

**MINUTES
ORDINANCE AND INSURANCE COMMITTEE
SPECIAL MEETING
THURSDAY, FEBRUARY 13TH, 2020
5:30 P.M.**

THE ORDINANCE AND INSURANCE COMMITTEE MET IN SPECIAL SESSION IN THE COUNCIL CHAMBER, 12 NORTH ROWE STREET, PRYOR, OKLAHOMA AT THE ABOVE DATE AND TIME.

COMMITTEE MEMBERS: ** JILL SHERMAN, CHOYA SHROPSHIRE, DENNIS NANCE, STEVE SMITH (ALTERNATE)

1. CALL MEETING TO ORDER.

The meeting was called to order by Jill Sherman at 5:30 p.m. Committee members present: Jill Sherman, Choya Shropshire and Dennis Nance. Members absent: none.

Others present: Mayor Larry Lees, City Attorney Kim Ritchie, Police Chief Dennis Nichols, Assistant Police Chief James Willyard, Animal Control Officer Rebecca Sams, Brown and Brown Representatives Jennifer Brittain and Kristy Hinojosa, Kemmie Shropshire and Terry Aylward.

2. DISCUSS, POSSIBLY APPROVE MINUTES OF NOVEMBER 4TH, 2019 SPECIAL MEETING.

Motion was made by Shropshire, second by Nance to approve minutes of November 4th, 2019 Special Meeting. All voted yes.

3. DISCUSS, POSSIBLY APPROVE MINUTES OF NOVEMBER 12TH, 2019 SPECIAL MEETING.

Motion was made by Nance, second by Shropshire to approve minutes of November 12th, 2019 Special Meeting. All voted yes.

4. UPDATE FROM CRYSTAL STOUT, PROGRAM DIRECTOR OF MAYES COUNTY HOPE4YOUTH REGARDING SECTIONS OF CITY OF PRYOR CHAPTER 5 ORDINANCE RELATING TO MINIMUM AGE OF A MINOR EITHER IN POSSESSION OR SELLING OF TOBACCO AND VAPOR PRODUCTS.

No action. Sherman stated that Stout was unable to attend the meeting.

5. PRESENTATION OF 6-MONTH HEALTH INSURANCE CLAIM REVIEW BY BROWN AND BROWN, INC.

No action. Jennifer Brittain handed out some information regarding claims and coverage over the first six months. She stated that they will begin shopping rates in April for the new year, beginning July 1st.

6. DISCUSSION POSSIBLE ACTION REGARDING BROKERS SERVICES AGREEMENT WITH BROWN AND BROWN, INC. EFFECTIVE MARCH 1ST, 2020.

Motion was made by Shropshire, second by Nance to discuss Brokers Services Agreement with Brown and Brown, Inc. effective March 1st, 2020. Shropshire pointed out that on #3. Consultant Services, it should read Schedule B, instead of Schedule A. Brittain made note of the needed change. It was stated that this agreement has an auto-renew clause; therefore, no action needs to be taken.

7. DISCUSSION AND POSSIBLE ACTION REGARDING AUTHORIZING CITY ATTORNEY TO DRAFT AN ORDINANCE REGARDING PROPANE USE INSIDE CITY LIMITS.

Motion was made by Nance, second by Shropshire to authorize City Attorney to draft an ordinance regarding propane use inside city limits. Chief Nichols stated that the need for this ordinance originated through Code Enforcement. He stated that there have been some instances where squatters have brought them in to use on portable heaters in vacant houses. All voted yes.

8. DISCUSSION AND POSSIBLE ACTION REGARDING AUTHORIZING CITY ATTORNEY TO DRAFT AN ORDINANCE PROVIDING COMPENSATION TO CITY ABATEMENT OFFICER.

Motion was made by Shropshire, second by Nance to recommend Council action regarding an ordinance providing compensation to City Abatement Officer. Ritchie handed out a proposed ordinance amending Section 4-5-6 of the City Code. He stated that setting an amount would be easier to manage if done by Resolution. It was agreed that \$50 would be an appropriate amount. Ritchie stated he would draft a resolution for the next Council meeting for this amount. All voted yes.

9. DISCUSS, POSSIBLY RECOMMEND AN ORDINANCE AMENDING TITLE 5, CHAPTER 3 BY THE ADDITION OF A NEW SECTION TO BE CODIFIED IN TITLE 5, CHAPTER 3, AS SECTION 16 REQUIRING THE SPAY AND NEUTER OF DOGS AND CATS; PROVIDING FOR EXCEPTIONS FROM THE REQUIREMENT OF SPAY AND NEUTER OF DOGS AND CATS; PROVIDING FOR "INTACT PERMITS"; PROVIDING FOR REVOCATION OR NONRENEWAL OF PERMITS; PRESCRIBING OFFENSES AND SETTING FORTH PENALTIES FOR VIOLATIONS OF SPAY AND NEUTER REQUIREMENTS RELATED TO DOGS AND CATS; AND PROVIDING FOR REPEALER AND SEVERABILITY.

Motion was made by Nance, second by Shropshire to recommend Council action regarding an ordinance amending Title 5, Chapter 3 by the addition of a new section to be codified in Title 5, Chapter 3, as Section 16 requiring the spay and neuter of dogs and cats; providing for exceptions from the requirement of spay and neuter of dogs and cats; providing for "intact permits"; providing for revocation or nonrenewal of permits; prescribing offenses and setting forth penalties for violations of spay and neuter requirements related to dogs and cats; and providing for repealer and severability.

Willyard stated that the only thing that changed was the addition of #5 regarding service animals. All voted yes.

10. DISCUSS, POSSIBLY RECOMMEND AN ORDINANCE AMENDING TITLE 5, CHAPTER 3, SECTION 7 PROVIDING FOR FEES CHARGED FOR SURRENDERED ANIMALS AND IMPOUNDED ANIMALS; CLARIFYING TIME PERIODS OF THE CODE PROVISION; RELETTERING PARAGRAPHS; AND PROVIDING FINANCIAL ASSISTANCE FOR SPAYING AND NEUTERING OF REDEEMED ANIMALS TO GOVERNMENT SUBSIDIZED HOUSEHOLD; AND PROVIDING FOR REPEALER AND SEVERABILITY.

Motion was made by Shropshire, second by Nance to recommend Council action regarding an ordinance amending Title 5, Chapter 3, Section 7 providing for fees charged for surrendered animals and impounded animals; clarifying time periods of the code provision; relettering paragraphs; and providing financial assistance for spaying and neutering of redeemed animals to government subsidized household; and providing for repealer and severability.

Willyard stated that the only change was the deposit amount. All voted yes.

11. DISCUSS, POSSIBLY RECOMMEND AN ORDINANCE AMENDING TITLE 5, CHAPTER 3, SECTION 2 BY AMENDMENT OF LANGUAGE REGARDING PLACE OF PURCHASE OF TAGS AND THE ADDITION OF A NEW SUB-SECTION "H" REGARDING REQUIREMENT FOR STERILIZATION DOCUMENTATION OF DOGS AND CATS AS PART OF REGISTRATION PROCESS; AND PROVIDING FOR REPEALER AND SEVERABILITY.

Motion was made by Nance, second by Shropshire to recommend Council action regarding an ordinance amending Title 5, Chapter 3, Section 2 by amendment of language regarding place of purchase of tags and the addition of a new Sub-section "H" regarding requirement for sterilization documentation of dogs and cats as part of registration process; and providing for repealer and severability.

Willyard stated that "B" and "E" were added. All voted yes.

12. DISCUSS, POSSIBLY RECOMMEND AN ORDINANCE AMENDING TITLE 5, CHAPTER 3 BY THE ADDITION OF A NEW SECTION TO BE CODIFIED IN TITLE 5, CHAPTER 3, AS SECTION 17 PROHIBITING SALE OF ANIMALS IN PUBLIC PLACES; AND PROVIDING FOR REPEALER AND SEVERABILITY.

Motion was made by Nance, second by Shropshire to recommend Council action regarding an ordinance amending Title 5, Chapter 3 by the addition of a new section to be codified in Title 5, Chapter 3, as Section 17 prohibiting sale of animals in public places; and providing for repealer and severability. All voted yes.

13. DISCUSS, POSSIBLY RECOMMEND AN ORDINANCE AMENDING TITLE 5, CHAPTER 3, SECTION 8 PROHIBITING SWINE IN THE CITY LIMITS AND PROVIDING FOR SPECIFIC EXCEPTIONS TO THE PROHIBITION; REGULATING THE KEEPING OF LIVESTOCK IN THE CITY LIMITS AND PROVIDING SPECIFIC EXCEPTIONS; LIMITING THE NUMBER OF DOGS AND CATS KEPT OR MAINTAINED AT PREMISES AND PROVIDING SPECIFIC EXCEPTIONS; AND PROVIDING FOR REPEALER AND SEVERABILITY.

Motion was made by Shropshire, second by Nance to recommend Council action regarding an ordinance amending Title 5, Chapter 3, Section 8 prohibiting swine in the city limits and providing for specific exceptions to the prohibition; regulating the keeping of livestock in the city limits and providing specific exceptions; limiting the number of dogs and cats kept or maintained at premises and providing specific exceptions; and providing for repealer and severability.

Shropshire and Nance amended their motion and second to recommend Council action with changes made by Ritchie in Paragraph C. All voted yes.

14. SCHEDULE NEXT MEETING.

No action.

15. ADJOURN.

Motion was made by Nance, second by Shropshire to adjourn at 6:20 p.m. All voted yes.

CITY OF PRYOR CREEK

COMMUNICATION WITH PERSONS WITH LIMITED ENGLISH PROFICIENCY

May 2020



POLICY AND PROCEDURES

POLICY:

The City of Pryor Creek will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in the services available through the City. This Policy is to ensure meaningful communication with LEP victims of crime and their authorized representatives or persons using City services. The policy also provides for communication of information contained in vital documents. All interpreters, translators and other aids necessary to comply with this policy shall be provided without cost to the person being served.

Language assistance will be provided through use of competent bilingual staff or technology and telephonic interpretation services. All staff will be provided notice of this policy and procedure, and staff that may have direct contact with LEP individuals will be trained in effective communication techniques, including the effective use of the telephonic interpretation services.

The City will conduct an annual review of US. Census population statistics, and update and monitor the implementation of this policy and these procedures, as necessary.

PROCEDURES:

1. IDENTIFYING LEP PERSONS AND THEIR LANGUAGE

The City of Pryor Creek provides services to a wide range of persons, including people who do not speak English or who are hearing impaired.

According to the U.S. Census, between 2009 and 2013, 91% of Oklahoma's population speaks English. In 9% of Oklahoma homes, English is reportedly spoken "less than very well," and other languages are primarily spoken as follows:

- Spanish and Spanish Creole (224,324)
- Asian and Pacific Island languages, with Vietnamese being spoken the most (49,658)
- Other Indo-European Languages (33,010)
- All other Languages (10,780)
- Native American languages of the 38 Federally Recognized Tribes in Oklahoma (13,735)

The City will promptly identify the language and communication needs of the LEP person. If necessary, staff will use "I speak cards," available online at www.lep.eov. In addition, when records are kept of past interactions with victims or their authorized representative, the language used to communicate with the LEP person will be included as part of the record.

2. OBTAINING A QUALIFIED INTERPRETER

The City Clerk's office is responsible for:

- (a) Maintaining an accurate and current list showing the name, language, phone number and hours of availability of bilingual staff at the City;
- (b) Maintaining language line procedures to be used in the event bilingual staff is unavailable or does not speak the needed language;
- (c) Training staff on the use of the language; and
- (d) Maintaining a record of language line services for reconciliation with the invoice.

Family members or friends of the LEP person will not be used as interpreters unless specifically requested by the individual, and after the LEP person has understood that an offer of an interpreter at no charge to the person has been made. The offer and response will be documented in the victim's file. If the LEP person chooses to use a family member or friend as an interpreter, issues of competency of interpretation, confidentiality, privacy, and conflict of interest will be considered. If the family member or friend is not competent or appropriate for any of these reasons, competent interpreter services will be provided to the LEP person. In order to ensure confidentiality of information and accurate communication, children under the age of eighteen (18) will not be used to interpret.

3. PROVIDING WRITTEN TRANSLATIONS

When translation of vital documents is needed, the City of Pryor Creek will submit documents for translation into the most frequently-encountered language using a qualified translation services vendor listed in Oklahoma's state contract.

4. MONITORING LANGUAGE NEEDS AND IMPLEMENTATION

On an ongoing basis, the City will assess changes in demographics, types of services or other needs that may require reevaluation of this policy and its procedures. In addition, the City will periodically assess the efficacy of these procedures, including but not limited to mechanisms for securing telephonic interpreter services.