

NOTICE AND AGENDA OF REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
OF THE TOWN OF FOREST PARK, OKLAHOMA  
<https://www.forestparkok.gov/watch-meeting/>  
FEBRUARY 28, 2023

As required by the Oklahoma statutes, notice is hereby given of the Regular Meeting of the Board of Trustees of Town of Forest Park, to be held at 7:00 p.m., Tuesday, February 28, 2023, at 4201 N. Coltrane Road, Forest Park, Ok. The Board may discuss and vote to approve, disapprove, or take other action on any item on this agenda.

AGENDA

Call to Order

Flag Salute

Roll Call

Declaration of a Quorum

- A. Reports: *Part 2, Chapter 3, Section 2-314 (B) (C)*
  - a. Planning and Zoning Commission – Chair Dennis French
  - b. Board of Adjustments – Chair Connie Johnson
  - c. Budget Committee – Trustee Elizabeth Britt
  - d. Annexation Committee – Mayor George Smith
  - e. Economic Development Council – Robert Williams
- B. Residents to be heard:
- C. Consent Agenda
  - a. Discussion and approval of Special Meeting Minutes of February 2, 2023.
  - b. Discussion and approval of Special Meeting Minutes of February 13, 2023.
  - c. Discussion and approval of the February 2023 Expenditures.
  - d. Discussion and approval to apply for Oklahoma County Commissioners Community Funding grants, effective immediately.
  - e. Discussion and approval to establish qualifications for candidates of the Board of Trustees of the Town of Forest Park, effectively immediately.
    - 1. The candidate shall not have engaged in conduct which exhibits or is intended to appeal to or engender bias against a person based upon that person’s race, color, national origin, ethnicity, religion, gender, sexual orientation, or disability.
    - 2. Each candidate applying for the Board of Trustees of the Town of Forest Park must be of good moral character.
    - 3. Candidates who have qualified with the Oklahoma County Election Board, unopposed or not, can still be disqualified by the Forest Park Board of Trustees per this agreement.
  - f. Discussion and approval to establish and assign Ordinance number 2-102.D to the Qualifications for Candidates for the Board of Trustees of the Town of Forest Park.
  - g. Discussion and approval to adopt a code of conduct and ethics policy for the Town of Forest Park Board of Trustees.

- D. Discussion and possible action to set a date for Budget Revision for the Town of Forest Park.
- E. Discussion on Nexbillpay for the residents of the Town of Forest Park.
- F. Discussion and possible action to upgrade the copier machine. See attached information.
- G. Discussion and action to purchase a Dell Toughbook for the Police Unit not to exceed, \$700.00.
- H. Discussion and possible action to adjust the fees for a new build project in the Town of Forest Park.
- I. Discussion and possible action to amend Forest Park Ordinance 8-110, Opening Burning Prohibited.
- J. Discussion and possible action to increase the cell phone stipends for the Building Maintenance and Streets Department personnel from \$35.00 to \$50.00, effective March 2023.
- K. Discussion and possible action to adjust the fees and/or the duration of the garage sale permit. (*Part 9, Chapter 3, Section 9-305 and 9-310*)
- L. Discussion and approval to allow Economic Development Council to use stamps and stationery to define the Zip+4 usage, the minimum size of house numbering on mailboxes per ordinance, and highlight the Forest Park website to all residents, effective immediately.
- M. Discussion and approval to amend Johnnie Nubine's contract to include mentoring Mark Jeans as Apprentice Building Inspector at \$75.00 per session, effective immediately.
- N. Discussion and ratification of new reserve police officers, Jordan Brown, David Cabral, Brice Greenhoward, Oliver Murray, Bryan Norris and Dustin Wood.
  
- O. Executive Session (*25 O.S. 307 (B) (1)(2)*)
  - a. Review all employee's performance appraisals.
  - b. Appraise all Department Heads performance.
  - c. Review of the duties of a Police Officer Supervisor.
  
- P. Elected Official Reports
- Q. Legal Report
- R. Adjournment

**This notice /agenda was filed in the office of the Town Clerk and posted by 6:30 pm, on February 27, 2023.**

  
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Tyara Richmond, Town Administrator