**Town of Luther**

**Regular Meeting**

**Tuesday, May 9, 2017**

**Minutes**

In accordance with the Open Meeting Act, Section 311, The Town of Luther, County of Oklahoma, 119 S. Main Street, hereby calls a Regular Meeting of the Luther Board of Trustee’s on **Tuesday, May 9, 2017 at 7:00 p.m. at The Luther Community Building, 18120 E Hogback Rd, Luther, OK 73054**

Meeting Called to Order

* Pledge of Allegiance
* Roll Call… **All present**
* Declaration of Quorum … **Yes**
* Public Comments: Public must sign up with the Town Clerk. Each speaker is limited to 2 minutes and it must pertain to an agenda item. Comments will be heard at the beginning of each agenda item. Any other questions or concerns can be left with the Town Clerk.

Items before the Board:

**Item 1:** Consent Agenda

1. Approval of Minutes from – April 11 & 27, May 2, 2017
2. Payroll
3. Claims
4. Treasurer’s Report
5. Fire Chief’s Report
6. Police Chief’s Report

**Motion to approve with the exception of no police report: J. White … 2nd: J. Roach … Unanimous Yes Vote.**

**Item 2:** Consideration, discussion and possible action regarding election of Mayor (Section 2-201, A. of Luther Town code) from among elected Luther Trustees, by nomination. – **J. White**

**Motion to Nominate Jenni White as Mayor: T. Langston … 2nd: J. Roach … Unanimous Yes Vote.**

**Item 3:** Consideration, discussion and possible action regarding adoption of a new policy wherein a vice-Mayor is elected among Town Trustees at the time of Mayoral election rather than waiting until the “absence, disability or suspension of the mayor” (Section 2-201, C.) to do so. – **J. White**

**Motion to adopt as written: P. Cavin … 2nd: T. Langston … Unanimous Yes vote.**

**Item 4:** Consideration, discussion and possible action regarding election of Vice-Mayor from among elected Luther Trustees, by nomination.– **J. White**

**Motion to Nominate Jason Roach as Vice Mayor: J. White … 2nd: P. Cavin … Unanimous Yes Vote.**

**Item 5:** Consideration, discussion and possible action regarding the allowance of Town Funds to be paid to Oklahoma Municipal League to Training for Newly Elected Officials – pursuant to State Law (Title 11 O.S., Section 8-114) – to be paid at a rate of $85/new official (4 X $85 = $340). – **J. White**

**Item 5: Motion to approve as written: J. White … 2nd: J. Roach … Unanimous Yes Vote.**

**Item 6:** Consideration, discussion and possible action regarding adoption of a new ordinance pertaining to Order of Business, modifying Section 2-105, B., 8 (Rules of Order and Procedure) in current Town code to include a change to public comment wherein they would be allowed prior to each agenda item instead of following the completion of the agenda as prescribed by code. – **J. White**

**Motion to approve as written: P. Cavin … 2nd: T. Langston … Unanimous Yes Vote.**

**Motion to approve Emergency Clause to make action immediate: J. White … 2nd: J. Roach … Unanimous Yes Vote.**

**Item 7:** Consideration, discussion and possible action regarding adoption of a new ordinance pursuant to Section 14-110 of Title 11 of the Oklahoma Statutes allowing that all Town meetings be conducted in ADA-compliant structures. – **J. White**

**Motion to approve as written: T. Langston … 2nd: J. Roach … Unanimous Yes Vote.**

**Motion to approve Emergency Clause to make action immediate: J. Roach … 2nd: P. Cavin … Unanimous Yes Vote.**

**Item 8:** Consideration, discussion and possible action regarding adoption of a resolution to signify the last codification of Town Ordinances (2012) as complete adoption of new meeting policies for the Board of Trustees for the Town of Luther.– **J. White**

**Motion to approve as written: J. Roach … 2nd: P. Cavin … Unanimous Yes Vote.**

**Item 9:** Consideration, discussion and possible action regarding adoption of new meeting policies for the Board of Trustees for the Town of Luther. – **J. White**

**Motion to approve as written: R. Henry … 2nd: J. Roach … Unanimous Yes Vote.**

**Item 10:** Consideration, discussion and possible action regarding adoption of a new Town policy in which each Town Trustee will become a liaison to each of the five Town branches of Trustee oversight – Luther Public Works Authority (LPWA), Luther Fire Department, Luther Police Department, Planning and Zoning Commission and Luther Town Office. Liaisons will be determined by draw. Liaisons will be attached to their departments during one fiscal year. Following the close of the fiscal year of attachment, liaison positions will be drawn anew to provide rotation among Town Trustees and Town branches in order for Trustees to obtain a working knowledge of Town function.. – **J. White**

**Motion to adopt policy: R. Henry … 2nd: P. Cavin … Unanimous Yes Vote … P. Cavin for Police Dept. / R. Henry for Town Hall / T. Langston for Planning Commission / J. Roach for LPWA / J. White for Fire Dept.**

**Item 11:** Consideration, discussion and possible action regarding regarding paying $25 per meeting (4th Thursday of the month “planning” meeting and 2nd Tuesday of the month regular business meeting) for the Luther Community Building ($50/mo - $600/yr). – **J. White**

**Motion to approve as written: P. Cavin … 2nd: J. Roach … Unanimous Yes Vote.**

**Item 12:** Consideration, discussion and possible action regarding the nomination of Mr. Herbert Keith to the Luther Town Planning Commission. – **J. White**

**Motion to approve as written: J. Roach … 2nd: P. Cavin … Unanimous Yes Vote.**

**Item 13:** Consideration, discussion and possible action regarding the selection of three new members to the Oklahoma Municipal Assurance Group (OMAG) Board of Directors – bios and nominations as provided to Town Hall by OMAG.– **J. White**

**Motion to approve Earl Burlson, Buck Day & Camille Dowers as voted by Town Board for OMAG Board: J. Roach … 2nd: R. Henry … Unanimous Yes Vote.**

**Item 14:** Consideration, discussion and possible action to pay for the repair of one of the police cruisers from Bob Howard at a cost of $948.28.– **J. White**

**Motion to approve $984.28 for repair: J. Roach … 2nd: T. Langston … Unanimous Yes Vote.**

**Item 15:** Consideration, discussion and possible action regarding regarding utilizing General Funds to pay for a professional commercial building inspector to provide an inspection on the First Bank and Trust of Luther, 110 South Main Street, Luther, Oklahoma 73054 up to $2500 to include scoping of the sewer line, prior to any further Town/Trustee action regarding a possible land/building swap between the First Bank and Trust of Luther and the Town of Luther building located at 119 South Main Street, Luther, Oklahoma 73054. – **J. White**

**Motion to approve as written: P. Cavin … 2nd: R. Henry … Unanimous Yes Vote.**

**Item 16:** Consideration, discussion and possible action to declare the property located at 207 S. Main, Luther, Oklahoma, Block Six (6), Lot(s) Three (3) and Four (4), Luther City Addition, Oklahoma County a Nuisance and to authorize the Mayor to sign and mail a Notice to Abate the Nuisance and to set a hearing on June 13, 2017 to be held by the Town Board of Trustees to determine whether the condition of the structure has caused the property to become detrimental to the health, benefit, and welfare of the public and the community or a hazard to traffic, or creates fire hazard to the danger of property.– **J. White**

**Motion to approve as written: P. Cavin … 2nd :T. Langston … Unanimous Yes Vote.**

**Item 17:** Consideration, discussion and possible action to declare the property located at 202 S. Main, Luther, Oklahoma Block Three (3), Lot(s) Twenty-Two (22) Thru Twenty-Four (24), Luther City Addition, Oklahoma County a Nuisance and to authorize the Mayor to sign and mail a Notice to Abate the Nuisance and to set a hearing on June 13, 2017 to be held by the Town Board of Trustees to determine whether the condition of the structure has caused the property to become detrimental to the health, benefit, and welfare of the public and the community or a hazard to traffic, or creates fire hazard to the danger of property. – **J. White**

**Motion to approve as written: J. Roach … 2nd :P. Cavin … Four Yes Votes … R. Henry abstains.**

**Item 18:** Consideration, discussion and possible action regarding transfer of funds from the Town General Fund to the “Cemetery Care Fund” in the amount of $5,108.78 as recommended by Russell and Williams audit dated March 2, 2017 and required by Code (11 O.S. Sec. 26-109). – **J. White**

**Item 18: Motion to approve as written: J. Roach … 2nd :T. Langston … Unanimous Yes Vote.**

**Item 19:** Consideration, discussion and possible action regarding authorization of Scherrie Pidcock, Office Coordinator, to have access to the safe deposit box at First Bank and Trust of Luther and the box to be opened ONLY in the presence of two or more LPWA or Town Trustees or employees.– **J. White**

**Motion to approve as written: R. Henry … 2nd :P. Cavin … Unanimous Yes Vote.**

**Item 20:** Consideration, discussion and possible action regarding authorizing First Bank and Trust of Luther to allow Scherrie Pidcock, Office Coordinator, to request and obtain information for all Town bank accounts and holdings, in order to fulfill stated job requirements. – **J. White**

**Motion to approve as written: T. Langston … 2nd :R. Henry … Unanimous Yes Vote.**

**Item 21:** Consideration, discussion and possible action regarding changing the signature cards for the bank accounts held by the Town at First Bank and Trust of Luther from the names of past Trustees to newly elected (4/4/2017)Trustees for the following accounts: Town General Fund, Town Rainy Day Fund, Town Cemetery Care Fund, Luther Police Department, Luther Economic Development Fund, LPWA General Fund, LPWA Rainy Day Fund, LPWA Loan for Fire Department, LPWA Loan for Vehicles, LPWA Rural Development CD, LPWA Meter Association CD, LPWA Water Meter Association CD, Luther Public Works Authority CD, and the Town of Luther Safe Deposit Box #171.  Signature cards and related banking documents will also be changed to require two (2) Trustee signatures for check amounts less than $2,500 and three (3) Trustee signatures for check amounts of $2,500 or more. – **J. White**

**Motion to approve as written: R. Henry … 2nd :T. Langston … Unanimous Yes Vote.**

**Item 22:** Consideration, discussion and possible action regarding changing the signature card on the Town of Luther Fire Department Grant Fund to include BOTH Jason Miller AND John Brown, Sr. as signers. The Luther Board of Trustees directs Chief Miller to add a third individual – determined at the discretion of Mr. Miller and Mr. Brown (in the event Mr. Miller or Mr. Brown, Sr. are unable) – at the time the new signature card is signed. – **J. White**

**Motion to approve as written: R. Henry … 2nd :T. Langston … Unanimous Yes Vote.**

**Item 23:** Consideration, discussion and possible action regarding the purchase of QuickBook checks for an amount not more than $200. – **J. White**

**Motion to approve as written: R. Henry … 2nd : P. Cavin … Unanimous Yes Vote.**

**Item 24:** Consideration, discussion and possible action to accept one of the bids proposed for Office Automation (data backup and overhaul of current Town IT) for Town Hall and LPWA as presented by XCEL Office Solutions or Your I.T., or RK Black, at no additional cost to the Town over and above what we are currently paying. – **J. White**

**No Action**

**Item 25:** Consideration, discussion and possible action regarding accepting the APTEAN/USTI **renewal** quote for Maintenance Services of our Utility Billing, Municipal Court and Cash Receipts Software programs. – **J. White**

**Item 25: No Action**

**Item 26:** Consideration, discussion and possible action regarding payment to the Oklahoma Secretary of State of $50 to give both Minnie Moore and Scherrie Pidcock ($25 each), a Notary Public commission. In addition, the Board would authorize purchase of a rubber Notary stamp for each (not to exceed $35 each or a total for two of $70) and payment to the Secretary of State’s Office of $20 to satisfy the bond requirement for both Ms. Moore and Mrs. Pidcock ($10 ea). Not to exceed $100 total amount for each individual. . – **J. White**

**Motion to approve as written: P. Cavin … 2nd : R. Henry … Unanimous Yes Vote.**

**Item 27:** Consideration, discussion and possible action regarding payment to Sterling Codifiers for one or more updated (2012) Luther Code of Ordinances at $100 each. – **J. White**

**Motion to approve as written up to 3 copies (if needed): J. Roach … 2nd : P. Cavin … Unanimous Yes Vote.**

**Item 28:** Consideration, discussion and possible action regarding directing Town Attorney Ray Vincent to contact Oklahoma County Commissioner, Willa Johnson (District 1), in order to discover why no action has been taken by the department concerning the placement of a tin horn on property owned by Luther Town Trustee Ron Henry, and tin horn placement and paving of 7th Street in Luther, both projects having been requested and approved by action of Town of Luther Trustee Board members prior to those elected May 4th 2017. – **J. White**

**No Action**

**Item 29:** Consideration, discussion and possible action regarding purchase of fireworks for the Luther Town Independence Day Celebration to be removed from the general fund at a cost not to exceed $3,600. – **J. White**

**No Action**

**Item 30:** Consideration, discussion and possible action regarding New Business, if any, which has arisen since the posting of the Agenda, and could not have been anticipated prior to the time of posting, 25 O.S. Sec 311 (9). **Items not of emergency nature can be left with the clerk for posting on the next agenda.**

**No New Business.**

**Item 31:** Adjourn.

**Motion to adjourn: J. Roach … 2nd : T. Langston … Unanimous Yes Vote.**

Kim Bourns, Town Clerk/Treasurer

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*\*Agenda Posted May 8, 2017 at Luther Town Hall, on the website at* [*www.townoflutherok.com*](http://www.townoflutherok.com/) *and on Facebook at The Town of Luther, prior to 7:00 p.m.*