

**Minutes of the Regular Session  
Medicine Park Board of Trustees  
October 15, 2020**

In accordance with the "Oklahoma Open Meetings Act, SECTION 1, AMENDATORY 25 O.S. 2011, Section 304, as amended by Section 3, Chapter 81, O.S.L. 2019 (25 O.S. Supp. 2019, Section 304) SB 661, Temporary measures" the Regular Session of the Medicine Park Board of Trustees was called to order at 6:00 p.m. by Jennifer Ellis Mayor.

**Members Present:** David Schucker, John Branch, Jennifer Ellis, Dale Nomura, Larry Cofer

**Members Absent:**

**Town Attorney:** Toni Capra

1. **Citizen Comments:** See List
2. **Discuss and Take Action on minutes from the September 17, 2020 Regular Session and October 1, 2020 Special Session.**  
Motion by Nomura to approve the September 17, 2020 Regular Session minutes. Second by Branch  
Schucker- Yes    Branch-Yes    Ellis-Yes    Nomura-Yes    Cofer- Abstain (No)                      **Motion Carried.**  
  
Motion by Nomura to approve the October 1, 2020 Special Session minutes. Second by Schucker.  
Schucker- Yes    Branch- Abstain (No)    Ellis-Yes    Nomura-Yes    Cofer- Abstain (No)                      **Motion Carried.**
3. **Acknowledge "Parkie of the Month"; take any necessary action.** Mayor acknowledge Chad Everett as "Parkie of the Month".  
**No Action.**
4. **Discuss and Take Action to approve Financials Reports.** Motion by Nomura to approve the financials. Second by Branch.  
Schucker- Yes    Branch-Yes    Ellis-Yes    Nomura-Yes    Cofer- Yes                                      **Motion Carried.**
5. **Discuss and Take Action to Approve Claims/Encumbrances for October 2020/November.** Motion by Nomura to pay Day Creative \$360 yearly fee for hosting and OMES for Fire Department Insurance \$1993.57 and the rest of the claims. Second by Schucker.  
Schucker- Yes    Branch-Yes    Ellis-Yes    Nomura-Yes    Cofer- Yes                                      **Motion Carried.**
6. **Acknowledge Fire Department Report; take any necessary action.** Chief McCoy reported 8 EMR's and 1 Fire. Several new members. He wants to thank Albert McKenzie for all the volunteer dirt work and pad for new fire station.  
**No Action.**
7. **Acknowledge Police Department Report; take any necessary action.** Assistant Chief Crawford reported an uptick in domestic calls with out of town visitors. They continue to be cautious with writing tickets due to COVID-19. Two officers have been out. The event this last weekend went well.  
**No Action.**
18. **Discuss and Take Action to authorize the Fish Hatchery to install a net by the driving bridge to create another zone for stocking.** Ryan Ryswyk reported the Department of Wildlife has been stocking Medicine Creek since 2013. The plan is to make a fly-fishing zone between the north side of the driving bridge and just below Bath Lake by placing a net on the northside of the bridge. It will meet a need for fly fisherman. Medicine Creek is 4<sup>th</sup> popular amongst fisherman. Motion by Branch to allow the net across the creek to create a fly-fishing zone. Second by Nomura.  
Schucker- Yes    Branch-Yes    Ellis-Yes    Nomura-Yes    Cofer- Yes                                      **Motion Carried.**
8. **Discuss and Take Action to consider quotes for an alarm system and three personal alarm for Town Hall from TAG, ADT, Sooner.** Motion by Schucker to approve TAG for security alarm and three personal alarm systems at \$299.00 for installation and \$39.99 monthly fee for one year. Second by Nomura.  
Schucker- Yes    Branch-Yes    Ellis-Yes    Nomura-Yes    Cofer- Yes                                      **Motion Carried.**
9. **Receive Court Report; take any necessary action.** See report  
**No Action.**
10. **Discuss and Take Action on recommendation by Medicine Park Economic Development Authority to amend the Code of Ordinances, Chapter 10, "Businesses, Occupations and Professions", Division II, "Peddlers and Itinerant**

**Occupations”, Sec. 10-53 to 10-65, to remove all non-food vendors licenses on non-events days.** Much discussion. Motion by Branch to table to next month. Second by Nomura.  
Schucker- Yes Branch-Yes Ellis-Yes Nomura-Yes Cofer- Yes **Motion Carried.**

11. **Discuss and Take Action on recommendation by Medicine Park Economic Development Authority to amend the Trust Indenture “Article VII, paragraph (1) to read; “The Trustees of this Trust shall be five (5), at least of whom must reside within the Beneficiary Town, one (1) of who shall be a Town Board Trustee, and one (1) of whom preferably would be an owner of a business located within the Beneficiary Town”.** Much discussion. Motion by Nomura to table with changes until the October 28, 2020 Special Session of the Board of Trustees. Second by Cofer.  
Schucker- Yes Branch-Yes Ellis-Yes Nomura-Yes Cofer- Yes **Motion Carried.**

12. **Committee/Authority/Commission Reports; take any necessary action. (Board)**

**Event Center** -See report from Event Center Manager

**Planning and Preservation Commission** – Boguski reported best meeting with the Project List, they took one project off. Address plaques need further tightening up and will be addressed next month. We are interviewing a new code enforcement officer. Retaining wall at Upper East Lake/East Lake will need an engineer to look at and another commission is in charge of that.

**MPEDA** – J. Schucker reported the COVID-19 loan program has had three people repay in full and the others are on track to repay. The board approved Jon Bazor’s plans with two changes. Water leak in bath Lake is leaking through the lawn. PWA will do some additional french drain work. Medicine Park Sign- the Attorney General told the Department of Wildlife to not allow the sign due to stipulations in the agreement of the property. Artwalk was a success. After the small Parkstomp the stage will be moved. We are looking at a Mardi Gras and have a Parkie BBQ for the grand opening of the restrooms. **No Action.**

13. **Discuss and Take Action to approve the additional cost from Brennan’s Electric to install the conduit from Cotton Electric transformer to building for Health and Wellness Clinic project; cost is \$5945.00, so the contract can be executed.** Motion by Nomura to approve the additional electrical work with Brennan’s Electric at a cost of \$5,945.00 Second by Branch.

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

14. **Discuss and Take Action on contract with CDBL for Millwork and General Trades for the Wellness Clinic.** Motion by Nomura to table to the October 28 Board of trustees Special Session. Second by Branch.

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

15. **Discuss and Take Action on Planning and Preservation Commission recommendation to consider fire inspection fees, citations for non-compliance and a fine schedule.** Boguski reported the Planning and Preservation Commission will address this at there next meeting. Ellis asked if Mr. McCoy if he and the Fire marshal would bring something to the meeting to present. Judge Morris stated she needs to know what the violations are and she will assign fines to them. Motion by Branch to table. Second by Nomura.

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

16. **Discuss and Take Action to correct the current 2020 Holiday Schedule for Veteran’s Day to Wednesday November 11, 2020.** Motion by Nomura to correct the 2020 Holiday Schedule for Veterans Day to Wednesday November 11, 2020. Second by Shucker.

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

17. **Discuss and Take Action to approve the 2021 Board of Trustee Regular Meeting Dates and the 2021 Holiday Schedule.** Motion Nomura to approve the 2021 meeting dates and 2021 Holiday dates. Second by Schucker.

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

19. **Discuss and Take Action on additional speed bumps requested on East Lake and Big Rock Road; authorize costs.** Much discussion. Motion by Nomura to approve with the removal of #5, at end of parking area across from Music Hall and #7 instead of a speed bump install stops signs at Spring Street and East Lake /Big Rock and authorize up to \$3,000.00 for the speed bumps and end caps. Second Schucker.

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

20. **Discuss and Take Action on crosswalks and striping through the downtown area; consider bid from sole vendor.** Nomura stated that A&M Striping is the only ones to offer thermoplastic striping. This type of striping will last much longer. Motion by Schucker to approve the thermoplastic paint and remove #5 crosswalk by Redneck Candles; authorize up to \$6, 000.00 from Streets and Alleys. Second by Branch.

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


21. **Discuss and Take Action on possible quote for backup generator for Town Hall.** Quote from Powers Service for a 22kw Generac Generator for Town Hall. Ellis suggested we look for a grant for this. Town Clerk suggested talking with the Comanche County Emergency management Director to see if there might be assistance as well. Motion by Nomura to table. Second by Branch.  
Schucker- Yes    Branch-Yes    Ellis-Yes    Nomura-Yes    Cofer- Yes                      **Motion Carried.**
22. **Discuss and Take Action to amend the Employee Handbook dated 12/18/2018. Current section 6.2 Vacation and 6.3 Sick Leave is from calendar year, January 1 to December 31. Proposed change would be from anniversary date to anniversary date and only 24 hours to carry over.** Much discussion on how many hours to carryover. Assistant Chief Crawford suggested a bank for sick hours and additional carry over hours and perhaps consider a by back program for unused leave. Motion by Nomura to table to next month. Second by Shucker.  
Schucker- Yes    Branch-Yes    Ellis-Yes    Nomura-Yes    Cofer- Yes                      **Motion Carried.**
23. **Update on acoustical tile for the Event Center: take any necessary action.** Nomura thanked Branch for getting the square footage. She suggested to only hang the acoustical tile down the walls. The brand Acoustomatic has two foot by four-foot panels. A suggestion was to see if an acoustical engineer could come in and make recommendations. Motion by Nomura to table. Second by Branch.  
Schucker- Yes    Branch-Yes    Ellis-Yes    Nomura-Yes    Cofer- Yes                      **Motion Carried.**
24. **Discuss and Take Action on recommendation by Planning and Preservation Commission to consider address placards for all the residents in Medicine Park at an approximate cost of \$6.37 each.** Motion by Nomura to table. Second by Branch.  
Schucker- Yes    Branch-Yes    Ellis-Yes    Nomura-Yes    Cofer- Yes                      **Motion Carried.**
25. **Discuss and Take Action to appoint a Town Attorney, with a one-year contract, and establish fees for the term of the contract.** Much discussion. Capra reported she serves at the will of the Board's. A contract would be redundant but would create a contract should the Board want that. Nomura noted the current fee schedule of \$500.00 retainer per month and hourly rate of \$150.00 that was approved in November 19, 2019. Schucker reported that the last invoice was billed at \$250.00 per hour. Capra state that she should have been notified there was an error in billing.    **No Action.**

**Board Comments:** Nomura stated this was a lovely meeting. Ellis stated PPC, MPEDA and BOT are working well together.

**Attorney Report:** Capra reported the date has been changed by the judge for the November 4, 2020 hearing. we are wait

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

Meeting adjourned at 8:08 pm.

  
\_\_\_\_\_  
Town Clerk

10/19/2020  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date