent Ellis-Yes Nomura-Yes Cofer- Absent **Motion Carried.**

1B. **Receive Update from Mayor regarding conference call with Governor Stitt: take any necessary action.** Mayor gave update in PWA meeting. **No Action.**

1C. **Discuss and Take Action accept Resolution No. 20200317.1, Declaring an Emergency for COVID-19.** Motion by Nomura to approve Resolution No 20200317, Declaring an Emergency for COVID 19, with correction to exempt the Seniors Citizens to allow their three meals per week. Second by Schucker.

Schucker- Yes Branch-Absent Ellis-Yes Nomura-Yes Cofer- Absent **Motion Carried.**

2. **Discuss and Take Action on Minutes of the February 18, 2020 Regular Session.** Motion by Nomura to approve. Second by Schucker.

Schucker- Yes Branch-Absent Ellis-Yes Nomura-Yes Cofer- Absent **Motion Carried.**

3. **Discuss and Take Action to Approve Financial Reports.** Motion by nomura to approve the financials. Second by Schucker.

Schucker- Yes Branch-Absent Ellis-Yes Nomura-Yes Cofer- Absent **Motion Carried.**

4. **Discuss and Take Action to Approve Claims/Encumbrances for February 2020/March 2020.** Leigh Gurr, Treasurer, noted that the Survey for the New Fire Station exceeded the Purchase Order amount. Motion by Nomura to approve the claims and encumbrances. Second by Schucker.

Schucker- Yes Branch-Absent Ellis-Yes Nomura-Yes Cofer- Absent **Motion Carried.**

5. **Discuss and Take Action on submitted MPEDA 2020 Budget.** Motion by Nomura to approve the MPEDA 2020 Budget as submitted. Second by Schucker.

Schucker- Yes Branch-Absent Ellis-Yes Nomura-Yes Cofer- Absent **Motion Carried.**

6. **Discuss and Take Action on Resolution 20200317, adopting OMAG's Amendment to the Agreement, Article II changing the effective date.** Motion by nomura to approve Resolution 20200317 adopting the amendment to the OMAG Agreement. Second by Schucker.

Schucker- Yes Branch-Absent Ellis-Yes Nomura-Yes Cofer- Absent **Motion Carried.**

7. **Discuss and Take Action to delegate authority as a purchasing agent for the Town and PWA, Sara Melrose (PWA Clerk) and Anthony Fontaine (Admin. Assistant).** Motion by Nomura to delegate authority as a purchasing agent to Sara Melrose and Anthony Fontaine for PWA and Town. Second by Schucker.

Schucker- Yes Branch-Absent Ellis-Yes Nomura-Yes Cofer- Absent **Motion Carried.**

8. **Discuss and Take Action to approve an additional \$1761.00 to complete the recodification and an additional \$400.00 for the Fee Schedule to Municode.** Clerk reported due to the additional Ordinances form 2019 and missing Ordinances from the last update the cost has increased, and the fee schedule increased slightly. Motion by Nomura to approve an additional \$1761.00 for the recodification and \$400.00 the fee schedule. Second by Schucker.
Schucker- Yes Branch-Absent Ellis-Yes Nomura-Yes Cofer- Absent **Motion Carried.**
9. **Acknowledge Fire Department Report; take any necessary action.** Anderson reported 9 EMR's, 4 structure fires 2 outside fires and the Holy City Easter pageant is cancelled, which the fire department assists with that. **No Action.**
10. **Discuss and Take Action on Ok. Dept. of Agriculture, Food and Forestry Firefighting Property Agreement; authorize the Mayor to sign.** Ellis inquired if anyone knew what the agreement was for. Anderson did not. Capra asked to be able to read through it more carefully. Motion by Nomura to authorize the Mayor to sign if the Attorney approves the agreement. Second by Schucker.
Schucker- Yes Branch-Absent Ellis-Yes Nomura-Yes Cofer- Absent **Motion Carried.**
11. **Update on Medicine Park Volunteer Fire Department fundraisers, deposits and accounts.** Schucker reported the money from the account has been transferred to a 501C 3. **No Action.**
12. **Acknowledge Police Department Report; take any necessary action.** Adrahtas reported the City of Lawton is minimizing the traffic stop to limit exposure. Medicine Park Police will limit their response to Medicine Park town and annexed areas. **No Action.**
13. **Discuss and Take Action to declare surplus the 1988 AM General M998 Truck Utility (HMMWV) VIN #051817; authorize the MPPD to sell with proceeds deposited into the Police Department line item.** Adrahtas reported as a condition of the HUMMVEE given to Police Department, when the police department sells it, the purchaser must sign a statement that they are not or will not sell to a foreign national. Motion by Nomura to surplus and sell the 1988 AM General M998 Truck Utility, HMMWV and sell with the proceeds going to police department and require a sign statement by purchaser they will not sell to a foreign national. Second by Schucker.
Schucker- Yes Branch-Absent Ellis-Yes Nomura-Yes Cofer- Absent **Motion Carried.**
14. **Discuss and Take Action on MPEDA request to use MPPD for March 22, 2020 Corvette Kick off.** Ellis reported the event is cancelled. **No Action.**
15. **Acknowledge Municipal Court Report; take any necessary action.** See report. **No Action.**
16. **Committee/Authority/Commission Reports; take any necessary action. (Board)**
Event Center – See report
Planning and Preservation Commission – No report
MPEDA – No report
Strategic Planning Task Force/Community Input Workshop on April 22, 2020- Ellis reported the event will be cancelled. **No Action.**
17. **Discuss and Take Action on an agreement for temporary use of the Event Center and authorize the Senior Citizens Group to use for a temporary period of time.** Motion by Nomura to approve the new Temporary Use Form and approve the Wichita Seniors group to sign form and allow use for feeding on a temporary basis with a charge of \$25.00 per week paid to cover utilities. Second by Schucker.
Schucker- Yes Branch-Absent Ellis-Yes Nomura-Yes Cofer- Absent **Motion Carried.**
18. **Discuss and Take Action on the Event Center Manager for Events and cleaning.** Hardesty reported that with her assistant needing to quit, due to health reasons, this is overwhelming to her. In addition, her business needs her attention. Nomura inquired about hiring a management company to handle the Event Center. Nomura and Hardesty will approach Medicine Park Rentals to see if they would be willing to take on the management of the Event Center, and Town Clerk to contact Steve Enter about managing the landscaping. **No Action.**

19. **Discuss and Take Action on PPC recommendation to have the Planning and Preservation Commission as one Commission: as inquired Municode during the recodification.** Motion by Nomura to accept Planning and Preservation Commissions recommendation to combine Planning and preservation as one Commission and notify Municode of the decision. Second by Schucker.
Schucker- Yes Branch-Absent Ellis-Yes Nomura-Yes Cofer- Absent **Motion Carried.**
20. **Discuss and Take Action to schedule a hearing for property owners of 107 and 113 Lawton Ave (Block 50, Lots 9-13) regarding nuisance abatement.** Motion by Nomura to table to May. Second by Schucker.
Schucker- Yes Branch-Absent Ellis-Yes Nomura-Yes Cofer- Absent **Motion Carried.**
21. **Discuss and Take Action on contract (Scope of Work) with A & J Property Preservation for Town properties; authorize the Mayor to sign.** Motion by Nomura to approve contract and authorize the Mayor to sign. Second by Schucker.
Schucker- Yes Branch-Absent Ellis-Yes Nomura-Yes Cofer- Absent **Motion Carried.**
22. **Update on CCIDA Grants for Health and Wellness Clinic and New Additional Fire station; take any necessary action.** Ellis reported that CDBL is working on bid packages for Wellness Clinic. Waiting on DEQ to approve septic system. New Fire Station-Attorney needs the legal description, terms and property owner to create a deed or agreement. **No Action.**
23. **Discuss and Take Action to approve Town Attorney to attend the Oklahoma Association of Municipal Attorneys Spring Conference will be held on April 30th and May 1st at the Stoney Creek Hotel & Conference Center in Broken Arrow, OK, hotel for two nights at \$127.00 per night; reimburse mileage.** Motion by Nomura to approve if it remains schedule and find out the cancellation policy. Second by Schucker.
Schucker- Yes Branch-Absent Ellis-Yes Nomura-Yes Cofer- Absent **Motion Carried.**
24. **Discuss and Take Action on Memorandum from BOT to full time employees in the event of a COVID-19 (Coronavirus) virus and policy of sick leave.** Motion by Nomura to approve the memorandum to allow employees who have no sick leave and new employees to use up to 10 days of sick leave, should they be sick, or their family member be sick, and must be paid back through accrual. Second by Schucker.
Schucker- Yes Branch-Absent Ellis-Yes Nomura-Yes Cofer- Absent **Motion Carried.**
25. **Discuss and Take Action on OMAG recommendation to possibly increase the Event/Community Center replacement cost and consider the sewer lift station replacement costs.** Nomura made the motion to consult CDBL for Event Center replacement cost. Second by Schucker.
Schucker- Yes Branch-Absent Ellis-Yes Nomura-Yes Cofer- Absent **Motion Carried.**
26. **Discuss and Take Action on becoming a member of Oklahoma Municipal Management Services (OMMS) at a cost of \$500.00 per year.** Motion by Nomura to table to June. Second by Schucker.
Schucker- Yes Branch-Absent Ellis-Yes Nomura-Yes Cofer- Absent **Motion Carried.**
27. **Discuss and Take Action on Oklahoma Dept. Wildlife Conservation S.W. Region Fish Hatchery on donating and installing a 16-inch tin horn at the southside of creek below the primitive camping area.** Motion by Nomura to approve the Fish hatchery to do the work. Second by Schucker.
Schucker- Yes Branch-Absent Ellis-Yes Nomura-Yes Cofer- Absent **Motion Carried.**
28. **Discuss and Take Action on Titan continuing pest control at a cost \$100.00 or consider new owner of Environmental Pest Control at a cost of \$85.00 to start in July 2020.** **No Action.**
29. **Discuss and Take Action on possible resignation of Leigh Gurr, Treasurer/Court Clerk and acquiring a new Treasurer.** Motion by Schucker to accept the resignation and allow her to invoice at the current rate of pay per hour after leaving and to remove off all the back accounts. Second by Nomura.
Schucker- Yes Branch-Absent Ellis-Yes Nomura-Yes Cofer- Absent **Motion Carried.**

29A. **Discuss and Take Action to hire Yolonda Ramos as Town/PWA Treasurer at a rate of \$15.00 per hour, effective March 17, 2020.** Motion by Nomura to hire Yolonda Ramos at \$15.00 per hour effective March 17, 2020 and add her to all the bank accounts. Second by Schucker
Schucker- Yes Branch-Absent Ellis-Yes Nomura-Yes Cofer- Absent **Motion Carried.**


NEW BUSINESS-Ellis recognized Chad Thornton with Old Plantation to speak. Mr. Thornton is considering having a small mini convenience store in the Old Plantation for necessity items for purchase.

ATTORNEY'S REPORT- Capra wanted to thank the Board for approving the training for he to attend. It is important for Town and City attorneys attend together for roundtable sessions and training.

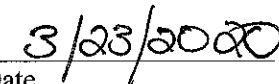
BOARD COMMENTS-Schucker inquired about moving the PWA/BOT back to Thursdays. Ellis stated it could be on the agenda next month.

Motion by Schucker to adjourn. Second by Nomura.
Schucker- Yes Branch-Absent Ellis-Yes Nomura-Yes Cofer- Absent **Motion Carried.**

Meeting adjourned at 8:26 p.m.



Town Clerk



Date

Mayor

Date