Updated April 2024

TOWN OF COYLE

CITY ORDINANCES

Table of Contents

CHAPTER 1 - OFFICERS AND EMPLOYEES 4

Article 1. Board of Trustees 4

Article 2. Elections 4

Article 3. Other officers and Employees 4

Article 4. Legislative Intent 5

Article 5. Consulting Attorney 5

Article 6. Miscellaneous Provisions 6

Article 7. Nepotism 6

Chapter 2 - ANIMALS 8

Article 1. Definitions 8

Article 2. Domestic Animals 10

Article 3. All Animals 16

Article 4. Bird Sanctuary 20

Article 5. Provisions 21

Chapter 3 - BUILDING, PLUMBING AND ELECTRICAL INSTALLATIONS 22

Section 3-1 (Reserved for future use.) 22

Chapter 4 - BUSINESSES AND OCCUPATIONS 22

Section 4-1 (Reserved for future use.) 22

Chapter 5 - CEMETERIES 22

Section 5-1 (Reserved for future use.) 22

Chapter 6 - FINANCE AND BUSINESS OF TOWN 23

Section 6-1 (Reserved for future use.) 23

Chapter 7 - FIRE PREVENTION 28

Article 1. General provisions 28

Article 2. Fireworks 28

Article 3. Burning Trash 29

Article 4. Burning Grass 29
Article 5. Penalty 30
Article 6. Volunteer Firemen 30
Article 7. Fire Prevention Code 31
Chapter 8 - GARBAGE AND RUBBISH 32
Article 1. Disposal of Garbage and Refuse 32
Chapter 9 - MISCELLANEOUS PROVISIONS 34
Article 1. Definitions 34
Article 2. Ordinances in Effect in Outlying Territory of Town 34
Article 3. Severability Clause 35
Chapter 10 - HEALTH, SAFETY AND NUISANCES 36
Article 1. Abatement of Weeds and Trash 36
Article 2. Nuisances in General 37
Article 3. Public Health 40
Article 4. Public Safety 40
Article 5. Toilet Facilities 40
Article 6. Penalty 41
Chapter 11 - MUNICIPAL COURT 43
Article 1. Municipal Court Created; Organization and Procedure 43
Chapter 12 - OFFENSES AND ADMINISTRATION OF JUSTICE 46
Article 1. General Provisions 46
Article 2. Offense Against Decency, Morality, and Public Policy 46
Article 3. Offenses Against the Public Peace 52
Article 4. Offenses Against Persons 55
Article 5. Offenses Against Property 56
Article 6. Offenses Against Public Justice 59
Article 7. Administration of Justice 61
Article 8. Penalty. 66
Chapter 13 - PARKS AND RECREATION 67
Section 13-1 (Reserved for future use.) 67
Chapter 14 - PLANNING AND ZONING 68
Article 1. Town Planning Commission 68
Article 2. Zoning 69
Chapter 15 - STREETS, SIDEWALKS AND OTHER PUBLIC AREAS 71
Article 1. Use and Obstruction 71

Chapter 16 - PRIVATE PROPERTY 78
Section 16-1 (Reserved for future use) 78
Chapter 17 - PUBLIC UTILITIES 91
Article 1. Water Systems 91
Article 2. Utility Franchises 93
Article 3. Connection and Reconnection 93
Chapter 18 - TRAFFIC 95
Article 1. Words and Phrases Defined 95
Article 2. Traffic Administration and Obedience to Traffic Regulations 97
Article 3. Certain Vehicles Prohibited, Equipment, Etc 101
Article 4. Traffic Control Devices 102
Article 6. Speed Regulations 107
Article 7. Reckless Driving While Under the Influence of Alcohol or Drugs; Driver's License 108
Article 8. Turning Movements; Signals on Turning and Stopping 109
Article 9. Right of Way; Stop and Yield Intersections 111
Article 10. Miscellaneous Regulations 114
Article 11. Pedestrian's Rights and Duties 117
Article 12. Bicycles 118
Article 13. Stopping, Standing and Parking 121
Article 14. Penalty 122
Article 15. Enforcement of Traffic Ordinance 122
Chapter 19 - TRANSPORTATION 124
Section 19-1 (Reserved for future use.) 124
APPENDIX 1 - ELECTRIC FRANCHISE 125
APPENDIX 2 - GAS FRANCHISE 125
APPENDIX 3 - PROVISIONS OF STATE STATUTES 125

CHAPTER 1 - OFFICERS AND EMPLOYEES

Article 1. Board of Trustees

Section 1-1. Board of Trustees.

The Board of Trustees of the Town of Coyle shall be the legislative body of the Town of Coyle. It shall consist of three trustees from the town at large, said trustees to be appointed or elected by the Town at large.

Section 1-2. Powers and duties.

The Board of Trustees of the Town of Coyle shall have the powers and duties as are prescribed by the laws of the State of Oklahoma.

Section 1-3. President of the Board of Trustees.

The Board of Trustees shall select one of its members to be President of the Board of Trustees of the Town of Coyle, and he /she shall preside over such board and have such powers and duties as are provided by the laws of the State of Oklahoma and by this code.

Section 1-4. Wards.

There shall be no wards in the Town of Coyle. Elections are at large.

Article 2. Elections

Section 1-5. General Elections.

General elections and primary elections shall be held in the Town of Coyle as provided by the laws of the State of Oklahoma, at which election such officers (3) shall be elected as by law provided. The Clerk/Treasurer is a hired position.

Article 3. Other officers and Employees

Section 1-6. Town Marshall.

The Board of Trustees shall appoint a Town Marshall who shall have the powers and duties provided by the laws of the State of Oklahoma and by this code. His compensation shall be fixed by the Town Board.

Section 1-7. Employees.

The Board of Trustees shall have the authority to employ such persons as are necessary to carry out the provisions of this code and the laws of the State of Oklahoma, and to fix the compensation thereafter.

The Clerk/Treasurer of the Town of Coyle earns an annual salary of $400.00 and, extra duties shall be the Secretary of the Town of Coyle whose compensation shall be fixed by the Board of Trustees in addition to the annual salary of $400.00.

Section 1-8. Compensation.

The monthly compensation of the officers and employees of the Town of Coyle shall be as follows:

(1) President of the Board of Trustees (also known as Mayor), $75.00;

(2) Members of the Board of Trustees, $25.00

Article 4. Legislative Intent

Section 1-9 Legislative Intent.

It is hereby declared the legislative intent of the Board of Trustees to conform hereby to the provisions of Title 11 O.S. §1-101-55-103.

Article 5. Consulting Attorney

Section 1-10. Consulting attorney employed.

Section Repealed per Ordinance 2023-03 9-19-23 LV

The Town of Coyle shall employ a consulting attorney for the Town of Coyle, Oklahoma. He shall receive a fixed monthly compensation for all ordinary services performed in that capacity. Ordinary services include counseling and advising the members of the Town Board and all Town officials on all matters of a legal nature pertaining to the business of the Town of Coyle. Special services shall include all other services of a legal nature than those enumerated above, and

Adopted July 15, 2025

ORDINANCE NO. 2025-04

AN EMERGENCY ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF COYLE, OKLAHOMA, PROVIDING FOR THE ADOPTION OF CHAPTER 1: ADMINISTRATION AND GOVERNMENT, ARTICLE 8, TOWN RECORDS; PROVIDING FOR THE ESTABLISHMENT OF STANDARDS AND REQUIREMENTS OF TOWN OFFICIALS REGARDING TOWN RECORDS OPEN FOR PUBLIC INSPECTION; REPEALER; SAVINGS; SEVERABILITY; CODIFICATION AND DECLARING AN EMERGENCY.

EMERGENCY ORDINANCE

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF COYLE, OKLAHOMA

Section I: That the Coyle Municipal Code is hereby amended by the addition of a new Chapter 1, Article 8 and to read as follows:

Chapter 1: ADMINISTRATION AND GOVERNMENT

ARTICLE 8

TOWN RECORDS

SECTION 1-801 APPOINTMENT OF OFFICIAL CUSTODIANS
SECTION 1-802 DESIGNATION OF ADDITIONAL RECORD CUSTODIANS
SECTION 1-803 DUTIES OF CUSTODIANS
SECTION 1-804 REQUESTS TO BE DIRECTED TO CUSTODIANS
SECTION 1-805 PROCEDURES REGARDING BOTH INSPECTION AND COPYING OF OPEN PUBLIC RECORDS
SECTION 1-806 PROCEDURES REGARDING INSPECTION OF OPEN PUBLIC RECORDS
SECTION 1-807 PROCEDURES REGARDING COPIES OF OPEN PUBLIC RECORDS
SECTION 1-808 NO FEE FOR INSPECTION
SECTION 1-809 COPYING FEE
SECTION 1-810 FEE FOR MECHANICAL REPRODUCTION
SECTION 1-811 SEARCH FEE
SECTION 1-812 PREPAYMENT OF FEES
SECTION 1-813 FEES
SECTION 1-814 DESTRUCTION OF PUBLIC RECORDS; SCANNING AND STORING PUBLIC RECORDS

ARTICLE 8

TOWN RECORDS

SECTION 1-801 APPOINTMENT OF OFFICIAL CUSTODIANS.

The following town officials are hereby appointed as official custodians for purposes of the Oklahoma Open Records Act and are charged with responsibility for compliance with that act with respect to the following listed public records:

1. Town clerk-treasurer. All public records kept and maintained in the town and court clerk's office and all other public records not provided for elsewhere in this chapter;

2. Reserved;

3. Chief of police. All public records not on file in the office of the town clerk-treasurer and kept and maintained in the town police department;

4. Fire chief. All public records not on file in the office of the town clerk-treasurer and kept and maintained in the town fire department;

5. Town attorney. All public records not on file in the office of the town clerk-treasurer and kept and maintained in the town attorney's office;

6. Court clerk. All public records not on file in the office of the town clerk-treasurer and kept and maintained in the municipal court.

State Law Reference: Open Records Act, 51 O.S. §§ 24A.1 to 24A.18.

SECTION 1-802 DESIGNATION OF ADDITIONAL RECORD CUSTODIANS.

A. Each of the official custodians appointed in Section 1-601 of this code is hereby authorized to designate any subordinate officers or employees to serve as record custodian. The record custodians shall have such duties and powers as are set out in the Oklahoma Open Records Act.

B. Whenever an official custodian shall appoint another person as a record custodian, he or she shall notify the town clerk-treasurer of such designation and the town clerk-treasurer shall maintain a register of all such designations.

SECTION 1-803 DUTIES OF CUSTODIANS.

All town officials and employees appointed or designated under this chapter shall: protect public records from damage and disorganization; prevent excessive disruption of the essential functions of the town; provide assistance and information upon request; ensure efficient and timely action and response to all applications for inspection of public records; and shall carry out the procedures adopted by this town for inspecting and copying open public records.

SECTION 1-804 REQUESTS TO BE DIRECTED TO CUSTODIANS.

A. All members of the public, seeking access to, or copies of, a public record in accordance with the provisions of the Oklahoma Open Records Act, shall address their requests to the custodian charged with responsibility for maintenance of the record sought to be inspected or copied.

B. Whenever any town official or employee appointed or designated as a custodian under this chapter is presented with a request for access to, or copy of, a public record which record the custodian does not have in his possession and which he has not been given responsibility to keep and maintain, the custodian shall so advise the person requesting the record. The person making the request shall be informed as to which custodian the request should be addressed to, if such is known by the custodian receiving the request.

SECTION 1-805 PROCEDURES REGARDING BOTH INSPECTION AND COPYING OF OPEN PUBLIC RECORDS.

The following procedures are hereby adopted and shall be applied by each official custodian and record custodian:

1. Consistent with the policy, duties and procedures established by the Oklahoma Open Records Act, record custodians shall provide full access and assistance in a timely and efficient manner to persons who request access to open public records;

2. Record custodians shall protect the integrity and organization of public records with respect to the manner in which such records are inspected and copied;

3. Record custodians may prevent excessive disruptions of essential functions and provide the record at the earliest possible time;

4. All inspections and copying of open public records shall be performed by, or under the supervision of, the record custodian responsible for such records;

5. All persons requesting the inspection of or a copy of open public records shall make such request in writing prior to the request being honored, except that no form shall be required for requests made for records which have been reproduced for free public distribution;

6. All record inspection and copying forms are to be completed by the person requesting the record. The record custodian may demand reasonable identification of any person requesting a record;

7. Any fees for record inspection or for copies are due at the time the records, or copies thereof, are provided to the requester, unless the record custodian has demanded that prepayment of all or part of such fees be made. Fees are to be paid to the record custodian or Town clerk-treasurer;

8. The record custodian or town clerk-treasurer shall demand full or partial prepayment of the fees when the estimate for such fees exceeds the amount set out in Section 1-812 of this code;

9. No record search or copying charge shall be assessed against officers or employees of the town who make requests which are reasonably necessary to the performance of their official duties;

10. Hours for making requests for inspection or copying shall be all regular working hours for each day the office maintains regular office hours;

11. Removal of open public records from the office where kept and maintained, for purposes of inspection or the making of copies, shall not be permitted; and

12. The above procedures, as well as any other inspection and copying procedures, shall be posted in a conspicuous place in the office of the record custodian.

SECTION 1-806 PROCEDURES REGARDING INSPECTION OF OPEN PUBLIC RECORDS.

The following procedures are hereby adopted and shall be applied by every official custodian and record custodian:

1. Record custodians shall handle all inspection requests in accordance with their duties to protect and preserve public records and to assist persons requesting inspection of open public records.

2. All request forms must be completed by the party requesting the record. In all cases the party so requesting must sign his or her individual name to the form. Written requests shall be made on the form provided by the record custodian and presented to the record custodian;

3. A written request is sufficient if it reasonably describes the record sought. In instances where the requester cannot provide sufficient information to identify a record, the custodian shall assist in making such identification; and

4. The record custodian shall, upon making a denial of an inspection request, forward a copy of the denial to the mayor.

SECTION 1-807 PROCEDURES REGARDING COPIES OF OPEN PUBLIC RECORDS.

The following procedures are hereby adopted and shall be applied by each official custodian and record custodian:

1. Record custodians shall handle all copy requests in accordance with their duties to protect and preserve public records and to assist persons requesting copies of open public records;

2. All request forms must be completed by the party requesting the copies. In all cases the party so requesting must sign his or her individual name to the form. Written requests shall be made on the form provided by the record custodians;

3. Mechanical reproduction of a record shall not be undertaken when it is the judgment of the record custodian that any available means of mechanical reproducing the subject record is likely to cause damage to such record; and

4. No copy fee shall be assessed when multiple copies of the record requested have been prepared for free public distribution, or when the record custodian determines that the cost of charging and handling the fee exceeds the cost of providing a copy without charge.

SECTION 1-808 NO FEE FOR INSPECTION.

Where a request has been made for the inspection of an open public record, no fee shall be charged.

SECTION 1-809 COPYING FEE.

A fee per page as set by Fee Schedule shall be charged for photocopying an open public record, such fee to cover the cost of labor, materials and equipment.

SECTION 1-810 FEE FOR MECHANICAL REPRODUCTION.

For copying any open public record which cannot be reproduced by photocopying, such as a computer printout or a blueprint, the requester shall be charged the actual cost to the town, including the cost of labor, materials and equipment.

SECTION 1-811 SEARCH FEE.

The fee provided in Fee Schedule shall be charged a requester who is using the record solely for a commercial purpose. Such fee shall be charged to recover the direct cost of document search.

SECTION 1-812 PREPAYMENT OF FEES.

A record custodian may demand prepayment of a fee. The prepayment amount shall be an estimate of the cost of copying, mechanical reproduction or searching for the record. Any overage or underage in the prepayment amount shall be settled prior to producing the requested record or delivering the copy or mechanical reproduction of the record.

SECTION 1-813 FEES.

Fees shall be charged for copies and services rendered hereunder pursuant to the town's fee schedule.

SECTION 1-814 DESTRUCTION OF PUBLIC RECORDS; SCANNING AND STORING PUBLIC RECORDS

A. Purpose. The purpose of this section is to provide for the retention, digital storage and/or destruction of public records in accordance with state law and this section.

B. The Town Board hereby authorizes the legal custodian, with the written approval from the Mayor, to destroy, sell for salvage or otherwise dispose of the following papers, documents and records after the expiration of the specified period of time following the end of the fiscal year in which the paper, document or record was created, except as otherwise specified:

1. One (1) year: parking citations may be destroyed or otherwise permanently disposed of one (1) year after the date of issuances;

2 Two (2) years: municipal court warrants, water, sewer, garbage and utility receipts and statements, which have been previously audited; inspection records relating to water meters and sewer inspections; miscellaneous petitions and letters addressed to the governing body on matters other than pertaining to the items hereinafter set forth; utility billing ledger or register; utility cash receipts ledger or register; and utility accounts receivable ledger or register. Fire run contracts may be destroyed or otherwise disposed of two (2) years after their expiration;

3. Five (5) years: successful and unsuccessful bids for the purchase or furnishing of equipment, material and improvements; inspection records except as provided for in paragraph 2 of this section; claims that have been denied; license applications; bonds; special, primary and general election payrolls; election tabulations and returns; withholding statements; garnishment records; traffic tickets and receipts; bond receipts and fine receipts; information and complaints; court dockets; paid general obligation and revenue bonds; paid street improvement, sewer and sidewalk district bonds; warrants; claims; checks; vouchers; purchase orders; payrolls;

4. Ten (10) years: inventories; appropriation ledgers; sidewalk assessment records, except payment records; cash receipt book or register for the general fund, the street and alley fund, any bond fund or sinking fund and all other trust funds that have been audited; and

C. Fifteen (15) years: sewer and improvement district records, except payment records.

D. No records pertaining to pending litigation shall be disposed of until such litigation is finally terminated.

E. Other Records. Public records not addressed in Subsection B or C hereinabove, or otherwise addressed in the Record Retention Policy which is on file in the Office of the Town Clerk-Treasurer dated April 2015, may be destroyed by their legal custodian, with written approval from the Mayor, seven (7) years after their creation.

F. Retention of Public Records. Except as otherwise provided in Subsection F, all public records shall be retained for the time periods provided by Subsections B, C and D and may thereafter be scanned as digital files and stored, either on and/or off site, and/or destroyed by their legal custodian, with written authorization from the Mayor. This procedure shall apply to all files of the Town and its public trust authorities. Notwithstanding the foregoing, the following public records shall be held in perpetuity: deeds, records bearing signatures of historical persons or other public records of historic or legal significance, Town and authority meeting minutes, and testing laboratory results or the inspection records of public improvements.

G. Scanning and Storing of Public Records. Any public records may be scanned as digital files and stored, either on or off site, as determined appropriate by their legal custodian, with written approval from the Mayor. The method of reproduction shall be durable and safely preserve the public record and shall accurately reproduce and perpetuate the original public record in all details. All public records which are scanned and stored shall be placed in conveniently accessible files and provision made for preserving, examining and using the same. Whenever public records are scanned and stored, a certification of these facts shall be furnished to the Town Board or other governing body, as appropriate, and thereafter the original public records and papers may be disposed of, destroyed or archived in permanent storage prior to the expiration of the retention periods established by this section on as provided by law.

Section II. REPEALER. All ordinances or parts thereof which are inconsistent with this ordinance are hereby repealed.

Section III. SAVINGS CLAUSE. Nothing in this ordinance hereby adopted shall be construed to affect any suit or proceeding now pending in any court, or any rights acquired, or liability incurred nor any cause or causes of action accrued or existing, under any act or ordinance repealed hereby. Nor shall any right or remedy of any character be lost, impaired, or affected by this ordinance.

Section IV. SEVERABILITY. If any one or more of the sections, sentences, clauses or parts of this ordinance, chapter or section shall for any reason be held invalid, the invalidity of such section, clause or part shall not affect or prejudice in any way the applicability and validity of any other provision of this ordinance. It is hereby declared to be the intention of the Board of Trustees of the Town of Coyle that is section of the Coyle Municipal Code would have been adopted had such unconstitutional, illegal, or invalid sentence, clause, section, or part thereof not been included herein.

Section V. CODIFICATION. This ordinance shall be codified as part of the Coyle Municipal Code.

Section VI. EMERGENCY. WHEREAS, it is being immediately necessary for the preservation of the peace, health, safety and public good of the Town, an emergency is hereby declared to exist by reason whereof this ordinance shall take effect and be in full force and in effect from and after its passage, approval and publication.

PASSED, APPROVED AND ADOPED THIS 15th day of July, 2025.

(SEAL)

CARL LONG, MAYOR
TOWN OF COYLE, OKLAHOMA

LINDE VOGAN, TOWN CLERK
TOWN OF COYLE, OKLAHOMA

for such special services he shall be paid such additional fee as he and the Town Board shall agree upon, based upon the amount of time required and the complexity of the work involved.

Article 6. Miscellaneous Provisions

Section 1-11. Vacancies; how filled.

In case of a vacancy in any office of the Town of Coyle, the Board of Trustees shall fill such vacancy by appointment.

Section 1-12. Successor to receive records.

Upon the death, resignation, suspension or removal from office of any office, or upon the expiration of his term, all public moneys, books,, records, accounts, papers, documents and property of other kind in his hands or held by him virtue of his office, shall be delivered to his successor.

Section 1-13. Records open for public inspection.

It is hereby made the duty of every public official of the Town of Coyle, who is required by law to keep public records pertaining to his said office, to keep the same open for the public inspection for proper purposes, at proper times

Article 7. Nepotism

Section 1-14. Employment of relatives unlawful; when.

It shall be unlawful for any executive, legislative, ministerial or judicial officer of the Town of Coyle to appoint or vote for the appointment of any person related to him by affinity or consanguinity within the third decree, to any clerkship, office, position, employment or duty in any department of the Town of Coyle of which such executive, legislative, ministerial or judicial officer is a member, when the salary, wages, pay or compensation is to be paid out of the public funds or fees of such office.

Section 1-15. Unlawful to pay salary to ineligible persons.

It shall be unlawful for any such executive, legislative, ministerial or judicial officer mentioned in the preceding section to draw or authorize the drawing of any warrant or authority for the payment out of any public fund, of the salary, wages, pay or compensation of any such ineligible or judicial officer to pay out of any public funds in his custody or under his control the salary, wages, pay or compensation of any such ineligible person.

Section 1-16. Penalty.

Anyone who violates any provisions of this article shall be guilty of an offense and upon conviction shall be fined in any amount not in excess of $20.00

I-2023-009733 Book 3256 Pg 483
09/27/2023 1:41pm Pg 0483-0483
Fee: $18.00 Doc: $0.00
Troy Cole - Logan County Clerk
State of OK

ORDINANCE NO. 2023-03

"AN ORDINANCE REPEALING CHAPTER 1, OFFICERS AND EMPLOYEES, ARTICLE 5, CONSULTING ATTORNEY, SECTION 1–10 CONSULTING ATTORNEY EMPLOYED, OF THE TOWN OF COYLE, CITY ORDINANCES PERTAINTING TO THE TOWN ATTORNEY, MORE PARTICULARLY DESCRIBED HEREIN"

WHEREAS, the hiring of a Town Attorney is covered under Chapter 1, Officers and Employees; Article 5, Consulting Attorney, Section 1-10, of The Town of Coyle, City Ordinances; requiring the Town Attorney to be compensated under a fixed monthly compensation agreement for the performance of ordinary services, including counseling and advising the members of the Town Board and all Town officials on all matters of legal nature pertaining to the business of the Town of Coyle;

WHEREAS, the Statutory Town form of government is the only 1 of 4 statutory forms of municipal government that does not have to have a municipal attorney;

WHEREAS, an ordinance is a law, when it comes to internal expectations regarding job duties and compensation, these matters are not typically codified as laws;

WHEREAS, it is the intent of the Board to have the flexibility to determine the services required by the Town and manage the compensation of those services under an engagement agreement;

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF COYLE, STATE OF OKLAHOMA:

"Article 5, Section 1-10, under Chapter 1, of the Town of Coyle, City Ordinances be hereby repealed.

PASSED, APPROVED AND ADOPED THIS 19th day of September 2023.

TOWN OF COYLE SEAL STATE OF OKLAHOMA

Cal Long

CARL LONG, MAYOR
TOWN OF COYLE, OKLAHOMA

(SEAL)

Linde Vogan

LINDE VOGAN, TOWN CLERK
TOWN OF COYLE, OKLAHOMA

8/10 (1)

Chapter 2 - ANIMALS

Article 1. Definitions

Section 2-1. Definitions

The following words and phrases when used in this chapter shall have the meanings prescribed in this section except in those cases where the context indicates a different meaning.

(1) *Animal* means any live, vertebrate creature, domestic or wild, including fish, amphibians, reptiles, birds and mammals.

(2) *Animal control officer* means the person or persons employed by the city as enforcement officer or officers of this article, said person or persons to be selected by the Board of Trustees.

(3) *Animal shelter* means any facility operated by the city, or its authorized agents, for the purpose of impounding or caring for animals held under the authority of this chapter or state law.

(4) *At large* means any dog or cat which is off the property of the owner and not under control of a competent person.

(5) *Auctions* means any place or facility where animals are regularly bought, sold or traded, except for those facilities otherwise defined in this chapter. This definition does not apply to individual sale of animals by owners.

(6) *Circus* means a commercial variety show featuring animal acts for public entertainment.

(7) *City animal shelter* means the premises operated and maintained by the city for the purpose of impounding and caring for dogs and cats in violation of this article.

(8) *Commercial animal establishment* means any pet shop, grooming shop, auction, riding school or stable, zoological park, circus or performing animal exhibition.

(9) *Control* means controlled by a leash, at "heel" beside a competent person, and obedient to that person's commands, on or within a vehicle being driven or parked on the streets or within the property limits of its owner or keeper.

(10) *Domestic animal* means any animal whose natural habitat is with humans.

(11) *Humane officer* means any person designated by the city or a law enforcement officer who is qualified to perform such duties under the laws of this state.

(12) *Kennel* means any premises wherein any person engages in the business of boarding, breeding, buying, letting for hire, training for a fee, or selling dogs or cats; or any premises where more than three dogs or three cats over the age of six months are kept.

(13) *Licensing authority* means the city, acting through its municipal court, its tax department and its humane officers.

(14) *Neuter* means to render a male dog or cat unable to reproduce.

(15) *Owner* means any person owning, keeping or harboring one or more animals. An animal shall be deemed to be harbored if it is fed or sheltered for three consecutive days or more. Also, a person legally competent to enter into a contract acquiring a dog or cat from a releasing agency.

(16) *Performing animal exhibition* means any spectacle, display, act or event, other than circuses, in which performing animals are used

(17) *Person* includes any individual, firm, corporation or association of individuals.

(18) *Pet* means any animal kept for pleasure rather than utility.

(19) *Pet grooming shop* means a commercial establishment where animals are bathed, clipped, plucked or otherwise groomed.

(20) *Pet shop* means any person, whether operated separately or in connection with another business enterprise, except for a licensed kennel, that buys, sells or boards any species of animal.

(21) *Public nuisance* means any animal or animals which:

(a) Molests passersby or passing vehicles;

(b) Unprovoked, attacks persons or other animals

(c) Trespasses on school grounds;

(d) Is repeatedly at large;

(e) Damages private or public property; or

(f) Barks, whines or howls in an excessive, continuous or untimely fashion, or emits any loud or offensive noise which offends adjoining residents.

(22) *Releasing agency* means any pound, shelter or humane society organization, whether public or private.

(23) *Restraint* means any animal secured by a leash or lead when off the owner's property.

(24) *Small animal clinic* means any establishment maintained and operated by a licensed veterinarian for surgery, diagnosis and treatment of diseases and injuries of animals.

(25) *Spay* means to remove the ovaries of a female dog or cat in order to render such animal unable to reproduce.

(26) *Sterilization* means to spay or neuter a dog or cat.

(27) *Vicious animal* means any animal that attacks, bites or attempts to bite without provocation.

(28) *Wild animal* means and includes any animal, reptile or fowl, which is not naturally true or gentle but is of wild nature or disposition, of which is known to be vicious and must be kept in confinement to be brought within power of the owner.

Article 2. Domestic Animals

Section 2-2 Animal Care

(1) No owner shall fail to provide his animals with sufficient good and wholesome food and water, proper shelter and protection from the weather, veterinary care when needed to prevent suffering, and with humane care and treatment.

(2) No person shall beat, cruelly treat, torment, overload, overwork, or otherwise abuse an animal, or cause, instigate, or permit any dogfight, cockfight, bullfight, or other combat between animals or between animals and humans.

(3) No owner or keeper of an animal shall abandon such animal.

(4) No person shall give away any live animal, fish, reptile, or bird as a prize for, or as an inducement to enter, any contest, game, or other competition, or as an inducement to enter a place of amusement; or offer such vertebrate as an incentive to enter into any business agreement whereby the offer was for the purpose of attracting trade.

(5) Any person who, as the operator of a motor vehicle, strikes any animal shall stop at once and render such assistance as may be possible or shall immediately report such injury or death to the animal's owner. If the owner cannot be ascertained and located such operator shall at once report the accident to the appropriate law enforcement agency or to the local humane society.

(6) No person shall expose any known poisonous substance, whether mixed with food or not, so that the same shall be liable to be eaten by any animal, except as provided by state law; provided that it shall not be unlawful for a person to expose on his own property common rat poison mixed only with vegetable substances.

(7) No person shall unlawfully remove the tag from any dog or cat without the owner's consent.

(8) No person shall own, possess, keep or harbor any dog which by loud and frequent howling, yelping, or other noises, causes annoyance or disturbance to any of the citizens of the city.

(9) No person shall interfere with, hinder or molest the animal control officer in the performance of any duty of the animal control officer except as herein provided.

(10) No person shall allow the yard, pen, or other enclosure where an animal is kept to become filthy and unsanitary.

(11) No person shall unjustifiably administer any poisonous or noxious drug or substance to any animal, or unjustifiably expose any such drug or substance with intent that the same shall be taken by any animal, whether such animal be the property of himself or another.

Section 2-3. Required vaccinations

(1) The owner or custodian of a domestic dog, cat, or ferret shall cause the animal to be vaccinated against rabies by the time the animal is four months of age and at regular intervals thereafter according to the label directions of an approved rabies vaccine for use in that species.

(2) A veterinarian who administers or supervises the rabies vaccination of a dog, cat, or ferret shall issue to the animal's owner/custodian a vaccination certificate that meets the minimum standards set forth in OAC 310:599-3-7. Animal identification including, but not limited to species, gender, age, and predominant breed and coloring must be indicated on the vaccination certificate.

Section 2-4. Domestic animal tax, registration, tags

(1) The following taxes are hereby levied upon the owner or keeper of any such dog or cat kept, harbored, or maintained within the Town limits of Coyle. The tax shall be five (5.00) dollars per year for every spayed/neutered domestic dog over the age of six (6) months and three (3.00) dollars per year for every spayed/neutered domestic cat over the age of six (6) months. The tax shall be twenty (20.00) for every dog that has not been spayed/neutered and fifteen (15.00) dollars for every cat that has not been spayed/neutered. The owner or custodian of such animal(s) shall pay such tax to the Town clerk for every calendar year before the first day of April thereof, or upon acquiring after said day, any domestic dog within the town upon which the tax has not been paid for the year in which acquired, or upon bringing a domestic dog or cat into the town after said day.

(2) It shall be unlawful for any person, firm, association or corporation to own, keep, or harbor any dog or cat, male or female, over the age of six (6) months of age within the corporate limits of the Town of Coyle, Oklahoma, unless such dog or cat has been immunized by vaccination against rabies, provided such vaccination shall be repeated each twelve (12) months after said date. The above shall not apply to any dog or cat over the age of six (6) months is brought into the Town of Coyle for which the owners, keeper, or harborer can furnish a certificate from a duly licensed veterinarian showing that such dog or cat has been vaccinated within a

period of twelve (12) months so preceding. Before Town Clerk accepts any money offered in payment of the tax for a dog or cat, or issues a license for it, the person offering the tax shall present the Town Clerk the certificate of a veterinarian or other person legally authorized to immunize domestic animals, showing that the dog or cat has been immunized against rabies within the preceding twelve (12) calendar months or as further required by OAC 310:599-3-7. The owner or custodian of the dog or cat shall, at the time of paying the tax, register the dog by giving to the Town Clerk, the name and address of the owner or custodian, the name, breed, color and sex of the dog, and such other reasonable information as the Clerk may direct. The Clerk shall thereupon deliver an original receipt to the taxpayer and also an appropriate tag to them for the dog. Such tag shall constitute a license for the dog or cat. The provisions of this section shall not be intended to apply to dogs or cats whose owners are nonresidents temporarily within the city, nor to dogs or cats brought into the city of the purpose of participating in any show or circus, nor to service dogs properly trained to assist disabled persons for the purpose of aiding them in day-to-day activities.

(3) The owner or custodian shall cause the tag received from the Town Clerk to be affixed to the collar of the dog or cat upon which the tax has been paid; and the owner or custodian shall see that the tag is so worn by the dog or cat at all times.

(4) In case the tag is lost before the end of the year for which it is issued, a duplicate may be secured from the Town Clerk by presenting to him the receipt and paying a replacement fee of five (5) dollars.

(5) No person shall counterfeit, or attempt to counterfeit, any tag issued for a dog or cat as provided in this article or take from any dog or cat a tag legally placed upon it, or place a tag upon a dog or cat for which the tag was not specifically issued.

(6) Any person, firm or corporation owning, keeping or harboring any dog or cat which has not been vaccinated as herein provided, within the Town of Coyle, Oklahoma, shall be guilty of an offense and punished accordingly.

Section 2-5 Vicious dog may be killed.

Any person may kill a dog in self-defense or in defense of another person, when the dog, without undue provocation, bites him or the other person, or attacks or attempts to bite or attack him or the other person in such manner that an ordinarily prudent person would be led to believe that the person toward whom the efforts of the dog are directed is about to be bitten or otherwise physically harmed.

Section 2-6 Killing rabid dog.

Any person may kill a domestic animal, the appearance or conduct of which is such as would cause an ordinarily prudent person to believe the animal to be affected with rabies.

Section 2-7 Dogs or cats roaming at large.

All dogs or cats found at large in violation of the provisions of this article shall be subject to confiscation and impoundment by the Town Marshall or by some other person as the Board of Trustees may designate. All such impounded dogs shall be cared for for a period of not less than three (3) days in a suitable enclosure, and such dogs as have not been reclaimed in said three-day period shall be humanely disposed of.

Section 2-8 Confinement of certain dogs.

(1) The owner shall confine within a building or secure enclosure, every fierce, dangerous, or vicious dog, and not take such dog out of the building or enclosure unless the dog is securely muzzled.

(2) Every female dog in heat shall be kept confined in a building or secure enclosure, or in a veterinary hospital or boarding kennel, in such manner that the female dog cannot come in contact with a male dog, except for breeding purposes. In which event, such dogs shall be in some enclosure entirely out of public view.

Section 2-9 Impoundment

All animals requiring impound under this Article shall follow the same impound procedures as outlined in Article 3.

Section 2-10 Unclaimed dogs for scientific purposes.

Whenever any hospital or reputable institution of learning shall apply to the Town of Coyle for permission to use for research purposes in the study of prevention of disease or the betterment of mankind, any impounded dogs or cats or dogs or cats remaining unclaimed, the Mayor shall request the pound master to surrender to the institution or hospital such unclaimed dogs or cats as it has requested, and they shall be so surrendered.

Section 2-11 Muzzling.

Whenever it becomes necessary to safeguard the public from the dangers of rabies, the Mayor, if he deems it necessary shall issue a proclamation ordering every person owning or keeping a dog to confine it securely on his or her premises unless such dog shall have a muzzle of sufficient strength to prevent its biting any person. Any unmuzzled dog running at large during the time of the proclamation shall be seized and impounded, unless noticeably infected with rabies. All dogs so noticeably infected with rabies shall be killed by the pound master of police officer without notice to the owner. Dogs impounded during the first two (2) days of such proclamation shall, if claimed within three (3) days, be released to the owner, unless infected with rabies, upon payment of the impounding charges provided for in Section 2-22. If unclaimed after that period, such dog may be summarily destroyed

Section 2-12 Rabies control.

(1) The owner or keeper of any animal which has bitten a human, or which is suspected of having been exposed to rabies, shall, upon demand made by the animal control officer, forthwith surrender such animal for supervised quarantine for a period of not less than ten (10) days. Such quarantine shall be at the owner's expense in a veterinary hospital of his choice. At such time as the animal is declared free of rabies by a duly licensed veterinarian, the owner may reclaim the animal upon payment of the quarantine fees, and in the event that said animal is a dog or cat, upon further compliance with the licensing provisions or failure to so surrender any animal within forty-eight (48) hours after demand has been made by the animal control officers shall be deemed a misdemeanor for purposes of this article and punishable as a separate offense.

(2) When an animal has been diagnosed as being rabid or suspected by a licensed veterinarian as being rabid dies while under quarantine, the animal control officer shall immediately have the animal decapitated by a licensed veterinarian and send the head of the animal to the Bureau of Laboratories of the Oklahoma State Department of Health or other recognized diagnostic laboratory for rabies examination.

(3) When an examination report gives a positive diagnosis of rabies, the county health officer may recommend to the Mayor city-wide quarantine for a period of thirty (30) days; and upon the invoking of such quarantine by the Mayor, no animal shall be taken into the streets during such period of quarantine.

(4) During such period of rabies quarantine as herein mentioned, every animal bitten by an animal which has been adjudged rabid, shall be forthwith destroyed.

(5) No person shall kill, or cause to be killed, any rabid animal, any animal suspected of having been exposed to rabies, or any animal biting a human, except as herein provided; nor remove the same from the city limits without written permission from the animal control officer.

(6) The carcass of any dead animal exposed to rabies shall upon demand be surrendered to the animal control officer.

(7) The animal control officer shall direct the disposition of any animal found to be infected with rabies.

Section 2-13 Report of bite cases.

It is the duty of every physician and other medical practitioner to report to the animal control officer the names and addresses of any and all persons treated for bites inflicted by an animal, together with such other information as will be helpful in rabies control.

Section 2-14 Investigation.

For the purposes of discharging the duties imposed by this chapter and to enforce its provisions, the animal control officer or any police officer, is empowered to enter upon premises where a dog or cat is kept or harbored and to demand the exhibition by the owner of the tag or receipt for such dog or cat. It is further provided that the animal control officer may enter the premises where any animal is kept in a reportedly cruel or inhumane manner and demand to examine such dog and take possession of such animal when, in his or her opinion the animal requires humane treatment.

Section 2-15 Records.

It is the duty of the animal control officer to keep, or cause to be kept, accurate and detailed records of the impoundment and disposition of all animals coming into his custody. It is the duty of the animal control officer to keep, or cause to be kept, accurate and detailed records of all monies belonging to the Town of Coyle, which records shall be open to inspection at reasonable times by persons responsible for similar records of the Town of Coyle, and shall be audited annually in the same manner as other city records are audited.

Section 2-16 Penalties.

Any person violating the provisions of this article shall, upon conviction, be punished by a fine not to exceed seventy-five dollars ($75.00).

Article 3. All Animals

Section 2-17 Animals running at large prohibited.

No person shall allow or permit any animal, except dogs and cats as heretofore provided in this chapter, or domestic fowl owned or under his or her control to run at large within the corporate limits of the Town of Coyle, and the violation of this section shall constitute a public offense and be punishable, upon conviction, by a fine not exceeding seventy-five dollars ($75.00).

Section 2-18 Animals and fowl prohibited in certain areas.

It is unlawful for any person, firm, corporation or association of individuals to allow permit any fowl, including, but not limited to, chickens, turkeys, pigeons, ducks and geese, or any domestic animals, including, but not limited to, horses, mules, donkeys, cows, sheep and goats, within one hundred fifty (150) feet of any dwelling, house trailer, hotel, motel, grocery store, supermarket, or food service establishment, except in a duly established A-Agricultural district wherein such distance limitations shall be fifty (50) feet.

Section 2-19 Enclosures.

Suitable pens or enclosures, substantially erected, shall be provided and maintained for the safekeeping of all fowl or animals kept within the corporate limits of the City. A minimum of nine hundred (900) feet shall be enclosed for a fowl pen, and a minimum of fifteen hundred (1500) feet square feet per animal shall be enclosed for the keeping of any domestic animals.

Section 2-20 Sanitation.

(1) All enclosures where animals or fowl are kept shall be kept clean and free from filth at all times.

(2) All manure shall be cleaned regularly and kept in a separate receptacle, properly covered, which shall be removed at least twice a week or whenever directed by the health officer or other officials of the Town of Coyle.

(3) Each enclosure shall be sprayed with a suitable residual spray as often as necessary to control flies and other insects, and the premises shall be disinfected not less than once in a period of two (2) weeks.

Section 2-21 Swine prohibited.

It shall be unlawful for any person, firm, corporation, or association to keep and maintain swine, hogs, shoats or pigs within the corporation limits of the Town of Coyle, Oklahoma. It is further provided, however, that such prohibition shall not apply in any duly established A-Agriculture zoned district. Swine, hogs, shoats, or pigs within such district shall be maintained in accordance with section 2-19.

Section 2-22 Impounding animals found at large.

(1) Any animal or fowl found running at large, pursuant to Sections 2-7, 2-17 and 2-18, and not having attached to its collar, choke, chain, or harness, the vaccination and license tag required herein shall be immediately taken up by the animal control officer or any police officer of the Town of Coyle and impounded.

(2) Any animal or fowl so taken up shall be confined by the city for a period of three (3) days. If at the expiration of three (3) days from the date of notice to the owner or the posing of notice such dog or cat shall not be reclaimed, it may be destroyed. Any unlicensed dog or cat required by law to be licensed, or any dog or cat which appears to be suffering from rabies, mange or other infectious or dangerous disease shall not be released but may be humanely destroyed.

(3) It shall be the duty of every police officer or animal control officer to apprehend any dog or cat found running at large in the Town of Coyle contrary to the provisions of this Chapter and confine them immediately in the city pound or other suitable place.

Section 2-23 Reclaiming of impounded animals.

(1) Reclamation of impounded dogs or cats may be made in the following manner: the party desiring to reclaim such impounded dog or cat shall present proof of ownership and proof that such dog or cat is currently vaccinated for rabies to the person having the dog in charge, together with ten (10) dollars pick-up fee and five (5) dollars per day the animal was impounded. Thereupon, said person having the dog in charge shall release the reclaimed animal to its rightful owner.

(2) Any dog or cat impounded under this Chapter and not reclaimed by its owners within three (3) days exclusive of Sundays and legal holidays, may be sold by the animal control officer for the amount of impoundment fees against such dog or cat to any person deemed to be a responsible or suitable owner who will agree to comply with the provisions of this chapter and such other regulations as may be fixed by the Town of Coyle, Oklahoma.

Section 2-24 Purchase of unreclaimed animals.

Any person desiring to purchase a dog or cat which has been held for three (3) days as provided in the previous section, but not yet disposed of, may do so by paying ten (10) dollars pick-up fee plus five (5) dollars for each day the animal was held, to be deposited in the Town Treasury, and by signing a statement he/she will immediately have the dog or cat vaccinated and licensed as required by this article.

Section 2-25 Sale of impounded animals.

After any impounded animal has been held for seventy-two (72) hours, as provided in this code, the Town Marshall or other designated person, if the animal has been chosen for private sell, shall give notice by publication one time in ten (10) of the most public places within the limits of the Town of Coyle, setting forth therein the date of impoundment, the description of the animal or foul impounded, the fact the same will be offered for sale at a time not less than three (3) days from date of publication, and that upon sale thereof the Town of Coyle shall give a bill of sale to the purchasers, without warranty and deliver possession of the animal or fowl to the purchasers.

Section 2-26 Purchaser to acquire absolute title.

The purchaser of an animal at a sale as provided in Sec. 2-24 of this code shall acquire absolute title to the animal purchased.

Section 2-27 Deposit of funds.

The Town Marshall or other designated person holding the sale shall pay to the Town Treasurer all money received from the sale of impounded animals on the day it is received, together with an itemized statement of all expenses incurred in connection with the taking up and keeping of said animal.

Section 2-28 Owner may claim excess money.

The owner of an impounded animal sold as provided in this article may claim the excess of the sale price of the animal above the fees for impounding and keeping the same and a fee of seven dollars ($7.00) per animal to reimburse the Town for any expense it has made in making the sale, at any time within three (3) months after the sale. If a claim is so made and approved by the Board of Trustees, the Town Clerk shall pay him such excess; but if a claim is not made and approved, the excess shall belong to the Town.

Section 2-29 Cruelty to animals.

It is unlawful for any person who:

(1) Causes one animal or fowl to fight with another;

(2) Intentionally administers or applies any poisonous or toxic drug or any material injurious to tissues or organs to any animal or livestock, or procures or permits the same to be done, whether the animals are his own property or that of another. This provision shall not be interpreted so as to prohibit the use of poisonous substances for the control of vermin in furtherance of public health when applied in such a manner as to reasonably prohibit access to other animals;

(3) By act or omission causes pain, suffering, terror or torment, or by act or omission injures, mutilates, or causes disease or death to any animal or fowl;

(4) Administers or applies or procures or permits the administration of application of any trapping mechanism, other than a live capture trap or exposes such a trapping mechanism to domestic animals or livestock, with the intent to harm or take the animal whether the animal is his own property or that of another. All set live capture traps shall be checked and emptied daily. All traps must have owner identification permanently affixed to them;

(5) Neglects or fails to supply such animal with necessary and adequate exercise, care, rest, food, drink, air, light, space, shelter, protection from the elements, and/or medical care;

(6) Raises, trains, purchases, or sells any animal or fowl for fighting or harbors fowl for fighting purposes, which has the comb clipped or the spur altered or who is in possession of an artificial spur;

(7) Is present as a spectator at any animal contest wherein one animal or fowl is caused to fight with another, or rents any building, shed, room, yard, ground, or premises for the purpose of holding such a contest between animals; or knowingly suffers or permits the use of any building, shed, room, yard, ground, or premises belonging to him or under his control for any of these purposes;

(8) Abandons an animal;

(9) Performs or causes to be performed any of the following operations:

(a) Inhumanely removes any portion of the beak of any bird, domestic or wild;

(b) Alters the gait or posture of any animal, by surgical, chemical, mechanical, or any other means, including soring;

(c) Crops or cuts the ears, removes an animal's claws or sterilizes a dog or cat and is not a licensed veterinarian; or

(d) Inhumanely docks the tail of an animal or removes an animal's dewclaws.

(10) Offer chicks, ducklings, goslings, or other fowl for sale; raffles, offers as a prize, a premium, or an advertising device, or displays chicks, ducklings, goslings, or other fowl to the public without providing and operating brooders or other heating devices that may be necessary to maintain the chicks, ducklings, goslings, or other fowl in good health, and without keeping adequate food and water available to the birds at all times;

(11) Carries or causes to be carried any animal in a manner harmful to that animal. Suitable racks, cars, crates, or cages in which such animals may stand, move freely, or lie down during transportation, or while awaiting slaughter, must be provided;

(12) Leaves any animal confined in a vehicle unattended in excessively hot or cold weather;

(13) Continuously drives or works a horse or other animal to a point of observable strain, and denies the animal rest periods. Working animals shall be offered water periodically;

(14) Induces or encourages an animal to perform through the use of chemical, mechanical, electrical, or manual devices in a manner which will cause, or is likely to cause physical injury or unnecessary suffering.

Section 2-30 Penalties.

Any person who violates any provision of Section 2-29 shall, upon conviction thereof, be fined in a sum not to exceed two-hundred dollars ($200.00).

Section 2-31 Violation; Penalty.

(1) It is unlawful for any person, firm or corporation to violate, neglect or refuse to comply with any regulation, requirement or provision contained in this chapter.

(2) Each act or omission in violation of any provision hereof shall be deemed a separate violation of such provision, and for each calendar day during which any violation continues, a separate violation shall be deemed to have been committed.

(3) Any person, firm or corporation who violates, neglects or refuses to comply with any regulation, requirement or provision of Chapter Two (2) of the Coyle City Code is hereby deemed to be guilty of a misdemeanor, and upon conviction thereof, shall be fined in the sum listed for the particular offense, or in a sum of not more than seventy-five (75.00) dollars if no penalty is specifically listed.

Article 4. Bird Sanctuary

Section 2-32 Bird sanctuary designated.

The entire area embraced within the corporate limits of the Town of Coyle is hereby designated as a bird sanctuary.

Section 2-33 Unlawful to hunt, shoot, etc.

It is unlawful for any person to trap, hunt, shoot, molest, or attempt to trap, hunt, shoot or molest, in any manner, any bird or wild fowl, or to rob bird nests or wild fowl nests within the limits of the Town of Coyle; provided, however, if any birds or wild fowl become a public nuisance or a menace to health or property, then in that event, the birds or wild fowl may be destroyed under the control and supervision of the animal control officer and the garden clubs, Audubon Society, or other interested clubs, of the Town of Coyle.

Article 5. Provisions

Section 2-34 Repeal of conflicting ordinances.

All existing ordinances of the Town of Coyle are hereby repealed insofar as they may be inconsistent with the provisions of this Ordinance.

Section 2-35 Separability of provisions.

It is the intention of the Board of Trustees that each separate provision of this ordinance shall be deemed independent of all other provisions herein, and it is further the intention of the Town of Coyle that if any provision of this ordinance be declared invalid, all other provisions thereof shall remain valid and enforceable.

Chapter 3 - BUILDING, PLUMBING AND ELECTRICAL INSTALLATIONS

Section 3-1 (Reserved for future use.)

Chapter 4 - BUSINESSES AND OCCUPATIONS

Section 4-1 (Reserved for future use.)

Chapter 5 - CEMETERIES

Section 5-1 (Reserved for future use.)

I-2024-006851 Book 3323 Pg 226
07/16/2024 11:23am Pg 0226-0232
Fee: $30.00 Doc: $0.00
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State of OK

ORDINANCE 2025-01

AN ORDINANCE OF THE TOWN BOARD OF TRUSTEES FOR THE TOWN OF COYLE, OKLAHOMA, PROVIDING FOR A NEW CHAPTER 6 IN THE COYLE MUNICIPAL CODE, ENTITLED "THE TOWN OF COYLE USE TAX CODE"; PROVIDING FOR SECTION 6-1 ENTITLED SHORT TITLE; PROVIDING FOR SECTION 6-2 ENTITLED EXCISE TAX ON STORAGE, USE, OR OTHER CONSUMPTION OF TANGIBLE, PERSONAL PROPERTY LEVIED; PROVIDING FOR SECTION 6-3 ENTITLED EXEMPTIONS; PROVIDING FOR SECTION 6-4 ENTITLED TIME WHEN DUE; RETURNS; PAYMENTS; PROVIDING FOR SECTION 6-5 ENTITLED BRACKET SYSTEM; PROVIDING FOR SECTION 6-6 ENTITLED TAX CONSTITUTES DEBT; PROVIDING FOR SECTION 6-7 ENTITLED COLLECTION OF TAX BY RETAILER OR VENDOR; PROVIDING FOR SECTION 6-8 ENTITLED COLLECTION OF TAX BY RETAILER OR VENDOR NOT MAINTAINING A PLACE OF BUSINESS WITHIN STATE, OR BOTH WITHIN AND OUTSIDE STATE; PERMITS; PROVIDING FOR SECTION 6-9 ENTITLED REVOKING PERMITS; PROVIDING FOR SECTION 6-10 ENTITLED REMUNERATIVE DEDUCTIONS ALLOWED VENDORS OR RETAILERS OF OTHER STATES; PROVIDING FOR SECTION 6-11 ENTITLED INTEREST AND PENALTIES; DELINQUENCY; PROVIDING FOR SECTION 6-12 ENTITLED WAIVER OF INTEREST AND PENALTIES; PROVIDING FOR SECTION 6-13 ENTITLED ERRONEOUS PAYMENTS; CLAIM FOR REFUND; PROVIDING FOR SECTION 6-14 ENTITLED FRAUDULENT RETURNS, OR FAILURE TO FILE RETURNS OR REMITTANCES; PROVIDING FOR SECTION 6-15 ENTITLED RECORDS CONFIDENTIAL; PROVIDING FOR SECTION 6-16 ENTITLED PROVISIONS CUMULATIVE; PROVIDING FOR SECTION 6-17 ENTITLED DEFINITIONS; PROVIDING FOR SECTION 6-18 ENTITLED CLASSIFICATION OF TAXPAYERS;PROVIDING FOR SECTION 6-19 ENTITLED SUBSISTING STATE PERMITS; PROVIDING FOR SECTION 6-20 ENTITLED PURPOSES OF REVENUES; PROVIDING FOR REPEALER; SAVINGS; CODIFICATION; SEVERABILITY; AND DECLARING AN EMERGENCY.

EMERGENCY ORDINANCE

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF COYLE, OKLAHOMA

Section I: That the Coyle Municipal Code is hereby amended by the addition of a new Chapter 6 and to shall read as follows:

CHAPTER 6

TOWN OF COYLE USE TAX CODE

Sec. 6-1 - Short title.

This article, including all amendments thereto, shall be known and may be cited as the "Coyle Use Tax Ordinance."

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7

I-2024-006851 Book 3323 Pg 227
07/16/2024 11:23am Pg 0226-0232
Fee: $30.00 Doc: $0.00
Troy Cole - Logan County Clerk
State of OK

Sec. 6-2 - Excise tax on storage, use, or other consumption of tangible, personal property levied.

There is hereby levied and there shall be paid by every person storing, using, or otherwise consuming within the Town, tangible personal property purchased or brought into the Town, an excise tax on storage, use or other consumption in the Town of such property at the rate of four percent of the purchase price of such property. Said rate shall be equivalent to the prevailing Town sales tax rate. Such tax shall be paid by every person storing, using, or otherwise consuming, within the Town, tangible personal property purchased or brought into the Town. The additional tax levied hereunder shall be paid at the time of importation or storage of the property within the Town and shall be assessed to only property purchased outside the state; provided the tax levied herein shall not be levied against tangible personal property intended solely for use outside the Town, which is stored in the Town pending shipment outside the Town or which is temporarily retained in the Town for the purpose of fabrication, repair, testing, alteration, maintenance, or other service. Any person liable for payment of the tax authorized herein may deduct from such tax any local or municipal sales tax previously paid on such goods or services; provided that the amount deducted shall not exceed the amount that would have been due under the taxes which would be levied by the Town on the sale of goods or services.

Sec. 6-3 - Exemptions.

The provisions of this article shall not apply:

(1) In respect to the use of an article of tangible personal property brought into the Town by a nonresident individual visiting in the Town for his personal use or enjoyment while within the Town;

(2) In respect to the use of tangible personal property purchased for resale before being used;

(3) In respect to the use of any article of tangible personal property on which a tax, equal to or in excess of that levied by both the Oklahoma Use Tax Code and this article, has been paid by the person using such tangible personal property in the Town, whether such tax was levied under the laws of the state or some other state or municipality of the United States. If any article of tangible personal property has already been subjected to a tax by the state or any other state or municipality in respect to its sale or use, in an amount less than the tax imposed by both the Oklahoma Use Tax Code and this article, the provisions of this article shall also apply to it by a rate measured by the difference only between the rate provided by both the Oklahoma Use Tax Code and this article, and the rate by which the previous tax upon the sale or use was computed. Provided, that no credit shall be given for taxes paid in another state or municipality, if that state or municipality does not grant like credit for taxes paid in the state and the Town;

(4) In respect to the use of tangible personal property now specifically exempted from taxation under this article;

(5) In respect to the use of any article of tangible personal property brought into the Town by an individual with intent to become a resident of the Town where such personal property is for such individual's personal use or enjoyment;

I-2024-006851 Book 3323 Pg 228
07/16/2024 11:23am Pg 0226-0232
Fee: $30.00 Doc: $0.00
Troy Cole - Logan County Clerk
State of OK

(6) In respect to the use of any article of tangible personal property used or to be used by commercial airlines or railroads;

(7) In respect to livestock purchased outside the state and brought into the Town for feeding or breeding purposes, and which is later resold.

Sec. 6-4 - Time when due; returns; payments.

The tax levied by this article is due and payable at the time and in the manner and form proscribed for payment of the state use tax under the Oklahoma Use Tax Code.

Sec. 6-5 - Bracket system.

A bracket system is hereby adopted by reference from the system published by the state for the convenience of vendors in collecting both the state sales tax and the Town use tax. The use of the referenced bracket system does not relieve the retailer or vendor from the duty and liability to remit to the commission an amount equal to the cumulative percentage of the gross purchase price (less the discount allowed by the law and ordinances) of the property taxed during the taxable period.

Sec. 6-6 - Tax constitutes debt.

Such taxes, penalty and interest due hereunder shall at all times constitute a prior, superior and paramount claim as against the claims of unsecured creditors and may be collected by suit as any other debt.

Sec. 6-7 - Collection of tax by retailer or vendor.

Every retailer or vendor maintaining places of business both within and outside the state and making sales of tangible personal property from a place of business outside the state for use in the Town shall at the time of making such sales collect the use tax levied by this article from the purchaser and give to the purchaser a receipt therefor in the manner and form proscribed by the tax commission, if the tax commission shall, by regulation, require such receipt. Each retailer or vendor shall list with the tax commission the name and address of all his agents operating in the Town and location of any and all distribution or sales houses or offices or other places of business in the Town.

Sec. 6-8 - Collection of tax by retailer or vendor not maintaining a place of business within state, or both within and outside state; permits.

The tax commission may, in its discretion, upon application, authorize the collection of the tax herein levied by any retailer or vendor not maintaining a place of business within the state but who makes sales of tangible personal property for use in the Town and by the out-of-state place of business of any retailer or vendor maintaining places of businesses, both within and outside the state and making sale of tangible personal property at such out-of-state place of business for use

I-2024-006851 Book 3323 Pg 229
07/16/2024 11:23am Pg 0226-0232
Fee: $30.00 Doc: $0.00
Troy Cole - Logan County Clerk
State of OK

in the Town. Such retailer or vendor may be issued, without charge, a permit to collect such taxes, by the tax commission in such manner and subject to such regulations and agreements as it shall proscribe. When so authorized, it shall be the duty of such retailer or vendor to collect the tax upon all tangible personal property sold to the retailer's or vendor's knowledge for use within the Town. Such authority and permit may be canceled when at any time the tax commission considers that such tax can more effectively be collected from the person using such property in the Town. Provided, however, that in all instances where such sales are made or completed by delivery to the purchaser within the Town by the retailer or vendor in such retailer's or vendor's vehicle, whether owned or leased (not by common carrier), such sales or transactions shall continue to be subject to applicable Town sales tax at the point of delivery and the tax shall be collected and reported under taxpayer's sales tax permit number accordingly.

Sec. 6-9 - Revoking permits.

Whenever any retailer or vendor not maintaining place of business in the state, or both within and without the state, and authorized to collect the tax herein levied, fails to comply with any of the provisions of this article or the Oklahoma Use Tax Code or any order, rules or regulations of the tax commission, the tax commission may, upon notice and hearing as provided for in 68 O.S. § 1408, by order, revoke the use tax permit, if any, issued to such retailer or vendor, and if any such retailer or vendor is a corporation authorized to do business in the state may, after notice and hearing provided in this section, cancel said corporation's license to do business in the state and shall issue a new license only when such corporation has complied with the obligations under this article, the Oklahoma Use Tax Code, or any order, rules or regulations of the tax commission. No order authorized in this section shall be made until the retailer or vendor is given an opportunity to be heard and to show cause why such order should not be made and he shall be given ten days' notice by mail of the time, place and purpose of such hearing.

Sec. 6-10 - Remunerative deductions allowed vendors or retailers of other states.

Returns and remittances of the tax herein levied and collected shall be made to the tax commission at the time and in the manner, form and amount as proscribed for returns and remittances required by the Oklahoma Use Tax Code; and remittances of tax collected hereunder shall be subject to the same discount as may be allowed by said code for the collection of state use taxes. No deductions from tax shall be allowed if any such report or payment of tax is delinquent.

Sec. 6-11 - Interest and penalties; delinquency.

The provisions of 68 O.S. § 217 are hereby adopted and made a part of this article, and interest and penalties at the rates and in the amounts as therein specified are hereby levied and shall be applicable in cases of delinquency in reporting and paying the tax levied by this article. Provided, that the failure or refusal of any retailer or vendor to make and transmit the reports and remittances of tax in the time and manner required by this article shall cause such tax to be delinquent.

I-2024-006851 Book 3323 Pg 230
07/16/2024 11:23am Pg 0226-0232
Fee: $30.00 Doc: $0.00
Troy Cole - Logan County Clerk
State of OK

Sec. 6-12 - Waiver of interest and penalties.

The interest or penalty or any portion thereof accruing by reason of a retailer's or vendor's failure to pay the Town tax herein levied may be waived or remitted in the same manner as provided for said waiver or remittance as applied in administration of the state use tax provided in 68 O.S. § 227, and to accomplish the purposes of this section the applicable provisions of said section 227 are hereby adopted by reference and made a part of this article.

Sec. 6-13 - Erroneous payments; claim for refund.

Refund of erroneous payment of the Town use tax herein levied may be made to any taxpayer making such erroneous payment in the same manner and procedure, and under the same limitations of time, as provided for administration of the state use tax as set forth in 68 O.S. § 227, and to accomplish the purpose of this section, the applicable provisions of said section 227 are hereby adopted by reference and made a part of this article.

Sec. 6-14 - Fraudulent returns, or failure to file returns or remittances.

In addition to all civil penalties provided by this article, the willful failure or refusal of any taxpayer to make reports and remittances herein required, or the making of any false and fraudulent report for the purpose of avoiding or escaping payment of any tax or portion thereof rightfully due under this article shall be a municipal code violation punishable according to a schedule of fines, as shall be modified from time to time by the council, and made available for public viewing in the office of the clerk of court, subject to the provisions of section 1-14.

Sec. 6-15 - Records confidential.

The confidential and privileged nature of the records and files concerning the administration of the Town use tax is legislatively recognized and declared. Therefore, the provisions of 68 O.S. § 205 of the state use tax code, and each subsection thereof, is hereby adopted by reference and made fully effective and applicable to administration of the Town use tax as if herein set forth in full.

Sec. 6-16 - Provisions cumulative.

The provisions hereof shall be cumulative, and in addition to any and all other taxing provisions of the Town ordinances.

Sec. 6-17 - Definitions.

The definitions of words, terms and phrases contained in the Oklahoma Use Tax Code, 68 O.S. § 1401, are hereby adopted by reference and made a part of this article. In addition thereto, the following words and terms shall be defined as follows: Tax collector means the department of the Town government or the official agency of the state, duly designated according to law or contract authorized by law, to administer the collection of the tax herein levied. Transaction means a sale.

I-2024-006851 Book 3323 Pg 231
07/16/2024 11:23am Pg 0226-0232
Fee: $30.00 Doc: $0.00
Troy Cole - Logan County Clerk
State of OK

Sec. 6-18 - Classification of taxpayers.

For the purpose of this article, the classification of taxpayers hereunder shall be as proscribed by state law for purposes of the Oklahoma Use Tax Code.

Sec. 6-19 - Subsisting state permits.

All valid and subsisting permits to do business issued by the tax commission pursuant to the Oklahoma Use Tax Code are for the purpose of this article hereby ratified, confirmed and adopted in lieu of any requirement for additional Town permit for the same purpose.

Sec. 6-20 - Purposes of revenues.

It is hereby declared to be the purpose of this article to provide revenues for the support of the functions of the municipal government of the Town, and any and all revenues derived hereunder may be expended by the council for any purpose of which funds may be lawfully expended as authorized by ordinance, and the statutes of the state.

Section II. REPEALER. All ordinances or parts thereof which are inconsistent with this ordinance are hereby repealed.

Section III. SAVINGS CLAUSE. Nothing in this ordinance hereby adopted shall be construed to affect any suit or proceeding now pending in any court, or any rights acquired or liability incurred nor any cause or causes of action accrued or existing, under any act or ordinance repealed hereby. Nor shall any right or remedy of any character be lost, impaired or affected by this ordinance.

Section IV. CODIFICATION. This ordinance shall be codified as herein provided.

Section V. SEVERABILITY. If any one or more of the sections, sentences, clauses or parts of this ordinance, chapter or section shall for any reason be held invalid, the invalidity of such section, clause or part shall not affect or prejudice in any way the applicability and validity of any other provision of this ordinance. It is hereby declared to be the intention of the Board of Trustees of the Town of Coyle that this section of the Coyle Municipal Code would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

Section VI. EMERGENCY. WHEREAS, it being immediately necessary for the preservation of the peace, health, safety and public good of the City and the inhabitants thereof that the provisions of this Ordinance be put into full force and effect in order to immediately provide for this use tax; By reason whereof, this Ordinance shall take effect and be in full force and effect after its passage, as provided by law.

I-2024-006851 Book 3323 Pg 232
07/16/2024 11:23am Pg 0226-0232
Fee: $30.00 Doc: $0.00
Troy Cole - Logan County Clerk
State of OK

Approved and executed this 9th day of July 2024.

THE TOWN OF COYLE, OKLAHOMA

Carl Long
MAYOR

{Seal}

ATTEST:
Linda Keagen
TOWN CLERK

P.O. Box 248
Coyle, Ok 73027

Chapter 6 - FINANCE AND BUSINESS OF TOWN

Section 6-1

ORDINANCE NO. 101-6-1

AN ORDINANCE ANNEXING CERTAIN TERRITORY ADJOINING THE EXISTING TOWN LIMITS IN SECTIONS 12, 13, 14 TOWNSHIP 17N RANGE 1W AND 7, 8, TOWNSHIP 17N RANGE 1E, PLAN TO EXTEND APPROPRIATE TOWN SERVICES; REPEALING ANY PRIOR MUNICIPAL CODE SECTIONS OR ORDINANCES IN CONFLICT WITH CURRENT OKLAHOMA ANNEXATION STATUES

WHEREAS, the Town of Coyle desires to extend its corporate limits into adjacent territory to better protect the health, safety and welfare of the existing citizens of Coyle and provide municipal services to those citizens within the annexed territory pursuant to the provisions of Title 11, Oklahoma Statues, Section 21-104.

BE IT ORDAINED BY THE ACTING MAYOR AND TRUSTEES FOR THE TOWN OF COYLE, OKLAHOMA, AS FOLLOWS:

SECTION 1

NOTICE

On February 17, 2011 the Coyle Town Board of Trustees held a Public Hearing on the proposed annexation and service plan. Written notice of the proposed annexation and service plan was mailed by first-class mail to all owners of property to be annexed as shown by the current year's ownership rolls in the office of the Logan County Treasurer and to the Department of Transportation, and by certified mail to every person who owns parcels of land of five (5) acres or more and to the Board of County Commissioners of Logan County. Notice of the proposed annexation was also published in the Stillwater NewsPress on January 26, 2011 prior to the adoption of the Ordinance.

Section 2

ANNEXED TERRITORY

The property described by legal description on Exhibit A attached hereto is annexed into the Town of Coyle, Oklahoma, and shall be an integral part thereof.

Section 3

SERVICE PLAN

The Service Plan to extend appropriate services to the annexed property is attached as Exhibit B hereto and incorporated into and made part of the Ordinance. The Service Plan shall be implemented over a period of ten years from the date of the Ordinance.

Section 4

NEW CORPORATE LIMITS

The new corporate limits of the Town of Coyle are hereby extended and increased so as to include and embrace within the corporate limits of the Town of Coyle the territory described in Section 2 hereof. Such Territory is hereby declared part of the Town of Coyle. If the annexation of any part or parcel of the annexed territory shall for any reason be held invalid, the invalidity of such part of parcel shall not effect or prejudice in any way the applicability and validity of the remaining annexed territory. It is hereby declared that the remaining annexed territory would have been annexed had such invalid part or parcel not been included.

Section 5

RECORDING

The Town officers are hereby authorized to file a copy of the Ordinance with the Logan County Clerk and the Ad Valorem Division of the Oklahoma Tax Commission pursuant to Title 11 Oklahoma Statue, Section 21-112.

Section 6

REPEALING CLAUSE

Any section of the Coyle Municipal Code or any Coyle Town Ordinances not previously codified which conflicts with the current annexation provisions of Title 11 Oklahoma Statue Section 21-104 (together with all other related statues) is hereby repealed.

Section 7

SAVINGS CLAUSE

Nothing in this Ordinance hereby adopted shall be construed to affect any suit or proceeding now pending in any court. Nor shall any right or remedy of any character be lost, impaired, or affected by this ordinance.

Section 8

SEVERABILITY

If any one or more of the sections, sentences, clauses or parts of this ordinance, chapter or section shall for any reason be held invalid, the invalidity of such section, clause, or part shall not effect or prejudice in any way the applicability and validity of any other provisions of this ordinance. It is hereby declared to be the intention of the Town of Coyle that this section would have been adopted had such unconstitutional, illegal, or invalid sentence, clause, section or part not been included.

PASSED AND APPROVED, by the Mayor and Trustees on the 10th day of March, 2011.

TOWN OF COYLE, OKLAHOMA

_____

Kristie Schroeder, Mayor

ATTEST

_____

TOWN CLERK

EXHIBIT A

1. 18-17N-01E TRACT 10 NE/C SE4; BEG AT THE NE/C SE4; S 208.7'; W 208.7'; N 208.7'; E 208.7' POB (CONT 1 A MOL)

2. 18-17N-01E TR IN N2 SE4; BEG NW/C; 765' E; 273' S; 765'W; 273' N TO POB

3. 18-17N-01E TRACT NW SE4; COM NW/C N2 SE4; N 89D55'59" E 765' POB; S 00D20'37" E 273'; S 89D55'59" W 765'; S 00D20'37" E 1045.53'; N 89D47'06" E 1383.26'; N 00D20'37" W 1314.95'; S 89D55'59" W 618.27' POB CONT 37 ACRES MOL

4. 12-17N-01W S2 SE4

5. 12-17N-01W N2 SE4

6. 12-17N-01W PT S2 SE4 NE4; BEG AT A PT 1440' E AND 20'N OF THE SW/C NE4; E 840'; N22'; N60D52'15" W 952'; S 490' TO POB

7. 12-17N-01W 361' X 361' CEMETERY

8. 07-17N-01E W2 SW4

9. 07-17N-01E 58.16 AC IN W2 E2 SE & 80 AC E2 SW4 & 2 STRIPS OF ABANDONDED AT & SF RR ROW & 1 AC IN SE4 LESS 25.76 A HWY ROW (1732-709) & LESS TR BEG PT N 89D36'54" W 650.38' & 40' N SE/C SW4 ; PT BEING NE ROW HWY 33; ALONG ROW FOLLOWING; N 73D02'42" W 162.1'; N 65D47'10" W 224'; N 37D46'04" E 130.2'; N 26D52'34" E 106.9'; N 36D33'39" E 407.9'; LEAVING ROW S 60D20'58" E 448.63'; S00D03'55" E 290.34'; N 89D50'07" W 402.10'; S 00D03'30" 153.96' POB

10. 07-17N-01E LOT 2 & 3 SW4 NE4 LESS RIVER LESS HWY ROW (20.84 AC) BOOK 1732 PAGE 715

11. 18-17-01E N2 SE4 LESS 1 ACRE TR; BEG NE/C SE4 S 208.7'; W 208.7'; N 208.7'; E 208.7' POB LESS TR N2 SE4; BEG NW/C E 765'; S 273'; W 765'; N 273' POB LESS TR NW/C N2 SE4; N 89D55'59" E 765' POB; S 00D20'37" E 273'; S 89D55'59" W 765'; S 00D20'37" E 1045.53'; N 89D47'06" E 1383.26'; N OOD20'37" W 1314.95'; S 89D55'59" W 618.27' POB

12. 07-17N-01E TR IN E2 SE4

13. 18-17N-01E S2 SE4

EXHIBIT B

The following Service Plan has been approved by the Board of Trustees for the Town of Coyle and incorporated into Ordinance #__101-6-1___. The Service Plan has been adopted to extend appropriate town services to the newly annexed territory adjoining existing town limits in Sections 12, 13 and 14 Township 17N, Range 1W and 7 and 8 Township 17N, Range 1E Logan County, Oklahoma.

The Town of Coyle plans to extend appropriate town services including water, sewer, solid waste collection, fire protection, and law enforcement to the proposed annexed territory. The cost of such services shall be at the same rates charged to existing residences. The service rates may increase for all users from time to time. No capital improvement plan is now in existence. The Town shall complete proposed service plan within 120 months from the date of annexation. The Town of Coyle reserves the right to provide such services to any other area of Town. Further, The Town of Coyle reserves the right to provide such services by any other method not previously used to attain the same result.

I-2019-007816 Book 2885 Pg: 252
08/16/2019 3:06 pm Pg 0252-0256
Fee: $ 21.00 Doc: $ 0.00
Troy Cole - Logan County Clerk
State of Oklahoma

ORDINANCE NO. 01-2019

"AN ORDINANCE PROVIDING FOR THE DE-ANNEXATION OF CERTAIN PROPERTY FROM THE TOWN OF COYLE, OKLAHOMA, MORE PARTICULARLY DESCRIBED HEREIN, AND DECLARING AN EMERGENCY"

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF COYLE, STATE OF OKLAHOMA:

"SECTION 1: That the following described real property situated in Logan County, Oklahoma, lying within and on the edge of the present corporate limits shall be de-annexed from and no longer will be a part of the Town of Coyle, Oklahoma, to-wit:

1. Four Acres, beginning at the Northwest Corner of the Northwest Quarter (NW/4) of Section 18, Township 17 North, Range 1 East of the Indian Meridian, Logan County, Oklahoma, thence South three hundred feet (300'), thence East five hundred eighty feet (580'), thence North three hundred feet (300'), thence West five hundred eighty feet (580') to the point of beginning.

2. A part of Lot 1 and the Northeast Quarter of the Northwest Quarter (Lot 1 & NE/4 NW/4) of Section 18, Township 17 North, Range One East (18-17N-1E) of the I.M. Logan County, Oklahoma, described as follows:
Beginning at a point 717 feet West of the Northeast corner of the Northeast Quarter of the Northwest Quarter (NE/c of NE/4 NW/4) of said Section Eighteen (18), thence South 660.9 feet, thence West parallel to the North line of said Northwest Quarter (NW/4) to the West line thereof, thence North on said West line a distance of 360.9 feet, thence East 580 feet, thence North 300 feet to the North line of said Lot One (1), thence East on the North line of said Northwest Quarter (NW/4) a distance of 1340.14 feet to the point of beginning.

3. A strip, piece or parcel of land lying in part of the NW/4 of Section 18, T17N, R1E of the I.M., in Logan County, Oklahoma. Said parcel of land being described by metes and bounds as follows:
Beginning at a point on the present Easterly right-of-way line of State Highway No. 33, a distance of 966.70 feet East of and 657.73 feet South of the NW corner of said NW/4, thence S37°38'52"W along said right-of-way line a distance of 448.58 feet, thence S40°12'00"W a distance of 186.98 feet, thence S38°03'21"W a distance of 505.53 feet, thence S17°24'13"W a distance of 138.69 feet, thence N37°38'51"E a distance of 1299.02 feet, thence S89°48'45"W a distance of 45.65 feet to point of beginning.

Joann Hale
PO Box 387
Coyle OK 73027

10/5 (5)

I-2019-007816 Book 2885 Pg: 253
08/16/2019 3:06 pm Pg 0252-0256
Fee: $ 21.00 Doc: $ 0.00
Troy Cole - Logan County Clerk
State of Oklahoma

4. A strip, piece or parcel of land lying in part of Lot 1 and part of the NE/4 NW/4 of Section 18, T17N, R1E of the I.M., in Logan County, Oklahoma. Said parcel of land being described by metes and bounds as follows:
Beginning at the point where the permanent Easterly right-of way line of State Highway No. 33 intersects the North line of said NE/4 NW/4 a distance of 1095.26 feet S89°56'39"W of the NE corner of said NE/4 NW/4, thence S37°38'51"W along said right-of-way line a distance of 832.38 feet, thence S89°48'45"W a distance of 411.51 feet, thence N37°38'51"E a distance of 833.58 feet to a point on the North line of said Lot 1, thence N89°56'39"E along said North line a distance of 410.78 feet to point of beginning.

5. A strip, piece or parcel of land lying in part of Lot 1 and part of the NE/4 NW/4 of Section 18; T17N, R1 E, in Logan County, Oklahoma. Said parcel of land being described by metes and bounds as follows:
Beginning at the point where the permanent Easterly right-of-way line of State Highway No. 33 intersects the North line of said NE/4 NW/4 a distance of 1095.26 feet S89°56'39"W of the NE corner of said NE/4 NW/4; then S37°38'51"W along said right-of-way line a distance of 830.41 feet, then S89°48'45"E a distance of 20 feet, thence N37°38'51" a distance of 830.41 to a point on the North line of said Lot1, then N89°056'39"W along said North line a distance of 20 feet to a point of the beginning.

6. South Half (S/2) of the Southeast Quarter (SE/4) of Section 12-17N-1W of the I.M., Logan County, Oklahoma.

7. North Half (N/2) of the Southeast Quarter (SE/4) of Section 12-17N-1W of the I.M., Logan County, Oklahoma.

8. A part of the S/2 SE/4 NE/4 of Section 12-17N-1W of the I.M., Logan County, Oklahoma, beginning at a point 1440 feet East and 20 feet North of the SW/c NE/4; thence East 840 feet; thence North 22 feet; thence North 60°52'15"W 952 feet; thence South 490 feet to the Point of Beginning

9. A tract of land beginning at the SW/c of the NE/4 of Section 12-17N-1W of the I.M., Logan County, thence North along the West line of Said NE/4 361 feet; thence East parallel to the South line of said NE/4 361 feet; thence South parallel to the West line of said NE/4 361 feet to the South line of said NE/4: thence West along the South line of said NE/4 361 feet to the point of beginning (Cemetery)

10. West Half (W/2) of the Southwest Quarter (SW/4) of Section 7-17N-1E of the I.M., Logan County, Oklahoma.

I-2019-007816 Book 2885 Pg: 254
08/16/2019 3:06 pm Pg 0252-0256
Fee: $ 21.00 Doc: $ 0.00
Troy Cole - Logan County Clerk
State of Oklahoma

11. E/2 of the SW/4 of Section 7-17N-1E of the I.M., Logan County, Oklahoma LESS AND EXCEPT the East Half of the Southeast Quarter of the Southeast Quarter of the Southwest Quarter (E/2 SE/4 SE/4 SW/4) and LESS AND EXCEPT the South Half of the West Half of the Southeast Quarter of the Southeast Quarter of the Southwest Quarter (S/2 W/2 SE/4 SE/4 SW/4) and LESS AND EXCEPT a tract located in the SW/4 of Section 7, Township 17 North, Range 1 East, I.M., Logan County, Oklahoma, described as follows: Beginning at the Point N89°36'54"W 650.38 feet and 40.0 feet North of the SE Corner of said SW/4; said point being on the Northeast Right-of-Way of State Highway #33; Thence along said Right-of-Way N73°02'42"W 162.1 feet; thence N65°47'10"W 204.0 feet; thence N37°46'04"E 130.2 feet; thence N26°52'34"E 106.9 feet; thence N36°33'39"E 407.9 feet; thence leaving said Right-of-Way S60°20'58"E for a distance of 428.63 feet; thence S00°03'55"E for a distance of 290.34 feet; thence N89°50'07"W 402.10 feet; thence S00°03'30"E 153.96 feet to the Point of Beginning

12. Lots 2 and 3 and the SW/4 of the NE/4 of Section 7-17N-1E of the I.M., Logan County, Oklahoma

13. North Half (N/2) of the Southeast Quarter (SE/4) of Section 7-17N-1E of the I.M., Logan County, Oklahoma.

SECTION 2: That the same are hereby de-annexed from the Town of Coyle, Oklahoma, and the corporate limits of said Town are hereby altered to exclude the above-described tracts of land. After the effective date of this ordinance, all property located therein, and all persons residing or otherwise occupying the lands shall not be subject to the jurisdiction of this Town or the laws made pursuant thereto. All requirements of 11 O.S. Section 21-110 have been fully complied with in advance of the issuance of this ordinance.

SECTION 3: The territory retained within the municipal limits following de-annexation of the above-described land is represented by the map attached as Exhibit "A" which is incorporated by reference herein and made a part hereof.

SECTION 4: That all ordinances, or parts of ordinances in conflict herewith are hereby repealed.

SECTION 5: Emergency Clause. It being immediately necessary for the preservation of the peace, health and safety, an emergency is hereby declared to exist by reason whereof this ordinance shall take effect and be in full force and in effect from and after its passage, approval and publication."

PASSED, APPROVED AND ADOPTED THIS ~~13th~~ 16th day of August, 2019.

CJC

I-2019-007816 Book 2885 Pg: 255
08/16/2019 3:06 pm Pg 0252-0256
Fee: $ 21.00 Doc: $ 0.00
Troy Cole - Logan County Clerk
State of Oklahoma

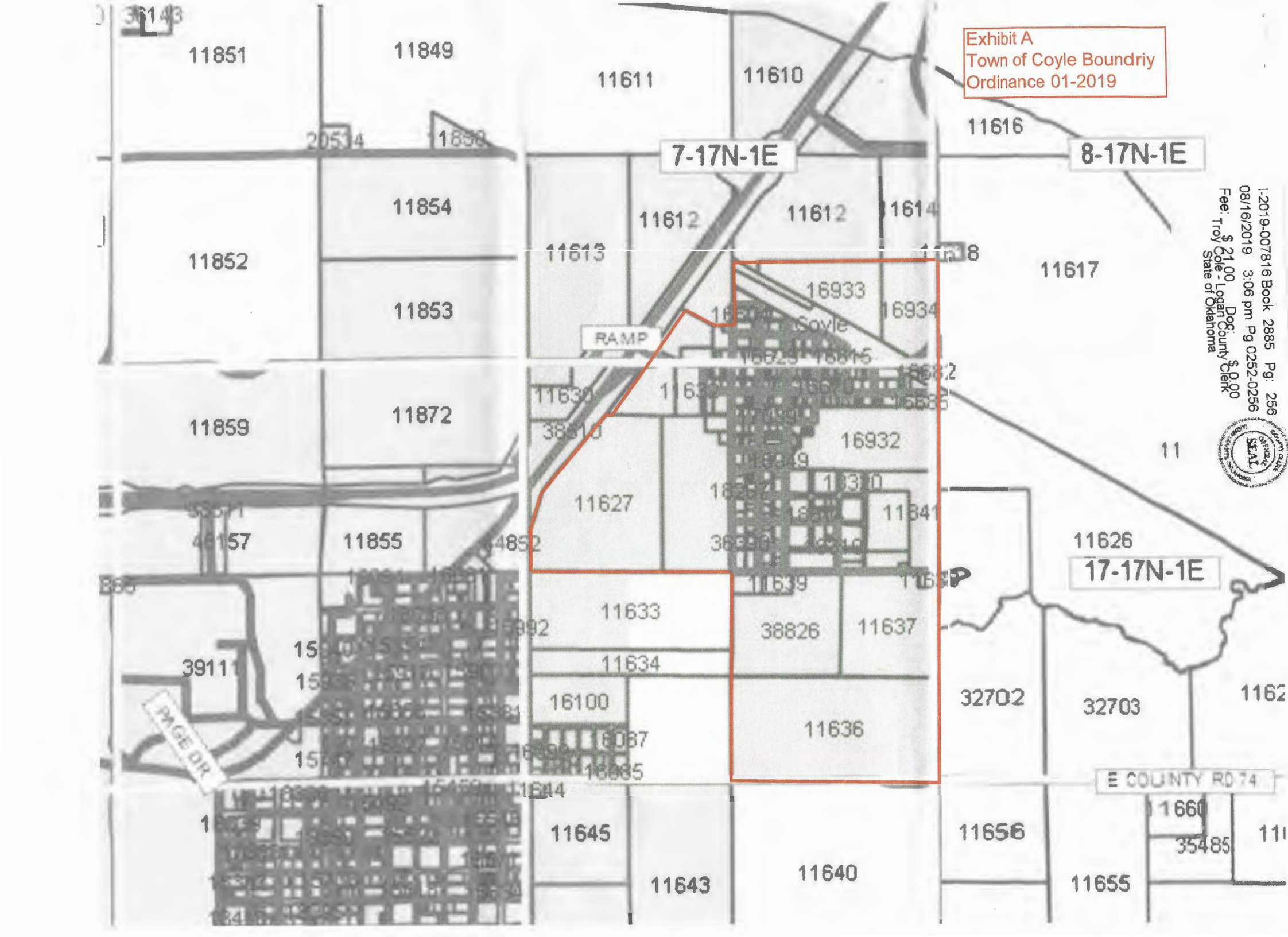
Carrie Curtis
MAYOR
TOWN OF COYLE, OKLAHOMA

SEAL

TOWN CLERK
TOWN OF COYLE, OKLAHOMA

~~13th~~ 16th APPROVED AS TO FORM AND CONTENT AND CORRECTLY ENROLLED THIS ~~13th~~ DAY OF AUGUST, 2019.

MATT DEVLIN
TOWN ATTORNEY
TOWN OF COYLE, OKLAHOMA


Exhibit A
Town of Coyle Boundriy
Ordinance 01-2019
7-17N-1E
8-17N-1E
17-17N-1E
RAMP
PAGE DR
E COUNTY RD 74
11851
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I-2019-007816 Book 2885 Pg: 256
08/16/2019 3:06 pm Pg 0252-0256
Fee: $ 21.00
Doc: $ 0.00
Troy Cole - Logan County Clerk
State of Oklahoma
SEAL

ORDINANCE NO. 01 -2023

"AN ORDINANCE CORRECTING ORDINANCE NO. 01-2019 PROVIDING FOR THE DE-ANNEXATION OF CERTAIN PROPERTY FROM THE TOWN OF COYLE, OKLAHOMA, MORE PARTICULARLY DESCRIBED HEREIN"

WHEREAS, a de-annexation ordinance was approved by the Town Board, including the vote of Trustee Hale, which included an incorrect legal description in Section 1 (2) that overbroad and mistakenly included the tract of land where Trustee Hale's residence was located and was in conflict with the legal description in Section 1 (5) and the Town boundary as depicted in the map attached thereto;

WHEREAS, for the past four years, Ms. Hale has continued as a trustee of the Town of Coyle and has voted on all matters in which she was in attendance which matters have had significant importance to the Town of Coyle, Oklahoma;

WHEREAS, it was not the intent of the Town Board to detach one of its trustees from the governing body of the Town of Coyle, Oklahoma, but instead the purpose of the de-annexation was to remove the portion of the Town boundary alongside of State Highway 33, thereby eliminating the Town's duty to the maintain the Highway 33 right-of-way and preserve already limited Town funds;

WHEREAS, the inclusion of Trustee Hale's residence in Section 1 (2) of the de-annexation ordinance constitutes a scrivener's error which must be corrected to provide for continuity of government and past governmental actions, to legitimatize the actions of the Town Board for approximately the past four years and to correct this error which is now being argued challenges Trustee Hale's re-election to the Town Board and her four years of previous votes;

WHEREAS, it is the law in Oklahoma that the governing body determines whether a vacancy in an office exists and the Town Board hereby determines that Trustee Hale has been, is and will continue to be a trustee for the Town of Coyle, Oklahoma, and that this scrivener's error in legal description should not be construed to exclude her residence from the corporate limits as that was never the intent or action of the governing body;

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF COYLE, STATE OF OKLAHOMA:

"SECTION 1: That Ordinance No. 01-2019 Section 1 is hereby amended to read as follows:

That the following described real property situated in Logan County, Oklahoma, lying within and on the edge of the present corporate limits shall be de-annexed from and no longer will be a part of the Town of Coyle, Oklahoma, to-wit:

1. Four Acres, beginning at the Northwest Corner of the Northwest Quarter (NW/4) of Section 18, Township 17 North, Range 1 East of the Indian Meridian, Logan County, Oklahoma, thence South three hundred feet (300'), thence East five hundred eighty feet (580'), thence North three hundred feet (300'), thence West five hundred eighty feet (580') to the point of beginning.

2. A part of Lot 1 and the Northeast Quarter of the Northwest Quarter (Lot 1 & NE/4 NW/4) of Section 18, Township 17 North, Range One East (18-17N-1E) of the I.M. Logan County, Oklahoma, described as follows: Beginning at a point 717 feet West of the Northeast corner of the Northeast Quarter of the Northwest Quarter (NE/c of NE/4 NW/4) of said Section Eighteen (18), thence South 660.9 feet, thence West parallel to the North line of said Northwest Quarter (NW/4) to the West line thereof, thence North on said West line a distance of 360.9 feet, thence East 580 feet, thence North 300 feet to the North line of said Lot One (1), thence East on the North line of said Northwest Quarter (NW/4) a distance of 1340.14 feet to the point of beginning LESS AND EXCEPT 2 existing highway right of way; and LESS AND EXCEPT a strip, piece or parcel of land beginning at the point where the permanent Easterly right-of-way line of State Highway No. 33 intersects the North line of said NE/4 NW/4 a distance of 1095.26 feet S89°56'39"W of the NE corner of said NE/4 NW/4, thence S37°38'51"W along said right-of-way line a distance of 832.38 feet, thence S89°48'45"W a distance of 411.51 feet, thence N37°38'51"E a distance of 833.58 feet to a point on the North line of said Lot 1, thence N89°56'39"E along said North line a distance of 410.78 feet to the point of beginning, and LESS AND EXCEPT a tract beginning at a point on the North line of said NW/4, said point bears N89°36'54"W a distance of 717.00 feet from the NE/cor of said NW/4; thence S00°23'06"W a distance of 660.90 feet; thence N89°36'54"W a distance of 881.05 feet; thence North 37°38'51"E a distance of 830.41 feet to a point on the North line of said NW/4; thence S89°36'54"E a distance of 378.26 to the Point of Beginning.

3. A strip, piece or parcel of land lying in part of the NW/4 of Section 18, T17N, R1E of the I.M., in Logan County, Oklahoma. Said parcel of land being described by metes and bounds as follows:
Beginning at a point on the present Easterly right-of-way line of State Highway No. 33, a distance of 966.70 feet East of and 657.73 feet South of the NW corner of said NW/4, thence S37°38'52"W along said right-of-way line a distance of 448.58 feet, thence S40°12'00"W a distance of 186.98 feet, thence S38°03'21"W a distance of 505.53 feet, thence S17°24'13"W a distance of 138.69 feet, thence N37°38'51"E a distance of 1299.02 feet, thence S89°48'45"W a distance of 45.65 feet to point of beginning.

4. A strip, piece or parcel of land lying in part of Lot 1 and part of the NE/4 NW/4 of Section 18, T17N, R1E of the I.M., in Logan County, Oklahoma. Said parcel of land being described by metes and bounds as follows: Beginning at the point where the permanent Easterly right-of way line of State Highway No. 33 intersects the North line of said NE/4 NW/4 a distance of 1095.26 feet S89°56'39"W of the NE corner of said NE/4 NW/4, thence S37°38'51"W along said right-of-way line a distance of 832.38 feet, thence S89°48'45"W a distance of 411.51 feet, thence N37°38'51"E a distance of 833.58 feet to a point on the North line of said Lot 1, thence N89°56'39"E along said North line a distance of 410.78 feet to point of beginning.

5. A strip, piece or parcel of land lying in part of Lot 1 and part of the NE/4 NW/4 of Section 18, T17N, R1E of the I.M., in Logan County, Oklahoma. Said parcel of land being described by metes and bounds as follows: Beginning at the point where the permanent Easterly right-of way line of State Highway No. 33 intersects the North line of said NE/4 NW/4 a distance of 1095.26 feet S89°56'39"W of the NE corner of said NE/4 NW/4, thence S37°38'51"W along said right-of-way line a distance of 8330.41 feet, thence S89°48'45"W a distance of 20 feet, thence N37°38'51"E a distance of 830.41 feet to a point on the North line of said Lot 1, thence N89°56'39"E along said North line a distance of 20 feet to a point of beginning.

6. South Half (S/2) of the Southeast Quarter (SE/4) of Section 12-17N-1W of the I.M., Logan County, Oklahoma.

7. North Half (N/2) of the Southeast Quarter (SE/4) of Section 12-17N-1W of the I.M., Logan County, Oklahoma.

8. A part of the S/2 SE/4 NE/4 of Section 12-17N-1W of the I.M., Logan County, Oklahoma, beginning at a point 1440 feet East and 20 feet North of the SW/c NE/4; thence East 840 feet; thence North 22 feet; thence North 60°52'15"W 952 feet; thence South 490 feet to the Point of Beginning

9. A tract of land beginning at the SW/c of the NE/4 of Section 12-17N-1W of the I.M., Logan County, thence North along the West line of Said NE/4 361 feet; thence East parallel to the South line of said NE/4 361 feet; thence South parallel to the West line of said NE/4 361 feet to the South line of said NE/4; thence West along the South line of said NE/4 361 feet to the point of beginning (Cemetery)

10. West Half (W/2) of the Southwest Quarter (SW/4) of Section 7-17N-1E of the I.M., Logan County, Oklahoma.

11. E/2 of the SW/4 of Section 7-17N-1E of the I.M., Logan County, Oklahoma LESS AND EXCEPT the East Half of the Southeast Quarter of the Southeast Quarter of the Southwest Quarter (E/2 SE/4 SE/4 SW/4) and LESS AND EXCEPT the South Half of the West Half of the Southeast Quarter of the Southeast Quarter of the Southwest Quarter (S/2 W/2 SE/4 SE/4 SW/4) and LESS AND EXCEPT a tract located in the SW/4 of Section 7, Township 17 North, Range 1 East, I.M., Logan County, Oklahoma, described as follows: Beginning at the Point N89°36'54"W 650.38 feet and 40.0 feet North of the SE Corner of said SW/4; said point being on the Northeast Right-of-Way of State Highway #33; Thence along said Right-of-Way N73°02'42"W 162.1 feet; thence N65°47'10"W 204.0 feet; thence N37°46'04"E 130.2 feet; thence N26°52'34"E 106.9 feet; thence N36°33'39"E 407.9 feet; thence leaving said Right-of-Way S60°20'58"E for a distance of 428.63 feet; thence S00°03'55"E for a distance of 290.34 feet; thence N89°50'07"W 402.10 feet; thence S00°03'30"E 153.96 feet to the Point of Beginning

12. Lots 2 and 3 and the SW/4 of the NE/4 of Section 7-17N-1E of the I.M., Logan County, Oklahoma

13. North Half (N/2) of the Southeast Quarter (SE/4) of Section 7-17N-1E of the I.M., Logan County, Oklahoma.

SECTION 2: The territory retained within the municipal limits following de-annexation of the above-described land is represented by the map attached as Exhibit "A" which is incorporated by reference herein and made a part hereof.

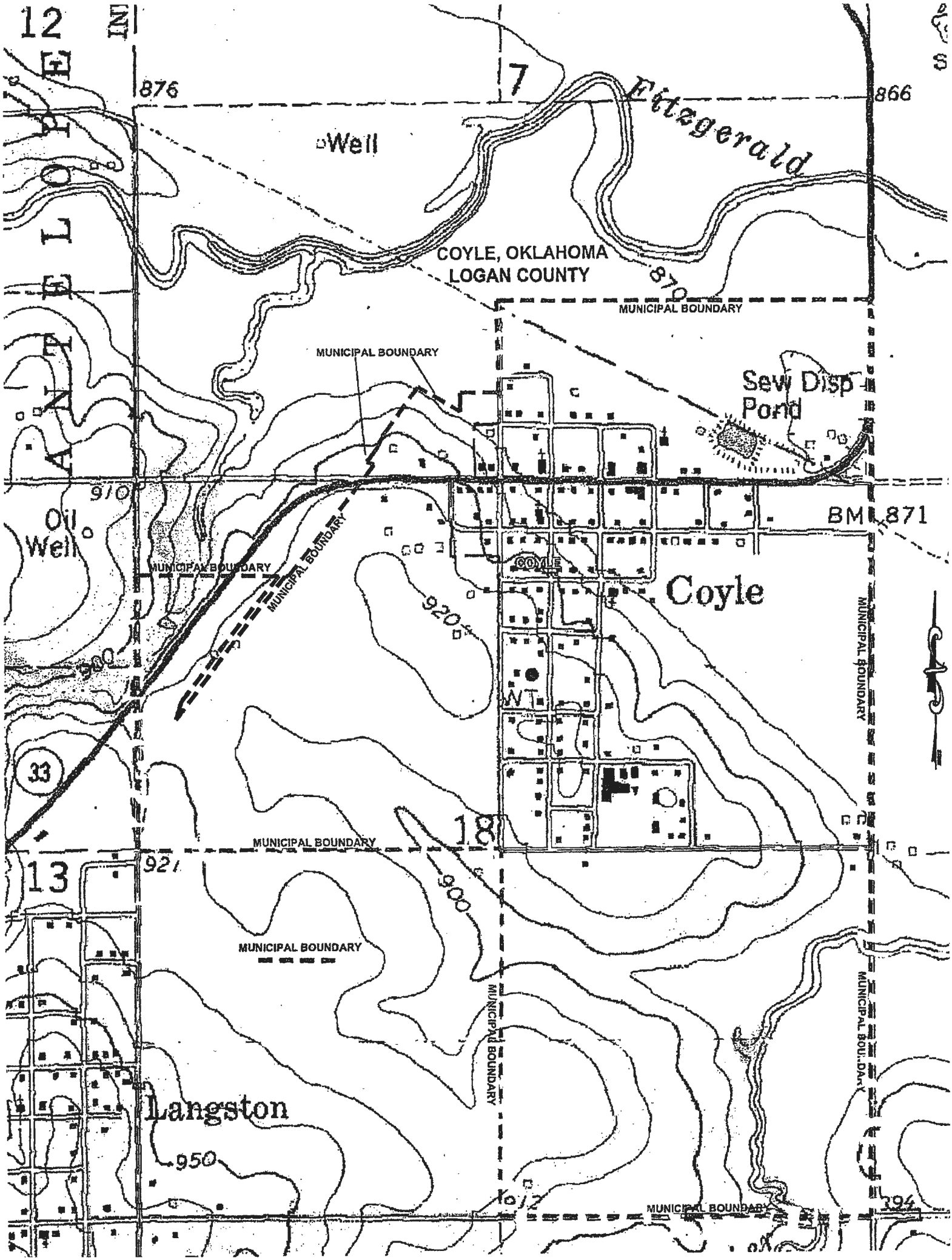
SECTION 3: That all ordinances, or parts of ordinances in conflict herewith are hereby repealed.

PASSED, APPROVED AND ADOPTED THIS 25th day of April, 2023.

CARL LONG, MAYOR
TOWN OF COYLE, OKLAHOMA

(SEAL)

LINDE VOGAN, TOWN CLERK
TOWN OF COYLE, OKLAHOMA


12
7
876
866
Well
Fitzgerald
COYLE, OKLAHOMA
LOGAN COUNTY
870
MUNICIPAL BOUNDARY
MUNICIPAL BOUNDARY
Sew Disp
Pond
910
Oil
Well
BM 871
COYLE
Coyle
MUNICIPAL BOUNDARY
MUNICIPAL BOUNDARY
920
900
MUNICIPAL BOUNDARY
33
18
MUNICIPAL BOUNDARY
13
921
900
MUNICIPAL BOUNDARY
MUNICIPAL BOUNDARY
MUNICIPAL BOUNDARY
Langston
950
MUNICIPAL BOUNDARY
394

Adopted on July 15, 2025

ORDINANCE NO. 2025-05

AN EMERGENCY ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF COYLE, OKLAHOMA, PROVIDING FOR THE ADOPTION OF CHAPTER 6: FINANCE AND BUSINESS OF TOWN, ARTICLE 2, FINANCE AND BUDGET ADMINISTRATION; PROVIDING FOR THE ESTABLISHMENT OF STANDARDS AND REQUIREMENTS OF TOWN OFFICIALS AND EMPLOYEES REGARDING INTERNAL CONTROLS OVER THE RESOURCES AND EXPENDITURES OF THE TOWN AND OTHER RELATED ENTITIES; REPEALER; SAVINGS; SEVERABILITY; CODIFICATION AND DECLARING AN EMERGENCY.

EMERGENCY ORDINANCE

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF COYLE, OKLAHOMA

Section I: That the Coyle Municipal Code is hereby amended by the addition of a new Chapter 6, ARTICLE 2 and to read as follows:

CHAPTER 6: FINANCE AND BUSINESS OF TOWN

ARTICLE 2

FINANCE AND BUDGET ADMINISTRATION

DIVISION 1

GENERAL PROVISIONS

SECTION 6-201 DEPOSITORIES DESIGNATED; FUNDS TO BE DEPOSITED
SECTION 6-202 FUNDS SECURED BY UNIT COLLATERAL SYSTEM
SECTION 6-203 CERTAIN OFFICER AND EMPLOYEES PROHIBITED FROM CONDUCTING CERTAIN BUSINESS WITH MUNICIPALITY-VIOLATIONS
SECTION 6-204 PETTY CASH
SECTION 6-205 INTERNAL CONTROL ORDINANCE
SECTION 6-206 STATEMENT OF NON-COLLUSION
SECTION 6-207 PAYROLL DISBURSEMENTS
SECTION 6-208 PURCHASES OF GOODS AND SERVICES (OTHER THAN PAYROLL AND PAYROLL RELATED)
SECTION 6-209 INTERFUND TRANSFERS
SECTION 6-209A DEBT SERVICE
SECTION 6-209B FINANCIAL REPORTING
SECTION 6-209C APPLICABILITY TO PUBLIC TRUSTS
SECTION 6-209D SIGNING OF CHECKS, WARRANTS AND OTHER LEGAL INSTRUMENTS
SECTION 6-209E COMPETITIVE BIDDING

DIVISION 2

COMPETITIVE BIDDING

SECTION 6-210 DEFINITIONS
SECTION 6-211 OKLAHOMA PUBLIC COMPETITIVE BIDDING ACT
SECTION 6-212 ENCUMBRANCE OF FUNDS
SECTION 6-213 EMERGENCY PURCHASES
SECTION 6-214 SALES; BOARD TO DECLARE SURPLUS OR OBSOLETE; DISPOSAL AS DIRECTED BY THE TOWN BOARD OF TRUSTEES

CHAPTER 6: FINANCE AND BUSINESS OF TOWN

ARTICLE 2

FINANCE AND BUDGET ADMINISTRATION

DIVISION 1

General Provisions

SECTION 6-201 DEPOSITORIES DESIGNATED; FUNDS TO BE DEPOSITED.

All banks which are incorporated under federal or state law, and other institutions approved by the mayor and Board, may be designated as depositories for the funds of the town. The town treasurer shall deposit daily all public funds received by him/her in such banks.

State Law Reference: Deposits by treasurers, designation of depositories; 11 O.S. Section 12-110.

SECTION 9-202 FUNDS SECURED BY UNIT COLLATERAL SYSTEM.

The deposits of the town shall be secured by the Unit Collateral System provided by the Oklahoma Statutes.

State Law Reference: Unit Collateral System, 62 O.S. Sections 516.1 et seq.

SECTION 6-203 CERTAIN OFFICER AND EMPLOYEES PROHIBITED FROM CONDUCTING CERTAIN BUSINESS WITH MUNICIPALITY-VIOLATIONS.

A. Except as otherwise provided by this section, no municipal officer or employee, or any business in which said 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. 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 in to, recommends or participates in the decision to enter into any transaction described in subsection A of this section. Provided that any person who receives wages, reimbursement for expenses, or emoluments of any kind from a municipality, any spouse of such person, or any business in which such 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 such surplus property is offered for sale to the public after notice of the sale is published. 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 such interest held by a blind trust.

C. Any person convicted of violating the provisions of this section shall be guilty of an offense. 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 said transaction.

D. The provisions of this section shall not apply to any officer or employee who has a proprietary interest in a business which is the only business of that type 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 Ten Thousand Dollars ($10,000.00) for all activities in any calendar year.

SECTION 6-204 PETTY CASH

A. General Rules

1. As provided for in Title 11 O.S., Section 17-102(D), the Town may have petty cash amounts for use in making certain small payments for costs incurred in operating the Town.

2. Each petty cash amount established shall require governing body approval, including the imprest amount of the petty cash amount. However, in no case should the imprest balance exceed $250.00.

3. The petty cash amount shall be reimbursed by utilizing properly itemized invoices in the manner used for payment of

purchases of goods and services. However, in no case shall an individual payment from petty cash exceed $50.00.

SECTION 6-205 INTERNAL CONTROL ORDINANCE.

A. All officers and employees having authority to purchase or contract against all budget appropriation accounts as authorized by law shall submit all purchase order requests over $500.00 and all contracts prior to the time the commitment is made, to the town clerk-treasurer, who shall, if there be an unencumbered balance in the appropriation made for that purpose, so certify in the following form:

I hereby certify that the amount of this encumbrance has been entered against the designated appropriation accounts and that this encumbrance is within the authorized available balance of said appropriation.

Dated this_____day of_____,20__.

Clerk of the Town of Coyle _____

Provided, in instances where it is impossible to ascertain the exact amount of expenditures to be made at the time of recording the encumbrance,

an estimated amount may be used and the encumbrance made in like manner as set forth above. Provided, no purchase order or contract shall be valid unless signed or approved by 2/3 vote of the Board as evidenced by meeting minutes and certified as above set forth by clerk charged with keeping the appropriation and expenditure records. The clerk shall retain and file one copy of the purchase order and evidence of approval.

B. After satisfactory delivery of the merchandise or completion of the contract, the supplier shall deliver an invoice. Such invoice shall state the supplier's name and address and must be sufficiently itemized to clearly describe each item purchased, its unit price, where applicable, the number or volume of each item purchased, its total price, the total of the purchase and the date of the purchase. The Town Clerk shall attach the itemized invoice together with delivery tickets, freight tickets or other supporting information to the original of the purchase order and, after approving and signing said original copy of the purchase order shall generate the payment by check. All prepared checks along with invoices submitted with supporting documentation shall be examined by the Board of Trustees to determine their legality. The Board of

Trustees shall approve such invoices for payment in the amount the Board determines just and correct as evidenced by two authorized Board of Trustees signatures on the check.

C. Debit Card purchases shall be approved prior to the purchase per Subsection A. above, with the exception of goods/services/fuel purchased under the monthly Blanket Purchase orders previously approved by 2/3 of the Board of Trustees. A monthly listing of the purchases made under the Blanket Purchase Orders shall be made by the Town Clerk to the Board at the monthly recurring Board Meetings along with supporting documents, such as, invoices and evidence of receipt of the goods/services purchased. For Debit Card purchases not covered by the Monthly Blanket Purchase Orders, such as goods/services/fuel in excess of the monthly blanket purchase orders or consumable supplies, a monthly listing of the Debit Card usage will be reported to Board of Trustees at the monthly recurring Board Meetings, along with supporting approval and documentation as noted in Subsection A. above. The total of both lists and recurring contractual payments should be noted and agreed to the total Debit Card usage as reported on the respective monthly bank statement.

D. In addition to the authority provided hereinabove, Two authorized bank signatories are hereby authorized to sign all municipal checks or authorize the use of the Debit Card and to approve payments of invoices without prior Board approval, including but not limited to those times necessary to avoid late payment penalties, provide for payment of C.O.D.'s, emergency purchases to take advantage of discounts, to attend and bid at private or public auctions, or pursuant to any provision in any contract which has heretofore been approved by the Board of Trustees. Except for emergency purchases, no payments made pursuant to this section shall exceed the expenditure classification of the respective department as approved in the current budget. Such payments shall be placed on the next regularly scheduled Board meeting under the category of Prepaid Invoices or Payments for 2/3 Board approval.

SECTION 6-206 STATEMENT OF NONCOLLUSION.

A. Except as provided in subsection B of this section, on every invoice submitted to the town for payment to an architect, contractor, engineer or supplier of material of Twenty-five Thousand Dollars ($25,000.00) or more shall be the following signed and notarized statement:

STATE OF OKLAHOMA)
) ss
COUNTY OF LOGAN)

The undersigned (architect, contractor, supplier or engineer), of lawful age, being first duly sworn, on oath says that this

invoice or claim is true and correct. Affiant further states that the (work, services or materials) as shown by this invoice or claim have been (completed or supplied) in accordance with the plans, specifications, orders or requests furnished the affiant. Affiant further states that (s)he has made no payment directly or indirectly to any elected official, officer or employee of the State of Oklahoma, any county or local subdivision of the state, of money or any other thing of value to obtain payment of the invoice or procure the contract or purchase order pursuant to which an invoice is required._____

(Contractor, supplier, engineer or architect)

Subscribed and sworn to before me this_day of_, 20_.

_____

Notary Public (or Clerk or Judge)

B. Any municipality executing a contract with any architect, contractor, supplier or engineer for work, services or materials which are needed on a continual basis from such architect, contractor, supplier or engineer under the terms of such contract, may require that the architect, contractor, supplier or engineer complete a signed and notarized affidavit in substantial form as provided by subsection A of this section which shall apply to all work, services or materials completed or supplied under the terms of the contract and shall be in lieu of all individual affidavits for each invoice submitted in relation to such contract as required

in subsection A of this section.

SECTION 6-207 PAYROLL DISBURSEMENTS

A. For all employees and officers of the Town of Coyle, a documented record shall be maintained in a personnel file of the authorized rate of pay or salary for each employee and officer.

B. For each pay period, a record of time worked shall be prepared in the form of time sheets or logs for each hourly employee to be paid. Such record of time worked shall be verified as to its accuracy in writing by the employee and Town clerk- treasurer. Trustees pay is governed by SECTION 2-306 EXPENSES FOR MAYOR AND TRUSTEES. The Mayor (President of the Town Board) shall be paid $75.00 per month and the Trustees shall be paid $25.00 per month. The trustees shall be paid for all reasonable out-of-pocket expenses incurred during the performance of their duties.

C. Upon verification of the work record, a payroll register including the amount of gross pay, authorized deductions, and the net pay shall be prepared by the assigned payroll processor.

D. The net payroll checks or direct deposit payments shall be prepared for the payroll register, Note: checks for payment of related payroll taxes are prepared by the outsourced payroll tax system, and other payroll benefits required by law or contract are generated through accounts payable.

E. The payroll register shall be provided to the governing body for informational purposes at the next regular meeting; however, governing body approval is not required prior to payment of payroll relating costs if incurred and paid in accordance with the provisions above.

SECTION 6-208 PURCHASES OF GOODS AND SERVICES (OTHER THAN PAYROLL AND PAYROLL RELATED. (Covered in SECTION 6-205 INTERNAL CONTROLS)

SECTION 6-209 INTERFUND TRANSFERS

1. All transfers between funds shall be made in accordance with governing body appropriations as reflected in the original or amended Town budget.

2. Once lawfully appropriated, interfund transfer payments may be made by an authorized bank account signatory without further governing body approval in the manner used for payment of purchases

of goods and services.

SECTION 6-209A DEBT SERVICE

1. All long-term indebtedness in the form of bonds, notes, or lease purchase obligations shall be incurred in the manner provided by law.

2. Once lawfully incurred, the Town clerk-treasurer shall prepare the payment of principal and interest on the debt in accordance with the terms specified by the lender without further approval of the governing body.

3. The manner of payment shall be consistent with the manner used for payment of goods and services.

4. Current balances on outstanding debt shall be maintained by the Town clerk-treasurer in the appropriate journals.

SECTION 6-209B FINANCIAL REPORTING

1. The Town clerk-treasurer shall prepare written monthly financial reports which disclose at least all receipts and expenditures by fund in the same format as the approved budget and showing the variance of the budget.

2. The financial reports shall be placed on the agenda for acknowledgment by the governing body at each regular meeting.

SECTION 6-209C APPLICABILITY TO PUBLIC TRUSTS

1. For all public trusts created pursuant to Title 60 O.S., Sections 176-180, for which the Town is beneficiary and for which the trust's board of trustees is comprised entirely of the member of the Town's board of trustees, all sections of this division shall apply.

2. For the purposes of public trusts as defined above, the Town clerk-treasurer shall mean the Trust Secretary as defined by the trust indenture.

SECTION 6-209D SIGNING OF CHECKS, WARRANTS AND OTHER LEGAL INSTRUMENTS.

Notwithstanding any provisions to the contrary, two approved bank account signatories shall sign all checks, warrants and other

legal instruments incurring financial liability for the Town of Coyle.

SECTION 6-209E COMPETITIVE BIDDING.

1. The Town of Coyle shall adhere to the provisions of the Title 61, Sections 101 et. seq., of the Oklahoma Statutes as amended, also known as the Public Competitive Bidding Act of 1974, when determining when competitive bidding is required and the manner in which competitive bids will be obtained.

2. If the Coyle Town Code provides for additional competitive bidding requirements, such additional requirements shall be met.

3. In addition to the requirement provided in subsection 1, public trusts created pursuant to Title 60, Sections 176 et. seq., of the Oklahoma Statutes as amended, of which the Town of Coyle is beneficiary, shall also follow the competitive bidding requirements of Section 176(g).

DIVISION 2

COMPETITIVE BIDDING

SECTION 6-210 DEFINITIONS.

For the purposes of this Division, the following terms, phrases, words and their derivations shall have the meaning given herein:

1. "Town" means this town and means the town government in all its forms, including not only the town departments but also any agency, the board of trustees, or other persons or entities acting for or on behalf of the town.

2. "Emergency" means the conditions resulting from a sudden unexpected happening or unforeseen occurrence or a condition and situation wherein the public health or safety is in endangered;

3. "Personal property" for purpose of this Division shall include but not be limited to:

(A) Portable, or otherwise moveable, buildings and structures;

(B) Prefabricated metal buildings and structures, along

with necessary utility services for such buildings or structures;

(C) Roofs placed over existing roof structures; provided, lease purchase of retrofit metal roofs shall be awarded by competitive bids and the Town shall comply with the Act where the total payment of principal and interest provided by the lease-purchase contract are anticipated to exceed Twenty-five Thousand Dollars; and

(D) Other structures that can be disassembled after installation and removed without permanent damage to existing property.

4. "Public construction contract" or "contract" for purposes of Section 6-211 and the Public Competitive Bidding Act of 1974, as amended (hereinafter the "Act"), shall mean any contract, exceeding One Hundred Thousand Dollars ($100,000.00) in amount, or any construction management trade contract or subcontract exceeding Fifty Thousand Dollars ($50,000.00) in amount, awarded by the Town or any of its public trust authorities for the purpose of making any public improvements or constructing any public building or making repairs to or performing maintenance onto same, except where the improvements or buildings leased to a person or other legal entity exclusively for private and not for public use and no public tax revenues shall be expended on or for the contract unless the public tax revenues used for the project are authorized by a majority vote of the applicable public agency voting at an election held for that purpose and the public tax revenues do not exceed twenty-five percent (25%) of the total project cost. The amount of public tax dollars committed to the project will not exceed a fixed amount established by resolution of the governing body prior to or concurrent with approval of the project;

5. "Public improvement" means any beneficial or valuable change or addition, betterment, enhancement, or amelioration of or upon any real property, or interest therein, belonging to a public agency, intended to enhance its value, beauty or utility or adapt it to new or future purposes. The term does not include the direct purchases of materials, equipment or supplies, or any personal property, including property defined by paragraphs 1 and 4 of Section 430.1 of Title 62 of the Oklahoma Statutes, as amended.

Section 6-211 OKLAHOMA PUBLIC COMPETITIVE BIDDING ACT.

A. Unless otherwise provided by law, all public construction contracts exceeding One Hundred Thousand Dollars ($100,000.00) or any construction management trade contract or subcontract, as

defined by Title 61, Section 102.5 of the Oklahoma Statutes as amended, exceeding Fifty Thousand Dollars ($50,000.00), shall be let and awarded to the lowest responsible bidder, by free and open competitive bidding after solicitation for sealed bids, in accordance with the terms of the Public Competitive Bidding Act of 1974, 61 Okla. Stat. 101, et seq. or as hereafter amended by the State Legislature. No work shall be commenced until a written contract is executed and all required bonds and insurance have been provided by the contractor to the town.

B. Notwithstanding subsection A of this section, in awarding public construction contracts exceeding One Hundred Thousand Dollars ($100,000.00) or construction management trade contracts or subcontracts exceeding Fifty Thousand Dollars ($50,000.00), the Town and its public trust authorities may provide for a local bid preference of not more than five percent (5%) of the bid price if the awarding public agency determines that there is an economic benefit to the local area or economy. Provided, however, the local bidder or contractor must agree to perform the contract for the same price and terms as the bid proposed by the nonlocal bidder or contractor. Any bid preference granted hereunder must be in accordance with an established policy adopted by the governing body of the awarding public agency to clearly demonstrate the economic benefit to the local area or economy. Provided, further, no local bid preference shall be granted unless the local bidding entity is the second lowest qualified bid on the contract. The bid specifications shall clearly state that the bid is subject to a local bidder preference law. For purposes of this section, "local bid" means the bidding person is authorized to transact business in this state and maintains a bona fide establishment for transacting such business within this state. This provision does not apply to any construction contract for which federal funds are available for expenditure when its provisions may be in conflict with federal law or regulation.

1. Other construction contracts for the purpose of making any public improvements or constructing any public building or making repairs to the same for One Hundred Thousand Dollars ($100,000.00) or less shall be let and awarded to the lowest responsible bidder by receipt of written bids or awarded on the basis of competitive quotes to the lowest responsible qualified contractor as provided in this subsection. In providing for such written bids, the Town clerk-treasurer may solicit bids from qualified bidders after posting a notice at town hall for at least three (3) days preceding the last day set for the receipt of bids or by causing the notice inviting bids to be published in the local newspaper of the town, at least once, three (3) days preceding the last day set for the receipt of proposals. The notice required herein, shall include a general description of

the services required and shall state where bid blanks and specifications may be secured, and the time and place for opening bids. Work may be commenced in accordance with these purchasing policies of the Town.

2. Public construction contracts for less Ten Thousand Dollars ($10,000.00) may be negotiated with a qualified contractor and work commenced in accordance with the purchasing policies of the Town.

3. The Town or its public authorities shall not let or award a public construction contract exceeding One Hundred Thousand Dollars ($100,000.00) or a construction management trade contract or subcontract exceeding Fifty Thousand Dollars ($50,000.00) to any contractor affiliated with a purchasing cooperative unless the purchasing cooperative and the contractor have complied with all of the provisions of the Public Competitive Bidding Act of 1974, including but not limited to open competitive bidding after solicitation for sealed bids. The Town or its public authorities shall not let or award a public construction contract exceeding Ten Thousand Dollars ($10,000.00) up to One Hundred Thousand Dollars ($100,000.00) to any contractor affiliated with a purchasing cooperative unless the purchasing cooperative and the contractor have complied with all of the provisions of the Public Competitive Bidding Act of 1974, including submission of a written bid upon notice of competitive bidding.

4. A purchasing cooperative and its affiliated contractors shall not be allowed to bid on any public construction contract exceeding One Hundred Thousand Dollars ($100,000.00) or any construction management trade contract or subcontract exceeding Fifty Thousand Dollars ($50,000.00) unless the purchasing cooperative and its affiliated contractors have complied with all of the provisions of the Public Competitive Bidding Act of 1974, including but not limited to open competitive bidding after solicitation for sealed bids. A purchasing cooperative and its affiliated contractors shall not be allowed to bid on any public construction contract exceeding Five Thousand Dollars ($5,000.00) unless the purchasing cooperative and its affiliated contractors have complied with all of the provisions of the Public Competitive Bidding Act of 1974, including submission of a written bid upon notice of open competitive bidding.

C. For public construction contracts exceeding One Hundred Thousand Dollars ($100,000.00) or any construction management trade contract or subcontract exceeding Fifty Thousand Dollars ($50,000.00), Department heads or third-party contractors shall prepare bid specifications along with requisitions and submit same to the Board of Trustees for their approval.

D. The Town clerk-treasurer will develop a bidder's list. Bid solicitations will be made equally and uniformly known to all prospective bidders and the public:

1. For public construction contracts exceeding One Hundred Thousand Dollars ($100,000.00) or any construction management trade contract or subcontract exceeding Fifty Thousand Dollars ($50,000.00), notice will be mailed twenty (20) days prior to the bid opening date to prospective bidders who have made known, in writing, to the using agency their interest in bidding within twelve months immediately preceding the date of opening the bids;

2. For public construction contracts exceeding One Hundred Thousand Dollars ($100,000.00) or any construction management trade contract or subcontract exceeding Fifty Thousand Dollars ($50,000.00), notice will be published in two (2) consecutive issues of a newspaper of general circulation twenty (20) days prior to the bid opening date; and

3. For public construction contracts exceeding One Hundred Thousand Dollars ($100,000.00) or any construction management trade contract or subcontract exceeding Fifty Thousand Dollars ($50,000.00), notice will be sent to trade or construction publications when the estimated cost exceeds Fifty Thousand Dollars ($50,000.00).

E. Reserved.

F. A bidder on a public construction contract exceeding One Hundred Thousand Dollars ($100,000.00) or any construction management trade contract or subcontract exceeding Fifty Thousand Dollars ($50,000.00), will accompany the bid with:

1. A certified or cashier's check or bid bond or irrevocable letter of credit in an amount equal to five percent (5%) of the bid, which shall be deposited with the Town as a guaranty; or

2. An irrevocable letter of credit containing terms the Department of Central Services prescribes, issued by a financial institution insured by the Federal Deposit Insurance Corporation for the benefit of the state, on behalf of the awarding public agency, in an amount equal to five percent (5%) of the bid. The Town shall deposit the irrevocable letter or credit with the Department of Central Service.

The cost of republication of the notice to bidders, actual

expenses incurred by reason of the bidder's default and the difference between the low bid of the defaulting bidder and the amount of the bid of the bidder to whom the contract is subsequently awarded, but not to exceed the amount of the certified check, bid bond or irrevocable letter of credit may, at the discretion of the Town, be forfeited to the Town in the event the apparently successful bidders fails to execute the contract or fails to provide the required bonds

or irrevocable letters of credit and insurance to the Town.

The cost of republication of the notice to bidders, actual expenses incurred by reason of the bidder's default and the difference between the low bid of the defaulting bidder and the amount of the bid of the bidder to whom the contract is subsequently awarded, but not to exceed the amount of the certified check, bid bond or irrevocable letter of credit may, at the discretion of the Town, be forfeited to the Town in the event the apparently successful bidders fails to execute the contract or fails to provide the required bonds or irrevocable letters of credit and insurance to the Town.

G. A non-collusion affidavit and a business relationship affidavit shall also accompany bidder proposals.

H. Any bid received by the Town or an officer and employee thereof, more than ninety-six (96) hours, excluding Saturdays, Sundays and holidays, before the time set for the opening of the bids, or any bid so received after the time set for opening of the bids, shall not be considered by the Town and shall be returned unopened to the bidder submitting the same.

I. All bids shall be sealed and opened only at the time and place mentioned in the bid Section and read aloud in the presence of an administrative officer of the Town. Such bid openings shall be open to the public and to all bidders.

J. Except as otherwise provided by law, within such period of time, not to exceed sixty (60) days, as shall be specified in the bid notice by the Town, a contract embodying the terms set forth in the bidding documents shall be executed by the Town and the successful bidder. No bidder shall obtain any property rights in a contract awarded under the provisions of the Public Competitive Bidding Act of 1974 until the contract has been fully executed by both the bidder and the Town.

K. Bonds, irrevocable letters of credit and insurance as provided by Section 113 of Title 61 of the Oklahoma Statutes, shall

be provided by the successful bidder to the Town.

L. If an award is made to other than the lowest bidder, the Town shall accompany its action with a publicized statement setting forth the reason for its action. Such statement shall be placed on file, open to public inspection and be a matter of public record.

M. All invoices submitted for work performed shall be accompanied by a sworn certification by the architect or engineer that the work has been completed in accordance with specifications.

N. The Board of Trustees by a majority vote may reject any and all bids and rebid the project if the public interest would be better served.

O. If no timely bid is received on any public construction contract not exceeding One Hundred Thousand Dollars ($100,000.00) or any construction management trade contract or subcontract exceeding Fifty Thousand Dollars ($50,000.00), the Board of Trustees may direct the Mayor to negotiate a contract with the prospective bidder. The amount of the contract which may be awarded by the governing body pursuant to this Section shall not exceed One Hundred Thousand Dollars ($100,000.00) or any construction management trade contract or subcontract exceeding Fifty Thousand Dollars ($50,000.00), and the work to be performed shall be as specified in the initial bidding documents. The contract shall be executed within six (6) months after the date initially set for opening of bids. The contract and contract procedure shall conform to all the other applicable provisions of the Public Competitive Bidding Act of 1974.

P. Nothing herein shall be construed so as to prevent the Town or the courts from exonerating the bidder and other parties to the bid security document from liability upon a timely showing that the bidder committed what the courts have determined under the common law to be an excisable bidding error and for that reason it would not be equitable to enforce the bid security.

Q. Change Orders.

1. Change orders or addenda to public construction contracts of One Million Dollars ($1,000,000.00) or less shall not exceed a fifteen percent (15%) cumulative increase in the original contract amount.

2. Change orders or addend to public construction contracts of over One Million Dollars ($1,000,000.00) shall not exceed the greater of One Hundred Fifty Thousand Dollars ($150,000.00) or a ten percent

(10%) cumulative increase in the original contract amount.

3. Change orders or cumulative change orders which exceed the limits of Subsection Q1 and Q2 of this Section shall require a re-advertising for bids on the incomplete portions of the contract.

4. If a construction contract contains unit pricing, and the change order pertains to the unit price, the change order will not be subject to Subsection Q1 and Q2 of this Section.

5. When the unit price change does not exceed Ten Thousand Dollars ($10,000.00), the unit price change order computation may be based on an acceptable unit price basis in lieu of the following cost itemization, which shall be performed as follows in all other incidents.

Such change orders shall contain a unit price and a total for each of the following items:

a. All materials with cost per item;

b. Itemization of all labor with number of hours per operation and cost per hour;

c. Itemization of all equipment with the type of equipment, number of each type, cost per hour for each type, and number of hours of actual operation for each type;

d. Itemization of insurance cost, bond cost, social security, taxes, workers; compensation, employee fringe benefits and overhead cost;

e. Profit for the contractor.

SECTION 6-212 ENCUMBRANCE OF FUNDS.

Except in cases of emergency, the agent shall not issue any order for delivery on a contract or purchase order until the town clerk-treasurer shall have certified that there is to the credit of the using agency concerned sufficient unencumbered appropriation balance in excess of all unpaid obligations, to defray the amount of such order.

Section 6-213 EMERGENCY PURCHASES

The provisions of this Division with reference to notice and bids shall not apply to an emergency if:

1. The Board of Trustees declares by a two-thirds (2/3) majority vote of all of its members that an emergency exists; or

Note: Under 25 O.S. 304 (5)"Emergency meeting" means any meeting called for the purpose of dealing with an emergency. For purposes of the Oklahoma Open Meeting Act, an emergency is defined as a situation involving injury to persons or injury and damage to public or personal property or immediate financial loss when the time requirements for the public notice of a special meeting would make such procedure impractical and increase the likelihood of injury or damage or immediate financial loss;

Under 25 O.S. 311 (A.13.) In the event of an emergency, an emergency meeting of a public body may be held without public notice heretofore required. Should an emergency meeting of a public be necessary, the person calling such a meeting shall give as much advance public notice as is reasonable and possible under the circumstances existing, in person or by telephonic or electronic means, and; or

2. The Mayor, without a governing body, declares that an emergency exists; provided however, the Mayor's authority to declare an emergency whereby the provisions in reference to notice and bids shall not apply is limited to contracts less than One Hundred and Fifty

Thousand Dollars ($150,000.00) in amount. The Mayor shall notify the Board of Trustees within ten (10) days of the declaration of an emergency if the Board of Trustees did not approve the emergency. The notification shall contain a statement of the reasons for the action and shall be recorded in the official minutes of the Board of Trustees. For purpose of this section, the term "Emergency" shall be limited to conditions resulting from a sudden unexpected happening or unforeseen occurrence or condition whereby the public health or safety is endangered. The Mayor shall report an emergency within ten (10) days of the emergency declaration and include the official minutes of the Board of Trustees, to the State Construction Administrator of the Construction and Properties Division of the Office of Management and Enterprise Services.

SECTION 6-214 SALES; BOARD OF TRUSTEES TO DECLARE SURPLUS OR OBSOLETE; COMPETITIVE BIDDING.

No surplus or obsolete supplies, materials or equipment may be sold until the board of trustees shall have declared same obsolete or surplus. Before the board of trustees sells any surplus or obsolete supplies, materials or equipment, they shall give notice in such manner as they deem necessary to adequately reach prospective buyers to give them an opportunity to make bids. All bids shall be sealed and shall be opened in public at a designated time and place, except when the sale is by auction. The board of trustees may repeatedly reject all bids and advertise or give notice again. They may sell such supplies, materials or equipment only to the highest responsible bidder for cash. In case of a tie, they may sell to either of the bidders tying, or may divide the sale among two or more tying, always selling to the highest responsible bidder or bidders for cash.

Section II. REPEALER. All ordinances or parts thereof which are inconsistent with this ordinance are hereby repealed.

Section III. SAVINGS CLAUSE. Nothing in this ordinance hereby adopted shall be construed to affect any suit or proceeding now pending in any court, or any rights acquired, or liability incurred nor any cause or causes of action accrued or existing, under any act or ordinance repealed hereby. Nor shall any right or remedy of any character be lost, impaired, or affected by this ordinance.

Section IV. SEVERABILITY. If any one or more of the sections, sentences, clauses or parts of this ordinance, chapter or section shall for any reason be held invalid, the invalidity of such section, clause or part shall not affect or prejudice in any way the applicability and validity of any other provision of this ordinance. It is hereby declared to be the intention of the Board of Trustees of the Town of Coyle that is section of the Coyle Municipal Code would have been adopted had such unconstitutional, illegal, or invalid sentence, clause, section, or part thereof not been included herein.

Section V. CODIFICATION. This ordinance shall be codified as part of the Coyle Municipal Code.

Section VI. EMERGENCY. WHEREAS, it is being immediately necessary for the preservation of the peace, health, safety and public good of the Town, an emergency is hereby declared to exist by reason whereof this ordinance shall take effect and be in full force and in effect from and after its passage, approval and publication.

PASSED, APPROVED AND ADOPTED THIS 15th day of July, 2025.



(SEAL)

CARL LONG, MAYOR

TOWN OF COYLE, OKLAHOMA

LINDE VOGAN, TOWN CLERK

TOWN OF COYLE, OKLAHOMA

Chapter 7 - FIRE PREVENTION

Article 1. General provisions

Section 7-1 Enforcement.

It shall be the duty of the Town Marshall or police chief to enforce the provisions of the code relating to fire prevention, except as may be otherwise provided by applicable state law or this code.

Section 7-2 Authority to enter premises.

The Town Marshall or police chief may at all reasonable hours, enter any building or premises for the purpose of making any inspection, which under the provisions of this chapter, he may deem necessary to be made.

Section 7-3 Inspection of premises.

It shall be the duty of the Town Marshall or police chief to inspect as often as may be necessary, but not less than one each year in the business area of the town, all building premises and public thoroughfares, except the interiors of private dwellings, for the purpose of ascertaining and causing to be corrected any conditions likely to cause fire or any violations of the provisions or intent of any ordinance relating to fire hazard.

Section 7-4 Fire and explosion hazards declared to be public nuisances, abatement.

Any fire or explosions hazard, or any obstruction to or in a fire escape, stairway, corridor, or door likely to interfere with the progress of occupants in any building or upon any premises or other place, combustible or explosive matter or dangerous accumulation of rubbish or unnecessary accumulation of waste paper, boxes, shavings or any highly flammable materials, which constitutes a fire or explosion hazard, or obstructions to or on fire escapes, stairs, corridors, or doors, liable to interfere with the egress of occupants in case of fire, the Town Marshall or police chief shall, by written order served upon the person or hung on said premises under his control, order and direction, order same to be removed or the conditions remedied.

Article 2. Fireworks

Section 7-5 Definition.

The term "fireworks" as used in this chapter refers to firecrackers, rockets, torpedoes, roman candles, toy pistols, toy cannons, detonating canes, blank cartridges, and other devices designed and intended for pyrotechnic display.

Section 7-6 Ignition of fireworks.

It is unlawful for any person to fire, ignite, light, or explode, or cause to be ignited, fired or exploded, any fireworks or explosives of any kind, within the Town of Coyle, Oklahoma, except on July 4th.

Section 7-7 Sale of fireworks.

Fireworks may be sold within the Town of Coyle beginning on June 15th and continuing through July 6th.

Article 3. Burning Trash

Section 7-8 Burning trash prohibited except under certain conditions.

It is unlawful for any person, firm or corporation to burn trash, lumber, leaves or other combustible material within the Town limits of the Town of Coyle unless such burning shall be done in a properly screened or otherwise enclosed receptacle with a responsible person at least sixteen (16) years of age in constant attendance.

Article 4. Burning Grass

Section 7-9 Burning grass prohibited except under certain conditions.

It is unlawful for any person, firm or corporation to set fire to any grass, weeds, brush or trees within the Town limits of the Town of Coyle, unless approval in writing is first secured from the Fire Chief or police chief. Such written approval shall prescribe the times at which such burning may take place and the conditions under which it shall be done, and must be complied with if such burning of grass is done.

Section 7-10 Consent of owner to be secured.

In addition to the requirements imposed by Sec. 7-9 of this article, no burning of grass, weeds, brush or trees within the Town of Coyle may be done by any person, firm or corporation without first

securing the written consent of the owners of the property where such grass, weeds, brush or trees are located, and of all adjoining property owners.

Section 7-11 Not to alter liability.

Nothing contained herein shall affect the civil liability of any person for any damages done to the property of another by the burning of grass, weeds, brush or trees.

Article 5. Penalty

Section 7-12 Penalty.

Any person, firm or corporation who shall violate or fail to comply with any provision of this chapter or any legal order or regulation made pursuant thereto, shall be guilty of a public offense and upon conviction thereof, shall be fined in any sum not to exceed thirty dollars ($30.00). Each day or fraction thereof upon which violation shall continue shall be deemed a separate offense.

Article 6. Volunteer Firemen

Section 7-13 The Fire Chief.

(1) The chief shall be at the head of the department, subject to the laws of the State of Oklahoma, ordinances of this town, and the rules and regulations herein adopted.

(2) The chief shall be held responsible for the general condition and efficient operation of the department, the training of the members, and the performance of all other duties imposed him or her.

(3) The chief shall inspect or cause to be inspected by members of the department or the police force, the fire hydrants, cisterns and other sources of water supply at least twice each year.

(4) The chief shall maintain a library or file of publication on fire prevention and fire protection and shall make use of it to the best advantage of all members.

(5) The chief shall make every effort to attend all fires and direct the officers and members in the performance of their duties.

(6) The chief shall see that the citizens are kept informed on fire hazards in the community and on the activities of the department.

(7) The chief shall see that each fire is carefully investigated to determine its cause, and in the case of suspicion of incendiarism shall notify proper authorities and secure and preserve all possible evidence for future use in this case.

Section 7-14 The Assistant Chief.

In the absence of the chief, the assistant chief on duty shall command the department and be held responsible therefore in all respects with the full powers and responsibilities of the chief.

Section 7-15 Company officers.

One member elected by the fire department shall be secretary-treasurer. The duties of the secretary-treasurer shall consist of call the roll at the opening of each meeting, keeping the minutes of each meeting and collecting any money due the department by the members.

Section 7-16 New Members.

(1) All new members shall be on probation for one year after their appointment.

(2) New volunteer members upon completion of their probation period must be approved by the majority vote of the fire department.

Section 7-17 Bylaws – The bylaws of the fire department shall include:

(1) All volunteer fire fighters are required, when notified, to respond to alarms of fire and other emergencies.

(2) All volunteer fire fighters are required to be present at all regular meetings, call meetings and schools presented for the benefit of the fire fighters.

(3) There shall be at least one regular business meeting each month.

(4) Any volunteer fire fighter having two unexcused absences in succession or three unexcused absences in a period of three months will be dropped from the fire department rolls.

(5) Any volunteer fire fighter refusing to attend training classes provided for him or her will be dropped.

(6) Any volunteer member of the fire department shall be dropped from the rolls for the following offenses: 1. Conduct unbecoming a fire fighter, 2. Any act of insubordination, 3. Neglect of duty, 4. Any violation of rules and regulations governing the fire department, 5. Conviction of a felony.

Article 7. Fire Prevention Code

Section 7-18 Building Officials and Code Administrator's Basic Fire Prevention Code (1999 Edition) and Life Safety Code 101 adopted.

(1) There is hereby adopted by the Town Council for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion those certain codes known as the Building Officials and Code Administrators (BOCA) Basic Fire Prevention Code, 1999 Edition, and the Life Safety Code 101. The BOCA Basic Fire Prevention Code, 1999 Edition, and the Life Safety Code 101 are hereby adopted and incorporated as fully as if set out in length herein; and from and after October 4, 1984 the provisions thereof shall be controlling within the limits of the Town of Coyle.

(2) It is noted that the BOCA Basic Fire Prevention Code and the Life Safety Code 101 are subject to being updated in a new edition or editions. Any new edition of either the BOCA Basic Fire Prevention Code or the Life Safety Code 101 shall be controlling within the limits of the Town of Coyle until and unless the Town Council, by ordinance passed, amends any provision of such new edition or editions.

Section 7-19 Fire Department to enforce codes.

(1) The BOCA Basic Fire Prevention Code and Life Safety Code 101 shall be enforced by the fire department of the city under the supervision of the chief of the fire department.

(2) The chief of the fire department may detail such members of the fire department as inspectors as may from time to time be necessary.

Chapter 8 - GARBAGE AND RUBBISH

Article 1. Disposal of Garbage and Refuse

Section 8-1 Definitions.

(1) Wherever the word "garbage" occurs in this article, it shall be construed to mean every accumulation of animal or vegetable matter, or both; that is, the refuse matter from kitchens, pantries, dining rooms or other parts of hotels, restaurants, boarding houses, dwelling houses, tenement houses, butcher shops, poultry or fish stores, and all other places in the Town of Coyle.

(2) The word "rubbish" as used herein shall be construed to mean ashes, cinders, paper, broken ware, discarded shoes and clothing, tin cans, lawn cuttings and weeds from yards, small limbs from trees and hedges, and such other refuse as may be termed the natural accumulation of residences and businesses, and not falling within the meaning of the word "garbage" as defined herein.

(1) There is hereby adopted by the Town Council for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion those certain codes known as the Building Officials and Code Administrators (BOCA) Basic Fire Prevention Code, 1999 Edition, and the Life Safety Code 101. The BOCA Basic Fire Prevention Code, 1999 Edition, and the Life Safety Code 101 are hereby adopted and incorporated as fully as if set out in length herein; and from and after October 4, 1984 the provisions thereof shall be controlling within the limits of the Town of Coyle.

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(2) The word "rubbish" as used herein shall be construed to mean ashes, cinders, paper, broken ware, discarded shoes and clothing, tin cans, lawn cuttings and weeds from yards, small limbs from trees and hedges, and such other refuse as may be termed the natural accumulation of residences and businesses, and not falling within the meaning of the word "garbage" as defined herein.

Section 8-2 Unlawful to allow garbage and rubbish to accumulate.

It shall be unlawful for the owners or occupants of any premises in the Town of Coyle to allow garbage and rubbish, or either of them, or to suffer or permit water or putrid substances, whether animal or vegetable, to accumulate thereon so as to cause an offensive odor to be emitted therefrom, or to become in a condition injurious or dangerous to the health of the neighborhood or any inhabitant thereof. Any such condition is hereby declared to be a violation of this article, and in addition, is declared to be a nuisance and may be abated as such.

Section 8-3 Receptacles.

The owners or occupants of all residences and business premises in the Town of Coyle, shall place all garbage in provided polycarts or containers.

Section 8-4 Disposal of rubbish.

The owner or occupant of all residences and business premises in the Town of Coyle are required to dispose of their own rubbish in a legal, suitable and sanitary manner outside of the limits of the Town.

Section 8-5 Garbage collection.

The Town of Coyle will provide collection of garbage once a week. Each owner or occupant of a residence or business is required to place his garbage in the provided receptacle in front or to the side of his or her premises for collection by the Town. Any person not doing so is required to dispose of his or her own garbage in a suitable, legal and sanitary manner outside of the limits of the Town.

Section 8-6 Penalty.

Any person who violates, disobeys, or omits, neglects or refuses to comply with the provisions of this article shall be guilty of an offense, and shall, upon conviction, be fined in any sum not to exceed fifty ($50.00). Each day or fraction thereof on which such violation continues shall be deemed a separate and distinct offense.

Chapter 9 - MISCELLANEOUS PROVISIONS

Article 1. Definitions

Section 9-1. Masculine to include feminine and neuter.

Words used in the masculine gender in this code or in other ordinances of the Town include the feminine and neuter unless a contrary intention plainly appears.

Section 9-2 Singular number to include plural and vice versa.

Words used in the singular number in this code or in other ordinances of the Town include the plural, and the plural the singular, except where a contrary intention plainly appears.

Section 9-3. "Person" defined.

The word "person", when used in this code or in other ordinances of the Town, includes natural persons, corporations (private and public), partnerships and all other incorporated organizations, trusts, estates, and government agencies, except when a contrary intention plainly appears.

Section 9-4 "Town" defined.

The word "town" when used in this code or in other ordinances of the Town, shall mean the Town of Coyle, Oklahoma, unless a contrary intention plainly appears.

Section 9-5 "Town Board or "Board of Trustees" defined.

Whenever the words "Town Board" or Board of Trustees" or any combination thereof is used in this code, it shall mean the Board of Trustees of the Town of Coyle, Oklahoma, which is the governing body thereof.

Article 2. Ordinances in Effect in Outlying Territory of Town

Section 9-6 Ordinances in effect in outlying real property of town.

All ordinances of the Town now in effect within the Town are hereby extended to all real property belonging to, or under the control of, the Town outside the corporate limits of the Town, and shall be in full effect therein, in so far as that are applicable. All ordinance of the Town which shall go into effect in the future shall also apply to and be in full effect within the boundaries of all said outlying real property, insofar as that may be applicable. Any words in the ordinance indicating that the effect of the ordinance provision is limited to the corporate limits of the Town shall be deemed to mean and to

include also the said outlying real property belonging to, or under the control of the Town, unless the context clearly indicates otherwise.

Article 3. Severability Clause

Section 9-7 Severability clause; Code and Ordinances.

If a part of this code or any ordinance passed by the Board of Trustees after this goes into effect in invalid parts which are severable from the invalid parts remain in effect. If a part of this code or of any ordinance passed hereafter is invalid in one or more of its applications, the part remains in effect in all valid applications which are severable from the invalid applications.

Article 4. Publication and Sale of Code and Ordinances

Section 9-8 Publication and sale of code

The code shall be published in a book or pamphlet form with not less than 5 copies made, and the Clerk is hereby authorized to sell copies of the code of ordinances to the public at the price of $75.00 for paper and $25.00 for CD.

I-2024-002381 Book 3292 Pg 474
03/15/2024 2:28pm Pg 0474-0475
Fee: $20.00 Doc: $0.00
Troy Cole - Logan County Clerk
State of OK

Adopted March 12, 2024

ORDINANCE NO. 2024-01

AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF COYLE, OKLAHOMA, PROVIDING FOR THE ADOPTION OF THE INTERNATIONAL PROPERTY MAINTENANCE CODE, LATEST ADDITION, ADOPTED BY THE STATE OF OKLAHOMA, ITS APPENDICES AND ANNUAL AMENDMENTS THERETO; REPEALER; SAVINGS; SEVERABILITY; CODIFICATION; PENALTY CLAUSE.

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF COYLE, OKLAHOMA:

Section I: The Coyle Municipal Code is hereby amended by the addition of the following ordinance to read as follows:

SECTION 1. INTERNATIONAL PROPERTY MAINTENANCE CODE ADOPTED.

That a certain document is on file in the Office of the Town Clerk of the Town of Coyle, Oklahoma, being marked and designated as the International Property Maintenance Code, Latest Edition adopted by the State of Oklahoma, its appendices and annual amendments thereof, as published by the International Code Council, be and is hereby adopted as the Code for regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use and the demolition of such structures as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code on file in the office of the Town Clerk of the Town of Coyle, Oklahoma, are hereby referred to, adopted, and made a part hereof, as if fully set out in this ordinance, with the following additions, insertions, deletions and changes:

Section 101.1, insert the Town of Coyle, Oklahoma

Section 103.5, insert a schedule of fees on file in the office of the Town Clerk or contained in the Coyle Municipal Code.

Section 304.14, insert from April 1 to September 30

Section 602.3, insert from November 1 through March 31

Section 602.4, insert from November 1 through March 31

Section II. REPEALER. All ordinances or parts thereof which are inconsistent with this ordinance are hereby repealed.

PO BOX 240
Coyle 73027

10/10 (2)

I-2024-002381 Book 3292 Pg 475
03/15/2024 2:28pm Pg 0474-0475
Fee: $20.00 Doc: $0.00
Troy Cole - Logan County Clerk
State of OK

Section III. SAVINGS CLAUSE. Nothing in this ordinance hereby adopted shall be construed to affect any suit or proceeding now pending in any court, or any rights acquired, or liability incurred nor any cause or causes of action accrued or existing, under any act or ordinance repealed hereby. Nor shall any right or remedy of any character be lost, impaired, or affected by this ordinance.

Section IV. SEVERABILITY. If any one or more of the sections, sentences, clauses or parts of this ordinance, chapter or section shall for any reason be held invalid, the invalidity of such section, clause or part shall not affect or prejudice in any way the applicability and validity of any other provision of this ordinance. It is hereby declared to be the intention of the Board of Trustees of the Town of Coyle that this section of the Coyle Municipal Code would have been adopted had such unconstitutional, illegal, or invalid sentence, clause, section, or part thereof not been included herein.

Section V. CODIFICATION. This ordinance shall be codified as a part of the Coyle Municipal Code.

Section VI. PENALTY. Any person, firm or other entity who shall violate a provision of this code or fails to comply therewith or with any of the requirements thereof, or who erects, constructs, alters, repairs or removes, or has erected, constructed, altered, repaired, or removed a building or structure in violation of this code or of a permit or certificate issued thereunder, shall be guilty of a misdemeanor, and upon conviction shall be fined in the maximum amount of $250.00, plus costs and penalty assessments, if applicable. Each day upon which a violation continues shall be deemed a separate offense.

Approved and executed this 12th day of March 2024.

THE TOWN OF COYLE, OKLAHOMA

By: CARL LONG, MAYOR

{Seal}

ATTEST:

By: LINDE VOGAN, TOWN CLERK

Adopted January 14, 2025

ORDINANCE NO. 2024-05

AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF COYLE, OKLAHOMA, PROVIDING FOR THE ADOPTION OF AN AMENDMENT TO THE INTERNATIONAL PROPERTY MAINTENANCE CODE, LATEST ADDITION, ADOPTED BY THE STATE OF OKLAHOMA; NAMELY REMOVAL OF THE ADOPTION OF THE APPENDICES AND ANNUAL AMENDMENTS THERETO AND ADOPTION OF SECTION 302.4 PROVIDING FOR A TWELVE INCHE MAXIMUM HEIGHT FOR WEEDS AND PLANT GROWTH; REPEALER; SAVINGS; SEVERABILITY; CODIFICATION; PENALTY CLAUSE

ORDINANCE

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF COYLE, OKLAHOMA:

Section I: The Coyle Municipal Code is hereby amended by the addition of the following ordinance to read as follows:

SECTION 1. INTERNATIONAL PROPERTY MAINTENANCE CODE ADOPTED.

That a certain document is on file in the Office of the Town Clerk of the Town of Coyle, Oklahoma, being marked and designated as the International Property Maintenance Code, Latest Edition adopted by the State of Oklahoma~~, its appendices and annual amendments thereof,~~ as published by the International Code Council, be and is hereby adopted as the Code for regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use and the demolition of such structures as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code on file in the office of the Town Clerk of the Town of Coyle, Oklahoma, are hereby referred to, adopted, and made a part hereof, as if fully set out in this ordinance, with the following additions, insertions, deletions and changes:

Section 101.1, insert the Town of Coyle, Oklahoma

Section 103.5, insert a schedule of fees on file in the office of the Town Clerk or contained in the Coyle Municipal Code.

Section 302.4 which states Premises and *exterior property* shall be maintained free from weeds or plant growth in excess of **twelve inches.**

Section 304.14, insert from April 1 to September 30

Section 602.3, insert from November 1 through March 31

Section 602.4, insert from November 1 through March 31

Section II. REPEALER. All ordinances or parts thereof which are inconsistent with this ordinance are hereby repealed.

Section III. SAVINGS CLAUSE. Nothing in this ordinance hereby adopted shall be construed to affect any suit or proceeding now pending in any court, or any rights acquired, or liability incurred nor any cause or causes of action accrued or existing, under any act or ordinance repealed hereby. Nor shall any right or remedy of any character be lost, impaired, or affected by this ordinance.

Section IV. SEVERABILITY. If any one or more of the sections, sentences, clauses or parts of this ordinance, chapter or section shall for any reason be held invalid, the invalidity of such section, clause or part shall not affect or prejudice in any way the applicability and validity of any other provision of this ordinance. It is hereby declared to be the intention of the Board of Trustees of the Town of Coyle that this section of the Coyle Municipal Code would have been adopted had such unconstitutional, illegal, or invalid sentence, clause, section, or part thereof not been included herein.

Section V. CODIFICATION. This ordinance shall be codified as a part of the Coyle Municipal Code.

Section VI. PENALTY. Any person, firm or other entity who shall violate a provision of this code or fails to comply therewith or with any of the requirements thereof, or who erects, constructs, alters, repairs or removes, or has erected, constructed, altered, repaired, or removed a building or structure in violation of this code or of a permit or certificate issued thereunder, shall be guilty of a misdemeanor, and upon conviction shall be fined in the maximum amount of $250.00, plus costs and penalty assessments, if applicable. Each day upon which a violation continues shall be deemed a separate offense.

Approved and executed this 14th day of January, 2025.

THE TOWN OF COYLE, OKLAHOMA

Carl Long

By: Carl Long, MAYOR

ATTEST:

Linda Vogan

By: Linda Vogan, TOWN CLERK

Chapter 10 - HEALTH, SAFETY AND NUISANCES

Article 1. Abatement of Weeds and Trash

Section 10-1 Definitions

Property: It is the owners responsibility to maintain property from center of roadway to center of alley. This to include mowing, weed-eating, brush removal and tree trimming.

Weeds/Grass: Weeds and grass to be maintained at a height of no more than 8".

Section 10-2 Report to be made.

Any officer, employee or resident of this town who discovers an accumulation of trash or the growth of grass and weeds, or both these conditions upon any premises within the limits of the town by reason of which such premises appear to him to be

(a) Detrimental to the health, benefit and welfare of the public and the community;

(b) A hazard to traffic;

(c) A fire hazard to the danger of property; or

(d) Any two or more of such results in combination;

shall report such condition in writing to the President of the Board of Trustees.

Section 10-3 To be placed on agenda of Town Board.

Upon receiving the report prescribed in Section 10-1 of this article, or upon receipt of equivalent information from any reliable source, the President of the Board of Trustees shall place upon the agenda of the Town Board for hearing and consideration at an appropriate date of meeting thereof, such as will permit giving notices prescribed by statutory law, the question whether such premises, by reason of the conditions specified, are detrimental to the health, benefit, and welfare of the public and community, or a hazard to traffic, or a fire hazard to the danger of property, or any two or more of such results in combination.

Section 10-4 Notice to owner.

Forthwith, and at least fifteen (15) days prior to the hearing, the Town Marshall shall give written notice of such hearing by posting upon the premises and by forwarding a copy thereof by certified mail with receipt requested to the owner of such property at the address shown by the current year's tax rolls in the office of the treasurer of the county in which such property is located.

Section 10-5 Hearing by Town Board; order to clean property.

Upon the date specified in such notice, the Board of Trustees shall hear the matter and shall receive the information thereon, including anything which may be presented by the owner of the premises, personally or by agent or attorney. If it determines that the conditions specified in Section 10-1 hereof exist, and that the property would be benefitted by the removal of such conditions, the Board of Trustees may order the property to be cleaned of trash, and the weeds and grass cut or mowed, or both cleaning and cutting and mowing necessary to abate the conditions found to exist.

Section 10-6 Work to be done by city forces or by contract.

The work ordered to be performed under Section 10-4 hereof may be done by the employees of the town under the supervision of the President of the Board of Trustees, or it may be let by contract to the lowest and best bidder as the Town Board may direct.

Section 10-7 Notice for bids.

If such work is let by contract, notice shall be given of the letting of such contract by posting or advertising for bids in three (3) public places in the town at least five (5) days before such bids are opened and by giving any other notice which the Board of Trustees shall require, and the contract shall be awarded to the lowest and best bidder.

Section 10-8 Cost to be determined; statement to be sent.

Upon completion of the work ordered to be performed under Section 10-4 hereof the President of the Board of Trustees shall report an itemized statement of the cost thereof to the Board of Trustees, who shall then determine the actual cost of such cleaning and mowing and such other expenses as required.

Article 2. Nuisances in General

Section 10-9 Certain public nuisances in the town defined.

In addition to other public nuisances declared by other section of this code, the following are hereby declared to be public nuisances:

(a) The sale, or offering for sale, of unwholesome food or drink; or the keeping of a place where such sales or offering are made.

(b) The sale, offering for sale, or furnishing of intoxicating liquor in violation of state law or ordinances of the town; or the keeping of a place where intoxicating liquor is sold, offered for sale, or furnished in violation of state law or ordinances of the town.

(c) The exposure, display, sale or distribution of obscene pictures, books, pamphlets, magazines, papers, documents, or objects; or the keeping of a place where such are exposed, displayed, sold or distributed.

(d) The keeping of a place where persons gamble, whether by cards, slot machines, punch boards, or otherwise.

(e) The keeping of a place where prostitution, illicit sexual intercourse, or other immoral acts are practiced.

(f) The keeping of a place where activities in violation of state laws or ordinances are practiced or carried on.

(g) The conduct or holding of public dances in violation of the ordinance of the town; or the keeping of a place where such dances are held.

(h) The continued making of loud or unusual noises which annoy persons of ordinary sensibilities; or the keeping of an animal which makes such noises.

(i) Any use of a street or sidewalk or a place adjacent thereto which causes crowds of people to gather so as to obstruct traffic on such street or sidewalk, or which otherwise obstructs traffic thereon, except as may be authorized by law or ordinances.

(j) Permitting water or other liquid to flow or fall, or ice or snow to fall, from any building or structure upon any street or sidewalk.

(k) All wells, pools, cisterns, bodies or containers of water in which mosquitoes breed or are likely to breed, or which are so constructed, formed, conditioned, or situated as to endanger the public safety.

(l) Weeds or grass, carcasses, accumulations of manure, refuse, or other things which are, or are likely to be, breeding places for flies, mosquitoes, vermin or disease germs; and the premises on which such exist.

(m) Any building or structure which is dangerous to the public health or safety because of damage, decay or other condition.

(n) Any pit, hole, or other thing which is constructed, formed, conditioned, or situated as to endanger the public safety.

(o) Any fire or explosion hazard which endangers the public safety.

(p) Any occupation or activity which endangers the public peace, health safety, morals or welfare.

Section 10-10 Abatement of public nuisances.

(1) Any resident of the Town of Coyle may submit to the Board of Trustees a statement in writing as to the existence of the public nuisance as defined by the above section or by any other part of this code, and a request or recommendation that it be abated.

(2) The Board of Trustees shall determine whether or not the alleged public nuisance is a public nuisance in fact. For the purpose of gathering evidence on the subject, the Board of Trustees shall have the power to subpoena and examine witnesses, books, papers, and other effects. Before proceeding to abate the nuisance or to have it abated, the Board of Trustees shall give notice of hearing on the proposed abatement to the owner of any property concerned and to any other person alleged or deemed for or to be causing the public nuisance, and an adequate opportunity to be heard, if such notice and opportunity for a hearing can be given. Such notice to the owner and other persons concerned shall be given in writing by mail or by service by the Town Marshall if their names and addresses are known; but, if the names or addresses are not known, and the public peace, health, safety, morals or welfare of the person or persons or persons or public adversely affected would not be unduly jeopardized by the necessary delay a notice of the hearing shall be published in a paper of general circulation within the town.

(3) If the Board of Trustees finds that a public nuisance does in fact exist, it shall direct the owner and/or other persons responsible for causing the public nuisance to abate within a specified time if the public interest would not be unduly jeopardized by the consequent delay. If the public interest would be unduly jeopardized by the consequent delay, or if the owner or other persons responsible for causing the public nuisance do not abate within the specified time, the Board of Trustees may direct the Town Marshall to abate the public nuisance or to have it abated, of summary abatement is practical, as authorized by Tit 50 OS 16. The Town Clerk shall send a statement of the cost of each summary abatement to the owner and/or other persons responsible for or causing the nuisance, as may by just under the circumstances if their names and addresses are known. Until paid, such costs shall constitute a debt to the Town, collectable as other debts may be collected.

(4) If summary abatement is deemed practical, the Board of Trustees by motion or resolution may direct the bringing of a suit in the District Court to bate the public nuisance, as authorized by Title 50 OS 17.

Section 10-11 Procedure cumulative.

The procedure for abating and dealing with public nuisances as prescribed in the above section shall be cumulative and in addition to any other procedures authorized by law or ordinance.

Article 3. Public Health

Section 10-12 Unwholesome substances on streets, etc.; stables, etc.

No person shall, within the town limits, throw, put, place, or deposit any refuse, dead animals, vegetable or animal matter, or any putrid or unwholesome substances, or any manure or other matter dangerous to the health or offensive to the senses, in or upon any street, avenue, alley, or upon any lots or pieces of ground where the same may be, or shall be, or may become a nuisance to the occupant of the lot or piece of ground, tenements or buildings, to passerby, or injurious or dangerous to public health. No personal shall be allowed to keep, or suffer to be kept, or permit his stable or other animal enclosure that has become a nuisance to his neighbor or other person nor shall any person suffer or permit any stagnant water or pond upon any lot or in any building or cellar owned or occupied by him or her.

Section 10-13 Spitting on sidewalks, floors, etc.

Any person who shall spit upon any sidewalk or street, or upon any wall or door, window, or floor, of any place of business or public building within the Town of Coyle, Oklahoma, shall be guilty of an offense.

Article 4. Public Safety

Section 10-14 Abandoned ice boxes, refrigerators, etc.

It is unlawful for any person to leave in a place accessible to children any abandoned, unattended or discarded ice box, refrigerator, or other container which has an air-tight door with a lock or other fastening device which cannot be easily released for opening from the inside of the ice box, refrigerator, or container, without first removing the door, lock or fastener.

Article 5. Toilet Facilities

Section 10-15 Definitions.

(1) The term "human excrement" is used herein to mean the bowel and kidney discharge of human beings.

(2) The term "toilet" is used herein to mean the flush-type toilet, commonly used, which is connected with a sanitary sewer line of such capacity and construction as to carry away the contents at all times.

Section 10-16 Owner to provide proper toilet facilities.

(1) Every owner of a residence or other building in which humans reside, are employed or congregate, shall install, equip and maintain adequate sanitary facilities for the disposal of human excrement; namely a toilet in a separate bathroom area.

(2) The toilets hereby required shall be of the customary type and it shall be the duty of every owner of property, within 200 feet of any sewer line, to connect, or cause to be connected, his toilets and to make every proper connection to the end that each toilet is properly connected with such sewer system in such manner that the refuse therefrom will be delivered to the sewer system.

(3) When not so located, the toilet shall be either connected to the sewer system or connected to a septic tank approved by the health department and following all health regulations and codes.

Section 10-17 Proper disposal.

It shall be unlawful for any owner of any property to permit the disposal of human excrement thereon in any other manner, and for any person to dispose of human excrement in any other manner.

Section 10-18 Unauthorized facilities declared public nuisance.

All facilities for the disposal of human excrement in a manner different from that required by ordinance, and all facilities so constructed, situated or maintained as to endanger the public health, are hereby declared to be public nuisances, and may be dealt with and abated as such.

Article 6. Penalty

Section 10-19 Penalty.

Any person who violates any provision of this chapter, by doing any act prohibited or declared to be unlawful thereby, or declared to be a nuisance or offense thereby, or who shall fail to do any act required by such provision or shall fail to do any act when such provision declares such failure to be unlawful or to be an offense, or who shall violate any legal order or regulation made pursuant to this chapter, shall be guilty of an offense, and upon conviction thereof, shall be punished by a fine not exceeding fifty ($50.00) dollars. Each day upon which any such violation continues shall constitute a separate offense.

State Statues were adopted February 13th, 2023 for Property Clean-Up

Oklahoma Statutes Citationized

Title 11. Cities and Towns

Chapter 1 - Oklahoma Municipal Code

Article Article XXII - General Powers of Municipalities

Section 22-111 - Cleaning and Mowing of Property - Hearing - Costs - Lien

Cite as: O.S. §, __ __

A. A municipal governing body may cause property within the municipal limits to be cleaned of trash and weeds or grass to be cut or mowed in accordance with the following procedure:

1. At least ten (10) days' notice shall be given to the owner of the property by mail at the address shown by the current year's tax rolls in the county treasurer's office before the governing body holds a hearing or takes action. The notice shall order the property owner to clean the property of trash, or to cut or mow the weeds or grass on the property, as appropriate, and the notice shall further state that unless such work is performed within ten (10) days of the date of the notice the work shall be done by the municipality and a notice of lien shall be filed with the county clerk against the property for the costs due and owing the municipality. At the time of mailing of notice to the property owner, the municipality shall obtain a receipt of mailing from the postal service, which receipt shall indicate the date of mailing and the name and address of the mailee. However, if the property owner cannot be located within ten (10) days from the date of mailing by the municipal governing body, notice may be given by posting a copy of the notice on the property or by publication, as defined in Section 1-102 of this title, one time not less than ten (10) days prior to any hearing or action by the municipality. If a municipal governing body anticipates summary abatement of a nuisance in accordance with the provisions of subsection B of this section, the notice, whether by mail, posting or publication, shall state: that any accumulations of trash or excessive weed or grass growth on the owner's property occurring within six (6) months from and after the date of this notice may be summarily abated by the municipal governing body; that the costs of such abatement shall be assessed against the owner; and that a lien may be imposed on the property to secure such payment, all without further prior notice to the property owner;

2. The owner of the property may give written consent to the municipality authorizing the removal of the trash or the mowing of the weeds or grass. By giving written consent, the owner waives the owner's right to a hearing by the municipality;

3. A hearing may be held by the municipal governing body to determine whether the accumulation of trash or the growth of weeds or grass has caused the property to become detrimental to the health, benefit, and welfare of the public and the community or a hazard to traffic, or creates a fire hazard to the danger of property;

4. Upon a finding that the condition of the property constitutes a detriment or hazard, and that the property would be benefited by the removal of such conditions, the agents of the municipality are granted the right of entry on the property for the removal of trash, mowing of weeds or grass, and performance of the necessary duties as a governmental function of the municipality. Immediately following the cleaning or mowing of the property, the municipal clerk shall file a notice of lien with the county clerk describing the property and the work performed by the municipality, and stating that the municipality claims a lien on the property for the cleaning or mowing costs;

5. The governing body shall determine the actual cost of such cleaning and mowing and any other expenses as may be necessary in connection therewith, including the cost of notice and mailing. The municipal clerk shall forward by mail to the property owner specified in paragraph 1 of this subsection a statement of such actual cost and demanding payment. If the cleaning and mowing are done by the municipality, the cost to the property owner for the cleaning and mowing shall not exceed the actual cost of the labor, maintenance, and equipment required. If the cleaning and mowing are done on a private contract basis, the contract shall be awarded to the lowest and best bidder;

6. If payment is not made within thirty (30) days from the date of the mailing of the statement, then within the next thirty (30) days, the municipal clerk shall forward a certified statement of the amount of the cost to the county treasurer of the county in which the property is located and the same shall be levied on the property and collected by the county treasurer as other taxes authorized by law. Once certified by the county treasurer, payment may only be made to the county treasurer except as otherwise provided for in this section. In

addition the cost and the interest thereon shall be a lien against the property from the date the cost is certified to the county treasurer, coequal with the lien of ad valorem taxes and all other taxes and special assessments and prior and superior to all other titles and liens against the property, and the lien shall continue until the cost shall be fully paid. At the time of collection the county treasurer shall collect a fee of Five Dollars ($5.00) for each parcel of property. The fee shall be deposited to the credit of the general fund of the county. If the county treasurer and the municipality agree that the county treasurer is unable to collect the assessment, the municipality may pursue a civil remedy for collection of the amount owing and interest thereon by an action in person against the property owner and an action in rem to foreclose its lien against the property. A mineral interest, if severed from the surface interest and not owned by the surface owner, shall not be subject to any tax or judgment lien created pursuant to this section. Upon receiving payment, if any, the municipal clerk shall forward to the county treasurer a notice of such payment and directing discharge of the lien; and

7. The municipality may designate by ordinance an administrative officer or administrative body to carry out the duties of the governing body in subsection A of this section. The property owner shall have a right of appeal to the municipal governing body from any order of the administrative officer or administrative body. Such appeal shall be taken by filing written notice of appeal with the municipal clerk within ten (10) days after the administrative order is rendered.

B. If a notice is given by a municipal governing body to a property owner ordering the property within the municipal limits to be cleaned of trash and weeds or grass to be cut or mowed in accordance with the procedures provided for in subsection A of this section, any subsequent accumulations of trash or excessive weed or grass growth on the property occurring within a six-month period may be declared to be a nuisance and may be summarily abated without further prior notice to the property owner. At the time of each such summary abatement the municipality shall notify the property owner of the abatement and the costs thereof. The notice shall state that the property owner may request a hearing within ten (10) days after the date of mailing the notice. The notice and hearing shall be as provided for in subsection A of this section. Unless otherwise determined at the hearing the cost of such abatement shall be determined and collected as provided for in paragraphs 5 and 6 of subsection A of this section. This subsection shall not apply if the records of the county clerk show that the property was transferred after notice was given pursuant to subsection A of this section.

C. The municipal governing body may enact ordinances to prohibit owners of property or persons otherwise in possession or control located within the municipal limits from allowing trash to accumulate, or weeds to grow or stand upon the premises and may impose penalties for violation of said ordinances.

D. As used in this section:

1. "Weed" includes but is not limited to poison ivy, poison oak, or poison sumac and all vegetation at any state of maturity which:

a. exceeds twelve (12) inches in height, except healthy trees, shrubs, or produce for human consumption grown in a tended and cultivated garden unless such trees and shrubbery by their density or location constitute a detriment to the health, benefit and welfare of the public and community or a hazard to traffic or create a fire hazard to the property or otherwise interfere with the mowing of said weeds,

b. regardless of height, harbors, conceals, or invites deposits or accumulation of refuse or trash,

c. harbors rodents or vermin,

d. gives off unpleasant or noxious odors,

e. constitutes a fire or traffic hazard, or

f. is dead or diseased.

The term "weed" shall not include tended crops on land zoned for agricultural use which are planted more than one hundred fifty (150) feet from a parcel zoned for other than agricultural use;

2. "Trash" means any refuse, litter, ashes, leaves, debris, paper, combustible materials, rubbish, offal, or waste, or matter of any kind or form which is uncared for, discarded, or abandoned;

3. "Owner" means the owner of record as shown by the most current tax rolls of the county treasurer; and

4. "Cleaning" means the removal of trash from property.

E. The provisions of this section shall not apply to any property zoned and used for agricultural purposes or to railroad property under

the jurisdiction of the Oklahoma Corporation Commission. However, a municipal governing body may cause the removal of weeds or trash from property zoned and used for agricultural purposes pursuant to the provisions of this section but only if such weeds or trash pose a hazard to traffic and are located in, or within ten (10) yards of, the public right-of-way at intersections.

Historical Data

Laws 1977, HB 1100, c. 256, § 22-111, eff. July 1, 1978; Amended by Laws 1983, HB 1252, c. 48, § 1, emerg. eff. April 26, 1983; Amended by Laws 1986, HB 1862, c. 28, § 1, eff. November 1, 1986; Amended by Laws 1988, HB 1989, c. 99, § 1, emerg. eff. April 1, 1988; Amended by Laws 1989, HB 1107, c. 5, § 1, emerg. eff. March 22, 1989; Amended by Laws 1990, HB 1801, c. 253, § 1, emerg. eff. May 22, 1990; Amended by Laws 1994, HB 2008, c. 206, § 1, emerg. eff. May 20, 1994; Amended by Laws 1998, HB 2975, c. 146, § 1, eff. November 1, 1998 (superseded document available); Amended by Laws 2000, SB 858, c. 82, § 1, eff. November 1, 2000 (superseded document available); Amended by Laws 2006, HB 2361, c. 77, § 1, emerg. eff. July 1, 2006 (superseded document available); Amended by Laws 2012, HB 2476, c. 136, § 1, eff. November 1, 2012 (superseded document available).

Citationizer© Summary of Documents Citing This Document

Cite Name	***Level***	
Oklahoma Attorney General's Opinions		
Cite	*Name*	*Level*
1982 OK AG 6,	*Question Submitted by: The Honorable J. Mike Lawter, Oklahoma House of Representatives*	*Cited*
1984 OK AG 57,	*Question Submitted by: The Honorable Roy Boatner, Oklahoma State Senate*	*Discussed at Length*
Oklahoma Session Laws - 2000		
Cite	*Name*	*Level*
2000 O.S.L. 82, 2000 O.S.L. 82,	*[SB 858] - An Act relating to cities and towns; amending 11 O.S. 1991, Sections 22-111, (11 O.S. Supp. 1999, Sections 22-111, 22-112 and 22-112.1), which relate to cleaning and mowing of property and dilapidated buildings and delinquent installments, etc.*	*Discussed at Length*
Title 11. Cities and Towns		
Cite	*Name*	*Level*
11 O.S. 22-112.1,	*Tearing and Removal of Dilapidated Buildings - Cleaning, Boarding and Securing of Unsecured Building*	*Discussed*

Citationizer: Table of Authority

Cite	***Name***	***Level***

None Found.

Oklahoma Statutes Citationized

Title 11. Cities and Towns

Chapter 1 - Oklahoma Municipal Code

Article Article XXII - General Powers of Municipalities

Section 22-111.1 - Certification Training

Cite as: 11 O.S. § 22-111.1 (OSCN 2022)

Employees of a municipality employed or otherwise assigned to enforce provisions of Section 22-111 of Title 11 of the Oklahoma Statutes shall complete certification training specifically applicable to such section as adopted and administered by the Oklahoma Code Enforcement Association, an internationally recognized model code organization, career technical education program, or an institution of higher education. The certification training shall be completed within one (1) year of employment or assignment for such enforcement.

Historical Data

Laws 2008, HB 2674, c. 24, § 1, eff. November 1, 2008.

Citationizer© Summary of Documents Citing This Document

Cite	***Name Level***

None Found.

Citationizer: Table of Authority

Cite	***Name Level***

None Found.

Oklahoma Statutes Citationized

Title 11. Cities and Towns

Chapter 1 - Oklahoma Municipal Code

Article Article XXII - General Powers of Municipalities

Section 22-112 - Condemnation of Dilapidated Buildings - Notice - Removal - Lien

Cite as: 11 O.S. § 22-112 (OSCN 2022)

A. A municipal governing body may cause dilapidated buildings within the municipal limits to be torn down and removed in accordance with the following procedures:

1. At least ten (10) days' notice that a building is to be torn down or removed shall be given to the owner of the property before the governing body holds a hearing. A copy of the notice shall be posted on the property to be affected. In addition, a copy of the notice shall be sent by mail to the property owner at the address shown by the current year's tax rolls in the office of the county treasurer. Written notice shall also be mailed to any mortgage holder as shown by the records in the office of the county clerk to the last-known address of the mortgagee. At the time of mailing of notice to any property owner or mortgage holder, the municipality shall obtain a receipt of mailing from the postal service, which receipt shall indicate the date of mailing and the name and address of the mailee. However, if neither the property owner nor mortgage holder can be located, notice may be given by posting a copy of the notice on the property, or by publication as defined in Section 1-102 of this title. The notice may be published once not less than ten (10) days prior to any hearing or action by the municipality pursuant to the provisions of this section;

2. A hearing shall be held by the governing body to determine if the property is dilapidated and has become detrimental to the health, safety, or welfare of the general public and the community, or if the property creates a fire hazard which is dangerous to other property;

3. Pursuant to a finding that the condition of the property constitutes a detriment or a hazard and that the property would be benefited by the removal of such conditions, the governing body may cause the dilapidated building to be torn down and removed. The governing body shall fix reasonable dates for the commencement and completion of the work. The municipal clerk shall immediately file a notice of dilapidation and lien with the county clerk describing the property, the findings of the municipality at the hearing, and stating that the municipality claims a lien on the property for the destruction and removal costs and that such costs are the personal obligation of the property owner from and after the date of filing of the notice. The agents of the municipality are granted the right of entry on the property for the performance of the necessary duties as a governmental function of the municipality if the work is not performed by the property owner within dates fixed by the governing body. Any action to challenge the order of the municipal governing body shall be filed within thirty (30) business days from the date of the order;

4. The governing body shall determine the actual cost of the dismantling and removal of dilapidated buildings and any other expenses that may be necessary in conjunction with the dismantling and removal of the buildings, including the cost of notice and mailing. The municipal clerk shall forward a statement of the actual cost attributable to the dismantling and removal of the buildings and a demand for payment of such costs, by mail to the property owner. In addition, a copy of the statement shall be mailed to any mortgage holder at the address provided for in paragraph 1 of this subsection. At the time of mailing of the statement of costs to any property owner or mortgage holder, the municipality shall obtain a receipt of mailing from the postal service, which receipt shall indicate the date of mailing and the name and address of the mailee. If a municipality dismantles or removes any dilapidated buildings, the cost to the property owner shall not exceed the actual cost of the labor, maintenance, and equipment required for the dismantling and removal of the dilapidated buildings. If dismantling and removal of the dilapidated buildings is done on a private contract basis, the contract shall be awarded to the lowest and best bidder; and

5. When payment is made to the municipality for costs incurred, the municipal clerk shall file a release of lien, but if payment attributable to the actual cost of the dismantling and removal of the buildings is not made within six (6) months from the date of the mailing of the statement to the owner of such property, the municipal clerk shall forward a certified statement of the amount of the cost to the county treasurer of the county in which the property is located. Once certified to the county treasurer, payment may only be

made to the county treasurer except as otherwise provided for in this section. The costs shall be levied on the property and collected by the county treasurer as are other taxes authorized by law. Until finally paid, the costs and the interest thereon shall be the personal obligation of the property owner from and after the date of the notice of dilapidation and lien is filed with the county clerk. In addition the cost and the interest thereon shall be a lien against the property from the date the notice of the lien is filed with the county clerk. The lien shall be coequal with the lien of ad valorem taxes and all other taxes and special assessments and shall be prior and superior to all other titles and liens against the property. The lien shall continue until the cost is fully paid. At the time of collection, the county treasurer shall collect a fee of Five Dollars ($5.00) for each parcel of property. The fee shall be deposited to the credit of the general fund of the county. If the county treasurer and the municipality agree that the county treasurer is unable to collect the assessment, the municipality may pursue a civil remedy for collection of the amount owing and interest thereon including an action in personam against the property owner and an action in rem to foreclose its lien against the property. A mineral interest, if severed from the surface interest and not owned by the surface owner, shall not be subject to any tax or judgment lien created pursuant to this section. Upon receiving payment, the municipal clerk shall forward to the county treasurer a notice of such payment and shall direct discharge of the lien.

B. The municipality may designate, by ordinance, an administrative officer or administrative body to carry out the duties of the governing body specified in this section. The property owner shall have the right of appeal to the municipal governing body from any order of the administrative officer or administrative body. Such appeal shall be taken by filing written notice of appeal with the municipal clerk within ten (10) days after the administrative order is rendered.

C. For the purposes of this section:

1. "Dilapidated building" means:

a. a structure which through neglect or injury lacks necessary repairs or otherwise is in a state of decay or partial ruin to such an extent that the structure is a hazard to the health, safety, or welfare of the general public,

b. a structure which is unfit for human occupancy due to the lack of necessary repairs and is considered uninhabitable or is a hazard to the health, safety, and welfare of the general public,

c. a structure which is determined by the municipal governing body or administrative officer of the municipal governing body to be an unsecured building, as defined by Section 22-112.1 of this title, more than three times within any twelve-month period,

d. a structure which has been boarded and secured, as defined by Section 22-112.1 of this title, for more than six (6) consecutive months, or

e. a structure declared by the municipal governing body to constitute a public nuisance; and

2. "Owner" means the owner of record as shown by the most current tax rolls of the county treasurer.

D. Nothing in the provisions of this section shall prevent the municipality from abating a dilapidated building as a nuisance or otherwise exercising its police power to protect the health, safety, or welfare of the general public.

E. The officers, employees or agents of the municipality shall not be liable for any damages or loss of property due to the removal of dilapidated buildings performed pursuant to the provisions of this section or as otherwise prescribed by law.

F. The provisions of this section shall not apply to any property zoned and used for agricultural purposes.

Historical Data

Laws 1977, HB 1100, c. 256, § 22-112, eff. July 1, 1978; Amended by Laws 1984, HB 1669, c. 126, § 42, eff. November 1, 1984; Amended by Laws 1988, HB 1770, c. 152, § 1, eff. November 1, 1988; Amended by Laws 1989, HB 1107, c. 5, § 2, emerg. eff. March 22, 1989; Amended by Laws 1990, HB 1801, c. 253, § 2, emerg. eff. May 22, 1990; Amended by Laws 1997, HB 1566, c. 83, § 1, eff. November 1, 1997 (superseded document available); Amended by Laws 1999, HB 1492, c. 343, § 2, eff. November 1, 1999 (superseded document available); Amended by Laws 2000, SB 858, c. 82, § 2, eff. November 1, 2000 (superseded document available); Amended by Laws 2004, HB 2639, c. 314, § 1, eff. November 1, 2004 (superseded document available); Amended by Laws 2011, HB 1669, c. 52, §1, eff. November 1, 2011 (superseded document available); Amended by Laws 2021, HB 2506, c. 36, § 1, eff. November 1, 2021 (superseded document available).

Citationizer© Summary of Documents Citing This Document

Cite	Name	Level
Oklahoma Court of Civil Appeals Cases		
Cite	*Name*	*Level*
2010 OK CIV APP 87, 239 P.3d 986,	*MANUFACTURERS GUILD, INC. v. CITY OF ENID*	*Cited*
2016 OK CIV APP 60, 385 P.3d 670,	*CHOATE v. LAWYERS TITLE INSURANCE CORP.*	*Cited*

Citationizer: Table of Authority

Cite	Name	Level

None Found.

Oklahoma Statutes Citationized

Title 11. Cities and Towns

Chapter 1 - Oklahoma Municipal Code

Article Article XXII - General Powers of Municipalities

Section 22-112.1 - Tearing and Removal of Dilapidated Buildings - Cleaning, Boarding and Securing of Unsecured Building

Cite as: O.S. §, __ __

A. After a building has been declared dilapidated, as provided in Section 22-112 of this title, and before the commencement of the tearing and removal of a dilapidated building, the governing body of any municipality may authorize that such a building be boarded and secured. However, if the dilapidated building is vacant and unfit for human occupancy, the governing body of any municipality may authorize the structure to be demolished pursuant to Section 22-112 of this title.

B. A governing body of any municipality may cause the premises on which an unsecured building is located to be cleaned of trash and weeds in accordance with the provisions of Section 22-111 of this title.

C. A governing body of any municipality may cause an unsecured building to be boarded and secured in accordance with the following procedures:

1. Before the governing body orders such action, at least ten (10) days' notice that such unsecured building is to be boarded and secured shall be given by mail to any property owners and mortgage holders as provided in Section 22-112 of this title. At the time of mailing of notice to any property owner or mortgage holder, the municipality shall obtain a receipt of mailing from the postal service, which receipt shall indicate the date of mailing and the name and address of the mailee. A copy of the notice shall also be posted on the property to be affected. However, if neither the property owner nor mortgage holder can be located, notice may be given by posting a copy of the notice on the property or by publication as defined in Section 1-102 of this title. Such notice shall be published one time, not less than ten (10) days prior to any hearing or action by the municipality pursuant to the provisions of this section. If a municipal governing body anticipates summary abatement of a nuisance in accordance with the provisions of paragraph 9 of this subsection, the notice shall state: that any subsequent need for boarding and securing the building within a six-month period after the initial boarding and securing of the building pursuant to such notice may be summarily boarded and secured by the municipal governing body; that the costs of such boarding and securing shall be assessed against the owner; and that a lien may be imposed on the property to secure such payment, all without further prior notice to the property owner or mortgage holder;

2. The owner of the property may give written consent to the municipality authorizing the boarding and securing of such unsecured building and to the payment of any costs incurred thereby. By giving written consent, the owner waives any right the owner has to a hearing by the municipal governing body;

3. If the property owner does not give written consent to such actions, a hearing may be held by the municipal governing body to determine whether the boarding and securing of such unsecured building would promote and benefit the public health, safety or welfare. Such hearing may be held in conjunction with a hearing on the accumulation of trash or the growth of weeds or grass on the premises of such unsecured building held pursuant to the provisions of paragraph 3 of subsection A of Section 22-111 of this title. In making such determination, the governing body shall apply the following standard: the governing body may order the boarding and securing of the unsecured building when the boarding and securing thereof would make such building less available for transient occupation, decrease a fire hazard created by such building, or decrease the hazard that such building would constitute an attractive nuisance to children.

Upon making the required determination, the municipal governing body may order the boarding and securing of the unsecured building;

4. After the governing body orders the boarding and securing of such unsecured building, the municipal clerk shall immediately file a notice of unsecured building and lien with the county clerk describing the property, stating the findings of the municipality at the hearing at which such building was determined to be unsecured, and stating that the municipality claims a lien on the property for the costs of boarding and securing such building and that such costs are the personal obligation of the property owner from and after the date of filing the notice;

5. Pursuant to the order of the governing body, the agents of the municipality are granted the right of entry on the property for the performance of the boarding and securing of such building and for the performance of all necessary duties as a governmental function of the municipality;

6. After an unsecured building has been boarded and secured, the governing body shall determine the actual costs of such actions and any other expenses that may be necessary in conjunction therewith including the cost of the notice and mailing. The municipal clerk shall forward a statement of the actual costs attributable to the boarding and securing of the unsecured building and a demand for payment of such costs, by mail to any property owners and mortgage holders as provided in Section 22-112 of this title. At the time of mailing of the statement of costs to any property owner or mortgage holder, the municipality shall obtain a receipt of mailing from the postal service, which receipt shall indicate the date of mailing and the name and address of the mailee.

If a municipality boards and secures any unsecured building, the cost to the property owner shall not exceed the actual cost of the labor, materials and equipment required for the performance of such actions. If such actions are done on a private contract basis, the contract shall be awarded to the lowest and best bidder;

7. When payment is made to the municipality for costs incurred, the municipal clerk shall file a release of lien, but if payment attributable to the actual costs of the boarding and securing of the unsecured building is not made within thirty (30) days from the date of the mailing of the statement to the owner of such property, the municipal clerk shall forward a certified statement of the amount of the costs to the county treasurer of the county in which the property is located. Once certified to the county treasurer, payment may only be made to the county treasurer except as otherwise provided for in this section. At the time of collection the county treasurer shall collect a fee of Five Dollars ($5.00) for each parcel of property and such fee shall be deposited to the general fund of the county. The costs shall be levied on the property and collected by the county treasurer as are other taxes authorized by law. Until fully paid, the costs and the interest thereon shall be the personal obligation of the property owner from and after the date the notice of unsecured building and lien is filed with the county clerk. In addition the costs and the interest thereon shall be a lien against the property from the date the notice of the lien is filed with the county clerk. The lien shall be coequal with the lien of ad valorem taxes and all other taxes and special assessments and shall be prior and superior to all other titles and liens against the property. The lien shall continue until the costs and interest are fully paid. If the county treasurer and the municipality agree that the county treasurer is unable to collect the assessment, the municipality may pursue a civil remedy for collection of the amount owing and interest thereon by an action in personam against the property owner and an action in rem to foreclose its lien against the property. A mineral interest if severed from the surface owner, shall not be subject to any tax or judgment lien created pursuant to this section. Upon receiving payment, the municipal clerk shall forward to the county treasurer a notice of such payment and shall direct discharge of the lien;

8. The municipality may designate by ordinance an administrative officer or administrative body to carry out the duties of the governing body specified in subsection C of this section. The property owner or mortgage holder shall have a right of appeal to the municipal governing body from any order of the administrative officer or administrative body. Such appeal shall be taken by filing written notice of appeal with the municipal clerk within ten (10) days after the administrative order is rendered;

9. If a municipal governing body causes a structure within the municipal limits to be boarded and secured, any subsequent need for boarding and securing within a six-month period constitutes a public nuisance and may be summarily boarded and secured without further prior notice to the property owner or mortgage holder. At the time of each such summary boarding and securing, the municipality shall notify the property owner and mortgage holder of the boarding and securing and the costs thereof. The notice shall state that the property owner may request an appeal with the municipal clerk within ten (10) days after the mailing of the notice. The notice and hearing shall be as provided for in paragraph 1 of this subsection. Unless otherwise determined at the hearing the cost of such boarding and securing shall be determined and collected as provided for in paragraphs 6 and 7 of this subsection;

10. A governing body of any municipality may determine that a building is unsecured and order that such building be boarded and secured in the manner provided for in this subsection even though such building has not been declared, by the governing body, to be dilapidated; and

11. For the purposes of this subsection:

a. "boarding and securing" or "boarded and secured" means the closing, boarding or locking of any or all exterior openings so as to prevent entry into the structure,

b. "unsecured building" shall mean any structure which is not occupied by a legal or equitable owner thereof, or by a lessee of a legal or equitable owner, and into which there are one or more unsecured openings such as broken windows, unlocked windows, broken doors, unlocked doors, holes in exterior walls, holes in the roof, broken basement or cellar hatchways, unlocked basement or cellar hatchways or other similar unsecured openings which would facilitate an unauthorized entry into the structure, and

c. "unfit for human occupancy" means a structure that due to lack of necessary repairs is considered uninhabitable and is a hazard to the health, safety, and welfare of the general public.

D. The provisions of this section shall not apply to any property zoned and used for agricultural purposes.

Historical Data

Laws 1984, HB 1669, c. 126, § 43, eff. November 1, 1984; Amended by Laws 1986, SB 214, c. 257, § 1, eff. November 1, 1986; Amended by Laws 1988, HB 1770, c. 152, § 2, eff. November 1, 1988; Amended by Laws 1990, HB 1801, c. 253, § 3, emerg. eff. May 22, 1990; Amended by Laws 1997, HB 1566, c. 83, § 2, eff. November 1, 1997 (superseded document available) ; Amended by Laws 2000, HB 858, c. 82, § 3, eff. November 1, 2000 (superseded document available).

Citationizer© Summary of Documents Citing This Document

Cite Name	***Level***	
Oklahoma Session Laws - 2000		
Cite	*Name*	*Level*
2000 O.S.L. 82, 2000 O.S.L. 82,	*[SB 858] - An Act relating to cities and towns; amending 11 O.S. 1991, Sections 22-111, (11 O.S. Supp. 1999, Sections 22-111, 22-112 and 22-112.1), which relate to cleaning and mowing of property and dilapidated buildings and delinquent installments, etc.*	*Discussed*
Title 11. Cities and Towns		
Cite	*Name*	*Level*
11 O.S. 22-112,	*Condemnation of Dilapidated Buildings - Notice - Removal - Lien*	*Discussed*

Citationizer: Table of Authority

Cite Name	***Level***	
Title 11. Cities and Towns		
Cite	*Name*	*Level*
11 O.S. 1-102,	*Definitions*	*Cited*
11 O.S. 22-111,	*Cleaning and Mowing of Property - Hearing - Costs - Lien*	*Discussed*
11 O.S. 22-112,	*Condemnation of Dilapidated Buildings - Notice - Removal - Lien*	*Discussed at Length*

Section 8-112 UNLAWFUL TO LITTER FROM AUTOMOBILES.

It is unlawful for any person to throw from any automobile or motor vehicle being operated and driven upon and over the streets, alleys and roadways of the Town any litter, trash, waste paper, tin cans or any other substance or refuse whatever.

Section 8-113 LITTER NOT TO ACCUMULATE ON PROPERTY.

A. It is unlawful for any person, firm or corporation, occupying any real property, either as tenant or owner, to allow trash, waste paper, litter objects, bottles, tin cans or any other used or disposed of objects to accumulate upon such real property or premises being so occupied or rented to such an extent as to constitute a littering nuisance.

B. It is unlawful for any person, firm or corporation occupying real property, either as tenant or owner, to allow accumulated trash, waste paper, litter objects, bottles, tin cans or any other used or disposed of objects to be carried from the occupied premises, either by the wind, elements or otherwise to any adjoining or other real estate not so owned or occupied by the offender.

Section 8-114 ABANDONED REFRIGERATOR; APPLIANCES.

A. It is unlawful for any person to leave in a place accessible to children any abandoned or discarded ice box, refrigerator, or other container which has an airtight door with a lock or fastening device which cannot be easily released for opening from the inside of the ice box, refrigerator, or container, without first removing the door, lock or fastener.

B. It is unlawful to utilize the premises of any property for the open storage of any stove or other appliance which has been abandoned, discarded or is in disrepair.

ARTICLE 2

(RESERVED)

ARTICLE 3

NUISANCES

Nuisances
Adopted 10-4-2024

Section 8-301 DEFINITION.

A nuisance shall mean the doing of an act unlawfully or omitting to perform a duty, which act or omission:

1. Annoys, injures or endangers the comfort, repose, health and safety of others; or

2. Offends decency; or

3. Unlawfully interferes with, obstructs or tends to obstruct or renders dangerous for passage any lake or navigable river, stream, canal or basin, or any square, street highway or public parking; or

4. In any way renders other persons insecure in life, or in the use of property; or

5. Involves the maintenance of any building or structure within the Town limits which by reason of age, dilapidation or decay is unsafe for occupancy; or constitutes a haven or refuge for vermin and rodents; or presents a fire hazard and endangers the security of other property; or

6. Permits the accumulation of rank vegetation, weeds, grass or other noxious matter or putrid substances; or in maintaining any trash, piles of rubbish, manure or other refuse which is dangerous to health or which in any manner constitutes a fire hazard.

State Law Reference: Similar provisions, 50 O.S. Section 1.

Section 8-302 UNLAWFUL TO MAINTAIN NUISANCE.

No person shall create or maintain a nuisance or permit it to be created or maintained upon property owned by him or under his control.

Section 8-303 ABATEMENT.

A. In addition to prosecution for violation of Section 8-302, whenever a nuisance is found to exist, the mayor may cause notice thereof to be given to the person maintaining or creating the nuisance or to the person owning or having control of the property upon which said nuisance exists, to abate such nuisance within the period of time stated in the notice, which shall be not less than three (3) days from the receipt of said notice. The notice shall be served personally or by certified mail. In the event the address is unknown or the person cannot be located the notice shall be posted upon the property involved and published in the official paper of the Town for a period of five (5) days. If notice is published the person in charge shall have ten (10) days from the last publication in order to abate such nuisance. In the event the nuisance is not abated after such notice as required, the mayor shall have the authority to abate it and charge the cost thereof to

the person creating, maintaining or owning or in control of the property upon which the nuisance is created or maintained, and the person so charged shall be afforded an opportunity to appear and present witnesses and be heard. Should the governing body find that a nuisance has been created or maintained the person responsible shall be given a reasonable length of time to abate it.

B. Any person who fails to abate any nuisance as required by this article shall be guilty of an offense.

State Law Reference: Authority to define, prevent, remove and abate nuisances, 11 O.S. Section 22-121.

ARTICLE 4

MOTOR VEHICLES & OPEN STORAGE

Motor Vehicles
Adopted 10-8-2024

Section 8-401 NUISANCE.

Motor vehicles which are abandoned, dismantled, partially dismantled, wrecked, junked, inoperative, or discarded, or left about the Town in places other than authorized junk yard or other areas authorized by the Town Board and which tend to do any one or more of the followings:

1. Impeded traffic in the streets;

2. Reduce the value of private property;

3. Create fire hazards;

4. Extend and aggravate urban blight; or

5. Result in a serious hazard to the public health, safety, comfort, convenience and welfare of the residents of the Town, are hereby declared to be a nuisance.

State Law Reference: Removal of abandoned vehicles on private property, 47 O.S. Section 954A; Grounds for removal of vehicles on state highways, 47 O.S. Section 955.

Section 8-402 DEFINITIONS.

For the purpose of this chapter, the following terms, phrases, words, and their derivatives shall have the meaning given herein.

1. "Junk Motor Vehicle" or "junk vehicle" or "abandoned motor vehicle" is any motor vehicle, which does not have lawfully affixed thereto an unexpired licence plate or plates, the condition of which

is in disrepair, wrecked, dismantled, partially dismantled, inoperative, abandoned or discarded, and is incapable of being moved under its own power and is not stored in compliance with or is not exempt from compliance with Section 8-403. "Junk Motor Vehicle" or "junk vehicle" or "abandoned motor vehicle" shall also mean any motor vehicle located on any private or public property in the condition of which such motor vehicle is in disrepair, wrecked, dismantled, partially dismantled, inoperative, abandoned or discarded, and incapable of being moved under its own power, and remains in such condition for a period of three (3) months, without regard to whether such motor vehicle has lawfully affixed thereto an unexpired licence plate or plates. "Junk Motor Vehicle" or "junk vehicle" or "abandoned motor vehicle" shall also mean motor vehicles used in demolition races or derbies or similar contests.

2. "Motor vehicle" is any vehicle which is self-propelled and designed to travel along the ground or the water and shall include, but not be limited to, automobiles, buses, boats, motor bikes, motorcycles, motor scooters, trucks, tractors, go-carts, golf carts, campers and trailers;

3. "Private property" means any real property within the Town which is privately owned and which is not public property as defined in this Section; and

4. "Public property" means any street, alley, or highway which shall include the entire width between the boundary lines of every way publicly owned or maintained for the purposes of vehicular travel, and shall also mean any other publicly owned property or facility.

5. "Appropriate screen" shall mean an aesthetic barrier with a minimum opaque barrier not less than five (5) feet in height enclosing the junk motor vehicle. Such screen or barrier shall be dense landscaping, or a solid lumbar or masonry fence, wall or combination thereof, and may include the use of the walls of the residence or other building or structure, similar existing fencing, similar existing dense landscaping, all of which shall be of at least an equivalent height and capacity, and located on such property to provide for such enclosure. If solid lumber fencing is used, it shall be treated or painted in earth tone colors.

Section 8-403 STORING, PARKING OR LEAVING JUNK MOTOR VEHICLE OR ABANDONED MOTOR VEHICLE ON PUBLIC OR PRIVATE PROPERTY PROHIBITED; AND DECLARED A NUISANCE; EXCEPTIONS.

1. No person shall park, store, leave, or permit the parking, storing, or leaving of any junk motor vehicle of any kind, whether attended or not, upon any public or private property within the

town. The presence of a junk motor vehicle or parts thereof, on private or public property is hereby declared a nuisance and a public offense and may be abated as such in accordance with the provisions of this Chapter.

2. This Section shall not apply to any motor vehicle:

a. Enclosed within a building on private property;

b. Completely within an appropriate screen in the side or back yard on private property;

c. Held, stored or parked in connection with a lawfully operated business enterprise and on property operated in the appropriate zone, pursuant to the zoning laws of the Town;

d. In operable condition and is not a junk motor vehicle as defined herein.

e. Motor vehicles parked on private property which display an unexpired licence plate or plates, but which motor vehicles are temporarily out of service due to mechanical breakdown or damage, but only so long as the owner thereof makes diligent efforts to place same back into operable condition, and shall not remain on such private property in such condition for longer than three (3) months.

f. owned by the Town in an appropriate storage place maintained, in a lawful place, by the Town.

g. If registered with the Town as a non-abandoned vehicle by owner

SECTION 8-404 PROCEDURES FOR ABATEMENT.

The provisions for abatement of "public nuisance" contained in section 8-101 et seq. of this code shall not apply to junk vehicles or to those which are in abandoned, wrecked, dismantled, inoperative, rusted, junked, or partially dismantled condition, whether attended or not, upon any public property within the Town for a period of time in excess of twenty-four (24) hours. The notice, hearing and abatement shall be pursuant to the procedures described herein for public nuisance on public property.

SECTION 8-405 PRESUMPTION OF ABANDONMENT.

A rebuttable presumption shall exist that vehicles have been abandoned when:

1. Weed or grass undergrowth would indicate to a reasonable

person that the vehicle has not been moved, thereby permitting such growth to occur;

2. One or more wheels are flat or missing and the vehicle or boat displays an expired license or inspection tag;

3. Portions of the vehicle which are needed for its operation or control are missing.

4. The Town has received reports from others as to the length of time such vehicle has been standing in one place without being moved, or that parts are being taken from or added to such vehicle, indicating a salvage or garage operation; or

5. Evidence exists that provisions of this code pertaining to zoning or to junk and salvage yards are being violated.

SECTION 8-406 NOTICE TO REMOVE FROM PUBLIC PROPERTY.

Whenever it comes to the attention of the administrative officer that any junk vehicle, as defined herein, exists as a public nuisance in the Town, a notice in writing shall be served upon the occupant of the land where the nuisance exists, or in the event that there is no such occupant, then upon the owner of the property or his agent, notifying them of the existence of the nuisance and requesting its removal in the time specified in this chapter. A written, public nuisance "Notification to Remove" shall be placed on the vehicle advising the owner of the violation of Town code and of the twenty-four (24) hours to remove the nuisance from the public property. Concurrent with the abatement notice placed on the vehicle or motor vehicle, the owner of the vehicle or motor vehicle shall be issued a citation. Failure to remove the vehicle or motor vehicle shall be an offense, and shall be punishable as provided in Section 1-108 of this code.

SECTION 8-407 RESPONSIBILITY FOR REMOVAL FROM PUBLIC PROPERTY.

Upon proper notice and opportunity to be heard, the owner of the junk vehicle or other abandoned, wrecked, dismantled, or inoperative vehicle or boat, on public property shall be liable for all expenses reasonably incurred by the removal and disposition.

SECTION 8-408 NOTICE TO REMOVE FROM PRIVATE PROPERTY.

A. The administrative officer or his designee shall give notice of removal to the owner or occupant of the private property where any junk vehicle or any abandoned, wrecked, dismantled or inoperative vehicle or boat is located at least ten (10) days before the time set for compliance. It shall constitute sufficient notice

when a copy of a Notice to Remove is posted in a conspicuous place upon the private property upon which the vehicle or boat is located.

B. The Notice of Removal shall contain the demand for removal within ten (10) days, and the Notice to Remove shall state that upon failure to comply with the Notice to Remove, the Town shall prosecute a criminal complaint for failure to abate the nuisance or undertake such removal with the cost to be levied against the owner of the junk vehicle or the occupant of the property.

SECTION 8-409 HEARING.

A. Any person to whom any Notice to Remove is directed pursuant to the provisions of this chapter or any other interested party, or any duly authorized agent thereof, may file a written request for hearing before the administrative officer within the ten-day compliance period, for the purpose of contesting the Town's demand for removal. The administrative officer, chief of police or his designee and the Town attorney or his designee shall constitute a hearing board to hear the request.

B. The hearing shall be held as soon as practicable, but not earlier than five(5) days after receipt of the request, and not later than fifteen (15) days after such receipt. Notice of the time and place of hearing shall be directed to the person making the request. At any such hearing the Town and the person to whom notice has been directed may introduce witnesses and evidence.

C. Persons to whom the Notice to Remove is directed pursuant to the provisions of this chapter, or their duly authorized agent, may appear in municipal court pursuant to the citation and summons. Those convicted of failing to abate a public nuisance pursuant to this chapter shall be assessed court costs in addition to any other penalty assessed by the municipal court. If the public nuisance is abated prior to the hearing date stated on the summons, and the person issued the summons to appear in municipal court signs an affidavit before the court clerk attesting to the abatement, the Town attorney may recommend to the municipal court that charges be dropped.

SECTION 8-410 REMOVAL OF MOTOR VEHICLES FROM PROPERTY.

If the violation described in the Notice to Remove has not been remedied within the ten-day period of compliance, or in the event that a notice requesting hearing is timely filed, a hearing had, and the existence of the violation is affirmed by administrative officer or his designee, the Town attorney shall institute and prosecute additional charges on a daily basis, for failure to abate the nuisance, and the Town shall in the discretion of the administrative

officer take possession of the junk vehicle and remove it from the premises. It shall be unlawful for any person to interfere with or hinder anyone whom the Town or the administrative officer authorizes to enter upon private property for the purpose of removing a vehicle under the provisions of this chapter.

SECTION 8-411 NOTICE OF REMOVAL.

Within forty-eight (48) hours of the removal of such junk vehicle, the administrative officer or his designee shall give notice to the registered owner of the junk vehicle, if known, that the vehicle or motor vehicle was removed, that the vehicle or motor vehicle, has been impounded and stored for violation of this chapter. The notice shall give the location where the vehicle is stored and the proper procedure for redeeming the vehicle, including cost of redemption.

SECTION 8-412 DUTY OF PRIVATE CONTRACTOR.

Any private contractor who causes the vehicle to be removed pursuant to the order of any authorized Town employee, shall satisfy all state laws with respect to notice and sale, prior to satisfying its towing and storage lien.

SECTION 8-413 REDEMPTION OF IMPOUNDED VEHICLES OR MOTOR VEHICLES.

The owner of any vehicle or motor vehicle impounded under the provisions of this chapter may redeem such vehicle or motor vehicle at any time after its removal, but prior to the sale or destruction thereof, upon proof of ownership and payment to the private contractor of such sum as may be determined to be the actual and reasonable expense of removal plus storage.

SECTION 8-414 PENALTY; CONTINUING VIOLATIONS.

In addition to the procedures for removal of vehicles, any person who shall violate any of the provisions hereof shall upon conviction be deemed guilty of an offense against the Town. Each act in violation of any of the provisions hereof shall constitute a separate offense and may be chargeable as such. Each day's continued violation of any of the provisions hereof shall constitute a separate offense and may be punishable as such as provided in Section 1-108 of this code.

Section 8-415 OPEN STORAGE OF MATERIALS

The entire front yard area of any residentially zoned lot located in the Town, to include side yards not appropriately screened as provided in Section 8-402.4 hereinabove, shall be kept

Chapter 11 - MUNICIPAL COURT

Article 1. Municipal Court Created; Organization and Procedure

Section 11-1 Court created.

This article shall govern the organization and operation of the municipal court of the Town of Coyle, as put into operation by resolution duly passed by the Board of Trustees and filed in accordance with law, as authorized by Title 11 O.S. §27-101 – 27-132. To the extent of conflict between any provisions of this article and the provisions of any other ordinances of this town, the provisions of this article shall control.

Section 11-2 Definitions.

As used in this ordinance, unless the context requires a different meaning, the following words shall mean:

(1) "Court" means the Municipal Court of Coyle, Oklahoma.

(2) "Judge" means the judge of the Municipal Court, aforesaid, including any acting judge or alternative judge thereof as provided for by the statutes of this state.

(3) "Clerk" means the clerk of the Town of Coyle, Oklahoma, including any deputy or member of the staff of the clerk.

Section 11-3 Jurisdiction.

The court shall exercise the original jurisdiction to hear and determine all prosecutions wherein a violation of any ordinance of the Town of Coyle, Oklahoma, is charged. '

Section 11-4 Judge.

There shall be one (1) judge of the Court. The mayor of the Town of Coyle, Oklahoma, may appoint, with the consent of the Board of Trustees of the Town, as judge of the Court:

(1) An attorney licensed to practice law in Oklahoma, who resides in Logan county, Oklahoma, or in an adjacent county;

(2) An attorney licensed to practice law in Oklahoma who maintains a permanent office in the Town of Coyle, Oklahoma; or

(3) Any suitable resident of the Town of Coyle, Oklahoma.

(4) The mayor may be designated as judge of the Court upon approval of the Board of Trustees of the Town of Coyle, Oklahoma.

Section 11-5 Term of Judge.

The judge shall serve a term of two (2) years, expiring on the first day of January in each even numbered year, until his successor is appointed and qualified, unless sooner removed by the vote of a majority of all members of the Board of Trustees of the Town of Coyle, Oklahoma, for such cause as is provided by law for the removal of public officers. Any appointment to fill a vacancy shall be for the unexpired term.

Section 11-6 Alternate judge.

There shall also be appointed an alternate judge, possessing the same qualifications as the judge. His appointment shall be for the same term and made in the same manner as the judge. He shall sit as acting judge of the Court in any case if the judge is absent from the Court, unable to act as judge, or disqualified as acting judge in the case.

Section 11-7 Compensation of judges.

The judges shall receive a salary of ninety dollars ($90.00) per month paid in the same manner as the salaries of other officials of this town. The alternate judge shall be paid the sum of fifty dollars ($50.00) for each day devoted to the performance of this duty, except that, for any month, the total payments so calculated shall not exceed the salary of the judge.

Section 11-8 Chief of Police.

All writs or process of the Court shall be directed, in his official title, to the Chief of Police of the Town of Coyle, Oklahoma, who shall be the principal officer of the Court. The Chief of Police and Town Marshall are one and the same by either designation.

Section 11-9 Clerk of Court.

The clerk, or a deputy designated by the clerk, shall be the clerk of the Court. He shall assist the judge in recording the proceedings of the Court and shall administer oaths required in proceedings before the Court.

Section 11-10 Clerk's bond.

The clerk shall give bond to the Board of Trustees of the Town of Coyle, Oklahoma, in the amount of two thousand dollars ($2,000.00) to be approved by such Board, such bond to be in the form provided by law.

Section 11-11 Procedure.

The judge may prescribe rules, consistent with the laws of the State of Oklahoma and with the ordinances of the Town of Coyle, Oklahoma, for the proper conduct of the business of the Court.

Section 11-12 Contempt, etc.

The judge shall have power to enforce due obedience to orders, rules and judgments made by him and may fine for contempt offered to him while holding court or to process issued by him in the same manner and to the same extent as the District Courts of the State of Oklahoma.

Section 11-13 Warrant of arrest.

The manner of arrest, bail, bonds, forfeiture of bail or bond, complaints, prosecution, procedure, trials, enforcement and payment of fines, suspension or judgment and appeals shall be in the manner and form provide by Title 11 OS §27-101 to 27-132, inclusive.

Section 11-14 Witnesses.

Any witness summoned to appear before the Court shall be entitled to be paid a daily fee and daily mileage per mile traveled to and from Court from his place of residence. The amount of the daily fee and mileage fee shall be paid in accordance with the amounts set forth in the current version of Title 11 OS §27-121 or its successors.

Chapter 12 - OFFENSES AND ADMINISTRATION OF JUSTICE

Article 1. General Provisions

Section 12-1 "Offense" defined.

"Offense" or "Public Offense" as used in this code is hereby defined to mean the doing of some act prohibited, or a failure to perform some duty commanded by this code.

Section 12-2 Penalty for violation of code.

Except in cases where a different punishment is herein prescribed, any person, firm or corporation who shall commit any offense under the provisions of this code shall, upon conviction, be fined in any amount not to exceed one-hundred dollars ($100.00). Each day's continuation of an offense shall be deemed a separate offense and shall be punishable as such.

Section 12-3 Attempts to commit an offense.

Every person who attempts to commit an offense against the ordinances of the town, and in such attempt does any act toward the commission of such offense, but fails or is prevented or intercepted in the perpetration thereof, is guilty of an offense, and shall be punished in the manner prescribed for the offense and punishable in the same manner as the principal offender.

Article 2. Offense Against Decency, Morality, and Public Policy

Section 12-4 Failure to provide for a child.

Every parent of a child, who willfully fails, without lawful excuse, to perform any duty imposed upon him by law to furnish necessary food, clothing, shelter or medical attendance for such child is guilty of an offense.

Section 12-5 Contributing to the delinquency of minors.

Every person who shall knowingly or willfully cause, aid, abet or encourage a minor to be, to remain, or to become a delinquent child, as herein defined, shall be guilty of an offense.

Section 12-6 Definitions.

(1) "Every person," as used in this code, shall include human beings, without regard to their legal or natural relationship to such minor, as well as legal or corporate entities.

Section 12-8 Disturbing religious meeting.

Every person who willfully disturbs, interrupts or disquiets any assemblage of people met for religious worship is guilty of an offense.

Section 12-9 Fortune telling for pay prohibited.

It is an offense for any person or persons, pretending or professing to tell fortunes by the use of any subtle craft, means of device whatsoever, either by palmistry, clairvoyancy or otherwise, plying his or her trade, art or profession, within the Town of Coyle, to make any charge therefore either directly or indirectly, or to receive any gift, donation or subscription by any means whatsoever for the same.

Section 12-10 Gambling prohibited.

It is unlawful for any person, firm or corporation, or agent or employee thereof, to play, to open or cause to be opened, or to operate, carry on, or conduct whether for hire or not, any game of fare, monte, poker, roulette, craps, any banking, percentage, or other game played with dice, cards, or any device, for money, checks, chips, credit or any other thing of value are played when the act of playing the same might result in a gain or loss to the party playing and such act is in violation of State law. It shall also be unlawful to knowingly permit his or its premises, houses, lot or other property to be used in connection with, or for, any act declared unlawful in this section or to loiter about in the immediate vicinity of such place.

Section 12-11 Offense of drawing, uttering, etc.; check without sufficient funds.

It shall be unlawful for any person to procure any article or thing of value by making or drawing or uttering or delivering with intent to defraud any check, draft, or order upon any bank, person, firm or corporation, knowing that at the time of such making, drawing, uttering or delivering, that the make or drawer has not sufficient funds in or on deposit with such bank, person, firm or corporation for the payment of such check, draft, or order in full and all other checks, drafts, or orders upon such funds then outstanding.

Section 12-12 Prima facie evidence of intent to defraud.

As against the maker or drawer thereof, the making, drawing, uttering, or delivering of a check, draft, or order, payment of which is refused by the drawee after presentment for payment within thirty (30) days after same is delivered and accepted, shall be prima facie evidence of intent to defraud and of knowledge of insufficient funds in or on deposit with such bank, person, firm or corporation; provided such maker or drawer should not have paid the holder thereof the amount due thereon within ten (10) days after having been given notice that such check, draft, or order has not been paid by the drawee.

Section 12-13 "Notice" defined.

The word "notice," as used in Section 12-12 of this chapter, shall be notice given to such person in writing. Such notice in writing shall be presumed to have been given when deposited as registered or certified mail in the United States mail, appearing on such check, draft or order.

Section 12-14 Harmful deception.

It is unlawful for any person knowingly to deceive another (whether by impersonation, misrepresentation, or otherwise) when such deception results in or contributes to the loss, damage, harm or injury of the person deceived or of a third party, or results in or contributes to the benefit of the deceiver.

Section 12-15 Vagrants defined

The following persons are vagrants within the meaning of this chapter:

(1) An idle person who lives without any means, or who has no visible means of support and makes no exertion to obtain a livelihood by honest employment.
(2) Any person who strolls or loiters idly about the streets of the town, having no local habitation and not honest business or employment.
(3) Any person who strolls about to tell fortunes or to exhibit tricks not licensed in accordance with law or ordinance.
(4) Any common prostitute, any manager or controller of a house of prostitution or ill-repute or anyone employed therein as a barkeeper, caller of figures for dances, or habitual frequenter thereof.
(5) Any professional gambler or gambler commonly known as a card player or card shark.
(6) Any person who goes about to beg for money, who is not afflicted or disabled by a physical malady or misfortune.

(7) Any habitual drunkard.

(8) Any person who abandons or neglects or refuses to support his family.

Section 12-16 Vagrancy prohibited.

It is unlawful for any person to be a vagrant in the Town of Coyle, and any person who is a vagrant in the Town of Coyle shall be guilty of an offense.

Section 12-17 Minors not to loiter on streets.

It is unlawful for any minor to loaf or loiter on any street, alley, or other public place with the town between 11:00 p.m. and 6:00 a.m., except during the months of June, July and August, when, such prohibited hours shall be 12:00 midnight to 6:00 a.m.; or for any parent or guardian of any such person to permit such person to loaf or loiter in such place at such time.

Section 12-18 Loitering and sleeping on the streets, etc., after midnight, schools, etc.

(1) It is unlawful for any person, without lawful reason, between the hours of 12:00 midnight and sunrise, to loiter or wander aimlessly within the town, on the streets, in other public places, or on property of another; or during such time to sleep on any street, in any other public place, or any property of another without the expressed or tacit consent of the owner or person in charge of such place.

(2) It is unlawful for a person to loiter on or about the premises of a public or private school, or in or about any other public building, or in or about a depot of a public carrier.

Section 12-19 Indecent exposure; indecent exhibitions; obscene or indecent writings, pictures, etc.

(1) Every person who willfully and lewdly exposes his person, or private parts thereof, in any public place where there are present other persons to be offended or annoyed thereby is guilty of an offense.

(2) Every person who willfully and lewdly procures, counsels or assists any person to expose himself, or to make any other exhibit of himself to public view, or to the view of any number of persons, such as is offensive to decency, or is adapted to excite to vicious or lewd thoughts or acts is guilty of an offense.

(3) Every person who willfully and lewdly writes or composes, stereotypes, prints, publishes, sells, distributes or keeps for sale or exhibits, any obscene or indecent writing, paper or book, or designs or copies, draws, or engraves, paints or otherwise prepares any obscene or indecent picture or print of any description, or molds, cuts or otherwise makes any obscene or indecent figure or form is guilty of an offense.

Section 12-20 Disorderly house.

Every person who keeps any disorderly house, or any house or public place by which the peace, comfort or decency of the immediate neighborhood is habitually disturbed is guilty of an offense.

Section 12-21 Letting building for unlawful purpose.

Every person who lets any building, portion of any building or any house or other structure, knowing that it is intended to be used for any purpose declared punishable by this chapter, or who otherwise permits any building, portion of any building, or any house or other structure to be so used is guilty of an offense.

Section 12-22 Illicit sexual intercourse defined.

Illicit sexual intercourse is sexual intercourse with any person other than one's lawful spouse.

Section 12-23 Prostitution.

It is unlawful for any person to offer, submit, or give himself or herself to a lewd or immoral use, such as illicit sexual intercourse, or to engage in any lewd or immoral act, for money or any other thing of value.

Section 12-24 Immoral conduct, consorting, loitering.

It is unlawful for any person to engage in illicit sexual intercourse or any other immoral act, or knowingly to consort with a prostitute or other person of immoral vocation, or to consort with another for an immoral purpose, or to occupy any room for an immoral purpose, whether in a public or private place in town, or to loiter about a house or place of prostitution or a house or place devoted to lewd or immoral acts.

Section 12-25 Keeping a place of prostitution.

It is unlawful for any person or any agent or employee thereof, to keep or assist in keeping a place of prostitution or a house or place in the Town of Coyle where persons meet or assemble for illicit sexual intercourse or for any other lewd or immoral purpose; or knowingly to permit a prostitute or other person of an immoral vocation to become or remain a guest in a hotel or rooming house

Section 12-26 Residing in a place of prostitution.

It is unlawful for any person to be an inmate or resident of a house of prostitution or of a house or place devoted to lewd or immoral acts.

Section 12-27 Pimps.

It is unlawful for any person to act as a pimp, or procurer, for any house or place of prostitution or for any prostitute or other person engaged in an immoral vocation, or to procure, assist in procuring or attempt to procure any person for another for illicit sexual intercourse or for any other immoral purpose.

Section 12-28 Controlled Dangerous Substances: use, sale, etc.

It is unlawful for any person under the influence of a controlled dangerous substance, such as, but not limited to, narcotics, to appear or be upon or in any street, alley, place of business, or other public place, when such use is not medically prescribed by a physician licensed to practice in the state; or for any person to loiter about a place where such controlled dangerous substances are sold or furnished illegally; or for any person to sell or furnish illegally to another person such controlled dangerous substances.

Section 12-29 Drunkenness and drinking in a public place.

It is unlawful for any person drunk or in a state of intoxication to appear or be upon or in any street, alley, place of business, or any other public place; or for any person to drink intoxicating liquor or low point beverage upon or in any street, alley or other public place.

Article 3. Offenses Against the Public Peace

Section 12-30 Carrying concealed weapons prohibited.

It is unlawful for any person to carry concealed upon or about his person, or in any automobile, any pistol, revolver, bowie knife, dirk, dagger, metal knuckle, switchblade knife, or other dangerous or

deadly weapon or instrument, except when doing so in the line of duty or as may be permitted by law. This section does not apply to those persons possessing a current and valid state permit allowing them to carry a concealed weapon.

Section 12-31 Discharging firearms.

It is unlawful for any person to discharge a firearm in the town except when doing so in the line of duty, when lawfully doing so in defense of oneself or another person, or of property, or when otherwise authorized by law or ordinance.

Section 12-32 "Riot" defined.

As used in this article, the word "riot" means any use of force or violence or any threat to use force or violence if accompanied by immediate power of execution, by three (3) or more persons acting together and without authority of law.

Section 12-33 "Unlawful assembly" defined.

As used in this article, "unlawful assembly" means whenever three (3) or more persons assemble with intent or with means and preparations to do an unlawful act which would be riot if actually committed, but do not act toward the commission thereof, or whenever such person assemble without authority of law, and in such manner as is likely to disturb the public peace, or excite public alarm.

Section 12-34 Riot and unlawful assembly prohibited.

Any person, who participates, incites or encourages others to participate in or incite a riot or unlawful assembly, as defined herein, is guilty of an offense.

Section 12-35 Warning to disperse; remaining after.

Every person remaining present at the place of any riot or unlawful assembly after the same has been lawfully warned to disperse, except public officers and persons assisting them in attempting to disperse the same, is guilty of an offense.

Section 12-36 Disturbing the peace of others; insulting others; disorderly conduct.

It is unlawful for any person to disturb the peace of another or others by violent, unruly, or improper conduct by loud or unusual noises, or by unseemly, obscene, offensive, or abusive language; or to insult another or others by such conduct or language; or to conduct themselves in a disorderly manner.

Section 12-37 Disturbing public assembly.

It is unlawful for any person to disturb any lawful public gathering or assembly by making noise, by rude, or indecent or improper behavior, by profane, improper or loud language, or in any other manner, either within the place of assembly or within hearing distance thereof.

Section 12-38 Displaying insulting signs.

It shall be unlawful for any person to display any sign, emblem, badge, flag or device which in its common acceptance is insulting, profane, or abusive to the citizens of the town and which is calculated, or of which the natural consequence is, to cause a breach of the peace or an assault.

Section 12-39 Literature or language ridiculing deity.

It shall be unlawful for any person to circulate any literature or use any language within the limits of the town that casts profane ridicule on any deity or religion, which in its common acceptance is calculated to cause a breach of the peace or an assault.

Section 12-40 Unlawful intrusion upon lands.

Every person who intrudes or squats upon any lot or piece of land within the limits of the Town of Coyle without license or authority from the owner thereof, or who erects or occupies thereupon any hut, hovel, shanty, or other structure whatever without license or authority; and every person who places, erects or occupies within the bounds of any street, avenue or alley of the town, any hut, hovel, shanty or other structure is guilty of an offense.

Article 4. Offenses Against Persons

Section 12-41 Assault and Battery.

(1) An assault is any willful and unlawful attempt or offer with force or violence to do a physical harm to another.

(2) A battery is any willful and unlawful use of force or violence upon the person of another.

(3) It is unlawful to commit an assault or an assault and battery within the Town of Coyle, any person committing an assault or an assault and battery within the town shall be guilty of an offense.

Section 12-42 When force against another person is not unlawful.

To use or attempt to offer to use force or violence upon or toward the person of another is not unlawful in the following cases:

(1) When necessarily committed by a public officer in the performance of any legal duty, or by any other person assisting him or acting by his direction.

(2) When necessarily committed by any person in arresting one who has committed any felony, and delivering him to a public officer competent to receive him in to custody.

(3) When committed either by the party about to be injured, or by any other person in his aid or defense, in preventing or attempting to prevent an offense against his person, or any trespass or other unlawful interference with real or personal property in his lawful possession; provided the force or violence used is not more than sufficient to prevent such offense.

(4) When committed by a parent or the authorized agent of any parent, or by any guardian, or teacher, in the exercise of a lawful authority to restrain or correct his child, ward, apprentice or scholar, provided such restraint or correction has been rendered necessary by the misconduct of such child, ward, apprentice or scholar, or by his refusal to obey the lawful command of such any parent, or by any guardian, or teacher and the force used in reasonable in manner and moderate in degree.

(5) When committed by a carrier of passengers, or the authorized agents or servants of such carrier, or by any person assisting them at their request, in expelling any passenger who refuses to obey a lawful and reasonable regulation prescribed for the conduct of passengers, if such vehicle has first been stopped and the force and violence used is not more than is sufficient to expel the offending passenger, with a reasonable regard to his personal safety.

Section 12-43 Spreading false rumors.

Any person who shall willfully, knowingly or maliciously repeat or communicate to any person(s), a false rumor or report of a slanderous or harmful nature, or which may be detrimental to the character or standing of such person or persons, whether such person is a private citizen, an officer, or candidate for office, shall be guilty of an offense.

Section 12-44 Intimidating laborers.

Every person who, by use of force, threats or intimidation, prevents or endeavors to prevent any hired foreman, journeyman, apprentice, workman, laborer, or other person employed by another, from continuing or performing his work, or from accepting any new work or employment, or to return any work he has in hand, before it is finished, is guilty of an offense.

Section 12-45 Intimidating employers.

Every person who, by use of force, threats or intimidation, prevents or endeavors to prevent another from employing any person, or to compel another to employ any person, or to force or induce another to alter his mode of carrying on business or to limit or increase the number of his hired foremen, journeyman, apprentices, wages or time of service, is guilty of an offense.

Article 5. Offenses Against Property

Section 12-46 Unlawful Entry.

Every person who enters any building or part of any building, booth, tent, warehouse or other structure or erection with intent to commit any offense therein is guilty of unlawful entry, which is hereby declared to be an offense.

Section 12-47 "Embezzlement" defined; prohibited.

"Embezzlement" is the fraudulent appropriation of property by a person to whom in has been entrusted. Embezzlement is declared to be an offense.

Section 12-48 "Extortion" defined; prohibited.

"Extortion" is the obtaining of property from another, with his or her consent, induced by a wrongful use of force or fear, or under color of law. Extortion is declared to be an offense.

Section 12-49 Defrauding hotels, inns, restaurants, etc.

(1) Any person who shall obtain food, lodging, services or other accommodations at any hotel, inn, restaurant, boarding house, rooming house, motel or auto camp, with intent to defraud the owner or keeper thereof, is guilty of an offense.

(2) Proof that lodging, food or other accommodations were obtained by false pretense or by false or fictitious show or pretense of any baggage or other property, or that he gave a check on which payment was approved, or that he left the hotel, inn, restaurant, boarding house, rooming house, motel or auto camp without payment or offering to pay for such food, lodging or other accommodations, or the he removed or attempted to remove his belongings, or that he registered under a fictitious name, shall be prima facie proof of the intent to defraud mentioned in this section, but this act shall not apply where there has been an agreement in writing for delay in payment.

Section 12-50 Obtaining or attempting to obtain property by trick or deception; false statements or pretenses; etc.

Every person who, with intent to cheat and defraud, shall obtain or attempt to obtain from any person, firm or corporation any money, property, or valuable thing, by means or by use of any trick or deception, or false or fraudulent representation or statement or pretense, or by any other means or instrument, or by any written or printed or engraved instrument or spurious coin shall be guilty of an offense.

Section 12-51 Use of false weights and measures.

In any person, with intent to defraud, uses a false balance, weight or measure, in the weighing or measuring of anything whatever that is purchased, sold, bartered, shipped or delivered, for sale or barter, or that is pledged, or given in payment, he shall be guilty of an offense.

Section 12-52 "Larceny" defined; prohibited.

(1) "Larceny" is the taking of personal property, accomplished by fraud or stealth, and with intent to deprive another thereof.

(2) Larceny is declared to be an offense.

Section 12-53 Larceny of lost property.

One who finds lost property under circumstances which gives him knowledge or means of inquiry as to the true owner, and who appropriates such property to his own use, or to the use of another person who is not entitled thereto, without having first made such effort to find the owner and restore the property to him as the circumstances render reasonable and just, is guilty of larceny.

Section 12-54 Receiving stolen property.

It is unlawful for any person to buy, receive, or bring into the town, any property which he knows or has reason to know, has been stolen.

Section 12-55 Molesting automobiles and other vehicles.

It is unlawful for any person to start, otherwise meddle with, molest, enter, occupy, loiter in, take, or drive away any automobile or other vehicle belonging to another, without the consent of the owner or person in charge thereof.

Section 12-56 Destroying, injuring, or molesting buildings or other property.

It is unlawful for any person to destroy, injure, deface, besmear, or molest any structure, building, outbuilding, fence or any other property, real or personal, public or private, belonging to another, or to use any such property wrongfully to the detriment of the owner or other person entitled to its use; or to interfere wrongfully with the use of any such property by its owner or any other person entitled to its use.

Section 12-57 Throwing or shooting at person or property.

It is unlawful for any person to throw or shoot any stone, shot, or other object into or across any street or alley, or in any place where he or she is likely to hit another person wrongfully or to injure property, or to throw or shoot any stone, shot, or other object at any person, vehicle, structure, electric light, or other property of another (whether public or private), except in case where such is done in defense of oneself, of another person, or of property.

Section 12-58 Tampering with or damaging public utilities, etc.

It is unlawful for any person to connect or attach any kind of pipe, wire, or other contrivance to any pipe, line, wire, or other conductor carrying gas, water or electricity and belonging to a public utility (whether publicly or privately owned), in such a manner as to enable him or her to consume or use the gas, water, or electricity without it passing through the meter or in any other way so as to evade payment therefore. It is also unlawful for any person to damage, molest, tamper with, or destroy any pipe, line, wire, meter other part of any public utility, including telephone systems.

Section 12-59 Injury to streets and alleys.

Any person who maliciously digs up, removes, displaces, breaks, or otherwise injures or destroys any street or alley within the Town of Coyle is guilty of an offense.

Section 12-60 Throwing of lighted substances or debris on streets or public property.

Any person who throws, drops, deposits, or otherwise places:

(1) Any lighted cigarette, cigar, or other flaming or glowing substance, or any substance or thing which may cause a fire; or

(2) Any bottles, tin cans, or other trash, garbage or debris of any kind or character whatsoever, in, upon or within the limits of any street or public property located in the Town of Coyle is guilty of an offense.

Section 12-61 Trespass.

It is unlawful for any person to enter upon the property of another or into an area or structure on such property (whether such property, area or structure is public or private), when such entrance is plainly forbidden by signs or otherwise or when the property, area, or structure is enclosed, except when such entrance is in line of duty, or with the expressed or tacit consent of the owner or person in charge, or otherwise by authority of law or ordinance.

Article 6. Offenses Against Public Justice

Section 12-62 Refusing or failing to assist an officer.

(1) An officer of the town making or about to make an arrest, or executing or about to execute a warrant or other process, in accordance with the ordinances of the town or with state or federal law, or

suppressing or about to suppress a riot or unlawful assembly, may call upon a person or persons to assist him in making such arrest, executing such process or suppressing such riot or unlawful assembly.

(2) It is unlawful for any person lawfully called upon thus to assist an officer to refuse or fail to do so.

Section 12-63 Resisting officers, etc.

It is unlawful for any person knowingly or willfully to resist, oppose, or obstruct the Town Marshall or any other officer or employee of the town in the discharge of his official duties; or, by threats or otherwise, to intimidate or attempt to intimidate such officer or employee from the discharge of his official duties; or to assault or beat, or revile, abuse, be disrespectable to, use abusive or indecent language towards or about, any such officer or employee while such officer or employee is in the discharge of his official duties.

Section 12-64 Rescuing prisoners; assisting to escape; giving weapons, alcoholic beverages, or narcotics.

It is unlawful for any person, in any unlawful manner , to set at liberty, rescue, or attempt to set at liberty or rescue, any prisoner or prisoners, from any officer or employee of the town having legal custody of the same or from any place where he may be confined by the town, or to assist such prisoner in any manner to escape from such prison or custody, or to give such prisoner any weapon or object which might be used as a weapon or instrument to assist him in escape, or to give such prisoner any alcoholic beverage or illegal narcotic.

Section 12-65 Escape of prisoners.

It is unlawful for any person confined in any place of confinement by the town, or working upon the streets or other public places of the town in pursuance of any judgment, or otherwise held in legal custody by authority of the town, to escape or attempt to escape from any such custody or confinement.

Section 12-66 Impersonating an officer or employee.

It is unlawful for any person to impersonate any officer or employee of the town, falsely represent himself to be an officer or employee of the town, or exercise or attempt to exercise any of the duties, functions, or powers of any employee of the town without being duly authorized to do so.

Section 12-67 False representation to an officer.

It is unlawful for any person or any agent or employee thereof, knowingly to make any material misrepresentation to any officer, employee, or agency of the town government in any official application to, or official dealing or negotiation with, such officer or agency; or to commit perjury before any tribunal or officer of the town.

Section 12-68 Removal of barricades, etc.

It is unlawful for any person except by proper authority to remove any barricade or obstruction placed by authority of the town to keep traffic off any pavement, street, curb, sidewalk or other area.

Section 12-69 "Conspiracy"defined; prohibited.

If two or more persons conspire, either:

(1) To commit any offense under this code;
(2) Falsely and maliciously to charge another for any offense under this code or to procure another to be charged or arrested for any offense under this code;
(3) Falsely and maliciously to move or maintain any suit, action or proceeding under this code;
(4) To cheat and defraud any person of any property by means which if executed, would amount to a cheat or to obtaining money or property by false pretense; or
(5) To commit any act injurious to the public health, to public morals, or to trade and commerce, or for the perversion or obstruction of justice or the due administration of the laws, they are guilty of an offense.

Article 7. Administration of Justice

Section 12-70 Off-street parking.

All clubs, groups, schools and churches holding gatherings or events within the Town of Coyle shall provide ample off street parking for their guests and participants. In the alternative, they shall provide sufficient personnel to supervise the parking of the automobiles of their guests and participants

to assure that public streets and private drives are not blocked, or private property is not trespassed upon.

Section 12-71 Complaints; warrants, form of warrant.

(1) Whenever written complaints shall be made to the Town Marshall or Chief of Police of the Town of Coyle, upon oath or affirmation, by person competent to testify against the accused, that an offense has been committed of which said judge has jurisdiction, said judge shall forthwith issue a warrant for the arrest of the offender, which warrant shall be served by the Town Marshall, the Sheriff of the county, or any other constable of the county or any person specifically appointed by the judge for that purpose.

(2) The warrant shall be substantially in the following form:

Town of Coyle)
) ss.
County of Logan)

To the Town Marshall of Coyle or the Sheriff or any Constable of Logan County or to _____;

Complaint upon oath having been this day made before me, _____, by _____, that the offense of _____(designating it generally)_____, has been committed, and accusing _____ thereof, you are therefore commanded forthwith to arrest the above named _____ and bring him or her before me forthwith at (naming the place).

Witness my hand this _____ day of _____, 20__.

_____
Judge or other authorized person

Section 12-72 Hearing of Complaint.

When any person shall be brought before such town Judge, it shall be his duty to hear and determine the complaint alleged against the defendant. The defendant may make the same plea as upon an indictment. His pleas must be oral and entered in the minutes. If the defendant shall plead guilty, the Judge may forthwith pronounce judgment or may summon and hear witnesses to determine the gravity of the offense committed. Upon a plea other than guilty, the Judge must proceed to hear the case unless a postponement is granted under the provisions of the next section. The judgment pronounced must be a fine within the limits provided by this code for the offense committed.

Section 12-73 Postponement of trial; bond.

Upon good cause shown, the town Judge may postpone the trial of the cause to a day certain, in which case he shall require the defendant to enter into bond with sufficient surety conditioned that he will appear at the time and place appointed, then and there to answer the complaint alleged against him.

Section 12-74 Summoning witnesses.

It shall be the duty of such town Judge to summon all persons whose testimony may be deemed material as witnesses at the trial, and to enforce their attendance by attachment if necessary, and when a trial shall be continued by such town Judge, he may verbally notify such witnesses as may be present of the continuance, and direct them to attend before him to testify in the cause set for trial at a date and time certain, and such verbal notice shall be as valid as a summons. Provided that the Judge shall not be required to summon any witness unless it be requested by either the defendant, or the complaining witness or an officer of the town.

Section 12-75 Trial; jury; selection of jury.

The case shall be tried and determined by the judge, without the intervention of a jury, unless the defendant demands a trial by jury; and when a demand shall be so made, the trial shall be by a jury of six (6) citizens of the town, having the qualifications of jurors, who shall be summoned by the Town Marshall, upon a venire issued by the judge. The venire for a jury shall contain twelve (12) names, three (3) by the Town Marshall; the remaining six (6) names shall constitute a jury for the trial of the cause. If there is any challenge for cause, the judge shall try the question in a summary manner, and he may examine the challenged jurors under oath.

Section 12-76 Jury fee.

A juryman shall be entitled to be paid a daily fee and a mileage fee to and from their usual place of residence according to current state law, Okla. Stat. Title 28 §86 or subsequent versions thereof. The current daily rate is $20.00 per day.

Section 12-77 Judge to determine law; no instructions.

In all cases, the Judge shall determine all questions of law as they arise on the introduction of evidence during the trial, but in no case shall he instruct the jury upon questions of law or fact.

Section 12-78 Jury after trial.

After hearing the proofs and allegations, the jury may decide in court, or may retire for consideration. If they do not immediately agree, an officer must be sworn to the following effect:

> You do swear that you will keep this jury together in some quiet and convenient place; that you will not permit any person to speak to them, nor speak to them yourself, unless by order of the court, or to ask them whether they have agreed upon a verdict, and that you will return them into court when they have so agreed, or when ordered by the court.

Section 12-79 Verdict; jury to fix punishment unless they cannot agree.

The verdict of the jury must, in all cases, be general. When the jury have agreed on their verdict, they must deliver it publicly to the court, which must enter or cause it to be entered in the docket. If the verdict be guilty, then the jury shall fix the punishment within the limits of that provided for the offense charged; except if they cannot agree upon the punishment, they may leave it to the court to decide.

Section 12-80 Verdict when several defendants.

When several defendants are tried together, if the jury cannot agree upon a verdict as to all, they may render a verdict as to those in regard to whom they do agree, on which a judgment must be entered accordingly, and the case as to the rest may be tried by another jury.

Section 12-81 Jury discharged: when.

The jury cannot be discharged after the cause is submitted to them until they have agreed upon and rendered their verdict, unless for good cause the court sooner discharges them.

Section 12-82 New trial.

If the jury is discharged, as provided in the last section, the court may proceed again to trial, in the same manner as upon the first trial, and so on until a verdict is rendered.

Section 12-83 Judgment on conviction by jury.

When the defendant is convicted, either by the court or jury, the court shall render judgment thereon and order that the fine be paid.

Section 12-84 Fine and imprisonment.

A judgment that the defendant pay a fine may also direct that he be imprisoned until the fine is satisfied, in the proportion of one (1) day's imprisonment for every twenty-five ($25.00) of fine or the current rate as provided by Title 11 O.S. 27-122.

Section 12-85 Authority to contract with county sheriff.

If there shall be no town jail at Coyle, the Board of Trustees is authorized to make proper arrangements with the County Sheriff for incarceration of town prisoners in the Logan County Jail.

Section 12-86 Proceedings on acquittal.

When the defendant is acquitted, either by the court or by the jury, he must be immediately discharged; and if the court certify in the minutes that the prosecution was malicious or without probable cause, it may order the person having made the complaint to pay the costs of the action, or to give satisfactory security, by a written undertaking, with one or more sureties, to pay the same within thirty (30) days after the trial.

Section 12-87 Discharge on acquittal.

If judgment of acquittal is given, and the defendant is not detained for any other legal cause, he must be discharged as soon as the judgment is given.

Section 12-88 Bail.

The defendant, at any time after his arrest and before conviction, shall be admitted to bail, by giving an undertaking with sufficient surety or by posting cash in an amount to be fixed by the judge, for his appearance before the judge to answer the complaint.

Section 12-89 Stay bond.

Upon conviction or plea of guilty, the defendant may stay the collection of the fine by giving good and sufficient bond, with two or more sureties to be approved by the judge, conditioned that the defendant will pay the fine and costs within thirty (30) days from the date of the judgment.

Section 12-90 Appeal.

An appeal from any final judgment of the Police Court of the Town of Coyle may be had in the manner as by law provided for appeals of criminal cases.

Article 8. Penalty.

Section 12-91 Penalty.

Any person, firm or corporation who shall violate any ordinance provision of this chapter shall be guilty of an offense and shall be fined, upon conviction thereof, in any sum not to exceed one hundred dollars ($100.00). Each day's continuation, or fraction thereof, of any such violation shall be deemed a separate offense.

Chapter 13 - PARKS AND RECREATION

Section 13-1 **(Reserved for future use.)**

Chapter 14 - PLANNING AND ZONING

Article 1. Town Planning Commission

Section 14-1 Town planning commission; created for this town; membership.

A Town Planning Commission is hereby created for this Town, effective when all the appointive members have been appointed as herein provided. It shall consist of five (5) appointive members, all of whom shall be electors of the Town, and the President of the Board of Trustees and Town Engineer, if there be one, as ex officio members. The five appointive members shall be nominated by the President of the Board of Trustees and appointed by the Board of Trustees, and shall serve for terms of three (3) years, the terms to end on the first Monday of May. Of the original members, one shall serve until the first Monday in May the next year after appointment; two shall serve until the first Monday in May a year later; and two shall serve until the first Monday in May two years later. Vacancies shall be filled for the unexpired terms. The member shall serve without compensation. The Board of Trustees may remove members of the Town Planning Commission for cause.

Section 14-2 Operative date of commission.

The provisions of this chapter relating to Town planning and zoning will not become operative until the Board of Trustees appoints the members of the Town Planning Commission, however long that may be.

Section 14-3 Town Planning Commission; organization, meetings, officers, and employees.

The Town Planning Commission shall elect a chairman, a vice-chairman and a secretary, who shall serve until the first Monday of the next May after their election. The commission shall determine the time and place of its regular meetings and the chairman may call special meetings of the commission. The commission may employ such persons as is necessary subject to the approval of the Board of Trustees. Such employees' salaries or compensation are to be approved by the Board of Trustees and paid of the of Town treasury.

Section 14-4 Town Planning Commission; powers and duties.

The Town Planning Commission shall have all the powers and duties prescribed for it by Tit. 11 O.S. 43-101 to 43-115 and all other powers and duties now or hereafter prescribed for it by any other provision of state law.

Article 2. Zoning

Section 14-5 Town Planning Commission to have power of a zoning commission.

The Town planning Commission hereto fore created by Sec. 14-1 of this code, is hereby appointed the zoning commission of the Town; and the Town Planning Commission shall have the powers of the zoning commission as provided by the laws of the State of Oklahoma. Whether exercising the powers of a planning commission or the powers of a zoning commission, it shall be legally one board known as the Town Planning Commission.

Section 14-6 Powers and duties when acting as zoning commission.

Exercising the powers of a zoning commission, the Town Planning Commission shall recommend the boundaries of the various zones and appropriate zoning regulations to be enforced therein. It shall have all the powers conferred by Title 11 O.S. §43-101 through §43-115.

Section 14-7 Board of Adjustment; membership.

A Board of Adjustment is hereby created for this Town and shall consist of five (5) members appointed for terms of three (3) years by the Board of Trustees on nomination by the President of the Board of Trustees. The term shall end on the first Monday in May. Of the original members, one shall serve until the first Monday in May the next year after appointment; two shall serve until the first Monday in May a year later; and two shall serve until the first Monday in May two years later. Vacancies shall be filled for the unexpired terms. The member shall serve without compensation.

Section 14-8 Board of Adjustment; organization, meetings, etc.

The Board of Adjustment shall elect a chairman, a vice-chairman and a clerk, who shall serve until the first Monday of the next May after their election. The Board shall determine the time and place of its regular meetings and the chairman may call special meetings of the commission. All meetings shall be open to the public. The Board shall keep minutes of its proceedings, showing the vote of each member upon each question, or, if absent or failing to vote, indicating such fact; and shall keep records of its actions, all of which shall be public records.

Section 14-9 Board of Adjustment; powers.

The Board of Adjustment of this town shall have all of the powers prescribed for such boards by Title 11 O.S. §43-101 through §43-115.

Section 14-10 Board of Adjustment; appeals to.

Appeals may be taken from the action of any administrative officer to the Board of Adjustment by any person aggrieved or by any officer, department or agency of the Town affected by any decision of the administrative officer, as provided by law.

Section 14-11 Board of Adjustment; appeals from.

Appeals from any action, decision, ruling, judgment or order of the Board of Adjustment may be taken to the District court by any person, officer, department or agency of the Town affected thereby in the manner provided by law.

Section 14-12 Grandfather Clause.

The Town Planning Commission recognizes the necessity of establishing a Grandfather Clause for certain annexed property, this is to protect the use of such property when annexed.

This ordinance permits the operator of a business or land owner and their heirs to be exempt from any restrictions on use of the business or property.

Section 14-13 Zoning and Planning Definitions

AGRICULTURAL (AA) – Creates and preserves areas intended primarily for agricultural purposes and permits residential development.

SINGLE FAMILY RESIDENTIAL (R-1) – Provides for urban scale single-family residential development.

NEIGHBORHOOD BUSINESS DISTRICT (NBD) – Promotes a mix of commercial, office, and residential uses which serve the day-to-day needs of its residents and residents of surrounding neighborhoods.

Chapter 15 - STREETS, SIDEWALKS AND OTHER PUBLIC AREAS

Article 1. Use and Obstruction

Section 15-1 Trees and shrubbery to be trimmed.

The owner of any premises abutting on any street shall trim all trees and shrubbery growing in the parking, between the sidewalks and the roadway, of any such street, and all trees and shrubbery growing on any part of the premises adjacent to the sidewalks or any street or alley, in such manner that the boughs or limbs thereof shall not obstruct free and convenient passage and travel along the streets, sidewalks, and alleys. When such premises are occupied by some person other than the owner, such occupant shall trim the trees and shrubbery in the same manner as hereinbefore required of the owner. Such trees and shrubbery shall be trimmed so that the lowest branched or foliage shall not be lower than ten (13) feet above the roadway of a street or alley, nor lower than eight (8) feet above the sidewalk.

Section 15-2 Unlawful to injure trees and shrubbery.

It is unlawful for any person to injure any tree or shrubbery in a street or alley; provided that this shall not prohibit the lawful and proper care and removal of such trees and shrubbery.

Section 15-3 Unlawful to obstruct sidewalks and streets unduly.

It is unlawful for any person, firm or corporation, to use or obstruct sidewalks in any manner so as to interfere unduly with pedestrian traffic thereon, or to use or obstruct streets and alleys in any manner so as to interfere unduly with lawful traffic and parking thereon.

Section 15-4 Unlawful to deposit trash, etc., upon street or sidewalks.

It is unlawful for any person, firm or corporation, to deposit, throw or sweep into or upon streets, alleys, parking areas or sidewalks any paper, rubbish, grass, weeds, tree trimmings, dirt, trash, crates, boxes or other refuse of any kind.

Section 15-5 Street, etc., not to be obstructed so as to interfere with drainage.

It is unlawful for any person, firm or corporation, to obstruct any street, sidewalk, or alley by placing any approach driveway or other obstruction or substance whatever that will obstruct or prevent the natural flow of water into the storm sewers or drains, or dam the same so as to back any water upon the streets, alleys, sidewalks, or gutters.

Section 15-6 Business use of street and sidewalks prohibited.

It is unlawful for any person, firm or corporation, to construct, erect, place, operate, maintain, or permit to exist any ice box, gasoline pump, gasoline storage reservoir, tire rack, tire tools or equipment, water hose connection, or mercantile business, or any tools, stand, equipment, sign, advertising mechanism, merchandise, or appurtenances thereof, aerials, poles or wires therefore, whether permanent or temporary, or any other obstruction, upon any part of any street, alley, parkway, sidewalk, curbing or parking area within the town.

Section 15-7 Water, mud, etc., from vehicle not to drain onto street.

No automobile or other vehicle shall be washed at any place where the water, dirt, mud, or other substances removed therefrom by or during the washing thereof, shall drain into or upon any street or sidewalk.

Section 15-8 Water, etc., from gas stations and other businesses.

It is unlawful for any owner or operator of a gas station or other place of business, or any agent or employee thereof, to cause or allow water, grease or other fluid to flow or drain into, upon, over or across any sidewalk, parking area, street, alley, or other public way.

Section 15-9 Owner or occupant not to permit sidewalk or adjacent area to become hazardous.

It is unlawful for the owner or occupant of property abutting upon a sidewalk of adjacent area to permit the property to become a hazard to persons using the sidewalk or adjacent area.

Section 15-10 Definitions.

As used in this article, the following words and phrases shall have the meanings ascribed to them in this section:

ALLEY: A minor right of way dedicated to public use, which gives a secondary means of vehicular access to the back or side of properties otherwise abutting a street, and which may be used for public utility purposes and not intended for general traffic.

COMMERCIAL DRIVEWAY: Any driveway other than a residential driveway.

CURB CUT: That portion of the curb which may be removed to allow access to private property by use of a driveway.

CURB RETURN: That portion of a curb which leaves the established curb line and extends toward the private property line for the purpose of defining and establishing the width of a driveway.

DRIVEWAY: That portion of the public right of way which is normally used for ingress to and egress from private property abutting a street, alley, easement or other public way.

DRIVEWAY CONTRACTOR: Any person, firm or corporation who has been hired, retained or employed by a private property owner to perform work upon the driveway of the private property owner.

EASEMENT: A grant by a property owner to the public of the use of a strip of land for specific purposes. When one of those purposes is occasional vehicular traffic, then for purposes of this article the term easement or alley shall be synonymous and interchangeable.

GUTTER: A strip of roadway surfacing adjacent to the curb, separate from the remainder of the roadway pavement and not more than three (3) feet in width.

INTERSECTING STREET: Any alley which joins another alley or street at an angle, whether or not it crosses the other.

PROPERTY OWNER: Any person owning property and listed as the owner on tax records or on the deed for the property or any authorized agent thereof.

PUBLIC WAY: Any easement, alley, street, street intersection, or alley intersection.

RESIDENTIAL DRIVEWAY: A driveway which serves property the primary use of which is for residential purposes whether it is single-family, or multiple-family use.

SIDEWALK: That portion of any street, alley, easement or public way improved and intended for use for pedestrian circulation.

STREET: Any public or private right of way which affords the primary means of access to abutting property.

STREET WORKS CONTRACTOR: Any person, firm, or corporation duly licensed and authorized to perform work upon the streets, roadways and alleys within the Town of Coyle.

UTILITY CUT: An excavation within any street, alley or public way for the installation or maintenance of public utilities, whether such utilities are publicly or privately owned or used.

Section 15-11 Permits and fees.

(1) It is unlawful for any person to cut, alter, mutilate, bore under, or change in any manner, any paved or travelled portion of any street, alley or easement or any curb, gutter, catch basin, or any other appurtenance of any street or alley or any sidewalk in the town or in any way change any existing right of way without first obtaining a permit from the Town of Coyle.

(2) No person shall receive a permit from the Town of Coyle without having paid to the Town Clerk a fee of fifteen ($15.00) dollars together with any fees hereinafter required for the particular work involved.

(3) Whenever, it is necessary to cut or remove any pavement, walk, drive or curb and gutter, bore or excavate any roadway for any purposes of utility cuts, a separate permit shall be required for each cut made, provided that more than one cut may be covered by a single permit if located on a single connection installation of new pipe or conduit. Replacement fees on utility cuts shall be calculated separately for each permit on basis of actual cost of replacement and added to the base fee of fifteen ($15.00) per permit.

(4) Additional permit fees shall be paid to the town for construction of walks and driveways by the authorized persons performing the work at the time the base permit is issued, and shall be as follows:

a) Thirty ($0.30) cents for each linear foot of walk and/or curb and gutter.

b) Thirty ($30.00) dollars for each driveway.

(5) No permits shall be issued to any contractor who shall fail, neglect, or refuse to correct defective work.

(6) The provisions of this section pertaining to payment of fees shall not apply to employees or a duly organized special assessment district or to employees of franchises.

Section 15-12 Closing of streets and restricting traffic.

When sidewalks, curbing, guttering, draining, paving, or other street or alley improvements are in course of construction in any street or alley or any public place or highway in the town, the Town of Coyle shall have authority to close such street, alley or other public place against traffic or travel of every character, pedestrian included, for such time as the town shall deem necessary for the proper protection of the public and security of the improvements. In such event, traffic may be entirely restricted or limited to definite classes. The portion of such street, alley or other public place to be closed shall be barricaded at the limits in such manner as to indicate to the public that the same is closed, and place cards or signs shall be erected at each limit stating such street or alley is closed. The erection of such barricades and signs, shall be deemed sufficient notice to the public.

Section 15-13 Danger signals.

Any person doing any construction or excavating upon or adjacent to any street, alley, sidewalk or public ground in the town shall maintain substantial guard rails and barriers around such work or excavation in such a manner as to protect pedestrians, animals and vehicles. Such persons shall display

and maintain lights with red globes, red lights or lighted signal flares from sundown to sunup during the time such work, excavation or obstruction exists. Such lights, or flares shall be of a type approved by the Town of Coyle and shall be placed on or sufficiently near such place in a number and manner sufficient to warn the traveling public from any direction, and if such obstruction is more than ten (10) feet long, one of such danger signals shall be placed at each end and additional ones spaced along such obstruction not more than twenty (20) feet apart.

Section 15-14 Driving on closed streets; removal of barricades.

It is unlawful for any person to remove or destroy any barricades or signs erected as provided in this chapter, or to walk, drive vehicles upon or otherwise travel any street, alley or other public place closed as provided in this chapter except as is necessary for the proper construction of improvements thereon.

Section 15-15 Placement of materials: Obstruction of traffic.

No materials or equipment shall be placed on any sidewalk or roadway unless specifically authorized on the permit issued pursuant to the provisions of this article, except in that part of the width of such sidewalk or roadway which must be blocked in any case by the work underway, or that part of the width of the roadway which might normally be occupied by standing vehicles. All operations shall be so handled as to provide minimum hazard to the public and minimum obstruction to traffic. All rubbish, equipment, and unused materials and supplies shall be removed by the contractor before his work is opened to traffic.

Section 15-16 Replacement of utility cuts.

In those instances when existing pavements, walks, drive, curb or gutters within any public way are hereinafter cut or removed by any contractor, or any trench or excavation of any kind shall be made in any public way, for the installation, removal, alteration or repair of pipes, wires, conduits or other facilities, such shall be replaced according to town specifications by the contractor.

Section 15-17 Landscaping.

Nothing in this article shall be construed to prohibit landscaping and/or planting of trees, grass and shrubs in those portions of the public ways not immediately required for purposes of public travel, whether by employees of the town or by the owners of the abutting property; provided, that such work will not interfere with utilities that may be installed in the street or with sight distance at intersections of public ways.

Section 15-18 Required Acts for contractors.

It is unlawful for any person to cut, alter, mutilate, or charge in any manner for any purpose any paved or traveled portion of any street or alley, or any curb, gutter, or any other appurtenances of any street or alley or any sidewalk in the town or in any way change any existing right of way without having obtained a permit as required by this chapter and having met the requirements for a Street Works Contract or Driveway Contractor as required by this chapter.

Section 15-19 Insurance as prerequisite.

No person shall be licensed as a street works contractor or a driveway contractor unless he has deposited with the town an approved policy of insurance, insuring the Town of Coyle against any claim or action for public liability or property damage arising out of any act, omission, or negligence on the part of the contractor to the extent of one hundred thousand ($100,000.00) dollars for any one individual or three hundred thousand ($300,000.00) dollars for any group of individuals. The policy shall agree to defend the town in such action filed against it, and to pay any judgment rendered against it within the above limits.

Section 15-20 Bond as prerequisite.

No person shall be licensed as a street works contractor unless he has posted a bond in the amount of ten thousand ($10,000.00) dollars with the town clerk who has been approved by the Board of Trustees. The bond shall be written by a bonding company licensed to do business in the state and conditioned that the person or his surety, will be in the state and will remove any driveway, curb, guttering, surfacing, sidewalk, or other improvement constructed by him in any public way, not executed in accordance with the specifications of the town to the extent of ten thousand ($10,000.00) dollars within any one (1) year, provided however, that the provisions of this section shall not apply to driveway contractors.

Section 15-21 Exemption.

The provisions of this article shall not apply to authorized employees or agents of the town or a special assessment district.

Section 15-22 Design standards.

(1) Cutting of curbs, paving, walks, and drives. No curb shall be removed or omitted for a driveway entrance except at such grades as shall be designated by the Town of Coyle and in accordance with the following provisions.

a) When any curb or curb and gutter section is removed and is not to be replaced with a similar section, the same shall be replaced without unreasonable delay, by a complete driveway section. The slab shall be held on the same grade to conform to all provisions as would be required if a complete driveway section was being constructed.

b) When removing a curb or gutter for any purpose that has been constructed as a unit separate from the street surfacing, both curb and gutter shall be removed. When the limit of the section or contraction joint, the curb and gutter shall be removed and replaced to the joint.

c) All such cuts shall be sawed with an approved concrete saw to a depth of not less than one and one-half (1 ½) inches.

d) Utility cuts. Prior to the removal of pavement for the installation or repair of sub surfaces utilities, all sides of the proposed cut shall be sawed with an approved concrete saw to a depth of not less than one and one-half (1 ½) inches. Where it is necessary to cut paving for emergency repairs, paving may be removed without sawing, provided any damaged sections of paving are removed prior to making the repairs. After excavators and backfilling have been completed, if it is further necessary to remove additional paving, the sawing process shall be repeated, cover the outer edges of the paving to be replaced.

e) Sidewalk cuts. Where a sidewalk is to be removed and replaced, a whole section of the sidewalk at the point involved shall be removed unless the cut is made with a concrete saw.

Section 15-23 Violations; penalties.

Any violation of any of the provisions of this chapter shall be deemed a misdemeanor, and upon conviction shall be punishable by a fine of not more than one hundred ($100.00) dollars plus costs. Each day that a violation is permitted to exist shall constitute a separate offense.

Chapter 16 - PRIVATE PROPERTY

Section 16-1 Mobile Homes

AN ORDINANCE ESTABLISHING AND PROVIDING MINIMUM ACCEPTABLE STANDARDS, REQUIREMENTS, AND REGULATIONS FOR THE PLANNED, USE, DEVELOPMENT, AND MAINTENANCE OF MOBILE HOMES WITHIN THE CORPORATE LIMITS OF THE TOWN OF COYLE, TO INCLUDE BOTH FREE STANDING MOBILE HOMES AND THOSE LOCATED IN MOBILE HOME PARKS; PROVIDING FOR REPEALER AND SEVERABILITY; AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF COYLE, STATE OF OKLAHOMA:

Section 1. General Provisions

a. Upon compliance with the provisions as set forth herein a mobile home park will be allowed within the MHP district.

b. The purpose and intent of this Article is to establish and provide minimum acceptable standards, requirements, and regulations for the planned use, development, and maintenance of mobile homes within the corporate limits of the Town of Coyle, to include both free standing mobile homes and those located in mobile home parks, in the interest of the health, safety, and general welfare. The standards, requirements, and regulations as herein provided are intended to secure safety from fire, panic and other damages to public health and safety.

c. Applicability: Except as hereinafter provided, no mobile home shall be used or maintained, and no mobile home park or mobile home site shall be used, maintained or developed except in conformance with the standards of this Article.

Section 2. Definitions

The following definitions, unless the context otherwise requires, shall apply.

Developer. Any person engaged in the deve

(2) A north arrow, date, scale, and appropriate legend;

(3) Location and size of all easements, utilities, and right-of-ways existing and proposed;

(4) All public and private streets including Paving type;

(5) Location and size of all existing and proposed structures including mobile home spaces;

(6) Location and size of open space or common areas;

(7) Location and type of landscaping and ground cover;

(8) Location and type of material and in fences and other screening;

(9) Language with signature blocks to indicate the approval of the owners of the land, and the Town Board for recording purposes; and,

(10) A scale drawing of appropriate dimension of a typical mobile home space which shows the location and size of all existing permanent improvements, including pads, off-street parking with surface types, utility connections, and all front, side and rear yard setback distances.

2. The Town of Coyle may require certain alterations, modifications, or amendments of the mobile home park site plan when deemed necessary for the inclusion of easements, right-of-ways and utilities, etc. Improvement bonds may also be required for public utilities on the subject property for fire hydrants, water lines, sewer lines, drainage structures, and other similar projects.

3. The site plan shall be reviewed by the Administrative Staff of the Town of Coyle for compliance with this Act and other relevant provisions of the Town Code. The findings and recommendations of Administrative Staff shall then be reported to the Governing Body.

4. The Town of Coyle shall approve, approve conditionally or return for further study or disapprove the site plan. Approval of the site plan shall be documented by the signatures of the presiding officers of the Town of Coyle, and acceptance by signature of the owner(s) on the certificate located on the original of the site plan. A reproducible copy of the site plan with all required signatures shall be furnished to the Town of Coyle at the applicant's expense.

5. Occupancy permits for the mobile home park will be issued only after inspection by the Town of Coyle and only if the mobile home park has been developed in accordance with the provisions of this Act and the approved site plan.

6. It shall be the responsibility of every person owning a mobile home park to maintain a current register of the names of all mobile home owners within such mobile home park and the date every mobile home was brought within such mobile home park. For reasonable cause, such register shall be available during normal working hours for inspection by the Town.

7. A mobile home shall not be allowed, permitted, or authorized in any street or public right-of-way.

Section 6. Development Standards.

Development of mobile home parks shall be in accordance with the following standards:

a. Dimensional and Site Development Requirements. The minimum lot size for a mobile home park shall be 90,000 contiguous square feet. Open space, streets and drainage of the mobile home park shall meet the requirements stated below.

1. No less than ten percent nor more than one acre of a mobile home park exclusive of easements, right-of-ways, setbacks, or shelters, shall be required to be designated, preserved and set apart for common facilities, open space and recreation. Where possible this open space or recreation area should be consolidated to provide a meaningful recreation area.

2. A convenient circulation system for vehicular movement shall be provided within a mobile home park by means of minor streets and properly located collector streets.

   Private streets and drives:

   (i) May provide parallel parking on one side provided an additional eight feet of width is hard surfaced.

   (ii) May be one-way only when less than 500 feet long, serving less than 25 mobile home spaces, and a minimum of 16 feet wide; and

   (iii) Dead-end streets shall have a cul-de-sac with a diameter of no less than 80 feet.

3. The drainage system of all lots shall be designed in accordance with all relevant provisions of the Town Code to minimize the possibilities of soil erosion, sedimentation, and increased runoff, which might cause flooding of downstream properties. Adequate easements shall be provided to protect drainage ways from encroachment, and to protect property from drainage by periodic flooding. Excavation of topographic area having a grade of more than 10 percent shall be prohibited unless it is determined that adequate provisions to control erosion that may result from such excavation are guaranteed. Alternatives to sodding or seeding may be considered when said alternative method is intended to accomplish the limiting of dust, erosion, and sedimentation of drainage areas.

b. Individual Lot Requirements. Each mobile home space shall satisfy all of the following requirements:

1. It shall have a visible identifying number.

2. It shall provide set backs as set forth in Section 7(2).

3. No mobile home, mobile home addition, storage building, or related structure or appurtenance shall be located, constructed or maintained within any street, dedicated easement, right-of-way or drainage area.

c. Sanitation. A mobile home that does not have a built-in bathroom with water closet, lavatory and shower or tub in working condition shall not be maintained, authorized, permitted nor occupied in a mobile home park.

d. Utilities. Utility service shall be provided in a safe and reliable manner in accordance with the following specifications.

1. All plumbing and electrical systems, connections, installations, fixtures, and equipment shall be installed and maintained in full compliance with those applicable provisions of this section and the Town Code.

2. An adequate supply of safe water of satisfactory quality under sufficient pressure shall be provided to and for all mobile homes and utility buildings. Water connections shall be made to the Town's water distribution system where feasible, and when not feasible, to a water system that is maintained in accordance with the standards, regulations and laws of the state relating thereto. Adequate fire hydrant facilities with the required fire flow shall be specified and approved by the Town of Coyle for each mobile home park.

3. An approved sewer disposal system, being adequate and safe, shall be provided for each mobile home and community structure having plumbing fixtures therein. A sewer connection shall be made to the Town's sanitary sewer where feasible, and where not feasible, to a sewer system that is constructed or maintained in accordance with the standards, regulations and laws of the state relating thereto.

4. The design of the electrical system shall meet the criteria of the utility company furnishing service.

5. All interior private streets, drives and pedestrians walkways within a mobile home park shall be lighted at night with light equivalent to 60 watts at intervals of 200 feet.

6. Methods and facilities for the collection, storage, handling, and disposal of garbage and refuse shall be provided for as determined and in accordance with the Town Code.

e. Community Fuel Supply and Storage. The installation, use, and storage of gas shall be in accordance with the following requirements:

1. A gas piping system, if installed, and maintained in accordance with all pertinent provisions of this section, the Town's fire prevention code, and the laws of the State relating to plumbing, so as to provide a supply of gas sufficient to meet the maximum demand without undue loss of pressure at the connection point to the mobile home furthest from the source of supply. All gas piping shall be installed by a licensed contractor only.

2. The gas supply shall be connected in the proper manner, insuring that the piping is properly purged and free from leaks, and that all appliances are suitable for the supply.

3. Before a mobile home is moved, adequate arrangements shall be made to assure that all gas connections are properly disconnected.

4. If liquefied petroleum gas is to be used, its installation and storage shall be in strict compliance with all applicable provisions of the Town Fire Prevention Code, the Statutes of the State, and the following provisions:

(i) Any filling plant may be located in a mobile home park: provided the entire operation of the filling plant including storage container, shall not be located within 50 feet from a mobile home or building, or the line of adjoining property, and shall not be with 25 feet from any public street or thoroughfare; provided further, the same shall be enclosed by industrial type fencing six feet in height, or an equivalent enclosure kept securely locked when unattended.

(ii) Containers at the mobile home may be filled at each located by a tank truck. When containers are accumulated at the tank truck for charging, the charging shall not be done *within* 25 feet of any public street or thoroughfare. No vapor or liquid shall be vented to the atmosphere during the filling operation, and all filling or charging shall only be performed by a qualified person.

f. Service, Administrative, and Other Buildings. Buildings maintained and intended for uses other than a dwelling shall meet the following requirements.

1. One mobile home may be used as an administrative office. Other administrative offices and service buildings for housing sanitation, laundry, or other facilities shall be of permanent structure, complying with all pertinent provisions of the Town Code relating to construction and maintenance, for the use of all park residents.

2. All service buildings shall be adequately lighted at all times, well- ventilated with screen openings, and constructed of such moisture proof material, including painted wood work to permit repeated cleaning and washing, and shall be provided with space heating equipment adequate to maintain 68 degrees Fahrenheit temperature at outside design conditions.

3. All service buildings and grounds of a mobile home park shall be maintained in a clean and sightly condition, free from any condition that will menace the health of any mobile home park resident therein, or otherwise constitute a nuisance.

g. Fire Protection. No tow car or mobile home shall be parked, placed, or allowed to remain at any time on a public or private street, or pedestrian walkway within a mobile home park. Fire hydrants located no greater than 600 feet apart as measured by street travel requiring the inspection and approval of the fire chief, and water mains, both of adequate size and number, shall be provided for the protection of the mobile home park.

h. Tie Downs. It shall be the responsibility of the owner or occupant of any mobile home to cause such mobile home to be anchored and tied down securely in accordance with the following minimal standards within a period of no longer than 30 days after moving a mobile home into a mobile home park.

1. A mobile home of 50 feet or less in length shall be provided two frame ties, each to be as close to each end of said home as possible.

2. A mobile home of greater than 50 feet but less than or equal to 70 feet in length shall be provided with two frame ties, each to be as close to each end as possible, and two frame ties at the center of said home.

3. A mobile home greater than 70 feet in length shall be provided with two frame ties each as close to the end of said home as possible, and four frame ties spaced along the center of said home.

4. Double wide mobile homes need not be provided with over-the-home ties. Frame ties shall be provided with at least four (4) required for double wide mobile homes less than 50 feet in length; at least six (6) required for double wide mobile homes greater than 50 feet but less than or equal to 70 feet in length; and at least eight (8) required for mobile homes greater than 70 feet in length.

5. Tie down anchors shall be securely installed in soil providing a stable foundation to withstand a minimum pull of 3,750 pounds for each ten feet of a mobile home.

6. All ties and connectors shall be of a type approved by the United States Department of Housing and Urban Development (HUD) for mobile home anchoring.

7. All piers shall be of standard concrete block construction, 8 x 16 inches, spaced at no more than ten foot intervals and no further than five feet.from the ends of a mobile home. Piers shall rest on solid concrete blocks or pads of concrete measuring no less than 8 x 16 x 4 inches forming a base 16 inches square. For leveling purposes, wood blocking no less than the nominal dimensions of 8 x 16 inches with a maximum thickness of 4 inches can be used.

i. Skirting. It shall be the responsibility of the owner or occupant of any mobile home, within a period of no longer than 30 days after moving such mobile home into a mobile home park, to cause such mobile home to be totally skirted of metal or other non-degradable solid material. The skirting shall be secured to the mobile home and to the ground in a manner that will prevent the intrusion of animals and will reduce the hazards of strong winds under said home.

Section 7. Mobile Home Site Requirements.

a. GENERAL PROVISIONS: The following general provisions shall apply to free standing mobile homes.

1. Every person desiring to create, establish, expand, develop, or construct a mobile home site shall submit a site plan which includes the following:

(a) A legal description of the property.

(b) A scaled drawing of appropriate dimensions which includes the following:

(1) Written legal description of the site including the size of the site in square feet or in acres.

(2) Location of the site on the property.

(3) Location and size of existing and other proposed structures on the property.

(4) Location and size of all easements, utilities, and right-of-ways, existing and proposed.

(5) A north arrow, date, scale, and appropriate legend.

2. Each mobile home site shall satisfy all of the following requirements:

(a) The mobile home shall not be within 140 feet from Main Street in the blocks East of Iowa Street and West of Cimarron Street.

(b) The mobile home shall be not less than 20 feet from any other mobile home or permanent building, including any structural additions thereto.

(c) The mobile home shall be not less than the setback distance of 20 feet from the front yard line, and 20 feet for the rear and any exterior property line, easement, or right-of-way, and 10 feet from the side yard lines.

(d) Connections to utilities shall adhere to the provisions contained in Section 6(d).

(e) The site shall be arranged so that it abuts on a driveway or street of at least 16 feet in width, giving access directly from a public street. All driveways and roads shall be graded so as to have natural drainage and shall be well lighted at night and unobstructed.

(f) It shall have a visible identifying number.

3. Each mobile home shall satisfy all of the following requirements:

(a) A picture of the mobile home shall be provided to the Town Board

(b) Exterior. Any mobile home shall be well maintained and free of rust, dents, and exposed insulation; shall not have missing siding or cracked and/or missing windows.

(c) Sanitation. A mobile home that does not have a built-in bathroom with water closet, lavatory and shower or tub in working condition shall not be maintained, authorized, permitted nor occupied in the Town of Coyle.

(d) Utilities. Utility service shall be provided in a safe and reliable manner in accordance with the following specifications.

1. All plumbing and electrical systems, connections, installations, fixtures, and equipment shall be installed and maintained in full compliance with those applicable provisions of this section and the Town Code.
2. An adequate supply of safe water of satisfactory quality under sufficient pressure shall be provided to and for all mobile homes and utility buildings. Water connections shall be made to the Town's water distribution system where feasible, and when not feasible, to a water system that is maintained in accordance with the standards, regulations and laws of the state relating thereto. Adequate fire hydrant facilities with the required fire flow shall be specified and approved by the Town of Coyle.
3. An approved sewer disposal system, being adequate and safe, shall be provided for each mobile home and community structure having plumbing fixtures therein. A sewer connection shall be made to the Town's sanitary sewer where feasible, and where not feasible, to a sewersystem that is constructed or maintained in accordance with the standards, regulations and laws of the state relating thereto.
4. The design of the electrical system shall meet the criteria of the utility company furnishing service.
5. Methods and facilities for the collection, storage, handling, and disposal of garbage and refuse shall be provided for as determined and in accordance with the Town Code.

(e) Before a mobile home is moved, adequate arrangements shall be made to assure that all gas connections are properly disconnected

(f) Tie Downs. It shall be the responsibility of the owner or occupant of any mobile home to cause such mobile home to be anchored and tied down securely in accordance with the following minimal standards within a period of no longer than 30 days after moving a mobile home into the Town of Coyle.

1. A mobile home of 50 feet or less in length shall be provided two over-the-home ties, each to be as close to each end of said home as possible with the straps at the stud and rafter points.
2. A mobile home of greater than 50 feet but less than or equal to 70 feet in length shall be provided with two over-the-home ties, each to be as close to each end of said home as possible, and two frame ties at the center of said home.
3. A mobile home greater than 70 feet in length shall be provided with two over-the-home ties, each as close to the end of said home as possible, and four frame ties spaced along the center of said home.

4. Double wide mobile homes need not be provided with over-the-home ties. Frame ties shall be provided with at least four (4) required for double wide mobile homes less than 50 feet in length; at least six (6) required for double wide mobile homes greater than 50 feet but less than or equal to 70 feet in length; and at least eight (8) required for mobile homes greater than 70 feet in length.
5. Tie down anchors shall be securely installed in soil providing a stable foundation to withstand a minimum pull of 3,750 pounds for each ten feet of a mobile home.
6. All ties and connectors shall be of a type approved by the United States Department of Housing and Urban Development (HUD) for mobile home anchoring.

7. All piers shall be of standard concrete block construction, 8 x 16 inches, spaced at no more than ten foot intervals and no further than five feet from the ends of a mobile home. Piers shall rest on solid concrete blocks or pads of concrete measuring no less than 8 x 16 x 4 inches forming a base 16 inches square. For leveling purposes, wood blocking no less than the nominal dimensions of 8 x 16 inches with a maximum thickness of 4 inches can be used.

(g) Skirting. It shall be the responsibility of the owner or occupant of any mobile home, within a period of no longer than 30 days after moving such mobile home into the Town of Coyle, to cause such mobile home to be totally skirted of metal or other non-degradable solid material. The skirting shall be secured to the mobile home and to the ground in a manner that will prevent the intrusion of animals and will reduce the hazards of strong winds under said home.

(h) All grounds of a mobile home shall be maintained in a clean and sightly condition, free from any condition that will menace the health of any resident, or otherwise constitute a nuisance.

Section 8 Attendant.

(a) In every mobile home park there shall be a building in which shall be located the office of the person in charge of the park. A copy of the Town license issued by the Town of Coyle, together with a copy of this article pertaining thereto, and a plan of the area involved, shall be posted for public view. The register shall be kept at all times in said office and subject to inspection by Town authorities at all times.

(b) It is hereby made the duty of the attendant or person in charge and licensee, of said park to:

1. Keep a register at all times of all guests showing
   (a) Name of the person owning the mobile home;
   (b) A license number together with the name of car license number together with the name of the state where such license was issued;
   (c) date of entrance into the park;
   (d) number of people residing in the mobile home and their names.
2. Maintain the park in a clean, orderly and sanitary condition at all times
3. Assure that the provisions of this article are complied with by the occupants of the park and report promptly to Town authorities violations of this or other ordinances.

Section 9 Codes Applicable

(a) All plumbing, electrical, building, and other work on any park licensed under this article shall be performed in accordance with the ordinances of the Town of Coyle regulating the same unless said ordinances are specifically made inapplicable under the terms thereof or under the terms of this article; only a person who is properly licensed may connect and disconnect water, gas and sewage facilities to mobile homes located in any park operated under the provisions of this article.

(b) Sewer connection inspection fees for mobile home parks shall be those applicable to family dwellings and each site within the park shall be deemed a family living unit. The monthly sewer service charge for mobile home parks shall be that applicable to multi-family dwellings.

Section 10. Ordinances Applicable.

All ordinances enacted by the Town of Coyle pertaining to traffic, and vehicles, the control of pets and/or animals, shall be fully as effective within the park as though streets and driveways were dedicated to public use, and the consent and agreement of the owner of said park, streets, and highways thereto shall be a condition precedent to the issuance of said license.

Section 11. Relief in the Courts.

No penalty imposed by and pursuant to this chapter shall interfere with the right of the Town also to apply to the proper courts of the state for a mandamus, and injunction, or other appropriate action against such person, firm, or corporation.

Section 12. Violation by Corporate Officers and Agents.

Violation of any of the terms or provision of this ordinance by any individual, corporation or association shall subject the officers and agents actively in charge of the business of such corporation, association, or individual property owner to the penalty herein provided.

Section 13. Penalty.
Any person violating any provision set forth in this ordinance will be given 30 days to comply and may result in loss of occupancy permit and shall be fined $20.00 each day thereafter. Each day that a *violation* of *this ordinance continues shall* be deemed a separate offense.

Section 14. Repealer:

All ordinances in conflict herewith are hereby repealed.

Section 15. Severability:

If any part, article, section, or subsection of this ordinance shall be held invalid or unconstitutional for any reason, such holding shall not be construed to impair or invalidate the remainder of this ordinance, notwithstanding such holding.

Section 16. Emergency:

It being immediately necessary for the preservation of the public peace, health, safety, and welfare of the Town of Coyle and the inhabitants thereof that the provisions of this ordinance be put into full force and effect, an emergency is hereby declared to exist by reason whereof this ordinance shall take effect and be in full force from and after the date of its passage and approval, as provided by law.

a. lopment or planning of a mobile home park.

b. Expansion of a Mobile Home Park. Increasing either the total land area or the total number of mobile homes or mobile home spaces or lots in a park.

c. Free Standing Mobile Home. Any mobile home not located in a mobile home park or mobile home subdivision.

d. Mobile Home. A manufactured, detached structure which is originally designed, constructed, and used for long-term occupancy as a complete single family dwelling, is mounted on a permanent chassis with wheels

attached thereto, and which is transportable in one or more sections at least eight feet in width and 28 feet in length.

e. Mobile Home Park. Land or property that is used or intended to be used or rented for occupancy by mobile homes, including all necessary utilities, streets, and other common amenities.

f. Mobile Home Permit. A permit issued by the Town for construction and/or operation of a mobile home park or a mobile home site.

g. Mobile Home Park Site Plan. A scale drawing which meets the requirements of Section 5 for a Mobile Home Park.

Page 2 Missing

Unless something significant happened with numbering system on page 2 – I think the numbering hierarchy was errored.

END

RESOLUTION # 2012-01

AMENDING ARTICLE I, SECTION 17-1

TOWN OF COYLE ORDINANCES

BE IT RESOLVED, henceforth Article I, Section 17-1 of the Coyle Ordinances shall read as follows:

Sec 17-1 Sewer and Water rates.

The sewer rates at which sewer shall be sold to customers of the sewer systems of the Town of Coyle is as follows:

(a) Residential.....$8.00 per month + schedule

(b) Commercial.....$12.50 per month + schedule

Commercial shall include Schools, Licensed Day Care Centers, Businesses, and any other operation not considered residential.

Effective immediately upon approval.

Passed and Approved by the Board of Trustees of the Town of Coyle this 8th day of March 2012.

Kristie Schroeder

Kristie Schroeder, Mayor

Lorraine McGee

Lorraine McGee, Clerk

The Board of Trustees of the Town of Coyle Public Works held a meeting March 8, 2012 at 7:00 pm in the Community Building.

Mayor called meeting to order at 7:36 pm.
Members Present Schroeder, Carl Long .
Guest present John Schroeder, Stephen Sasser, Sara Yarbrough. Carrie Bass, Warren Long, Mr.& Mrs. David Long, Mr. & Mrs. Chad Maker, James Freudenberger, Kellie Evans & Brittiny. Mr. & Mrs. Grant Cummings, Mr. & Mrs. Rick Long, Mr. Mike Smith. Connie & Debbie Armstrong. Mrs. Hawk, Mr. & Mrs. Justin Long.
Welcome Guests Comments and concern: None
<u>Consent Agenda;</u> Long made motion to accept Consent Agenda. Mayor Seconded. Motion carried.
<u>Sewer and Trash Rates:</u> Mayor explained the rates needed the raise so money could be put aside for emergencies. Rates will be according to water usage. Most will not see a difference. School will see a difference as they use a large amount of water.
Mayor made motion to adjourn 7:47 Pm. Long seconded. Meeting adjourn.

NewsPress

PROOF OF PUBLICATION

STATE OF OKLAHOMA)
) SS.
COUNTY OF PAYNE)

Gracie D. Anderson

of lawful age, being duly sworn and authorized, says that she is the authorized agent of the Stillwater NewsPress, a daily newspaper printed in the City of Stillwater, Payne County, Oklahoma, a newspaper qualified to publish legal notices, advertisements, and publications as provided in Section 106 of Title 25, Oklahoma Statutes 1971, as amended, and complies with all other requirements of the laws of Oklahoma with reference to legal publications.

That said notice, a true copy of which is attached hereto, was published in the regular edition of said newspaper during the period and time of publication and not in a supplement, on the following dates:

July 12, 2012

Gracie D Anderson

Subscribed and sworn to before me this 24th day of July 2012.

Susan B Glasscock

Notary Public
My Commission Expires:5/29/14

No. 02007992

Publication Fee: $22.90
RESOLUTION #2012-01

(Published in the Stillwater NewsPress July 12, 2012. 1t)

RESOLUTION
2012-01
AMENDING ARTICLE 1, SECTION 17-1
TOWN OF COYLE ORDINANCES

BE IT RESOLVED, henceforth Article 1, Section 17-1 of the Coyle Ordinances shall read as follows:

Sec 17-1 Sewer and Water rates.

The sewer rates at which sewer shall be sold to customers of the sewer systems of the Town of Coyle is as follows:

(a) Residential $8.00 per month + schedule

(b) Commercial $12.50 per month + schedule

Commercial shall include Schools, Licensed Day Care Centers, Businesses, and any other operation not considered residential.

Effective immediately upon approval.

Passed and Approved by the Board of Trustees of the Town of Coyle this 8th day of March 2012.

Kristie Schroeder, Mayor
Lorraine McGee,
Clerk

RESOLUTION # 2012-02

AMENDING ARTICLE I, SECTION 17-4

TOWN OF COYLE ORDINANCES

BE IT RESOLVED, henceforth Article I, Section 17-4 of the Coyle Ordinances shall read as follows:

Sec 17-4. Duty of users to pay Water Clerk.

Every water user shall pay the Water Clerk the amount due the Town of Coyle for water by the 10th of each month. Payments shall be first applied to the Light Fee, then the Police Fee, then the Sewer Fee, then the Trash Fee, then the State Trash Fee, and finally to the Water. Failure to pay the amount due in full to the Town shall constitute grounds for termination of water service.

Effective immediately upon approval.

Passed and Approved by the Board of Trustees of the Town of Coyle this 8th day of March 2012.

Kristie Schroeder, Mayor

Lorraine McGee, Clerk

Chapter 17 - PUBLIC UTILITIES

Article 1. Water Systems

Section 17-1 Sewer and Water rates.

The water rate at which water shall be sold to customers of the water system of the Town of Coyle is as follows: $15.00 + fee schedule per month for each water user, exclusive of garbage pick-up, except for the following special monthly rates:

(a) Schools.....$60.00 + schedule.

(b) Churches.....$15.00 + schedule.

(c) Church parsonages.....$15.00 + schedule.

The Sewer rates at which sewer shall be sold to customers of the sewer systems of the Town of Coyle is as follows:

(a) Residential.....$8.00 per month

(b) Commercial.....$20.00 per month

Commercial shall include Schools, Licensed Day Care Centers, Businesses, and any other operation not considered residential.

Section 17-2 Board of Trustees to supervise sewer and water system.

The Board of Trustees shall supervise the sewer and water system now in existence in the Town of Coyle and shall have the powers and duty to do whatever is necessary to manage and maintain it in a suitable manner.

Section 17-3 Sewer and Water Clerk; duties.

There shall be a Sewer & Water clerk appointed by the Board of Trustees, whose duty it shall be to collect for all sewer and water sold by the Town of Coyle. Such Sewer and Water Clerk shall immediately pay all money collected to the Town Treasurer.

Section 17-4 Duty of users to pay Sewer and Water Clerk.

Every water user shall pay the Sewer and Water Clerk the amount due the Town for water before the 10th of each month. Payments shall be first applied to the police fee, then to sewer fee, then to the trash fee, then to the state fee and finally to the water fee. Failure to pay the amount due the Town shall constitute grounds for termination of water service.

Section 17-5 Penalities for tampering or destroying water meters.

The Authority will cause any persons to have tampered or destroyed a City water meter to be issued a $500.00 fine, payable immediately. Water services will be cut-off until such time as all fines are paid. Customers will also be responsible for broken meter bases and lids. Repair and replacement, including labor and materials, will be at a cost not to exceed $200.00.

Persons proved to have tampered or destroyed a meter can also be subject to arrest for theft of utilities.

Section 17-6 Closing out of sewer and water accounts.

The Authority will cause any account that is over 90 days past due to be closed and the deposit used to pay on final bill.

Article 2. Utility Franchises

Section 17-7 Existing utility franchises not repealed by code.

Nothing in this code shall repeal any utility franchise in existence at this time in the Town of Coyle, but all such franchises and ordinances pertaining thereto remain in full force and effect according to the present provisions thereof.

Article 3. Connection and Reconnection

Section 17-8 Connection fees, meter deposits and tapping charges.

There herby is established a Tapping Fee of $175.00 for ¾ inch meter, $225.00 for 1 inch meter and $275.00 for 1.5 inch meter and $325.00 for 2 inch meter to defray the cost of making such connection to the water system of the Authority, which sum shall be paid to the Authority prior to the making of each new connection to the water system. There is hereby established a meter deposit of $100.00 which said sum shall be deposited with the Authority by each customer of the water system of the Authority prior to the making of each new connection thereto and shall be retained by the Authority and shall bear no interest. Said meter deposit less any sum due the Authority from the customer shall be returned to the customer when he ceases to be a customer of the water system of the Authority. The Tapping Fee for water connection shall never be less than the actual cost thereof to the Authority, and in the event said cost is greater than the actual cost thereof to the Authority, and in the event said is greater than the aforesaid Fees, the latter shall be thereby increased.

There hereby is established a Tapping Fee for sewer service of $75.00 to the sewer System Authority, to defray the cost of making each connection to the sewer system, which sum shall be paid prior to making each new connection to the sewer system Authority.

Section 17-9 Rules and Regulations.

(1) Metering. The water system of the Authority will be fully metered. Dual connection consisting of more than one household or business on one water meter will not be permitted.

(2) Billing. No free service will be permitted. The Authority will render statements to customers of its water system monthly. The amount shown thereon shall be due and payable by the customer to the water Authority upon receipt of the statement. A late payment charge of ten (10%) percent of the amount due is hereby established. Said late payment charge shall be added to each

statement payment which is not received by the close of business on the 10th day following billing date.

(3) Disconnection and Reconnection. The Authority will consider all sums due the Authority past due if not paid by the 10th of each month and will be subject to disconnection. Five day notices will no longer be sent. The Authority will only send forty-eight (48) hour notices. In the event of disconnection, reconnection will only be made after payment of the sum of $20.00 Monday thru Friday from 8:00am to 4:00pm and $40.00 after business hours and on weekend to the Authority for each reconnection plus all utility sums previously due and unpaid.

RESOLUTION # 07-2011

AMENDING CHAPTER 18 ARTICLE15, ADD SECTION 18-98

TOWN OF COYLE ORDINANCES

BE IT RESOLVED, henceforth Chapter 18 Article 15, Add Section 18-98 of the Coyle Ordinances shall read as follows:

Section 18-98 Impoundment of a vehicle

A) Any vehicle impounded under the authority granted herein, or any vehicle impounded under the authority granted by the State Statute, shall be stored and held safely until a written order for its release, signed by an authorized officer of the town, has been issued. Such order of release shall be conditional upon the payment of an impoundment fee in the amount of one hundred dollars ($100.00) by the person to whom the release is issued. This impoundment fee shall be independent of any fine(s), costs, or fees which may be assessed from citations issued to any person for violation of traffic or other laws involving the impounded vehicle.

B) There is hereby created a fund, a special account into which all impound fees shall be deposited from which expenditures may be used for enforcement of traffic safety, training, and/or equipment.

Effective immediately upon approval.

Passed and Approved by the Board of Trustees of the Town of Coyle this 14th day of July 2011.

Kristie Schroeder, Mayor

Lorraine McGee, Clerk

RESOLUTION # 06-2011

AMENDING ARTICLE13, SECTION 18-91

TOWN OF COYLE ORDINANCES

BE IT RESOLVED, henceforth Article 13, Section 18-91 of the Coyle Ordinances shall read as follows:

Section 18-91 Parking in streets and alleys not to obstruct traffic

No person shall park a vehicle within a street or alley in such a manner or under such conditions as to leave insufficient space available for the free movement of vehicular traffic, but in no event shall the space be less than ten (10) feet; and no person shall stop, stand, or park a vehicle within a street or alley in such position as to block the driveway entrance to any abutting property.

Effective immediately upon approval.

Passed and Approved by the Board of Trustees of the Town of Coyle this 14th day of July 2011.

Kristie Schroeder, Mayor

Lorraine McGee, Clerk

RESOLUTION #-03-2012

AMENDING ARTICLE 3, SECTION 17-8

TOWN OF COYLE ORDINANCES

BE IT RESOLVED, henceforth Article 3, Section 17-8 of the Coyle Ordinances shall read as follows:

Section 17-8 Connection fees, meter deposits and tapping charges

There here by is established a Tapping Fee of $225.00 for ¾ inch meter, $450.00 for 1 inch meter and $600.00 for 2 inch meter to defray the cost of making such connection to the water systems of the Authority, which sum shall be paid to the Authority prior to the making of each new connection to the water system. There is hereby established a meter deposit of $100.00 which said sum shall be deposited with the Authority by each customer of the water system of the Authority prior to the making of each new connection thereto and shall be retained by the Authority and shall bear no interest. Said meter deposit less any sum due the Authority from the customer shall be returned to the customer when he ceases to be a customer of the water system of the Authority. The Tapping Fee for water connection shall never be less than the actual cost thereof to the Authority, and in the event said cost is greater than the actual cost thereof to the Authority, and in the event said is greater than the aforesaid fees, the latter shall be thereby increased.

Tapping fee for the sewer shall be no less than $150.00, to be paid to the Authority prior to the making of a new connection.

Effective immediately upon approval.

Passed and Approved by the Board of Trustees of the Town of Coyle this 14th day of June 2012.

Kristie Schroeder, Mayor

Lorraine McGee, Clerk

The Board of Trustees of the Town of Coyle Public Works held a meeting June 14, 2012 at 7:00 pm in the Community Building.

Mayor called meeting to order at 7:02 pm
Members Present Schroeder, Carl Long ,Grant Cummings.

Guest present John Schroeder, Kellie Evans ,Rick, Long, Doris Long, Justin Long, Randy Yarbrough, Chad Kindred, Cody Withy, Dillon Downey, Cody Short, Fire Chief Charles Downey,Mr. Franks From Langston, Mr. Mueller from Guthrie, Mr. Woody Reynolds also from Guthrie.
Welcome Guests:Mayor welcome guests.
Consent Agenda; Long made motion to accept Consent Agenda.(consisting of minutes, claims and reports)Mayor Schroeder seconded. Motion carried.
Mr. Franks from Langston gave Proposal to provide water to the Town o Coyle. Mayor thanked Mr. Franks for his time and proposal.
Mr. Mueller from Guthrie gave Proposal to provide water for the Town of Coyle. Council ask questions. Mayor thanked Mr. Mueller for his time and proposal.
School Tapping Fees: Mayor discussed the price for tapping fees. The fees have not been raised since 1980. Mayor made motion to adjust prices. ¾ inch 225.00, 1inch 450.00, 2inch 600.00, Tapping fee 150.00. long seconded. Cummings aye. Motion carried.
Joseph Courtright: Request for vacation July 2012.
Schroeder made motion to approve Joseph's vacation. Cummings seconded. Long aye. Motion carried.
Water: Tabled until DEQ gives consent order.
Mr. Bowmam from DEQ informed the Council the water has always had uranium. This is a natural thing. People would have to drink lots of water for a long period of time to be effected.
New Business{ Mayor thanked Charles Armstrong ,Mike Waltmam, Steve McGee for mowing. Mayor also thanked the Long family for picking up limbs in the Town after the storm. Mr. Armstrong and Mike Waltman each donated 250.00 for the brush hog the Town needed. Mr. Armstrong donated 250.00 for a tree in memory of his sister Glenda Armstrong. The Cummings family donated a evergreen tree in honor of there Children.
Mayor made motion to adjourn at 7:49 pm. Cummings seconded. Long aye. Meeting adjourn.

NewsPress

PROOF OF PUBLICATION

STATE OF OKLAHOMA)
) SS.
COUNTY OF PAYNE)

Gracie D. Anderson

of lawful age, being duly sworn and authorized, says that she is the authorized agent of the Stillwater NewsPress, a daily newspaper printed in the City of Stillwater, Payne County, Oklahoma, a newspaper qualified to publish legal notices, advertisements, and publications as provided in Section 106 of Title 25, Oklahoma Statutes 1971, as amended, and complies with all other requirements of the laws of Oklahoma with reference to legal publications.

That said notice, a true copy of which is attached hereto, was published in the regular edition of said newspaper during the period and time of publication and not in a supplement, on the following dates:

July 12, 2012

Gracie D Anderson

Subscribed and sworn to before me this 24th day of July 2012.

Susan B Glasscock

Notary Public
My Commission Expires:5/29/14

No. 02007992

Publication Fee: $48.20
RESOLUTION #-03-2012

(Published in the Stillwater NewsPress July 12, 2012. 1t)

RESOLUTION #-03-2012
AMENDING ARTICLE 3, SECTION 17-8
TOWN OF COYLE ORDINANCES

BE IT RESOLVED, henceforth Article 3, Section 17-8 of the Coyle Ordinances shall read as follows:

Section 17-8 Connection fees, meter deposits and tapping charges

There here by is established a Tapping Fee of $225.00 for ? inch meter, $450.00 for 1 inch meter and $600.00 for 2 inch meter to defray the cost of making such connection to the water systems of the Authority, which sum shall be paid to the Authority prior to the making of each new connection to the water system. There is hereby established a meter deposit of $100.00 which said sum shall be deposited with the Authority by each customer of the water system of the Authority prior to the making of each new connection thereto and shall be retained by the Authority and shall bear no interest. Said meter deposit less any sum due the Authority from the customer shall be returned to the customer when he ceases to be a customer of the water system of the Authority. The Tapping Fee for water connection shall never be less than the actual cost thereof to the Authority, and in the event said cost is greater than the actual cost thereof to the Authority, and in the event said is greater than the aforesaid fees, the latter shall be thereby increased. Tapping fee for the sewer shall be no less than $150.00, to be paid to the Authority prior to the making of a new connection.

Effective immediately upon approval.

Passed and Approved by the Board of Trustees of the Town of Coyle this 14th day of June 2012.

Kristie Schroeder, Mayor Lorraine McGee, Clerk

RESOLUTION #-03-2012

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Kristie Schroeder, Mayor

Lorraine McGee

Lorraine McGee, Clerk

Chapter 18 - TRAFFIC

Article 1. Words and Phrases Defined

Section 18-1 Definitions of words and phrases.

The following words and phrases, when used in this chapter, shall have the meanings ascribed to them in this section:

(1) Authorized emergency vehicle. Vehicles of a fire department, vehicles driven by a police officer in actual performance of duty, and ambulances.

(2) Bicycle. Every device propelled by human power upon which any person may ride, having two tandem wheels wither of which is more than twenty inches in diameter.

(3) Bus. Every motor vehicle designed for carrying more than ten passengers and used for the transportation of persons; and every motor vehicle, other than a taxicab, designed and used for the transportation of person for compensation.

(4) Controlled access highway. Every highway, street, or roadway in respect to which owners or occupants of abutting lands and other persons have no legal right of access to or from the same except at such points only and in such manner as may be determined by the public authority having jurisdiction over such highway, street, or roadway.

(5) Cross walk. That part of the roadway at an intersection included within the connections of the lateral lines of the sidewalks on opposite sides of the highway measured from the curbs or, in the absence of curbs, from the edges of the traversable roadway. Any position of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by lines or other markings on the surface.

(6) Curb loading zone. A space adjacent to a curb reserved for the exclusive use of vehicles during the loading or unloading of passengers or materials.

(7) Driver. Every person who drives or is in actual physical control of a vehicle.

(8) Freight curb loading zone. A space adjacent to a curb for the exclusive use of vehicles during the loading or unloading of freight or passengers.

(9) Highway or street. The entire width between the boundary lines of every way publicly maintained when any part thereof is open to use of the public for purposes of vehicular travel. The words "highway" and "street" are synonymous herein.

(10) Intersection. The area embraced within the prolongation or connection of the lateral curb lines, or, if none, then the lateral boundary lines of the roadways of two highways which join one another at, or approximately at right angles, or the area within which vehicles travelling upon different highways joining at any other angle may come in conflict.

(11) Laned roadway. A roadway which is divided into two or more clearly marked lanes for vehicular traffic.

(12) Motor vehicle. Every vehicle which is self-propelled.

(13) Motorcycle. Every motor vehicle having a seat or saddle for the use of the rider and designed to travel on not more than three wheels in contact with the ground, but excluding a tractor.

(14) Official time standard. Whenever certain hours are named herein they shall mean standard time or daylight-saving time as may be in current use in the Town.

(15) Official traffic-control devices. All signs, barricades, signals, markings and devices not inconsistent with this chapter placed or erected by authority of a public body or official having jurisdiction, for the purpose of regulation, warning, or guiding traffic.

(16) Park or parking. Means the standing of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading merchandise or passengers.

(17) Passenger curb loading zone. A place adjacent to a curb reserved exclusively for the use of vehicles during the loading or unloading of passengers.

(18) Pedestrian. Any person afoot.

(19) Person. Every natural person, firm, corporation, co-partnership or association.

(20) Police Officer. The Town Marshall or any person deputized by him to assist him, or any other officer, federal, state, county or town, authorized to direct or regulate traffic or to make arrests for violations of traffic regulations or other violations of federal or state law or of this code.

(21) Private roads or driveways. Every way or place in private ownership and used for vehicular travel by the owner and those having express or implied permission from the owner, but not by other persons.

(22) Right-of-way. The privilege of the immediate use of the roadway.

(23) Roadway. That portion of a highway improved, designed, or ordinarily used for vehicular travel, exclusive of the shoulder.

(24) Sidewalk. That portion of a street between the curb lines, or the lateral lines of a roadway, and the adjacent property lines, intended for use of pedestrians.

(25) Stand or standing. Means the halting of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in receiving or discharging passengers.

(26) Stop. When required, means complete cessation from movement.

(27) Stop or stopping. When prohibited, means any halting even momentarily of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or traffic-control sign or signal.

(28) Through highway. Every highway or portion thereof on which vehicle traffic is given preferential right of way, and at the entrances to which vehicular traffic from intersecting highways is required by law to yield right of way to vehicles of such through highway in obedience to either a stop sign or a yield sign, when such signs are erected as provided in this chapter.

(29) Traffic. Pedestrians, vehicles and other conveyances either singly or together while using any highway for purposes of travel.

(30) Traffic control signal. Any device whether manually, electrically or mechanically operated, by which traffic is alternately directed to stop and proceed.

(31) Vehicle. Every device in, upon, or by which any person or property is or may be transported or drawn upon a highway.

Article 2. Traffic Administration and Obedience to Traffic Regulations

Section 18-2 Duty of Town Marshall.

It shall be the duty of the Town Marshall or any authorized member of the police department to enforce the street traffic regulations of the Town and all of the state vehicle laws applicable to street traffic in the Town, to make arrests for traffic violations, to investigate accidents, and to cooperate with other officers of the town, county and state in the administration of the traffic laws and in developing ways and means to improve traffic conditions, and to carry out those duties specially imposed upon said department by this chapter and other traffic ordinances of this Town.

Section 18-3 Emergency and experimental regulations.

(1) The President of the Board of Trustees, subject to any directions which the Board of Trustees may give by motion or resolution is hereby empowered to make regulations necessary to make effective the provisions of the traffic ordinances of the Town and to make and enforce temporary or experimental regulations to cover emergencies or special conditions. No such temporary or experimental regulation shall remain in effect for more than ninety (90) days.

(2) The President of the Board of Trustees may have traffic control devices tested under actual conditions in traffic.

Section 18-4 Required obedience to traffic.

It is an offense against the Town of Coyle for any person to do any act forbidden or failed to perform any act required in this chapter.

Section 18-5 Obedience to police officer.

No person shall willfully fail or refuse to comply with any lawful order or direction of a police officer.

Section 18-6 Persons propelling such carts, riding animals, or driving animal-drawn vehicles to obey traffic regulations.

Every person propelling any push cart or riding an animal upon a roadway, and every person driving any animal-drawn vehicle, shall be subject to the provisions of this chapter applicable to the driver of any vehicle, except those provisions of this chapter, which, by their very nature can have no application.

Section 18-7 Use of coasters, skate boards, roller blades or skates, and similar devices restricted.

No person upon skate boards, or riding in or by means of any coaster, roller blades or skates or similar device, shall go upon any roadway except while crossing a street on a cross walk; and when so

crossing, such person shall be granted all of the rights and shall subject to all of the duties applicable to pedestrians.

Section 18-8 Public officers and employees to obey traffic regulations.

The provisions of this chapter shall apply to the driver of any vehicle owned by or used in the services of the United States Government, any state, county, Town or other governmental unit or agency, as well as to other vehicles; and it shall be unlawful for any said driver to violated any of the provisions of this chapter, except as otherwise permitted in this chapter or by state statute; provided that this chapter shall not apply to the military forces of the United States and organizations of the National Guard when performing any military duty.

Section 18-9 Persons working on streets; exceptions.

Unless specifically made applicable, the provisions of this chapter, except those relating to reckless driving while under the influence of alcohol or drugs, shall not apply to persons, motor vehicles, and other equipment while actually engaged in work upon the surface of a street, or to persons, motor vehicles, and other equipment while actually engaged in construction, maintenance or repair of public utilities; provided that all highway and public utility operations shall be protected by adequate warning signs, signals, devices, or flagmen; but the provisions of this chapter shall apply to such persons and vehicles when travelling to or from such work.

Section 18-10 Maintenance and construction zones.

(1) Town personnel or contractors, while repairing or improving the streets of the Town, and town personnel and utility companies, when installing, improving, or repairing lines or other utility facilities in the streets, are hereby authorized as necessary, subject to control by the President of the Board of Trustees, to close any street or section thereof to traffic during such repair, maintenance, or construction; and in exercising such authority, shall erect or notify the public that said street has been closed to traffic.

(2) When any street has been closed to traffic under the provisions of sub-section (1) and traffic-control devices or barricades have been erected, it shall be unlawful for any person to drive any

vehicle through, under, over, or around such that the provisions of this paragraph shall not apply to persons while engaged in such construction, maintenance, and repair, or to persons entering therein for the protection of lives and property; provided that persons having their places of residence or places of business within such closed area may travel, when possible to do so, through such area at their own risk.

(3) Whenever construction, repair, or maintenance of any street or utility line or facility is being performed under traffic, the Town personnel, contractor, or utility company concerned shall erect, or cause to be erected, traffic-control devices to warn and guide the public; and every person using such street shall obey all signs, signals, markings, flagmen, or other traffic-control devices which are placed to regulate, control, and guide traffic through the construction of maintenance area.

Section 18-11 Authorized emergency vehicles.

(1) The driver of an authorized emergency vehicle, when responding to an emergency call or when in the pursuit of an actual suspected violator of the law or ordinance or when responding to but not upon returning from fire alarms, may exercise the privileges set forth in this section, but subject to the conditions herein stated.

(2) The driver of an authorized emergency vehicle may:

(a) Park or stand, irrespective of the provision of this chapter;

(b) proceed past a red or stop signal or sign, but only after slowing down as may be necessary for safe operation;

(c) exceed the maximum speed limits so long as he does not endanger life or property;

(d) disregard regulations governing direction of movement or turning in specific directions.

(3) The exemptions herein granted to an authorized emergency vehicle shall apply only when the driver of any said vehicle is making use of audible and visual signals as required by law, except that an authorized emergency vehicle operated as a police vehicle need not be equipped with or display a red light visible from in front of the vehicle.

(4) The foregoing provisions shall not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons, nor shall such provisions protect the driver from the consequences of his or her reckless disregard for the safety of others.

Section 18-12 Operation of vehicles on approach of an authorized emergency vehicle.

(1) Upon the immediate approach of an authorized emergency vehicle making use of audible and visual signals meeting the requirements of the laws of this state, or of a police vehicle properly and lawfully making use of an audible signal only, the driver of every other vehicle shall yield the right of way and shall immediately drive to a position parallel to, and as a close as possible to, the right-hand edge or curb of the roadway clear of any intersection, and shall stop and remain in such position until the authorized emergency vehicle has passed, except when otherwise directed by a police officer.

(2) This section shall not operate to relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons using the highway.

Section 18-13 Report of accident.

The driver of a vehicle which is in any manner involved in an accident resulting in bodily injury to or death of any person or in which it is apparent that damage to one vehicle or other property is in excess of $250.00 shall, as soon as practicable, report such accident to the Town Marshall or other police officer.

Article 3. Certain Vehicles Prohibited, Equipment, Etc.

Section 18-14 Vehicles injurious to streets.

No vehicle or object which injures or is likely to injure the surface of a street, shall be driven or moved on any street.

Section 18-15 Obstructive and dangerous vehicles.

No person shall drive any vehicle in such condition, so constructed, or so loaded, as to cause delay or be likely to cause delay in traffic, or as to constitute a hazard to persons or property, except by permit issued by the Town Marshall and in accordance with the terms of such permit.

Section 18-16 Equipment.

Every vehicle operated upon the streets of the Town of Coyle shall be equipped as required by the laws of the State of Oklahoma; in the manner required by the laws of the State of Oklahoma, or to use it in a manner prohibited by the laws of the State of Oklahoma. It shall also be unlawful to operate a vehicle which has thereon equipment prohibited by the laws of the State of Oklahoma upon a street in the Town of Coyle.

Section 18-17 Utility Vehicles or All-Terrain Vehicle

Utility vehicles or all-terrain vehicles whether powered by electricity or internal combustion engine, must be of a side-by-side design with a steering wheel. Vehicles designed to be straddled are not allowed. Can only operate on municipal streets with a posted speed limit of 35 mph or less. Vehicle to operate at 20 mph or less, during the hours of day light only. Exempt during parades or times of emergency. Will not limit any one using such vehicle in farming, provided they operate consistent with state law and must be a licensed driver.

Section 18-18 Mufflers, cut-outs, etc.

It shall be unlawful to operate a motor vehicle on a street in the Town of Coyle that is not equipped with a muffler in good working order and in constant operation so as to prevent excessive or unusual noise and annoying smoke, and no person shall use a muffler cut-out, bypass or similar device upon a motor vehicle operated in the Town of Coyle. No person shall modify the exhaust system of a motor vehicle used in the Town of Coyle in any manner which will amplify or increase the noise or sound emitted by the muffler originally installed on the vehicle.

Section 18-19 Width, height, length, weight, and load.

No person shall drive or convey through any street of the Town of Coyle, any vehicle the width, height, length, weight or load of which exceeds that authorized by the laws of the State of Oklahoma except in accordance with a permit issued by authority of the State of Oklahoma.

Article 4. Traffic Control Devices

Section 18-20 Authority to install traffic-control devices.

The President of the Board of Trustees, subject to any directions which the Board of Trustees may give by motion or resolution, shall have placed and maintained traffic-control signs, signals, and devices when and as required under the traffic ordinances of this Town to make effective the provisions of said ordinances, and may have placed and maintained such additional traffic-control devices, signs and signals as he may deem necessary to regulate traffic under the traffic ordinances of this Town or under the state law or to guide or warn traffic.

Section 18-21 Manual and specifications for traffic-control devices.

All traffic-control signs, signals, and devices shall conform to the manual and specifications approved the state highway department. All signs and signals required hereunder for a particular purpose shall so far as practicable be uniform as to type and location throughout the Town. All traffic-control devices so erected and not inconsistent with the provision of state law or this chapter shall be official traffic-control devices.

Section 18-22 Obedience to official traffic-control device.

The driver of any vehicle shall obey the instruction of any official traffic-control device thereto placed in accordance with the provisions of this chapter or law, unless otherwise directed by a police officer, subject to the exceptions granted the driver of an authorized emergency vehicle in this chapter.

Section 18-23 When traffic signs or control devices required shall be for enforcement purposes.

No provision of this chapter for which signs are required shall be enforced against an alleged violator if at the time and place of the alleged violation an official sign or other traffic-control device is not in proper position and sufficiently legible to been by an ordinary observant person. Whenever a particular section does not state that signs are required, such section shall be effective even though no signs are erected or in place.

Section 18-24 Display of unauthorized signs, signals or markings.

(1) No person shall place, maintain, or display upon or in view of any highway, an unauthorized sign, signal, marking or device which purports to be or is an imitation of or resembles an official traffic-control device or signal, or which attempts to direct the movement of traffic, or which projects any flashing or revolving beams of lights, or which hides from view or interferes with the effectiveness of any official traffic-control device or any signal.

(2) This section shall not be deemed to prohibit the erection upon private property adjacent to highways of signs giving useful directional information and of a type that cannot be mistaken for official signs.

(3) Every such prohibited sign, signal, marking or device is hereby declared to be a public nuisance; and the authority having jurisdiction over the highway is empowered to remove the same or cause it to be removed without notice.

Section 18-25 Interference with official traffic-control devices.

No person shall, without lawful authority, attempt to or in fact alter, deface, injure, knock down, or remove any official traffic-control device or signal or any inscription, shield, or insignia thereon, or any other part thereof.

Section 18-26 Drive on right side of roadway; exceptions.

(1) Upon all roadways of sufficient width, a vehicle shall be driven upon the right half of the roadway except as follows:

(a) When overtaking and passing another vehicle proceeding in the same direction under the rules governing such movement.

(b) When the right half of the roadway is closed to traffic while under construction or repair.

(c) Upon a roadway designated and signposted for one-way traffic.

(2) Upon all roadways, any vehicle proceeding at less than the normal speed of traffic at the time and place under the conditions then existing shall be driven in the right hand lane then available for traffic, or as close as practicable to the right-hand curb or edge of the roadway, except when

overtaking and passing another vehicle proceeding in the same direction or when preparing for a left turn at an intersection or into a private road or driveway.

Section 18-27 Passing vehicles proceeding in opposite directions.

Drivers of vehicles proceeding in opposite directions shall pass each other to the right; and upon roadways having width for not more than one line of traffic in each direction, each driver shall give to the other at least one-half of the main travelled portion of the roadway as nearly as possible.

Section 18-28 Overtaking a vehicle on the left.

The following rules shall govern the overtaking and passing of vehicles proceeding in the same direction, subject to those limitations, exceptions, and special rules hereinafter stated:

(1) The driver of a vehicle overtaking another vehicle proceeding in the same direction shall pass to the left thereof at a safe distance and shall not again drive to the right side of the roadway until safely clear of the overtaken vehicle.

(2) Except when overtaking and passing on the right is permitted, the driver of an overtaken vehicle shall give way to the right in favor of the overtaking vehicle on audible signal, and shall not increase the speed of his vehicle until completely passed by the overtaking vehicle.

Section 18-29 When overtaking on the right is permitted.

(1) The driver of a vehicle may overtake and pass upon the right of another vehicle only under the following conditions:

(a) When the vehicle overtaken is making or about to make a left turn.

(b) Upon a street or highway with unobstructed pavement not occupied by parked vehicles of sufficient width for two or more lines of moving vehicles in each direction.

(c) Upon a one-way street or upon any roadway on which traffic is restricted to one direction of movement, where the roadway is free from obstructions and of sufficient width for two or more lines of moving vehicles.

(2) The driver of a vehicle may overtake and pass another vehicle upon the right only under conditions permitting such movement in safety. In no event shall such movement be made by driving off the pavement or main-traveled portion of the roadway.

Section 18-30 Limitations on overtaking on the left.

No vehicle shall be driven to the left side of the center of the roadway in overtaking and passing another vehicle proceeding in the same direction unless such left side is clearly visible and is free of oncoming traffic for a sufficient distance ahead to permit such overtaking and passing to be completely made without interfering with the safe operation of any vehicle approaching from the opposite direction or any vehicle overtaken. In every event, the overtaking vehicle must return to the right hand side of the roadway before coming within 100 feet of any vehicle approaching from the opposite direction.

Section 18-31 Further limitations on driving to left of center of roadway.

(1) No vehicle shall at any time be driven to the left side of the roadway under the following conditions:

(a) When approaching the crest of a grade or upon a curve in the highway where the driver's view is obstructed within such distance as to create hazard in the event another vehicle might approach from the opposite direction.

(b) When approaching within 100 feet of or traversing any intersection.

(2) The foregoing limitations shall not apply upon a one-way roadway.

Section 18-32 No passing zones.

(1) The Oklahoma Department of Highways as regards to state and federal highways, and the President of the Board of Trustees as regards all other streets, are hereby authorized to determine those portions of a highway where overtaking and passing or driving to the left of the roadway would be

especially hazardous, and shall by appropriate signs or markings on the roadway have the beginning and end of such zones indicated; and when such signs or markings are in place and clearly visible to an ordinarily observant person, every driver of a vehicle shall obey the directions thereof.

(2) Where signs or markings are in place to define no-passing zone as set forth in subsection (1), no driver shall at any time drive to the left side of the roadway within such no-passing zone or on the left side of any pavement striping designed to mark such no-passing zone throughout its length.

Section 18-33 Following too closely.

The driver of a motor vehicle shall not follow another vehicle more closely than is reasonable and prudent, having due regard for the speed of such vehicles and the traffic upon and the condition of the street or highway.

Article 6. Speed Regulations

Section 18-34 Basic rule and maximum limits.

(1) Any person driving a vehicle on a street or highway shall drive the same at a careful and prudent speed not greater than nor less than is reasonable and proper, having due regard to the traffic, surface and width of the highway, and any other condition then existing; and no person shall drive any vehicle upon a street or highway at a speed greater than will permit him to bring it to a stop within the assured clear distance ahead.

(2) Except when a special hazard exists that requires lower speed for compliance with subsection (1) of this section, the limits specified in this chapter or established hereinafter authorized shall be maximum lawful speeds, and no person shall drive a vehicle on a highway at a speed in excess of such maximum limits, as follows:

(a) Fifteen (15) miles per hour on any street adjacent to any school between 7:30 a.m. and 8:30 a.m. and 2:30 and 3:30 p.m. on days when school is in session, except as otherwise required by state authority.

(b) Twenty-five (25) miles per hour on other streets and on streets adjacent to schools at other times than that specified immediately above, excepting there from any state-maintained highway.

Article 7. Reckless Driving While Under the Influence of Alcohol or Drugs; Driver's License

Section 18-35 Reckless driving.

Any person who drives any vehicle in a careless or wanton manner without regard for the safety of persons or property is guilty of reckless driving, and upon conviction thereof, shall be punished as provided in this chapter.

Section 18-36 Persons under the influence of intoxicating liquor.

It is unlawful and punishable as provided in this chapter, for any person who is under the influence of intoxicating liquor to drive, operate, or be in actual physical control of any motor vehicle within the Town of Coyle.

Section 18-37 Persons under the influence of drugs.

It is unlawful and punishable as provided in this chapter for any person who is a habitual user of or under the influence of any narcotic drug, barbiturate, amphetamine, marijuana, or who is under the influence of any other drug to a degree, which renders him incapable of safely driving a motor vehicle to drive, operate or be in actual physical control of a motor vehicle within the Town of Coyle. The fact that any person charged with a violation of this section is or has been lawfully authorized to use such narcotic, barbiturate, amphetamine, marijuana, or other drug shall not constitute a defense against any charge of violating this section.

Section 18-38 Driver's license required.

It is unlawful for any person who does not have a driver's license as required by state law for operation of a motor vehicle upon the state highways, to operate a motor vehicle within the Town of Coyle.

Section 18-39 Unlawful to operate vehicle without state vehicle license.

It is unlawful to operate any vehicle of any kind upon a street of the Town without a state vehicle license as may be required by law or to fail to display to the state vehicle license as may be required by law.

Section 18-40 Not to permit persons without license to drive motor vehicle.

It is unlawful for any person to authorize or knowingly permit a motor vehicle owned by him, or under his control, to be driven upon any street in the Town of Coyle by any person who is not authorized or licensed to drive a motor vehicle under the laws of the State of Oklahoma, or under the laws of the state of the driver's residence.

Article 8. Turning Movements; Signals on Turning and Stopping

Section 18-41 Required position and method of turning at intersections.

The driver of a vehicle intending to turn at an intersection shall do so as follows:

(1) Right turns. Both the approach for a right turn and a right turn shall be made as close as practicable to the right-hand curb or edge of the roadway.

(2) Left turns. At an intersection, an approach for a left turn shall be in that portion of the right half of the roadway nearest the center line thereof and by passing to the right of such center line where it enters the intersection; and after entering the intersection, the left turn shall be made so as to leave the intersection to the right of the center line of the roadway being entered. Whenever practicable, the left turn shall be made in that portion of the intersection to the left of the center of the intersection.

Section 18-42 Authority to place restricted turn signals.

The President of the Board of Trustees, subject to any directions which the Board of Trustees may gave by motion or resolution, is hereby authorized to determine those intersection at which drivers of vehicles shall not make a right, left or U turn, and shall have placed proper signs at such intersections. The making of such turns may be prohibited between certain hours of any day and permitted at other hours; in which event the same shall be plainly indicated on the signs, or they may be removed when such turns are permitted.

Section 18-43 Obedience to no-turn signs.

Whenever authorized signs are erected indicating that no right or left or U turn is permitted, no driver of a vehicle shall disobey the directions of such sign.

Section 18-44 Driving on private property.

No person shall use private property, driveways, parking lots, or other areas open to the general public as a public thoroughfare or highway, except in the manner as expressly authorized by the owner thereof.

Section 18-45 Limitations on turning around.

(1) The driver of any vehicle shall not turn such vehicle so as to proceed in the opposite direction upon any street in the town except at an intersection; and furthermore, it is unlawful for the driver of a vehicle to make such a turn at any intersection…

a. Where traffic-control signals are installed;
b. Where a police officer is directing traffic except at the latter's direction, or
c. Where an official no U turn sign has been placed and is maintained.
d. When otherwise permitted, a U turn may be made only when it can be made in safety and without interfering with other traffic.

Section 18-46 Turning movements and required signals.

(1) No person shall turn a vehicle at an intersection unless the vehicle is in proper position upon the roadway as required by ordinance, or turn a vehicle to enter a private road or driveway, or otherwise turn a vehicle from a direct course or move right or left upon a roadway unless and until such movement can be made with reasonable safety. No person shall so turn any vehicle without

giving an appropriate signal in the manner hereinafter provided in the event any other traffic may be affected by such movement.

(2) A signal of intention to turn right or left when required shall be given continuously during not less than the last 100 feet traveled by the vehicle before turning.

(3) No person shall stop or suddenly decrease the speed of a vehicle without first giving an appropriate signal in the manner provided herein to the driver of any vehicle immediately to the rear when there is opportunity to give such signal.

Section 18-47 Signals by hand and arm or signal light.

(1) Any stop or turn signal when required herein shall be given either by means of the hand or by signal lamps, except as otherwise provided in subsection (2).

(2) Any motor vehicle in use on a street in the Town of Coyle shall be equipped with, and a required signal shall be given by, signal lamps when the distance from the center of the top of the steering post to the left outside limit of the body, cab, or load of such other vehicle exceeds 24 inches, or when the distance from the center of the top of the steering post to the rear limit of the body or load thereof exceeds 14 feet. The later measurement shall apply to any single vehicle, and also to any combination of vehicles.

Section 18-48 Method of giving hand and arm signals.

All signals herein require given by hand and arm shall be given from the left side of the vehicle in the following manner, and such signals shall indicate as follows:

(1) Left turn – Hand and arm extended horizontally.

(2) Right turn – Hand and arm extended upward.

(3) Stop or decrease speed – Hand and arm extended downward.

Article 9. Right of Way; Stop and Yield Intersections

Section 18-49 Vehicle approaching or entering intersection.

State highway #33 is designated as a through highway and every driver of a vehicle approaching it at any intersection with any street within the Town of Coyle shall stop before entering or crossing the said highway and shall yield the right of way to any vehicle close enough to constitute an immediate hazard. This section shall apply even in the event that no stop signs or other traffic control devices shall be in effect or erected.

Section 18-53 Stop signs and yield signs.

(1) Every stop sign shall bear the word "Stop" in letters not less than 8 inches in height. Every yield sign shall bear the word "Yield" in letters not less than 7 inches in height. Every stop sign and every yield sign shall at nighttime be rendered luminous by internal illumination, or by a floodlight projected on the face of the sign, or by efficient reflecting elements in the face of the sign.

(2) Every stop sign and every yield sign shall be erected as near as practicable to the nearest line or the cross walk on the near side of the intersection or, if there is no cross walk, then as near as practicable to the nearest line of the intersecting roadway.

Section 18-54 Vehicle entering stop intersection.

(1) Except when directed to proceed by a police officer or traffic-control signal, every driver of a vehicle approaching a stop intersection indicated by a stop sign shall stop before entering the cross walk on the near side of the intersection, or, in the event there is not cross walk, shall stop at a clearly marked stop line, but, if none, there at the point nearest the intersecting roadway where the driver has a view of approaching traffic on the intersecting roadway before entering the intersection.

(2) Such driver, after having stopped, shall yield the right of way to any vehicle which has entered the intersection from another street or highway or which is approaching so closely on said street or highway as to constitute an immediate hazard; but said driver having so yielded may proceed, and the drivers of all other vehicles approaching the intersection shall yield the right of way to the vehicle so proceeding.

Section 18-55 Vehicle entering yield intersection.

The driver of any vehicle other than one in official business shall not follow any fire apparatus traveling in response to a fire alarm closer than 500 feet or drive into or park such vehicle within the block where fire apparatus has stopped in answer to a fire alarm.

Section 18-59 Crossing fire hose.

No vehicle shall be driven over unprotected hose of any fire department when laid down on any street or private driveway to be used at any fire or alarm of fire, without the consent of the fire department official in command.

Section 18-60 Driving through funeral or other procession.

No driver of a vehicle shall drive between the vehicles comprising a funeral or other authorized procession while they are in motion and when such vehicles are conspicuously designated. This provision shall not apply to intersections where traffic is controlled by traffic-control signals or police officers.

Section 18-61 Drivers in a procession.

Each driver in a funeral or other procession shall drive as near to the right hand edge of the roadway as practicable and shall follow the vehicle ahead as close as is possible and safe.

Section 18-62 Vehicle shall not be driven on a sidewalk.

The driver of a vehicle shall not drive upon a sidewalk or within any sidewalk area except as a permanent or temporary driveway.

Section 18-63 Starting parked vehicle.

No person shall start a vehicle which is stopped, standing, or parked unless and until such movement can be made with reasonable safety.

Section 18-64 Limitations on backing.

The driver of a vehicle shall not back the same unless such movement can be made with reasonable safety and without interfering with other traffic.

Section 18-65 Opening and closing vehicle doors.

No person shall open the door of a motor vehicle on the side available to moving traffic unless and until it is reasonably safe to do so, nor shall any person leave a door open on the side of a motor vehicle available to moving traffic for a period of time longer than necessary to load or unload passengers.

Section 18-66 Riding on motorcycles, etc.

A person operating a motorcycle, motor scooter, or a motor bicycle shall ride only upon the permanent and regular seat attached thereto, and such operator shall not carry any other person nor shall any other person ride on the vehicle unless it is designated to carry more than one person, in which event a passenger may ride only upon the permanent and regular seat if designed for two persons, or upon another seat firmly attached to the rear or side of the operator.

Section 18-67 Obstruction to driver's view or driving mechanism.

(1) No person shall drive a vehicle when it is loaded, or when there are in the front seat such a number of persons as to obstruct the view of the driver to the front or sides of the vehicle or as to interfere with the driver's control over the driving mechanism of the vehicle.

(2) No passenger in a vehicle shall ride is such position as to interfere with the driver's view ahead or to the sides or to interfere with his control over the driving mechanism of the vehicle.

Section 18-68 Clinging to vehicles.

No person riding upon any bicycle, coaster, roller skates, roller blades, skateboard, sled, or toy vehicle shall attach the same or himself to any vehicle upon a roadway.

Section 18-69 Boarding or alighting from vehicles.

No person shall board or alight from any vehicle while such vehicle is in motion.

Section 18-70 Unlawful riding.

No person shall ride on any vehicle upon any portion thereof not designed or intended for the use of passengers. This provision shall not apply to any employee engaged in the necessary discharge of a duty, or to persons riding within truck bodies in space intended for merchandise.

Section 18-71 Dangerous objects in streets or highways.

It is unlawful for any person to place, or cause to be placed, or let fall and remain, in or upon any street or highway any scrap iron, nail, tack, glass, stick, or other thing which is likely to injure persons or damage property, or to render a street or highway unsafe for traffic.

Section 18-72 Removal of injurious material.

Any person who drops or permits to be dropped or thrown, upon any street or highway, any destructive or injurious material shall immediately remove the same or cause it to be removed.

Section 18-73 Not to throw objects at vehicles or persons.

No person shall throw any substance or thing at a vehicle or at any occupant thereof, nor shall any person throw any substance at a person on or adjoining a highway.

Article 11. Pedestrian's Rights and Duties

Section 18-74 Pedestrians; right of way in cross walk.

(1) When traffic-control signals are not in place or not in operation, the driver of a vehicle shall yield the right of way, slowing down or stopping if need be to so yield, to a pedestrian crossing the roadway within a cross walk when the pedestrian is upon the half of the roadway upon which the vehicle is traveling, or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger.

(2) No pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible for the driver to yield.

(3) Whenever any vehicle is stopped at a marked cross walk or at any unmarked cross walk at an intersection to permit to cross the roadway, the driver of any other vehicle approaching from the rear shall not overtake and pass such stopped vehicle.

Section 18-75 Crossing at other than a cross walk.

Every pedestrian crossing a street or highway at any point other than within a marked cross walk or within an unmarked cross walk at an intersection shall yield the right of way to all vehicles upon the roadway.

Section 18-76 Pedestrians walking along street or highway.

(1) Where sidewalks are provided, it shall be unlawful for any pedestrian to walk along and upon an adjacent street or highway.

(2) Where sidewalks are not provided, any pedestrian walking along and upon a street or highway shall when practicable, walk only on the left side of the roadway or its shoulder facing traffic which may approach from the opposite direction, and shall yield to approaching vehicles.

Section 18-77 Pedestrians soliciting rides or business.

No person shall stand in a street or highway for the purpose soliciting a ride, donation, employment, or business from the occupant or any vehicle.

Section 18-78 Drivers to exercise due care.

Notwithstanding the foregoing provisions of this article, every driver of a vehicle shall exercise due care to avoid colliding with any pedestrian upon any roadway, and shall give warning by sounding the horn if necessary, and shall exercise proper caution upon observing any child or any confused or incapacitated person upon a roadway.

Article 12. Bicycles

Section 18-79 Effect of regulations.

(1) It is an offense for any person to do any act forbidden or fail to perform any act required in this article.

(2) The parent of any child and the guardian of any ward shall not authorize or knowingly permit any such child or ward to violate any of the provisions of this article.

(3) These regulations applicable to bicycles shall apply whenever a bicycle is operated upon any street or highway, subject to those exceptions stated herein.

Section 18-80 Traffic laws apply to person riding bicycles.

Every person riding a bicycle upon a roadway shall be granted all the rights and shall be subject to all of the duties applicable to the driver of a vehicle by the laws of this state declaring rules of the road applicable to vehicles or by the traffic ordinances of this Town applicable to the driver of a vehicle, except as to special regulations in this article and except as to those provisions of laws and ordinances which by their nature can have no application.

Section 18-81 Obedience to traffic-control devices.

(1) Any person operating a bicycle shall obey the instructions of official traffic-control signs, signals, and other control devices applicable to vehicles, unless otherwise directed by a police officer.

(2) Whenever authorized signs are erected indicating that no right or left or U turn is permitted, no person operating a bicycle shall disobey the direction of any such sign, except where such person dismounts from the bicycle to make any such turn, in which event such person shall then obey the regulation applicable to pedestrians.

Section 18-82 Riding on bicycles.

(1) A person propelling a bicycle shall not ride other than astride a permanent and regular seat attached thereto.

(2) No bicycle shall be used to carry more persons at one time than the number for which it is designed and equipped.

Section 18-83 Riding on roadways.

(1) Every person operating a bicycle upon a roadway shall ride as near to the right side of the roadway as practicable, exercising due care when passing a standing vehicle or one proceeding in the same direction.

(2) Persons riding bicycles upon a roadway shall not ride more than two abreast except on paths or parts of roadways set aside for the exclusive use of bicycles.

Section 18-84 Speed.

No person shall operate a bicycle at a speed greater than is reasonable and prudent under the conditions existing.

Section 18-85 Emerging from alley or driveway.

The operator of a bicycle emerging from an alley, driveway, or building shall, upon approaching a sidewalk or the sidewalk area extending across any alleyway, yield the right of way to all pedestrians approaching on said sidewalk or sidewalk area, and upon entering the roadway shall yield the right of way to all vehicles approaching on said roadway.

Section 18-86 Carrying articles.

No person operating a bicycle shall carry any package, bundle or article which prevents the rider from keeping at least one hand upon the handle bars.

Section 18-87 Parking.

No person shall park a bicycle upon a street other than upon the roadway against the curb or upon the sidewalk in a rack to support the bicycle or against a building or at the curb, in such manner as to afford the least obstruction to pedestrians.

Section 18-88 Lamps and other equipment on bicycles.

(1) Every bicycle in use at nighttime shall be equipped with a lamp on the front which shall emit a white light visible from a distance of a least 500 feet to the front and with a red reflector on the rear of a type which shall be visible from all distances from 50 feet to 300 feet to the rear when directly in front of lawful upper beams of headlamps on a motor vehicle. A lamp emitting a red light visible from a distance of 500 feet to the rear may be used in addition to the red reflector.

(2) Every bicycle shall be equipped with a brake which will enable the operator to make the braked wheel skid on dry, level, clean pavement.

Section 18-89 Penalties.

Every person convicted of a violation of any provision of this article shall be punished by a fine of not more than seventy-five ($75.00) dollars or by impounding of such person's bicycle for a period not to exceed ten (10) days or by combination thereof.

Article 13. Stopping, Standing and Parking

Section 18-90 Stopping, standing or parking prohibited in designated places.

No person shall stop, stand or park a vehicle, except when necessary to avoid conflict with other traffic or in compliance with law or ordinance or the directions of a police officer or traffic-control device, in any of the following places:

(1) On a sidewalk.

(2) In front of a public or private driveway.

(3) Within an intersection.

(4) On a cross walk.

(5) Within 20 feet of a cross walk at an intersection.

(6) Within 10 feet upon the approach to any flashing beacon, stop sign, or traffic-control device located at the side of a roadway.

(7) Alongside, or opposite any street excavation or obstruction when stopping, standing, or parking would obstruct traffic.

(8) On the roadway side of any vehicle stopped or parked at the edge or curb of a street.

(9) At any place where official signs prohibit stopping.

(10) Within 30' of any Fire Hydrant.

Section 18-91 Parking in streets and alleys not to obstruct traffic.

No person shall park a vehicle within a street or alley in such a manner or under such conditions as to leave insufficient space available for the free movement of vehicular traffic, but in no event shall the space be less than ten (10) feet; and no person shall stop, stand, or park a vehicle within a street or alley in such position as to block the driveway entrance to any abutting property.

Section 18-92 Parking on private property prohibited.

It shall be unlawful to place or park a motor vehicle or a trailer upon the private property of another, without first obtaining permission of the land owner or person in charge of the property.

Article 14. Penalty

Section 18-93 Penalty.

(1) It is unlawful for any person, firm, or corporation to do any act forbidden or to fail to perform any act required, in this chapter.

(2) It is unlawful for a parent of a child or the guardian of a ward to authorize or knowingly to permit any such child or ward to violate any provision of this chapter.

(3) It is unlawful for any person, firm, or corporation to authorize or knowingly permit any vehicle registered in his or its name to be driven or to stand or to be parked in violation of any provision of this chapter.

(4) Any person, firm, or corporation who violates any provision of this chapter, or performs any unlawful act as defined in this chapter, or fails to perform any act required in this chapter, shall be guilty of an offense against the Town of Coyle, and upon conviction thereof, shall be fined in a sum not to exceed seventy-five dollars ($75.00).

Article 15. Enforcement of Traffic Ordinance

Section 18-94 Citation notices.

Police officers are hereby authorized to give notice to persons violating provisions of this chapter by delivering citation tickets to violators, or in cases where vehicles without drivers are parked or stopped in violation of this chapter, by affixing such tickets or notices to the vehicles by means of the violation occurred. Such citation tickets and notices, among other things, shall indicate briefly the charge, shall bear the registration number of the vehicle, and shall direct the violator to present the ticket or notice before the judge or other authorized official at a designated place within ten days or such other reasonable time as may be specified thereon. Nothing in this section shall abridge the power to arrest any violator and to take him or her into custody, or to file a complaint against him or her at any time.

Section 18-95 Failure to comply with citation ticket or notice.

If a violator of any provision of this chapter who has been given a citation ticket or notice as provided above, fails to appear in accordance with the instructions on the ticket or notice, the judge or other authorized agent shall send to the owner of the vehicle involved a letter or other written notice informing him of the violation and warning him to appear as directed and that, in the event such letter or notice is disregarded for a period of five days, a complaint will be filed and a warrant of arrest issued; provided that nothing in this section shall abridge the power to file a complaint against him prior to the expiration of such time.

Section 18-96 When complaint is to be entered and warrant issued.

Police officers are hereby authorized to remove a vehicle from a street to a garage or other place of safety under any of the circumstances hereinafter listed:

(1) When any vehicle is left unattended where such vehicle constitutes an obstruction to traffic.

(2) When a vehicle upon a street is so disabled as to constitute an obstruction to traffic and the person or persons in charge of the vehicle are by reason of physical injury or otherwise incapacitated to such an extent as to be unable to provide for its custody or removal.

(3) A vehicle impounded as provided herein, shall be delivered back to the owner or other person to whom it may properly be delivered only after such fine or fines and costs as may be properly assessed by the judge or other authorized agent for the violation or violations for which such vehicle was impounded, and any reasonable costs of or charges for impounding and storage, shall have been paid.

Section 18-97 State-maintained highway excepted.

The traffic ordnances under this chapter are applicable to violations upon a state-maintained highway under the jurisdiction of the Oklahoma Department of Public Safety. All such offenses will be prosecuted in the Municipal Court having jurisdiction.

Section 18-98 Administrative Fee for Impounded Vehicles

Any vehicle impounded under the authority granted herein, or any vehicle impounded under the authority granted by State Statute, shall be stored and held safely until a written order for its release, signed by an authorized officer of the town, has been issued. Such order of release shall be conditional upon the payment of an impoundment fee in the amount of one hundred dollars ($100.00) by the person to whom the release is issued. This impoundment fee shall be independent of any fine(s), costs, or fees which may be assessed from citations issued to any person for violation of traffic or other laws involving the impounded vehicle.

There is hereby created a fund, a special account into which all impound fees shall be deposited from which expenditures may be used for enforcement of traffic safety, training and/or equipment.

Chapter 19 - TRANSPORTATION

Section 19-1 (Reserved for future use.)

APPENDIX 1 - ELECTRIC FRANCHISE

(RESERVED FOR FUTURE USE)

APPENDIX 2 - GAS FRANCHISE

(RESERVED FOR FUTURE USE)

APPENDIX 3 - PROVISIONS OF STATE STATUTES

Selected Statutes of State Law Relating to Towns

See attached pages for text of related statutes through December 31, 2010

TITLE 47 – MOTOR VEHICLE LAWS IN OTHER TITLES

TITLE 21 – CRIMINAL LAWS

TITLE 37 – ALCOHOL AND TOBACCO LAWS

TITLE 63 – DRUG LAWS

ALL SUCH OFFENSES WILL BE IMMEDIATELY NECESSARY FOR THE PRESERVATION OF THE PEACE, HEALTH AND SAFETY OF THE TOWN OF COYLE, OKLAHOMA INHABITANTS THEREOF: AN EMERGENCY IS THEREBY DECLARED TO EXIST. BY REASON THEREOF IT IS NECESSARY THAT THIS ORDINANCE SHALL GO INTO EFFECT AND FORCE IMMEDIATELY UPON ITS PASSAGE AND PUBLICATION AS PROVIDED BY LAW.

Description	*Retention Time*	*Retention Citation*
Abstracts, Real Estate	Permanent	
Accident and Incident Reports (Parks) - All reports concerning injury to participant on park property. **PARTIALLY CONFIDENTIAL** Personnel Investigations 51 O.S. § 24A.7	5 years or until litigation is terminated	
Accident Reports Involving Town Vehicles- These records document traffic accidents involving Town-owned vehicles and includes reports of all associated injuries to Town employees. **PARTIALLY CONFIDENTIAL** Personnel Investigations 51 O.S. § 24A.7	5 years or until litigation is terminated	
Accident Reports/ Official Injury Reports Involving Personal Injury-(Workers' Comp) Includes reports describing accidents involving Town employees resulting in personal injury excluding vehicular incidents. May also include copies of Workers' Compensation claims (Official Injury Report) **PARTIALLY CONFIDENTIAL** Personnel Investigations 51 O.S. § 24A.7	5 years following the end of the calendar year or until litigation is terminated	
Accident Reports Involving Private Vehicles and Town Property- Record of damage and loss sustained by employee involved while operating Town owned property and/or defective equipment, where vehicles not owned by The Town are involved in collisions with The Town-owned property. **PARTIALLY CONFIDENTIAL** Personnel Investigations 51 O.S. § 24A.7	5 years or until litigation is terminated	
Accounting Summary Reports/ Ledgers and Journals - Monthly records which itemize a cash balance at the end of the month. Includes vendor, invoice number, check number, date paid, charged month, reversal expenses and total expenses for the month.	Permanent (exceeds statutory requirements)	11 O.S. § 22-131(A)(4) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations

Description	*Retention Time*	*Retention Citation*
Accounts Payable Files- Includes records to pay The Town's bills. Files often consist of check copy, invoice, purchase order, receiving reports and requisition. May also includes correspondence with vendors and departmental officials and computer printouts.	5 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Accounts Receivable Files- May also be called "Cash Receipt File." These files consist of copies of bills prepared by The Town to collect amounts owed by hotel tax collections, business improvements, right-of-way fees, household waste, etc. These records document the money owed and collected by The Town.	5 years	11 O.S. § 22-131(A)(3)
Americans with Disabilities Act (ADA) –complaints under Title II	3 years or until litigation is complete	Department of Justice – Project Civic Access Best Practices Tool Kit, Chapter 2
Admission Charges-Special Events- As established by resolution or ordinance.	During effective period	
Advertisements for Sale of Property	5 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Agendas and Notices - Meeting plans of all public bodies. 25 O.S. §311(A)(1) 74 O.S. § 3106.2	1 year	
Animal Adoption Records- A numerical record and agreement for animal adoptions. Includes known animal history, medical care and/or surgical record (spay/neuter), new owner information, and fee waiver form.	5 years	11 O.S. § 22-131(A)(3)
Animal Bite Records- Includes investigating officer, commission number, type of animal inflicting bite, animal's owner if known, animal's history if known, name and address of victim and parent/guardian if applicable, date bitten, location of wound(s), treatments received, location and results of rabies quarantine observations and disposition of animal.	5 years	

Description	*Retention Time*	*Retention Citation*
Animal Control Daily Activity Reports- Daily count and report of all service calls run by officers. Includes officer's name, commission number, service location, time of arrival, findings, disposition, and time cleared.	5 years	
Animal Cruelty/Abuse Reports- reports completed by animal control officers detailing abuse/cruelty investigations, general findings, veterinary reports, animal description, owner information, follow-ups, pertinent dates, adjudication, pertinent dates. Includes judicial order for destroy/release.	5 years	
Animal Entry Records- Consists of forms for all animals entered into the shelter including strays, owner-in-jail, owner deceased, tagged and untagged animals, etc.	5 years	
Annexation and Deannexation Records- Includes records used to annex property into Town boundaries. Files usually contain correspondence, citizens' petitions, maps and official annexation action (does not include ordinance).	Discretionary	
Applications and Resumes for Appointment	Term of the appointment	
Appointment Files- Lists of appointments of individuals by the Mayor and/or Council to various boards, commissions, task forces, and committees (includes Vice Mayor appointments).	Permanent (Historic)	
Arrest, Booking and Jail Files, Reports and Photos- Includes a summary of daily, monthly and yearly totals of arrests within The Town. 51 O.S. § 24A.8	Permanent	
Arrest and Bench Warrants (Municipal Court) - An order signed by a Judge directing an officer to arrest and deliver the body of a defendant to the Court. Does not include parking warrants.	5 years after close of case (exceeds statutory requirements)	11 O.S. § 22-131(A)(2)

Description	*Retention Time*	*Retention Citation*
As-Built Plans and Specifications, Operation and Maintenance Manuals, Facilities, and Infrastructure Records	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Audit Reports (Internal) - Reports prepared by internal auditors evaluating Town operations, information systems, and financial activities. Investigative and special project reports may be included. Audit reports provide opinions and information relied upon by The Town Council and management in decision-making.	Reports-permanent; Work papers-5 years (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Audit Reports File (External) - Reports prepared by external auditors examining and verifying The Town's financial activities. Audit investigating reports and annual financial statements may be included. Used for fiscal analysis and evaluation.	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Bank Statements/Reconciliation Files	Finance Department: Permanent Parks and Recreation Department: 10 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(4) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Bids (Public Improvements)- Includes bid tabulations, bid price, percentage rates, periods of pay, name of bidder and cost of capital improvement project. Also may include copy of advertisement services or memorandum requesting bidders, and specifications. Informal bidding information is similar; all quotes should be documented.	5 years from bid opening or 3 years from date of acceptance, whichever is longer (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations

Description	*Retention Time*	*Retention Citation*
Bonds- Employees and elected officials	5 years after expiration	11 O.S. § 22-131(A)(3)
Bonds, General Obligation Issues and Revenue Bonds (Notes) - Includes records relating to the financing of municipal projects through bonded indebtedness. Files usually include proposals, audits, correspondence, signed contracts pertaining to project for which bonds are issued, and the original financial instruments or copies of them including bond transcripts, affidavits of publication and ordinances authorizing the sale of public bonds.	Life of bond plus 3 years	11 O.S. § 22-131(A)(4) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Bonds- May include defect, maintenance, bid, performance, and surety for public improvement and private projects.	5 years after maintenance bond expires (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Bond, Professional and Surety (Bail)	5 years	11 O.S. § 22-131(A)(3)
Budget, Debt (Sinking Fund) Service Budget–Annual adopted budget pursuant to Municipal Budget Act, 11 O.S. §17-201 *et seq*.	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Budget Amendments- Records documenting the transfer of or supplemental appropriation to departmental monies during the fiscal year. 11 O.S. § 17-216	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Budget Formulation Papers- Consists of estimates of expenditure and disbursements against revenues by each department within the municipality. May also include records created to justify the budget requests and presentations before the Finance Committee or Town Council. Used for fiscal planning and control.	Discretionary	
Budget Transfers- Signed budget transfer journals required by the Municipal Budget Act and Town resolution. 11 O.S. § 17-215	5 years	

Description	*Retention Time*	*Retention Citation*
Code Inspection/Enforcement (Town Property)	Permanent	11 O.S. § 22-131(A)
Code Inspection/Enforcement (Private Property)	5 years	11 O.S. § 22-131(A)(3)
Building Permits, Applications- Includes applications from property owners to erect new structures or make structural modifications to existing structures, and municipal permits allowing the construction. Applications may contain name, address and telephone number of owner, contractor and architect, location of building, class of work, type and cost of building, zoning information, topographical compliance data such as land surveys, and signature of owner. May also include required inspections prior to issuance of business permits such as foundation, frame and final inspections, with data remarks and signatures of inspectors, denial appeals, and certificate of occupancy.	5 years	11 O.S. § 22-131(A)(3)
Building Plans (Town-Owned) - Includes plans and specifications for Town buildings.	Permanent	11 O.S. § 11-131(A)
Cancelled Checks-- Records of cancelled checks.	5 years	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Cash Audit Records- Records of all cash transactions accepted for services rendered by the Animal Shelter in accordance with Town ordinance. Includes cash register audit forms, deposit receipts, overage/shortage reports, loose livestock field service billing, micro chipping fees, etc.	5 years	11 O.S. § 22-131(A)(3)
Cell Phone and Telephone Invoices- (except 911 calls.) Cell phone numbers are confidential. 51 O.S. § 24A.7	5 years	11 O.S. § 22-131(A)(3)
Census Reports- Population figures and other information by census tract and block, gathered by the U.S. Census Bureau. May also include maps.	Permanent (Historic)	
Certificate of Appropriateness and/or Approval- Issued administratively or by any board, committee, or commission.	Permanent (Historic)	

Description	*Retention Time*	*Retention Citation*
Certificates of Deposit, T-Bills- Includes records relating to original financial instruments executed to invest Town funds. Records state amount of certificate or treasury bill, term and rate of interest.	5 years after inactivity (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Certificate of Election Results	5 years	11 O.S. § 22-131(A)(3)
Certificates of Insurance- (Contractors) Insurance provided by contractors (licensee, permits, etc.) to do business in The Town.	5 years from end of fiscal year in which final payment was made	
Certificates of Occupancy Files- Certifies that a building complies with the minimum standards required by State and local laws. Often includes building name, location, occupancy, classification land limitation, date issues and fee.	5 years-private property; permanent-Town property	11 O.S. § 22-131(A)(3)
Chemical Inventory List- Material data sheets. List of all chemicals onsite. (MSDS)	Permanent until superseded	
Citizen Files- Miscellaneous petitions and letters addressed to the governing body	2 years	11 O.S. § 22-131(A)(2)
Town Charter- Includes the organic law of The Town. Also includes amendments.	Permanent	
Town Code- The municipal ordinances, rules and regulations, and fees.	Permanent	
Town Manager or General Manager Report- Information report provided to The Town Council at a regular or special meeting, which responds to questions presented by members of the Council or the public or periodic reports to Council detailing activities, project programs or financial matters.	Permanent (Historic)	

Description	*Retention Time*	*Retention Citation*
Town Policies- Rules and regulations of the governing body or Town management. May include resolutions or memoranda.	Permanent	
Town Seal (Current and Past Town Seals)- State of Oklahoma Trademark exp.- 12-4-2019, United States of America Trademark and Patent exp. 5-26-2014	Permanent	
Town Treasurer Cash Register Electronic Audit	10 years	11 O.S. § 22-131(A)(4)
Civil Litigation Case Files **PARTIALLY CONFIDENTIAL** Attorney Client 51 O.S. § 24A.12	3 years after litigation is terminated unless the case is otherwise designated by the assigned attorney or Municipal Counselor	
Claims- Damage and injury claims against The Town pursuant to the GTCA. 51 O.S. §§ 151 et seq.	5 years	11 O.S. § 22-131(A)(3)
Claims and Payroll Docket– Town payments that are made weekly. Books containing a chronological or numerical listing of all checks drawn on Town accounts. Usually includes check number, deposits for each account. If the books include payroll disbursements see payroll.	10 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Codes- Plumbing, electrical, property maintenance, mechanical, fire, building, standard specs.	Permanent (with ordinance)	
Collective Bargaining Agreements	3 years	29 CFR §516

Description	*Retention Time*	*Retention Citation*
Collection Case Files	5 years or until litigation is terminated	11 O.S. § 22-131(A)(3)
Comprehensive Annual Financial Report (CAFR)- Financial history and summary of The Town	Life of bond plus 3 years	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Comprehensive Classification System Review & Development- Studies and reviews of The Town's classification system.	5 years or until superseded	
Confidential Reports- All documents that are deemed confidential in accordance with the Oklahoma Open Records Act or Federal or State law.	Until litigation is terminated (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Construction and Design Files (Private Projects)	5 years after expiration of Maintenance Bond	
Consultant Selection Files- May include request for project to be advertised, advertisement, letter from all proposals of interest, proposals from short listed firms, tabulations, short list committee, referral memo to department for short list, short list from department, letters sent to consultants re interview, score sheets, notification to department of results, letters informing those not selected for interviews, letters informing those not selected for project, consultant review committee report and council memo.	5 years after expiration of Maintenance Bond	

Description		*Retention Time*	*Retention Citation*
Contracts, Leases, and Agreements- Files consist of signed contract agreements with parties providing Town services or having other legal relationships with The Town.		5 years from end of fiscal year in which final payment was made (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Coupon Bond Register		5 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Crime Incident Reports- A report containing pertinent information concerning a particular incident or crime or all reports containing information concerning a criminal investigation or incident. May be hand written or computer generated. **PARTIALLY CONFIDENTIAL** 51 O.S. § 24A.8		Permanent	
Criminal Justice Records- ***Prosecution Records*** – Includes prosecution files and impound hearing documents. ***Police and Court Legal Services Records*** - Includes replevin, court-ordered property disposition, destruction, auction, transfer/trade and general property requests. **PARTIALLY CONFIDENTIAL** Attorney Client 51 O.S. § 24A.12		Prosecution - 2 years after close of case or impound hearing Police and Courts legal services - 5 years or until litigation is terminated	
Customer Service Surveys		Discretionary	
Daily Activity Records- Daily records of activity on each shift by officer. May also include officer's summary of status of cases. Generally includes case number, kind of case, date, amount stolen or recovered, and name, sex, date of birth, and address of arrested person. Also may show detective's name, shift, vehicle number, date, case number, type of case, victim, property stolen, property recovered, arrested, total hours, and off duty administrative, investigation, public relations, crime prevention or training.		3 years or until litigation is terminated	

Description	*Retention Time*	*Retention Citation*
Daily Activity Records (Animal) - Daily count and report of all service calls by officers. Includes officer's daily report and records from the emergency operations center. Information includes name of officer, commission number, service location, time received by dispatcher, time dispatched to officer, time of officer's arrival, findings disposition, time cleared and an indication if follow-up is needed.	5 years	11 O.S. § 22-131(A)(3)
Daily Line Up Sheet- A listing of the officers who are working on a daily basis. The line up shows the officer's name and where they are assigned.	3 years	
Daily Shift Report (Animal Welfare) - Includes pertinent information on events during shift such as roll call by rank and name.	5 years	
Daily Shift Report (Fire) - Includes pertinent information on events during shift such as roll call by rank and name.	Permanent	
Damage and Loss Report (Town Property)- Record of damage and loss sustained by Town including but not limited to attributable theft, arson, vandalism, employee negligence, defective equipment, damage to structures and building, money and security losses, vehicle accidents where vehicles not owned by The Town are involved in collisions with The Town-owned property.	3 years or until litigation is terminated	
Dangerous Building Files- Records relating to the demolition and boarding of buildings deemed unfit for human habitation by the Council. Usually including building reports, letters to property owners and demolition documents. May also include contract and payment documents. 11 O.S. § 22-121 and 11 O.S. § 22-123	5 years or until litigation or lien extinguished or satisfied	
Deeds- Original deeds providing evidence of Town ownership of property. Generally includes name, addresses, of grantor or grantee, description of property, date property was transferred or granted.	Permanent (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations

Description	*Retention Time*	*Retention Citation*
Deferred Compensation Plans- Any deferred compensation plan under § 457 of the IRS Code approved by Council.	Permanent	
Deposit Records- Records of the daily transactions showing deposits of all accounts of funds by banks.	5 years (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Deposit Slips (Police) – including supporting documentation, alarm permits, and records	5 years	11 O.S. § 22-131(A)(3)
Depreciation Schedule Electronic Report- The schedule which documents the useful life of Town-owned equipment and property, including acquisition data and cost. They are used for capital equipment budgeting and for other financial planning and control purposes. Includes assets until fully depreciated or disposed.	Until fully depreciated, replaced or disposed (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Disability Files for Management Employees	6 years	
Docket Book (Civil Lawsuits)	Discretionary	
Docket (Municipal Court)	5 years	11 O.S. § 22-131(A)(3)
Drug and Alcohol Testing **CONFIDENTIAL**	Permanent	
E-mail- A message or electronic file sent or received by a public official or employee using an e-mail account.	End of working month created or received unless required by law to be kept (ie: financial records)	

Description	*Retention Time*	*Retention Citation*
Easements, Public Rights-of-Way	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
EEOC- Equal Employment Opportunity Commission complaint files **CONFIDENTIAL**	Permanent until litigation is terminated	
EEOP (Equal Employment Opportunity Plan) - A plan documenting The Town's compliance with the statutes and regulatory requirements.	3 years or until superseded	
EEO-4 (Form 164) - Biennial report of employment data by race, sex, job category and pay. **CONFIDENTIAL**	3 years	29 CFR §§1602.30 and 1602.31 Title VII § 709(c)
Election Files (Council Election, Charter) - Includes copy of ballot, proclamations, resolutions, certificate of results, tabulation and certificates of returns.	5 years	11 O.S. § 22-131(A)(3)
Election Files (GO Bonds and Tax Levy)- Issues approved by the voters	Permanent	
Electrical Code Inspection/Enforcement (Town-owned Property) - Includes inspection reports by Town Inspectors on Town-owned property.	5 years	11 O.S. § 22-131(A)(3)
Electrical Code Inspection/Enforcement (Private Property) - Includes inspection reports by Town Inspectors.	5 years	11 O.S. § 22-131(A)(3)
Electronic Funds Transfer Form – used for electronic transfer of money	1 year after the vendor # becomes inactive	
Emergency Operations Plan- Plan adopted pursuant to Stafford Act which provides framework for handling major emergencies, disaster, or catastrophic events	Until superseded	

Description	*Retention Time*	*Retention Citation*
Employee Exposure Medical Records- Results of exposure to chemicals, noise, infectious diseases, harmful physical agent or toxic substance as defined by OSHA, including biological monitoring results and Material Safety Data Sheets. **CONFIDENTIAL**	Permanent	29 CFR §1910.1020(d)(1)(ii)
Employee Personnel History File- Records pertinent to an employee's time of service. Contains application, job and pay rate records, performance evaluations, etc. **PARTIALLY CONFIDENTIAL** 51 O.S. § 24A.7	5 years after termination of employment; Fire Department- Permanent	
Employment Application File- Applications for employment with The Town. **PARTIALLY CONFIDENTIAL** 51 O.S. § 24A.7	3 years for applicants not hired (exceeds State law)	29 CFR§§ 1602.31
Employment Testing and Validation Documentation	Discretionary	
Engineering Drawings- See As-Built Plans and Specifications, Operation and Maintenance Manuals, Facilities, and Infrastructure Records.	(If bond proceeds, life of bond plus 3 years)	IRS Code §6001 and §6001-1(a) of the Regulations
Equipment Inventory- Inventories of all Town-owned and leased equipment and physical property. Includes inventories of vehicle giving: vehicle number, year, model, make, manufacturer's identification number, date purchased, vendor, cost, and tag number. Descriptions of other equipment inventories include quantity, description, make, model number, serial number, date purchased, unit cost, invoice number, vendor and signature of responsible custodian.	10 years	11 O.S. § 22-131(A)(4)
Equipment Records- Includes check in/out record of municipal equipment temporarily removed on a regular or periodic basis from its authorized place of storage.	1 year or until litigation is terminated	51 O.S. §§ 151 et seq.

Description	*Retention Time*	*Retention Citation*
Event Files- Records relating to the leasing of municipal facilities to various groups. May include scheduling, license checklist, equipment rental requests and invoices, contracts, licenses, seating charts and floor plans, work orders, sales/service reports, insurance, etc.	1 year after expiration	51 O.S. §§ 151 et seq. GTCA
Evidence and/or Property Log- Logs of all property seized listing date received, movement, collecting investigator, description of item, disposition, and signature of all handling parties.	Permanent	
Expunged Court Records	10 years	
Expunged Law Enforcement Records- Law enforcement and court records that are expunged as a matter of law. **CONFIDENTIAL** 22 O.S. §§ 18 and 19	Permanent	
Family Medical Leave Act Records (FMLA) **CONFIDENTIAL** (Except U.S. Department of Labor)	3 years if no complaints are received or until litigation is terminated	29 CFR § 825.500
Federal Emergency Management Agency (FEMA) Records- Records generated after Declaration by President of an emergency or disaster.	Permanent	FEMA
Financial Statements File- Financial data reflecting the general fiscal position of The Town. Includes monthly statements recording monies allocated and spent against revenues from various sources. May also include charge back documentation, quarterly, semiannual and annual reports.	10 years	11 O.S. § 22-131(A)(4)
Fire Alarm System - Document test and maintenance work performed on automatic fire alarm systems. Includes date problem was reported and name of person reporting problem.	5 years	11 O.S. § 22-131(A)(3)

Description		*Retention Time*	*Retention Citation*
Fire Extinguisher Maintenance and Inspection Records		One year after last inspection	29 CFR § 1910.157(e)(3)
Fire Incident Reports - Records from incidents to which the Fire Department responds. In addition to fire incidents, these include Emergency Medical Services and Hazardous Materials incidents, service calls false alarms, natural condition.		2 years unless results in death or great bodily injury Permanent for death/fatality	
Fire Incident Run Reports File- A record of fire and non-fire incidents which may include incident number, month, date, year, day of week, alarm time, arrival time, address of fire, occupant's name, method of alarm, type of situation found, action taken, number of personnel, engines and other vehicles at scene, units responding, incident-related injuries and deaths, property use, area and level of fire origin, termination stage, equipment involved and form of heat ignition, structure type, construction type and method, extent of damage, insurance, method of extinguishing, number of hydrants used, property damage classification, dollar loss and extent of damage, signature of person completing report.		2 years unless results in death or great bodily injury Permanent for death/fatality	
Fire Investigation Report - A confidential record of fire investigations which includes incident number, case number, date (month, day, year), address of fire, type of occupancy, owners' and occupants' vital statistics, incident related injuries and deaths, dollar loss attributes to the fire, fire cause, material and form of material first ignited, witness and suspect information, arrest information, statute violation, disposition, narrative, follow-up reports, signature of person completing report. **PARTIALLY CONFIDENTAL** 51 O.S. § 24A.8		2 years for non-fatality incidents Permanent for fatality incidents	
Fire Permission To Enter Vehicle or Structure Form		1 year	
Fire Permits- Permits issued pursuant to the fire code adopted by The Town does not include alarm and sprinkler.		5 years	11 O.S. § 22-131(A)(3)
Fire State Pension Plan File- Includes retirees' records of the State pension plans.		Permanent	

Description	*Retention Time*	*Retention Citation*
Fire Station Log Books- Lists date of incident, time, location and a brief description of activity.	Permanent (Historic)	
Fixed Asset Inventory Lists- List of Town's personal property inventory file.	10 years	11 O.S. § 22-131(A)(4)
Food Handler Inspection Records	5 years	11 O.S. § 22-131(A)(3)
Fuel Usage Records- Records of the fuel use of each fleet vehicle. These records may exist as entries in a computer file.	5 years	11 O.S. § 22-131(A)(3)
Garnishment File- Consists of a summary of garnishments with defendant's and plaintiff's names. Also included a form documenting the amount withheld from the employee's wages.	5 years after payment is fulfilled	11 O.S. § 22-131(A)(3)
Grant Accounting File- Consists of financial documentation for each State or Federal grant project including ARRA Grants. Records including monthly expenses and requests for payment, check copies, copy of grant applications, financial status reports, advance reports, special audit and bookkeeping requirement instructions and other working papers accumulated in the process of preparing accounting information to meet State and Federal regulations. ***Grant Files (State, Federal)*** - Due to the variety of Federal grant programs and stipulations, each department must check with the administering governmental agency for the retention requirements for specific programs. It is recommended the retention period be recorded in this manual for ease of reference.	Records: 3 years from the final expenditure reports for that period for purposes of audits, program reviews, and IGs. Equipment and Real Property: 3 years from the disposition of the equipment or property unless superseded by Federal statute or regulation or until a disputed matter is resolved	7 CFR 3016.42 15 CFR § 24.42 32 CFR§ 33.42 34 CFR § 80.42 10 CFR§ 600.242 45 CFR § 92.42 24 CFR § 85.42 43 CFR§ 12.82 28 CFR § 66.42 29 CFR § 97.42 22 CFR § 135.42 49 CFR § 18.42 40 CFR § 31.42 44 CFR § 13.42 21 CFR § 1403.42 Office of Management and Budget Circular A-87

Description	*Retention Time*	*Retention Citation*
Grant Work Progress Report- Daily, weekly or monthly report that indicates work received, work completed, documents processed, etc.	3 years after close of fiscal year in which grant ends or audit period specifies unless superseded by Federal statute or regulation or until a disputed matter is resolved	7 CFR 3016.42 15 CFR § 24.42 32 CFR§ 33.42 34 CFR § 80.42 10 CFR§ 600.242 45 CFR § 92.42 24 CFR § 85.42 43 CFR§ 12.82 28 CFR § 66.42 29 CFR § 97.42 22 CFR § 135.42 49 CFR § 18.42 40 CFR § 31.42 44 CFR § 13.42 21 CFR § 1403.42 Office of Management and Budget Circular A-87
Grievance File	3 years or until termination of legal/labor proceedings	29 CFR §1602.31
Handwritten Probable Cause Affidavit	5 years	
Hazardous Materials Accident Reports- Reports on accidents involving the spilling or combustion of hazardous chemicals or other materials. Includes brand name, chemical name, amounts of material, location of accident and specific information pertaining to the incident.	3 years after completion of report; Public Works- permanent	
Historic Preservation Files- Files include records relating to historical preservation programs and projects in The Town. The records consist of files used in the restoration of individual historical structures or restoration projects, encompassing an entire area of The Town. Correspondence, plans and studies, progress reports, and grant records are often included.	Permanent (Historic)	
Household Hazardous Waste Facility Special Collection Events Documents and Reports- All documents supporting mobile events including health and safety plans.	3 years	

Description	*Retention Time*	*Retention Citation*
Housing (Demolition and Securing)- Records relating to the demolition and boarding of buildings identified to Town Council, as either structurally unsound or unsecured. Usually includes initial inspector's report, legal ownership and mortgage holder printouts, notices and letters to the property owner, contractor bid information and contract award and payment, various photos and slides, contractor invoices and checklists, billing statements, work orders and paid receipts, releases of liens and miscellaneous notes, etc. pertaining to conversations with citizens, regarding the property location. Also includes certificates of mailing and/or certified mail receipts.	5 years or until litigation is terminated	11 O.S. § 22-131(A)(3)
I-9- Employment eligibility form	3 years after hire or 1 year after termination	
Impounded Vehicle Reports- A multi-copy report created when a vehicle is impounded. Used to record the impoundment and release of vehicles. Also a computer generated report of all impounded vehicles over the previous 24 hour period, which is forwarded to the State as per State Law.	3 years or until litigation is terminated	
Inspection Records- Records or reports pertaining to elevators, fire hydrants, bridges, buildings, plumbing, mechanical, electrical devices, lifting and hoisting devices, construction sites, permits, refuse, water, sanitary sewer, storm sewer, storm water quality, vehicles for hire and taxicab inspection documents.	5 years	11 O.S. § 22-131(A)(3)
Inspection Records (Town Property)	Permanent	11 O.S. §22-131(A)
Insurance Policy File- File includes copies of all insurance policies, signed agreements, claims, and documents related to coverage for Town employees, Town officials, and Town property.	5 years or until litigation is terminated	
Interest and Grievance Arbitration Awards	Permanent	

Description	*Retention Time*	*Retention Citation*
Internal Investigations (Police) - Investigations regarding personnel conduct (includes Use of Force investigations). **CONFIDENTIAL** 51 O.S. § 24A.7	3 years after employment ends	
Internal Investigations- Investigations by Personnel Department or any other department.	3 years or until litigation is terminated	
Intra-Departmental Memoranda- Memos issued by the department director stating department policy and procedures.	Permanent until superseded	
Investment Documents- Include trade tickets, maturity notices, interest notices, and other necessary documents for the investment portfolio of The Town.	5 years after inactivity (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Investment Documents (GO Bonds)	Life of bond plus 3 years	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Job Evaluation Documentation- Reflects data used to provide a systematic basis for compensating positions.	5 years or until superseded	
Job Ticket (Work Order) - Print shop request for printing and copying. May include printing and copying requisition.	1 year after close of fiscal year	
Journal Entries/Journal Vouchers- Files consist of adjustments to financial accounts showing the debits and credits, reason for adjustment, date, and amount.	Permanent	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Legal Opinions- Contains copies of legal opinions and memoranda prepared by the Town Attorney/Legal Counsel.	Permanent (Historic)	

Description	*Retention Time*	*Retention Citation*
Legal Opinions (GO Bonds)	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Licenses Applications- All occupational licenses issued by The Town such as kennel, auctioneer, barterer, food handler, electrical, etc. (See permits).	5 years	11 O.S. § 22-131(A)(3)
Maintenance Records- All maintenance records pertaining to Town property and other property (i.e. vehicles and equipment).	5 years-buildings; life of other property or until replaced or otherwise required	
Management Bulletins- Technical and organizational information presented to all departments and agencies on an as-needed basis, usually prepared by an individual department responsible for its controls and approved by The Town Manager.	Discretionary	
Manufacturer/Product Information Documents - Including load tests, proof tests, repair documents, etc. for lifting devices (cranes, slings, etc). 29 CFR § 1910.179(k) 29 CFR § 1910.180(e) 29 CFR § 1910.184(e)	Duration of the use of the equipment	
Maps- (Emergency Equipment, Parking Meters, Traffic Lights, etc.)- Includes maps of streets maintained for reference regarding placement of fire hydrants, parking meters, traffic lights and sign locations, etc.	Permanent until superseded	11 O.S. § 22-131
Maps and Plats- General reference maps of Town development areas. Shows existing zoning.	Permanent until superseded	11 O.S. § 22-131

Description		*Retention Time*	*Retention Citation*
Minutes - Consists of minutes presented to the governing body, boards, committees, task force, and commissions at its official meetings if required by the Open Meeting Act (Journal of Council Proceedings).		5 years for boards, committees, and commissions; Permanent for Journal of Council Proceedings	
Municipal Court Convictions- Excludes parking.		10 years after close of case- DUI; 5 years after close of case- others	20 O.S. § 1005(6)(c) 11 O.S. § 22-131(A)(3)
Municipal Court Records- Court Records shall be defined as: a memorial or history of judicial proceedings in a case, commencing with the information and/or complaint and terminating with the judgment and/or appeal. **PARTIALLY CONFIDENTIAL** (Juvenile Records) 10A O.S. §§2-6-101 *et seq.*		5 years after close of case except expunged records shall be maintained as per the expungement statute (10 years after close of case for APC, DUI, DWI of alcohol or drugs)	11 O.S. § 22-131(A)(3) 47 O.S. 11-902(c)(2)
News Clippings, Scrapbooks, Photos- May include copies of news articles and photos pertaining to the municipality.		Discretionary (Historic)	
Nuisance Abatement Files- Records relating to weed, trash, graffiti, inoperable vehicles on private property. Usually includes initial inspection report, photos, legal ownership printouts, notices and letters to property owner, certificate of mailing, copies of liens, contractor work orders, contractor invoices and photos, billing statements and paid receipts, releases of liens and miscellaneous notes pertaining to conversations with citizens regarding the property location.		5 years or until litigation is terminated or lien extinguished or satisfied	11 O.S. § 22-131(A)(3)

Description	*Retention Time*	*Retention Citation*
Oaths of Office – Oaths of office for elected, appointed officials, and Town employees.	1 year following end of term or employment	
Official Oklahoma Traffic and Collision Report (Police) - Forms provided by the Department of Public Safety **PARTIALLY CONFIDENTIAL** OCMC § 32-151; 47 O.S. § 10-117 51 OS. § 24A.8(B)	5 years or until litigation is terminated (Originals to Department of Public Safety permanent)	
Oil and Gas Records- Include division orders, leases, notice of hearings, permits, revenue statements, scout tickets, warranty deeds, and wells by operations.	Permanent	11 O.S. § 22-131
Open Records Request and Response Log- 51 O.S. § 24A.1	1 year from response	
Ordinances- Includes ordinance number, title, text, date of passage, signatures, and any associated documents (i.e., memorandum, staff report).	Permanent (Historic)	
Ordinances and Public Notice Publication Books- Includes all publications for Town Council, boards, commissions, and committees.	Permanent	
Parks and Recreation Collection Records- Listing of all monies collected.	10 years	11 O.S. § 22-131(A)(4)
Payroll Bank Statements/ Reconciliations, Payroll Checks, Cancelled- Consists of periodic statements from the bank showing electronic deposits and cancelled payroll checks for receipts of wages, vacation pay or other payments for services rendered.	6 years (time exceeds statute)	11 O.S. § 22-131(A)(3) APA Guidelines
Payroll Earnings Records- Includes employee's name, address, hours worked, gross pay, withholdings, social security number, net pay, deductions, and FLSA records. (Deductions, address, social security number, and net pay are **CONFIDENTIAL** under the 51 O.S. § 24A.7)	5 yrs or until litigation is terminated (If bond proceeds, life of bond plus 3 yrs	11 O.S. § 22-131(A)(3) 29 CFR § 516 IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations

Description	*Retention Time*	*Retention Citation*
Payroll Time Records- Includes employee's name, department, amount and type of leave time, compensatory time, and including overtime records, in support of Kronos records.	5 years or until litigation is terminated	20 CFR § 516 11 O.S. § 22-131(A)(3)
Pension Records- Includes information on vested and retired Town employees.	5 years from date of last payment	
Permits- All permits issued by The Town including but not limited to electrical, plumbing, gas fitters, building, storm water quality, traffic, work zone, elevator, vehicle for hire, controlled burn, vendor, if required will include the citizenship affidavit form.	5 years	11 O.S. § 22-131(A)(3)
Personnel Medicare Records- A record concerning the health status of an employee that is made or maintained by a physician, nurse, or other technician including: medical and employment questionnaires or histories; the results of medical examinations and laboratory tests; medical opinions, diagnoses, progress notes and recommendations; first-aid records; description of treatments and prescriptions; and employee medical complaints. Excludes health insurance claims in records. **CONFIDENTIAL**	Duration of employment plus 6 years	29 CFR § 1910.1020 (d)(1)(i)
Personnel Policies- Adopted by Resolution by The Town Council	Permanent (Historic)	
Personnel Selection Procedure Documentation- Includes all selection processes: test results, evaluation forms, and letters of justification etc.	5 years or until litigation is terminated	29 CFR §1602.31
Personnel Service Bulletin- PSB Administrative interpretation of personnel policies by the Personnel Director	Permanent (Historic)	
Petitions (Initiative Referendum) - Petitions submitted to The Town requesting an election be held. Excluding signature pages.	If ordinance is passed by the voters, retain permanently; if ordinance failed by the voters, retain 2 years after date of election	

Description	*Retention Time*	*Retention Citation*
Petitions (Miscellaneous) - Includes petitions signed by citizens requesting action by Town. Also, includes annexation and assessment district petitions.	2 years or until litigation is terminated	11 O.S. § 22-131(A)(2)
Petitions (Recall) - Petitions submitted for the removal of the Mayor or Council member.	Destroy after term ends	
Petitions (Taxpayer Written Demands) - Resident taxpayers written demand to institute suit on failure of officers.	Permanent	62 O.S. §§ 372-374
Petty Cash Records 11 O.S. § 17-102	10 years	11 O.S. § 22-131(A)(3)
Plans- Includes comprehensive, neighborhood, and master plans adopted by the Planning Commission.	Permanent (Historic)	
Police Policies and Procedures Manual	Permanent	
Police Promotional Testing – Sergeant, Lieutenant, and Captain promotional testing and assessment material. This shall include investigator and transfer packets.	3 years or until litigation is terminated	
Policy, Procedures, or Training Manuals- Includes internal rules and regulations of the municipality sometimes separated by department. Often published in manual format or booklets. May include step-by-step procedures used as training manual for job functions.	Until superseded	
Pre-qualification Files- Includes contractor's application, financial statements, certifications and any other documents that are required to be pre-qualified to bid on Town projects.	5 years for contractors no longer pre-qualified	
Press Releases- All official news or press releases issued by the municipality.	Discretionary	
Proclamations- All official proclamations, Retention Citations, and announcements issued by the Mayor.	1 year	

Description	*Retention Time*	*Retention Citation*
Procurement Bid Files- Includes bid tabulation, bid price, percentage rates, periods of pay, name of bidder and cost. Also may include copy of advertisement services or memorandum requesting bidders, specifications. Quote information is similar may be obtained by telephone; all quotes should be documented.	5 years	11 O.S. § 22-131(A)(3)
Procurement Policies	Permanent until superseded	
Promotional Publications- Includes pamphlets, brochures, or newsletters informing citizens of certain events.	Discretionary	
Property Damage Reports Involving Town Property- Includes a report of damage to property of the municipality, time and date of accident and a complete narrative regarding circumstances, name of principals, witnesses and addresses. **CONFIDENTIAL** Personnel Investigations OCMC § 32-151; 47 O.S. § 10-117 51 O.S. § 24A.7	5 years or until litigation is terminated	
Property Maintenance Code Inspections- Includes Town Inspector's report of inspection and any addendum thereto, including reports of subsequent inspections and related correspondence, notices, etc.	5 years	11 O.S. § 22-131(A)(3)
Proposals- Includes requests for proposal, submittal statement, committee recommendation, and memorandums.	5 years from proposal opening (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Publication Affidavits- Original, notarized, affidavit showing proof of publication in a local newspaper of general circulation.	1 year	

Description	*Retention Time*	*Retention Citation*
Purchase Order File- The electronic file used to procure goods and services for The Town. Usually consists of purchase orders, invoices, documenting number, date, department, description and quantity of item, account number, unit price, amount and signature. May also include purchase requisitions and other supporting documentation used for justification and approval and procurement actions.	5 years after termination of purchase order or agreement, whichever is later (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Quarterly Tax Report File- Documents containing taxable and non-taxable income of Town governments. Includes Federal and State sales tax, social security reports and unemployment reports.	Permanent	
Real Estate Purchase Contracts- May include warranty deed, easements, and contract for purchase.	Permanent	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Receipt Books- Books documenting monies received into Town accounts from various sources. Includes date of payment or fund to which money belongs, receipt number and amount paid.	10 years	11 O.S. § 22-131(A)(4)
Refund File- Records documenting the issuance of a refund to the payee for overpayment, incorrect billing, etc. for services, permits, or licenses.	5 years	11 O.S. § 22-131(A)(3)
Rental Schedules- Files consisting of contract agreements with parties providing Town services or having other legal relationships with The Town, including options to purchase property. May also include leases, rental schedules, specifications, bids awarded and copies of payments, receipts and other supporting papers used in managing the contract.	5 years after expiration (If bond proceeds, life of bond plus 3 years)	11 O.S. § 22-131(A)(3) IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Returned Checks- Consists of bad checks (insufficient funds) received for deposit and voided spoiled checks.	5 years	11 O.S. § 22-131(A)(3)

Description		*Retention Time*	*Retention Citation*
Safety, Environmental and Health Inspection and Consultations- All Town facilities and work sites; contractor procedures; USTs and AGTs.		Permanent	
Schedule of Annual Meetings- List of regularly scheduled meetings of public bodies for the calendar year.		2 years	
Service Requests - Includes but is not limited to citizen service requests, comments about services, maintenance, repairs, ADA service requests etc.		5 years	11 O.S. § 22-131(A)(3)
Sewage Treatment Applications and Permits- Wastewater treatment reports filed with State and Federal agencies monitoring The Town's compliance with government regulations. Includes applications, recycling permits and reports, water treatment permits and reports, and other permits for solid waste and sewage treatment processes.		Permanent	
Sewage Treatment Monitoring Reports- Contains records used to monitor and report on the operations of The Town sewage treatment plant and sewage treatment, including lab reports, and amounts of waste processed by the system.		Permanent	11 O.S. § 22-131(A)
Sewer Line Maps		Permanent until superseded	
Sinking Fund (Debt Service) – Article 10, Section 28, Oklahoma State Constitution		10 years	11 O.S. § 22-131 (A)(4)
Social Media- media for social interaction, using highly accessible and scalable publishing techniques		Discretionary	
Solid Waste Abatement Program (SWAP) Liability Releases- Product Exchange (paint, pesticide, oil, etc.)		5 years	
Special Assessment Files (BID) - Files used to account for sewer improvement districts funds. They verify revenue contributions from citizens.		15 years	11 O.S. § 22-131(A)(5)
Standard Specifications for Construction of Public Improvements- The Town's policies, regulations, and procedures for construction of public projects.		Permanent until superseded	

Description	*Retention Time*	*Retention Citation*
State Department of Health Permits	Permanent	
Storm Water Quality Permits- All permits issued by the Storm Water Quality Division and any documentation that relates to that permit. Including but not limited to Confined Space Permits.	5 years	11 O.S. 22-131(A)(3) EPA NPDES General Permit for Storm Water Discharge from Construction Activity and Multi-Sector General Permit for Storm Water Discharge Associated with Industrial Activity 29 CFR 1910-146(e)(6)
Storm Water Quality State Permits and Reports	3 years from the expiration or termination of the permit	EPA NPDES General Permit for Storm Water Discharge from Construction Activity and Multi-Sector General Permit for Storm Water Discharge Associated with Industrial Activity
Street Address Data (GIS)- List of current streets and house numbers	Permanent until superseded	
Street Design Improvement Files- Reports of accidents on Town streets, used to assess cause of accidents and to make street designs improvements in order to reduce accidents. May also include collision diagrams showing time, direction of approach, weather, type of accident, pavement, accident severity, time of year, type of vehicle and related documents.	Permanent until superseded	
Street Improvement Files- Files include bids, advertisements, contracts and assessment of property owners for street improvements. May also include resolutions and engineering reports.	15 years	11 O.S. § 22-131(A)(5)
Subpoena Logs (Police) - Document with name of officer, case number, date, time, and signature. May also include the name of the officer's supervisor.	Retain until disposition of case plus 3 years	

Description	*Retention Time*	*Retention Citation*
Surplus Property Resolution- Property owned by The Town that has been declared surplus.	5 years (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Time Cards/Time Sheets- Records pertaining to an employee leave time.	3 years	29 CFR § 516
Titles and Other Ownership Information to Vehicles and Equipment- Includes certificates of titles to Town-owned motor vehicles and equipment providing proof of ownership. May include make and model, serial number, and other identifying information.	Length of ownership plus 5 years (If bond proceeds, life of bond plus 3 years)	IRS Bond Compliance Regulations IRS Code §6001 and §6001-1(a) of the Regulations
Traffic and Signal Studies- May include product literature and studies related to traffic, such as drawing of traffic controllers, drawings of intersections, traffic signals, and timing progressions. May also include turning count totals used for studies of traffic flow.	Permanent until superseded	
Training Files- Official training records of all employees who receive training, whether on or off the job. May include test scores or certificate of training from academies or educational institutions. Certain records or notations may be included in the employee's personnel file.	2 years; Sexual harassment training for 5 years or until litigation is terminated; Police: 3 years after termination of employment	
Training Manuals- Includes internal rules and regulations of the municipality sometimes separated by departments. Often is published in manual format or booklets. May include step-by-step procedures used as training manual for functions. May also include policies for vacation pay, hiring, firing, employee safety and other personnel matters.	Until superseded	
Training Manuals (Police & Fire)	Permanent	

Description	*Retention Time*	*Retention Citation*
Training Records (Safety) - Employee listing of safety training records, including date, location, course information, course trainer/provider and list of employees in attendance.	Length of employment plus 5 years	
Travel Expense Reimbursement File- Consists of employee expense report, expense receipts, check vouchers, authorizations to pay and other supporting papers necessary to document expenses incurred for employee travel. Includes private automobile allowance and mileage reimbursements to Town employees or officials.	5 years	11 O.S. § 22-131(A)(3)
Trust Indentures- Records establishing the various Town trusts, where The Town of Coyle is a beneficiary.	Permanent	
Unclaimed Personal Property Record Book- All personal property which has been found, stolen or otherwise taken in Police possession. The record book also contains pertinent information and disposition of property as authorized by law.	Permanent	OCMC § 43-41 11 O.S. §34-104
Unemployment Compensation Files- Files may contain correspondence sent to the municipality by the Employment Security Commission regarding claimant, copies of documents from claimant's official personnel file, certified mail receipts worksheets, audit papers and copies of documents sent to the State by the municipality. **CONFIDENTIAL** 40 O.S. § 4-508 and § 4-511	3 years or until litigation is terminated	
Uniform Retention Citation Check-Out Log- A record of uniform Retention Citations containing Retention Citation numbers, date, person and commission number to whom checked out, and clerk's initials who check it out. Log is signed by person checking out Retention Citations.	5 years	11 O.S. § 22-131(A)(3)
Uniform Crime Report (UCR) - Monthly and yearly reports compiled for all reported crime in Oklahoma Town. The report is forwarded to OSBI for the inclusion on the State report to the FBI. Combination of computer generated report and hand-tabulated reports.	Permanent	

Description	*Retention Time*	*Retention Citation*
Utility Customer Account File- Records show a billing and payment history of all customers using Town utilities. Information includes customer name and address, consumption, billing and payment history.	2 years	11 O.S. § 22-131(A)(2)
Utility Customer Service Deposit File- Includes name, account number and amount of deposit for service connection and refunds of deposits for service termination. May also include list of customers who have changed addresses, bills owed, cash stubs and booking listings.	2 years after termination of account	11 O.S. § 22-131(A)(2)
Vandalism Reports- Record of damage and loss sustained by Town including but not limited to attributable to theft, arson, vandalism, employee negligence, defective equipment, damage to structures and buildings, money and security losses, vehicle accidents where vehicles not owned by The Town are involved in collisions with The Town-owned property.	5 years after settlement	
Variance Requests- Building and zoning	Permanent	
Vendor Registration Form	1 year after the vendor number becomes inactive	
W-4 Forms- Withholding allowance certificates for State and Federal income tax. Federal form filled out by the employee stating name, address, social security number, number of allowances claimed, and signature.	4 years	
Wage Determination Surveys- Annual surveys conducted to research and support wage adjustment recommendations.	5 years	
Waste Shipment Documents- manifests and bills of lading for hazardous waste shipments. Includes drum inventory, certificates of disposal and all other supporting documents.	3 years	40 CFR § 262.40

Description	*Retention Time*	*Retention Citation*
Wastewater Treatment Compliance Reports- Treatment plant reports filed with State and Federal agencies monitoring The Town's compliance with government regulations. Includes applications, permits, for solid water and sewage lagoons, including lab reports, and amounts of water processed by the system.	Permanent until superseded	
Water Line Maps	Permanent until superseded	
Water Meters- Electronic meter reading utility billing system records. Includes statistics gathered when meters are read. Usually includes make, size, number, customers name and address, readings, etc.	2 years	11 O.S. § 22-131(A)(2)
Water Sampling Results/High Risk Cases- Records of all monitoring information including all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation, copies of the reports required by permit, and records of all data used to complete reports and applications.	3 years	OPDES Permit OKS000101
Water Treatment Applications- Water treatment reports filed with State and Federal agencies monitoring The Town's compliance.	Permanent until superseded	
Workers' Compensation Medical Records- A record concerning the health status of an employee that is made or maintained by a physician, nurse, or other technician including: medical and employment questionnaires or histories; the results of medical examinations and laboratory tests; medical opinions, diagnoses, progress notes and recommendations; first-aid records; description of treatments and prescriptions; and employee medical complaints. Excludes health insurance claims in records. **CONFIDENTIAL**	Duration of employment plus 30 years	29 CFR § 1910.1020 (d)(1)(i)

Description		*Retention Time*	*Retention Citation*
Workers' Compensation Claim Files- (Certified Workplace Medical Plan) Files consist of accident reports, first report of injury, medical claims, bills, payment vouchers, doctor reports, hospital emergency room verifications, correspondence and other supporting documentation concerning injuries compensable under workers' compensation. **PARTIALLY CONFIDENTIAL** 51 O.S. § 24A.7		CWMP documents- 5 years; permanent or until employee leaves or retires (minimum of 5 years)	
Zoning Applications		5 years	

NOTES:

1. **Records not specifically mentioned herein or in 11 O.S. § 22-131 (A) are discretionary for all departments (11 O.S. § 22-131 (B).**
2. **Historic – History of past records to be maintained permanently.**
3. **Confidential – Contains information whose unauthorized disclosure could be prejudicial.**
4. **References to "close of case" or "termination of litigation" shall include any appeal.**

Legend

Abbreviations Used in Records`` Retention Policy

ADA	**Americans with Disabilities Act**
APA	**American Payroll Association**
ARRA	**American Recovery and Reinvestment Act**
BID	**Business Improvement District**
CAD	**Computer-Aided Dispatch**
CAFR	**Comprehensive Annual Financial Report**
CCTV	**Closed Circuit Television**
CFR	**Code of Federal Regulations**
CWMP	**Certified Workplace Medical Plan**
EEOC	**Equal Employment Opportunity Commission**
EPA	**Environmental Protection Act**
FEMA	**Federal Emergency Management Agency**
FLSA	**Fair Labor Standards Act**
FMLA	**Family Medical Leave Act**
GIS	**Geographical Information System**
GO	**General Obligation**
GTCA	**Governmental Tort Claims Act**
HIPAA	**Health Insurance Portability and Accountability Act**
IRS	**Internal Revenue Service**
MSDS	**Material Safety Data Sheet**
NFPA	**National Fire Protection Association**
NPDES	**National Pollutant Discharge Elimination System**
OCMC	**Oklahoma Town Municipal Code**
OPDES	**Oklahoma Pollutant Discharge Elimination System**
ORA	**Open Records Act**
OS	**Oklahoma Statutes**
OSHA	**Occupational Safety Health Administration**
SWAP	**Solid Waste Abatement Program**
TIF	**Tax Increment Financing**
UCR	**Uniform Crime Report**
USTs & AGTs	**Underground Storage Tanks and Aboveground Storage Tanks**