

the Town of Luther



**NOTICE AND AGENDA OF SPECIAL MEETING**

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

**THURSDAY, APRIL 27, 2023, AT 6:30 P.M.**

**LUTHER TOWN HALL**

**108 SOUTH MAIN STREET, LUTHER, OKLAHOMA 73054**

Official action can only be taken on items which appear on the agenda. The Trustees may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the Trustees may refer the matter to the Chairman or the Town Attorney, or back to a committee or recommending body. Under certain circumstances, items may be deferred to a specific later date or stricken from the agenda entirely.

1. Call to order.
2. Invocation.
3. Pledge of Allegiance.
4. Roll Call.
5. Determination of a quorum.
6. Trustee Comments.

**Trustee One (Terry Arps)**

7. Consideration, discussion, and possible action, including a question and answer period for those to be considered for appointment as a Trustee for the open seat on the Town of Luther Board of Trustees. Candidates include Steve Thomas and Jerrod Davis.
8. Consideration, discussion, and possible action to approve a sign for Wildhorse Park Playground, provided by Luther Friends of the Park.
9. Consideration, discussion, and possible action to update the Manual of Fees to add Fire Department fees. (It is contemplated that the fees will only be charged to insurance companies through an insurance claim.)
10. Consideration, discussion, and possible action to contract with Sure Fire Recovery Services to collect Fire Department fees from insurance companies on behalf of the Town of Luther.

**Trustee Two (Brian Hall)**

**Trustee Three (Carla Caruthers)**

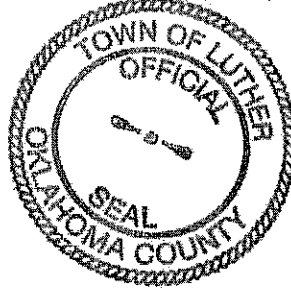
**Trustee Four (Jeff Schwarzmeier)**

**Trustee Five (Joshua Rowton)**

11. 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.

12. Adjourn.

  
\_\_\_\_\_  
Scherrie Pidcock, Town Clerk



Agenda Posted Tuesday, April 25, 2023, at Luther Town Hall, on Facebook at The Town of Luther, on the Town website at [www.townoflutherok.com](http://www.townoflutherok.com) and via MailChimp email, prior to 6:30 p.m.

Steve Thomas

316 N. Cedar

Luther, OK 73054

Trustees,

I am submitting my name for the vacant trustee position on the town board. I feel I would be a good representative for the community having lived here for twenty five years now. A little more information about me, my wife and I have raised three children in Luther and all have graduated now. Also I was a proud member of the Luther volunteer fire department for ten years. When my children were small I was also coaching them in little league, they are grown and now I get to be a spectator while watching my grandchildren who live and attend Luther schools play sports. I am originally from Moore, OK but moved to Luther twenty five years ago and have fallen in love with the town and the people in it. I want nothing but to see our town grow and be a great place for people to stay and raise their families. With over thirty years in the construction business building roads and bridges and commercial properties all over Oklahoma I also think I would be a good fit in being the liaison for the town maintenance division. Thank you for your consideration.

A handwritten signature in cursive script that reads "Steve L. Thomas". The signature is written in black ink and includes a long horizontal flourish at the end.

Steve Thomas

Town of Luther  
Attn: Town Manager  
108 S. Main  
Luther, OK 73054

To the Luther Town Board of Trustees,

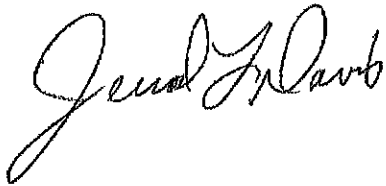
After seeing the announcement of an open seat on your Board and after having thoughtful discussions with my wife, I have decided to submit my application for the open seat on the Board of Trustees for the town of Luther, Oklahoma.

My family and I moved to Luther in the summer of 2017, and we really enjoy this little town. We live on the very far northern limits of the city. I am also a registered voter within Oklahoma County, and I exercise that right as often as possible. With my daughter attending Luther Public Schools and my son eventually going to school, my wife and I are trying to become as involved in the community as we can be. I would be honored if you would consider adding me to the pool of candidates for this seat.

I have worked within State government at the Oklahoma Department of Wildlife Conservation for the last fifteen years. In those fifteen years, I spent my first seven years in Wildlife Law Enforcement. I understand what is needed for Law Enforcement and first responders to do their job efficiently and, most importantly, safely. The last eight of those years have been as a Senior Programs Biologist. In this role, I track and report federal grant funding, manage research projects, analyze and enter data, and write and review professional articles. Another aspect of my job is educating and working with our State House of Representatives and Senate when it comes to wildlife related legislation.

This position will undoubtedly come with things I seldom have to contend with. I consider myself to be adaptable and open-minded when looking for solutions and am willing to learn about the aspects of local government that I am not as familiar with. My main goal, if chosen to fill the vacant position, is to see Luther grow and prosper on a safe and sustainable path for our current and future residents to enjoy.

Sincerely,



Jerrod L. Davis  
19936 E. Ridge Cir.  
Luther, OK 73054  
580-467-2789  
Jd84Davis@gmail.com

PROOF



This playground was made possible by Luther Friends of the Park, TSET Healthy Living Incentive Grant, the generosity of local businesses, and the community.

A special thank you to our playground sponsors!

**LEADERS**  
 Anonymous Donor  
 BancFirst Luther  
 In Honor of Ray and Pauline Garman  
 In Honor of Theron and Mary Booher

**FRIENDS**  
 Chaney Mechanical

**CLASSIC EQUIPMENT SPONSORS**  
 Harlin Family  
 Jones Mechanical  
 Miller-Tippens Construction

INVOICE # ESTIMATE  
 CLIENT DANIELLE CHANEY  
 ADDRESS \_\_\_\_\_  
 CONTACT # \_\_\_\_\_  
 DESIGNER Kaddie

**SIGN SPECS**  
 48" WIDE X 36" (TOP OF ARCH)  
 SMALLEST LETTER IS 1.2" TALL

REVISION HISTORY	
Version	Date
1	04/06/2023
2	04/18/2023
3	04/19/2023
4	04/20/2023
5	04/20/2023
6	04/24/2023



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SIGNATURE OF APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

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# **TOWN OF LUTHER 2023 MANUAL OF FEES**

**Effective: February 27, 2020**

**Updated: June 25, 2020; August 27, 2020, April 27, 2023**

# Town of Luther Fees

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## BUILDING PERMIT FEES

New Residential Construction	\$.20 per sq ft + \$60.00 per inspection
Additions Residential	\$35.00 + \$60.00 per inspection
Remodel Residential	\$35.00 + \$60.00 per inspection
Mobile/Manufactured Home	\$340.00
Commercial Zoning/Flood Plain Review	\$40.00
New/Add-on/Remodel Commercial – Plan Review	\$240.00
New/Add-on/Commercial Building Permit & 5 Inspections	\$700.00
Commercial Revision and Resubmission of Plans	\$90.00 each resubmission
Large or Industrial Plan Review/Permit/Inspection	To be determined based on scope of project
Storage Building < 240 sq. ft.	\$25.00 if there is elec/plumbing/HVAC
Storage Building > 240 sq. ft.	\$25.00 + \$.05 per sq ft over 240 sq ft
Carports/Covered Patio	\$35.00
Driveway Permit	\$35.00
Swimming Pool Inground	\$50.00 + \$40.00 per inspection
Swimming Pool Above Ground	\$40.00 Electric permit if permanently wired
Fence Permit	\$50.00
Retaining Wall above 3 feet	\$60.00
Demolition/Excavation Permit	No cost
Storm Shelter Permit	No cost – Must notify Town Hall
Permanent Sign Permit	\$50.00
Cell Tower Permit	\$500.00 annually
Roof Solar Panels	No cost – \$60.00 Electric permit required
Windmill/Wind Tower	\$25.00
Plat Filing Fee	\$100.00 + publication fees
Certificate of Occupancy	\$60.00
Variance Filing Fee	\$100.00 + publication fees
Rezoning Filing/Permit Fee	\$100.00 + publication fees
Specific Use Permit	\$100.00 + publication fees
Street Boring Permit 14-114	\$250.00
Street Excavation Permit 14-112	\$1000.00
Culvert Installation Permit 14-113	No cost
Septic Tank Permit 8-412 C	\$60.00 each-electric/plumbing inspections



### BUILDING INSPECTIONS

Electric Inspection – Residential/Commercial	Residential \$60.00/Commercial \$140.00
Mechanical Inspection – Residential/Commercial	Residential \$60.00/Commercial \$140.00
Plumbing/Gas Inspection	Residential \$60.00/Commercial \$140.00
Re-Inspection Fee	Residential \$60.00/Commercial \$140.00

### 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

### CLEAN UP AND NUISANCE ABATEMENT FEES

Administrative Fee	\$250.00
Mowing/Per Hour/Per Person	\$50.00
Weed Eating/Per Hour/Per Person	\$50.00
Pickup Truck/Per Hour	\$50.00
Dump Truck/Per Hour	\$150.00
Heavy Equipment/Per Hour/Per Person	\$150.00
Certified Mailing/Postage	\$10.00
Oklahoma County Treasurer/Clerk Filing Fee/Postage	\$13.00 each

### 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
Oklahoma Winemaker	\$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

### **MEDICAL MARIJUANA LICENSES AND FEES**

	INITIAL	RENEWAL
Dispensary	\$600.00	\$600.00
Commercial Grower	\$1,500.00	\$1,000.00
Marijuana Processor	\$1,500.00	\$1,000.00
Compliance Inspection	\$200.00	\$200.00

### **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

### **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 Thousand Gallons	\$18.00
Water Meter Deposit for Extended Water Sales	\$775.00
Water Delivery by Fire Department (pool, etc.)	\$75.00/per tanker load
Meter Testing Deposit 5/8" – 1" and larger	\$105.00 - \$170.00
Water Reconnection Fee	\$30.00
Dumpster Fee Per Pickup Load at Town Cleanup	\$25.00

## ANIMAL FEES

Pet License – provide rabies vaccination record	\$3.00
Pet Impound Release Fee – provide rabies vaccination record	\$35.00
Intake of Unwanted Dog – owner surrender	\$25.00
Intake of Lost/Found Dog – not by owner	No cost
Animal Quarantine Fee 4-150	\$20.00/per day
Kennel License 4-161	\$50.00

## MISCELLANEOUS PERMITS, FEES, 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 Plot – 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
Vehicle Impound Release	\$50.00
Police and Accident Report Fees	\$5.00
Park Pavilion Rental Per Day – includes electric	\$25.00
Park Pavilion Water Usage Fee	\$20.00
Fireworks Stand on Town Property – refundable deposit	\$100.00
Burn Permit	\$10.00
Copies – 8 ½ X 14 or less	\$0.25 per page
Copies – Special Size Paper (larger than 8 ½ X 14) or Any Color Copies	\$.055 per page
Certified copy charge	\$1.00 per page
Copies – Other Specialty Paper	Direct cost of reproduction
Notary Fee – per page	\$5.00
Any other media copy charge (flash, thumb drive, external hard drive, etc.)	Direct cost of reproduction
Audio/DVD/VCR/CD copy charge	\$10.00 per copy
Request solely for Commercial Purposes	Direct cost of record search & copying
Request that disrupts the essential functions of the Town	Direct cost of record search & copying
Returned Check or Returned ACH Fee	\$35.00
Firework Stand Permit	\$100.00
Parking to Load or unload – 15-709	No cost
Fire/Run Report Fee	\$5.00
Mobile Home Park Code Article B 5-820	\$25.00

Parade – over 200 people – 15-530	No cost
Coin Operated Devices 9-302	\$10.00 per year
Police Department Cost to Serve Other Community 13-405	TBD

### **FIRE DEPARTMENT RECOVERY FEES**

Engine	\$350.00 per hour
Aerial/Ladder	\$400.00 per hour
Rescue	\$300.00 per hour
Squad/Utility/Support	\$150.00 per hour
Tanker/Tender	\$300.00 per hour
SCBA	\$50.00 each
Hose (per 50')	\$25.00
Gas/CO Detector/Heat Gun	\$50.00 per use
Deodorizer	\$25.00 per use
Extinguisher (any class)	\$50.00 per use
Fire Services	\$100.00 per hour
Hand Tools	\$15.00 each
Hydraulic Rescue Tools	\$200.00 each
Scene Lighting	\$75.00 per hour
Oil Booms	\$20.00 each
Oil Absorbent Sheets	\$10.00 each
Oil Dry	\$35.00 per bucket
Portable Pumps	\$30.00 per hour
Power Tools	\$50.00 each
Road Closing/Traffic Control	\$100.00 per hour
Salvage Covers	\$35.00 each
Debris Cleanup/Removal	\$250.00
Flares	\$8.00 each
Ventilation Fans	\$50.00 each
IR Camera	\$100.00 each
Foam	\$60.00 per gallon
Cribbing: Passenger	\$100.00 each
Class B	\$200.00 each
Trucks – Class A	\$500.00 each
Stabilization Struts	\$50.00 per use
Latex Gloves	\$2.00 per pair
Ladders	\$35.00 per use
Medical Extrication (w/Hydraulics)	\$1,500.00 per patient
Generator	\$50.00 per hour
Hand Lights	\$5.00 per use
Portable Pond	\$150.00 per use
Wetting Agent	\$25.00 per unit
Fire Line Tape	\$.25 per foot

**The Town of Luther, Board of Trustees is authorized to waive any fee, or any portion of a fee, contained in this Manual of Fees if it is determined by the Town of Luther, Board of Trustees to be in the best interest of the Town and within the authority granted by the Town of Luther Code of Ordinances.**

## ***Sure Fire Recovery Services frequently asked questions and answers:***

***Q: How much does it cost to start with SFRS?***

A: NOTHING!

***Q: What does it cost per report submitted?***

A: There is absolutely no charge until we recover money for your department.

***Q: Will this change our Department's Tax Exempt Status?***

A: No, there will be no change in your Tax Exempt status.

***Q: We've never billed... Is getting started difficult?***

A: We specialize in Departments that are new to billing. We take the time to make sure every detail is covered and that the startup is as smooth as possible.

***Q: Do we need to have an Ordinance in place to bill?***

A: Absolutely not... However, in some cases, ordinances do help.

***Q: We don't currently have an Ordinance, can SFRS assist us with one?***

A: We have many examples of Ordinances that we would be happy to share with you.

***Q: How much of a time commitment is required on our part?***

A: Very little time on your part is involved. You already work hard enough on the scene; you shouldn't have to work hard behind the scenes... Let us do the work for you!

***Q: Can we bill just insurance companies and not send bills to individuals?***

A: Yes, we have several Departments that only bill insurance companies.

***Q: Can we bill individuals if insurance companies deny the initial claim?***

A: Yes, once again, we have several Departments that peruse claims beyond insurance companies.

***Q: Can we still submit prior incident reports?***

A: Yes. The statute of limitations in Texas for submitting incident reports is 2 years. SFRS can submit previous incidents to insurance companies prior to the signing of your contract date with SFRS. (Please keep in my mind all incident reports submitted after a six month period will have a collection rate of 35% for SFRS.)

***Q: Can we still bill if we are funded by our Municipality?***

A: Yes, very few Departments are 100% funded by their Municipality. Also, keep in mind that many insurance companies have clauses built into their policies to cover Fire Department Responses whether it is a fully funded City Department or a Volunteer Department.

***Q: Do we have to re-do our Incident Reports?***

A: In most cases, no. If your current report does not have all the information needed, we provide secondary form or can draft a new report for you.

***Q: How can we submit reports?***

A: There are several options for report submission including; mail, email, or online submission.

***Q: Can we set up a meeting with a representative from SFRS?***

A: We truly enjoy meeting with departments. We do request at least 3 interested departments in your area in order to set up a meeting.

**You Help Them... We Help You!**