

AGENDA
SLAUGHTERVILLE BOARD OF TRUSTEES
REGULAR MEETING
March 19, 2024 – 7:00 PM
Slaughterville Town Hall – 10701 US Hwy 77

1. CALL TO ORDER
2. ROLL CALL, DECLARATION OF A QUORUM BEING PRESENT
3. PLEDGE OF ALLEGIANCE AND INVOCATION
4. RECOGNITION

Recognition of Terry Searcy for Twenty-Five (25) years of volunteer service on the Slaughterville Fire Department.

5. CITIZEN COMMENTS

Anyone having an item of business to present to the Slaughterville Board of Trustees is requested to sign in prior to the meeting and will be called upon to speak by the mayor or presiding officer. Those addressing the Trustees are to come to the podium to speak. Presentations are limited to three (3) minutes. Due to Open Meeting Act regulations, Trustees are not able to participate in discussion during citizen comments. Remarks should be directed at the Board of Trustees as a whole. All citizen comments must directly pertain to an agenda item, if no such item appears on the agenda, it cannot be discussed.

6. CONSENT AGENDA

All items listed under the Consent Agenda are deemed to be non-controversial and routine in nature by the governing body. Items will be approved by one motion of the governing body. Items listed will not be discussed. Any member of the governing body desiring to discuss an item on the Consent Agenda may request it be removed from the Consent Agenda and placed in its proper order on the regular agenda for consideration.

- a) Approval of minutes from February 20, 2024 regular meeting.
- b) Approval of the February 2024 financial reports.

7. ITEMS REMOVED FROM CONSENT AGENDA

Any items pulled from the consent agenda will be discussed and considered action to amend, deny, or approve.

8. REPORTS

This section is intended for the listed organization(s), staff, and Town Administrator to report and make announcements concerning municipal or community matters.

- a) Report from the Cleveland County Sheriff's Office.
- b) Report from the Fire Department.
- c) Report from the Planning and Development Administrator
- d) Report from the Code Enforcement Officer.
- e) Report from the Town Administrator.

9. DISCUSSION AND/OR ACTION ITEMS

- a) Discussion and/or action to amend, deny, or approve the recommendation of approval from the Planning and Zoning Commission for a proposed Lot Split for the property located at 12801 Bryant Road in Slaughterville, Oklahoma, Section Thirteen (13), Township Seven (7) North, Range One (1) West, Cleveland County, Oklahoma for Jacob Barnes. Approximately 97.82 acres.
- b) Discussion and/or action to amend, deny, or approve the recommendation of approval from the Planning and Zoning Commission for a proposed Lot Split for the property located at approximately one-fourth of a mile east of 120th Street on the southside of Bryant Road in Slaughterville, Oklahoma, Section Twenty-Four (24), Township Seven (7) North, Range One (1) West, Cleveland County, Oklahoma for Phillip Boren. Approximately 72 acres.
- c) Discussion and review concerning proposed changes to the Animal Ordinance.
- d) Discussion and/or action to amend, deny, or approve the updates to the Governing Body Handbook.
- e) Discussion and/or action to amend, deny, or approve Resolution 2024-0319 a Resolution declaring the eligibility of the Town of Slaughterville, a Political Subdivision to submit an application to the Oklahoma Opioid Abatement Board for use of funds set forth by the Oklahoma Attorney General for the Opioid Abatement Grant Program.

10. REMARKS AND INQUIRIES BY TRUSTEES AND TOWN STAFF

11. ADJOURNMENT

This agenda was posted on March 15, 2024 at Slaughterville Town Hall and on the town website.

/s/ Christy Quickle

Christy Quickle, Town Clerk

If you require accommodations pursuant to the Americans with Disabilities Act or Section 504 of the Rehabilitation Act, please contact the Slaughterville Town Hall at 405-872-3000 at least twenty-four (24) hours prior to the scheduled starting time of the meeting.

MINUTES
TOWN OF SLAUGHTERVILLE
BOARD OF TRUSTEES
Regular Meeting
February 20, 2024

1. CALL TO ORDER

Mayor Troy Taylor called the meeting of the Town of Slaughterville Board of Trustees to order at 7:00 p.m. on February 20, 2024. The meeting was held at the Slaughterville Town Hall at 10701 US Highway 77 and was conducted pursuant to the State Open Meeting Law with due and proper notice provided. Notice of the meeting was given by posting an agenda on February 15, 2024.

2. ROLL CALL, DECLARATION OF A QUORUM BEING PRESENT

LEAH GRADY	PRESENT
SANDY THOMPSON	ABSENT
EUGENE DICKSION	ABSENT*
JERRY GARRETT	PRESENT
TROY TAYLOR	PRESENT

A quorum was established. Also present were Town Administrator Ashley Furry, Town Clerk Christy Quickle, and Town Treasurer Chris Edwards. Staff present: Kim Reynolds, and Josh Reagan.

**Trustee Eugene Dicksion arrived at 7:01p.m.*

3. PLEDGE OF ALLEGIANCE AND INVOCATION

The Pledge of Allegiance was led by Mayor Taylor. The invocation was given by Trustee Garrett.

4. CITIZEN COMMENTS

Anyone having an item of business to present to the Slaughterville Board of Trustees is requested to sign in prior to the meeting and will be called upon to speak by the mayor or presiding officer. Those addressing the Trustees are to come to the podium to speak. Presentations are limited to three (3) minutes. Due to Open Meeting Act regulations, Trustees are not able to participate in discussion during citizen comments. Remarks should be directed at the Board of Trustees as a whole. All citizen comments must directly pertain to an agenda item, if no such item appears on the agenda, it cannot be discussed.

Public comments were given.

5. **CONSENT AGENDA**

All items listed under the Consent Agenda are deemed to be non-controversial and routine in nature by the governing body. Items will be approved by one motion of the governing body. Items listed will not be discussed. Any member of the governing body desiring to discuss an item on the Consent Agenda may request it be removed from the Consent Agenda and placed in its proper order on the regular agenda for consideration.

- a) **Approval of minutes from January 16, 2024 regular meeting.**
- b) **Approval of minutes from February 13, 2024 special meeting.**
- c) **Approval of the January 2024 financial reports.**

A motion was made by Eugene Dicksion and seconded by Leah Grady to approve the consent agenda.

YEA: GRADY, DICKSION, GARRETT, TAYLOR
NAY: NONE

6. **ITEMS REMOVED FROM CONSENT AGENDA**

Any items pulled from the consent agenda will be discussed and considered action to amend, deny, or approve.

There were no items removed from the Consent Agenda for separate consideration.

7. **REPORTS**

This section is intended for the listed organization(s), staff, and Town Administrator to report and make announcements concerning municipal or community matters.

a) **Report from the Cleveland County Sheriff's Office.**

Major Bussell reported on the statistical numbers for December 2023 and January 2024.

b) **Report from the Fire Department.**

Chief Tolson reported responses to 17 fire calls for January.

c) **Report from the Planning and Development Administrator.**

Ms. Reynolds reported on permits for the month of January.

d) **Report from the Code Enforcement Officer.**

Mr. Reagan reported on code violations for the month of January.

e) **Report from the Town Administrator.**

Mrs. Furry reported the following:

- Code Enforcement Officer, Josh Reagan, completed his Code Enforcement class and is now certified.
- The town's migration from a server to a cloud is in progress.
- The codification of the town's ordinances is complete and will be linked on the website once the migration is complete with the website.
- The animal ordinance has been amended by the town attorney and will be presented in March.

- Property appraisals were done on all town buildings under one million to ensure the current building value is accurate and will adjust align with the total insured value.

8. DISCUSSION AND/OR ACTION ITEMS

- a) **Discussion and/or action to amend, deny, or approve Resolution 2024-0220 a Resolution of the Board of Trustees of the Town of Slaughterville, Oklahoma, in Support of Proposed Legislation Contained in S.B. 1301 and S.B. 1322 – Making Certain Acts Against Municipal, County and State Officials Unlawful – Including Assault, Battery, or Assault and Battery.**

Mrs. Furry and Ms. Reynolds explained the Code Enforcement Association requests cities and towns to approve a resolution and support the bills as protection for the town's employees, such as the Code Enforcement Office.

Ms. Reynolds stated she feels it is important to support the bill.

A motion was made by Troy Taylor and seconded by Eugene Dickson to approve Resolution 2024-0220 in Support of Proposed Legislation Contained in S.B. 1301 removing S.B. 1322 – Making Certain Acts Against Municipal, County and State Officials Unlawful – Including Assault, Battery, or Assault and Battery.

YEA: GRADY, DICKSON, GARRETT, TAYLOR

NAY: NONE

9. REMARKS AND INQUIRIES BY TRUSTEES AND TOWN STAFF

None.

10. ADJOURNMENT

Mayor Troy Taylor called adjournment at 7:25p.m.

Approved this 19th day of March, 2024.

Attest:

Troy Taylor, Mayor

Christy Quickle, Town Clerk



Town of Slaughterville
Check Detail
February 2024

Date	Num	Name	Amount
02/01/2024	9997970	Absolute Data Shredding	-36.75
02/14/2024	9997981	AT&T Mobility	-47.18
02/28/2024	9997997	Banner Fire Equipment, Inc. (portable foam system - OEC grant used)	-4,000.00
02/14/2024	9997980	Budget Flag & Banner	-344.80
02/05/2024	9997973	Casco Industries, Inc. (3 sets of Bunker Gear)	-8,021.75
02/06/2024	9997977	Casco Industries, Inc. (misc. supplies)	-1,255.00
02/14/2024	9997982	Casco Industries, Inc. (purification system & compressor service - CCJA grant used)	-5,822.90
02/20/2024	9997985	Chris Edwards	-50.00
02/01/2024	9997969	Cindee Pichot, P.C. (attorney fees)	-1,538.38
02/07/2024	9997978	Creations Landscape	-825.00
02/28/2024	9997998	General Code (Codification of Ordinances)	-5,102.00
02/06/2024	9997975	ImageNet Consulting	-40.21
02/13/2024	ACH	IRS	-8.47
02/20/2024	9997984	Isabel Vargas	-225.00
02/28/2024	ACH	JP Morgan Chase Bank (P-Card purchases)	-4,444.72
02/01/2024	9997971	Neighbors Grocery	-228.00
02/06/2024	9997976	Noble Hardware	-56.72
02/28/2024	9997996	Norman Transcript	-15.60
02/20/2024	9997988	Official Eugene Dicksion	-20.00
02/20/2024	9997987	Official Jerry Garrett	-20.00
02/20/2024	9997993	Official Jerry Garrett	-20.00
02/20/2024	9997990	Official Leah Grady	-20.00
02/20/2024	9997991	Official Leah Grady	-20.00
02/20/2024	9997989	VOID VOID VOID	0.00
02/20/2024	9997992	Official Sandy Thompson	-20.00
02/20/2024	9997986	Official Troy Taylor	-20.00
02/20/2024	9997994	Official Troy Taylor	-20.00
02/20/2024	9997995	Oklahoma Firefighters Pension System	-540.00
02/07/2024	9997979	Oklahoma Municipal Assurance Group (Deductible - Re: Lawsuit)	-1,000.00
02/01/2024	9997972	Oklahoma Municipal Retirement Fund	-951.26
02/20/2024	9997983	Oklahoma Municipal Retirement Fund	-954.18
02/28/2024	9997999	Oklahoma Municipal Retirement Fund	-958.42
02/01/2024	9997968	OPEH&W Plan (Health Benefits)	-3,016.56
02/05/2024	9997974	Sylvanlink IT	-246.00
02/12/2024	595	Town of Slaughterville (from Street & Alley checking - funds for CD)	-41,343.87



TOWN OF SLAUGHTERVILLE

Budget vs. Actuals FY23/24 - FY24 P&L

July 2023 - February 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000.11 INCOME-GG	465,050.09	659,125.00	-194,074.91	70.56 %
4000.14 INCOME-P&R		0.00	0.00	
4000.16 INCOME - FD	68,660.28	154,235.00	-85,574.72	44.52 %
4000.18 INCOME - P & D	9,580.00	20,000.00	-10,420.00	47.90 %
4000.21 INCOME - SA	38,540.80	45,750.00	-7,209.20	84.24 %
Total Income	\$581,831.17	\$879,110.00	\$-297,278.83	66.18 %
GROSS PROFIT	\$581,831.17	\$879,110.00	\$-297,278.83	66.18 %
Expenses				
5000.11 GENERAL GOVERNMENT EXPENSES	257,645.85	388,015.00	-130,369.15	66.40 %
5000.14 PARK & RECREATION EXPENSES	19,170.49	31,795.00	-12,624.51	60.29 %
5000.16 FIRE DEPARTMENT EXPENSES	104,955.13	212,700.64	-107,745.51	49.34 %
5000.18 PLANNING & DEVELOPMENT EXPENSES	48,425.26	114,464.00	-66,038.74	42.31 %
5000.21 STREET AND ALLEY EXPENSES	108.95	2,445.00	-2,336.05	4.46 %
5031.11 GENERAL GOVERNMENT EXPENSES	4,785.60		4,785.60	
5031.18 PLANNING & DEVELOPMENT EXPENSES	1,560.35		1,560.35	
Total Expenses	\$436,651.63	\$749,419.64	\$-312,768.01	58.27 %
NET OPERATING INCOME	\$145,179.54	\$129,690.36	\$15,489.18	111.94 %
NET INCOME	\$145,179.54	\$129,690.36	\$15,489.18	111.94 %

Slaughterville Fire Department

Lexington, OK

This report was generated on 3/2/2024 1:36:26 PM



Count of Incidents by Incident Type for Incident Status for Date Range

Incident Status(s): All Incident Statuses | Sort By: IncidentType | Start Date: 02/01/2024 | End Date: 02/29/2024

INCIDENT TYPE	# INCIDENTS
100 - Fire, other	1
111 - Building fire	1
117 - Commercial Compactor fire, confined to rubbish	1
136 - Self-propelled motor home or recreational vehicle	1
142 - Brush or brush-and-grass mixture fire	3
143 - Grass fire	8
311 - Medical assist, assist EMS crew	6
322 - Motor vehicle accident with injuries	3
510 - Person in distress, other	2
611 - Dispatched & cancelled en route	3
631 - Authorized controlled burning	1
Total Incidents	30

This report displays Incidents by Incident type for the selected Incident Status (es) and chosen date range. Nemsis 2 & 3 Incidents Included.



emergencyreporting.com
Doc Id: 1673
Page # 1 of 1

BOUNDARY EXHIBIT

BOUNDARY EXHIBIT

N 88°37'42" E 2612.99'

N. LINE GOV'T LOT 3 N. LINE E/2, SE/4

NW. COR. GOV'T LOT 3, SEC. 13, T-7-N, R-1-W, I.M. FND. 1/2" I.P. W/ CA #3045 CAP NE. COR. E/2, SE/4, SEC. 13 T-7-N, R-1-W, I.M.

N 00°45'56" W 830.33'

Government Lot 3

N 82°13'04" W 516.32' S 88°42'45" W 931.31' N 74°00'04" W 756.79' E/2 SE/4

W. LINE GOV'T LOTS 3 & 4 W. LINE E/2, SE/4

N 00°11'38" W 375.05' N 88°43'51" E 753.88' N 02°56'41" W 348.02' N 17°32'03" W 35.44' N 39°16'33" E 543.28' N 29°07'10" E 390.15'

Government Lot 4

SW. COR. GOV'T LOT 4, SEC. 13, T-7-N, R-1-W, I.M. S. LINE GOV'T LOT 4

Bryant Road (Partially Closed) S 88°42'45" W 1698.06'

33' STATUTORY R/W 33' STATUTORY R/W

132nd Ave. SE (Closed) S 00°11'37" E 2646.74'

P.O.B. FND. BRASS MONUMENT SE. COR. E/2, SE/4, SEC. 13 T-7-N, R-1-W, I.M. OCCR by PLS 1029 dated: 09-26-2011

Scale: 1"=400'

R 1 W Slaughterville PROJECT LOCATION 120th Ave SE 132nd Ave SE Bryant Road

● INDICATES SET 1/2" I.P. W/ CA 6333 CAP
✕ INDICATES SET MAG W/ TAG CA 6333
○ INDICATES FND. 1/2" I.P. W/ MACBAX CA 8137 CAP
⊙ INDICATES Found Section/Quarter Corner

SLAUGHTERVILLE BOARD OF TRUSTEES

Accepted by the Town of Slaughterville, Oklahoma, Board of Trustees on this ____ day of 20__.

Town Clerk Mayor

LEGAL DESCRIPTION - Parent Tract
Property description as prepared by Kent Mace, Oklahoma PLS No. 1873, MacBox Land Surveying, dated August 7, 2020, revised September 3, 2021.

Part of Government Lots 3 and 4, and a part of the East Half of the Southeast Quarter of Section 13, Township 7 North, Range 1 West of the Indian Meridian, Cleveland County, Oklahoma, more particularly described as follows:
BEGINNING at the Southeast Corner of the East Half of said Southeast Quarter; THENCE S 88°42'45" W, along the south line of the East Half of said Southeast Quarter and the south line of said Government Lot 4, a distance of 1698.06 feet; THENCE N 29°07'10" E a distance of 390.15 feet; THENCE N 17°32'03" W a distance of 35.44 feet; THENCE N 39°16'33" E a distance of 543.28 feet; THENCE N 02°56'41" W a distance of 348.02 feet; THENCE N 88°43'51" E a distance of 753.88 feet; THENCE N 00°11'38" W a distance of 375.05 feet; THENCE N 74°00'04" W a distance of 756.79 feet; THENCE S 88°42'45" W a distance of 931.31 feet; THENCE N 82°13'04" W a distance of 516.32 feet to the west line of said Government Lot 3, a distance of 830.33 feet to the north line of said Government Lot 3; THENCE N 88°37'42" E, along the north line of said Government Lot 3 and the north line of the East Half of said Southeast Quarter, a distance of 2612.99 feet to the east line of the East Half of said Southeast Quarter; THENCE S 00°11'37" E, along the east line of the East Half of said Southeast Quarter, a distance of 2646.74 feet to the POINT OF BEGINNING, containing 97.82 acres more or less.

Prepared for: Jacob Barnes
Date of last site visit: 10-24-22

DOUG R. ALFORD
PROFESSIONAL LAND SURVEYOR
1623
OKLAHOMA
2/15/24

The Basis of Bearing for the purpose of this survey is the bearing of S 00°11'37" E as shown hereon the East line of SE/4 of Section 13, T-7-N, R-1-W, I.M., Oklahoma City, Cleveland County, Oklahoma.

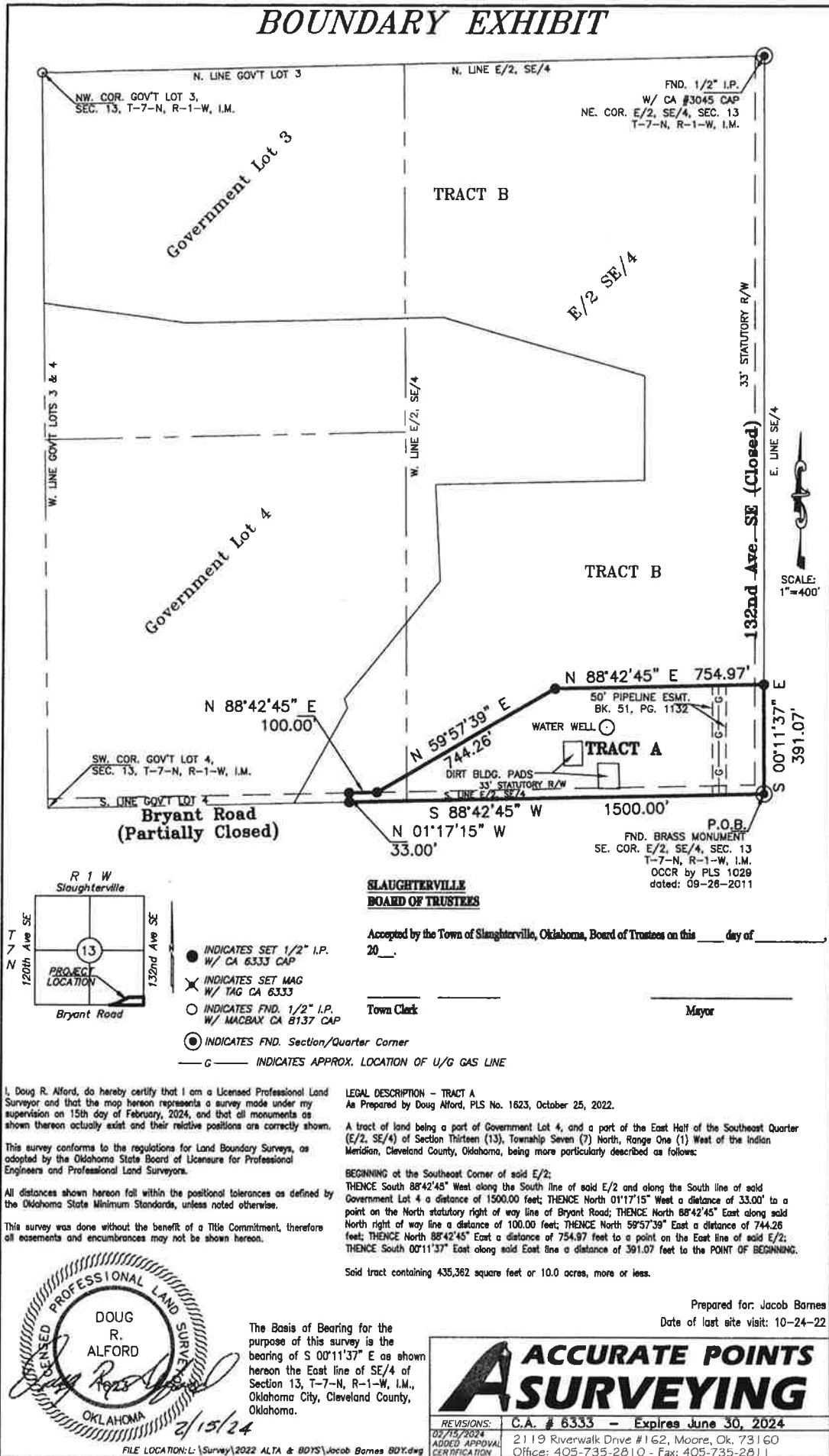
FILE LOCATION: L:\Survey\2022 ALTA & BOYS\Jacob Barnes BOY.dwg

ACCURATE POINTS SURVEYING

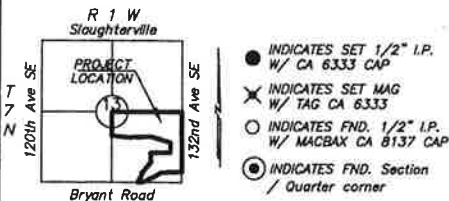
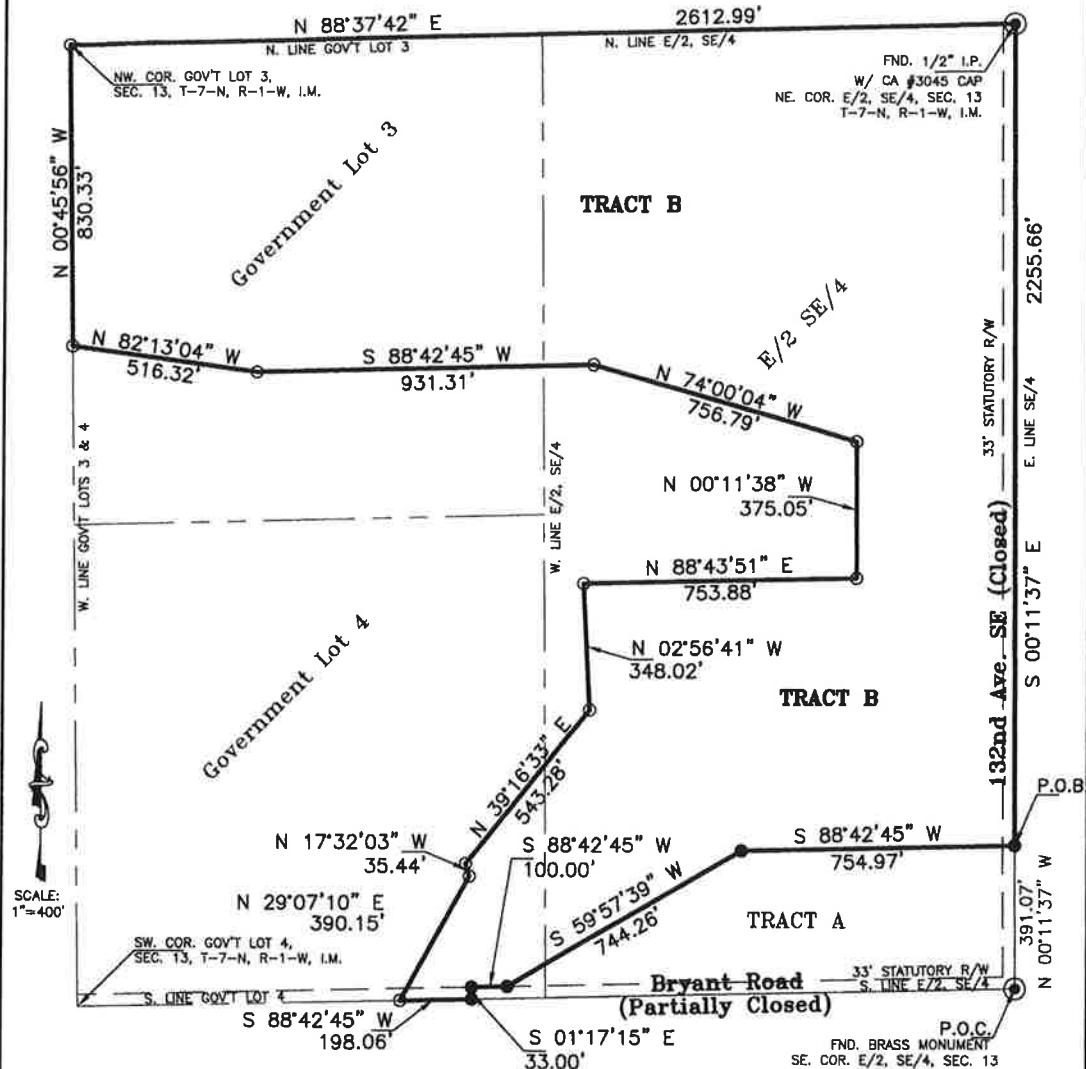
REVISIONS: 02/15/2024 ADDED APPROVAL SIGNATURE
C.A. # 6333 - Expires June 30, 2024
2119 Riverwalk Drive #1G2, Moore, Ok. 73160
Office: 405-735-2810, Fax: 405-735-2811

SHEET 1 OF 1

BOUNDARY EXHIBIT



BOUNDARY EXHIBIT



SLAUGHTERVILLE BOARD OF TRUSTEES

Accepted by the Town of Slaughterville, Oklahoma, Board of Trustees on this _____ day of _____, 20__.

Town Clerk _____

Mayor _____

LEGAL DESCRIPTION - TRACT B

As Prepared by Doug Alford, PLS No. 1623, October 25, 2022.

A Tract of land being a part of Government Lots 3 and 4, and a part of the East Half of the Southeast Quarter (E/2, SE/4) of Section Thirteen (13), Township Seven (7) North, Range One (1) West of the Indian Meridian, Cleveland County, Oklahoma, being more particularly described as follows:
COMMENCING at the Southeast Corner of said E/2; THENCE North 00°11'37" West along the East line of said E/2 a distance of 391.07 feet; THENCE South 88°42'45" West a distance of 754.97 feet; THENCE South 59°57'39" West a distance of 744.26 feet to a point on the North statutory right of way line of Bryant Road; THENCE South 88°42'45" West along said North right of way line a distance of 100.00 feet; THENCE South 01°17'15" East a distance of 33.00 feet to a point on the South line of said Government Lot 4; THENCE South 88°42'45" West along said South line a distance of 198.06 feet; THENCE North 29°07'10" East a distance of 390.15 feet; THENCE North 17°32'03" West a distance of 35.44 feet; THENCE North 39°16'33" East a distance of 543.28 feet; THENCE North 02°56'41" West a distance of 348.02 feet; THENCE North 88°43'51" East a distance of 753.88 feet; THENCE North 00°11'38" West a distance of 375.05 feet; THENCE North 74°00'04" West a distance of 756.79 feet; THENCE South 88°42'45" West a distance of 931.31 feet; THENCE North 82°13'04" West a distance of 516.32 feet to a point on the West of said Government Lot 3; THENCE North 00°45'56" West along said West line a distance of 830.33 feet to the Northwest corner of said Government Lot 3; THENCE North 88°37'42" East along the North line of said Government Lot 3 and the North line of said E/2 a distance of 2612.99 feet to Northeast corner of said E/2; THENCE South 00°11'37" East along the East line of the E/2 a distance of 2255.66 feet to the POINT OF BEGINNING.

Said tract containing 3,825,789 square feet or 87.82 acres, more or less.

Prepared for: Jacob Barnes

Date of last site visit: 10-24-22

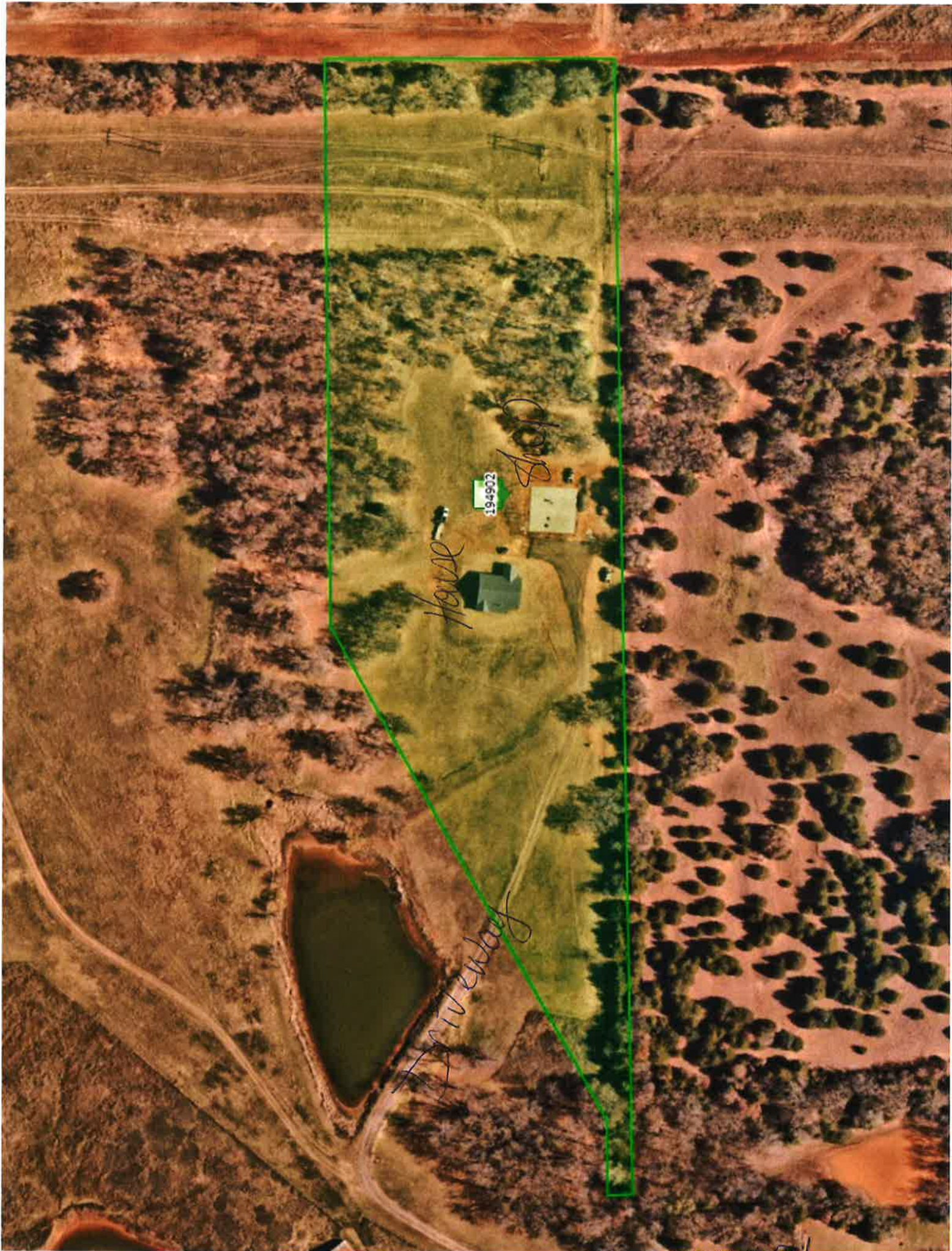


The Basis of Bearing for the purpose of this survey is the bearing of S 00°11'37" E as shown hereon the East line of SE/4 of Section 13, T-7-N, R-1-W, I.M., Oklahoma City, Cleveland County, Oklahoma.

FILE LOCATION: L:\Survey\2022 ALTA & BOYS\Jacob Barnes BOY.dwg

ACCURATE POINTS SURVEYING

REVISIONS: 02/15/2024
ADDED APPROVAL CERTIFICATION: C.A. # 6333 - Expires June 30, 2024
2119 Riverwalk Drive #162, Moore, Ok. 73160
Office: 405-735-2810 - Fax: 405-735-2811



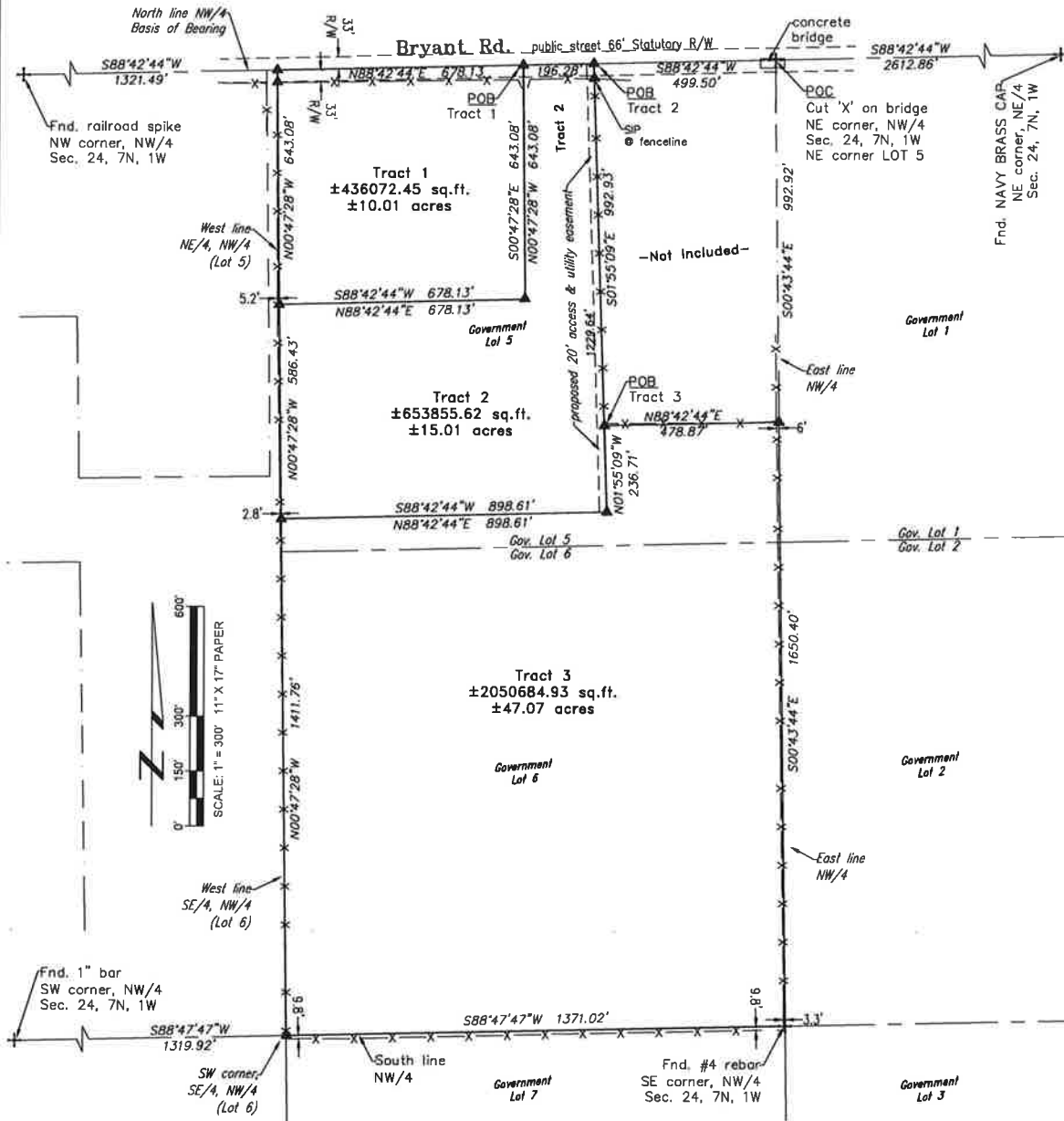
194902

House

Shop

Driveway

Bryant Rd



SURVEYOR'S CERTIFICATE
February 16, 2024

I, Michael A. Dawson, a Professional Land Surveyor in the State of Oklahoma, do hereby certify that the field work was completed as of the date set forth above and that an on the ground survey was made under my supervision of a tract of land described as follows:

LEGAL DESCRIPTION

-See Legal Descriptions for Tracts 1-3, and proposed 20' Easement, on Sheet 2 of 2.

I further certify that the property corners were set or found as shown. This survey meets the Oklahoma Minimum Standards for the practice of Land Surveying as adopted by the Oklahoma State Board of Registration for Professional Engineers and Land Surveyors. Surveyor has made no investigation or independent search for easements of record, encumbrances, restrictive covenants, ownership title evidence, or any other facts which an accurate and current title search may disclose.

SLAUGHTERVILLE
BOARD OF TRUSTEES

Accepted by the Town of Slaughter, Oklahoma, Board of Trustees on this ____ day of _____, 20__.

Town Clerk

Mayor

BASIS OF BEARING IS THE NORTH LINE OF NW/4. SOUTH 88° 42' 44" WEST.

JOB NUMBER	REVISIONS
24-115	
FIELD DATE:	
2/16/24	
SCALE	
1"=300'	

PATHFINDER SURVEYING
OKLAHOMA CA # 8003
P.O. Box 7433 Moore, Ok 73153
Phone (405) 476-1469
Mike@Pathfindersurvey.com

Lot Split Survey

CLEVELAND CO. ASSESSOR
ACCOUNT # 74741
PART OF THE NORTHWEST QUARTER
SECTION 24, T7N, R1W, I.M.
CLEVELAND COUNTY, OKLAHOMA

LEGEND
▲ SIP, SET 3/8" IRON PIN, OR NAIL & WASHER
STAMPED LS 1816 CAP
FP FOUND IRON PIN AS NOTED
R/W RIGHT OF WAY
POC POINT OF COMMENCEMENT
POB POINT OF BEGINNING
-x- FENCE
-/- NOT TO SCALE
See Legal Descriptions on Sheet 2 of 2



2/19/2024

LEGAL DESCRIPTIONS

Tract 1

A tract of land being part of the Northeast Quarter of the Northwest Quarter (NE/4 NW/4), also known as Government Lot Five (5), of Section Twenty-four (24), Township Seven (7) North, Range One (1) West of the Indian Meridian, Cleveland County, Oklahoma, being further described as follows:

COMMENCING at the Northeast corner of the NW/4, also know as the Northeast corner of Government Lot 5, thence S88°42'44"W along the North line of the NW/4, said North line also being the basis of bearing for this description, a distance of 695.78 feet to the POINT OF BEGINNING; thence S00°47'28"E a distance of 643.08 feet; thence S88°42'44"W a distance of 678.13 feet to a point on the West line of Government Lot 5; thence N00°47'28"W along said West line a distance of 643.08 feet to a point on the North line of the NW/4; thence N88°42'44"E along said North line a distance of 678.13 feet to the point of beginning. Said tract contains ±436072.45 square feet, or 10.01 acres more or less.

Tract 2

A tract of land being part of the Northeast Quarter of the Northwest Quarter (NE/4 NW/4), also known as Government Lot Five (5), of Section Twenty-four (24), Township Seven (7) North, Range One (1) West of the Indian Meridian, Cleveland County, Oklahoma, being further described as follows:

COMMENCING at the Northeast corner of the NW/4, also know as the Northeast corner of Government Lot 5, thence S88°42'44"W along the North line of the NW/4, said North line also being the basis of bearing for this description, a distance of 499.50 feet to the POINT OF BEGINNING; thence S01°55'09"E a distance of 1229.64 feet; thence S88°42'44"W a distance of 898.61 feet to a point on the West line of Government Lot 5; thence N00°47'28"W along said West line a distance of 586.43 feet; thence N88°42'44"E a distance of 678.13 feet; thence N00°47'28"W a distance of 643.08 feet to a point on the North line of the NW/4; thence N88°42'44"E along said North line a distance of 196.28 feet to the point of beginning. The East 20.00 feet of this Tract is to be reserved for a private access and utility easement. Said tract contains ±653855.62 square feet, or 15.01 acres more or less.

Tract 3

A tract of land being part of the Northeast Quarter of the Northwest Quarter (NE/4 NW/4), also known as Government Lot Five (5), and all of Government Lot Six (6), in Section Twenty-four (24), Township Seven (7) North, Range One (1) West of the Indian Meridian, Cleveland County, Oklahoma, being further described as follows:

COMMENCING at the Northeast corner of the NW/4, also know as the Northeast corner of Government Lot 5, thence S88°42'44"W along the North line of the NW/4, said North line also being the basis of bearing for this description, a distance of 499.50 feet; thence S01°55'09"E a distance of 992.93 feet to the POINT OF BEGINNING; thence N88°42'44"E a distance of 478.87 feet to a point on the East line of said NW/4, also being the East line of Government Lot 5; thence S00°43'44"E along said East line a distance of 1650.40 feet to the Southeast corner of the NW/4; thence S88°47'47"W along the South line of said NW/4 a distance of 1371.02 feet to the Southwest corner of Southeast Quarter of the Northwest Quarter (SE/4 NW/4), also being the Southwest corner of Government Lot 6; thence N00°47'28"W along the West line of SE/4 NW/4 a distance of 1411.76 feet; thence N88°42'44"E a distance of 898.61 feet; thence N01°59'09"W a distance of 236.71 feet to the point of beginning. Said tract contains ±2050684.93 square feet, or 47.07 acres more or less.

Proposed 20' Access & Utility Easement

The East 20 feet of the Below Tract is to be reserved for a private Access and Utility easement:

A tract of land being part of the Northeast Quarter of the Northwest Quarter (NE/4 NW/4), also known as Government Lot Five (5), of Section Twenty-four (24), Township Seven (7) North, Range One (1) West of the Indian Meridian, Cleveland County, Oklahoma, being further described as follows:

COMMENCING at the Northeast corner of the NW/4, also know as the Northeast corner of Government Lot 5, thence S88°42'44"W along the North line of the NW/4, said North line also being the basis of bearing for this description, a distance of 499.50 feet to the POINT OF BEGINNING; thence S01°55'09"E a distance of 1229.64 feet; thence S88°42'44"W a distance of 898.61 feet to a point on the West line of Government Lot 5; thence N00°47'28"W along said West line a distance of 586.43 feet; thence N88°42'44"E a distance of 678.13 feet; thence N00°47'28"W a distance of 643.08 feet to a point on the North line of the NW/4; thence N88°42'44"E along said North line a distance of 196.28 feet to the point of beginning.



JOB NUMBER 24-115		PATHFINDER SURVEYING OKLAHOMA CA # 8003 P.O. Box 7433 Moore, Ok. 73153 Phone (405) 478-1469 Mike@Pathfindersurvey.com	LOT Split Survey		CLEVELAND CO. ASSESSOR ACCOUNT #: 74741	SHEET 2 OF 2
FIELD DATE: 2/16/24			PART OF THE NORTHWEST QUARTER			
SCALE N/A			SECTION 24, T7N, R1W, I.M.			
			CLEVELAND COUNTY, OKLAHOMA			
See Exhibit Drawing on Sheet 1 of 2						

PATHFINDER SURVEYING

PROFESSIONAL LAND SURVEYING

P.O. Box 7433 Moore, Oklahoma 73153 (405) 476-1469 Mike@Pathfindersurvey.com

LEGAL DESCRIPTION

Tract 1

A tract of land being part of the Northeast Quarter of the Northwest Quarter (NE/4 NW/4), also known as Government Lot Five (5), of Section Twenty-four (24), Township Seven (7) North, Range One (1) West of the Indian Meridian, Cleveland County, Oklahoma, being further described as follows:

COMMENCING at the Northeast corner of the NW/4, also know as the Northeast corner of Government Lot 5, thence S88°42'44"W along the North line of the NW/4, said North line also being the basis of bearing for this description, a distance of 695.78 feet to the POINT OF BEGINNING; thence S00°47'28"E a distance of 643.08 feet; thence S88°42'44"W a distance of 678.13 feet to a point on the West line of Government Lot 5; thence N00°47'28"W along said West line a distance of 643.08 feet to a point on the North line of the NW/4; thence N88°42'44"E along said North line a distance of 678.13 feet to the point of beginning.

Said tract contains ±436072.45 square feet, or 10.01 acres more or less.

Created by: Mike Dawson, PLS #1816
PATHFINDER SURVEYING Oklahoma CA#8003
405-476-1469
Mike@Pathfindersurvey.com
Job# 24-115 Tract 1
2/10/2024

PATHFINDER SURVEYING

PROFESSIONAL LAND SURVEYING

P.O. Box 7433 Moore, Oklahoma 73153 (405) 476-1469 Mike@Pathfindersurvey.com

LEGAL DESCRIPTION

Tract 2

A tract of land being part of the Northeast Quarter of the Northwest Quarter (NE/4 NW/4), also known as Government Lot Five (5), of Section Twenty-four (24), Township Seven (7) North, Range One (1) West of the Indian Meridian, Cleveland County, Oklahoma, being further described as follows:

COMMENCING at the Northeast corner of the NW/4, also know as the Northeast corner of Government Lot 5, thence S88°42'44"W along the North line of the NW/4, said North line also being the basis of bearing for this description, a distance of 499.50 feet to the POINT OF BEGINNING; thence S01°55'09"E a distance of 1229.64 feet; thence S88°42'44"W a distance of 898.61 feet to a point on the West line of Government Lot 5; thence N00°47'28"W along said West line a distance of 586.43 feet; thence N88°42'44"E a distance of 678.13 feet; thence N00°47'28"W a distance of 643.08 feet to a point on the North line of the NW/4; thence N88°42'44"E along said North line a distance of 196.28 feet to the point of beginning. The East 20.00 feet of this Tract is to be reserved for a private access and utility easement.

Said tract contains ±653855.62 square feet, or 15.01 acres more or less.

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Job# 24-115 Tract 2
2/10/2024

PATHFINDER SURVEYING

PROFESSIONAL LAND SURVEYING

P.O. Box 7433 Moore, Oklahoma 73153 (405) 476-1469 Mike@Pathfindersurvey.com

LEGAL DESCRIPTION

Tract 3

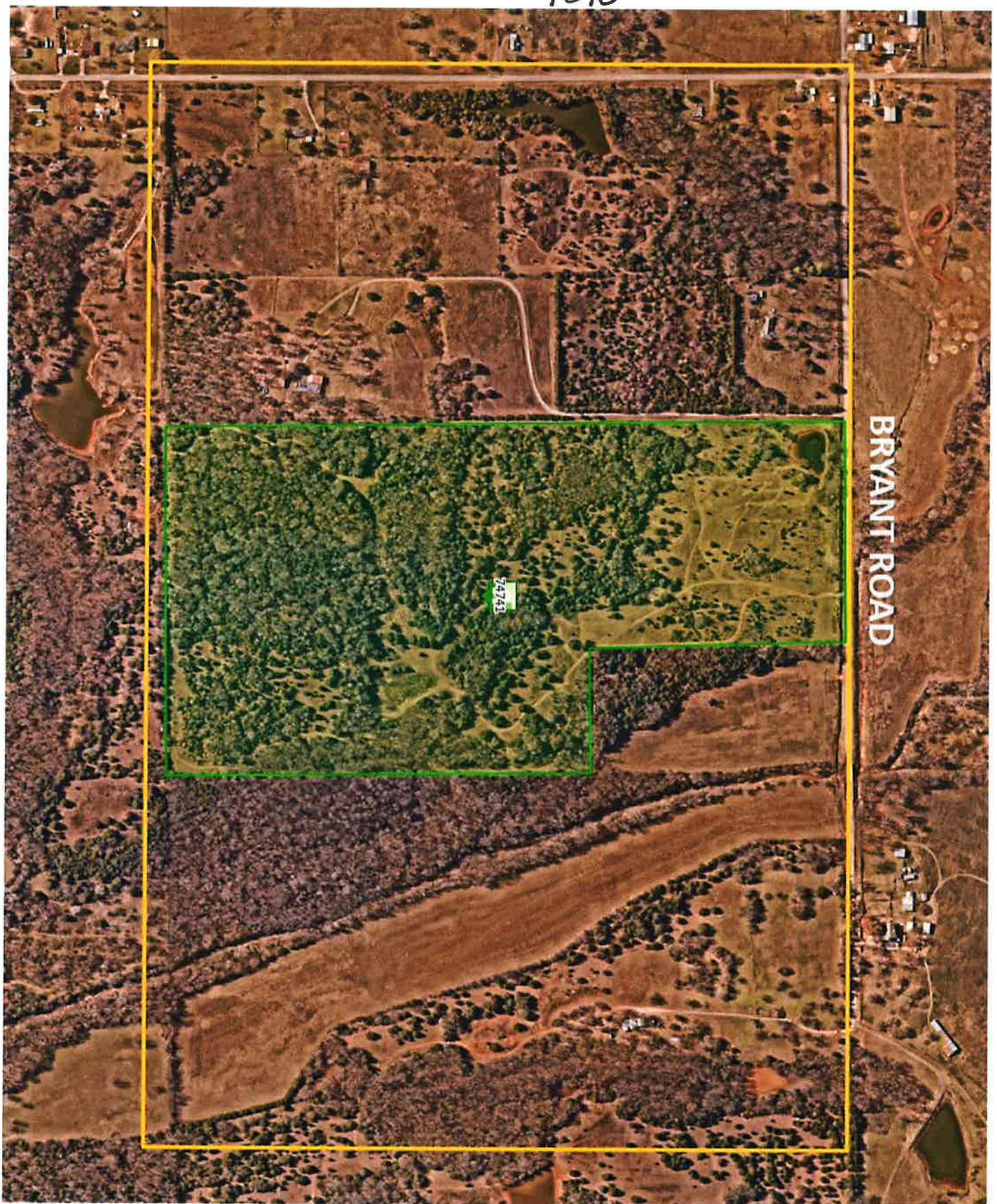
A tract of land being part of the Northeast Quarter of the Northwest Quarter (NE/4 NW/4), also known as Government Lot Five (5), and all of Government Lot Six (6), in Section Twenty-four (24), Township Seven (7) North, Range One (1) West of the Indian Meridian, Cleveland County, Oklahoma, being further described as follows:

COMMENCING at the Northeast corner of the NW/4, also known as the Northeast corner of Government Lot 5, thence S88°42'44"W along the North line of the NW/4, said North line also being the basis of bearing for this description, a distance of 499.50 feet; thence S01°55'09"E a distance of 992.93 feet to the POINT OF BEGINNING; thence N88°42'44"E a distance of 478.87 feet to a point on the East line of said NW/4, also being the East line of Government Lot 5; thence S00°43'44"E along said East line a distance of 1650.40 feet to the Southeast corner of the NW/4; thence S88°47'47"W along the South line of said NW/4 a distance of 1371.02 feet to the Southwest corner of Southeast Quarter of the Northwest Quarter (SE/4 NW/4), also being the Southwest corner of Government Lot 6; thence N00°47'28"W along the West line of SE/4 NW/4 a distance of 1411.76 feet; thence N88°42'44"E a distance of 898.61 feet; thence N01°59'09"W a distance of 236.71 feet to the point of beginning.

Said tract contains ±2050684.93 square feet, or 47.07 acres more or less.

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Job# 24-115 Tract 3
2/10/2024

120th



N

PART 4

ANIMAL REGULATIONS

§ 4-101	Citation, authority and jurisdiction.
§ 4-102	Purpose.
§ 4-103	Proper care and treatment of animals.
§ 4-104	Definitions.
§ 4-105	Containment of animals.
§ 4-106	Zoning requirements and setbacks.
§ 4-107	Kennel licensing requirements.
§ 4-108	Consideration of applications.
§ 4-109	License certificate.
§ 4-110	Standards for the humane handling, care, and treatment of dogs and cats.
§ 4-111	Nuisance.
§ 4-112	Administration and enforcement.
§ 4-113	Violations and penalties.

Cross Reference: See also §13-119, Zoning Miscellaneous Provisions.

§ 4-101 CITATION, AUTHORITY AND JURISDICTION.

This ordinance and these regulations shall hereafter be known, cited, and referred to as "Animal Regulations of the Town of Slaughterville, Oklahoma." These regulations govern the specific and general regulations regarding animal treatment, care and containment; including standards for placement, construction and modification of facilities for housing animals and operations of kennels within the jurisdictional area of the Town of Slaughterville; and, have been prepared, adopted, and enacted by the Board of Trustees in and for the Town of Slaughterville in accordance with and pursuant to the authority granted by Title 4 O.S. §30.1 et. seq., Title 4 O.S. §30.15, and Title 11 O.S. 22-115 (and all subsequent amendments thereto). [Ord. No. 92, 3/20/12]

§ 4-102 PURPOSE.

The purpose of this ordinance is to establish general guidelines for the humane care, treatment, placement, construction, and modification of facilities to house animals, in order to protect the health, safety, and welfare of the public within the town. Specifically, the purposes of this ordinance are:

- A. To provide for the proper care and treatment of animals;
- B. To provide regulations for keeping and maintaining animals in the town;
- C. To provide rules and regulations regarding license for kennels; and
- D. To provide specific standards for construction, maintenance and modifications of kennel facilities. [Ord. No. 92, 3/20/12]

§ 4-103 PROPER CARE AND TREATMENT OF ANIMALS.

All animals kept within the town shall be properly cared for and treated humanely. Each person who harbors or owns an animal shall provide for the animal's basic needs of shelter, food, water, and exercise. Each person who harbors or owns an animal shall also provide for the animal's vaccinations in accordance with State laws and regulations.

A. It shall be lawful for a person to kill any animal of the family canidae or the family felidae found chasing livestock off the premises of the owner of such animal if the person is the owner or occupant of the property on which the animal is chasing the livestock or if the person is authorized to kill such an animal by the owner or occupant of such property, as established and set forth by Title 4 O.S. §41 et.seq.

B. It is unlawful for any person to:

1. Willfully or maliciously kill, injure, maim, disfigure, torture, beat with a stick, chain, club or any other object, mutilate, burn or scald with any substance, overdrive or overload an animal. Nothing herein shall negate a landowner's right to defend themselves or another person against an animal that threatens health and safety, or the lawful killing of animals;

2. To fail or refuse to provide for, or neglect any animal in his charge or custody, as owner or otherwise, with proper food, drink, shade, care or shelter from all elements;

3. To carry any animal in or upon any vehicle in a cruel or inhumane manner or otherwise cruelly treat any animal;

4. To make accessible to any animal, with the intent to cause harm or death, any substance which has in any manner been treated or prepared with any harmful or poisonous substance. It is not the intent of this section to prohibit the use of poisonous substances for the control of vermin of significance to public health as allowed by the health department, appropriate state or federal agency(ies), or town officials; or

5. to promote, stage, hold, manage, conduct, carry on or attend any game, exhibition, contest or fight in which one or more animals, fowl or birds are engaged for the purpose of injuring, killing, maiming, or destroying themselves or any other animal; or to keep a house, pit, or other place used for fights between animals, birds or fowl. [Ord. No. 92, 3/20/12]

§ 4-104 DEFINITIONS.

As used in this ordinance, the following terms shall have the meanings respectively ascribed to them in this section:

“Animals at Large” shall mean not being on their own property, or within five (5) feet from their owner or keeper.

“Cat” shall mean a mammal that is wholly or partly of the species felis domesticus.

“Code Enforcement Officer” or “Inspector” shall mean the person or the board who is responsible for the administration or enforcement of these regulations.

“Commercial Pet Breeders” shall mean those breeders who are licensed by the State of Oklahoma and meet all requirements of state law pertaining to breeders as set forth in Title 4 O.S. §30.1 et.seq.

“Dog” shall mean a mammal that is wholly or partly of the species canis familiaris.

“Facility” shall mean the premises used by a person for keeping, housing, or breeding animals. The term includes all buildings, property and confinement areas in a single location used to conduct such activity.

“Kennel” shall mean any use of premises, whether for profit, compensation or non-profit, for the purposes of boarding, breeding or selling dogs, cats, or other pets, consisting of ~~six (6)~~ **seven (7)** animals or more of the same species, but not including those which are offspring born on the premises which are twelve (12) weeks or younger in age.

The Board needs to decide how many animals a person has before a person is considered a “kennel” and the more stringent regulations regarding kennels come into play. FYI: Kennels are handled through a specific use permit that requires more stringent hearings and requirements prior to the use being allowed on the property.

FYI: I looked up current state laws regarding kennels, and this is what I found:

Under animal regulations: there are requirements for “Commercial Pet Breeders” and “Animal Shelter Licensing Act”; and they provide that these acts “shall not affect the applicability of any other law, rule, order, ordinance, or other legal requirement of the federal government, this state, or a political subdivision of this state.” These acts shall not prevent a municipality from prohibiting or further regulating by ordinance, the possession, breeding, or selling of dogs or cats. The State Board of Agriculture enforces the provisions. The Board of Agriculture requires licensing, but I cannot find a specific number of what the requirements are to be a commercial breeder or a animal shelter.

“Kennel Licensee” shall mean a person who received or is seeking a license to operate a kennel from the Town of Slaughterville.

“Kitten” means a cat less than twelve (12) weeks old.

“Nuisance” means offensive odor, excessive waste, excessive noise, contamination, irritation, pain, annoyance, harmful or any other matter that is considered offensive to an individual or the general public.

“Owner” shall mean any person, firm or corporation owning, harboring or keeping an animal. The occupant of any premises on which a domesticated, tamed, or feral animal remains, or to which it customarily returns, for a period of ten (10) days or more, shall be deemed to be harboring or keeping the animal.

“Person” shall mean any individual, association, trust, corporation, limited liability company, partnership, or other entity

~~“Pet Permit” shall be required for any person who owns seven (7) or more of either cats or dogs.~~

I would suggest that we remove the “pet permit” requirements since there is no inspection and no fee for the citizen. Why issue a “permit” to citizens when there’s nothing for the town to inspect. If there are inspections, then a fee needs to be imposed which equals the amounts of the inspection process and administrative costs.

“Puppy” means a dog less than twelve (12) weeks old.

“Substantially Improve” shall mean any repair or change, reconstruction or improvement of a structure, the cost of which equals or exceeds fifty percent (50%) of the market value of the structure.

“Town” shall mean the Town of Slaughterville, Cleveland County, Oklahoma.

“Veterinarian” shall mean any person currently licensed to practice veterinary medicine in Oklahoma. [Ord. No. 92, 3/20/12]

§ 4-105 CONTAINMENT OF ANIMALS.

Animals may be raised or kept, provided:

- A. the animals are not running at large as defined herein;
- B. no nuisance or health hazard is created;
- C. the activity is in compliance with all related ordinances of the Town of Slaughterville, Oklahoma; and
- D. All animals which are running at large, *as defined herein*, may be impounded and sold to discharge any costs and penalties established by the town and the expense of impounding, keeping or sale of such animals. The town may also provide for the erection of pens, pounds, and buildings for use by the town, within or without the municipal limits, and appoint and compensate keepers thereof, and establish and enforce such rules and regulations governing the pens, pounds or buildings. The town may further regulate and provide for the taxing of owners and harborers of dogs and authorize the killing of dogs which are found at large in violation of any ordinance regulating the same. [Ord. No. 92, 3/20/12, state law reference: 11 O.S. §22-115.]

§ 4-106 ZONING REQUIREMENTS AND SETBACKS.

A. Animal raising, animal zoos, animal care facilities, animal sanctuaries, kennels, and all other activities relating to animals shall be located in only those areas and zoning districts as identified in §§13-124, et.seq., 13-130 et.seq., and 13-168(5) Zoning.

B. There shall be a limitation of cats and dogs in residential zoned districts, R-1, R-2, R-3 and RL-1 to a total of four (4) of both combined species, per residentially zoned parcel or tract of land.

The current requirements is for 4 animals (cats and dogs) for residential residents. If the Board desires to change this number that is completely up to the Board members. Recently there has been a complaint about a person who has "200 cats in a residential area." I was advised that one of the neighbors was trying to sell his real property and had to reduce the price because of the situation with the 200 cats. If there is no limit, then the town will not have any authority to act on behalf neighbors who complain.

C. There shall be a limitation of cats and dogs in zoning districts, AR-1, AR-2, C-1, C-2, I-1, I-2, IN-1 and M-1 to a total of eight (8) with no more than ~~five (5)~~ seven (7) of any one species.

The current requirements is for 8 animals (cats and dogs) for agricultural, commercial and industrial residents; with no more than 7 of one species. If the Board desires to change this number that is completely up to the Board members.

D. It shall be unlawful for any person to own ~~six (6)~~ seven (7) or more cats, or ~~six (6)~~ seven (7) or more dogs without applying for and obtaining a "pet permit" that shall be good for ~~two (2) years without the necessity of inspections.~~ A kennel license.

My suggestion is to remove the "pet permit" and allow citizens to have the number of animals that the board suggests; understanding that those living in residential areas may have a different number than those who reside in an agricultural / commercial / industrial area.

E. A kennel license shall be required for any person who is selling for commercial purposes, or who is keeping animals as a non-profit for re-homing purposes, or for those purposes as defined in this ordinance. A kennel license from the town as required by this ordinance. Kennels are only allowed in zoning districts AR-1 and AR-2 as a ~~use permitted on review.~~ Specific Use Permit, and all provisions set forth in the zoning ordinance, specifically, §§ 13.113.1 through 13.113.5 shall be fully complied with. Side and rear setbacks for kennel facilities shall be a minimum of 100 feet; front setbacks shall be those established in §13 Zoning. [Ord. No. 92, 3/20/12]

My recommendation is to keep these provisions. Or, if the Board prefers, limit the number of animals a non-profit may own for re-homing purposes. For example, our resident who had 50 dogs which lived on farmland with no one present. The animals were kept in various cages with 5-7-10 dogs in each cage, and there was very little, if any shelter during cold / hot weather. The provisions of the kennel license require indoor facilities, sanitation, feeding, and outdoor runs.

The last sentence was moved from H below. It establishes setbacks for kennel facilities so I would keep it by where we allow kennels.

F. There shall be a limitation of grazing livestock in residential zoned districts, R-1, R-2, R-3 and RL-1:

1. In residential zoned districts, all livestock including but not limited to, horses, cattle, and llamas, shall be limited to one (1) animal per penned acre.

2. In residential zoned districts, goats and sheep shall be limited to five (5) animals per penned acre.

3. The above limitations are mutually exclusive; one (1) large animal cannot also be held on one (1) acre that also houses sheep, goats or swine.

4. In residential zoned districts, chickens (or singular size poultry such as guinea-fowl) shall be limited to twenty (20) per penned acre and turkeys (or similar size poultry such as peacocks) to five (5) per penned acre, unless other livestock are also raised on that acre.

5. Ten (10) chickens or other small poultry or (2) turkeys or geese or other poultry of similar size may be housed on one (1) acre that also houses one (1) large animal, or one (1) swine, or five (5) or fewer goats or sheep.

6. In the event offspring are born to any of the above animals the owner may keep the offspring until sixty (60) days past weaning age. This rule cannot be violated even in short-term except by boarding animals for an overnight period of time. This regulation shall not be interpreted to supersede more restrictive regulations found in covenants or restrictions in a homeowner's association.

G. In residential zoned districts, swine shall be limited to one (1) per acre.

The above regulations are set forth for residential residents. If the Board desires to change the number of animals in these areas, that is completely up to the Board. The reason why this was ever initiated in the first place is because there was one resident who had (I forgot the exact number) but it was 10-20 horses on one acre and there was not one blade of grass on the premises. The horses were not malnourished, but they certainly had difficulty moving around the area.

H. ~~Side and rear setbacks for kennel facilities shall be a minimum of 100 feet; front setbacks shall be those established in §13 Zoning. [Ord. No. 92, 3/20/12]~~

I would suggest this provision be moved to kennel requirements set forth in E above.

§ 4-107 KENNEL LICENSING REQUIREMENTS.

It shall be unlawful for any person or owner to operate a kennel without first paying the appropriate fee and receiving a license issued from the town.

A. Requirements for licensing kennels:

1. Ownership. All persons who are in compliance with the ordinances for the town, as well as all other federal, state and local regulations may make application to obtain a license to operate a kennel. If the applicant is an entity, it must be an Oklahoma entity in good standing or an entity licensed to do business in Oklahoma and in good standing and either have a contract to lease the premises or own the premises where the kennel is licensed and located.

2. Inspections. Each applicant must allow inspections by the town to ensure proper compliance with the ordinances of the town as well as all laws of all federal, state and local agencies.

3. Application Process: Both an initial application and annual renewal applications shall be made to the town on a timely basis.

4. General: Any person or property owner desiring to construct, establish, remodel, or substantially improve an existing kennel shall first make application, pay the necessary fees, and obtain a license.

5. Separate applications must be made for each individual and separate kennel or operating location that is requested.

B. Contents of applications.

1. Initial application. All persons applying for a kennel license shall submit to the town a completed, signed application providing or attaching the following information and documents, respectively:

- a) the current name, previous name, if any, and alias, if any, of the applicant, including any name under which the applicant is doing, has done, or will do business;
- b) the address of the physical location, the mailing address, if different, and the telephone number of the applicant;
- c) if the applicant is an entity:
 - 1) the name and address of the owners who own 10% or more of the interest in the entity;
 - 2) a description of the entity form of the applicant, and a statement of whether the applicant is an Oklahoma entity or a foreign entity registered to do business in Oklahoma;
 - 3) a certificate that the entity is in good standing issued by the Oklahoma Secretary of State and filing number;
 - 4) the name and address of the managers of the applicant and of the managers of all owners of the manager, if the manager is an entity; and

- 5) the applicant shall state or provide a copy of the following:
- i) the state and date of incorporation or formation;
 - ii) the name and address of the registered agent or agent appointed to receive service of process; and
 - iii) the name, address, and title of each officer, director, general partner, managing member; and employee with managerial authority.
- d) Copies of the certificate of incorporation, articles of organization, or certificate or agreement of formation, and any other documents relating to the corporation shall be available upon request of the town;
- e) If the applicant is a sole proprietorship or a general partnership doing business under a trade name, the trade name registration filed with the Oklahoma Secretary of State;
- f) The number of the applicant's driver's license or other government issued government identification, or if the applicant is an entity, the applicant's tax identification number;
- g) A copy of the Oklahoma sales tax permit issued by the Oklahoma Tax Commission and the sales tax identification number, if sales are going to be conducted on the premises. If sales of product are not anticipated, then a sworn affidavit from the applicant indicating that sales are not going to be made from the kennel;
- h) State whether the applicant or any individual required to be disclosed under this section, has ever been convicted of, or entered a plea of guilty or no contest, to any felony, or any crime involving animal cruelty, abuse, or neglect, and whether the applicant has been convicted of violating the act with respect to each crime, the applicant shall state:
- 1) the crime and degree, if applicable, of which the applicant was convicted;
 - 2) the date of the conviction or plea;
 - 3) the Court having jurisdiction over the crime; and
 - 4) the Probation officer's name, address, and telephone number, if applicable.
- i) State whether the applicant or any individual required to be disclosed under this section has received any adverse ruling from any court of competent jurisdiction or any administrative tribunal involving honesty, fraud, misrepresentation, breach of fiduciary duty, gross negligence, or incompetence in a matter related to commercial

pet breeding, or cruelty to animals including the case number and the name of the court or administrative body in which it was filed;

- j) A statement indicating whether the applicant, or any individual required to be disclosed under this section, has ever had an application for a license, registration, certificate, or endorsement related to pet breeding or animal care denied or rejected by any state or federal licensing authority in Oklahoma or another state, and provide the following:
 - 1) type of Application;
 - 2) reason for the suspension or revocation;
 - 3) date of denial or rejection; and
 - 4) name and address of the state licensing authority that denied or rejected the application.
- k) A statement indicating whether any agency has ever revoked or suspended a license, registration, certificate, or endorsement of the applicant or any individual required to be disclosed under this section. For each instance, the applicant shall state:
 - 1) the reason for the suspension or revocation;
 - 2) the date of the suspension or revocation; and
 - 3) the name and address of the state licensing authority that suspended or revoked the license.
- l) A statement indicating whether the applicant, or any individual required to be disclosed under this section, has ever surrendered a license, registration, certificate, or endorsement to any state or federal licensing authority, whether located in Oklahoma or elsewhere;
- m) Proof of worker's compensation insurance if there are employees, showing that the applicant is in compliance with Oklahoma Worker's Compensation Laws, if applicable;
- n) Affidavit of lawful presence in the United States of America, as provided under Title 56 O.S. Supp. 2007 §71;
- o) One original signed under penalty of perjury attesting to the true and correct statements provided in the application;
- p) State the maximum number of animals proposed to be kept, or housed by the applicant and provide a brief description of the applicant's operation;

- q) The date of commencement of operations at that location;
- r) Whether they are a commercial animal or pet breeder and if so, whether they are properly licensed within the State of Oklahoma;
- s) A statement regarding overall purpose of the facility to house the animals, and whether the owner intends to breed animals for sale; whether the intent is to have an indoor kennel, or an outdoor kennel, or a combination;
- t) Plans and designs which are drawn to scale and which reflect a proposed layout of the entire facility, including setbacks, proposed runs, utilities, sanitary waste disposal systems, location of hot and cold running water, showers and sinks, proper ventilation, location of windows, location of heaters, fans, and air conditioning units and other types of temperature controls, the floor type, and the exact location of all indoor facilities, and/or outdoor facilities;
- u) A verification and signature of the applicant and owner of the property verifying the truth and accuracy of the information contained in the application and allowing the town inspector or agents of the town entry into the licensee's premises for the purpose of determining compliance with the ordinance as well as laws and regulations of the state; and
- v) Any other relevant information required by the town.

2. Annual renewal applications. In a renewal application, the kennel licensees shall disclose to the town any changes to the information provided in the initial application or the previous renewal application. If there has been any change to the information contained in any document that the kennel licensee submitted to the town as part of the initial application or the most recent renewal application, the kennel operator shall submit to the town an updated version of such document. Kennel licensees shall submit renewal applications annually and pay the renewal application and inspection fee no later than 60 days before the expiration date of the licensee's kennel license. [Ord. No. 92, 3/20/12]

§ 4-108 CONSIDERATION OF APPLICATIONS.

A. Town staff will review applications for completeness and will inspect the premises. Town staff will evaluate every complete application and the premises for full compliance. If the application and kennel site meet the requirements, then the application shall be approved. If the application is denied, then reasons for the denial shall be provided.

B. Incomplete applications. If an application is deemed to be incomplete, then the town shall notify the applicant regarding the deficiencies. The applicant may submit additional information within 30 days to supplement and complete the application, or such additional period of time as deemed necessary by town staff. Applications which are not supplemented and remain incomplete after a six (6) month period shall be deemed denied. Applicants must re-file any

application and pay the appropriate fees if they desire to be reconsidered for a kennel license. All fees paid shall be non-transferrable and non-refundable.

C. Withdrawn applications. If an applicant requests that the applicant's application be withdrawn from consideration, the town staff will reject the application. In such case, the applicant must submit a new and complete application and pay the appropriate fee if the applicant desires further consideration. All fees paid shall be non-transferrable and non-refundable.

D. Grounds for denial, suspension, or revocation of a license. The town may cancel or revoke a kennel license or refuse to issue an original license or renew a license:

1. For any felony conviction by the applicant, or if the applicant is an entity, any felony conviction by any director, shareholder, member, or partner of the applicant;

2. For any misdemeanor conviction in any court involving animal cruelty by any individual required to be disclosed under the initial application or renewal application;

3. If the applicant has held or applied for a license pursuant to the Animal Welfare Act set forth in Title 4 O.S. §30.1 et. seq., and the license was suspended or revoked, or the application was refused due to the improper care of animals;

4. For failing to renew the annual license;

5. If the application contained false or misleading information;

6. If the application is incomplete or improperly completed and the applicant fails to provide a properly completed application after receiving notice from the town;

7. If the applicant fails to pay the annual license application fee in a timely manner;

8. If the applicant fails to comply with all of the ordinances adopted by the town, or any state or federal law; and/or

9. If the applicant fails to provide any other information as required by the town.

E. If a license is denied or revoked, the applicant or licensee may not re-apply for a license for a period of six (6) months after the date of the notice of denial or revocation. In order to obtain a license, the applicant must submit an initial license application, and pay the application fee, and any other outstanding fees. The applicant shall also appear before the code enforcement officer or their designee, and respond to town staff inquiries regarding the correction of the previous violations and to any other reasonable inquiries from the town. [Ord. No. 92, 3/20/12]

§ 4-109 LICENSE CERTIFICATE.

A. Once an application is approved, the town shall issue a license to operate a kennel to the applicant. The certificate will identify the licensee by name, address, and license number,

show the effective date, show the expiration date, and acknowledge the licensee's right to act as a kennel in the Town of Slaughterville.

B. Licensees shall prominently display the original license certificate or a certified copy of the license certificate at the licensee's place of business.

C. A kennel license is not transferable from one person to another, or from one location to another. In case of the sale, lease, or relocation to a new facility of the kennel, the license will be immediately revoked on the effective date of the lease, sale, or relocation. A prospective buyer must obtain his own kennel license prior to finalizing the sale. The person that will operate the facility after the sale, lease, or relocation shall obtain a kennel license prior to the effective date of the lease, sale or relocation. A licensed kennel, owner, or operator who sells or leases his or her operation shall notify the town of the sale or lease in writing no later than 10 calendar days after the effective date. In the case of a change of location, the town shall not issue a license until the new location has been inspected and determined by the town to be in compliance with the town's ordinances.

D. Changes of information. The licensee shall update all information submitted in previous licensing applications to disclose all information required in this ordinance and in the application regarding the address, telephone number, managers, members, general partners, or employees with managerial control, as disclosed in licensing applications. [Ord. No. 92, 3/20/12]

§ 4-110 STANDARDS FOR THE HUMANE HANDLING, CARE, AND TREATMENT OF DOGS AND CATS.

All kennels shall meet the following requirements:

A. Housing facilities, general. Facilities and operating standards.

1. Structure and construction. Housing facilities for dogs and cats must be designed and constructed so that they are structurally sound. They must be kept in good repair, and they must protect the animals from injury, contain the animals securely, and restrict other animals from entering.

2. Condition and site. Housing facilities and areas used for storing animal food or bedding must be free of any accumulation of trash, waste material, junk, weeds, and other discarded materials. Animal areas inside of housing facilities must be kept neat and free of clutter, including equipment, furniture, and stored material, but may contain materials actually used and necessary for cleaning the area, and fixtures or equipment necessary for proper husbandry practices. Kennel facilities must be physically separated from any other business. If a housing facility is located on the same premises as another business, it must be physically separated from the other business so that animals the size of dogs, skunks, and raccoons are prevented from entering.

3. Surfaces:

- a) General requirements: The surfaces of housing facilities including houses, dens, and other furniture-type fixtures and objects within the facility must be constructed in a manner and made of materials that allow them to be readily cleaned and sanitized, or removed or replaced when worn or soiled. Interior surfaces and any surfaces that come in contact with dogs or cats must:
 - 1) Be free of excessive rust that prevents the required cleaning and sanitization, or that affects the structural strength of the surface; and
 - 2) Be free of jagged edges or sharp points that might injure the animals.
- b) Maintenance and replacement of surfaces: All surfaces must be maintained on a regular basis. Surfaces of housing facilities including houses, dens, and other furniture-type fixtures and objects within the facility that cannot be readily cleaned and sanitized, must be replaced when worn or soiled.
- c) Cleaning: Hard surfaces with which the dogs or cats come in contact must be spot-cleaned daily and sanitized in accordance with §14-110(I) to prevent accumulation of excreta and reduce disease hazards. Floors made of dirt, absorbent bedding, sand, gravel, grass, or other similar material must be raked or spot-cleaned with sufficient frequency to ensure all animals the freedom to avoid contact with excreta. Contaminated material must be replaced whenever this raking and spot-cleaning is not sufficient to prevent or eliminate odors, insects, pests, or vermin infestation. All other surfaces of housing facilities must be cleaned and sanitized when necessary to satisfy generally accepted husbandry standards and practices. Sanitization may be done using any of the methods provided in §14-110(I) for primary enclosures.

4. Water and electric power. The housing facility must have reliable electric power adequate for heating, cooling, ventilation, and lighting, and for carrying out other husbandry requirements in accordance with this ordinance. The housing facility must provide adequate running hot and cold potable water for the dogs' and cats' drinking needs, for cleaning, and for carrying out other husbandry requirements.

5. Storage. Supplies of food and bedding must be stored in a manner that protects the supplies from spoilage, contamination, and vermin infestation. The supplies must be stored off the floor and away from the walls, to allow cleaning underneath and around the supplies. Foods requiring refrigeration must be stored accordingly, and all food must be stored in a manner that prevents contamination and deterioration of its nutritive value. All open supplies of food and bedding must be kept in leak-proof containers with tightly fitting lids to prevent contamination and spoilage. Only food and bedding that is currently being used may be kept in the animal areas. Substances that are toxic to the dogs or cats but are required for normal husbandry practices must not be stored in food storage and preparation areas, but may be stored in secured cabinets in the animal areas.

6. Drainage and waste disposal. Housing facility operators must provide for regular and frequent collection, removal, and disposal of animal and food wastes, bedding, debris, garbage, water, other fluids and wastes, and dead animals, in a manner that minimizes

contamination and disease risks. Waste material must not be disposed of or stored in any manner that would create a nuisance to neighbors. Housing facilities must be equipped with disposal facilities and drainage systems that are constructed and operated so that animal waste and water are rapidly eliminated and animals stay dry. Disposal and drainage systems must minimize vermin and pest infestation, insects, odors, and disease hazards. All drains must be properly constructed, installed, and maintained. If closed drainage systems are used, they must be equipped with traps and prevent the backflow of gases and the backup of sewage onto the floor. If the facility uses sump or settlement ponds, or other similar systems for drainage and animal waste disposal, the system must be located far enough away from the animal area of the housing facility to prevent odors, diseases, pests, and vermin infestation. Standing puddles of water in animal enclosures must be drained or mopped up so that the animals stay dry. Trash containers in housing facilities and in food storage and food preparation areas must be leak proof and must have tightly fitted lids on them at all times. Dead animals, animal parts, and animal waste must not be kept in food storage or food preparation areas, food freezers, food refrigerators, or animal areas.

7. Washrooms and sinks. Washing facilities such as washrooms, basins, sinks, or showers must be provided for animal caretakers and must be readily accessible.

B. Indoor housing facilities.

1. Heating, cooling, and temperature. Indoor housing facilities for dogs and cats must be sufficiently heated and cooled when necessary to protect the dogs and cats from temperature or humidity extremes and to provide for their health and well-being. Dry bedding, solid resting boards, or other methods of conserving body heat must be provided when temperatures are below 50°F (10°C). The preceding requirements are in addition to, not in place of, all other requirements pertaining to climatic conditions.

2. Ventilation. Indoor housing facilities for dogs and cats must be sufficiently ventilated at all times when dogs or cats are present to provide for their health and well-being, and to minimize odors, drafts, ammonia levels, and moisture condensation. Ventilation must be provided by windows, vents, fans, or air conditioning. Auxiliary ventilation, such as fans, blowers, or air conditioning must be provided when the ambient temperature is 85°F (29.5°C) or higher. The relative humidity must be maintained at a level that ensures the health and well-being of the dogs or cats housed therein, in accordance with generally accepted professional and husbandry practices.

3. Lighting. Indoor housing facilities for dogs and cats must be lighted well enough to permit routine inspection and cleaning of the facility, and observation of the dogs and cats. Animal areas must be provided a regular daily lighting cycle of either natural or artificial light. Lighting must be uniformly diffused throughout animal facilities and provide sufficient illumination to aid in maintaining good housekeeping practices, adequate cleaning, adequate inspection of animals, and for the well-being of the animals. Primary enclosures must be placed so as to protect the dogs and cats from excessive light.

4. Interior surfaces. The floors and walls of indoor housing facilities, and any other surfaces in contact with the animals, must be impervious to moisture. The ceilings of indoor

housing facilities must be impervious to moisture or be replaceable (e.g., a suspended ceiling with replaceable panels).

5. Exercise. All indoor housing facilities shall have a dog run available for dogs to exercise. The run shall be no less than 10 feet long and 36 inches wide for dogs up to 45 pounds and at least 48 inches wide for dogs over 45 pounds.

C. Outdoor housing facilities.

1. Restrictions. The following categories of dogs or cats must not be kept in outdoor facilities, unless that practice is specifically approved by a generally accepted professional and husbandry practices:

- a) dogs or cats that are not acclimated to the temperatures prevalent in the area or region where they are maintained;
- b) breeds of dogs or cats that cannot tolerate the relevant temperatures of the area without stress or discomfort (such as short-haired breeds in cold climates);
- c) sick, infirm, aged or young dogs or cats; and
- d) when their acclimation status is unknown, dogs and cats must not be kept in outdoor facilities when the ambient temperature is less than 50°F (10°C).

2. Shelter from the elements. Outdoor facilities for dogs or cats must include one or more shelter structures that are accessible to each animal in each outdoor facility, and that are large enough to allow each animal in the shelter structure to sit, stand, and lie in a normal manner, and to turn about freely. In addition to the shelter structures, one or more separate outside areas of shade must be provided, large enough to contain all the animals at one time and protect them from the direct rays of the sun. Shelters in outdoor facilities for dogs or cats must contain a roof, four sides, and a floor, and must:

- a) provide the dogs and cats with adequate protection and shelter from the cold and heat;
- b) provide the dogs and cats with protection from the direct rays of the sun and the direct effect of wind, rain, or snow;
- c) be provided with a wind break and rain break at the entrance; and
- d) contain clean, dry, bedding material if the ambient temperature is below 50°F (10°C). Additional clean, dry bedding is required when the temperature is 35°F (1.7°C) or lower.

3. Construction. Building surfaces in contact with animals in outdoor housing facilities must be impervious to moisture. Metal barrels, cars, refrigerators or freezers, and the like must not be used as shelter structures. The floors of outdoor housing facilities may be of

compacted earth, absorbent bedding, sand, gravel, or grass, and must be replaced if there are any prevalent odors, diseases, insects, pests, or vermin. All surfaces must be maintained on a regular basis. Surfaces of outdoor housing facilities, including houses, dens, etc. that cannot be readily cleaned and sanitized, must be replaced when worn or soiled.

4. Exercise. All outdoor housing facilities shall have a dog run available for dogs to exercise. The run shall be no less than 10 feet long and 36 inches wide for dogs up to 45 pounds and at least 48 inches wide for dogs over 45 pounds.

D. Mobile or traveling housing facilities. The requirements set forth in indoor housing facilities set forth in §4-110(B) shall be fully met regarding the following:

1. heating, cooling, and temperature;
2. ventilation; and
3. lighting.

E. Primary enclosures. Primary enclosures for dogs and cats must meet the following minimum requirements:

1. General requirements.
 - a) Primary enclosures must be designed and constructed of suitable materials so that they are structurally sound. The primary enclosures must be kept in good repair.
 - b) Primary enclosures must be constructed and maintained so that they:
 - 1) have no sharp points or edges that could injure the dogs and cats;
 - 2) protect the dogs and cats from injury;
 - 3) contain the dogs and cats securely;
 - 4) keep other animals from entering the enclosure;
 - 5) enable the dogs and cats to remain dry and clean;
 - 6) provide shelter and protection from extreme temperatures and weather conditions that may be uncomfortable or hazardous to all the dogs and cats;
 - 7) provide sufficient shade to shelter all the dogs and cats housed in the primary enclosure at one time;
 - 8) provide all the dogs and cats with easy and convenient access to clean food and water;

- 9) enable all surfaces in contact with the dogs and cats to be readily cleaned and sanitized or be replaceable when worn or soiled;
 - 10) have floors that are constructed in a manner that protects the dogs' and cats' feet and legs from injury, and that, if of mesh or slatted construction, do not allow the dogs' and cats' feet to pass through any openings in the floor;
 - 11) provide sufficient space to allow each dog and cat to turn about freely, to stand, sit, and lie in a comfortable, normal position, and to walk in a normal manner; and
 - 12) if the suspended floor of a primary enclosure is constructed of metal strands, the strands must either be greater than 1/8 of an inch in diameter (9 gauge). The suspended floor of any primary enclosure must be strong enough so that the floor does not sag or bend between the structural supports.
2. Additional requirements for cats.
- a) Space. Each cat, including weaned kittens, that is housed in any primary enclosure must be provided minimum vertical space and floor space as follows:
 - 1) each primary enclosure housing cats must be at least 24 in. high (60.96 cm);
 - 2) cats up to and including 8.8 lbs (4 kg) must be provided with at least; three (3) square feet with no less than one and one-half (1½) on one side;
 - 3) cats over 8.8 lbs (4 kg) must be provided with at least; four (4) square feet; with no less than two (2) feet on one side;
 - 4) each queen with nursing kittens must be provided with an additional amount of floor space, based on her breed and behavioral characteristics, and in accordance with generally accepted husbandry practices. If the additional amount of floor space for each nursing kitten is equivalent to less than 5 percent of the minimum requirement for the queen, such housing must be approved by the town's code enforcement officer; and
 - 5) the minimum floor space required by this section is exclusive of any food or water pans. The litter pan may not be considered part of the floor space.
 - b) Compatibility. All cats housed in the same primary enclosure must be compatible, as determined by observation. Not more than 12 adult non-conditioned cats may be housed in the same primary enclosure. Queens in heat may not be housed in the same primary enclosure with sexually mature males, except for breeding. Except when maintained in breeding colonies, queens with litters may not be housed in the same primary enclosure with other adult cats, and kittens under 4 months of age may not be housed in the same primary enclosure with adult cats, other than the

dam or foster dam. Cats with a vicious or aggressive disposition must be housed separately.

- c) Litter. In all primary enclosures, a receptacle containing sufficient clean litter must be provided to contain excreta and body wastes.
- d) Resting surfaces. Each primary enclosure housing cats must contain a resting surface or surfaces that, in the aggregate, are large enough to hold all the occupants of the primary enclosure at the same time comfortably. The resting surfaces must be elevated, impervious to moisture, and be able to be easily cleaned and sanitized, or easily replaced when soiled or worn. Low resting surfaces that do not allow the space under them to be comfortably occupied by the animal will not be counted as part of the floor space.

3. Additional requirements for dogs:

- a) Space.
 - 1) Each dog housed in a primary enclosure (including weaned puppies) must be provided a minimum amount of floor space, calculated as follows: find the mathematical square of the sum of the length of the dog in inches (measured from the tip of its nose to the base of its tail) plus 6 inches; then divide the product by 144. The calculation is: $(\text{length of dog in inches} + 6) \times (\text{length of dog in inches} + 6) = \text{required floor space in square inches}$. $\text{Required floor space in inches} / 144 = \text{required floor space in square feet}$. No side shall be smaller than the length of the dog plus 6 inches.
 - 2) Each bitch with nursing puppies must be provided with an additional amount of floor space, based on her breed and behavioral characteristics, and in accordance with generally accepted husbandry practices as determined by a veterinarian. If the additional amount of floor space for each nursing puppy is less than 5 percent of the minimum requirement for the bitch, such housing must be approved by the town's code enforcement officer or attending veterinarian in the case of a research facility, and, in the case of dealers and exhibitors, such housing must be approved by a licensed veterinarian.
 - 3) The interior height of a primary enclosure must be at least 6 inches higher than the head of the tallest dog in the enclosure when it is in a normal standing position. Each dog must be able to stand in a comfortable normal position.
- b) Compatibility. All dogs housed in the same primary enclosure must be compatible, as determined by observation. Not more than 4 adult non-conditioned dogs may be housed in the same primary enclosure. Bitches in heat may not be housed in the same primary enclosure with sexually mature males, except for breeding. Except when maintained in breeding colonies, bitches with litters may not be housed in the

same primary enclosure with other adult dogs, and puppies under 4 months of age may not be housed in the same primary enclosure with adult dogs, other than the dam or foster dam. Dogs with a vicious or aggressive disposition must be housed separately.

- c) Dogs in mobile or traveling shows or acts. Dogs that are part of a mobile or traveling show or act may be kept, while the show or act is traveling from one temporary location to another, in transport containers that comply with all requirements of this ordinance. When the show or act is not traveling, the dogs must be placed in primary enclosures that meet the minimum requirements of this section.
- d) Prohibited means of primary enclosure. Permanent tethering of dogs is prohibited for use as primary enclosure. Temporary tethering of dogs is prohibited for use as primary enclosure unless approval is obtained from the town.

F. Compatible grouping. Dogs and cats that are housed in the same primary enclosure must be compatible, with the following restrictions:

- 1. females in heat (estrus) may not be housed in the same primary enclosure with males, except for breeding purposes;
- 2. any dog or cat exhibiting a vicious or overly aggressive disposition must be housed separately;
- 3. puppies or kittens 4 months of age or less may not be housed in the same primary enclosure with adult dogs or cats other than their dams or foster dams, except when permanently maintained in breeding colonies;
- 4. dogs or cats may not be housed in the same primary enclosure with any other species of animals, unless they are compatible; and
- 5. dogs and cats that have or are suspected of having a contagious disease must be isolated from healthy animals in the colony, as directed by a licensed veterinarian. When an entire group or room of dogs and cats is known to have or believed to have been exposed to an infectious agent, the group may be kept intact during the process of diagnosis, treatment, and control.

G. Feeding.

- 1. Dogs and cats must be fed at least once each day, except as otherwise might be required to provide adequate veterinary care. The food must be uncontaminated, wholesome, palatable, and of sufficient quantity and nutritive value to maintain the normal condition and weight of the animal. The diet must be appropriate for the individual animal's age and condition.
- 2. Food receptacles must be used for dogs and cats, must be readily accessible to all dogs and cats, and must be located so as to minimize contamination by excreta and pests, and be protected from rain and snow. Feeding pans must either be made of a durable material that can be

easily cleaned and sanitized or be disposable. If the food receptacles are not disposable, they must be kept clean and must be sanitized. If the food receptacles are disposable, they must be discarded after one use. Self-feeders may be used for the feeding of dry food. If self-feeders are used, they must be kept clean and must be sanitized in accordance with §14-110(I). Measures must be taken to ensure that there is no molding, deterioration, or caking of feed.

H. Watering. If potable water is not continually available to the dogs and cats, it must be offered to the dogs and cats as often as necessary to ensure their health and well-being, but not less than twice daily for at least 1 hour each time, unless restricted by an attending veterinarian. Water receptacles must be kept clean and sanitized, in accordance with §14-110(I) and before being used to water a different dog or cat or social grouping of dogs or cats.

I. Cleaning, sanitization, housekeeping, and pest control.

1. Cleaning of primary enclosures. Excreta and food waste must be removed from primary enclosures daily, and from under primary enclosures as often as necessary to prevent an excessive accumulation of feces and food waste, to prevent soiling of the dogs or cats contained in the primary enclosures, and to reduce disease hazards, insects, pests and odors. When steam or water is used to clean the primary enclosure, whether by hosing, flushing, or other methods, dogs and cats must be removed, unless the enclosure is large enough to ensure the animals would not be harmed, wetted, or distressed in the process. Standing water must be removed from the primary enclosure and animals in other primary enclosures must be protected from being contaminated with water and other wastes during the cleaning. The pans under primary enclosures with grill-type floors and the ground areas under raised runs with mesh or slatted floors must be cleaned as often as necessary to prevent accumulation of feces and food waste and to reduce disease, hazards, pests, insects and odors.

2. Sanitization of primary enclosures and food and water receptacles.

- a) Used primary enclosures and food and water receptacles must be cleaned and sanitized in accordance with this section before they can be used to house, feed, or water another dog or cat, or social grouping of dogs or cats.
- b) Used primary enclosures and food and water receptacles for dogs and cats must be sanitized at least once every 2 weeks using one of the methods prescribed in paragraph c below, and more often if necessary to prevent an accumulation of dirt, debris, food waste, excreta, and other disease hazards.
- c) Hard surfaces of primary enclosures and food and water receptacles must be sanitized using one of the following methods:
 - 1) live steam under pressure;
 - 2) washing with hot water (at least 180°F) and soap or detergent, as with a mechanical cage washer; or

- 3) washing all soiled surfaces with appropriate detergent solutions and disinfectants, or by using a combination detergent/disinfectant product that accomplishes the same purpose, with a thorough cleaning of the surfaces to remove organic material, so as to remove all organic material and mineral buildup, and to provide sanitization followed by a clean water rinse.
- d) Pens, runs, and outdoor housing areas using material that cannot be sanitized such as gravel, sand, grass, earth, or absorbent bedding, must be sanitized by removing the contaminated material as necessary to prevent odors, diseases, pests, insects, and vermin infestation.

3. Housekeeping for premises. Premises where housing facilities are located, including buildings and surrounding grounds, must be kept clean and in good repair to protect the animals from injury, to facilitate the husbandry practices required in this subpart, and to reduce or eliminate breeding and living areas for rodents and other pests and vermin. Premises must be kept free of accumulations of trash, junk, waste products, and discarded matter. Weeds, grasses, and bushes must be controlled so as to facilitate cleaning of the premises and pest control, and to protect the health and well-being of the animals.

4. Pest control. An effective program for the control of insects, external parasites affecting dogs and cats, and birds and mammals that are pests, must be established and maintained so as to promote the health and well-being of the animals and reduce contamination by pests in animal areas.

J. Caretakers. Each person subject to these regulations who maintains animals must have enough caretakers to carry out the level of husbandry practices and care required herein. The caretakers who provide for husbandry and care, or handle animals, must be supervised by an individual who has the knowledge, background, and experience in proper husbandry and care of animals to supervise others. The owner of the facility must be certain that all caretakers can perform to these standards. [Ord. No. 92, 3/20/12]

§ 4-111 NUISANCE.

It shall be unlawful for any person, owner, lessee or others to create, maintain, or allow a nuisance to remain on premises under his or her control within the Town of Slaughterville. The town board of trustees has the power to determine what is and what shall constitute a nuisance within the town limits for the protection of the public health, parks, streams, public ways, water supply and the environment, as fully set forth in this ordinance. Any nuisance shall be abated pursuant to the terms of the zoning ordinance, or as otherwise allowed by law. In the event a nuisance lawsuit is initiated, then the town shall recover all attorney fees and costs involved in such action. [Ord. No. 92, 3/20/12]

Currently nuisance for non-compliance with ordinances cannot be summarily abated (the town fixes what is deemed a nuisance, and a lien is placed on property for the costs for the abatement), without specific state laws allowing this to occur. There is no state law that I am aware of, that allows for summary abatement for having too many dogs / cats / cattle / horses/ swine, etc. Therefore, to abate anything, at current, since the town does not have a municipal

court, the matter would have to come before the Board of Trustees, who would review the evidence and determine whether a nuisance exists. If the determination is made, then the Board would authorize the town seek relief from the District Court to have the nuisance removed, either by the resident, or by the town if necessary. Please keep in mind that this is after Code Enforcement has been out to the property and written at least 3 letters to the owner stating that they are in violation and 1 attorney letter is received by the owner stating that they could be sued in District Court. Code Enforcement always tries to remedy the nuisance by working with the homeowner first before seeking help through the Board of Trustees, or through the Town's attorney.

§4-112 ADMINISTRATION AND ENFORCEMENT.

These regulations shall be enforced by the code enforcement officer/inspector, or a designated representative acting at the direction of the town board of trustees, who shall review all applications for kennel license and the premises for compliance with federal, state and town laws. The code enforcement officer has the right to go onto a citizen's premises for the purpose of inspecting the property to be able to determine compliance with the town's ordinances. In the event there is a violation of the terms of this ordinance, the town may seek any relief accorded by the law of the State of Oklahoma or any other relief set forth in this ordinance. The provisions of this ordinance may be enforced by any affected person through injunctive proceedings in any court of competent jurisdiction. For the purposes of this Section, the word "person" shall include, but not be limited to, the Town of Slaughterville and/or a private citizen. In the event a lawsuit is filed, attorney fees, court costs, and all other costs to the town shall be recovered. [Ord. No. 92, 3/20/12]

§ 4-113 VIOLATIONS AND PENALTIES.

A. Any person who violates any provision of this ordinance shall be guilty of an offense and, upon conviction thereof, shall be fined in an amount not to exceed the limits established by state law. Each day upon which such violation continues shall be deemed a separate offense.

The town does not have a municipal court, so there is no "offense" or "fines". I did not want to revise all the town's ordinances for future prosecutions.

B. In case any building, structure or land is constructed, altered, converted, maintained or used in violation of this ordinance, the Town of Slaughterville, Oklahoma, in addition to other remedies available, may institute any proper action or proceedings to prevent such unlawful activities, in order to restrain, correct or abate such violation. Nothing contained herein shall prevent the Town of Slaughterville from filing suit against the owner, operator, or licensee for violations of the provisions of this ordinance and seeking injunction, abatement of a nuisance or removal of the non-conformity or any other appropriate relief as may be granted by the district court. In the event a lawsuit is initiated, the Town of Slaughterville shall be entitled to all fines, attorney fees and costs incurred in the said lawsuit, which shall include the costs of bringing the action, service of process, expert fees, the costs associated with the code enforcement officer, and any and all other costs which have been incurred.

C. The cost of removing or abating any non-conformity or nuisance may be collected by any other legal means available.

D. In cases where it is deemed impractical summarily to abate the nuisance, the Town of Slaughterville may bring suit in the district court. All costs of bringing the suit, which shall include attorney fees, service of process fees, expert fees, all costs associated with abating the non-conformity or nuisance, fines, costs associated with the code enforcement officer, and all other costs shall be assessed against the property as provided herein.

E. Any violation of this ordinance shall result in the Town of Slaughterville requesting and recouping from the violator all costs associated with the enforcement of this ordinance, including but not limited to all attorney fees, court costs and all other costs associated with the code enforcement officer's time and expenses. [Ord. No. 92, 3/20/12]

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TOWN OF SLAUGHTERVILLE GOVERNING BODY HANDBOOK

As approved on MARCH 19, 2024 by the
Board of Trustees

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INTRODUCTION

Educating ourselves and creating a more stable local government should be the goal of all elected officials. With a more stable government, cities and towns can successfully meet the needs of the community. This handbook aims to help provide stability by compiling resources to assist in training town board members. By adopting a “best practices” resolution, our town can continue working toward stability.

The “Golden Circle” as presented by Simon Sinek is a way to help the town offer citizens the best value and experience by changing how staff and decision makers think about the town’s business. The concept of the Golden Circle was introduced by Simon Sinek in 2009 in his TED talk, “How Great Leaders Inspire Action.” The Simon Sinek golden circle theory is illustrated as three concentric circles with “why” in the center, followed by “how” and finally, “what”. According to Sinek, most organizations and individuals only focus on the “what” and “how” of their actions. There are very few people who think about the “why”.

According to Sinek’s theory, many of us think from the outside in—what is done, followed by how it is done, and finally, why we are doing it in the first place. This is the opposite of how staff should act. We know what we are doing, and some of us know how we are going to do it. But most people do not focus on why. This keeps us from unlocking our full potential. If the town wants to be the best version and be successful, staff and decision makers need to know what the town wants to do, how the town wants to do it, and most importantly, why the town wants to do the action. Understanding the Simon Sinek golden circle theory will help the decision makers for the town get to the bottom of why the town has certain goals; and why staff want to achieve the goals.

BEST PRACTICES RESOLUTION

The Town of Slaughtererville established these “best practices” policies, approved by resolution, to ensure the town sustains operational traditions that have worked. Many of those best practices deal with public transparency, the board of trustees’ accountability and engagement in the operations of the town, and staff responsibility. The “best practices” of the town consists of the following topics:

A. Elected Official Accountability: The board shall ensure board accountability by:

1. Attendance reporting to ensure other members and the public are aware of the attendance history of the elected officials.
2. An annual training event with staff to review ethics, finances, operations, and to address the expectations and goals of the town, including a self-assessment of the accomplishments and improvements needed by the board of trustees and management to achieve the goals of the town.
3. The use of committees dealing with topics as the board deems appropriate, including financial and project-related oversight.
4. The use of well-defined purchasing policies of the town to ensure management and staff are clear about the purchasing policies and expectations of the town.
5. The implementation of the “transparency” policies adopted by the board of trustees to make information about town government easily accessible to the public.

6. A “Code of Conduct” of the board that is reviewed annually by the board and readily available for board reference. (see section below concerning ethics)

B. Management and Staff Accountability: Management consists of the town administrator and the department heads. The board of trustees shall ensure management and staff accountability by:

1. An annual evaluation and review of the town administrator to include input from the trustees of the town and copies of the town administrator’s W2 and reimbursements log for the evaluation year.
2. An annual strategic planning session with management to evaluate the satisfaction of expectations and goals of the town for the immediately preceding year and to ensure that the expectations and goals of the town have been met and are clearly defined for both the board of trustees and management in the coming year and years.
3. Monthly financial and expenditure reports provided to the board of trustees on a timely basis, including a proposed review and approval of a comprehensive fee schedule for all fees charged by the town.
4. Expenditure reporting by the town administrator to the board annually is regularly done through budget worksheets during budget development.
5. Implementation of the “transparency” policies adopted by the board to make information about town government easily accessible to the public.
6. Direction to all town employees that a “whistleblower” policy exists for the town.
7. Compliance with a well-defined purchasing policy of the town, which is set forth in Ordinance #85, and codified as Part 7, §§ 7-501-7-507.
8. An annual report of the town’s departments that outlines the activities of each department, including the risks, liabilities and any litigation or possible litigation involving the town.

C. Department Heads Accountability: The board of trustees shall ensure department head accountability by:

1. An annual evaluation and review of the department heads to include input from the trustees of the town and copies of the department head’s W2, reimbursements log, mileage logs, and any other necessary information needed for the evaluation year, if applicable.
2. An annual strategic planning session with management to evaluate the satisfaction of expectations and goals for the department for the immediately preceding year and to ensure that the expectations and goals for the department have been met and are clearly defined for both the board of trustees and department heads in the coming year and years.
3. Justification for their department’s portion of the annual budget.
4. Expenditure reporting by the department head to the board annually.
5. Implementation by the department head of all policies adopted by the board.
6. Develop guidelines and procedures, if necessary, approved by the board of trustees, to ensure volunteers / employees operate under the guidelines and procedures proposed for smooth operation of the various departments.

Setting these minimal standards will ensure stability and continuity in operations.

FORMS OF GOVERNMENT & ROLE OF ELECTED OFFICIALS

ORGANIZATION & PERSONNEL

The Town of Slaughterville is a town trustee form of government.

All elected officials must understand their municipality's form of government to understand their role. The elected officials for Slaughterville are the Clerk, the Treasurer, and the Trustees.

- What are the powers of the elected officials?
- Who is in charge of what aspects of town government?
- What areas of operations are none of their business?
- What are the limits of their authority with personnel and why?

SUMMARY OF THE BOARD OF TRUSTEE'S ROLE

A. Powers of the Board of Trustees:

1. **Mayor.** In the town trustee form of government, the roles of the mayor are outlined by statute in Title 11 O.S. §12-105 as follows: The mayor shall preside at meetings of the board of trustees and shall certify to the correct enrollment of all ordinances and resolutions passed by it. He/she shall be recognized as head of the town government for all ceremonial purposes and shall have such other powers, duties and functions as may be prescribed by law or ordinance. The mayor shall have all the powers, rights, privileges, duties and responsibilities of a trustee, including the right to vote on questions. During the absence, disability or suspension of the mayor, the board shall elect from among its members an acting mayor. When a vacancy occurs in the office of mayor, the board shall elect another mayor from its members to serve for the unexpired term.
2. **Trustees.** The roles of the town trustees are set by statute in Title 11 O.S. §12-106 as: all powers of a statutory town board of trustees, including the determination of matters of policy, shall be vested in the board of trustees. Without limitation of the foregoing, the board may:
 - a. Appoint and remove, and confirm appointments of, designated town officers and employees as provided by law or ordinance;
 - b. Enact municipal legislation subject to limitations as may now or hereafter be imposed by the Oklahoma Constitution and law;
 - c. Raise revenue, establish rates for services and taxes, make appropriations, regulate salaries and wages and all other fiscal affairs of the town, subject to limitations as may now or hereafter be imposed by the Oklahoma Constitution and law;
 - d. Inspect the books and accounts maintained by the town treasurer;
 - e. Inquire into the conduct of any office, department or agency of the town, and investigate municipal affairs, or authorize and provide for such inquiries;

- f. Create, change and abolish offices, departments or agencies, other than those established by law; assign additional functions and duties to offices, departments and agencies established by this article; and define the duties, powers and privileges of all officers which are not defined by this article; and
- g. Grant pardons for violation of municipal ordinances, including the remission of fines and costs.

Again, the powers of the trustees belong to the group of trustees and are not individual powers that belong to each of the individual members.

To better understand the power of the elected town trustee's position, the town has established the following procedures:

1. The town trustees shall attend all town trustee board meetings.
2. The town administrator, who is an employee of the town, shall make sure that all data necessary for the trustees to perform their duties is provided in town meetings.
3. The town trustees shall run town operations through directions to the town administrator.

B. What are the Town Trustees in charge of: The town trustees oversee the town operations. The town trustee may review any documents they deem necessary to carry out their duties, as set forth herein. Any trustee may request items be placed on an agenda for discussion and/or action.

C. What areas of operation are none of their business: The town trustees are the governing body and everything pertaining to the town is their business.

D. What are the limits of their authority with personnel and why: The town trustee is limited to the duties set forth by statute. Town personnel may help to administer the duties of the town trustees properly. The town trustees only receive \$20.00 per meeting attended; therefore, their role is expected to be limited in what they physically do. Town staff is expected to prepare the reports and the financial data.

SUMMARY OF THE TOWN CLERK'S ROLE

A. Powers of the Elected Town Clerk: The town clerk has certain statutory powers which are set forth in Title 11 O.S. §12-109 and include:

1. keeping the journal of the proceedings of the board of trustees; and
2. enrolling all ordinances and resolutions passed by the board of trustees in a book or set of books kept for that purpose; and
3. having custody of documents, records, and archives, as may be provided for by law or by ordinance and have custody of the town seal; and
4. attesting and affixing the seal for the town to documents as required by law or by ordinance; and
5. having such other powers, duties, and functions related to his/her statutory duties as may be prescribed by law or by ordinance.

The person who serves as town clerk may be employed by the town to perform duties not related to his/her position, but the salary, if any, for the duties shall be provided for

separately by ordinance. Slaughtererville has an ordinance setting forth the compensation for the town clerk set forth in §2-203 of the Slaughtererville Code of Ordinances and is set at \$50.00 per meeting. Slaughtererville also has an ordinance that allows the clerk to be employed by the town to perform other duties set forth in §2-205 of the Slaughtererville Code of Ordinances.

To better understand the power of the elected town clerk's position, the town has established the following procedures:

1. the town clerk shall attend meetings for all boards, commissions and committees and create draft minutes of each proceeding. The draft minutes shall be physically located in town hall and are the property of the town.
2. the town administrator and/or attorney for the town shall review the draft and verify the accuracy of the minutes.
3. all documents, records and archives shall remain in town hall pursuant to the town's records policy.
4. the town seal shall always remain in town hall, for use by the town clerk.

B. What is the Town Clerk in charge of: The town clerk oversees creating the minutes of all meetings for all boards, commissions, and committees, maintains ordinances, maintains town resolutions, and oversees town records. The town clerk also affixes the town seal to official documents and accepts service on behalf of the town.

C. What areas of operation is none of their business: The town clerk has a limited role which is to review and maintain town records. If the town clerk determines there are problems in other areas of town business, the town clerk should report the possible problem to the town administrator and/or town board and/or the town attorney.

D. What are the limits of their authority with personnel and why: The town clerk is limited to the duties set forth by statute and by ordinance. Town personnel may help to administer the town clerk's duties properly if the town administrator deems it appropriate. The town clerk only receives \$50.00 per meeting; therefore, their role is expected to be limited, and town staff is expected to help the town clerk prepare necessary reports.

SUMMARY OF THE TOWN TREASURER'S ROLE

A. Powers of the Elected Treasurer: The town treasure has certain statutory powers which are set forth in Title 11 O.S. §12-110 and include:

1. maintaining the accounts and books to show where and from what source all monies paid to the town have been derived and to whom and when any monies have been paid; and
2. deposit daily funds received for the town in depositories as the board of trustees may designate; and
3. have such other powers, duties, and functions related to his/her statutory duties as may be prescribed by law or by ordinance. The person who serves as town treasurer may be employed by the town to perform duties not related to his/her position as town treasurer. The salary, if any, for said duties shall be provided for separately by ordinance. The books and accounts of the town treasurer shall be subject at all times to examination by the board of trustees.

The person who serves as town treasurer may be employed by the town to perform duties not related to his/her position, but the salary, if any, for the duties shall be provided for separately by ordinance. Slaughterville has an ordinance setting forth the compensation for the town treasurer set forth in §2-204 of the Slaughterville Code of Ordinances and is set at \$50.00 per month. Slaughterville also has an ordinance that allows the treasurer to be employed by the town to perform other duties set forth in §2-205 of the Slaughterville Code of Ordinances.

To better understand the power of the elected town treasurer's position, the town has established the following procedures:

1. the town treasurer shall attend all board, commissions, and committee meetings relating to financial matters of the town.
2. the financial specialist, who is an employee of the town, shall enter the accounting data into the town records.
3. the town treasurer shall compare the checks to the invoices and verify their accuracy; and shall compare the bank statements to the town reports and verify their accuracy.
4. the town treasurer is one of the signers for checks.

B. What is the Town Treasurer in charge of: The town treasurer oversees the finances for the town. The town treasurer may review any financial documents they deem necessary to carry out their duties, as set forth herein.

C. What areas of operation are none of their business: The town treasurer has a limited role and should review and maintain the town's financial records. If the town treasurer determines there are problems in other areas of town business, the town treasurer should report the possible problem to the town administrator and/or town board and/or the town attorney.

D. What are the limits of their authority with personnel and why: The town treasurer is limited to the duties set forth by statute. Town personnel may help to administer the duties of the town treasurer properly if the town administrator deems it appropriate. The town treasurer only receives \$50.00 per month; therefore, their role is expected to be limited, and town staff is expected to prepare the reports and enter the necessary financial data.¹

MEETINGS & THE OPEN MEETING ACT

OPEN MEETING ACT SUMMARY

Meetings of public bodies (such as, but not limited to, the board of trustees) are governed by the Oklahoma Open Meeting Act. **A violation of the Open Meeting Act can result in criminal charges against the individual board member.** The Open Meeting Act has four areas that cause the most concern:

1. **Defining Meeting:** The Open Meeting Act defines a meeting as "the conducting of business of a public body by a majority of its members being personally together." As you can see by the definition, an informal get-together involving three board members can

constitute a "meeting." Further, there is no requirement that there be a vote taken, but only discussion.

Meetings cannot be held unless an agenda is posted, and the public is advised that the meeting is going to take place. Therefore, to avoid any type of problem with an illegal meeting, each of you should be especially careful to avoid any discussion of any town business, or any matter indirectly related to town business, at any time in which three of you are present. It is the responsibility of the individual board members to avoid this problem. (Telephone or computer communication, including email, texting and any other communication, by a majority of members is also prohibited.)

Further, extreme care should be taken regarding discussions held either immediately before or immediately after board meetings.

2. **Notice and Agenda:** State law requires an agenda be posted for any meeting. If an item is not posted on an agenda, except for new business that is discussed later, it should not be discussed or acted upon at a meeting of the board. (If three of you meet informally and discuss town business, a violation of the Open Meeting Act occurs by the failure to post an agenda.)
3. **Consent Agenda:** A consent agenda is used by towns to allow approval, by one motion and vote of several routine matters. Staff will recommend those items that are included; any board member who wants a vote on any individual item can remove the item from the consent agenda. Additionally, the board members can discuss any consent issue without removing it from the consent agenda.
4. **New Business:** New business for purposes of the Open Meeting Act is defined as "any matter not known about, or which could not have been reasonably foreseen prior to posting of the agenda."

Based on the above definition, if an item arises, either from the board or from the public, under the new business portion of the agenda, the first question by the board should be whether that matter could have been placed on the agenda. If it could have, and was not, it should not be discussed and no action should be taken; the matter should be placed on the next agenda so the public, not just those present at the meeting, will be on notice that the town may take some action regarding that item. The same is true regarding items the board wishes to discuss at the meeting; unless the item to be discussed is one that could not have been placed on the agenda, it should not be raised by members of the board under New Business. There is a mistaken assumption many times that New Business is a general catch-all that can be used to discuss any item.

There is no requirement under the Open Meeting Act that the board allow the public to appear at a meeting and discuss any item they want under the "New Business" portion of the agenda. The purpose of the New Business portion is to allow the board to discuss those matters that are not on the agenda because they could not have been placed on the agenda because of the time in which they arose.

EXECUTIVE SESSIONS

Executive sessions can only be held for certain specific reasons which are fully set forth in

Title 25 O.S. Section 307

The reasons include discussing pending litigation or claims, the purchase of property, union negotiations and the employment, hiring, appointment, promotion, demotion, discipline or resignation of an individual, salaried, public officer or employee.

Executive sessions cannot be used to discuss general personnel problems of the town or a department and cannot be held unless they are listed on the agenda. The Open Meeting Act also requires a specific listing of the type of matter being discussed in an executive session; therefore, executive sessions are limited to the specific item to be discussed and other general town business cannot be discussed at that time. Any action taken as a result of an executive session must be voted on in public. Executive sessions are intended as private, confidential meetings in which the private discussions cannot be disclosed by any of those present – the “town,” and not the individuals present, own that right to confidentiality and only the “town” by a vote of the elected officials can agree to disclose the private discussion.

ATTENDANCE

Attendance at town board meetings by members is addressed by statute. Any board member who misses more than half of the regular and special meetings that occur within any four- consecutive month time period forfeits, as a matter of law, their office. There are no exceptions to the statutory requirement, no ability of the town to waive that requirement, and no action for removal that is required - the forfeiture occurs as a matter of law without any affirmative vote by the other members.

There are restrictions regarding who can attend an executive session. For example, section 307(D) of the Open Meeting Act restricts attendance in executive sessions to the members of the public body, the public body's attorney, and the public body's immediate staff when the body is discussing the purchase or appraisal of real property. See generally, *Laflie v. The Lead-Impacted Communities Relocation Assistance Trust*, 2010 OK 48, at ¶1, 237 P.3d 181.

CONDUCTING MEETINGS

Elected officials or the town administrator shall be able to place matters on agendas for open discussion, debate and decision making. When conducting meetings, the board of trustees may formulate rules of debate for citizens. If a citizen desires to speak during the open meeting, they should sign up on the designated sheet and provide their name, address, whether the person is a citizen of the Town, and the reason for addressing the Board (agenda item #). Citizens should address all comments to the board and the mayor under the appropriate agenda item. Each citizen is allowed 3 minutes so that everyone will have an opportunity to speak. Citizens should act courteously and respectfully to all who are present at the meeting, even those with whom they may not agree.

CONFLICT OF INTEREST, ETHICS & CONDUCT

One of the more dangerous and sensitive subjects involving board members is the question of conflict of interest. The topic is especially troublesome because the penalty involved, if there is a

conflict with a board member and some action being taken by the town, is severe (primarily involving the board member).

SUMMARY OF CONFLICT OF INTEREST AND STATUTES

In general, the conflict-of-interest statutes fall into four categories, as follows:

- A.** A general prohibition that precludes any town officer, employee, or family member of any officer or employee from doing any business of any type with the town. The violation of the statute is a misdemeanor, the contract or agreement entered into is void as a matter of law, and any member voting to approve the contract is personally liable for the amount of the transaction.
- B.** There are a series of statutes dealing with public trust that preclude the public trust from contracting with trust members or their families; again, if that conduct occurs, the trustee is removed as a matter of law and the contract is void. Further, the public trust statutes preclude bidding in certain instances by family members and again results in any contract approved, even after the bid, being void and the member who has a conflict being guilty of a felony. Further, willful violations result in removal of the trustee.
- C.** There are public finance statutes that provide that no contract with a board member or in which a member "directly or indirectly is interested" will be valid. The contract is treated as void. The purpose of the statute is to provide an additional safeguard concerning the expenditure of monies by public bodies in which individual board members are receiving some interest.
- D.** In addition to the above three conflict of interest statutes, there is also a criminal statute that provides that it is unlawful for any board member to sell materials, supplies or other goods to the town. Any such contract is also void. All members voting yes are personally liable for the amount of the purchase; fines and criminal penalties are provided for.
- E.** Lastly, if you serve on the board of directors of a company doing business with the town, a conflict exists that will require you to excuse yourself from the discussion and voting on those business dealings.

Per the above statutes, the best approach in dealing with possible conflicts is to act with caution. The very basic summary of the rule is that the town cannot contract with any board member or family of any board member; this rule applies even if the board member involved abstains and does not participate in the agreement.

The most likely situation is one in which there is not a direct conflict but some appearance of a conflict because of other business dealings or family members. In those instances, the potential conflict should be disclosed, the potential conflict investigated, and a decision made as to whether the potential conflict is a real conflict.

The statutes that regulate board members fall into the following categories:

BOARD MEMBERS PROHIBITION FROM DOING BUSINESS WITH THE TOWN

The following statute prohibits board members from doing business with the town:

11 Okla.Stat. §8-113 - Prohibited Conduct

- A. Except as otherwise provided by this section, no municipal officer or employee, or any business in which the officer, employee, or spouse of the officer or employee has a proprietary interest, shall engage in:
1. Selling, buying, or leasing property, real or personal, to or from the municipality;
 2. Contracting with the municipality; or
 3. Buying or bartering for or otherwise engaging in any manner in the acquisition of any bonds, warrants, or other evidence of indebtedness of the municipality.
- B. The provisions of this section shall not apply to any officer or employee of any municipality of this state with a population of not more than two thousand five hundred (2,500) according to the latest Federal Decennial Census, who has a proprietary interest in a business which is the only business of that type within five (5) miles of the corporate limits of the municipality. However, any activities permitted by this subsection shall not exceed Two Thousand Five Hundred Dollars (\$2,500.00) for any single activity and shall not exceed Fifteen Thousand Dollars (\$15,000.00) for all activities in any calendar year. Provided, however, such activity may exceed Fifteen Thousand Dollars (\$15,000.00) per year if the municipality purchases items therefrom that are regularly sold to the general public in the normal course of business and the price charged to the municipality by the business does not exceed the price charged to the general public.
- C. Provisions of this section shall not apply where competitive bids were obtained consistent with municipal ordinance or state law and two or more bids were submitted for the materials, supplies, or services to be procured by the municipality regardless of the population restrictions of subsection B of this section. Provided the notice of bids was made public and open to all potential bidders.
- D. All bids, both successful and unsuccessful, and all contracts and required bonds shall be placed on file and maintained in the main office of the awarding municipality for a period of five (5) years from the date of opening of bids or for a period of three (3) years from the date of completion of the contract, whichever is longer, shall be open to public inspection and shall be matters of public record.
- E. For purposes of this section, "employee" means any person who is employed by a municipality more than ten (10) hours in a week for more than thirteen (13) consecutive weeks and who enters into, recommends or participates in the decision to enter into any transaction described in subsection A of this section. Any person who receives wages, reimbursement for expenses, or emoluments of any kind from a municipality, any spouse of the person, or any business in which the person or spouse has a proprietary interest shall not buy or otherwise become interested in the transfer of any surplus property of a

municipality or a public trust of which the municipality is beneficiary unless the surplus property is offered for sale to the public after notice of the sale is published.

- F. For purposes of this section, "proprietary interest" means ownership of more than twenty-five percent (25%) of the business or of the stock therein or any percentage which constitutes a controlling interest but shall not include any interest held by a blind trust.
- G. Any person convicted of violating the provisions of this section shall be guilty of a misdemeanor. Any transaction entered into in violation of the provisions of this section is void. Any member of a governing body who approves any transaction in violation of the provisions of this section shall be held personally liable for the amount of the transaction.
- H. Notwithstanding the provisions of this section, any officer, director or employee of a financial institution may serve on a board of a public body. Provided, the member shall abstain from voting on any matter relating to a transaction between or involving the financial institution in which they are associated and the public body in which they serve.

PUBLIC TRUST CONFLICTS STATUTE

At the current time, the Town does not have any Public Trusts. However, the following statute applies to public trusts and limits the activity of trustees of those trusts:

60 Okla.Stat. §178.8 - Conflict of Interest - Transactions Exempt

- A. Except with regard to residents of a facility for aged persons operated by a public trust, who are trustees of the public trust operating the facility and who comprise less than a majority of the trustees, a conflict of interest shall be deemed to exist in any contractual relationship in which a trustee of a public trust, or any for-profit firm or corporation in which such trustee or any member of his or her immediate family is an officer, partner, principal stockholder, shall directly or indirectly buy or sell goods or services to, or otherwise contract with such trust. Upon a showing, thereof, such trustee shall be subject to removal and such contract shall be deemed unenforceable as against such trust unless the records of such trust shall reflect that such trustee fully and publicly disclosed all such interest or interests, and unless such contractual relationship shall have been secured by competitive bidding following a public invitation to bid.

The following types of transactions are exempt from the aforementioned provisions of this section:

1. The making of any loan or advance of any funds to, or the purchase of any obligations issued by such public trust, in connection with the performance of any of its authorized purposes;
2. Any legal advertising required by law or indenture or determined necessary by the trustees of such public trust;
3. The performance by any bank, trust company or similar entity or any services as a depository; or

4. The sale of any public utility services to such public trust, in which the price of said services is regulated by law.

It shall be the duty of each public trust to compile a list of all conflicts of interest for which its trustees have made disclosure. It shall also be the duty of each trust to compile a list of all dealings between its trustees and the trust which involve the exempted transactions listed above. Such lists shall be compiled semiannually for periods ending June 30 and December 31 of each year. Such lists shall be compiled on forms prescribed by the Oklahoma Tax Commission and shall be matters of public record. Copies of such lists shall be filed with the Secretary of State by September 1 and March 1 of each year.

- B. The provisions of this section shall be inapplicable to any public trust created and existing prior to July 1, 1988, if all bonds issued by such public trust are required to be issued under and pursuant to a single bond indenture by amendment or supplement thereto and if the instrument or will creating such public trust and the bond indenture under which such trust must issue all bonds shall have been held to be valid and binding agreements in an opinion of the Supreme Court of the State of Oklahoma; and nothing in this section shall impair or be deemed to impair the trust indenture, the bond indenture, or existing or future obligations of such public trust.

PUBLIC COMPETITIVE BIDDING ACT PROHIBITION FOR BIDDING

The following statute applies to contracts entered into pursuant to the Oklahoma Public Competitive Bidding Act:

61 Okla.Stat. §114 - Conflict of Interest

The chief administrative officer and members of the governing body of the awarding public agency authorizing or awarding or supervising the execution of a public construction contract, and their relatives within the third degree of consanguinity or affinity, are forbidden to be interested directly or indirectly through stock ownership, partnership interest or otherwise in any such contract. Contracts entered into in violation of this section shall be void. Persons willfully violating this section shall be guilty of a felony and shall be subject to removal from office.

CRIMINAL STATUTES

The following criminal statutes may apply to board members in certain circumstances:

21 Okla.Stat. §355 - Furnishing Public Supplies for Consideration-Exceptions

- A. It shall be unlawful for any member of any board of county commissioners, town board or other governing body of any town, board of trustees of any town, board of directors of any township, board of education of any town or school district, to furnish, for a consideration any material or supplies for the use of the county, city, town, township, or school district.
- B. The provisions of this section shall not apply to those municipal officers who are subject to Section 8-113 of Title 11 of the Oklahoma Statutes or to a member of any board of education of a school district in this state which does not include any part of a municipality with a population greater than two thousand five hundred (2,500) according to the latest Federal Decennial Census when the board member is the only person who furnishes the

material or supplies within ten (10) miles of the corporate limits of the municipality. However, any activities permitted by this subsection shall not exceed Five Hundred Dollars (\$500.00) for any single activity and shall not exceed Two Thousand Five Hundred Dollars (\$2,500.00) for all activities in any calendar year.

- C. It shall not be unlawful for any member of any board of county commissioners, town board or other governing body of any city, board of trustees of any town, board of directors of any township, or board of education of any school district to vote to purchase materials or supplies from a business that employs a member of the governing body or employs the spouse of a member if the member or the spouse of a member has an interest in the business of five percent (5%) or less.

21 Okla.Stat. §344 - Personal Interest of Official in Transaction-Penalty

- A. Except as otherwise provided in this section, every public officer, being authorized to sell or lease any property, or make any contract in his or her official capacity, who voluntarily becomes interested individually in such sale, lease or contract, directly or indirectly, is guilty of a misdemeanor.
- B. The provisions of this section shall not apply to:
 - 1. Municipal officers who are subject to the provisions of Section 8-113 of Title 11 of the Oklahoma Statutes; and
 - 2. Conservation district board members participating in programs authorized by Section 3-2-106 of Title 27A of the Oklahoma Statutes.

CODE OF ETHICS FOR ELECTED OFFICIALS AND OTHER BOARD, COMMISSION, AND COMMITTEE MEMBERS:

The following is the town's Code of Ethics for Elected Officials, Board, Commission and Committee Members. Many towns have adopted a Code of Ethics to ensure that, over time, consistent rules are applied to those who may be elected. The Code of Ethics is in place, and has as its foundation, the principle that the governing body should enact rules for its conduct and should be responsible to ensure that those rules are enforced.

PRIVILEGED / CONFIDENTIAL INFORMATION

The town attorney and the town administrator have authority to forward privileged and confidential information to board members. These communications can relate to a number of matters that require confidentiality, but most likely they relate to legal matters.

The attorney-client privilege, between board members and the town attorney, prevails and board members should not reveal the contents of these communications, because sharing the communication with third parties will likely waive any privilege, and dissemination of the information could have an adverse effect on the town in the related litigation.

THE THREE R'S OF GOVERNMENT LEADERSHIP: ROLES, RESPONSIBILITIES AND RESPECT

Oklahoma State Statutes and town ordinances provide detailed information on the roles and

responsibilities of board members, the acting mayor and the mayor. This code is intended as a policy statement for the board to help ensure fair, ethical and accountable local government.

This Code of Ethics is designed to describe the manner in which board members should treat one another, town staff, constituents, and others that they may come into contact with while representing the town. The policy defines more clearly the behavior, manners and courtesies that are suitable for various occasions. The policy also considers a wide variety of policy changes and clarifications designed to make public meetings and the process of governance run more smoothly.

The constant and consistent theme through all of the conduct guidelines is "respect." Board members experience huge workloads and tremendous stress in making decisions that could impact thousands of lives. Despite these pressures, elected officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each individual, through words and actions, is the touchstone that can help guide board members to do the right thing in even the most difficult situations.

OVERVIEW OF ROLES & RESPONSIBILITIES

Other resources that are helpful in defining the roles and responsibilities of elected officials can be found in the Oklahoma State Statutes, the Code of Ordinances and the Municipal Handbook from the Oklahoma Municipal League.

MAYOR

- Acts as the official head of the town for all ceremonial purposes and military law.
- Chairs board meetings.
- Calls for special meetings.
- Recognized as spokesperson for the town.
- Selects substitute for town representation when mayor cannot attend.
- Makes judgment calls on proclamations.
- Recommends subcommittees, as appropriate, for board approval.
- Leads the board into an effective, cohesive working team.
- Signs documents on behalf of the town.

ACTING MAYOR

- Performs the duties of the mayor if the mayor is absent or disabled.
- Chairs board meetings at the request of the mayor.
- Represents the town at ceremonial functions at the request of the mayor.
- Moves or makes motions on agenda items at board meetings.

BOARD MEMBERS

- All members of the town board, including those serving as mayor and acting mayor, have equal votes.
- No board member has more power than any other board member, and all should be treated with equal respect.

RESPONSIBILITY OF ALL BOARD MEMBERS

- Fully participate in board meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others, including the public, other board members,

and employees of the Town.

- Prepare in advance of meetings and be familiar with issues on the agenda.
- Represent the town at ceremonial functions at the request of the mayor.
- Be respectful of other people's time.
- Stay focused and act efficiently during public meetings.
- Serve as a model of leadership and civility to the community.
- Inspire public confidence in our government.
- Provide contact information with the administration in case an emergency or urgent situation arises.
- Demonstrate honesty and integrity in every action and statement.
- Participate in scheduled activities to increase team effectiveness and review board procedures, such as this Code of Conduct.

MEETING CHAIR

The mayor will chair official meetings of the town board unless the acting mayor or another board member is designated as chair of a specific meeting.

The Chair shall:

- Maintain order, decorum, and the fair and equitable treatment of all speakers.
- Keep discussion and questions focused on specific agenda items under consideration. Make parliamentary rulings with advice, if requested, from the town administrator, who shall act as an advisory parliamentarian.

POLICY ROLE OF THE TOWN BOARD

Members shall respect and adhere to the structure of the town government as outlined by Oklahoma Statutes. The Board members shall be informed of their role in their form of government and shall not interfere in those areas of operation that are the responsibility of others in their form of government. Except as where specifically allowed by statute, board members should not interfere with the administrative functions of the town or the professional duties of town staff, nor shall they impair the ability of staff to implement board policy decisions.

OPERATIONAL ROLE OF THE TOWN STAFF

While policies and ordinances are set by the board of trustees, the day-to-day operations of the town are overseen by the town administrator. He/she works collaboratively with the town's department heads and staff to ensure the provision of essential services to Slaughterville residents.

POLICIES & PROTOCOL RELATED TO CONDUCT

A. Ceremonial Events: Requests for a town representative at ceremonial events will be handled by town staff. The mayor will serve as the designated town representative. If the mayor is unavailable, then town staff will determine if event organizers would like another representative from the board. If yes, then the mayor will recommend which board member should be asked to serve as a substitute. Invitations received at town hall are presumed to be for official town representation. Invitations addressed to board members at their homes are presumed to be for unofficial, personal consideration.

B. Correspondence Signatures: Town staff will assist, through the management of the town,

in the preparation of any official correspondence needed by the board. All board members should be aware that all correspondence generated by them in their official capacity will likely be subject to the Open Records Act and, therefore, will become a public record subject to inspection by any member of the public.

- C. Endorsement of Candidates:** Board members have the right to endorse candidates for all board members seats or other elected offices. It is inappropriate to mention endorsements during board meetings or other official town meetings.
- D. Public Meeting Hearing Protocol:** The applicant or appellant shall have the right to speak first. The chair will determine the length of time allowed for this presentation. Speakers representing either pro or con points of view will be allowed to follow. The chair will determine how much time will be allowed for each speaker, with three to five minutes the standard time granted. The applicant or appellant will be allowed to make closing comments. The chair has the responsibility to run an efficient public meeting and has the discretion to modify the public hearing process in order to make the meeting run smoothly. After the close of a public hearing, no more public testimony will be accepted unless the chair reopens the public hearing for a limited and specific purpose.

Board members should not express opinions during the public hearing portion of the meeting except to ask pertinent questions of the speaker or staff. "I think" and "I feel" comments by board members are not appropriate until after the close of the public hearing. Board members should refrain from arguing or debating with the public during a public hearing and shall always show respect for different points of view.

- E. Travel Expenses:** All board travel, in which the board member expects to officially represent the town and/or be reimbursed by the town for travel costs, must be approved in accordance with the town's travel and expense reimbursement policy.

BOARD MEMBER CONDUCT WITH ONE ANOTHER

Boards are composed of individuals with a wide variety of backgrounds, personalities, values, opinions and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of our community. In all cases, this common goal should be acknowledged even as the board may "agree to disagree" on contentious issues.

IN PUBLIC MEETINGS

- A. Practice Civility and Decorum in Discussions and Debate:** Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, board members to make belligerent, personal, impertinent, slanderous, threatening, abusive or disparaging comments. No shouting or physical actions will be tolerated.
- B. Honor the Role of the Chair in Maintaining Order:** It is the responsibility of the chair to keep the comments of board members on track during public meetings. Board members should honor efforts by the chair to focus discussion on current agenda items. If there is disagreement about the agenda or the chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

- C. Avoid Personal Comments That Could Offend Other Board Members:** If a board member is personally offended by the remarks of another board member, the offended member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other member to justify or apologize for the language used. The chair will maintain control of this discussion.
- D. Demonstrate Effective Problem-Solving Approaches:** Board members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

IN PRIVATE ENCOUNTERS

- A. Continue Respectful Behavior in Private:** The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.
- B. Be Aware of the Insecurity of Written Notes, Voicemail Messages, Texts, Email and other Communication:** Technology allows words written or said without much forethought to be distributed wide and far. Would you feel comfortable to have this note faxed to others? How would you feel if this voice mail message was played on a speaker phone in a full office? What would happen if this email or text message was forwarded to others? Written notes, voice mail messages, texts, and email should be treated as potentially "public" communication.
- C. Even Private Conversations Can Have a Public Presence:** Elected officials are always on display -- their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.

BOARD CONDUCT WITH TOWN STAFF

Governance of a town relies on the cooperative efforts of elected officials, who set policy, and town staff, who implement and administer the board's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

- A. Treat All Staff as Professionals:** Clear, honest communication that respects the abilities, experience and dignity of each individual is expected. Poor behavior toward staff is not acceptable.
- B. Limit Contact to Specific Town Staff:** Questions of town staff and/or requests for additional background information should be directed through the appropriate channels and management. Requests for follow-up or directions to staff should be made only through the proper channels. When in doubt about what staff contact is appropriate, board members should confer with management for direction and be sure that the contact is appropriate in the form of government applicable. Materials supplied to a board member in response to a request will be made available to all members of the board so that all have equal access to information.

C. Never Publicly Criticize an Individual Employee: Board members should never express concerns about the performance of a town employee in public, to the employee directly, or to the employee's department head. Comments about staff performance should only be made through management through private correspondence or conversation.

1. Do not get involved in daily administrative functions, except those involving committees established by the board and those involving board agenda items in which management is presenting the item to the board for consideration.
2. Board members must not attempt to influence town staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of town licenses and permits, except to the extent those items involve board agenda items or items presented to board committees.

D. Check with Town Staff on Correspondence Before Taking Action: Before sending correspondence, board members should check with town staff to see if an official town response has already been sent or is in progress.

E. Limit Request for Staff Support: Routine secretarial support will be provided to all board members. All mail for the town, staff, and board members is opened by management. Requests for additional staff support, even in high priority or emergency situations, should be made through management, who is responsible for allocating town resources in order to maintain a professional, well-run town government.

TOWN BOARD ACCESS AND USE OF PUBLIC FACILITIES AND EQUIPMENT

The board acknowledges that the powers bestowed on the board by state law are granted to the board as a whole, and not to individual board members. As such, the powers granted to the board are only exercised in public meetings in compliance with the Oklahoma Open Meeting Act.

Individual board members, (including the mayor) do not have any greater access to public facilities, work sites, or town owned property and equipment than the public at large. Neither the board nor the mayor are provided offices at town hall or any other town facility and should direct any request for assistance with official duties (clerical, mailing, travel arrangements, etc.) through management.

The use of any town equipment, even if authorized and provided through the proper channels, shall be in accordance with the town's policies, and not for personal use.

If the board members are provided town email accounts for town business, in order to comply with legal requirements for the preservation of public records and to ensure that there is compliance with the town's computer usage policies, all board members should conduct town business through the town email account only, with the failure to do so subject not only to the sanctions outlined herein, but also the risk of other individual legal liability for violation of the Oklahoma Open Records Act.

BOARD CONDUCT WITH THE PUBLIC: IN PUBLIC MEETINGS

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual board members toward an individual participating in a public forum. Every effort should be made to be fair and impartial

in listening to public testimony.

- A. Be Welcoming to Speakers and Treat Them with Care and Gentleness:** The way that the board treats people during public hearings can do a lot to make them relax or push their emotions to a higher level of intensity."
- B. Actively Listen:** It is disconcerting to speakers to have board members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time gazing around the room gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as "smirking," disbelief, anger or boredom. If speakers become flustered or defensive by board questions, it is the responsibility of the chair to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by board members to members of the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Board members' personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing is closed.
- C. No Personal Attacks of Any Kind, Under Any Circumstance:** Board members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.
- D. Follow Parliamentary Procedure in Conducting Public Meetings:** Final rulings on parliamentary procedure are made by the chair of the meeting.

TOWN BOARD CONDUCT WITH THE PUBLIC: IN UNOFFICIAL SETTINGS

- A. Make No Promises on Behalf of the Board:** Board members will frequently be asked to explain a town board action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of town policy and to refer to town staff for further information. It is inappropriate to overtly or implicitly promise board action, or to promise town staff will do something specific (repair a street, solve a drainage problem, install street signs, etc.).
- B. Make No Personal Comments About Other Board Members:** It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other board members, their opinions and actions.
- C. Remember That Despite Its Impressive Population Figures, This Town Is a Small Town at Heart:** Board members are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper deportment in the town. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by board members, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

BOARD MEMBER CONDUCT WITH OTHER PUBLIC AGENCIES

- A. Be Clear About Representing the Town or Personal Interests:** If a board member appears before another governmental agency or organization to give a statement on an

issue, the board member must clearly state:

1. If his or her statement reflects personal opinion or is the official stance of the town;
2. Whether this is the majority or minority opinion of the board. If the board member is representing the town, the member must support and advocate the official town position on an issue, not a personal viewpoint.
3. If the board member is representing another organization whose position is different from the town, the member should withdraw from voting on the issue if it significantly impacts or is detrimental to the town's interest. Board members should be clear about which organizations they represent and inform the mayor and board of their involvement.

B. Correspondence Also Should Be Equally Clear About Representation: Town letterhead may be used when the board member is representing the town and the town's official position. A copy of official correspondence should be given to the town administrator for filing as part of the permanent public record.

BOARD MEMBER CONDUCT WITH BOARDS AND COMMISSIONS

The town has established several boards and commissions as a means of gathering more community input. Citizens who serve on boards and commissions become more involved in government and serve as advisors to the town board. They are a valuable resource to the town's leadership and should be treated with appreciation and respect.

- A. If Attending a Board or Commission Meeting, Be Careful to Only Express Personal Opinions:** Board members may attend any board or commission meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation -- especially if it is on behalf of an individual, business or developer -- could be viewed as unfairly affecting the process. Any public comments by a board member at a board or commission meeting should be clearly made as their individual opinion and not a representation of the entire town board.
- B. Limit Contact with Board and Commission Members to Questions of Clarification:** It is inappropriate for a board member to contact a board or commission member to lobby on behalf of an individual, business, or developer. It is acceptable for board members to contact board or commission members to clarify a position taken by the board or commission.
- C. Remember That Boards and Commissions Serve the Community:** The town board appoints individuals to serve on boards and commissions, and it is the responsibility of boards and commissions to follow the policy established by the board. But board and commission members do not report to individual board members, nor should board members feel they have the power or right to threaten board and commission members with removal if they disagree about an issue. Appointment and reappointment to a board or commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A board or commission appointment should not be used as a political "reward."

- D. Be Respectful of Diverse Opinions:** A primary role of boards and commissions is to represent many points of view in the community and to provide the board with advice based on a full spectrum of concerns and perspectives. Board members may have a closer working relationship with some individuals serving on boards and commissions but must be fair and respectful of all citizens serving on boards and commissions.
- E. Keep Political Support Away from Public Forums:** Board and commission members may offer political support to a board member, but not in a public forum while conducting official duties. Conversely, board members may support board and commission members who are running for office, but not in an official forum in their capacity as a board member.
- F. Inappropriate Behavior Can Lead to Removal:** Inappropriate behavior by a board or commission member should be noted to the mayor, and the mayor should counsel the offending member. If inappropriate behavior continues, the mayor should bring the situation to the attention of the board and the individual is subject to removal from the board or commission.

TOWN BOARD MEMBERS CONDUCT WITH THE MEDIA

Board members are frequently contacted by the media for background and quotes.

- A. The Best Advice for Dealing with The Media is to Never Go "Off the Record":** Most members of the media represent the highest levels of journalistic integrity and ethics and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.
- B. The Mayor Is the Official Spokesperson for the Town's Position:** The Mayor is the designated representative of the Board to present and speak on the official town position. If an individual board member is contacted by the media, the board member should be clear about whether their comments represent the official town position or a personal viewpoint.
- C. Choose Words Carefully and Cautiously:** Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

A SPECIAL NOTE ON SOCIAL MEDIA CONDUCT

Board members may choose to have their own social media pages, if desired, to respond to comments/questions posted on other social media sites. Please note, however, these pages are under the care of, and updated by the board member and are not an official page of the town.

There will be times a board member may be asked a question, or a comment is made through other social media sites and/or pages. If it has to do with a town service, issue, etc., please direct them to the town's website or provide the citizen with the phone number to Town Hall – 405-872-3000.

For other questions/comments, the board member may respond or choose not to respond. If board members do respond, they are advised to keep to the point, be consistent, and be responsive, not reactive. Social media can be a good tool to get out information, but at times, can turn ugly quickly. It is important to remember that, once a response is in writing, it is difficult to change.

Particular caution should be used with personal electronic communication, such as, social media,

that could become subject to the Open Records Act.

NEPOTISM AND DUAL-OFFICE HOLDING

No elected official may appoint or elect any person to any office of position of profit in the municipal government, if that person is related by affinity or consanguinity within the third degree to any governing body member or to himself/herself.

Title 11, O.S., Section 8-106

A member of the board may also not receive compensation for service in any municipal office or position other than his/her elected office.

SANCTIONS

- A. Public Disruption:** Members of the public who do not follow proper conduct after a warning in a public hearing may be barred from further testimony at that meeting or removed from the board chambers.
- B. Inappropriate Staff Behavior:** Board members should refer to the administration any town staff who does not follow proper conduct in their dealings with board members, other town staff, or the public. These employees may be disciplined in accordance with standard town procedures for such actions.
- C. Board Members Behavior and Conduct:** Town board members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the board, lose seniority or committee assignments (both within the town or with inter-government agencies). Serious infractions of the Code of Ethics or Code of Conduct could lead to other sanctions as deemed appropriate by board.

Board members should point out to the offending board member infractions of the Code of Conduct. If the offenses continue, then the matter should be referred to the mayor in private. If the mayor is the individual whose actions are being challenged, then the matter should be referred to another board member.

It is the responsibility of the mayor to initiate action if a board member's behavior may warrant sanction. If no action is taken by the mayor, the alleged violation(s) can be brought up with the full board in a public meeting.

If violation of the Code of Conduct is outside of the observed behaviors by the mayor or board members, the alleged violation should be referred to the mayor. The town board should ask the appropriate staff member to investigate the allegation and report the findings to the town board. It is the town board's responsibility to take the next appropriate action. These actions can include but are not limited to: discussing and counseling the individual on the violations; recommending sanction to the full board to consider in a public meeting; or forming a board ad hoc subcommittee to review the allegation; the investigation and its findings, as well as, to recommend sanction options for board consideration.

- A. Town staff shall provide a copy of this resolution to the members of all town boards and commission to ensure they are familiar with the guidelines established by the town board.
- B. Additional ethical restrictions, based on state law, apply to any financial conflict of interest issue that may arise, and those issues should be addressed on an individual basis as they arise.

PUBLIC TRUSTS & UTILITY AUTHORITIES

Oklahoma law allows for the creation of a public trust for limited purposes. Currently, the Town of Slaughterville does not have any public trusts or utility authorities. If the town chose to do so in the future, the town could gain some advantages in the ability to finance projects and some other differences in how it can conduct its' business. The greatest advantage is the ability to sell revenue bonds to finance construction of public utilities or other projects that can be funded by the revenue that is created. The revenue bonds can be approved and sold by a vote of the Trustees of the Trust and do not require a vote of the people, as do general obligation bonds that are used by the town to finance projects.

Many trusts in Oklahoma have been created to allow that flexibility. The trust is for all purposes a separate, legal entity and therefore, required to have separate meetings and separate agendas for its meetings. The Trustees of the Trust are designated by the trust documents, and many times will be elected officials of the town. Although we sometimes refer to the two entities as one and the same, they really are not. Each entity has its own budget, has its own financial structure, and does business in specific areas without mingling its financial affairs with the other entity. All of the open meeting and open record restrictions that apply to the Town will apply to the trust. Although your form of government may have special limitations on the roles of the Mayor and other elected officials, the Trust Indenture should be reviewed to determine the specific powers of the trustees of the trust that governs your operations.

TRAINING & BUILDING STABILITY

MANDATORY BOARD OF TRUSTEE EDUCATION

A statute was passed by the Oklahoma legislature requiring all board members elected after January 1, 2005, to attend eight hours of municipal government training within one year of taking office. The specific terms of the statute state:

Section 8-114 - First Time Elected or Appointed Officers Required to Attend Institute for Municipal Officers

- A. **Each person elected or appointed for the first time as an officer of a municipality** as defined by paragraph 6 of Section 1-102 of this title, shall be required within one (1) year after taking the oath of office to attend an institute for municipal officials. The Institute shall be conducted at all times, in cooperation with the Oklahoma Department of Career and Technology Education, by or under the supervision of a statewide organization that is

exempt from taxation under federal law and designated pursuant to the provisions of the Internal Revenue Code, 26 U.S.C., Section 170(a). The statewide organization shall demonstrate to the Oklahoma Department of Career and Technology Education that it has represented municipalities, had statutory functions and conducted training programs for municipalities for at least fifteen (15) years prior to November 1, 2005. It shall further demonstrate that its continuous official purpose is to promote the general welfare of cities and towns, to foster or conduct schools, short courses and other training sessions, to provide technical assistance and consultive services and other aids for the improvement and increased efficiency of town and town government, and to serve as the representative of cities and towns in carrying out the duties and prerogatives conferred on it by state law.

- B. The Institute shall consist of eight (8) hours of instruction.** A certificate of completion shall be awarded to those persons who attend and successfully complete the Institute and a list of those persons shall be filed with the Oklahoma Department of Career and Technology Education.
- C. The curriculum for the Institute shall include,** but not be limited to: municipal budget requirements, the Oklahoma Open Meeting Act, the Oklahoma Open Records Act, ethics, procedures for conducting meetings, conflict of interest, and purchasing procedures.
- D. The Institute shall be held at a minimum of six regional locations in the state.** Every effort shall be made by the Institute to accommodate training through long-distance learning.
- E. A person elected or appointed to a municipal office** who fails to satisfy the education requirements of this section shall cease to hold the office commencing at the next scheduled meeting of the governing body following the first-year anniversary of the person's taking the oath of office.
- F. At the time of filing, the designated statewide organization** shall provide the necessary information to the candidate of the option for attendance at the Institute as provided for in this section. In the case of officials nominated and elected for municipal offices at town meetings, the presiding officer of the town meeting shall notify the candidate of the option.

The failure to obtain the training results in a forfeiture of office without any affirmative vote by the other members and may preclude the board member from being eligible to serve in the future. Please contact the town clerk's office to obtain the necessary information to meet the requirements of this state law.

BUILDING STABILITY

Our goals should be the same for the mayor, elected board members, the appointed board members, commissioners, committee members, town employees, and volunteers, that we want the following things in our town government:

- A. Stability:** Everyone we deal with needs our government to be stable, meaning predictable, reliable and consistent in how we do business.
- B. Fulfilling:** Our town government experience should be fulfilling for everyone involved,

from the highest ranking to the lowest ranking person associated with our government. We get there by accomplishing good goals, and by leaving it better than we found it.

- C. Enjoyable:** We deal with difficult issues sometimes, but the experience of working to make our government better should be enjoyable for everyone involved.

The more stable our towns are, the more fulfilling and enjoyable our service will be.

The stability test was created as a way to measure how our towns are doing; the 10 categories used were chosen based on input from a number of municipal officials, with the idea that we should identify the broad areas that should be measured to determine how well our communities are functioning. Some towns have adopted this test as a framework for annual retreats, using it to identify areas in which they seek improvement and as a way to measure how they have improved from year to year.

- 1. Financial Stability:** Do you have enough money to operate?
 - a. Create a written policy that establishes financial goals for the town, approved by board resolution that gives clear direction to staff.
 - b. Determine an appropriate reserve policy with realistic goals.
 - c. Clear, simple, monthly reports to elected officials.
- 2. Governing Body Stability:** How stable is your governing body?
 - a. Hold an annual training, including training to staff and elected officials about meeting protocol.
 - b. Plan to hold an annual retreat to set goals.
 - c. Hold regular meetings with staff to ensure all are working on the projects that are important.
 - d. Have a code of ethics for elected officials.
 - e. Have a best practices resolution for oversight.
 - f. Be professional.
- 3. Meetings:** How good are your meetings?
 - a. They should be business meetings.
 - b. Have respect for fellow elected officials.
 - c. Have and abide by clear meeting rules.
 - d. Include a good balance of public input limited to agenda topics.
 - e. Attend meetings in other cities and learn from them.
- 4. Employees:** How good is your workforce?
 - a. How do you instill pride in their work?
 - b. Improve uniforms and appearance with employee help.
 - c. Provide a good salary and benefits.
 - d. Create a sense of being a part of the team that works toward a common goal.
 - e. Show appreciation to your employees.
- 5. Public Image:** What does the public think of your town?
 - a. Having good, professional meetings will help.
 - b. Emphasize what you do well.
 - c. What do your town's properties look like?

- d. What does your town equipment look like?
 - e. Is town equipment properly marked so that it may be readily identifiable?
 - f. Do you show appreciation to vendors?
 - g. Do you pay on time?
- 6. Crisis Management:** How do you handle a crisis?
- a. Understand everyone's role.
 - b. Understand operations before an event.
 - c. Have elected officials tour emergency management facilities and understand who is in charge.
- 7. Economic Development:** Are you involved in economic development?
- a. Have you set goals for economic development?
 - b. Does the town own land for development?
 - c. Do you have an economic development director or contract?
- 8. Planning & Goal Setting:** How well do you plan and set goals for town projects?
- a. Hold an annual or regular goal setting meeting with written results.
 - b. Have short term and long-term planning.
 - c. Have clear communication, including action steps.
- 9. Administration:** How stable has your upper management been?
- a. Identify the strengths and weaknesses of a good working relationship.
 - b. Communicate about expectations.
 - c. Build and maintain trust between the elected officials and the administration.
- 10. Communication:** How well do you communicate?
- a. Create a communications system that is agreed to, that may include:
 - 1. Weekly reports
 - 2. Annual reports
 - 3. Town newsletter
 - 4. Employee newsletter
 - 5. Email of important events
 - b. If possible, have board committees.
 - c. Informal time with elected officials for management

If you can find stability in these 10 areas, your town will operate more efficiently and achieve greater success throughout the years.

MEETINGS

Avoid bad meetings – the elected officials can control their own meetings. By improving your meetings:

- A.** The board members enjoy their service more than ever and have a sense that they have been given the tools and power to make a permanent, positive change.
- B.** The image of the town government has improved by the way meetings are conducted.
- C.** Meetings are shorter, better and more focused on the real issues.
- D.** It is a much better place to work; employees are better paid and treated better with a better work environment and good employees will stay.

- E. The interest of the public is much better served than ever before.

PUBLIC IMAGE

One of the biggest problems facing municipalities across Oklahoma is a negative public image. Towns continue to work to improve services and accessibility to the community, yet the public focuses on the negatives. By utilizing social media, you can improve your public image and manage the message that your town projects. Your town becomes a primary news source, particularly with the decline in print media around the state. And, if utilized correctly, you will learn to engage with your community and build rapport. Social media can be a tool for notices and pushing information but make a goal to build engagement and interaction as well.

The town has two (2) social media policies. One is for employees, volunteers, and officials (*Social Media Policy*); and the other is set as an example for the town to use if the town desires to have a social media page (*set forth as Example Social Media Impressum*).

- A. **Social Media:** Slaughterville currently has a Facebook page. For information regarding the town, citizens can review information on the town's website or Facebook page. The use on social media, particularly Facebook, should be used in a fashion to allow employees to confidently hide or delete comments and in accordance with the example shown in the Appendix titled "Example Social Media Impressum." Any employee, volunteer, or official who uses social media reflecting town business should comply with the Social Media Policy.
- B. **The Negatives of Social Media:** Many people are turned off by social media and simply want to avoid it. However, it has only continued to grow throughout the last decade, and the public has become more reliant on social media updates than the daily newspaper. Towns should embrace this change and make a goal to push positive, accurate news to their community.

APPENDIX

TOWN BOARD DISCLOSURE OF INTEREST FORM

The undersigned, in accordance with state law, hereby discloses the following conflict of interest:

- A. I have an interest in following issue that is pending:
- B. My conflict exists because of the following:
- C. Does the transaction involve any of the following?
 - a. Selling, buying, or leasing property, real or personal, to or from the municipality;
 - b. Contracting with the municipality; or
 - c. Buying or bartering for or otherwise engaging in any manner in the acquisition of any bonds, warrants, or other evidence of indebtedness of the municipality.

If yes, AND you or an immediate family member are engaging in that activity, the action is illegal. If your interest is in a company doing business with the town and your interests consists of a "proprietary interest" or ownership of more than twenty-five percent (25%) of the business or of the stock therein or any percentage which constitutes a controlling interest, the transaction is illegal. Does this section apply to your transaction? YES / NO

- D. Competitive Bidding. Is the contract for a construction project involving more than \$50,000? If yes, you are forbidden to be interested directly or indirectly through stock ownership, partnership interest or otherwise in any such contract. Does this section apply to your transaction? YES / NO
- E. I have an interest in an issue that will appear on the board agenda, as follows:
 - a. I understand that because my interest is a personal or family interest in which I have a financial risk in the outcome of the vote, I am precluded from voting on this issue. I understand I can present factual information to the board as a member of the public could, and understand that even though I am not legally required to leave the room during the board's discussion of this matter, that I have been advised I should do so. Does this section apply to your transaction?
YES / NO
 - b. I or a family member has an interest in an issue appearing before the board. I do not have any direct or indirect financial interest in the outcome of the vote and am making this disclosure to avoid any allegation that I had an inappropriate conflict of interest. Does this section apply to your transaction? YES / NO

Dated this _____ day of _____, 20__

Signature

Town Clerk

Town Attorney

MEETING SIGN-IN

WELCOME:

Tonight's meeting of the town board is a regular business meeting in which the board will consider only the specific items listed on the agenda. The agenda items are proposed by the board and staff as pending issues necessary for the town. Citizen input is allowed regarding any agenda item. By board policy, comments are limited to three minutes, should be directed to the Mayor, and should be presented in a civil and business-like manner that shows respect to your fellow citizens.

This meeting, as are other meetings of the town, is governed by rules of conduct and a Code of Ethics approved by the town board. That code requires that the members of the town board continue the long tradition in our town of civility during meetings, proper conduct toward each other, staff, and the public, and open discussion of issues without personal attack or animosity. The board's expectations regarding civility apply to all employees of the town and to the public.

We look forward to your input and a productive meeting.

PLEASE SIGN-IN ONLY IF YOU WISH TO SPEAK ON AN AGENDA ITEM

Name	Address	Phone

CONFIDENTIALITY AGREEMENT FOR EXECUTIVE SESSION

This confidentiality agreement between the parties signing below establishes that all information discussed, heard or read in the town board executive session on _____, will not be released, copied, discussed or shared in any manner with any individual other than town board members present in the executive session, members of town staff present during the executive session, and other persons authorized by the town board to be present in the executive session. Breach of this confidentiality agreement may result in personal liability and potential violation of the Oklahoma Open Meeting Act.

I have read the above statement regarding confidentiality and agree to abide by it to the best of my ability.

Signed on this _____ day of _____, 20_____.

Mayor

Town Administrator

Board Trustee

Town Clerk

Board Trustee

Town Attorney

Board Trustee

Others Present

Board Trustee

EXAMPLE SOCIAL MEDIA IMPRESSUM

If the town desires to use social media in the future, then the use of social media, particularly Facebook, should be used in a fashion to allow employees to confidently hide or delete comments.

Make sure the following statement is placed on the Facebook account:

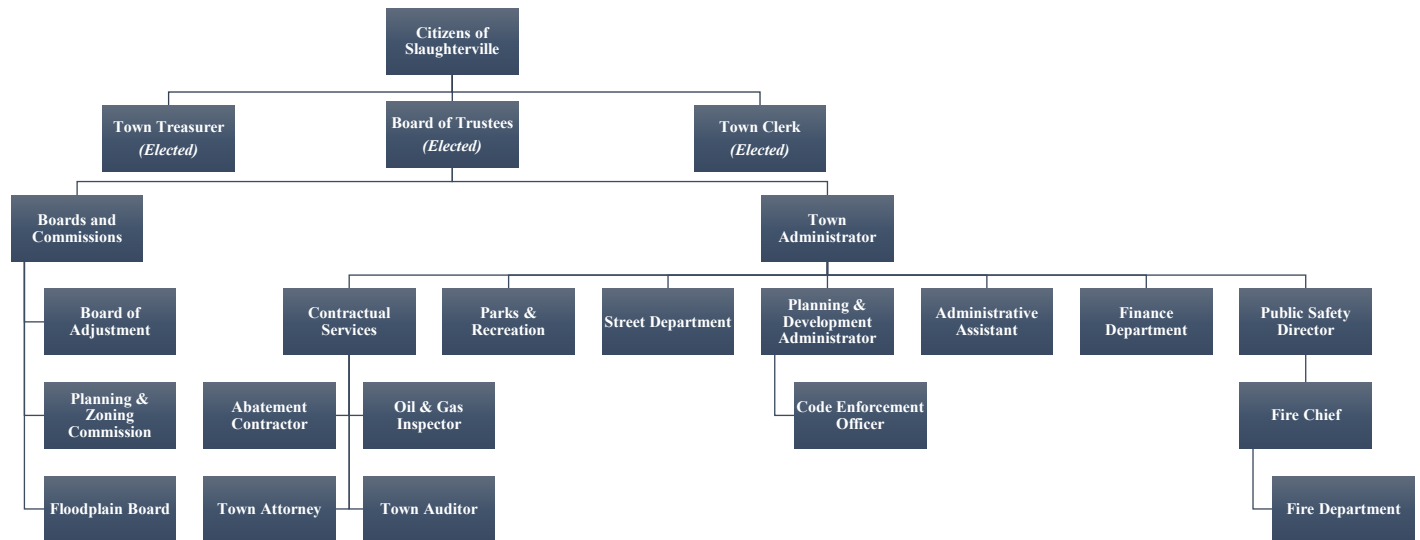
“Comments posted to this page will be monitored. The Town of Slaughterville reserves the right to hide or remove comments, including those that have obscene language or sexual content, threaten a person or organization, support or oppose political candidates or ballot propositions, promote, or encourage illegal activity, promote commercial services or products, promote individual causes, websites or social media sites or are not topically related to the particular posting.”

In addition, the town needs to be sure the following occurs:

- A. Comments: Currently Facebook does not allow a page to turn off the ability to comment on a post. While there are those people who are constantly negative, you have the ability to hide any comments on your page without the commenter knowing.
- B. Public Posting: You can turn off the ability of the public to post on your Facebook page, limiting that to one or more people of your choosing.



Town of Slaughterville Organizational Chart





Town of Slaughterville

10701 US Hwy 77, Lexington, OK 73051
(405) 872-3000 Fax: (405) 872-0330

To: Mayor and Trustees

From: Ashley Furry, Town Administrator

Date: March 12, 2024

RE: Resolution to submit an application to the Oklahoma Opioid Abatement Board

Item Title:

Discussion and/or action to amend, deny, or approve Resolution 2024-0319 a Resolution declaring the eligibility of the Town of Slaughterville, a Political Subdivision to submit an application to the Oklahoma Opioid Abatement Board for use of funds set forth by the Oklahoma Attorney General for the Opioid Abatement Grant Program.

Background:

This resolution is a statement of support to the Slaughterville Fire Department for the application to receive unspecified grant funding through the Oklahoma Attorney General's Office from the Oklahoma Opioid Settlement Funds for opioid abuse and death reduction.

Key Issue:

The funds, if awarded, will be dedicated to purchasing a first responders' vehicle to allow emergency services to reach overdose calls or other opioid-related harms in a timely manner for patient care and distribution of naloxone and other drugs to save lives. A resolution by the town is a requirement to be eligible for grant funding.

RESOLUTION 2024-0319

A RESOLUTION DECLARING THE ELIGIBILITY OF THE TOWN OF SLAUGHTERVILLE, A POLITICAL SUBDIVISION TO SUBMIT AN APPLICATION TO THE OKLAHOMA OPIOID ABATEMENT BOARD FOR USE OF FUNDS SET FORTH BY THE OKLAHOMA ATTORNEY GENERAL FOR THE OPIOID ABATEMENT GRANT PROGRAM.

WHEREAS, the Board of Trustees of the Town of Slaughterville, Oklahoma recognizes the devastating impact of opioid abuse on our community, including the loss of lives, strain on healthcare resources, and overall societal well-being; and

WHEREAS, pharmaceutical companies have recently reached financial settlements in response to lawsuits regarding the opioid crisis, resulting in significant funds being earmarked for addressing opioid-related issues; and

WHEREAS, the State of Oklahoma Attorney General's Office Opioid Abatement Board has approved \$23 million in funding for an Opioid Abatement Grant Program for communities across the state; and

WHEREAS, directing opioid settlement funds towards comprehensive, multi-faceted initiatives aimed at prevention, intervention, and support services will maximize their impact and contribute to a healthier and safer community; and

NOW, THEREFORE, BE IT RESOLVED the Town of Slaughterville will apply for the maximum funding allocation of \$60,000 in order to fund a first responders' vehicle to allow emergency services to reach overdose calls or other opioid-related harms in a timely manner for patient care and distribution of naloxone and other drugs to save lives.

ADOPTED and **APPROVED** by the Board of Trustees of the Town of Slaughterville, Oklahoma, this 19th day of March 2024.

Troy Taylor, Mayor

ATTEST:

Christy Quickle, Town Clerk