

**MINUTES  
YALE CITY COMMISSION  
REGULAR MEETING  
213 N. MAIN STREET, YALE, OKLAHOMA  
OCTOBER 8, 2024  
6:30 P.M.**

**OPENING PRAYER** – Jason Brown

1. **CALL TO ORDER** – The regular meeting of the Yale City Commission was called to order at 6:32 p.m. on Tuesday, October 8, 2024 by Mayor Jason Brown.
2. **ROLL CALL** – Those present were Brian Porter, Jr., Jason Brown, Karen Hart and Nancy Griffin; Richard Adsit was absent.
3. **CONSENT AGENDA** – Jason Brown requested to have purchase orders 83005, 83025 and 83057 removed from the consent agenda. Karen Hart requested to have purchase order 83022 removed. Brian Porter, Jr. made the motion to approve the remainder of the consent agenda. Jason Brown seconded the motion which passed as follows: Yea: Porter, Hart, Griffin, Brown Nay: None.
  - a. **Approval of Minutes**
    - i. **Regular Meeting – September 10, 2024**
    - ii. **Special Meeting – September 19, 2024**
  - b. **Approval of Claims**
  - c. **Financial Statements**
4. **ITEMS REMOVED FROM THE CONSENT AGENDA** – Nancy Griffin made the motion to approve purchase orders 83005, 83025 and 83057. Brian Porter, Jr. seconded the motion which passed as follows: Yea: Porter, Hart, Griffin Abstain: Brown.

Karen Hart asked if the tree trimming on North Main Street was complete. Nancy Griffin asked how the haul off of limbs was being handled. Jason Brown made the motion to approve purchase order 83022, Brian Porter, Jr. seconded the motion which passed as follows: Yea: Porter, Hart, Griffin, Brown Nay: None.

5. **PUBLIC APPEARANCES** – Josh Simpson asked what the city's policy on dilapidated structures being burnt and removed was. He was directed to speak with Mr. Kelly regarding his question.
6. **RESOLUTIONS**
  - a. **Consideration, discussion and action on Resolution No. 09-2024 "A RESOLUTION CALLING FOR AND ESTABLISHING MEETING DATES FOR THE CITY COMMISSION OF THE CITY OF YALE, OKLAHOMA FOR THE YEAR 2025."** – Brian Porter, Jr. made the motion to approve Resolution 09-2024, Nancy Griffin seconded the motion which passed as follows: Yea: Porter, Hart, Griffin, Brown Nay: None
7. **GENERAL ORDERS**
  - a. **Consideration, discussion and action on the 2023-2024 fiscal year end financial statements and audit as prepared by CBEW Professional Group.** – Chuck Crooks from CBEW presented the 2023-24 fiscal year end audit. The audit is done on a modified cash basis with a clean opinion. The same findings as always which is segregation of duties, adjusting journal entries and depreciation. Mr. Crooks reported that all funds had a slight increase and two notes were paid off. Jason Brown made the motion to accept the 2023-2024 fiscal year end financial statements and audit as prepared by CBEW Professional Group. Brian Porter, Jr. seconded the motion which passed as follows: Yea: Porter, Hart, Griffin, Brown Nay: None.
  - b. **Consideration, discussion and action on a Master Services Agreement with Apptegy, Inc. for web design, development, migration and hosting services as well as build, design and develop a City of Yale custom app.** – Sloan Connerly with Apptegy presented with an option to build a City of Yale custom app along with texting notifications, and web design and development. Jason Brown stated that if this was something the city invested in it would need to be kept up by staff. Karen Hart stated that staff did not do updates currently and wanted to know if this would be any different. Mr. Connerly did state that ongoing training is always available. Nancy Griffin made the motion to approve

a Master Services Agreement with Apptegy, Inc. for web design, development, migration and hosting services as well as build, design and develop a City of Yale custom app. Jason Brown seconded the motion which passed as follows: Yea: Porter, Hart, Griffin, Brown Nay: None

c. **Consideration, discussion and action on a Mobile Home Permit at the location of 709 W. Broadway Avenue for Shannon Howard.** – No action

d. **Consideration, discussion and action on an employee longevity policy.** – Mrs. Couch explained the basis of the plan of policy being described. Mr. McMillian described some previous policies that had been in place. Brian Porter, Jr. made the motion to direct a policy be established based on the recommendations and current proposal. Nancy Griffin seconded the motion which passed as follows: Yea: Porter, Hart, Griffin, Brown Nay: None.


**8. MISCELLANEOUS**

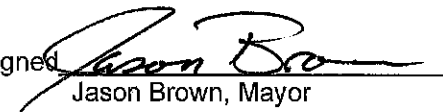
a. **Consideration, discussion and action to approve the 2025 Schedule of Holidays.** – Brian Porter, Jr. made the motion to approve the 2025 Schedule of Holidays, Jason Brown seconded the motion which passed as follows: Yea: Porter, Hart, Griffin, Brown Nay: None.

b. **Consideration, discussion and action on an employee holiday party.** – Brian Porter, Jr. made the motion to approve a budget of \$2,500 for an employee holiday party. Nancy Griffin seconded the motion which passed as follows: Yea: Porter, Hart, Griffin, Brown Nay: None.

9. **ADJOURNMENT** – Brian Porter, Jr. made the motion to adjourn, Jason Brown seconded the motion which passed as follows: Yea: Porter, Hart, Griffin, Brown Nay: None

The regular meeting of the Yale City Commission was adjourned at 7:38 p.m. on Tuesday, October 8, 2024.

Signed   
Deanna Couch, City Clerk

Signed   
Jason Brown, Mayor

**NOTICE OF THIS MEETING WAS POSTED ON THE 4<sup>TH</sup> DAY OF OCTOBER 2024 AT 4:30 P.M. AT YALE CITY HALL.**