To the Citizens of Newkirk:

Some procedures that the City needs to advise the public about during this COVID-19 episode:

* Do not flush anything besides toilet paper into the sewer system. Other items do not dissolve and could plug the system – first at your line and potentially the main lines.
* All trash must be bagged and in a 35 gallon can - no loose trash next to cans or loose trash in cans- must be bagged – You can have as many cans you choose – but they need to be secured from animals and the wind and it is best they have lids.
* City Services such as the City Clerk’s Office is on lock down to the public – The phone number to call is 580-362-2117 – Electric bills need to be in an envelope with a check or money order – please put your name and address on the envelope and place in drop box next to door. We do not encourage cash in drop box – but if you do there will be no change; it will all be applied to bill. If you need new service email [newkirkcityclerk16@gmail.com](mailto:newkirkcityclerk16@gmail.com) for the contract and procedure to establish service.
* Late electric bill accounts need to make contact to 580-362-2117
* City Utility Departments such as electric, water and sewer will only be responding to emergency calls.
* Do not let your pets be running loose keep them in their fences. There seems to be a spike of calls about dogs running loose.
* Fire Department is on lock down – only employees on duty- no visitors.
* Both the Police and Fire departments will be patrolling the city streets –to keep a presence and keep in check any malicious mischief or illegal activities.
* Check on your elderly family members – make sure they have food and some entertainment even if it is just a good conversation.
* The parks and country club are closed until April 30th.
* The Trash Roll Off and the Limb Pile are closed until April 30th.
* The Newkirk Public Library is closed to the Public until April 30th – However, they will be available on Tuesdays and Fridays from 10:00 a.m. to 6:00 p.m. at 580-362-3934 for their current avid library card holders.
* The Newkirk Senior Citizens is closed until April 30th – However, the director is keeping in contact with the active members – messages can be left at 580-362-1409 if they need anything.
* Newkirk Municipal Court has been cancelled until June 3, 2020. For those that want to pay their tickets please mail to P.O. Box 469, Newkirk, OK 74647.
* It is important to note that City Buildings do have security cameras on them – inside and outside.
* Please be aware that there are scams going around during this time – be careful with your email – unknown people showing up at your house – unknown persons calling