

Minutes of the Regular Session

Date: November 12, 2020

In accordance with the "Oklahoma Open Meetings Act, the **Regular Session** of the **Medicine Park Economic Development Authority** was called to order at **6:00 p.m.** by Jean Schucker, Chairman.

Members Present: Roger Johnson, Jean Schucker, Kelly Price

Members Absent: John Branch

MPEDA Attorney: Julie Alsbrook

Recorder: Kirsten Sellens, Town Clerk

1. **Citizen comments**-See list
2. **Discuss and take action on minutes of the Oct. 8, 2020, regular meeting.** Motion by Johnson to approve the minutes. Second by Price.
Johnson- Yes Branch-Absent Schucker-Yes Price-Yes **Motion Carried.**
3. **Discuss and take action to approve financial reports.** Motion by Johnson to approve the minutes. Second by Price.
Johnson- Yes Branch-Absent Schucker-Yes Price-Yes **Motion Carried.**
4. **Discuss and take action to approve claims and reimbursements.** Attorney pointed out there are no unpaid claims. **No Action.**
5. **Update on COVID-19 loan program and other MPEDA loans.** Schucker reported the COVID loans are up to date. Attorney reported there are two loans with one loan holder that is behind. She spoke with them and they are on a payment plan. MPEDA has a lien on the property currently. Attorney noted that Loan # 20160729A should be removed from the list as complete. **No Action.**
21. **Discuss and take action to approve the Scope of Work (SOW) for Street Entertainers.**
Much discussion with Board, R. Whaley and S. Enter about pay and time, possibly make changes of a \$50.00 flat rate with maximum two hours and possible check to be mailed. Motion by Johnson to table to December. Second by Price.
Johnson- Yes Branch-Absent Schucker-Yes Price-Yes **Motion Carried.**
6. **Discuss and take final action to approve the change to the MPEDA Trust Indenture Article VII, paragraph (1), approved by the Town BOT Oct. 28, 2020, to read: "The Trustees of this Trust shall be five (5), at least four (4) of whom must reside within the Beneficiary Town, one (1) of whom shall also be a member of the Town Board of Trustees, and one (1) of whom shall preferably be the owner of a permitted, brick-and-mortar business located within the Beneficiary Town, but not be required to reside within the Beneficiary Town.";** **approve costs to file amended trust indenture with the Comanche County Clerks Office.**
Attorney noted there were small changes by the Board of Trustees and it did not change the intent. Motion by Price to approve the amendment to the Trust Indenture Article VII, paragraph (1), approved by the Town BOT Oct. 28, 2020, to read: "The Trustees of this Trust shall be five (5), at least four (4) of whom must reside within the Beneficiary Town, one (1) of whom shall also be a member of the Town Board of Trustees, and one (1) of whom shall preferably be the owner of a permitted, brick-and-mortar business located within the Beneficiary Town, but not be required to reside within the Beneficiary Town." and authorize up to \$50.00 to file with the County Clerk. Second by Johnson.
Johnson- Yes Branch-Absent Schucker-Yes Price-Yes **Motion Carried.**

7. **Discuss and take action to post available MPEDA position on the Town website.** Schucker will work with Town Clerk to have the position posted. Motion by Johnson to post the open position on the website and in public spaces. Second by Price.
Johnson- Yes Branch-Absent Schucker-Yes Price-Yes **Motion Carried.**
8. **Discuss and take action to approve the engineering site plan for the Bath Lake bathrooms, and release funds for Engineer Al Jung's 80% fee (\$6,300.00) of his total fee of \$8,400.00.** Motion by Johnson to approve the site plan and engineering and release \$6300.00 in funds to Jung Engineering. Second by Price.
Johnson- Yes Branch-Absent Schucker-Yes Price-Yes **Motion Carried.**
9. **Discuss and take action to approve the final design for the Bath Lake bathrooms.** Bazor provided the final plans. Much discussion. Motion by Johnson to approve the final design and plans for the restrooms at Bath Lake. Second by Price.
Johnson- Yes Branch-Absent Schucker-Yes Price-Yes **Motion Carried.**
10. **Discuss and take action to approve the design and engineering for the cobblestone wall to be constructed in the Bath Lake area to support the new bathrooms and prevent continued erosion in the immediate area.** Schucker stated this was approved on the previous item number.
No Action.
11. **Discuss and take action to approve the scope of work contract with Joel Taylor and approve payment of \$500 upon completion of initial work on gathering and cleaning cobblestones to prepare for building the retaining wall in the Bath Lake area.** Schucker reported this would be for the dismantling and cleaning of the cobblestone from retaining wall. Motion by Johnson to approve scope of work contract for Joel Taylor and payment of \$500.00 upon completion of removing and cleaning cobblestones. Second by Price.
Johnson- Yes Branch-Absent Schucker-Yes Price-Yes **Motion Carried.**
12. **Discuss and take action to approve the completed the Bath Lake Floodplain Application, and send request for PPC to review all exhibits, plans and documents for approval at next available PPC meeting.** Motion by Johnson to approve the Floodplain Application and plans and documents and send to PPC for approval at next meeting. Second by Price.
Johnson- Yes Branch-Absent Schucker-Yes Price-Yes **Motion Carried.**
13. **Report from Pat Shaughnessy about Christmas Carnival and Parade Dec. 19, 2020.**
Shaughnessy reported the carnival will move to the McCoy property between Comanche Shirt Co. and White Buffalo. Mini Golf will move to Bath Lake lawn. He would like to have East lake closed from driving bridge and Old Plantation. Parade Line up will at the dam at Water Street. CMA group will assist like they did last year.
No Action.
14. **Discuss and take action to approve placing a new Town sign at Jack Laughter Park, and request approval from Town of Medicine Park at next BOT meeting.** Schucker would like a concept plan to present to Board of Trustees. Bazor will provide artwork only at no cost. Motion by Johnson to table to December meeting. Second by Price.
Johnson- Yes Branch-Absent Schucker-Yes Price-Yes **Motion Carried.**
15. **Discuss and take action to approve scope of work and hire of Myron Beeson to assume the year-round duties of lawn care, trimming and removing of low-hanging limbs in all MPEDA properties (Bath Lake area, Hitchin' Post Park, Big Rock Park, and the entire Creek Walk), to begin Nov. 12, 2020 and continue until November 2021. Salary to be \$500.00 per month.** Attorney suggested a letter to previous company stating their services are no

longer needed. Motion by Johnson to approve the scope of work for Myron Beeson to assume the year-round duties of lawn care, trimming and removing of low-hanging limbs in all MPEDA from begin Nov. 12, 2020 and continue until November 2021 and \$500.00 per month with quarterly withholding of income tax. Second by Price.

Johnson- Yes Branch-Absent Schucker-Yes Price-Yes **Motion Carried.**

16. **Discuss and take action to cancel all porta-potties from McCracken that MPEDA is paying for.** Schucker stated the portapotties at Bath Lake and possibly the one by Park Tavern need picked up. Motion by Johnson to have McCracken cancel the MPEDA portapotties at Bath Lake and Hitchin Post park. Second by Price.

Johnson- Yes Branch-Absent Schucker-Yes Price-Yes **Motion Carried.**

17. **Discuss and take action to request quote from Jonathon Bazor for design of improvements to Hitchin' Post Park.** Bazor provided a quote for phase 1 of the project at \$2,000.00 Motion by Price to approve Bazor's quote for phase 1 at \$2,000.00. Second by Johnson.

Johnson- Yes Branch-Absent Schucker-Yes Price-Yes **Motion Carried.**

18. **Discuss and take action to approve a statement of work for Davi Trueblood for design of Polar Prom poster NTE \$200.00.** Motion by Johnson to approve the scope of work with the changes by attorney on release of copy right and pay \$200.00 to Davi Trueblood. Second by Price.

Johnson- Yes Branch-Absent Schucker-Yes Price-Yes **Motion Carried.**

19. **Discuss and take action to approve the new vendor application and other information for vendors during the 2021 event season.** Motion by Johnson to approve the new vendor application. Second by Price.

Johnson- Yes Branch-Absent Schucker-Yes Price-Yes **Motion Carried.**

20. **Discuss and take action to approve the 2021 Event Schedule and letter to sponsors.** Motion by Johnson to approve the 2021 Event Schedule with the addition of Polar Plunge Week January 30- Feb 6, 2021. Second by Price.

Johnson- Yes Branch-Absent Schucker-Yes Price-Yes **Motion Carried.**

22. **Discuss and take action to renew rental on two Elk Mountain billboards on Hwy 49. Mr. Saldana has given MPEDA credit for \$300.00 toward the renewal of the rental agreement.** Motion by Johnson to not renew the two Elk Mountain sign rentals. Second by Price.

Johnson- Yes Branch-Absent Schucker-Yes Price-Yes **Motion Carried.**

23. **Review of special license plates for Medicine Park; take any necessary action.** Price made the motion to table to December. Second by Johnson.

Johnson- Yes Branch-Absent Schucker-Yes Price-Yes **Motion Carried.**

24. **Review MPEDA Purchase Order process; take any necessary action.** Town Clerk suggested the purchasing agents have maximum of \$500.00 per purchase order. Johnson suggested \$3500.00 for the Chairman and anything over that needs MPEDA Board approval. Motion by Price to approve the purchasing agents amount per PO of up to \$500.00, the Chairman of up to \$3500.00 and anything over \$3500.00 would require MPEDA Board approval. Second by Johnson.

25. Johnson- Yes Branch-Absent Schucker-Yes Price-Yes **Motion Carried.**

26. **Remind new MPEDA trustees of the requirement to take the OML New Officials training within one year of joining MPEDA.** Schucker reminded the Board they need to attend training with OML for New Officials. Currently it is being done online. **No Action.**

Attorney Report- Nothing further

Board Comments-Johnson asked if having the International Chili Cook-off circuit come here would be a good event. It would create large crowds and it would take about 1 to 1-1/2 years to get on the schedule.

Schucker reported that "Light up the Town" will get underway. Kim Johnson is getting the volunteers. First thing that needs done is to check the lights. We will start on the weekend after Thanksgiving. Schucker also shared that Liberty Bank is doing a spotlight on MPEDA. Get your business information and some product to Schucker for inclusion.

Motion by Johnson to adjourn. Second by Price

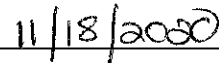
Johnson- Yes Branch-Absent Schucker-Yes Price-Yes

Motion Carried.

Meeting adjourned at 8:18 p.m.



Town Clerk



Date

MPEDA Chairman or Vice Chair

Date