**HARTSHORNE CITY COUNCIL SPECIAL GENERAL MEETING MINUTES**

**Hartshorne City Council**

**City of Hartshorne**

**307 S12th Street**

**Hartshorne, OK 74547**

**Date: 10.04.2023**

**Time: 6:30 PM**

**Council Members, Paul Marean, Mark Roberts, Jessica Hackler, James Shaw, Jerry Earp, Sheryl Baker, David Spears, Gary Jackson, City Attorney, Joe Tate, Mayor, Ashley Faulkner, and City Treasurer, Renee Montgomery, Open to Public.**

**1. Call to Order** Time\_\_\_6:31pm\_\_\_\_

**2.** **Roll Call**

Mark Roberts 1 Present

Paul Marean 2 Present

James Shaw 3 Present

Jessica Hackler 4 Present

Jerry Earp 5 Present

Sheryl Baker 6 Present

Gary Jackson 7 Present

David Spears 8 Present

**3. Prayer**

**4.** **Pledge of Allegiance**

**5. Agenda**

1. Discussion, consideration, and possible action on how to proceed with unassigned office duties. (Tabled from 09.26.2023 Meeting)

Baker makes a motion to table on how to proceed with unassigned office duties for Clerk and Treasurer. Roberts seconds motion.

City Clerk Position to be open for appointment at 10.16.2023 meeting.

Motion\_\_\_Roberts\_\_\_\_\_\_ Second\_\_\_Shaw

**Roll Call**

Mark Roberts 1 Yes

Paul Marean 2 Yes

James Shaw 3 Yes

Jessica Hackler 4 Yes

Jerry Earp 5 Yes

Sheryl Baker 6 Yes

Gary Jackson 7 Yes

David Spears 8 Yes

**8 – Yes Motion Passes**

1. Discussion, consideration, and possible action to open position for office clerk at Hartshorne City Hall (Shaw)

Motion\_\_\_Shaw Second\_\_\_Roberts

Shaw presented a job description to be reviewed.

Shaw made motion to table until 10.16.2023 council meeting. Roberts seconded.

**Roll Call**

Mark Roberts 1 Yes

Paul Marean 2 Yes

James Shaw 3 Yes

Jessica Hackler 4 Yes

Jerry Earp 5 Yes

Sheryl Baker 6 Yes

Gary Jackson 7 Yes

David Spears 8 Yes

**8 – Yes Motion Passes**

1. Discussion, consideration, and possible action to amend Chapter1. Article 4. City Clerk, Section 1-6, City Clerk Powers and Duties. (Roberts)

Motion\_Roberts Second\_\_\_Shaw

Roberts motion, Shaw seconded to amend ordinance as follows:

**ARTICLE 4. CITY CLERK, SECTION 1-6, CITY CLERK: POWERS AND DUTIES**

The city clerk, after being duly elected, shall serve as an officer of the city and shall have the responsibility of keeping the journal of the proceedings of the council; shall enroll in a book or books kept for the purpose all ordinances and resolutions passed by it; shall work as required to maintain City Hall hours of business; shall perform duties as required for clerk of the court: and shall perform such other duties as the council may require; or required by state statutes. (110.5. Section9-112

**Roll Call**

Mark Roberts 1 Yes

Paul Marean 2 Yes

James Shaw 3 Yes

Jessica Hackler 4 Yes

Jerry Earp 5 Yes

Sheryl Baker 6 Yes

Gary Jackson 7 Yes

David Spears 8 Yes

**8 – Yes Motion Passes**

1. Discussion, consideration, and possible action to approve the emergency clause for Chapter1. Article 4. City Clerk, Section 1-6, City Clerk Powers and Duties. (Roberts)

Motion\_\_Roberts \_ Second\_\_Spears

**Roll Call**

Mark Roberts 1 Yes

Paul Marean 2 Yes

James Shaw 3 Yes

Jessica Hackler 4 Yes

Jerry Earp 5 Yes

Sheryl Baker 6 Yes

Gary Jackson 7 Yes

David Spears 8 Yes

**8 – Yes Motion Passes**

1. Discussion, consideration, and possible action to amend Chapter 1, Article 4, Section 1-6A – Clerk. (Roberts)

Motion\_\_\_\_Shaw Second\_\_Roberts

**Roll Call**

Mark Roberts 1 Yes

Paul Marean 2 Yes

James Shaw 3 Yes

Jessica Hackler 4 Yes

Jerry Earp 5 Yes

Sheryl Baker 6 Yes

Gary Jackson 7 Yes

David Spears 8 Yes

**8 – Yes Motion Passes**

1. Discussion, consideration, and possible action to approve the emergency clause for Chapter 1, Article 4, Section 1-6A – Clerk. (Roberts)

Motion\_Roberts Second\_\_\_\_\_\_Spears

**Roll Call**

Mark Roberts 1 Yes

Paul Marean 2 Yes

James Shaw 3 Yes

Jessica Hackler 4 Yes

Jerry Earp 5 Yes

Sheryl Baker 6 Yes

Gary Jackson 7 Yes

David Spears 8 Yes

**8 – Yes Motion Passes**

1. Discussion, consideration, and possible action to amend Chapter 1. Article 5. Section 1-7A City Treasurer. (Roberts)

Motion\_\_\_Roberts Second\_\_\_\_Baker

**Roll Call**

Mark Roberts 1 Yes

Paul Marean 2 Yes

James Shaw 3 Yes

Jessica Hackler 4 Yes

Jerry Earp 5 Yes

Sheryl Baker 6 Yes

Gary Jackson 7 Yes

David Spears 8 Yes

**8 – Yes Motion Passes**

1. Discussion, consideration, and possible action to approve the emergency clause for Chapter 1. Article 5. Section 1-7A City Treasurer. (Roberts)

Motion\_\_Baker Second\_\_Roberts

**Roll Call**

Mark Roberts 1 Yes

Paul Marean 2 Yes

James Shaw 3 Yes

Jessica Hackler 4 Yes

Jerry Earp 5 Yes

Sheryl Baker 6 Yes

Gary Jackson 7 Yes

David Spears 8 Yes

**8 – Yes Motion Passes**

1. Discussion, consideration, and possible action to approve Chapter 1. Article 5. Section 1-7 City Treasurer. (Roberts)

Motion\_\_\_\_Baker Second\_\_Roberts

Baker motion, Roberts seconded to amend ordinance as follows:

CHAPTER 1, ARTICLE 5, SECTION 1-7- CITY TREASURER

The city treasurer, after being duly elected, shall serve as an officer of the city and shall have the responsibilities of keeping the city funds in proper order. The city treasurer shall deposit daily coming into his/her hands in such depositories as the council may designate; and shall disburse such funds in the manner provided applicable by law or ordinance. The city treasurer shall provide to the council a financial statement whenever required by the council, shall assist billing for utilities (water, sewer, trash) and maintain records and delinquencies; provide list of all bills paid each month at council meeting. The city treasurer shall be computer literate and operate such equipment; shall do payroll, taxes, and insurance payments. The city treasurer shall maintain cemetery records, sales and stake out grave sites; shall handle all health insurance claims; shall handle and maintain drawdowns, records, and such administrative duties on CDBG projects and other city grants; and shall act in other secretarial capacities, typing, handle messages, complaints, work as required to maintain city hall hours of business and shall perform such other duties as council may require or required by state statues. (11O.S.Section9-113)

**Roll Call**

Mark Roberts 1 Yes

Paul Marean 2 Yes

James Shaw 3 Yes

Jessica Hackler 4 Yes

Jerry Earp 5 Yes

Sheryl Baker 6 Yes

Gary Jackson 7 Yes

David Spears 8 Yes

**8 – Yes Motion Passes**

1. Discussion, consideration, and possible action to approve the emergency clause for Chapter 1. Article 5. Section 1-7 City Treasurer. (Roberts)

Motion\_\_\_\_Roberts Second\_\_Shaw

**Roll Call**

Mark Roberts 1 Yes

Paul Marean 2 Yes

James Shaw 3 Yes

Jessica Hackler 4 Yes

Jerry Earp 5 Yes

Sheryl Baker 6 Yes

Gary Jackson 7 Yes

David Spears 8 Yes

**8 – Yes Motion Passes**

1. Discussion, consideration, and possible action to change water department hours from 8am to 5pm

Motion\_\_Roberts Second\_\_Spears

Roberts makes motion to amend water department hours to city hall hours from 7am-4:30p.

**Roll Call**

Mark Roberts 1 Yes

Paul Marean 2 Yes

James Shaw 3 Yes

Jessica Hackler 4 Yes

Jerry Earp 5 Yes

Sheryl Baker 6 Yes

Gary Jackson 7 Yes

David Spears 8 Yes

**8 – Yes Motion Passes**

1. Discussion, consideration, and possible action on hiring front office help. (Marean)

**-STRIKE**

**Adjournment** Time 7:09 PM

Mayor

SEAL