

**MEETING NOTICE AND AGENDA
TOWN OF MEDICINE PARK
BOARD OF TRUSTEES**

Medicine Park Town Hall | 154 East Lake Drive, Medicine Park, OK 73557

Members: Mayor Roger Johnson, Assistant Mayor John Branch, Trustee Chad Everett, Trustee Charles Callich and Trustee Brent Miller

Regular Session **Special Session** Reconvened Session Emergency Session

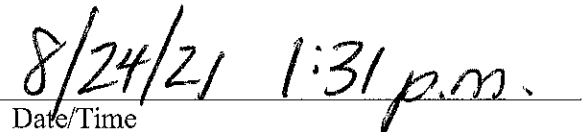
Thursday, August 26, 2021, at 6:00 p.m.

CALL MEETING TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

1. CITIZEN COMMENTS. Any citizen having business not appearing on the agenda to present to the Board of Trustees (BOT) may come forward at this time. The BOT does not participate in discussion during this agenda item. (Mayor)
2. Discuss and take action to review, update, and prioritize Capital Improvement Plan for 2021-2022. (Mayor)
3. Discuss and take action to accept Sharla Hildner's resignation from the Town of Medicine Park and advertise for position. (Authority)
4. Discuss and take action to hire a temporary administrative employee for Town Hall.
5. Discuss and take action to purchase a used 2019 Ford Police Interceptor Utility Explorer police vehicles from Joe Watt Police Cars for \$23,500.00.
6. Discuss and take action to purchase a used 2018 Ford Police Interceptor Utility Explorer police vehicles from Joe Watt Police Cars for \$23,500.00.

BOARD COMMENTS
ATTORNEY'S REPORT
RECESS OR ADJOURN


Deputy Town Clerk


Date/Time

ITEM 2

2020-2021 Capital Improvement Projects

1. ✓ Trash pump/generator pump
2. Town sidewalks
3. Parking lot at Event Center/Post Office/Health & Wellness Clinic
4. Big Rock Road repair
5. Third sewer lagoon
6. Granite Ridge Road repair
7. Public restrooms rehabilitation
8. East Lake re-engineered/traffic direction
9. ✓ Pecan Street Paving
10. Autobridge rehabilitation

TOTAL CAPITAL NEEDS SUMMARY AND 5 YEAR PLAN

Applicant:												
Date:												
Authorized Official:												
Priority Ranking	Project Description	Category	Condition	Remaining Useful Life	Priority Description	Funding Source	Total Project Costs (\$)	2022 Costs (\$)	2023 Costs (\$)	2024 Costs (\$)	20254 Costs (\$)	2026 Costs (\$)
1												
2												
3.												
4												
5.												
6.												
7												
8												
9												
10												

I certify that the above are the needs for the next five years as identified through the CIP process and were taken from the full Capital Needs Summary and 5-Year Plan. (Must list at least one project for Years 2020-2024)

Authorized Official

Title

Date

**DIRECTIONS FOR COMPLETING ATTACHMENT:
THE TOTAL CAPITAL NEEDS SUMMARY
AND FIVE-YEAR STRATEGIC PLAN FORM**

Applicant	Name of applying entity
Date	Date summary was approved by council/commissioners
Authorized Official	Mayor or commissioner authorized to sign contracts
Priority Ranking	Rank in order of importance to the applicant's needs
Project Description	Short title to identify project
Category	Use the letters in parenthesis to indicate category on form. (A) Administration, (B) Building, (C) Communications, (P) Parks, (PS) Public Safety, (T) Transportation – streets and roads, (U) Utilities – water and sewer, or (V) Vehicle.
Condition	The following codes must be used to identify the condition of the project. <ul style="list-style-type: none"> N New project (i.e. new fire truck where there was none) Project needing improvement/repair (i.e. repairs to fire truck) R Project needing to be replaced (i.e. fire truck to replace one currently in inventory)
Remaining Useful Life	Remaining useful life in years of this item without improvement
Priority Description	Governing body's priority description for project <ul style="list-style-type: none"> M Mandatory, cannot be postponed due to public health or state of federal requirements E Essential, required to maintain the health and welfare of the community or prevent future problems, no immediate risk involved D Desirable, required within the next five years to prevent obsolescence, to provide for future growth, etc. Y Deferrable, no specific time constraints on this need
Funding Sources	Funding source(s) of project funds (enter "UNFUNDED" if project is not funded)
Total Cost	Total estimated cost of project
Year 1 Costs	The current fiscal or most recent fiscal year
Year 2 Costs	The next fiscal year after Year 1
Year 3 Costs	The second fiscal year after Year 1
Year 4 Costs	The third fiscal year after Year 1
Year 5 Costs	The fourth fiscal year after Year 1

TOTAL CAPITAL NEEDS SUMMARY AND 5 YEAR PLAN 2020-2021

Priority Ranking	Project Description	Category	Condition	Remaining Useful Life	Priority Description	Funding Source	Total Project Costs (\$)	2021 Costs (\$)	2022 Costs (\$)	2023 Costs (\$)	2024 Costs (\$)	2025 Costs (\$)
1	Trash Pump/Generator Water Pump	U	N	N/A	M	REAP Grant	\$60K	\$60K				
2	Town Side Walks	PS	N	N/A	E	TSET/Local Funds	\$50K		\$50K			
3	Parking Lot for Post Office/Event	B	N	NA	D	Grant/County	\$30K	\$30K				
4	Big Rock Road Repair	T	I	3yr	E	CDBG/Local Funds	\$200K			\$200K		
5	New Sewer Lagoon/Rehab	U	I	3yr	E	Search/USDA/Grants	\$1.2M		\$300K	\$300K	\$300K	\$300K
6	Granite Ridge Road Repair	T	I	2yr	E	Grants/ County	\$140K				\$140K	
7	Public Restroom Rehab	U	I	2yr	E	Unfunded	\$150K			\$100K		
8	East Lake Re-engineer direction	T	I	NA	E	Unfunded	\$20K		\$20K			
9	Pecan Street Paving	T	I	N/A	E	Unfunded	\$45K					\$45K
10	Auto Bridge	T	I	5yr	D	Grants/Local /County	\$150K				\$75K	\$75K

I certify that the above are the needs for the next five years as identified through the CIP process and were taken from the full Capital Needs Summary and 5-Year Plan. (Must list at least one project for Years 2021-2025)

 Authorized Official Title Date

DIRECTIONS FOR COMPLETING ATTACHMENT E: THE TOTAL CAPITAL NEEDS SUMMARY AND FIVE YEAR STRATEGIC PLAN FORM

Applicant Name of applying entity
Date Date summary was approved by council/commissioners
Authorized Official Mayor or commissioner authorized to sign contracts
Priority Ranking Rank in order of importance to the applicant's needs
Project Description Short title to identify project
Category Use the letters in parenthesis to indicate category on form.
(A) Administration, **(B)** Building, **(C)** Communications, **(P)** Parks, **(PS)** Public Safety, **(T)** Transportation – streets and roads, **(U)** Utilities – water and sewer, or **(V)** Vehicle.
Condition The following codes must be used to identify the condition of the project.
N New project (i.e. new fire truck where there was none)
I Project needing improvement/repair (i.e. repairs to fire truck)
R Project needing to be replaced (i.e. fire truck to replace one currently in inventory)

Remaining Useful Life Remaining useful life in years of this item without improvement
Priority Description Governing body's priority description for project
M Mandatory, cannot be postponed due to public health or state of federal requirements
E Essential, required to maintain the health and welfare of the community or prevent future problems, no immediate risk involved
D Desirable, required within the next five years to prevent obsolescence, to provide for future growth, etc.
Y Deferrable, no specific time constraints on this need

Funding Sources Funding source(s) of project funds (enter "UNFUNDED" if project is not funded)
Total Cost Total estimated cost of project
Year 1 Costs The current fiscal or most recent fiscal year
Year 2 Costs The next fiscal year after Year 1
Year 3 Costs The second fiscal year after Year 1
Year 4 Costs The third fiscal year after Year 1
Year 5 Costs The fourth fiscal year after Year 1

From: [Steven Adams](#)
To: [Yolonda Ramos](#)
Subject: Fwd: Resignation
Date: Friday, August 20, 2021 4:55:41 PM
Attachments: [image001.png](#)

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Sharla Hildner <mptownhall@medicinepark.com>
Sent: Friday, August 20, 2021 4:53:12 PM
To: Roger Johnson <dr.rogerjohnson@medicinepark.com>
Cc: John Branch <jrbranch@windstream.net>; Steven Adams <steven.adams@medicinepark.com>
Subject: Resignation

Good evening -

Today will be my last day as Town Clerk for Medicine Park. I am the only one in the office today, but I completed the minutes from last night's meetings, and the PO for the auto-bridge is created and in Yolonda's box and Steven has a copy. As for other pending issues, (1) I have put the notice in the newspaper and mailed all the letters required to all residents within 300-feet of the areas to be rezoned per the law; (2) all monies for permits have been entered into the system, but the permits are still needing to be printed and mailed. I have attached all supporting documents to each permit holder's paperwork; (3) a notice of Special Session for Thursday, August 26th has been posted of day.

I appreciate the opportunity to serve the Board of Trustees and have more than enjoyed serving this community. I find the tension in the office (not the community) is more than I want to deal with as I prepare for knee surgery and other family events. Please accept my sincerest apologies for the short notice as it is not something I am proud of doing, but I think it is in the best interest of myself and the BOT. I take pride in my performance as I have sincerely and diligently made every possible effort to serve beyond expectations with integrity and professionalism. I highly recommend you make Yolonda your Town Clerk and let her hire an administrative assistant for there to be an amenable working environment in this office.

Steven has my keys.

Thank you again.



Sharla Hildner | Town Clerk
Town of Medicine Park

P 580.529.2825 F 580.529.3110

Web www.medicinepark.com Email mptownhall@medicinepark.com

PO Box 231 | 154 East Lake Drive | Medicine Park, OK 73557-0231

JOE WATT POLICE CARS
P.O. Box 924
Vinita, OK 74301
(918) 944-3918

August 10, 2021

Medicine Park P.D.
Medicine Park, Ok

PROPOSAL

(1) Used 2019 Ford Police Interceptor Utility (Explorer) – AWD, white in color, 57k miles, spot light. Includes 12/12 warranty.

Price: \$23,500.00

(1) Used 2018 Ford Police Interceptor Utility (Explorer) – AWD, white in color, 8k miles, spot light, (Rebuilt title). Includes 12/12 warranty.

Price: \$23,500.00

Our inventory changes daily. I will try and find a lower mile 2019, however, 2019 under 25k will be \$24,500 in price.

Sincerely,

Joe Watt
President