

**NOTICE AND AGENDA OF REGULAR
MEETING OF THE BOARD OF TRUSTEES
OF THE TOWN OF FOREST PARK, OKLAHOMA**

<https://www.forestparkok.gov/watch-meeting/>

January 28, 2025

As required by the Oklahoma statutes, notice is hereby given of the **Regular Meeting** of the Board of Trustees of the Town of Forest Park, to be held at **7:00 p.m., Tuesday, January 28, 2025**, at 4203 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 Quorum

- A. Committee Reports: *Part 2, Chapter 3, Section 2-314 (B) (C)***
- a.** Planning and Zoning Commission – Chair Dennis French
 - b.** Economic Development Council – Chair Robert Williams
 - c.** Budget Committee – Trustee William Jones
- B. Department Head Reports**
- a.** Alma Motte – General Administration Lead
 - b.** Shawn Mitchell – Public Works Lead
 - c.** Chuck Blair – Fire Chief
 - d.** Dwayne Doolittle – Police Chief (interim)

C. Residents to Be Heard

D. Consent Agenda

- a.** Approval of the regular meeting minutes for December 17, 2024.
- b.** Approval of the special meeting minutes for January 2, 2025.
- c.** Ratification of election Resolution 2025-001 for holding a regular municipal election on April 1, 2025.

E. Ratification of the attached invoice for GPS equipment for six Patrol cars plus the maintenance truck. The expenditure will be as follows:

1st payment = \$260.00(first monthly payment) + \$15.00(one time shipping and handling) = \$275.00 - 11 monthly payments = \$260 X 11 = \$2,860.00

Total expenditure = \$275.00 + \$2,860.00 = \$3,135.00.

F. Discussion and approval to ratify \$600.00 for three (3) years QuickBooks support that includes all modules of QuickBooks.

G. Discussion and approval to provide monthly, a \$50.00 cell phone stipend for **Alma Motte, \$50 cell phone stipend for **Shawn Mitchell**, and \$35 cell phone stipend for **Enetrice Smiley effective immediately.****

H. Discussion and approval to do preventive maintenance on fire pumps on two brush pumpers, not to exceed \$700.00.

I. Discussion and approval to run an operational performance test on the primary emergency generator not to exceed \$500.00.

J. Discussion and action to approve the COLA (Cost of Living Adjustment) of 3% for all employees that were not salary/wage treated in December 2024. This increase will become effective February 3rd, 2025.

K. Discussion and approval to accept the transfer of title from the Oklahoma County District Attorney's office to the Town of Forest Park for VIN# 1GNLC2E06ER173332 – 2014 Black Chevy Tahoe effective immediately.

L. Discussion on the Town of Forest Park holding a regular municipal election on April 1, 2025, for the offices of Trustees Ward 2, Trustee Ward 4, and Town Treasurer. Candidates filing period is February 3rd through 5th, 2025. Applications can be picked up at the Oklahoma County Election Board, 4201 N. Lincoln Blvd., Oklahoma City, OK.

M. Discussion and approval to expend \$2,120.00 for eight (8) Type 3 plastic barriers from Action Safety Supply Co, LLC. (FYI: This is a 2:1 OMAG Public Works Safety Equipment Grant that was approved by the board on October 1, 2024.

Executive Session

N. Discussion and approval of Accounts Clerk Contract with the Town of FP.

O. Discussion of appraisals for all reserve firemen of the Town of Forest Park.

P. Discussion and approval to hire Randy Hall as Court Bailiff at \$15.00 per hour for the town of Forest Park effective January 29, 2025.

Q. New Business

R. Reports of Elected Officials

S. Legal Reports

T. Adjournment

This notice/agenda was filed in the office of the Town Clerk and posted by 6:00pm, on Monday, January 27, 2025.

Minnie Vickers-Johnson

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