



Agenda
Regular Meeting
City Council of the City of Perry
April 1, 2024
Perry Council Chambers
729 Cedar Street, Perry, Oklahoma 73077
6:15 P.M.

Meeting Called to Order
Roll Call
Declaration of Quorum
Invocation

All items on this agenda, including but not limited to any agenda item concerning the adoption of any ordinance, resolution, contract, agreement, or any other item of business, are subject to **amendment**, including additions and/or deletions. This rule will apply to every individual agenda item without exception, and without providing this same **amendment** language with respect to each individual agenda item. Such amendments should be rationally related to the topic of the agenda item, or the governing body will be advised to continue the item.

The governing body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the governing body may refer the matter to its City Manager, staff, attorney or to the recommending board, commission, or committee.

All Agenda Items Are for Discussion and Whatever Further Action the City Council Deem Necessary or Advisable to Discharge Their Constitutional, Home Rule Charter, and Statutory Powers of Government.

1. Consent Agenda

All Items Listed under the Consent Agenda Are Deemed to Be Non-controversial and Routine in Nature by the Governing Body. They Will Be Approved by One Motion of the Governing Body. The Items on the Consent Agenda Will Not Be Discussed. Any Member of the Governing Body Desiring to Discuss an Item on the Consent Agenda May Request That It Be Removed from the Consent Agenda and Placed in its Proper Order on the Regular Agenda. It Will Then Be Considered at That Time.

- A. Receive and approve the minutes of the Regular City Council meeting of March 18, 2024.**
- B. Authorize Payment of \$11,220.00 total to Myers Engineering for two invoices.**
- C. Consider Declaring Surplus Large Mixer, Food processor (Robo Coupe), small wares – utensils, lids, cutting boards, sheet pans and rack, and direct sale to Stillwater Medical Care Authority for \$750.00, if approved by the PMA and PFA Holdings, Inc.**

2. **Items Removed from Consent Agenda for Discussion.**
3. **Consider and act on items removed from the Consent Agenda, if any.**
4. **Comments from Those Assembled Pertaining to Items on the City Agenda.**
(Note: Only items listed on the agenda can be discussed. If there is any agenda item that any person wishes to address, such person shall raise their hand to be recognized by the Mayor or other Presiding Officer. Such a person should stand before the podium and shall address their remarks to a specific agenda item. A maximum three (3) minute address by such person may be made. On all other agenda items, any member of the public wishing to be heard shall raise their hand, and if recognized by the Chairman or Presiding Officer, shall limit their address to three (3) minutes. The Mayor or Presiding Officer may provide additional time.
5. **Proclamations, Commendations, Reports, and Inquiries by the Governing Body.** No action may be taken on any report or inquiry made by the governing body during this section of the agenda (unless the item is specifically listed hereinbelow and then action may be taken) and is only for the purpose of identifying issues that may be subject to a future agenda item.
 - a. Proclamations
 - b. Commendations
 - c. Council Reports
 - Ward 1,2,3, and 4 Councilpersons have an opportunity to report any new developments or work performed since the last meeting.
 - d. Committee Reports
 - Committee members can make Committees Reports to update the City Council regarding developments in their delegated responsibilities.
6. **City Manager Remarks**
7. **Chief Financial Officer Remarks and monthly invoice.**

Attachment: Invoice attached
8. **Presentation of City Attorney Report and monthly invoice.**

Attachment: Invoice attached and City Attorney Report to be presented at the meeting.
9. **Authorize Nate Read as Signatory on all accounts of the City of Perry and for all financial institutions and for all purposes, including but not limited to the signatory on all negotiable instruments, warrants, checks and other evidence of indebtedness; Provide any other additions or substitution signatories as deemed necessary.**

Background: Substitution of signatories is necessary with changes in position in the City of Perry.

Recommendation: Approve appointment of Nate Read and provide any other additions or substitution signatories as deemed necessary

10. Consider Approval of Resolution No. 2024-03 of the City of Perry, Oklahoma, Establishing a Fair Housing Policy for the City of Perry, Oklahoma.

Background: Adoption of this resolution confirms the City Council's commitment promote and implement programs to ensure equal opportunity in housing for all persons regardless of race, color, religion, sex, or national origin. Said program will at a minimum include: 1) printing and/or publicizing of this policy and other applicable fair housing information through local media and community contacts; 2) distribution of posters, flyers, and any other means that will bring to the attention of those affected, the knowledge of their respective responsibilities and rights concerning equal opportunity in housing; and 3) prepare an analysis of impediments to fair housing choice and actions mitigate such impediments.

The City of Perry has always been committed to promoting fair housing opportunities without discrimination. Its fair housing ordinance is codified in Chapter 5, Article 9, Section 5-901 through Section 5-906 of the Perry Municipal Code 2022. Approval of this resolution shows additional support for fair housing opportunities for the City and is a requirement for participation in many federal grant programs, including Community Development Block Grant funding.

Attachments: Resolution No. 2024-03

Recommendation: Approval

11. Discuss Roles of City Attorney and Chief Financial Officer and direct action as deemed necessary.

Background: The City Charter speaks to the role and duties of both the City Attorney and Chief Financial Officer:

“The City Attorney shall have such qualifications, powers, and duties as are prescribed by law. It shall be the City Attorney's duty to advise the Council and each member thereof, and the City Manager, upon all legal questions and the City Attorney shall give opinions in writing when requested and shall represent the City as counsel in all litigation, in all courts and shall perform such other legal services on behalf of the City, its officers or employees, as may be required by the Council. Although the Council appoints the City Attorney, he shall also perform the work as may be directed by the City Manager.”

The City Charter has more to say about the duties and role of the Chief Executive Officer:

The purpose of this officer is to “ensure compliance with the financial internal control policies of the City and provide for professional fiscal management of the public funds. He shall perform his duties in accordance with generally accepted accounting principles for local governments. He shall be a certified public accountant with experience in governmental accounting, auditing, and financial procedures, with experience as an auditor

or comptroller with the responsibility for financial statement preparation and financial system oversight.

The Chief Financial Officer shall:

- A. Prepare all annual financial statements, including (i) the preparation of the notes to the financial statements and management discussion and analysis, (ii) the review of general ledger (at least a monthly review for obvious posting and account balancing errors) and preparation of subsidiary schedules for the City Auditor, and (iii) the presentation of such financial statements to the Council each month or whenever requested;
- B. Resolve all material accounting and posting questions that arise, as well as being available to consult with the City Auditor during the audit;
- C. Assist in the preparation of the budget;
- D. Monitor and implement other necessary or required internal controls as well as supervise financial system operations;
- E. Prepare and maintain an accounting policy and procedures manual in accordance with City's financial operation to assure compliance with generally accepted accounting procedures;

Although the Chief Financial Officer is appointed by the Council and responsible to ensure adequate internal controls, he shall perform such work as directed by the City Manager.”

The Perry Municipal Code contains identical provisions.

Recommendation: The City Council should provide input and direction as deemed appropriate.

12. New Business (matters not known about or which could not reasonably be foreseen prior to the time of posting. (Title 25, Section 311A.9 of the Oklahoma Statutes as amended).

13. Adjourn

Posted at Perry City Hall & Council Chambers.

March 28, 2024 _____ P.M.

Christy Conrad, City Clerk



Agenda
Regular Meeting
Perry Municipal Authority Meeting
April 1, 2024
Perry Council Chambers
729 Cedar Street, Perry, Oklahoma 73077
6:15 P.M.

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Roll Call
Declaration of Quorum

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A. Receive and approve the minutes of the Regular PMA meeting of March 18, 2024.

2. Items Removed from Consent Agenda for Discussion.

3. Consider and act on items removed from the Consent Agenda, if any.

4. Authorize Nate Read as Signatory on all accounts of the Perry Municipal Authority and for all financial institutions and for all purposes, including but not limited to the signatory on all negotiable instruments, warrants, checks and other evidence of

Perry Municipal Authority Regular Meeting Agenda

April 1, 2024

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indebtedness; Provide any other additions or substitution signatories as deemed necessary.

Background: Substitution of signatories is necessary with changes in position in the Perry Municipal Authority.

Recommendation: Approve appointment of Nate Read and provide any other additions or substitution signatories as deemed necessary

5. **New Business (matters not known about or which could not reasonably be foreseen prior to the time of posting. (Title 25, Section 311A.9 of the Oklahoma Statutes as amended).**
6. **Adjourn**

Posted at Perry City Hall & Council Chambers.

March 28, 2024 _____ P.M.

Christy Conrad, Secretary



**Agenda for the Regular Meeting
Perry Facilities Authority
April 1, 2024
Perry Council Chambers
729 Cedar Street, Perry, Oklahoma 73077
6:15 P.M.**

**Meeting Called to Order
Roll Call
Declaration of Quorum**

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A. Receive and approve the minutes of the Regular PFA meeting of March 18, 2024.

B. Consider Declaring Surplus Large Mixer, Food processor (Robo Coupe), small wares – utensils, lids, cutting boards, sheet pans and rack, and direct sale to Stillwater Medical Care Authority for \$750.00, if approved by the City and PFA Holdings, Inc.

2. Items Removed from Consent Agenda for Discussion.

3. Consider and act on items removed from the Consent Agenda, if any.

Perry Facilities Authority Regular Meeting Agenda
April 1, 2024
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Background: Substitution of signatories is necessary with changes in position in the City of Perry.

Recommendation: Approve appointment of Nate Read and provide any other additions or substitution signatories as deemed necessary.

5. **New Business (matters not known about or which could not reasonably be foreseen prior to the time of posting. (Title 25, Section 311A.9 of the Oklahoma Statutes as amended).**
6. **Adjourn**

Posted at Perry City Hall & Council Chambers.

March 28, 2024 _____ P.M.

Christy Conrad, Secretary