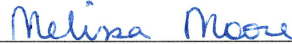


**NOTICE OF REGULAR MEETING AND AGENDA
MIAMI MAIN STREET BOARD MEETING
TUESDAY JULY 7, 2026
8:30am**

**VISIT MIAMI OFFICE/ MIAMI CONVENTION AND VISITORS BUREAU
111 N. MAIN STREET**

Filed in the Office of the City Clerk and displayed in the main lobby of the Miami Civic Center and by posting on www.miamiokla.net starting at 8:45 AM on July 02, 2026, pursuant to 25 O.S. § 311(9) (a) and (b).



Melissa Moore, City Clerk

THE BOARD MAY TAKE ANY OF THE FOLLOWING ACTIONS: DISCUSS, CONSIDER VOTE FOR APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, POSTPONEMENT, AND/OR MAKE RECOMMENDATIONS TO THE CITY COUNCIL ON ANY ITEM LISTED IN THIS AGENDA:

- | | |
|---|--|
| 1. Call Meeting to Order | Trinda Crow |
| 2. Public Input and Unscheduled Personal Appearances
Each person will be limited to three minutes. The purpose of this agenda item is to provide an opportunity for citizens' comments and public announcements. In keeping with the principles of the Oklahoma Open Meeting Act, Board Members and city staff will not engage in discussion or take any action under this agenda item. If you seek discussion or further inquiry, please contact the Board Member, the Chairman or the office of the city manager. Responses to citizen comments, if any, will occur under an applicable Agenda item at this or a future public meeting, or a response may be given by a phone call, personal meeting or a posting on the city website: www.miamiokla.net . | Trinda Crow |
| 3. Discussion and Approval of June 2026 Special Meeting Minutes | Trinda Crow |
| 4. Main Street Coordinator Report | Jesse Black |
| 5. Discussion From 4 Point Committees | Jason Miller/
Tori Chenowith/
Sonja Frisbie/
Gretchen Frazier |
| 6. Discussion on Requested Volunteer Forms | Trinda Crow |
| 7. Update and Discussion on 501c3 | Trinda Crow |
| 8. Other New Business, if Any, Which Has Arisen Since the Posting of the Agenda and Could Not Have Been Anticipated Prior to the Time of Posting (25 O.S. § 311(9)) | Board Members |
| 9. Adjournment | Board Members |

The Board is committed to making this meeting accessible to all citizens. If special assistance or accommodation is required, please submit your request to the City Manager's office. We also ask that those in attendance place all electronic devices on silent. Thank you.

THE MIAMI MAIN STREET BOARD MET IN SPECIAL SESSION MONDAY JUNE 1, 2026 IN THE MIAMI CONVENTION & VISITORS BUREAU AT 8:30 AM WITH THE FOLLOWING MEMBERS PRESENT:

Trinda Crow, Board President
Gretchen Frazier, Board Member
Tori Chenoweth, Board Member
Kyla Jones, Board Member
Sonja Frisbie, Board Member

The agenda for the meeting was displayed in the main lobby of the Miami Civic Center and by posting on www.miamiokla.net starting at 4:30 PM on May 27, 2026, pursuant to 25 O.S. § 311(9) (a) and (b).

THE TRUST MAY DISCUSS, CONSIDER, AND VOTE ON ANY ITEM LISTED IN THIS AGENDA:

Call to Order

Board President Crow called the meeting to order at 8:30 A.M

Public Input and Unscheduled Personal Appearances

None

Discuss and Approval Of May 2026 Meeting Minutes:

Board Member Jones motioned to approve the May Minutes. Board Member Frisbie made the second. The board was polled with the following results:

Jones: Aye, Frisbie: Aye, Chenoweth: Aye, Board President Crow: Aye, Frazier: Abstain

Board President Crow declared the motion carried.

Main Street Coordinator Report:

Jesse Black gave the Main Street Coordinator report. June 4th will be the Heart of Main Street Dinner. Jesse is attending training in Ardmore from June 2 to June 4th. He will be back in town for the dinner. Trinda has been working on Main Street's 501C-3 with Estelle-Hill Law Firm. Looking ahead, the Mayor's Conference and 8-Man are the same week in June, the 16th-20th. The lot across the street is being worked on. We are looking at possibly hosting a Food Truck Night with possibly some small events alongside it. Considering the second Thursday of the month. Discussion was made about charging the food trucks, or receiving a percentage of sales instead of fees. That would affect December's Sip and Shop. It would be the Thursday right before the Sip and Shop on the following Tuesday. Jesse asked if people would be opposed to moving the December Sip and Shop to the same day. With no one opposing Jesse entertained a motion.

Board Member Chenoweth made a motion to change the date of the December Sip and Shop to December 10th. Board Member Frisbie made the second. The board was polled with the following results.

Chenoweth: Aye, Frisbie: Aye, Frazier: Aye, Jones: Aye, President Crow: Aye

Board President Crow declared the motion carried.

4 Point Committee Chair Reports:

The committee chairs gave an update on the 4 Point Committees.
Gretchen Frazier gave an update on Design. We have table decorations for the dinner. That will be starting at 2:00 on June 4th. The auction table will also be set up.
Sonja reported for Organization Committee. The auction items have all been collected.
No report from Economic Vitality or Promotion.
None

Update on Heart of Main Street Dinner and Auction/Set up information

Jesse gave an update on the dinner. Most of the information was covered in Gretchen’s report from design. At this moment, we have some people lined up as the auction clerk and as spotters. The patrons have the choice of Spaghetti or Alfredo, and Dillon will pad a little just in case.

none

Other New Business, if any, which has Arisen since the Posting of the Agenda and Could Not Have been Anticipated Prior to the Time of Posting (25 O.S. §311 (9))

None

Adjournment

Board Member Jones motioned to adjourn. Board Member Chenoweth made the second. The board was polled with the following results:

Jones: Aye, Chenoweth: Aye, Frazier: Aye, Frisbie: Aye, Board President Crow: Aye

Board President Crow declared the motion carried.

Adjourned at 9:07

Chairman Crow

Board Member Jones

Board Member Frisbie

Board Member Frazier

Board Member Chenoweth

Attest: _____

Community Service / Volunteer Worker Process for the City

DATE: 05-27-2026

<p>PURPOSE</p>	<p>This process ensures:</p> <ul style="list-style-type: none">• Proper screening based on risk level and assignment location• Protection of City facilities, staff, and sensitive information• Centralized recordkeeping and oversight• Clear liability controls and compliance documentation
<p>HR + RISK MANAGER CENTRALIZED OVERSIGHT (ALL LEVELS)</p>	<p>All volunteer and community service files must be maintained jointly by HR and the Risk Manager.</p> <p>HR and Risk Manager are responsible for:</p> <ul style="list-style-type: none">• Creating and maintaining official volunteer files• Verifying required documentation by level• Tracking approvals and assignments• Maintaining waiver, release, and indemnity documentation• Overseeing background check and screening documentation• Ensuring compliance with City policy and liability requirements• Retaining records per City retention policy• Confirming completion and closing files• Ensuring proper removal of access (if applicable)
<p>Mandatory Rule:</p>	<p>No volunteer or community service worker may begin work until one of the following members confirms file is complete by Manager, HR, or Risk Manager.</p>
<p>CONTROL</p>	<p>STEP 1 – Intake & Application Required Intake Information:</p> <ul style="list-style-type: none">• Full legal name

Assignment & LEVEL
CLASSIFICATION

- Address
- Phone number
- Emergency contact
- ID verification (Copy Color Only)
- File-Stamp "Court Document (if applicable)
- Hours required

Standard Forms Collected:

- Volunteer Application
- Waiver Sheet, Release Form, Waiver and Indemnity Agreement
- Authorization to Release Information
- Emergency Notification

Level 1

- Department Supervisor approval
- HR notification and file setup

Level 2

- Department Supervisor
- HR review and approval

Level 3

- Department Supervisor
- HR
- Department Head
- City Manager or Designee

LEVEL 1 - EVENT / PUBLIC SERVICE ONLY (LOW RISK)

Approved Work Locations:

- MDRA Events
- CVB & Tourism
- Coleman Events
- Library
- Senior Center \Events
- Park cleanup
- Painting
- Trash pickup
- Event setup

- Landscaping
- Cemetery assistance
- Sporting Events
- Animal Shelter

Access Level:

- Public-facing duties only
- No confidential records
- No financial access
- No HR/system access
- No key or unrestricted access
- Always supervised or event-controlled

Required Paperwork: (Manager\ Admin)

- Volunteer Application
- Waiver Sheet, Release Form, Waiver and Indemnity Agreement
- Authorization to Release Information
- Emergency Notification

**Level 2 – Moderate Risk / Limited Access
Examples**

- Office filing
- Environmental Service Office Access (EVS)
- Clerical support
- Reception assistance
- Inventory assistance

Access

- Limited access to buildings
- Possible incidental exposure to confidential information
- Limited computer access
- No payroll or banking access

Required Screening

- Background check
- Confidentiality agreement
- Supervisor approval
- Drug screening

CAN NOT START UNTIL CLEARED

Additional Controls

- Limited system permissions
- No unsupervised file access
- No password sharing

HR Documentation

- Background check documentation
- Confidentiality agreement
- Department approval forms
- Access authorization documentation

Level 3 – High Risk / Sensitive Information Access Examples

- HR assistance
- Finance support
- IT support
- Utility billing support
- Police/fire administrative assistance

Access

May include exposure to:


- Personnel files
- Payroll information
- HIPAA information
- Banking/account data
- Social Security numbers
- Law enforcement information

Required Screening

- Criminal background check
- Reference checks
- Drug screening
- Confidentiality and nondisclosure agreement
- Department head approval
- City Manager approval (recommended)

Additional Requirements

- Cybersecurity training

- 
- Information security acknowledgment
 - Signed acceptable use policy
 - Limited role-based access only
 - Audit trail/documentation of access

CAN NOT START UNTIL CLEARED

HR Documentation

HR must maintain:

- Screening results
- Access approvals
- Cybersecurity acknowledgments
- Confidentiality agreements
- Training verification
- System access approvals/removals

Volunteer Application



Contact Information

Name	
Street Address	
City, State, ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Availability

During which hours are you available for assignments?

- Weekday mornings Weekend mornings
 Weekday afternoons Weekend afternoons
 Weekday evenings Weekend evenings

Interests

Tell us in which areas you are interested in:

- Administration (office help at CVB or TIC)
 Events (concession stands, ball games, rodeo, etc.,)

Name (printed)	
Signature	
Date	

Thank you for completing this application form and for your interest in volunteering with us.



City of Miami

WAIVER SHEET, RELEASE, WAIVER AND INDEMNITY AGREEMENT

Name of Volunteer (please print): _____

Address: _____ Phone: _____

Volunteer Activity: _____

Dates / Location of Volunteer Activity: _____

In consideration of my being allowed to volunteer my time and physical body to service to the City of Miami, I HEREBY AGREE AS FOLLOWS.

I HEREBY ASSUME ALL RISKS INVOLVED IN MY VOLUNTARY SERVICE.

I HEREBY RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the City of Miami, Inc., its officers, all for the purposes herein referred to as "releasee" from all liability to the undersigned, representatives, assignees, heirs, and next of kin for any loss or damage on account of injury to person (including death) or property.

I HEREBY AGREE TO INDEMNIFY, SAVE AND HOLD HARMLESS the release from any loss, liability, damage or cost it may incur due the present of the undersigned in anyway while volunteering my time and physical body whether caused by the negligence of releasee or otherwise for losses, damages (including attorney's fees) which may be brought against me or against any of them by anyone claiming to be injured (including death) as a result of any injury caused by me or injury to my or the claimant's property which may occur as a result of my participation.

THE UNDERSIGNED FURTHER EXPRESSLY AGREES that the foregoing release, waiver and indemnity agreement is intended to be as broad and inclusive as is permitted by law in Oklahoma and that if any portion is held invalid it is agreed that the balance shall continue in full force and effect.

I (and parent / legal guardian, if volunteer is under age 18) have carefully read this release and understand and agree with all of its terms and conditions.

Signature of Volunteer

Date

Signature of Parent / Legal Guardian
(if volunteer is under age 18)

Date



CITY OF MIAMI, OKLAHOMA
AUTHORIZATION TO RELEASE INFORMATION

I, _____, am applying to serve as a volunteer and/or community service worker with the City of Miami. In order to process and evaluate my request to participate in volunteer or community service activities, certain information may need to be made available to representatives of the City of Miami for review and verification purposes.

Therefore, I hereby authorize, request, and direct educational institutions; references; employers (past and present); governmental agencies and instrumentalities (local, state, federal, or foreign); courts or probation offices, if applicable; driving record agencies; and any other person, institution, or organization deemed necessary, to release to the Human Resources Representative for the City of Miami, or any authorized representative thereof, any information, records, documents, or files considered material to my participation as a volunteer or community service worker. I understand that this information may be provided either verbally or in writing and may be used solely for the purpose of determining eligibility, placement, assignment, supervision, and participation within City volunteer or community service.

Further, I release and hold harmless all individuals, agencies, and organizations providing such information from any and all liability or claims arising from the release of this information to the City of Miami or its representatives. Further, I authorize the Human Resources Representative, or designated representative of the City of Miami, to act as my agent for the limited purpose of obtaining and reviewing records and information related to my volunteer or community service participation, including the right to inspect and make copies of such records as necessary. Any request for information made by the City or its representative shall be treated as though made personally by me.

I acknowledge that participation as a volunteer or community service worker does not constitute employment with the City of Miami and does not entitle me to wages, benefits, or continued placement.

Affidavit of _____ [Name of Applicant]

I, _____, being first duly sworn, deposes and says as follows: I have read the above and foregoing Authorization to Release Information, understand the contents thereof, and hereby agree to the release of the above described information.

Date

X _____
Volunteer Signature

