

**MINUTES
ORDINANCE AND INSURANCE COMMITTEE
REGULAR MEETING
TUESDAY, OCTOBER 29TH, 2024
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: CHRIS GONTHIER, CHOYA SHROPSHIRE, TYLER BROWN, CHARLES TRAMEL (alt)

1. CALL MEETING TO ORDER.

The meeting was called to order by Gonthier at 5:35 p.m. Committee members present: Chris Gonthier, Choya Shropshire and Tyler Brown. Members absent: none.

Others present: Mayor Doyle, Terry Aylward, Nena Roberts, Lori Ballew and Bridgette Nichols.

2. PETITIONS FROM THE AUDIENCE.

There were no petitions from the audience.

3. DISCUSS, POSSIBLY APPROVE MINUTES OF THE JUNE 27TH, 2024 SPECIAL MEETING, TABLED JULY 30TH, 2024.

Motion was made by Shropshire, second by Brown to approve minutes of the June 27th, 2024 special meeting, tabled July 30th, 2024. Voting yes: Gonthier, Shropshire and Brown. Voting no: none.

4. DISCUSS, POSSIBLY APPROVE MINUTES OF THE JULY 30TH, 2024 REGULAR MEETING.

Motion was made by Brown, second by Shropshire to approve minutes of the July 30th, 2024 regular meeting. Voting yes: Shropshire, Brown and Gonthier. Voting no: none.

5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING THE 2025 ORDINANCE & INSURANCE COMMITTEE MEETING SCHEDULE. (*Scrivener's Error: Agenda read "2024"*)

Motion was made by Shropshire, second by Brown to recommend Council action regarding the 2025 Ordinance & Insurance Committee meeting schedule. Voting yes: Brown, Gonthier and Shropshire. Voting no: none.

6. DISCUSSION AND POSSIBLE ACTION TO RECOMMEND TO COUNCIL TO CONSIDER AMENDING OR REMOVING TITLE 1, CHAPTER 6, ARTICLE E. "CITY ADMINISTRATOR" OF THE PRYOR CREEK ORDINANCES. (*AGENDA ITEM SUBMITTED BY GONTHIER*)

Motion was made by Brown, second by Shropshire to recommend to Council to consider amending Title 1, Chapter 6, Article E. "City Administrator" of the Pryor Creek Ordinances to replace "shall" with "may" in Section 2. Voting yes: Gonthier, Shropshire and Brown. Voting no: none.

7. DISCUSSION AND POSSIBLE ACTION TO RECOMMEND TO COUNCIL TO CONSIDER AMENDING TITLE 2, CHAPTER 1, "FINANCE AND BUDGET ADMINISTRATION" OF THE PRYOR CREEK ORDINANCES. (*AGENDA ITEM SUBMITTED BY GONTHIER*)

Motion was made by Brown, second by Shropshire to recommend to Council to consider amending Title 2, Chapter 1, "Finance and Budget Administration" of the Pryor Creek Ordinances. Voting yes: Shropshire, Brown and Gonthier. Voting no: none.

8. DISCUSSION AND POSSIBLE ACTION TO CONSIDER RECOMMENDING ADOPTION OF THE 2024 PRYOR CREEK PURCHASING MANUAL TO THE PRYOR CREEK CITY COUNCIL. (AGENDA ITEM SUBMITTED BY GONTHIER)

Motion was made by Shropshire, second by Brown to consider recommending adoption of the 2024 Pryor Creek Purchasing Manual to the Pryor Creek City Council. Motion was amended by Shropshire, second by Brown to apply the changes discussed in the meeting, request the City Clerk consult with the City Attorney to resolve any other questions and recommend Council action. Voting yes: Brown, Gonthier and Shropshire. Voting no: none.

9. DISCUSSION AND POSSIBLE ACTION TO RECOMMEND TO COUNCIL THE CREATION OF A PURCHASING AGENT FOR THE CITY OF PRYOR CREEK AND DETERMINING COMPENSATION FOR SUCH POSITION. (AGENDA ITEM SUBMITTED BY GONTHIER)

Motion was made by Brown, second by Shropshire to recommend to Council the creation of a Purchasing Agent for the City of Pryor Creek and determining compensation for such position. Voting yes: Gonthier, Shropshire and Brown. Voting no: none.

10. DISCUSSION AND POSSIBLE ACTION TO RECOMMEND TO COUNCIL TO CONSIDER AMENDING TITLE 1, CHAPTER 6, ARTICLE C. "CITY ATTORNEY" OF THE PRYOR CREEK ORDINANCES TO REQUIRE NOTIFICATION OF LEGAL ACTION OR CLAIMS BEING FILED AGAINST THE CITY OF PRYOR CREEK. (AGENDA ITEM SUBMITTED BY GONTHIER)

Motion was made by Shropshire, second by Brown to recommend to Council to consider amending Title 1, Chapter 6, Article C. "City Attorney" of the Pryor Creek Ordinances to require notification of legal action or claims being filed against the City of Pryor Creek. Voting yes: Shropshire, Brown and Gonthier. Voting no: none.

11. DISCUSSION AND POSSIBLE ACTION TO RECOMMEND TO COUNCIL TO CONSIDER AMENDING TITLE 1, CHAPTER 6, ARTICLE A. "CITY CLERK" OF THE PRYOR CREEK ORDINANCES TO REQUIRE ALL FINANCIAL STATEMENTS FROM THE PRECEDING MONTH BE TIMELY AND ACCURATELY COMPLETED BY THE 22ND OF THE FOLLOWING MONTH AND DELIVERED TO DEPARTMENT HEADS AND CITY COUNCIL MEMBERS BY THE 23RD OF EACH MONTH. (AGENDA ITEM SUBMITTED BY GONTHIER)

Motion was made by Brown, second by Shropshire to recommend to Council to consider amending Title 1, Chapter 6, Article A. "City Clerk" of the Pryor Creek Ordinances to require all financial statements from the preceding month be timely and accurately completed by the 22nd of the following month and delivered to department heads and city Council members by the 23rd of each month. Motion was amended by Brown, second by Shropshire to recommend to Council to consider amending Title 1, Chapter 6, Article A. "City Clerk" of the Pryor Creek Ordinances to require all financial statements from the preceding month be timely and accurately completed by the last day of the following month and delivered to department heads and City Council members. In the event that the financial statement is not complete, the Clerk shall notify department heads and Council members with the reason for the delay and complete the financial statement before the first Council meeting following the deadline. Voting yes: Brown, Gonthier and Shropshire. Voting no: none.

12. DISCUSSION AND POSSIBLE ACTION TO RECOMMEND TO COUNCIL TO CONSIDER AMENDING TITLE 1, CHAPTER 5, SECTION 1 "MAYOR AND CITY COUNCIL" OF THE PRYOR CREEK ORDINANCES TO DETERMINE THE LENGTH OF TERM FOR COMMITTEE MEMBERS, AND ESTABLISH WHEN THE NOMINATION OF COMMITTEE MEMBERS SHALL OCCUR. (AGENDA ITEM SUBMITTED BY GONTHIER)

Motion was made by Shropshire, second by Brown to recommend to Council to consider amending Title 1, Chapter 5, Section 1 "Mayor and City Council" of the Pryor Creek Ordinances to determine the

length of term for committee members, and establish when the nomination of committee members shall occur. Voting yes: Gonthier, Shropshire and Brown. Voting no: none.

13. DISCUSSION AND POSSIBLE ACTION TO CONSIDER AMENDING TITLE 1, CHAPTER 5, SECTION 1 “MAYOR AND CITY COUNCIL” OF THE PRYOR CREEK ORDINANCES TO DICTATE THAT THE CHAIR OF EACH COMMITTEE BE ENTRUSTED WITH THE SETTING OF THE AGENDA FOR THEIR RESPECTIVE COMMITTEE. (AGENDA ITEM SUBMITTED BY GONTHIER)

Motion was made by Brown, second by Shropshire to consider amending Title 1, Chapter 5, Section 1 “Mayor and City Council” of the Pryor Creek Ordinances to dictate that the chair of each committee be entrusted with the setting of the agenda for their respective committee. Voting yes: Shropshire, Brown and Gonthier. Voting no: none.

14. DISCUSSION AND POSSIBLE ACTION TO RECOMMEND TO COUNCIL TO CONSIDER AMENDING TITLE 1, CHAPTER 5, SECTION 1 “MAYOR AND CITY COUNCIL” OF THE PRYOR CREEK ORDINANCES TO DETERMINE THE PROCEDURES FOR NOMINATING THE PRESIDENT OF THE COUNCIL, LENGTH OF TERM OF NOMINATION, DUTIES, AND NOTIFICATION PROCESS FOR WHEN THE POSITION ASSUMES THE DUTIES OF MAYOR, AND THE NOTIFICATION PROCESS FOR WHEN THE MAYOR RESUMES THEIR DUTIES. (AGENDA ITEM SUBMITTED BY GONTHIER)

Motion was made by Brown, second by Shropshire to recommend to Council to consider amending Title 1, Chapter 5, Section 1 “Mayor and City Council” of the Pryor Creek Ordinances to determine the procedures for nominating the President of the Council, length of term of nomination, duties, and notification process for when the position assumes the duties of Mayor, and the notification process for when the Mayor resumes their duties. Voting yes: Brown, Gonthier and Shropshire. Voting no: none.

15. DISCUSSION AND POSSIBLE ACTION TO RECOMMEND TO COUNCIL THE ADOPTION OF AN ORDINANCE TO CLARIFY THE RESPONSIBILITIES AND DUTIES OF THE CITY CLERK. (AGENDA ITEM SUBMITTED BY GONTHIER)

Motion was made by Shropshire, second by Brown to recommend to Council the adoption of an ordinance to clarify the responsibilities and duties of the City Clerk. Motion was amended by Shropshire, second by Brown to take no action. Voting yes: Gonthier, Shropshire and Brown. Voting no: none.

16. UNFORESEEABLE BUSINESS.

There was no unforeseeable business.

17. ADJOURN.

Motion was made by Shropshire, second by Brown to adjourn at 8:51 p.m. Voting yes: Shropshire, Brown and Gonthier. Voting no: none.