

the Town of Luther



**BOARD OF TRUSTEES FOR THE TOWN OF LUTHER
REGULAR MEETING AGENDA**

In accordance with the Open Meeting Act, Title 25, Section 311 of the Oklahoma Statutes, the Town of Luther, County of Oklahoma, 108 S. Main Street, hereby calls a **Regular Meeting of the Luther Board of Trustees, Tuesday, April 14th, 2020 at 7:00 p.m. at Town Hall, 108 S. Main St., Luther, OK 73054.**

PLEASE NOTE: This meeting will be held at the physical location of 108 South Main, Luther, Oklahoma, 73054. However, given the concern of COVID-19 and the Oklahoma State of Emergency, the physical location will be closed to the public. This meeting will be held via live video on the Town's YouTube Channel and broadcast live on the Town of Luther website. Please read below for instructions on how to view the meeting and submit questions and/or comments for the Board.

The following board members will appear at the physical location of the meeting: Jenni White, Brian Hall, Jeff Schwarzmeier.

The following board members will be present via teleconference and live from their homes: Trandy Langston and Terry Arps.

1. **Call to order.**
2. **Invocation.**
3. **Pledge of Allegiance.**
4. **Roll Call.**
5. **Determination of a quorum.**
6. **Approval of the Consent Agenda, Previous Meeting's Minutes (03102020 Reg.), Treasurer's Report, Review of Claims including Payroll.**
7. **Trustee Comments.**

Trustee One (Terry Arps)

8. Consideration, discussion and possible action to repair suspension on two Luther PD patrol vehicles.
9. Consideration, discussion and possible action to purchase scanners and printers for the units to process tickets through ODIS for not more than \$5400.00.
10. Consideration, discussion and possible action to dis-enroll (not renew contract) from Digi-ticket resulting in \$9400.00 annual savings.

Trustee Two (Brian Hall)

11. Consideration, discussion and possible action to transfer \$3,000.00 from Town to LPWA for operating expenses.

Trustee Three (Trandy Langston)

12. Consideration, discussion and possible action related to Town of Luther memberships, including, but not limited to the Oklahoma Municipal League (OML), the Association of Central Oklahoma Governments (ACOG), the Eastern Oklahoma County Partnership (EOCP), the Oklahoma Municipal Alliance (OMA).

Tabled from the February 27th meeting.

Tabled to this meeting.

13. Consideration, discussion and possible action to remove authority from the State Fire Marshal for commercial plan review, inspection and permitting and allow the Town Manager to contract with an experienced reviewer/inspector as needed.

Tabled to the voided March 26th Planning Meeting.

Tabled to this meeting.

14. Consideration, discussion and possible action to charge customers needing commercial plan review/building permit/inspection the amount charged to the Town by the inspector hired to review plans and provide building and permit inspection.

Trustee Four (Jeff Schwarzmeier)

Trustee Five (Jenni White)

15. Consideration, discussion and possible action to adopt ordinance #2020-04, of the Town of Luther, Oklahoma, amending Part 8, "Health and Sanitation," of the Code of Ordinances of the Town of Luther, Oklahoma, and specifically Chapter 7, "Land Application of Biosolids," adding Section 8-701, "Definitions;" adding Section 8-702, "Intent," which sets forth the intent of the prohibition of land application of biosolids; adding Section 8-703, "Applicability;" adding Section 8-704, "Biosolids Prohibited;" adding Section 8-705, "Penalty;" which provides the penalty for violation; providing for repealer; providing for severability; and declaring an emergency.

Tabled from February 27th meeting.

Do to public interest, this will be tabled to May 12th , when we can have a safe public meeting.

16. Consideration, discussion and possible action to provide a price per square foot to Stillwater Railroad for the ownership/right to use the easement to the west of the old Town Hall in order to create a parking lot for downtown.

Tabled to the voided March 26th Planning Meeting.

Tabled to this meeting.

17. Consideration, discussion and possible action to contract with BFAC.com for a Town app to keep in touch with residents.

Tabled to the voided March 26th Planning Meeting.

Tabled to this meeting.

18. Consideration, discussion and possible action to accept the resignation of Tony Rumble from the

Town Emergency Management Committee.

19. Consideration, discussion and possible action to appoint Captain Chris Feters to the Town of Luther's Emergency Management Committee.
20. Consideration, discussion and possible action to ratify the Town of Luther Emergency Management, COVID-19 Response Document created March 25, 2020.
21. Consideration, discussion and possible action to determine a date for a work session to begin work on the Town budget for **Fiscal Year 2021**.
22. Consideration, discussion and possible action to allow the Town Manager to contract with Broc Calvin (Telecom) to create the necessary internal connections for the April 16th Airosurf installation.
23. Consideration, discussion and possible action to order a year's supply of necessary forms for Town of Luther Court and Police Department at a cost of no more than \$810.
24. Consideration, discussion and possible action to revisit the School Resource Officer contract since school will not be in session for the rest of the 2019-2020 school year.
25. Consideration, discussion and possible action to sign the Freedom of Information Resolution provided by Freedom of Information Oklahoma in honor of Sunshine week (March 15-21).
26. Consideration, discussion and possible action to sign a resolution presented by the Oklahoma Municipal Assurance Group (OMAG) to amend the agreement establishing OMAG by adding, "The effective date of this agreement shall be June 1, 1977 and shall continue in perpetuity."
27. Consideration, discussion and possible action to approve pay application # 3 to Utility Field Services for Community Development Block Grant project **CDBG-W/S Const-2019-LUTHER TO-00086, Contract # 17522 CDBG 19** water project in the amount of \$19,788.03.
28. Consideration discussion and possible action to purchase two 40' HC shipping containers @ \$3,400 each (no more than \$7,000 total): one for storage of bunker gear, tools, inventory, etc. and one for structural interior attack training for the fire department.
29. **New Business:** In accordance with the Open Meeting Act, Title 25 O.S. 311.A.9 of the Oklahoma Statutes, 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.
30. Reading questions and comments.
31. **Adjourn.**



Kim Bourns, Town Clerk/Treasurer



*Agenda Posted Monday, April 13th, 2020 at Luther Town Hall, on the website at www.townoflutherok.com and on Facebook at The Town of Luther, prior to 7:00 pm.

NOTICE OF TELECONFERENCE OPEN MEETING

This meeting will be held via live video on the Town's YouTube channel which can also be accessed on the Town of Luther website. TownofLutherOk.com and navigating to the Information Library tab and selecting "Media" in the dropdown menu. Once you click on the "Media" page, you will see a number of previously uploaded YouTube videos. Please stay on this page and as soon as the video of the meeting goes live, you will see it come up on this page

You can also access the video by navigating DIRECTLY to our YouTube Channel at <https://www.youtube.com/channel/UCy5qRtSU2WmirLftlkO0gdw/videos> and waiting for the video to go live. In order not to miss the live video, you can go to this URL prior to the meeting and "Subscribe" to the Channel. This way you will get a notification when the video is available for viewing.

If you have any comments or questions about anything on the agenda, please send these to Town Manager Scherrie Pidcock at office@townoflutherok.com. Your questions and comments will be read during the "Reading Comments and Questions" portion of the agenda during the live broadcast.

the Town of Luther



a friendly community

**BOARD OF TRUSTEES FOR THE TOWN OF LUTHER
REGULAR MEETING AGENDA**

MINUTES

In accordance with the Open Meeting Act, Title 25, Section 311 of the Oklahoma Statutes, the Town of Luther, County of Oklahoma, 108 S. Main Street, hereby calls a **Regular Meeting of the Luther Board of Trustees and A Public Hearing, Tuesday, March 10th, 2020 at 7:00 p.m. at Town Hall, 108 S. Main St., Luther, OK 73054.**

1. **Call to order.**
2. **Invocation.**
3. **Pledge of Allegiance.**
4. **Roll Call... All Present.**
5. **Determination of a quorum... Yes.**
6. **Convene into a Public Hearing.**

NOTICE OF PUBLIC HEARING

Notice is hereby given that on March 10th, 2020, at 7:00 p.m., at Luther Town Hall, 108 South Main Street, Luther, Oklahoma; the Town of Luther Board of Trustees will conduct a public hearing to consider the following:

7. Amending Section 12-217, "A-1 DISTRICT (AGRICULTURAL)," which eliminates the uses of commercial and industrial development from the General Description, eliminating the references to other residential zoning categories, providing that no more than one (1) dwelling may be located on an individual five (5) acre lot, providing that A-1 districts shall contain no less than five (5) acres, eliminating the minimum lot areas, and providing that all areas annexed into the Town of Luther be zoned as A-1. (A-1 Ord 2020-05).
8. Adding Section 12-305, "DEED APPROVALS, LOT SPLITS OR SUBDIVISION OF LAND," which provides that no deed for transfer or subdivision of a lot or land shall be valid and recordable except as provided by the provisions of the ordinance, including surveys, verifications, compliance with building regulations, and deeds, addressing fees, and platting requirements. (Lot Split Ord 2020-06).
9. Amending Section 12-203 "DEFINITIONS," to include the definition of "Mobile Home." (Definitions Ord 2020-07)

No Action will be taken during this hearing. Subsequent action will be addressed at the Regular Board of Trustees Meeting directly following this public hearing.

10. **Citizen participation:** Citizens may address the Board of Trustees during a Public Hearing on the above matters. To keep proceedings moving smoothly, citizens wishing to address the Board are asked to sign the Citizen's Participation Request Form.
11. **Adjourn the Public Hearing.**
Motion to adjourn: J. White... 2nd: T. Langston... Unanimous Yes vote.
12. **Reconvene into Regular Board of Trustees meeting.**
13. **Approval of the Consent Agenda, Previous Meeting's Minutes, 02112020 Reg.& 02272020 Spc. Reg., Treasurer's Report, Review of Claims including Payroll.**
Motion to approve as written: J. White... 2nd: T. Langston... Unanimous Yes vote.
14. **Trustee Comments. (March 12th surplus town items sale).**
No Action.
15. **Presentation from Les McGee, State Director of MASA Medical Transport Solutions.**
No Action.

Trustee Five (Jenni White)

16. Consideration, discussion and possible action to adopt Ordinance No. 2020-05, an ordinance amending Section 12-217, "A-1 DISTRICT (AGRICULTURAL)," which eliminates the uses of commercial and industrial development from the General Description, eliminating the references to other residential zoning categories, providing that no more than one (1) dwelling may be located on an individual five (5) acre lot, providing that A-1 districts shall contain no less than five (5) acres, eliminating the minimum lot areas, and providing that all areas annexed into the Town of Luther be zoned as A-1. (A-1 Ord 2020-05).
Motion to approve as written: T. Langston ... 2nd: T. Arps ... Unanimous Yes vote.
Motion to approve Emergency Clause: T. Langston ... 2nd: T. Arps... Unanimous Yes vote.
17. Consideration, discussion and possible action to adopt Ordinance No. 2020-06, an ordinance adding Section 12-305, "DEED APPROVALS, LOT SPLITS OR SUBDIVISION OF LAND," which provides that no deed for transfer or subdivision of a lot or land shall be valid and recordable except as provided by the provisions of the ordinance, including surveys, verifications, compliance with building regulations, and deeds, addressing fees, and platting requirements. (Lot Split Ord 2020-06).
No Action.
18. Consideration, discussion and possible action to adopt Ordinance No. 2020-07, an ordinance amending Section 12-203 "DEFINITIONS," to include the definition of "Mobile Home." (Definitions Ord 2020-07).
Motion to approve as written: T. Langston ... 2nd: T. Arps ... Unanimous Yes vote.
Motion to approve Emergency Clause: T. Langston ... 2nd: T. Arps... Unanimous Yes vote.

Trustee One (Terry Arps)

Trustee Two (Brian Hall)

19. Consideration, discussion and possible action to approve transfer of funds from town to LPWA for operating expenses in the amount of \$5500.00.

Motion to approve as written: B. Hall ... 2nd: J. Schwarzmeier ... Unanimous Yes vote.

Trustee Three (Trandy Langston)

20. Consideration, discussion and possible action related to Town of Luther memberships, including, but not limited to the Oklahoma Municipal League (OML), the Association of Central Oklahoma Governments (ACOG), the Eastern Oklahoma County Partnership (EOCP), the Oklahoma Municipal Alliance (OMA).
Tabled from the February 27th meeting.
Tabled to April 14th meeting.
21. Consideration, discussion and possible action to nominate candidates for the OMAG Board of Trustees.
Tabled from the February 27th meeting.
No Action.
22. Consideration, discussion and possible action to remove authority from the State Fire Marshal for commercial plan review, inspection and permitting and allow the Town Manager to contract with an experienced reviewer/inspector as needed.
Tabled to March 26th Planning Meeting.
23. Consideration, discussion and possible action to add 2 bank teller cabinets to the list of surplus items for the Thursday, March 12th sale.
Motion to approve as written: T. Langston ... 2nd: T. Arps ... Unanimous Yes vote.
24. Consideration, discussion and possible action to send Niki Taylor to the annual Court Clerk Conference, June 3-5 in Stillwater. The cost is \$225.00. Hotel costs will be paid at no more than \$110 per night for 2 nights (not to exceed \$445.00).
Motion to approve as written: T. Langston ... 2nd: T. Arps ... Unanimous Yes vote.
25. Consideration, discussion and possible action to renew the lease for the building located at 309 SW 5th St., housing the Community Action Agency (Head Start).
Motion to approve as written @\$12,000.00 annually: T. Langston ... 2nd: J. Schwarzmeier ... Unanimous Yes vote.

Trustee Four (Jeff Schwarzmeier)

Trustee Five (Jenni White)

26. Consideration, discussion and possible action approve membership to the Deep Fork Route 66 Association.
Motion to approve as written at a fee of \$50.00 annually: J. White ... 2nd: T. Arps ... Unanimous Yes vote.
27. Consideration, discussion and possible action to adopt ordinance #2020-04, of the Town of Luther, Oklahoma, amending Part 8, "Health and Sanitation," of the Code of Ordinances of the Town of Luther, Oklahoma, and specifically Chapter 7, "Land Application of Biosolids;" adding Section 8-701, "Definitions;" adding Section 8-702, "Intent," which sets forth the intent of the prohibition of land application of biosolids; adding Section 8-703, "Applicability;" adding Section 8-704,

“Biosolids Prohibited;” adding Section 8-705, “Penalty;” which provides the penalty for violation; providing for repealer; providing for severability; and declaring an emergency.

Tabled from February 27th meeting.

Tabled to April 14th meeting.

28. Consideration, discussion and possible action to provide a price per square foot to Stillwater Railroad for the ownership/right to use the easement to the west of the old Town Hall in order to create a parking lot for downtown.

Tabled from February 27th meeting.

Tabled until March 26th meeting.

29. Consideration, discussion and possible action to purchase 8 (eight) Streamlight Survivor bunker coat flash lights @ \$94.39 each (not to exceed \$800.00).

Motion to approve as written: J. White... 2nd: J. Schwarzmeier ... Unanimous Yes vote.

30. Consideration, discussion and possible action to purchase 1 (one) Streamlight Survivor truck kit @ \$751.94 each (not to exceed \$800.00).

Motion to approve as written: J. White... 2nd: J. Schwarzmeier ... Four Yes votes... T.

Langston votes No...

31. Consideration, discussion and possible action to approve the First Amended Professional Services Agreement with the Childs Law Firm, PLLC.

Motion to approve as written: J. White... 2nd: T. Langston ... Unanimous Yes vote.

32. Consideration, discussion and possible action regarding a Property Improvements Agreement between the Town of Luther and the Chicken Shack, LLC.

No Action.

33. Consideration, discussion and possible action to contract with BFAC.com for a Town app to keep in touch with residents.

Tabled to March 26 Planning Meeting.

34. Consideration, discussion and possible action to approve pay application # 2 to Utility Field Services for Community Development Block Grant project CDBG-W/S Const-2019-LUTHER TO-00086, Contract # 17522 CDBG 19 water project.

Motion to approve as written changing #3 to #2: J. White... 2nd: B. Hall ... Unanimous Yes vote.

35. Consideration, discussion and possible action to cancel the action from February 27th Planning Meeting regarding the use of AT&T for internet services.

Motion to approve as written: J. White... 2nd: T. Langston ... Unanimous Yes vote.

36. Consideration, discussion and possible action to purchase chairs in lots of 20 instead of the 30 approved at the 01/14/2020 regular town meeting (Item 23).

Motion to approve as written: J. White... 2nd: B. Hall ... Unanimous Yes vote.

37. **New Business:** In accordance with the Open Meeting Act, Title 25 O.S. 311.A.9 of the Oklahoma Statutes, 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.

- 38. 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.

39. Adjourn.

Motion to adjourn: T. Langston ... 2nd: J. Schwarzmeier... Unanimous Yes vote.



transcribed 03/11/2020 by
Kim Bourns, Town Clerk/Treasurer

*Agenda Posted Monday March 9th, 2020 at Luther Town Hall, on the website at www.townoflutherok.com and on Facebook at The Town of Luther, prior to 7:00 pm.

Town of Luther

Profit and Loss

July 2019 - March 2020

	<u>Total</u>
Income	
Donations	1,800.00
Fines & Forfeitures	155,518.50
Franchise Taxes	30,817.55
Grant Revenue	5,841.52
Interest Revenue	4,387.97
Licenses & Permits	17,320.43
Other Revenues	49,933.89
Reimbursement SRO	21,143.70
Tax Revenues	
Alcoholic Beverage Taxes	2,417.90
Cigar & Cigarette Taxes	3,198.00
Gasoline Tax	2,424.20
Motor Vehicle Taxes	9,259.80
Sales Taxes	352,380.38
Use Taxes	58,159.52
Total Tax Revenues	<u>\$ 427,839.80</u>
Total Income	<u>\$ 714,603.36</u>
Gross Profit	<u>\$ 714,603.36</u>
Expenses	
Fire Department	
Debt Service (FD)	10,944.99
Maint & Operations (FD)	
Auto Insurance	3,392.55
Dues and Memberships	3,932.00
Fuel	3,436.43
Office Supplies / Expenses	274.98
Parts / Supplies / Repairs	9,169.98
Phone / Internet / IT	8,973.20
Travel / Training	1,996.90
Utilities	1,556.62
Vehicle/Generator Maintenance	7,182.84
Total Maint & Operations (FD)	<u>\$ 39,915.50</u>
Total Fire Department	<u>\$ 50,860.49</u>
General Government	
Capital Outlay (GG)	130,329.10
Maint & Operations (GG)	
Bank Charges	2,168.67
Budget / Other Publications	1,071.01
Contract Labor	8,328.00
Dues & Memberships	6,183.94
Liability / Property Insurance	8,615.84

Office Supplies / Expenses	2,064.91
Parts / Supplies / Repairs	1,367.21
Phone / Internet / IT	5,612.54
Postage	1,001.37
Professional Services	54,667.22
Rentals/Misc	1,095.91
Training	1,639.99
Utilities	3,033.95
Workers Comp	165.00
Total Maint & Operations (GG)	\$ 97,015.56
Payroll (GG)	
Employee Benefits	3,989.96
Salary / Wage / Payroll Tax	32,081.76
Total Payroll (GG)	\$ 36,071.72
Total General Government	\$ 263,416.38
Police Department	
Debt Service (PD)	6,788.52
Maint & Operations (PD)	
Attorney & Judge	14,450.00
Auto Insurance	2,464.34
Code/ACO	803.44
Credit Card Fees	1,371.69
Fuel	16,689.91
Jail / Prisoner Fees	4,412.62
Office Supplies / Expenses	1,696.37
OSBI/OTHER Fees	18,209.62
Parts / Supplies / Repairs	16,092.95
Phone / Internet / IT	24,382.96
Training / Travel	544.22
Uniforms	4,320.64
Utilities	2,260.51
Workers Comp	6,149.69
Total Maint & Operations (PD)	\$ 113,848.96
Payroll (PD)	
Employee Benefits	64,587.84
Salary / Wage / Payroll Tax	164,241.07
Total Payroll (PD)	\$ 228,828.91
Total Police Department	\$ 349,466.39
Unapplied Cash Bill Payment Expense	0.00
Total Expenses	\$ 663,743.26
Net Operating Income	\$ 50,860.10
Other Expenses	
Payroll Suspense	0.00
Transfer to LPWA	58,100.00
Total Other Expenses	\$ 58,100.00
Net Other Income	-\$ 58,100.00
Net Income	-\$ 7,239.90

Town of Luther

Budget vs. Actuals: FY 2019-2020

March 2020 and YTD

	Mar 2020				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Donations	500.00	0.00	500.00		1,800.00	0.00	1,800.00	
Fines & Forfeitures	22,540.85	20,000.00	2,540.85	112.70%	155,518.50	180,000.00	-24,481.50	86.40%
Franchise Taxes	583.51	2,660.00	-2,076.49	21.94%	30,817.55	23,940.00	6,877.55	128.73%
Grant Revenue	1,200.00	0.00	1,200.00		5,841.52	0.00	5,841.52	
Interest Revenue	463.18	0.00	463.18		4,387.97	0.00	4,387.97	
Licenses & Permits	726.00	1,015.00	-289.00	71.53%	17,320.43	9,135.00	8,185.43	189.61%
Other Revenues	5,061.32	3,900.00	1,161.32	129.78%	49,933.89	35,100.00	14,833.89	142.26%
Reimbursement SRO	2,943.60	2,453.00	490.60	120.00%	21,143.70	22,077.00	-933.30	95.77%
Tax Revenues			0.00		0.00	0.00	0.00	
Alcoholic Beverage Taxes	247.78	100.00	147.78	247.78%	2,417.90	900.00	1,517.90	268.66%
Cigar & Cigarette Taxes	217.88	385.00	-167.12	56.59%	3,198.00	3,465.00	-267.00	92.29%
Gasoline Tax	253.48	250.00	3.48	101.39%	2,424.20	2,250.00	174.20	107.74%
Motor Vehicle Taxes	870.97	925.00	-54.03	94.16%	9,259.80	8,325.00	934.80	111.23%
Sales Taxes	39,058.82	35,000.00	4,058.82	111.60%	352,380.38	315,000.00	37,380.38	111.87%
Use Taxes	3,789.15	4,000.00	-230.85	94.23%	58,159.52	36,000.00	22,159.52	161.55%
Total Tax Revenues	\$ 44,418.08	\$ 40,660.00	\$ 3,758.08	109.24%	\$ 427,839.80	\$ 365,940.00	\$ 61,899.80	116.92%
Total Income	\$ 78,436.54	\$ 70,688.00	\$ 7,748.54	110.96%	\$ 714,603.36	\$ 636,192.00	\$ 78,411.36	112.33%
Gross Profit	\$ 78,436.54	\$ 70,688.00	\$ 7,748.54	110.96%	\$ 714,603.36	\$ 636,192.00	\$ 78,411.36	112.33%
Expenses								
Cemetery Plot (GG)		0.00	0.00		0.00	0.00	0.00	
Fire Department		0.00	0.00		0.00	0.00	0.00	
Capital Outlay (FD)		3,333.00	-3,333.00	0.00%	0.00	30,001.00	-30,001.00	0.00%
Debt Service (FD)	1,216.11	1,216.67	-0.56	99.95%	10,944.99	10,949.99	-5.00	99.95%
Maint & Operations (FD)			0.00		0.00	0.00	0.00	
Auto Insurance	1,047.98	400.00	647.98	262.00%	3,392.55	3,600.00	-207.45	94.24%
Dues and Memberships		300.00	-300.00	0.00%	3,932.00	2,700.00	1,232.00	145.63%
Fuel	494.15	400.00	94.15	123.54%	3,436.43	3,600.00	-163.57	95.46%

Total General Government	\$ 13,149.51	\$ 16,413.70	-\$	3,264.19	80.11%	\$ 263,416.38	\$ 147,723.21	\$ 115,693.17	178.32%
Police Department		0.00		0.00		0.00	0.00	0.00	
Debt Service (PD)	754.28	753.00		1.28	100.17%	6,788.52	6,781.00	7.52	100.11%
Maint & Operations (PD)				0.00		0.00	0.00	0.00	
Attorney & Judge	1,700.00	1,700.00		0.00	100.00%	14,450.00	15,300.00	-850.00	94.44%
Auto Insurance	598.85	600.00		-1.15	99.81%	2,464.34	5,400.00	-2,935.66	45.64%
Code/ACO		1,100.00		-1,100.00	0.00%	803.44	9,900.00	-9,096.56	8.12%
Credit Card Fees	109.25	225.00		-115.75	48.56%	1,371.69	2,025.00	-653.31	67.74%
Fuel	1,583.61	2,200.00		-616.39	71.98%	16,689.91	19,800.00	-3,110.09	84.29%
Jail / Prisoner Fees	1,651.21	675.00		976.21	244.62%	4,412.62	6,075.00	-1,662.38	72.64%
Office Supplies / Expenses	112.00	150.00		-38.00	74.67%	1,696.37	1,350.00	346.37	125.66%
OSBI/OTHER Fees	2,626.60	2,650.00		-23.40	99.12%	18,209.62	23,850.00	-5,640.38	76.35%
Parts / Supplies / Repairs	437.20	1,000.00		-562.80	43.72%	16,092.95	9,000.00	7,092.95	178.81%
Phone / Internet / IT	2,316.15	1,600.00		716.15	144.76%	24,382.96	14,400.00	9,982.96	169.33%
Training / Travel		100.00		-100.00	0.00%	544.22	900.00	-355.78	60.47%
Uniforms		100.00		-100.00	0.00%	4,320.64	900.00	3,420.64	480.07%
Utilities	94.65	325.00		-230.35	29.12%	2,260.51	2,925.00	-664.49	77.28%
Workers Comp		0.00		0.00		6,149.69	0.00	6,149.69	
Total Maint & Operations (PD)	\$ 11,229.52	\$ 12,425.00	-\$	1,195.48	90.38%	\$ 113,848.96	\$ 111,825.00	\$ 2,023.96	101.81%
Payroll (PD)				0.00		0.00	0.00	0.00	
Employee Benefits	9,329.71	5,473.29		3,856.42	170.46%	64,587.84	49,259.57	15,328.27	131.12%
Salary / Wage / Payroll Tax	15,993.75	20,804.69		-4,820.94	76.83%	184,241.07	187,242.18	-23,001.11	87.72%
Total Payroll (PD)	\$ 25,313.46	\$ 26,277.98	-\$	964.52	96.33%	\$ 228,828.91	\$ 236,501.75	-\$ 7,672.84	96.76%
Total Police Department	\$ 37,297.26	\$ 39,455.98	-\$	2,158.72	94.53%	\$ 349,466.39	\$ 355,107.75	-\$ 5,641.36	98.41%
Unapplied Cash Bill Payment Expense				0.00		0.00	0.00	0.00	
Total Expenses	\$ 57,933.30	\$ 64,573.60	-\$	6,640.30	89.72%	\$ 663,743.26	\$ 581,170.20	\$ 82,573.06	114.21%
Net Operating Income	\$ 20,503.24	\$ 6,114.40	\$	14,388.84	335.33%	\$ 50,860.10	\$ 55,021.80	-\$ 4,161.70	92.44%
Other Expenses									
Payroll Suspense	0.00	0.00		0.00		0.00	0.00	0.00	
Transfer to LPWA	5,500.00			5,500.00		58,100.00	0.00	58,100.00	
Transfers In/Out (GG)		3,658.00		-3,658.00	0.00%	0.00	62,466.00	-62,466.00	0.00%
Total Other Expenses	\$ 5,500.00	\$ 3,658.00	\$	1,842.00	150.36%	\$ 58,100.00	\$ 62,466.00	-\$ 4,366.00	93.01%
Net Other Income	-\$ 5,500.00	-\$ 3,658.00	-\$	1,842.00	150.36%	-\$ 58,100.00	-\$ 62,466.00	\$ 4,366.00	93.01%
Net Income	\$ 15,003.24	\$ 2,456.40	\$	12,546.84	610.78%	-\$ 7,239.90	-\$ 7,444.20	\$ 204.30	97.26%

TOWN OF LUTHER AND LUTHER PUBLIC WORKS BALANCES

4-13-2020

CHECKING AND SAVINGS

LPWA Fund	<u>\$18,572.38</u>
General Fund	<u>\$231,821.25</u>
Cemetery Care Fund	<u>\$7,946.79</u>
Rainy Day Fund LPWA	<u>\$8,566.00</u>
Rainy Day Fund	<u>\$3,370.66</u>
Police Department Fund	<u>\$331.13</u>
Fire Department Grant Account	<u>\$12,000.90</u>
Economic Dev Authority	<u>\$2,795.81</u>
Technology Fee Account	<u>\$14,134.55</u>

CERTIFICATES OF DEPOSIT

Rural Development	<u>\$48,486.65</u>
LPWA Fund	<u>\$8,616.07</u>
Town of Luther	<u>\$153,559.54</u>
Town of Luther	<u>\$111,478.72</u>
LPWA Fund	<u>\$26,160.16</u>
Town of Luther	<u>\$151,086.85</u>

\$798,927.46

**TOWN OF LUTHER CLAIMS
MARCH 11 TO APRIL 13, 2020**

Date	Ref No.	Payee	Memo	Payment
03/11/2020	EFT	TECHNOLOGY FEE ACCOUNT	Monthly transfer - March 2020	746.93
03/11/2020	EFT	LPWA FUND	Operating Expense transfer	5,500.00
03/11/2020	EFT	IRS	Federal Payroll Taxes	1,746.78
03/11/2020	EFT	QuickBooks Payroll	Payroll	2,376.38
03/13/2020	EFT	LPWA FUND	Transfer for PD/FD vehicle loan	1,131.43
03/17/2020	20515	A-Z HANDYMAN X-PRESS	Office cleaning	64.00
03/18/2020	20516	UTILITY FIELD SERVICES, LLC	Payment for water line grant	18,423.75
03/18/2020	EFT	IRS	Federal Payroll Taxes	669.78
03/19/2020	EFT	THE FIRE STORE WPSG INC	FD emergency supplies	1,155.58
03/20/2020	EFT	CLEAR SIGNAL	Coax cable for radio base	69.95
03/20/2020	EFT	BIG RED CONSULTING	Banking program	89.00
03/24/2020	EFT	Oklahoma Tax Commission	State Payroll Taxes	832.00
03/25/2020	EFT	QuickBooks Payroll	Payroll	2,422.15
03/26/2020	20517	A-Z HANDYMAN X-PRESS	Office cleaning	72.00
03/26/2020	20518	Ameritas Life Insurance Corp	Voluntary vision insurance	71.10
03/26/2020	20519	AT&T	PD landline fax	103.65
03/26/2020	20520	AT&T Mobility	Mobile invoice, cell, air cards	541.25
03/26/2020	20521	BCBS OF OKLAHOMA	Employee Health Insurance premium	3,901.50
03/26/2020	20522	BCBS OF OKLAHOMA	Employee Life Insurance premium	45.12
03/26/2020	20523	BRIAN HALL	Monthly phone allowance-March	50.00
03/26/2020	20524	CASCO Industries, Inc	FD Gloves	522.00
03/26/2020	20525	DEEP FORK DISTRICT	Town Membership	50.00
03/26/2020	20526	Delta Dental	Voluntary dental premium	232.00
03/26/2020	20527	Dollar General - Regions 410526	Cleaning supplies, toiletries	66.97
03/26/2020	20528	JEFF SCHWARZMEIER	Monthly phone allowance-March	50.00
03/26/2020	20529	JONES FABRICATION	Garage door re-hab	1,491.00
03/26/2020	20530	LAERDAL MEDICAL CORP	FD Medcial equipment	627.95
03/26/2020	20531	OMAG	General Liability/Auto Premium	2,964.30
03/26/2020	20532	The Journal Record	Legal Notices	139.26
03/26/2020	20533	XCEL OFFICE SOLUTIONS	IT/Copier	600.00
03/26/2020	EFT	Wal Mart	Room	639.92
03/31/2020	EFT	INTUIT	Quickbooks online for LPWA	35.00
04/01/2020	EFT	QuickBooks Payroll	Payroll	11,352.77
04/01/2020	EFT	Global Payments	Gen Govt credit card fee	210.90
04/01/2020	EFT	Global Payments	Police Dept credit card fee	88.57
04/01/2020	EFT	IRS	Federal Payroll Taxes	686.24
04/13/2020	20534	A-Z HANDYMAN X-PRESS	Cleaning services	72.00
04/13/2020	20535	ABERDEEN ENTERPRIZES II, INC	Collection fees on citations	1,222.08
04/13/2020	20536	BRIAN HALL	Monthly phone allowance-April	50.00
04/13/2020	20537	CHEROKEE NATION CSPC	Support payment	487.32
04/13/2020	20538	City Hosted Solutions	Phone hosting	358.04
04/13/2020	20539	CLEET	Fees collected on citations	651.64
04/13/2020	20540	Compsource Mutual	Workers' Compensation premium	665.35
04/13/2020	20541	Eastern Oklahoma County Partnership	Monthly dues	441.66
04/13/2020	20542	Eureka Water Company	Water and dispenser rental	23.90
04/13/2020	20543	JEFF SCHWARZMEIER	Monthly phone allowance-April	50.00
04/13/2020	20544	Kim Bourns	Clerk/Treasurer/Floodplain Admin	460.00
04/13/2020	20545	Lincoln County Sheriff's Department	March Prisoner fees	99.75
04/13/2020	20546	O'Reilly Auto Parts	Auto parts and supplies	451.90

04/13/2020	20547	OG&E	Electric-municipal buildings	91.03
04/13/2020	20548	OHIO CSPC	Support payment	213.08
04/13/2020	20549	OK BUREAU OF NARCOTICS	Citation fees collected	30.00
04/13/2020	20550	OK CENTRALIZED SUPPORT REG	Support payment	245.34
04/13/2020	20551	Oklahoma County Sheriff's Office	March Prisoner fees	178.44
04/13/2020	20552	Ok Police Pension & Retirement	Monthly Police Pension contribution	3,159.35
04/13/2020	20553	Ok Uniform Building Code Commission	Monthly permit fees collected	16.00
04/13/2020	20554	ONG	Gas-Municipal buildings	396.91
04/13/2020	20555	OSBI	Montly ODIS server support	167.00
04/13/2020	20556	OSBI - Fee Assessments	AFIS/FORENSIC fees March 2020	1,221.22
04/13/2020	20557	PITNEY BOWES	Quarterly postage meter lease	77.66
04/13/2020	20558	RHA STROUD, INC	Hospital invoice for police defendant	928.04
04/13/2020	20559	Stephen Haynes	Judicial Services	850.00
04/13/2020	20560	TELECOMP	Monthly Internet	573.66
04/13/2020	20561	THE CHILDS LAW FIRM, PLLC	March invoice	1,192.50
04/13/2020	20562	The Journal Record	Legal Notices	81.09
04/13/2020	20563	TRAVONNA WRIGHT	Reimbursement supplies	7.25
04/13/2020	20564	XCEL OFFICE SOLUTIONS	Monthly IT/Copier Services	917.06
04/13/2020	20565	YOUNG & ASSOCIATES CPAs	Monthly Accounting	450.00
4/13/2020	20566	UTILITY FIELD SERVICES, LLC	Pay App #3 - 17522 CDBG 19	19,788.03

Town Claims Including Payroll 3/11 to 4/13/2020	\$95,386.53
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9:53 AM

04/07/20

Town of Luther
Payroll Summary
 March 2020

	TOTAL		
	Hours	Rate	Mar 20
Employee Wages, Taxes and Adjustments			
Gross Pay			
Holiday	66.00		1,138.00
Hourly	1,291.50		20,215.47
Overtime (x1.5) hourly	31.75		857.00
Sick	1.00		19.33
Uniform Cleaning			210.00
Total Gross Pay	1,390.25		22,439.80
Deductions from Gross Pay			
Dental Insurance			-214.15
Medical Insurance			-400.15
Police Pension			-1,257.60
Vision Insurance			-56.39
Total Deductions from Gross Pay			-1,928.29
Adjusted Gross Pay	1,390.25		20,511.51
Taxes Withheld			
Federal Withholding			-1,738.00
Medicare Employee			-315.66
Social Security Employee			-366.74
OK - Withholding			-652.00
Medicare Employee Addl Tax			0.00
Total Taxes Withheld			-3,072.40
Deductions from Net Pay			
Garnishment			-945.74
Total Deductions from Net Pay			-945.74
Net Pay	1,390.25		16,493.37
Employer Taxes and Contributions			
Medicare Company			315.66
Social Security Company			366.74
OK - Unemployment Company			217.69
Total Employer Taxes and Contributions			900.09

the Town of Luther



Luther Police Department

108 S Main, PO Box 56

Luther, OK 73054

Phone: 405-277-3500

Fax: 405-277-4315

Calls for Service March 2020

Total calls for service: 344

Traffic stops: 136 Warnings: 93 Cites: 65

Domestics: 1

Assist other agencies: 23

FD/EMS calls: 5

Disturbance: 3

Motorist assist: 3

Animal/ livestock complaints: 14

Extra patrol: 26

Reckless driver: 4

Welfare check: 8

Arrests total: 7 Felony: 1 Misdemeanor: 6

Luther Fire/Rescue

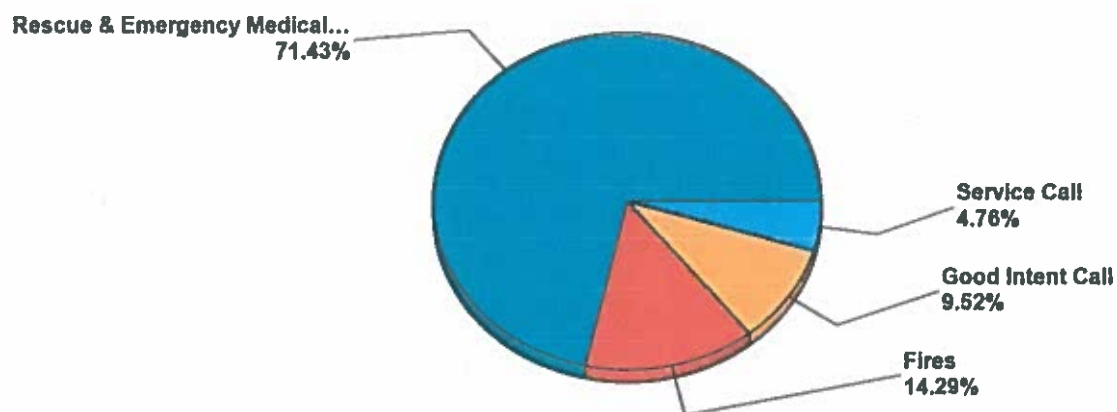
Luther, OK

This report was generated on 4/13/2020 2:07:58 PM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 03/01/2020 | End Date: 03/31/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	14.29%
Rescue & Emergency Medical Service	15	71.43%
Service Call	1	4.76%
Good Intent Call	2	9.52%
TOTAL	21	100.00%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



**EMERGENCY
REPORTING**

Luther Fire/Rescue

Luther, OK

This report was generated on 4/13/2020 2:06:36 PM



Incident Statistics

Start Date: 03/01/2020 | End Date: 03/31/2020

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		15	
FIRE		6	
TOTAL		21	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
700	2	5	5
723	3	6	6
766	1	1	1
P706	0	1	1
TOTAL	6	13	13
PRE-INCIDENT VALUE		LOSSES	
\$0.00		\$0.00	
CO CHECKS			
TOTAL			
MUTUAL AID			
Aid Type		Total	
Aid Given		2	
Aid Received		3	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
0		NaN	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Station 1	0:12:45	0:19:25	
AVERAGE FOR ALL CALLS		0:14:16	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Station 1	0:07:42	0:07:51	
AVERAGE FOR ALL CALLS		0:07:20	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Luther Fire/Rescue		48:30	

Only Reviewed Incidents included. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. #

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
131 - Passenger vehicle fire	1	4.76%
141 - Forest, woods or wildland fire	1	4.76%
143 - Grass fire	1	4.76%
321 - EMS call, excluding vehicle accident with injury	15	71.43%
550 - Public service assistance, other	1	4.76%
611 - Dispatched & cancelled en route	1	4.76%
651 - Smoke scare, odor of smoke	1	4.76%
TOTAL INCIDENTS:	21	100.00%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.






1-800-351-9962

QUOTE

Quote # : W-5E94CC11
Date : 04/13/2020
Time : 8:31pm UTC
Sales Rep. : Online

Quote For:

Johnny
Luther Police Department
johnny.leafy@lutherpolice.org

Item	Quantity	Price	Total
 Datalogic GPS4490-BK 2D Imager, RS-232/USB Interface, Color: Black	7	\$243.20	\$1,702.40
		Subtotal:	\$1,702.40
		Shipping:	Contact Us
		Total:	\$1,702.40

[▶ Purchase](#)

Thank you for creating a quote on BarcodesInc.

- **This quote does not include quantity discounts**
Call 1-800-351-9962 if you would like quantity discounts or special pricing.
- Use the "Purchase" button above to add these items to your cart, or call us at 1-800-351-9962 with any questions.
Please reference the online quote number when you call so that we may better serve you.
- This quote is valid for 30 days.

ODIS Equipment
Scanner



STATE OF OKLAHOMA
OFFICE OF THE STATE FIRE MARSHAL

July 18, 2017

Town of Luther
% Jason Miller, Fire Chief
PO BOX 56
Luther, OK 73054

RE: Authority Having Jurisdiction

Dear Town Official,

The Town of Luther provides services within their jurisdiction, which include but are not limited to, plan reviews and life safety inspections. Pursuant to 74 O.S. §§ 317 and 324.11, please confirm by checking each service listed below the Town of Luther will continue to perform as the Authority Having Jurisdiction (AHJ):

- ☐ - Annual Life Safety Inspections
- ☐ - Building Plan Reviews & Associated Construction Inspections
- ☐ - Fire Alarm Plan Reviews & Associated Construction Inspections
- ☐ - Fire Sprinkler Plan Reviews & Associated Construction Inspections
- ☐ - Fire Suppression Plan Reviews (also Hood Suppression) & Associated Construction Inspections

☒ - Our City / Town / County declines to serve as AHJ and refers all jurisdiction to the Oklahoma State Fire Marshal Office.

Please have each county official listed below sign if the Town of Luther will continue to provide these services as the AHJ. This letter must be received by the Oklahoma State Fire Marshal's office within 7 days of the date received; otherwise, the Oklahoma State Fire Marshal's office will retain jurisdiction. There is a pre-paid envelope provided to return at your convenience. By signing this document you are attesting that you will comply with all adopted codes and standards along with any requirements from the Americans with Disabilities Act of 1990 for Town of Luther in its entirety.

Sincerely,

Sam Schafnitt
Assistant State Fire Marshal

City/Town/County Code Official or Designee / Date

City/Town/County Attorney / Date

City/Town/County Fire Chief or Designee / Date



**STATE OF OKLAHOMA
OFFICE OF THE STATE FIRE MARSHAL**

August 3, 2018

Town of Luther
% Jason Miller, Fire Chief
PO BOX 56
Luther, OK 73054

RE: AHJ Letter

Dear Town Official,

We have received the AHJ letter declining jurisdiction. The Oklahoma State Fire Marshal's office will retain jurisdiction over all Plan Reviews and inspections. Should you have any questions, please feel free to contact me at 405-522-5005.

Sincerely,

Sam Schafnitt
Assistant State Fire Marshal
Enclosures

*auto renewed
per OSFM.*



Town Manager <office@townoflutherok.com>

PD Order

1 message

Niki Taylor <courtclerk@townoflutherok.com>
To: Scherrie Pidcock <office@townoflutherok.com>

Wed, Mar 18, 2020 at 3:37 PM

QUOTE #: 201059

Description	Quantity	Price
100; Motor Vehicle Impound; 5.5 x 8.5, 3 part; #ed	100	\$150.0000
200; Motor Vehicle Impound; 5.5 x 8.5, 3 part; #ed	200	\$180.0000
SHIP to LUTHER no more than \$20.00	1	\$20.0000

This is for the PD's Vehicle Impound forms. They are on their last pack, I'm not sure how quickly they run through them. Is it okay if I order 200?

Thank you,

Niki Taylor

Luther Municipal Court
Court Clerk
PO Box 56/108 S Main
Office (405)277-3833
Fax(405) 277-9965



Town Manager <office@townoflutherok.com>

Ticket Jackets

2 messages

Niki Taylor <courtclerk@townoflutherok.com>
To: Scherrie Pidcock <office@townoflutherok.com>

Wed, Mar 11, 2020 at 10:45 AM

This is the quote for the jackets

QUOTE #: 201034

Description	Quantity	Price
2M #11 special-window brn.Kraft envel. "Ticket Jacket";1/1	2,000	\$615.0000
5M #11 special-window brn.Kraft envel. "Ticket Jacket";1/1	5,000	\$1,015.0000
Shipping to Luther - no more than \$40 either quantity	1	\$40.0000

Thank you,

Niki Taylor

Luther Municipal Court
Court Clerk
PO Box 56/108 S Main
Office (405)277-3833
Fax(405) 277-9965

Town Manager <office@townoflutherok.com>
Draft To: Niki Taylor <courtclerk@townoflutherok.com>

Wed, Mar 11, 2020 at 11:18 AM

Yikes, has the shipping gone up? We might pick them up for that price.
I will get this on the planning meeting agenda.

Scherrie Pidcock
Town Manager

Town of Luther
108 S Main
PO Box 56
Luther, OK 73054
405-277-3833 phone
405-277-9965 fax

[Quoted text hidden]

**SCHOOL RESOURCE OFFICER
MUTUAL COOPERATION AGREEMENT**

This mutual cooperation Agreement (the Agreement) made and entered into this 3rd day of June, 2019, by and between the Town of Luther, a municipal corporation, (hereinafter the "Town"), and the Luther Public School District of Oklahoma County, Oklahoma, (hereinafter the "District"). Collectively, the Town and District are referred to as the "Parties" and individually as the "Party".

PURPOSE:

The purpose of establishing the terms under this Agreement is to provide for the increased safety and security of the public schools of the District through the placement of a School Resource Police Officer (the "Officer").

ADMINISTRATION:

This Agreement shall be administered by the Chief of Police of the Town and the District Superintendent, and they shall have the authority to determine the duties to be performed by the Officer. The Chief of Police of the Town shall receive from the District periodic recommendations and suggestions as to the needs of the District. These recommendations shall be submitted by the District Superintendent.

CONSIDERATION:

In addition to other amounts provided for under this Agreement, the District agrees to pay the Town for the use of one (1) Officer a total sum of \$29,436.00 for the term beginning the month this Agreement is entered into by the parties through May 31, 2020 (the "Term"), payable by the 20th of each month during the Term in an amount of \$2,943.60. The Town will pay any remaining balance of the Officer's yearly salary, benefits and any appropriate Collective Bargaining Agreement terms. District may choose to pay the entire or remaining balance on the Term in one or more lump sums but not less than \$2,943.60 monthly.

TERM OF AGREEMENT:

This Agreement shall be in effect as of the date the Agreement is signed by the Parties and shall terminate on May 31, 2020, unless otherwise modified as provided herein. A Party to this Agreement may terminate this Agreement upon thirty (30) days written notice to the other Party to the Agreement.

AGENCY REPRESENTATIVES:

The Chief of Police and District Superintendent shall develop and implement policies and procedures for implementation and operation of this Agreement. The Parties shall at least annually review such policies and procedures and if necessary, advise any changes.

MODIFICATION OF AGREEMENT:

Modification of this Agreement shall be made only by written amendment by the Parties. Such modification shall include a written document setting forth the modifications, which is signed by all the Parties.

QUALIFICATIONS:

The Officer shall be a duly certified police officer of the Town and shall perform those tasks and duties delineated in the job description as approved by the Parties. The Town agrees and guarantees that the Officer will be, at all times, a certified police officer for the State of Oklahoma and meet all requirements as set forth by the Oklahoma Council of Law Enforcement and Training, the Town of Luther, Oklahoma and as may required by law. The Town warrants to the District that the Officer is fully trained in the proper and appropriate law enforcement use of all equipment issued to or allowed by the Town for use by police officers, including, but not limited to, any weapons or equipment designed to or capable of causing harm to persons or property.

ASSIGNMENT OF SCHOOL RESOURCE OFFICER:

1. The Town agrees to provide the Officer to serve as a school resource officer at the location(s) within the District as directed by the District Superintendent.
2. The primary function of the Officer shall be to assist in the safety of the students and faculty and provide campus security. Specifically, the Officer shall assist in limiting access to the school grounds to authorized persons, provide police protection of school property, personnel and students, investigate criminal acts on school grounds, issue citations for criminal acts, and serve as liaison between the District, the Town of Luther police department, juvenile officials, probation officials, courts and other agencies of the juvenile justice system.

DUTIES OF SCHOOL RESOURCE OFFICER:

The Officer's duties will include, but not be limited to, the following:

- A. To be a certified police officer for assignments consistent with this Agreement.
- B. To be a visible, active law enforcement figure with the District dealing with law enforcement matters.
- C. To coordinate with campus administration in maintaining the physical plant of the assigned campus to provide a safe environment as to law enforcement matters. This includes building(s), grounds, parking lot(s), lockers and other public school property.
- D. To provide a classroom resource for law enforcement education using approved materials.
- E. To be a resource for students which will enable them to be associated with a law enforcement figure in the students' environment.
- F. To be a resource for teachers, parents and students for conferences on an individual basis dealing with individual problems or questions.
- G. To be available for school activities and organizations associated with the campus and as a speaker on a variety of requested topics.
- H. The Officer will not be involved in ordinary school discipline, unless it pertains to preventing a potential disruption and/or climate that places students at risk of harm.

Disciplining students shall remain a District responsibility, and only when the District and the Officer agree that the Officer's assistance is needed to maintain a safe and proper school environment would the District request the Officer's involvement.

- I. If the District believes that in a given situation or incident there is a law violation, the District may request the Officer's involvement.
- J. All law enforcement agencies requesting to conduct a formal police interview, interrogation, and arrest of any student should be referred to the Officer.
- K. The Officer will be familiar with helpful community agencies, such as mental health clinics, drug treatment centers, etc., that offer assistance to dependency and delinquency prone youths and their families. Referrals will be made when necessary.
- L. The Officer and the District will develop plans and strategies to prevent and/or minimize dangerous situations which might result in student unrest.
- M. The Officer may be asked to provide community wide crime prevention presentations that include, but are not limited to:
 - Drugs and the law – Adult and juvenile;
 - Alcohol and the law – Adult and juvenile;
 - Sexual assault prevention;
 - Safety programs – Adult and juvenile;
 - Bullying – In person and through cyberspace;
 - Assistance in other crime prevention programs as assigned.
- N. The Officer will wear the approved Town uniform, formal business attire or business casual with appropriate logos and name badges depending on the time of school year, the type of school activity or program, and the request of the school and/or the Town. The Chief of Police and the District shall jointly set expectation and resolve any disputes in this area.
- O. The Officer will wear their Town authorized duty weapons in accordance with Town policy.
- P. The Officer shall attend professional development training as required by the Town, the District and Officer training. This training will be scheduled outside the Officer's normal operating hours. The costs of any Officer training necessitated or requested under this Agreement shall be borne by District.

HOURS OF WORK:

- A. Unless otherwise directed by the District, the Town shall assign the Officer to work during the instructional days of the school year from August through May. Hours of work will be Monday through Friday, eight hours a day with Saturday and Sunday off. Subject to approval of the Chief of Police, the District shall be responsible for determining a consistent eight hour schedule per day for the Officer. Should the Officer attend activities outside their regular hours under this Agreement associated with the District, the Officer shall coordinate these events with their immediate supervisor, and such time shall be compensated by District.

ACCESS TO EDUCATION RECORDS:

- A. District officials shall allow the Officer to inspect and copy and public records maintained by the District to the extent allowed by law.
- B. If confidential student records information is needed by the Officer, the information may be released only as allowed by law.

EMPLOYMENT OF SCHOOL RESOURCE OFFICER:

- A. The Officer shall be an employee of the Town and shall be subject to the administration, supervision and control of the Town. In the event of need, in the sole discretion of the Chief of Police, Officer may be called for off-campus duties at any time during the Term of this Agreement.
- B. The Officer shall be subject to all personnel policies and practices of the Town except as such policies and practices may be modified by the terms and conditions of the Agreement.
- C. The Town, in its sole discretion, shall have the power and authority to hire, discharge, and discipline the Officer.
- D. The Chief of Police and the District shall make a recommendation for the Officer position to the Town who shall assign such Officer. If the District is dissatisfied with an Officer who has been assigned, the District may request the Town for a new Officer. The District will forward the request to the Town for assignment of a different Officer as the Officer for that school.

WITNESS OUR HANDS this day and year first above written

"Town"

By: Paxton Carvin
Vice Mayor

5/24/19
Date

Print: Paxton Carvin

"District"
By: Sherri Anderson
Title: President

6-3-2019
Date

Print: Sherri Anderson

By: [Signature]
Title: CLERK

2019-6-3
Date

Print: C.J. Carvin

Freedom of Information Oklahoma
PO Box 57364
Oklahoma City, OK 73157



FREEDOM OF INFORMATION
OKLAHOMA

Town Clerk
Town of Luther
PO Box 56
LUTHER OK 73054

March 1, 2020

Dear Town Clerk,

In honor of the upcoming Sunshine Week (March 15-21, 2020), we are sending the enclosed draft Sunshine Week Resolution to more than a thousand cities, towns, school boards, district attorneys, state agencies and various other public entities throughout the state. We hope the entity to which you belong will consider adopting this resolution at your next meeting as a public acknowledgement of the importance of transparency in government and a patriotic declaration of willingness to follow the law.

Launched in 2005, Sunshine Week has grown into an enduring annual initiative to promote open government and push back against excessive official secrecy. Here in Oklahoma, we know that educating the general public about the laws concerning open records and open meetings is definitely needed, however, public education is not enough. Real change requires action by those at the top: agency heads, board members, elected officials, etc. When public officials understand and pause to reflect on their transparency obligations, they are more likely (and willing) to impose upon their subordinate administrators to learn and follow the law.

By providing this Resolution to you so many public entities in our state, we hope to get Oklahomans thinking and talking about the topic of government transparency, and we hope those words will turn into action.

Please let us know when your entity adopts this resolution so that we can give you proper credit and celebrate with you. You can notify us using a brief quick online form on our website:
[FOIOklahoma.org/resolution](https://foioklahoma.org/resolution).

Sincerely,

Andy Moore
Executive Director
Freedom of Information Oklahoma
director@foioklahoma.org
(405) 361-2027

RESOLUTION

Whereas “the Oklahoma Constitution recognizes and guarantees [that] all political power is inherent in the people. Thus, it is the public policy of the State of Oklahoma that the people are vested with the inherent right to know and be fully informed about their government” (Oklahoma Constitution Article 2, Section 1; 51 O.S. Section 24A.2);

Whereas “It is the public policy of the State of Oklahoma to encourage and facilitate an informed citizenry's understanding of the governmental processes and governmental problems” (25 O.S. Section 302);

Whereas “The purpose of [the Open Records Act] is to ensure and facilitate the public's right of access to and review of government records so they may efficiently and intelligently exercise their inherent political power (51 O.S. Section 24A.2);

Whereas the Oklahoma Evidence Code presumes that “There is no privilege . . . [a]s to a communication between a public officer or agency and its attorney unless the communication concerns a pending investigation, claim or action and the court determines that disclosure will seriously impair the ability of the public officer or agency to process the claim or conduct a pending investigation, litigation or proceeding in the public interest.” (12 O.S. Section 2502(D)(7));

Whereas the federal Freedom of Information Act requires federal agencies to disclose records unless they fall under one of nine limited exemptions (5 U.S.C. Section 552);

Whereas the U.S. Constitution and the Oklahoma Constitution both prohibit any law that would restrain or abridge freedom of the press (U.S. Constitution Amendment I; Oklahoma Constitution Article 2, Section 22); and

Whereas these constitutional and statutory provisions reflect the philosophy that “The government is us; we are the government, you and I” (President Theodore Roosevelt).

Now therefore we, _____, *resolve* that:

(name of governmental entity)

1. We acknowledge citizens' political power and right to know and be fully informed;
2. We embrace the public policy of transparency expressed and guaranteed in the founding documents and laws of our State and Nation, and
3. We join the American Society of News Editors, Freedom of Information Oklahoma, hundreds of other organizations and government entities, and the citizens of Oklahoma to celebrate Freedom of Information Day, March 16, 2020, and Sunshine Week, March 15-21, 2020.



3650 S. Boulevard • Edmond, OK 73013 • omag.org
405.657.1400 • 800.234.9461 • FAX 405.657.1401

Resolution to Amend The Agreement Establishing OMAG

The Municipality agrees to the following amendment to The Agreement Establishing OMAG, Article III:

The effective date of this agreement shall be June 1, 1977 and shall continue in perpetuity.

Municipality: Town of Luther

Signed by Designated Representative: _____

Approved this _____ day of _____, 20____

Return to: OMAG Member Services Dept.

c/o Kelsie Willis

Mail: 3650 South Boulevard, Edmond, OK 73013

Email: agreement@omag.org

Phone: 405-657-1438

Fax: 405-657-1401

Contractor's Application for Payment No. 3

Application Period: <u>Mar 1 to Mar 31</u>		Application Date: <u>3/31/2020</u>
To (Owner):	From (Contractor):	Via (Engineer)
Town of Luther	Utility Field Services, LLC	
Project	Contract:	Engineer's Project No.:
Town of Luther 6 inch water line Upgrade	17522 CORG 19	
Owner's Contract No.:	Contractor's Project No.:	

Application For Payment Change Order Summary

Approved Change Orders	Number	Additions	Deductions
1			-\$15,000.00
TOTALS			
NET CHANGE BY		-\$15,000.00	
CHANGE ORDERS			

1. ORIGINAL CONTRACT PRICE.....	\$	\$163,180.56
2. Net change by Change Orders.....	\$	-\$15,000.00
3. Current Contract Price (Line 1 ± 2).....	\$	\$148,180.56
4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate).....	\$	\$112,379.14
5. RETAINAGE:		
a. 5% X \$105,774.71 Work Completed.....	\$	\$5,288.74
b. 5% X \$6,604.43 Stored Material.....	\$	\$330.23
c. Total Retainage (Line 5a + Line 5b).....	\$	\$5,618.97
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c).....	\$	\$106,760.17
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	\$86,972.14
8. AMOUNT DUE THIS APPLICATION.....	\$	\$19,788.03
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above).....	\$	\$11,420.39

Contractor's Certification

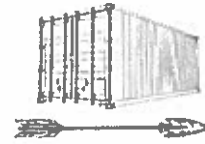
The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: <u>Dandra Matthew</u>	Date: <u>3-31-2020</u>
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Payment of \$ <u>19,788.03</u>	(Line 8 or other - attach explanation of the other amount)	<u>3/30/2020</u>	(Date)
is recommended by	(Engineer)		
Payment of \$ <u>19,788.03</u>	(Line 8 or other - attach explanation of the other amount)	<u>4/1/2020</u>	(Date)
is approved by	(Owner)		
Approved by	Funding Agency (if applicable)		(Date)

Straight Arrow

Straight Arrow Ent. Inc
3225 SE 24th, Del City, OK, 73115
Tel: (405) 850-2430
Enterprise Inc.

**INVOICE QUOTE2****4/13/20**

Luther Fire Department
ATTN: John Brown (Fire Chief)
110 S. Ash St.
Luther, OK. 73054

DESCRIPTION	AMOUNT
40' HC Used Shipping Container	3400.00
40' HC Used Shipping Container	3400.00
Fire Dept. Discount	-50.00 ea.
Multi-container Discount	-50.00 ea.
All quotes are good for 5 business days.	

SUBTOTAL	6600.00
SALES TAX (EXEMPT)	0.00
DELIVERY (2 X \$200.00)	400.00
TOTAL DUE	7000.00

Thank you for your business!