

**BOARD OF TRUSTEES FOR THE TOWN OF LUTHER**

**REGULAR MEETING AGENDA**

**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 Trustees, Tuesday, November 13, 2018 at 7:00 p.m. at The Luther Community Building, 18120 East Hogback Road, Luther, OK 73054.**

1. **Call to order.**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call… P. Cavin absent.**
5. **Determination of a quorum… Yes**
6. **Approval of the minutes for the following Regular meetings, October 9th & October 25th (special) ,** as prepared by the Town Clerk/Treasurer and subject to additions or corrections by the Board of Trustees**.**

**Motion to approve as written: L. Jackson… 2nd: J. Roach… 4 Yes votes.**

1. **Report of the Treasurer.**

**Motion to approve as written: L. Jackson… 2nd: J. Roach… 4 Yes votes.**

1. **Review of claims including payroll.**

**Motion to approve as written: J. Roach… 2nd: J. White… 4 Yes votes.**

1. **Trustee Comments.**

**No Action.**

**Trustee One (Paxton Cavin)**

**Trustee Two (Lea Ann Jackson)**

1. Consideration, discussion and possible action to allow Scherrie Pidcock to pay up to $2,600 every month on the Town's Fuelman account via electronic payment.  This is because of the short time frame between invoicing and payment due date. The amount would then be included on the following month’s claim's list presented to the Board for approval.

**Motion to approve as written: L. Jackson… 2nd: J. White… 4 Yes votes.**

**Trustee Three (Trandy Langston)**

1. Consideration, discussion and possible action regarding hams and turkeys for the upcoming Christmas holiday.

**Motion to approve purchasing hams and/ or turkeys, for Town employees and firefighters, not to exceed $1,000.00: T. Langston… 2nd: L. Jackson… 4 Yes votes.**

1. Consideration, discussion and possible action to suspend or move the planning meetings for November and December.

**Motion to suspend the November & December special planning meetings: T. Langston… 2nd: J. Roach… 4 Yes votes.**

**Trustee Four (Jason Roach)**

1. Consideration discussion and possible action regarding a review and edit of the draft of permit and inspection fee schedule.

Item tabled from the October 25th meeting.

**Motion to approve the permit & Fee Schedule (following): J. Roach… 2nd: T. Langston… 4 Yes votes.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Building/Construction Permits***  |  |  |  |  |
| New Residential Construction | $.20/sf | plus $40 per inspection |
| Add-on Residential | $35.00  | plus $40 per inspection |
| Remodel Residential | $35.00  | plus $40 per inspection |
| Mobile/Manufactured Home | $100.00  | plus $40 per inspection |
| New Commercial Occupied Zoning/Flood Plain Review | $50.00  |  |  |  |
| New Commercial Occupied - Plan Review & Permits | OSFM office |  |  |
| New Commercial Unoccupied  | $.20/sf | plus $40 per inspection |
| Add-on/Remodel Commercial Occupied | $50.00  | plus $40 per inspection |
| Storage Building <240 sf | $25.00 |  |  |  |
| Storage Building >240 sf | $25.00 | plus $.05 sf over 240 sf |
| Carports - Covered Patio | $35.00 |  |  |  |
| Driveway Permit | $30.00 |  |  |  |
| Swimming Pool - in ground | $50.00 | plus $40 per inspection |
| Swimming pool - above ground | N/C | Electrical permit required if permanently wired |
| Fence Permit | $50.00 |  |  |  |
| Demolition/Excavation Permit | N/C |  |  |  |
| Storm Shelter Permit (Must Notify Town Hall) | N/C |  |  |  |
| Permanent Sign Permit | $50.00 |  |  |  |
| Cell Tower Permit  | $500.00 | annually |  |  |
| Roof Solar Panels-Electrical permit required | N/C | $40 Elec Permit |  |
| Windmill / Wind Tower | $25.00 |  |  |  |
| Plat Filing Fee | $100.00 |  |  |  |
| Certificate of Occupancy | $25.00 |  |  |  |
| Variance Filing Fee | $100.00 |  |  |  |
| Re-Zoning Filing/Permit Fee | $100.00 |  |  |  |
| Street Boring Permit 14-114 | $250.00 |   |  |  |
| Street Excavation Permit 14-112 | $1,000.00 |   |  |  |
| Culvert Installation Permit 14-113 | N/C |  |  |  |
| Septic Tank Permit 8-412 C | N/C |  |  |  |
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| ***Building Inspections*** |  |  |  |  |
| Electric Inspection - Residential or Commercial | $40.00 |  |  |  |
| Mechanical Inspection - Residential or Commercial | $40.00 |  |  |  |
| Plumbing/Gas Inspection - Residential or Commercial | $40.00 |  |  |  |
| Re-inspection Fee | $40.00 |  |  |  |
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| ***Occupational Licenses*** |  |  |  |  |
| Electrical Contractor's License | $150.00 |  |  |  |
| Electrical Journeyman's License | $50.00 |  |  |  |
| Mechanical Contractor's License | $150.00 |  |  |  |
| Mechanical Journeyman's License | $50.00 |  |  |  |
| Plumbing Contractor's License | $150.00 |  |  |  |
| Plumbing Journeyman's License | $50.00 |  |  |  |
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| ***Clean Up/Nuisance Abatement Fees*** |  |  |  |  |
| Administrative Fee | $200.00 |  |  |  |
| Push/Riding Mower /Hour | $50.00 |  |  |  |
| Weed eater /Hour | $50.00 |  |  |  |
| Pickup Truck /Hour | $50.00 |  |  |  |
| Dump Truck /Hour | $150.00 |  |  |  |
| Heavy Equipment /Hour | $150.00 |  |  |  |
| Certified Mailing Fees/Clerk Fees | $10.00 |  |  |  |
| Filing Fees with Ok County Treasurer and Clerk | $13.00 | each |  |  |
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| ***Alcoholic Beverage Fees - Annual Occupation Tax*** | Initial | Renewal |  |  |
| Brewer | $1,250.00 | $1,250.00 |  |  |
| Distiller | $3,125.00 | $3,125.00 |  |  |
| Wine Maker | $625.00 | $625.00 |  |  |
| OK Wine Maker | $75.00 | $75.00 |  |  |
| Rectifier | $3,125.00 | $3,125.00 |  |  |
| Wholesaler | $2,500.00 | $2,500.00 |  |  |
| Class B Wholesaler | $625.00 | $625.00 |  |  |
| Retail Package Store | $25.00 | $25.00 |  |  |
| Retail Wine | $1,000.00 | $1,000.00 |  |  |
| Retail Beer | $500.00 | $500.00 |  |  |
| Mixed Beverage License | $800.00 | $800.00 |  |  |
| Special Event | $50.00 | $50.00 |  |  |
| Bottle Club | $1,000.00 | $1,000.00 |  |  |
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| ***Medical Marijuana Licenses and Fees*** | Initial | Renewal | (state is $2500) |
| Dispensary | $600.00 | $600.00 |  |  |
| Commercial Grower | $1,500.00 | $1,000.00 |  |  |
| Marijuana Processor | $1,500.00 | $1,000.00 |  |  |
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| ***Oil and Gas Activity Fees*** |  |  |  |  |
| Drilling Permit - Original | $2,500.00 |  |  |  |
| Drilling Permit - Deepen Existing | $2,500.00 |  |  |  |
| Drilling Permit - Re-Enter Abandoned | $2,500.00 |  |  |  |
| Water Wells for Enhanced Recovery | $2,500.00 |  |  |  |
| Annual Inspection | $250.00 |  |  |  |
| Pipeline Permit - Initial / Annual | $250.00 |  |  |  |
| Pipeline Permit - Street / Road Crossing | $350.00 |  |  |  |
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| ***Utility Fees*** |  |  |  |  |
| Water/Sewer/Trash Deposit Owner | $100.00 |  |  |  |
| Water/Sewer/Trash Deposit Renter | $150.00 |  |  |  |
| Trash Only Deposit Polycart | $50.00 |  |  |  |
| Trash Only Deposit Metal Dumpster | $100.00 |  |  |  |
| New Water Tap - Residential or Commercial | $250.00 |  |  |  |
| New Sewer Tap - Residential or Commercial | $250.00 |  |  |  |
| Water Drop per 1,000 Gallons | $18.00 |  |  |  |
| Water Meter Deposit for Extended Water Sales | $775.00 |  |  |  |
| Water Delivery by Fire Department (pool, etc.) | $75.00/tanker load | (per Fire Chief) |
| Water Reconnection Fee | $30.00 |  |  |  |
| Dumpster Fee per pick-up load at Town Clean Up | $25.00 |  |  |  |
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| ***Other Fees, Permits and Licenses*** |  |  |  |  |
| Annual Business License | $50.00 |   |  |  |
| Daily Peddler's License | $10.00 |  |  |  |
| Weekly Peddler's License | $25.00 |  |  |  |
| Annual Peddler's License | $100.00 |  |  |  |
| Garage Sale Permit | $5.00 |  |  |  |
| Cemetery Plot | $350.00 |  |  |  |
| Cemetery Lot (4 Plots) | $1,400.00  |  |  |  |
| Event License 9-101 | $25.00  |  |  |  |
| Event Vendor Fee | $25.00  |   |  |  |
| Bail Bondsman Annual License | $25.00  |  |  |  |
| Bail Bondsman Bonding Fee | $10.00  |  |  |  |
| Pet License (provide rabies vaccine record) | $2.00  |  |  |  |
| Pet Impound Release Fee (provide rabies vaccine record) | $35.00  |  |  |  |
| Intake of Unwanted Dog (owner surrender) | $25.00  |  |  |  |
| Intake of Lost/Found Dog (not by owner) | N/C |  |  |  |
| Vehicle Impound Release | $50.00  |  |  |  |
| Police and Accident Report Fees | $5.00  |  |  |  |
| Park Pavilion Rental Fee per day (includes electric) | $25.00  |  |  |  |
| Park Pavilion Water Usage Fee | $20.00  |  |  |  |
| Fireworks Stand on Town Property (refundable deposit) | $100.00  |  |  |  |
| Burn Permit (Must have permit) | $10.00 |  |  |  |
| Copies per page | $0.25  |  |  |  |
| Notary Fee per page | $5.00  |  |  |  |
| Returned Check or ACH Fee | $35.00  |  |  |  |
| Parade (over 200 people) 15-530 | N/C |  |  |  |
| Parking to load or unload 15-709 | N/C |  |  |  |
| Fire/Run Report Fee | $5.00 |  |  |  |
| Animal Quarantine Fee 4-150 | $20/day |  |  |  |
| Kennel License 4-161 | $50.00 |  |  |  |
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|  |  |  |  |  |
| Mobile Home Park Code Article B, Section 5-820  | $25.00 |  |  |  |
| Dancing 9-206 | N/C |  |  |  |
| Coin Operated Devices 9-302 | 10.00/yr |  |  |  |
| Fire Dept Service Out of Town 13-211 | to be determined |  |  |
| Police Dept Cost to Serve other community 13-405 | to be determined |  |  |

**Trustee Five (Jenni White)**

1. Consideration, discussion and possible action to open the property held by the Town at 207 S. MAIN St. for sale bids from Open of business on Wednesday, November 14th to close of business on Wednesday, November 28th.

**No Action.**

1. Consideration, discussion and possible action for setting up a town benevolent fund.

**No Action.**

1. Consideration, discussion and possible action to pay AT&T $1000 to re-route our internet from the fire department to Town Hall to prevent phone difficulty - or pay $110.00/mo. to AT&T UVerse for dedicated phone service.

**Motion to approve to re-route internet service as written: J. White… 2nd: L. Jackson… 4 Yes votes.**

1. Consideration, discussion and possible action regarding approving a job description for a contract Luther Code Enforcement Officer position, including pay.

**Motion to approve a Code Enforcement position at 20 hours per week, part-time @ $13.50 per hour: J. White… 2nd: T. Langston… 4 Yes votes.**

1. Consideration, discussion and possible action to write a policy that animal welfare calls will be handled by the police officer on duty when not working a call or otherwise dispatched.

**No Action.**

1. Consideration, discussion and possible action to have Two iPads with 256GB, usb port & Microsoft Office to be added to our AT&T account with monthly service charges. One will be for Rescue 723 and one will be for 700 Tahoe. These will be used for the purposes of Patient refusal signature, medical documentation, scene photographs, fire/medical evidence and records, Patient transfer of care documentation, downloading/uploading LFD files and documents.

**No Action.**

1. **New Business:** In accordance with the Open Meeting Act, Title 25 O.S. 311.A.9, new business is defined as any matter not known about or which could not have been reasonably foreseen prior to the time of posting the agenda.

**No New Business.**

1. **Citizen participation:**  Citizens may address the Board during open meetings on any matter on the agenda prior to the Board taking action on the matter. On any item not on the current agenda, citizens may address the Board under the agenda item Citizen Participation. Citizens should fill out a Citizen’s Participation Request form and give it to the Mayor. Citizen Participation is for information purposes only, and the Board cannot discuss, act or make any decisions on matters presented under Citizens Participation. Citizens are requested to limit their comments to two minutes.

**No Action.**

1. **Adjourn.**

**Motion to adjourn: J. White… 2nd: T. Langston… 4 Yes votes.**

\_\_\_\_**transcribed 11/14/2018 by**\_\_\_

Kim Bourns, Town Clerk/Treasurer

\*Agenda Posted Friday, November 9th, 2018 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 pm.