

TOWN OF FOREST PARK, OKLAHOMA
Regular Meeting of the Board of Trustees
April 25, 2023

The Trustees of the Town of Forest Park met in regular session on Tuesday, April 25, 2023, at 7:00pm at the Town Hall located at 4201 N. Coltrane Road, Forest Park, Ok. The notice of the agenda for this meeting was filed in the office of the Town Clerk and posted in two places at the Town Hall, Monday, April 24, 2023, at 7:00pm.

MINUTES

The Meeting was called to order at 7:01pm by Mayor George Smith who led the flag salute.

Roll Call

Ward 1 – Trustee Steve Miller - PRESENT

Ward 2 – Trustee Darlene Davis - PRESENT

Ward 3 – Mayor George Smith - PRESENT

Ward 4 – Trustee William Jones - PRESENT

Ward 5 – Trustee RaShanna Baker – ABSENT

TOWN CLERK – Minnie Vickers - PRESENT

TOWN TREASURER – Larry Epps – PRESENT

TOWN ATTORNEY – L. Don Smitherman – PRESENT

Co-COUNSEL – Nkem House - PRESENT

DECLARATION OF A QUORUM

- A. Acknowledgment of Elizabeth Britt for service as Town Trustee of Ward 5, term 2019-2023.
(Not present - No Action)

- B. Introduction of the newly Elected Officials for the Town of Forest Park, Oklahoma.
(Plaques were presented to each newly elected official)

- C. Election of a Mayor for fiscal years 2023-2025 for the Town of Forest Park, Oklahoma.
Chapter 2, Section 2-201. 11 O.S. Section 12-104, 12-105
Trustee Davis nominated Trustee George H. Smith
MOTION by: Trustee Davis
SECOND by: Trustee Jones
NAYE VOTES: None
AYE VOTES: Trustee Miller, Trustee Davis, Mayor Smith, Trustee, Jones, Trustee Baker
MOTION CARRIED: Yes

- D. Election of a Vice Mayor for fiscal years 2023-2025 for the Town of Forest Park, Oklahoma.
Part 2 Chapter 2 Section 2-201C
Mayor Smith nominated Trustee Davis

MOTION by: Mayor Smith

SECOND by: Trustee Jones

NAYE VOTES: None

AYE VOTES: Trustee Miller, Trustee Davis, Mayor Smith, Trustee Jones, Trustee Baker

MOTION CARRIED: Yes

- E. Swearing in for the new Mayor and Vice Mayor.
Mayor George H. Smith was sworn in as Mayor; Trustee Darlene Davis was sworn in as Vice Mayor. Minnie Vickers administered the Oath of office.

- F. Liaison Assignments and other responsibilities in the Town of Forest Park, Effective immediately. *Ordinance No. 2013-2-106.*

ASSIGNMENTS and COMMITTEES

Police Department – Mayor George Smith

Fire Department – Trustee RaShanna Baker, ACOG Representative

Administration – Trustee Darlene Davis, website coordinator

Streets/Maintenance – Trustee Steve Miller; ACOG Representative

Budget Committee – Treasurer Larry Epps

Trustee Board Representative – Trustee William Jones

Publishing annual budget; periodicals; reporting to Secretary of State; processing permits, liens, licenses, and fees, affixing the seal – Town Clerk Minnie Vickers

Economic Development Council – Robert Williams

Updating Code of Ordinances – Trustee William Jones and Mayor George Smith

Ecological and Environmental Task Force – no one assigned.

Planning and Zoning – Dennis French

Board of Adjustments – Connie Johnson

Flood Plain Administrator – Delton Brown

Tyara Richmond –Administration and Streets/Maintenance Departments; the department will be split, and Streets/Maintenance will have a new dept. head.

Thomas Gipson – Police Department

Chuck Blair – Fire Department

Streets and Maintenance - TBD

- G. Reports: *Part 2, Chapter 3, Section 2-314 (B) (C)*

- a. Planning and Zoning Commission – Chair Dennis French (no report)
- b. Budget Committee – Treasurer Larry Epps, the required reporting to the Treasury Department is due
- c. Economic Development Council – Chair Robert Williams

- H. Residents to be heard: Dr. Thomas D. Walton

- I. Consent Agenda

- a. Discussion and approval of Regular Meeting Minutes of March 28, 2023.
- b. Discussion and approval of Special Meeting Minutes of April 17, 2023.
- c. Discussion and approval of the April 2023 Expenditures in the amount of \$82,202.76

- d. Discussion and approval to accept Treasurer Larry Epps as the Budget Committee Chairperson.
- e. Discussion and approval for Trustee's Rashanna Baker and Steve Miller to register for and attend the Certified Training for Newly Elected Officials at a cost of \$95.00 each, totaling \$190.00.
- f. Discussion and approval to accept the job description of a Website Administrator.
- g. Discussion and approval to accept a job description of a Public Works Superintendent.
- h. Discussion and approval to accept the job posting for an Auditor for the Town of Forest Park.
- i. Discussion and approval to ratify the reimbursement to Chief Blair for maintenance to the Fire Apparatus totaling \$3,071.30.
- j. Discussion and approval to ratify the reimbursement to Chief Gipson for purchasing seven (7) laptops for the elected officials totaling \$1,981.97.
- k. Discussion and approval of the recommendation of Delton Brown as a new member to serve on the Planning and Zoning Commission.

(Item F. was excluded from the consent agenda to be mentioned in a later meeting).

(Mr. Epps suggested raising the limit for the Bank of America credit card because their limit is \$5,000.00 and it is a shared amount).

MOTION by: Trustee Davis

SECOND by: Trustee Jones

NAYE VOTES: None

AYE VOTES: Trustee Miller, Trustee Davis, Mayor Smith, Trustee Jones, Trustee Baker

MOTION CARRIED: Yes

- J. Action to administer Oath of Office to Delton Brown to serve on the Planning and Zoning Commission.

(Not present - No Action)

- K. Discussion and possible action to approve the Budget Revision for fiscal year 2022-2023 in the amount of \$1,182,152.68 for Revenues and \$1,142,152.68 for Expenses and a Reserve total of \$40,000.00.

MOTION by: Trustee Davis

SECOND by: Trustee Jones

NAYE VOTES: None

AYE VOTES: Trustee Miller, Trustee Davis, Mayor Smith, Trustee Jones, Trustee Baker

MOTION CARRIED: Yes

- L. Discussion and possible action to set a date to work on the Budget for fiscal year 2023-2024. The date was set for Tuesday, May 9, 2023, for the revisions for fiscal year 2022-2023 and the meeting on Tuesday, May 16, 2023, for fiscal year 2023-2034.

MOTION by: Trustee Jones

SECOND by: Trustee Davis

NAYE VOTES: None

AYE VOTES: Trustee Miller, Trustee Davis, Mayor Smith, Trustee Jones, Trustee Baker
MOTION CARRIED: Yes

- M. Discussion on Nexbillpay for the residents of the Town of Forest Park.
- N. Discussion on the status of Home Sharing businesses in the Town of Forest Park. All four home sharing businesses have been notified by mail, with no responses.
- O. Discussion and possible action to repair the Cub Cadet zero turn riding mower and purchase a commercial grade self-propelled mower, two chainsaws, pruning/trimming equipment for the Streets Department, not to exceed \$5,000.00.
MOTION by: Trustee Davis
SECOND by: Trustee Jones
NAYE VOTES: None
AYE VOTES: Trustee Miller, Trustee Davis, Mayor Smith, Trustee Jones, Trustee Baker
MOTION CARRIED: Yes
- P. Discussion and possible action to lease three (3) radars for the Police Department for a term of one (1) year not to exceed \$150.00 per month.
MOTION by: Trustee Jones
SECOND by: Trustee Davis
NAYE VOTES: None
AYE VOTES: Trustee Miller, Trustee Davis, Mayor Smith, Trustee Jones, Trustee Baker
MOTION CARRIED: Yes
- Q. Elected Official Reports
Town Clerk – No Report
Trustee Miller – No Report
Trustee Davis – thanked everyone for attending the meeting reference Green Dot properties.
Trustee Jones – Advised he would attend the next OKC Council meeting for updates regarding Green Dot properties.
Trustee Baker – No Report
Mayor Smith – spoke about the fire involving Ward 2 and the hazards related to a salvage yard of cars possibly full of gasoline, wanted to advise DEQ and Environmental quality of Green Dot's intentions to bring in a trucking business.
Town Treasurer – No Report
- R. Legal Report
Attorney Smitherman spoke of three pending litigation cases; one case we do not have coverage. He introduced Attorney House as his co-counsel.
- S. Adjournment Motion to adjourn at 8:24pm
MOTION by: Trustee Davis
SECOND by: Trustee Jones

NAYE VOTES: None

AYE VOTES: Trustee Miller, Trustee Davis, Mayor Smith, Trustee Jones, Trustee Baker

MOTION CARRIED: Yes