CITY OF GUTHRIE OKLAHOMA

61st City Council
Mayor Chuck Burtcher
Ward I – Trey Ayers, John Wood **Ward II** – Mary Coffin, Patty Hazlewood
Ward III – Sheri Mueller, Gaylord Z. Thomas

GUTHRIE PUBLIC WORKS AUTHORITY

City Hall – 101 North 2ND Street, Guthrie, Oklahoma
Council Chambers
November 6, 2012 at 7:00pm

AGENDA

1. Call to Order
2. Community Announcements and Recognitions
3. Consent Agenda
   All matters listed will be enacted by one motion unless a request is made for discussion by any Trustee or member of the audience, in which case, the item(s) will be removed from the Consent Agenda and considered separately following this portion of the agenda.
   A. Consider approval of minutes of the Regular Guthrie Public Works Authority Meeting held October 16, 2012.....2
   B. Consider approval of Claims.....4
4. Adjourn.

CITY COUNCIL MEETING

1. Call to Order
2. Consent Agenda
   All matters listed will be enacted by one motion unless a request is made for discussion by any councilmember or member of the audience, in which case, the item(s) will be removed from the Consent Agenda and considered separately following this portion of the agenda.
   A. Consider approval of minutes of the City Council Workshop Meeting held on October 16, 2012.....13
   B. Consider approval of minutes of the Regular City Council Meeting held on October 16, 2012.....16
   C. Consider approval of minutes of the City Council Workshop Meeting held on October 23, 2012.....18
   D. Consider approval of Claims.....20
   E. Consider approval of Budget Amendment No.1 increasing the budget for the General Fund, Hotel/Motel Tax Fund, Cemetery Care Fund, Capital Projects Fund and Airport Fund.....21
   F. Consider approval to declare list of electronics as surplus property and authorize staff to dispose of in a manner that is most beneficial to the City of Guthrie.....24
   G. Consider approval to authorize staff to solicit bids for construction of water and sewer utilities in the commercial development area at the Guthrie-Edmond Regional Airport..... 26
   H. Consider approval to declare two (2) 7000 lb. Parking Lifts a surplus property and authorize staff to dispose of in a manner that is most beneficial to the City of Guthrie..... 27
3. City Managers Report.
4. Requests/Comments from Members of the City Council.
5. Adjourn.

SPECIAL GUTHRIE INDUSTRIAL DEVELOPMENT AUTHORITY

1. Call to Order
2. Consent Agenda
   A. Consider approval of minutes of the Special Guthrie Industrial Development Authority Meeting held on September 18, 2012.....28
   B. Consider approval to authorize staff to solicit bids for construction of water and sewer utilities in the commercial development area at the Guthrie-Edmond Regional Airport.....26
3. Adjourn.

Agenda posted on the bulletin board in the lobby of City Hall before 5:00pm on Friday, November2, 2012. The City of Guthrie encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the city clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The city may waive the 48 hours rule if signing is not the necessary accommodation.

MINUTES

GUTHRIE PUBLIC WORKS AUTHORITY MEETING

October 16, 2012

The regular meeting of the Guthrie Public Works Authority was posted on Friday, October 12, 2012 before 5:00 p.m. and held October 16, 2012 in the Guthrie City Hall Council Chambers.

Invocation was given by Rev. Don Riepe, Guthrie Christian Church.

Pledge of Allegiance was led by Chairman Chuck Burtcher.

Chairman Chuck Burtcher called the meeting to order at 7:03 p.m.

Members Present:	Chuck Burtcher	Trey Ayers	Gaylord Z. Thomas
	John Wood	Sheri Mueller	Patty Hazlewood
Members Absent:	Mary Coffin		
Staff Present:	Wanda Calvert	Randel Shadid	Kim Biggs
	Aaron Ryburn	Jim Ahlgren	Cyndi Selinger
	Cody Mosley	Eric Harlow	Maxine Pruitt
	Rene Spineto		

Chairman Burtcher declared a quorum with six (6) Trustees in attendance.

Community Announcements and Recognitions. None

Consent Agenda. Motion by Trustee Ayers, seconded by Trustee Thomas, moved approval of the Consent Agenda as follows:

A. Consider approval of the minutes from the Regular Guthrie Public Works Authority Meeting held on October 2, 2012.

B. Consider approval of claims:

GPWA Fund:	Claims	$125,748.05
Utility Deposit Fund:	Claims	$ 87.20
	Total Claims:	$125,835.25

C. Consider approval of Coyle Public Works Authority Take or Pay Water Purchase Contract allowing the Guthrie Public Works Authority to provide water to the Town of Coyle.

D. Consider approval to continue to insure the Armory Building at 720 East Logan Avenue at a limit of $500,000.

E. Consider approval of Certification of Project/Contract Completion of the Sewer System Improvements known as CMOM and authorize the closing of Loan Number CWSRF Project No. ORF-10-0008-CW.

Trustees entered their votes and the votes were displayed with the following results:

Aye: Burtcher, Ayers, Thomas, Wood, Hazlewood, Mueller
Nay: None

Chairman Burtcher declared the motion carried unanimously.

Consider and take action with respect to Resolution No. 2012-16 agreeing to file application with the Oklahoma Water Resources Board (OWRB) for financial assistance through OWRB State Revolving Fund Program, with the loan proceeds being for the purpose of financing water system and related improvements serving the City of Guthrie, Oklahoma; approving professional services agreements; and containing other provisions related thereto. On October 9, 2012 the Coyle Public Works Authority approved the Take or Pay Water Purchase Contract allowing the Guthrie Public Works Authority (GPWA) to provide water for the Town of Coyle. The OWRB has made monies available to qualified entities for the financing of certain qualifying projects. The proposed resolution is authorizing the GPWA to file an application(s) with the OWRB Board seeking financial assistance through the OWRB State Revolving Fund Program. Also, the proposed resolution is authorizing GPWA to enter into professional services agreements. Motion by Trustee Thomas, seconded by Trustee Wood, moved approval of Resolution No. 2012-16 agreeing to file application with the Oklahoma Water Resources Board (OWRB) for financial assistance through OWRB State Revolving Fund Program, with the loan proceeds being for the purpose of financing water system and related improvements serving the City of Guthrie, Oklahoma; approving professional services agreements; and containing other provisions related thereto. Trustees entered their votes and the votes were displayed with the following results:

Aye: Burtcher, Ayers, Thomas, Wood, Hazlewood, Mueller
Nay: None

Chairman Burtcher declared the motion carried unanimously.

Adjourn. There being no further business for the Guthrie Public Works Authority Trustees, Chairman Burtcher declared the meeting adjourned at 7:05 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Chairman

GUTHRIE PUBLIC WORKS AUTHORITY

CLAIMS

November 6, 2012

I hereby certify the purchase orders listed have been issued and encumbered against the available balance of the authorized appropriated accounts and that the department head and/or officer in charge of those accounts has certified that the procurements were necessary to the proper conduct of activities; that the merchandise and/or services have been satisfactorily received or utilized; and that the purchase orders are now a true and just debt of the Guthrie Public Works Authority. These purchase orders are therefore presented to you to be presented to the governing body for consideration as claims for payment.

_____

Kim Biggs
Purchasing Agent

Monthly Claims Approved as per Ordinance No. 2973 by City Manager

_____

Sereniah Breland
City Manager

City of Guthrie
A/P Claims List
from 10/18/2012 to 10/18/2012

Invoice #	Vendor	Description	Account	Cost
3rd QUARTER	OKLA EMPLOYMENT SECURITY	Quarterly Unemployement Assessment	01-01-00-6040	$731.00
SEPTEMBER 20	BANK OF AMERICA 22774	Office Supplies	01-01-00-6100	$149.70
SEPTEMBER 20	BANK OF AMERICA 22774	Janitorial Supplies	01-01-00-6103	$159.97
		Total		**$1,040.67**
		Total GENERAL GOVERNMENT		**$1,040.67**
OCTOBER 2012	RANDEL C. SHADID (20656)	Postage - Reimbursement, etc.	01-02-20-6054	$4.95
		Total CITY MANAGER		**$4.95**
		Total ADMINISTRATION		**$4.95**
SEPT 2012-2	BANK OF AMERICA 22774		01-06-60-6131	($0.03)
		Total LIBRARY		**($0.03)**
		Total LIBRARY		**($0.03)**
SEPTEMBER 20	BANK OF AMERICA 22774	Fuel and Lube	01-12-00-6118	$63.74
SEPTEMBER 20	BANK OF AMERICA 22774	Vehicle Maintenance	01-12-00-6316	$118.94
SEPTEMBER 20	BANK OF AMERICA 22774	Machine Maintenance	01-12-00-6317	$12.00
		Total		**$194.68**
		Total STREET		**$194.68**
SEPTEMBER 20	BANK OF AMERICA 22774	Misc. Supplies	01-14-00-6114	$45.80
SEPTEMBER 20	BANK OF AMERICA 22774	Vehicle Maintenance	01-14-00-6316	$2.36
		Total		**$48.16**
SEPTEMBER 20	BANK OF AMERICA 22774	Vehicle Maintenance	01-14-41-6116	$11.80
		Total FLEET MAINTENANCE		**$11.80**
		Total FLEET MAINTENANCE		**$59.96**
		Total GENERAL FUND		**$1,300.23**
000576	GHM ENTERPRISES (1097)	Laundry Billing	09-09-92-6310	$4.80
SEPTEMBER 20	BANK OF AMERICA 22774	Vehicle Maintenance	09-09-92-6316	$252.53
OCTOBER 2012	INTERMEDIX (22025)	Intermedix Billing	09-09-92-6373	$961.15
		Total EMS		**$1,218.48**
		Total FIRE		**$1,218.48**
		Total FIRE/EMS FUND		**$1,218.48**
SEPTEMBER 20	BANK OF AMERICA 22774	Misc. Supplies	20-21-00-6114	$215.78
SEPTEMBER 20	BANK OF AMERICA 22774	Tornado	20-21-00-6120	$271.50
2023311	MYERS ENGINEERING CORPOR	Engineering Services - Waste Water Treatme	20-21-00-6373	$4,375.00
		Total		**$4,862.28**
		Total PUBLIC WORKS GENERAL		**$4,862.28**
95705	SOUTHWEST CHEMICAL (20977)	Water Treatment Plant Chemicals	20-23-00-6104	$1,595.00
		Total		**$1,595.00**
		Total WATER PLANT		**$1,595.00**
SEPTEMBER 20	BANK OF AMERICA 22774	Lift Station Maintenance	20-24-00-6312	$12.48
325367	GOOCH-SMITH ELECTRIC(1279)	Fuses for Lift Stations	20-24-00-6312	$994.00
		Total		**$1,006.48**

City of Guthrie
A/P Claims List
from 10/18/2012 to 10/18/2012

Invoice #	Vendor	Description	Account	Cost
		Total WASTE WATER TREATMENT PLANT		**$1,006.48**
SEPTEMBER 20	BANK OF AMERICA 22774	Safety Supplies	20-27-00-6110	$16.98
SEPTEMBER 20	BANK OF AMERICA 22774	Water Sewer Maintenance	20-27-00-6119	$307.49
SEPTEMBER 20	BANK OF AMERICA 22774	Machine Maintenance	20-27-00-6317	$20.00
		Total		**$344.47**
		Total LINE MAINTENANCE		**$344.47**
		Total GPWA OPERATING FUND		**$7,808.23**
SEPTEMBER 20	BANK OF AMERICA 22774	Computer/Server	54-54-07-6515	$4,054.00
		Total POLICE DEPARTMENT		**$4,054.00**
		Total FACILITIES		**$4,054.00**
		Total CAPITAL PROJECTS		**$4,054.00**
06-061850-001 R	MISCELLANEOUS		71-00-00-5555	$58.54
07-072521-004 R	MISCELLANEOUS		71-00-00-5555	$140.11
08-083050-006 R	MISCELLANEOUS		71-00-00-5555	$41.38
09-091285-002 R	MISCELLANEOUS		71-00-00-5555	$30.74
10-100635-035 R	MISCELLANEOUS		71-00-00-5555	$45.89
		Total		**$316.66**
		Total		**$316.66**
		Total UTILITY DEPOSIT FUND		**$316.66**
		Total All Funds		**$14,697.60**

City of Guthrie
A/P Claims List
from 10/26/2012 to 10/26/2012

Invoice #	Vendor	Description	Account	Cost
OCTOBER 2012	OKLAHOMA UNIFORM BLDG CO	Permit Collection Fees 2012-2013	01-00-00-2013	$144.00
0860	JENNIFER CYPHERS 22880	Refund Animal Bond Adoption NO. 0860	01-00-00-2017	$25.00
0644	KIMI JO GANN 22882	Refund Animal Bond Adoption No. 0644	01-00-00-2017	$25.00
		Total		**$194.00**
		Total		**$194.00**
SEPTEMBER 20	CITY OF EDMOND (21508)	Provide basic monthly IT Services per contrac	01-01-00-6311	$1,106.86
NOVEMBER 201	O.M.A.G.(21303)	Building/Property Monthly Payment	01-01-00-6326	$3,433.07
NOVEMBER 201	O.M.A.G.(21302)	Workers' Compensation Monthly Payment	01-01-00-6326	$12,981.74
291157 & 29156	O.M.A.G.(425)	Endorsement for 2 Vehicles	01-01-00-6326	$1,213.92
NOVEMBER 201	O.M.A.G.(425)	Auto/Liability Monthly Payment	01-01-00-6326	$4,240.13
5520139001909	RISK MANAGEMENT DIVISION(1	Risk Liability and Endorsements	01-01-00-6326	$848.00
		Total		**$23,823.72**
		Total GENERAL GOVERNMENT		**$23,823.72**
MILEAGE.	ANNETTE LEGRANDE (22710)	Mileage for DPS Class in Yukon, Oklahoma	01-03-30-6047	$46.50
		Total FINANCE		**$46.50**
		Total FINANCE		**$46.50**
376	A CUT ABOVE LAWN SERVICE 2	Abatements	01-05-51-6354	$80.00
377	A CUT ABOVE LAWN SERVICE 2	Abatements	01-05-51-6354	$75.00
383	A CUT ABOVE LAWN SERVICE 2	Abatements	01-05-51-6354	$165.00
384	A CUT ABOVE LAWN SERVICE 2	Abatements	01-05-51-6354	$240.00
402	A CUT ABOVE LAWN SERVICE 2	Abatements	01-05-51-6354	$170.00
403	A CUT ABOVE LAWN SERVICE 2	Abatements	01-05-51-6354	$70.00
410	A CUT ABOVE LAWN SERVICE 2	Abatements	01-05-51-6354	$40.00
411	A CUT ABOVE LAWN SERVICE 2	Abatements	01-05-51-6354	$40.00
2552	K & M WRECKING, LLC (22821)	Demoltion of 924 E Vilas ($3991) and 1223	01-05-51-6354	$3,991.00
		Total CODE COMPLIANCE		**$4,871.00**
NAME CARD	CODY MOSLEY 22862	Reimbursement for Name Badges	01-05-53-6048	$25.84
		Total ECONOMIC DEVELOPMENT		**$25.84**
		Total PLANNING		**$4,896.84**
OCTOBER 2012	LOGAN COMMUNITY SERVICES,	Logan Community Services	01-07-70-6345	$125.00
		Total POLICE ADMINISTRATION		**$125.00**
		Total POLICE		**$125.00**
		Total GENERAL FUND		**$29,086.06**
OCTOBER 2012.	WASTE CONNECTIONS, INC (210		20-00-00-5466	($250.00)
07-070871-004	BREWER-LAMONS LLC 22879	Overpayment on Final Bill 2505 West Oklaho	20-00-00-5480	$19.52
10-102090-004	ERICA MORIN 22881	Overpayment on bill - paid bill twice on Octob	20-00-00-5480	$58.65
		Total		**($171.83)**
		Total		**($171.83)**
NOVEMBER 201	O.M.A.G.(21303)	Building/Property Monthly Payment	20-21-00-6326	$3,433.07
NOVEMBER 201	O.M.A.G.(21302)	Workers' Compensation Monthly Payment	20-21-00-6326	$12,981.74
NOVEMBER 201	O.M.A.G.(425)	Auto/Liability Monthly Payment	20-21-00-6326	$4,240.13
OCTOBER 2012	WASTE CONNECTIONS, INC (210	Sanitation Service Agreement	20-21-00-6348	$70,113.88
12101597	BNSF RAILWAY COMPANY (25)	Lease for Water Pumping Facility Contract #8	20-21-00-6382	$106.09

City of Guthrie
A/P Claims List
from 10/26/2012 to 10/26/2012

Invoice #	Vendor	Description	Account	Cost
		Total		**$90,874.91**
		Total PUBLIC WORKS GENERAL		**$90,874.91**
OCTOBER 2012	WASTE CONNECTIONS, INC (210	Sanitation Service Agreement	20-26-00-6375	$4,243.93
		Total		**$4,243.93**
		Total CONVENIENCE CENTER		**$4,243.93**
OCTOBER 2012	BURRELL INC. (21286)	Meter Reading Contract	20-28-00-6054	$2,837.96
		Total		**$2,837.96**
		Total METER DEPARTMENT		**$2,837.96**
		Total GPWA OPERATING FUND		**$97,784.97**
2034142	DAVID OBERHELMAN 22878	Presenter Honorarium and Mileage for LTAIO	30-30-06-6541	$186.63
		Total LIBRARY		**$186.63**
		Total GRANTS		**$186.63**
		Total GRANTS FUND		**$186.63**
SEPTEMBER 20	GUTHRIE CHAMBER OF COMME	Guthrie Chamber Contract	45-45-00-6367	$26,994.04
		Total		**$26,994.04**
		Total HOTEL/MOTEL-TOURISM		**$26,994.04**
		Total HOTEL/MOTEL TAX FUND		**$26,994.04**
NOVEMBER 201	OKLAHOMA STATE BANK (22069	10 Wheel Dump Truck Monthly Payment	54-56-12-6708	$2,056.00
NOVEMBER 201	COMMUNITY STATE BANK 2287	Cat Warren Lease/Purchase Monthly Paymen	54-56-12-6718	$2,687.82
		Total STREET DEPARTMENT		**$4,743.82**
		Total VEHICLES & EQUIPMENT		**$4,743.82**
		Total CAPITAL PROJECTS		**$4,743.82**
14-142234-001	CHURCH OF CHRIST (22876)	$75 DEPOSIT WAS NOT APPLIED CORRE	71-00-00-2074	$75.00
99-990090-002	CITY OF GUTHRIE(20606)	$50 DEPOSIT NOT APPLIED CORRECTLY	71-00-00-2074	$28.60
2034139	LLOYD TRIPLETT (22877)	$50 DEPOSIT DID NOT APPLY CORRECTL	71-00-00-2074	$21.40
01-011621-008 R	MISCELLANEOUS		71-00-00-5555	$29.59
02-023680-009 R	MISCELLANEOUS		71-00-00-5555	$20.06
11-112810-001 R	MISCELLANEOUS		71-00-00-5555	$38.49
12-121160-002 R	MISCELLANEOUS		71-00-00-5555	$14.35
99-994440-002 R	MISCELLANEOUS		71-00-00-5555	$70.12
		Total		**$297.61**
		Total		**$297.61**
		Total UTILITY DEPOSIT FUND		**$297.61**
NOVEMBER 201	O.M.A.G.(21303)	Building/Property Monthly Payment	98-98-00-6329	$307.07
NOVEMBER 201	O.M.A.G.(21302)	Workers' Compensation Monthly Payment	98-98-00-6329	$429.80
NOVEMBER 201	O.M.A.G.(425)	Auto/Liability Monthly Payment	98-98-00-6329	$52.56
		Total		**$789.43**
		Total AIRPORT FUND		**$789.43**
		Total AIRPORT FUND		**$789.43**

City of Guthrie
A/P Claims List
from 10/26/2012 to 10/26/2012

Invoice #	Vendor	Description	Account	Cost
NOVEMBER 201	OKLAHOMA DEPARTMENT OF C	Spirit Wing Payment	99-99-00-6702	$1,041.67
		Total		**$1,041.67**
		Total GUTHRIE INDUSTRIAL DEVLEOPMENT		**$1,041.67**
		Total GUTHRIE INDUSTRIAL DEVELOPMENT		**$1,041.67**
		Total All Funds		**$160,924.23**

City of Guthrie
A/P Claims List
from 10/31/2012 to 10/31/2012

Invoice #	Vendor	Description	Account	Cost
PR3641-1	AETNA - MIDDLETOWN 22051		01-00-00-2031	$118.65
PR3653-1	AETNA - MIDDLETOWN 22051		01-00-00-2031	$118.65
PR3641-1	AETNA HEALTHCARE 22795		01-00-00-2031	$1,967.63
PR3653-1	AETNA HEALTHCARE 22795		01-00-00-2031	$1,978.77
PR3641-1	AETNA - MIDDLETOWN 22051		01-00-00-2032	$208.09
PR3653-1	AETNA - MIDDLETOWN 22051		01-00-00-2032	$197.19
PR3641-1	AETNA HEALTHCARE 22795		01-00-00-2032	$10,345.20
PR3653-1	AETNA HEALTHCARE 22795		01-00-00-2032	$14,924.77
PR3641-1	AETNA HEALTHCARE 22795		01-00-00-2033	$22.72
PR3653-1	AETNA HEALTHCARE 22795		01-00-00-2033	$22.72
PR3641-1	DELTA DENTAL (20570)		01-00-00-2033	$2,809.96
PR3653-1	DELTA DENTAL (20570)		01-00-00-2033	$692.96
PR3641-1	AETNA HEALTHCARE 22795		01-00-00-2034	$262.22
PR3653-1	AETNA HEALTHCARE 22795		01-00-00-2034	$262.22
PR3641-1	Y.M.C.A. OF GUTHRIE OKLAHOM		01-00-00-2062	$204.88
PR3653-1	Y.M.C.A. OF GUTHRIE OKLAHOM		01-00-00-2062	$196.40
PR3641-1	Y.M.C.A. OF GUTHRIE OKLAHOM		01-00-00-2063	$82.70
PR3653-1	Y.M.C.A. OF GUTHRIE OKLAHOM		01-00-00-2063	$82.70
		Total		**$34,498.43**
		Total		**$34,498.43**
000588	GHM ENTERPRISES (1097)	Dust Mop Cleaning	01-01-00-6103	$4.20
23640	ED HUMES LOCKSMITH (21141)	Door Lock Repair	01-01-00-6112	$217.00
23813	ED HUMES LOCKSMITH (21141)	Door Lock Repair	01-01-00-6112	$105.00
NOVEMBER 201	AT&T LONG DISTANCE (21268)	Monthly Long Distance Billing	01-01-00-6301	$222.25
2034152	JIM CASE 22883	Retaining Wall at 618 East Oklahoma Avenue	01-01-00-6373	$1,709.00
		Total		**$2,257.45**
		Total GENERAL GOVERNMENT		**$2,257.45**
416	A CUT ABOVE LAWN SERVICE 2	Abatements	01-05-51-6354	$200.00
417	A CUT ABOVE LAWN SERVICE 2	Abatements	01-05-51-6354	$175.00
418	A CUT ABOVE LAWN SERVICE 2	Abatements	01-05-51-6354	$200.00
		Total CODE COMPLIANCE		**$575.00**
		Total PLANNING		**$575.00**
20121793	C.O.P.S. PRODUCTS, L.L.C. 226	Jacket for Jacob Garrett	01-07-70-6316	$216.60
		Total POLICE ADMINISTRATION		**$216.60**
1154	MAVERICK MACHINE & TOOL 22	Fix Target System	01-07-71-6105	$828.00
		Total POLICE OPERATIONS		**$828.00**
		Total POLICE		**$1,044.60**
1616	CHARLIES ELECTRIC INC. 97	Repairs to Historic Lights Downtown	01-12-00-6113	$195.98
1623	CHARLIES ELECTRIC INC. 97	Repairs to Historic Lights Downtown	01-12-00-6113	$651.36
		Total		**$847.34**
		Total STREET		**$847.34**
267	HURLEY PLUMBING 267	Plumbing Repairs	01-15-11-6112	$78.95
2834	PONDS RX 22643	Pond Service at Highland Park	01-15-11-6112	$338.00
		Total PARKS		**$416.95**

City of Guthrie
A/P Claims List
from 10/31/2012 to 10/31/2012

Invoice #	Vendor	Description	Account	Cost
		Total PARKS & PUBLIC GROUNDS		**$416.95**
		Total GENERAL FUND		**$39,639.77**
PR3641-1	AETNA - MIDDLETOWN 22051		09-00-00-2031	$6.00
PR3653-1	AETNA - MIDDLETOWN 22051		09-00-00-2031	$6.00
PR3641-1	AETNA HEALTHCARE 22795		09-00-00-2031	$972.44
PR3653-1	AETNA HEALTHCARE 22795		09-00-00-2031	$972.44
2034161	ERIC HARLOW 22753	Cancelled Family Medical - Deducted from Pa	09-00-00-2031	$370.70
PR3641-1	AETNA - MIDDLETOWN 22051		09-00-00-2032	$78.25
PR3653-1	AETNA - MIDDLETOWN 22051		09-00-00-2032	$78.25
PR3641-1	AETNA HEALTHCARE 22795		09-00-00-2032	$4,310.50
PR3653-1	AETNA HEALTHCARE 22795		09-00-00-2032	$4,310.50
PR3641-1	DELTA DENTAL (20570)		09-00-00-2033	$284.00
PR3653-1	DELTA DENTAL (20570)		09-00-00-2033	$284.00
PR3641-1	AETNA HEALTHCARE 22795		09-00-00-2034	$164.60
PR3653-1	AETNA HEALTHCARE 22795		09-00-00-2034	$164.60
PR3641-1	DELTA DENTAL (20570)		09-00-00-2034	$26.11
PR3653-1	DELTA DENTAL (20570)		09-00-00-2034	$26.11
		Total		**$12,054.50**
		Total		**$12,054.50**
322016	GREG ROBERTS (21015)	Annual Pump Test/Certification (Engine 1, E	09-09-90-6362	$525.00
		Total SUPPRESSION		**$525.00**
		Total FIRE		**$525.00**
		Total FIRE/EMS FUND		**$12,579.50**
PR3641-2	AETNA - MIDDLETOWN 22051		20-00-00-2031	$32.50
PR3653-2	AETNA - MIDDLETOWN 22051		20-00-00-2031	$32.50
PR3641-2	AETNA HEALTHCARE 22795		20-00-00-2031	$160.61
PR3653-2	AETNA HEALTHCARE 22795		20-00-00-2031	$160.61
PR3641-2	AETNA - MIDDLETOWN 22051		20-00-00-2032	$65.73
PR3653-2	AETNA - MIDDLETOWN 22051		20-00-00-2032	$65.73
PR3641-2	AETNA HEALTHCARE 22795		20-00-00-2032	$3,620.82
PR3653-2	AETNA HEALTHCARE 22795		20-00-00-2032	$3,620.82
PR3641-2	DELTA DENTAL (20570)		20-00-00-2033	$238.56
PR3653-2	DELTA DENTAL (20570)		20-00-00-2033	$238.56
PR3641-2	AETNA HEALTHCARE 22795		20-00-00-2034	$63.57
PR3653-2	AETNA HEALTHCARE 22795		20-00-00-2034	$63.57
PR3641-2	DELTA DENTAL (20570)		20-00-00-2034	$11.35
PR3653-2	DELTA DENTAL (20570)		20-00-00-2034	$11.35
PR3641-2	Y.M.C.A. OF GUTHRIE OKLAHOM		20-00-00-2062	$11.96
PR3653-2	Y.M.C.A. OF GUTHRIE OKLAHOM		20-00-00-2062	$11.96
PR3641-2	Y.M.C.A. OF GUTHRIE OKLAHOM		20-00-00-2063	$6.53
PR3653-2	Y.M.C.A. OF GUTHRIE OKLAHOM		20-00-00-2063	$6.53
		Total		**$8,423.26**
		Total		**$8,423.26**
NOVEMBER 201	AT&T LONG DISTANCE (21268)	Monthly Long Distance Billing	20-21-00-6301	$222.25
3762-1	FORMS PLUS (185)	Second Notice Forms	20-21-00-6308	$433.92

City of Guthrie
A/P Claims List
from 10/31/2012 to 10/31/2012

Invoice #	Vendor	Description	Account	Cost
		Total		**$656.17**
		Total PUBLIC WORKS GENERAL		**$656.17**
95748	SOUTHWEST CHEMICAL (20977)	Water Treatment Plant Chemicals	20-23-00-6104	$4,024.00
95755	SOUTHWEST CHEMICAL (20977)	Water Treatment Plant Chemicals	20-23-00-6104	$1,350.00
		Total		**$5,374.00**
		Total WATER PLANT		**$5,374.00**
000569	GHM ENTERPRISES (1097)	Laundry Service	20-24-00-6016	$4.80
000573	GHM ENTERPRISES (1097)	Laundry Service	20-24-00-6016	$6.60
000578	GHM ENTERPRISES (1097)	Laundry Service	20-24-00-6016	$6.00
000581	GHM ENTERPRISES (1097)	Laundry Service	20-24-00-6016	$6.00
000586	GHM ENTERPRISES (1097)	Laundry Service	20-24-00-6016	$6.00
000590	GHM ENTERPRISES (1097)	Laundry Service	20-24-00-6016	$5.40
000592	GHM ENTERPRISES (1097)	Laundry Service	20-24-00-6016	$6.60
000596	GHM ENTERPRISES (1097)	Laundry Service	20-24-00-6016	$6.00
95564	SOUTHWEST CHEMICAL (20977)	660 Gallon Totes of Sodium Bisulfite - WWTP	20-24-00-6104	$1,747.50
		Total		**$1,794.90**
		Total WASTE WATER TREATMENT PLANT		**$1,794.90**
		Total GPWA OPERATING FUND		**$16,248.33**
PR3641-1	AETNA HEALTHCARE 22795		98-00-00-2031	$231.04
PR3653-1	AETNA HEALTHCARE 22795		98-00-00-2031	$231.04
PR3641-1	AETNA - MIDDLETOWN 22051		98-00-00-2032	$3.13
PR3653-1	AETNA - MIDDLETOWN 22051		98-00-00-2032	$3.13
PR3641-1	AETNA HEALTHCARE 22795		98-00-00-2032	$172.42
PR3653-1	AETNA HEALTHCARE 22795		98-00-00-2032	$172.42
PR3641-1	DELTA DENTAL (20570)		98-00-00-2033	$11.36
PR3653-1	DELTA DENTAL (20570)		98-00-00-2033	$11.36
PR3641-1	AETNA HEALTHCARE 22795		98-00-00-2034	$11.35
PR3653-1	AETNA HEALTHCARE 22795		98-00-00-2034	$11.35
PR3641-1	Y.M.C.A. OF GUTHRIE OKLAHOM		98-00-00-2062	$7.98
PR3653-1	Y.M.C.A. OF GUTHRIE OKLAHOM		98-00-00-2062	$7.98
PR3641-1	Y.M.C.A. OF GUTHRIE OKLAHOM		98-00-00-2063	$4.35
PR3653-1	Y.M.C.A. OF GUTHRIE OKLAHOM		98-00-00-2063	$4.35
		Total		**$883.26**
		Total		**$883.26**
NOVEMBER 201	AT&T LONG DISTANCE (21268)	Monthly Long Distance Billing	98-98-00-6301	$15.82
		Total		**$15.82**
11071360-6	GARVER ENGINEERING 22519	Administrative Services #3-40-0036-013-2012	98-98-94-6373	$1,799.86
		Total AIRPORT IMPROVEMENTS		**$1,799.86**
		Total AIRPORT FUND		**$1,815.68**
		Total AIRPORT FUND		**$2,698.94**
		Total All Funds		**$71,166.54**

MINUTES

CITY COUNCIL MEETING

Council Workshop

October 16, 2012

The special meeting of the sixty-first City Council of Guthrie, Oklahoma, was posted on Friday, October 12, 2012 before 5:00 p.m. and held October 16, 2012 in the Guthrie City Hall Third Floor Conference Room.

Mayor Chuck Burtcher called the meeting to order at 6:00 p.m.

Members Present:	Chuck Burtcher Patty Hazlewood	John Wood	Gaylord Z. Thomas
Members Absent:	Trey Ayers	Sheri Mueller	Mary Coffin
Staff Present:	Wanda Calvert Aaron Ryburn Cyndi Selinger Eric Harlow	Randel Shadid Maxine Pruitt Jim Ahlgren	Kim Biggs Cody Mosley Rene Spineto

Mayor Burtcher declared a quorum with four (4) Councilmembers in attendance.

Councilmember Mueller present at 6:05 p.m.

Vice Mayor Ayers present at 6:06 p.m.

Discussion regarding Sports Complex. Councilmember Hazlewood expressed the need to move forward with this project; to select a committee to acquire funding; and for this project to include a Sports Museum. Richard Hendrick, representative of the Sports Museum, gave the history and an overview of the status of the Sports Museum in Guthrie.

Questions and discussion regarding agenda items.

Coyle Public Works Authority Take or Pay Water Purchase Contract. The proposed item is to consider approval of the Coyle Public Works Authority Take or Pay Water Purchase Contract allowing the Guthrie Public Works Authority (GPWA) to provide water to the Town of Coyle. The GPWA was approached by the Town of Coyle a few months ago and former City Manager Matt Mueller provided a presentation to Coyle Trustees on two occasions which explained what the GPWA was able to offer. Town of Coyle had two choices available for their citizens and Coyle Public Works Authority Trustees unanimously chose to contract with the GPWA. The Take or Pay Contract provides for the GPWA to deliver water through the Langston line and addresses the cost of laying additional line from

the connection at the entrance of Langston University running along State Highway 33 to a point in the Town of Coyle near the intersection of Iowa and Main Streets at which point a master meter station will be installed along with a pressure reducing valve station. The financial structure of the contract will allow for Coyle's payment to include the debt service of the loan the GPWA will assume for the project.

Insurance for Armory Building at 720 East Logan. The proposed item is to consider approval to continue to insure the Armory Building at 720 East Logan Avenue at a limit of $500,000. The City acquired the Guthrie Armory Building from the State of Oklahoma in March 2011. Upon receipt of the property the value was assessed at $2.78M by our insurance carrier Oklahoma Municipal Assurance Group, OMAG. At that time the City elected to insure the building for $500,000 an amount below the replacement or assessed costs.

CMOM Project – Certification of Project/Contract Completion. The proposed item is to consider approval for Certification of Project/Contract Completion of the Sewer System Improvements known as CMOM and authorized the closing of Loan Number CWSRF Project No. ORF-10-0008-CW. The documents will finalize the CMOM Project for the improvements to the City of Guthrie Sewer System as mandated by the Oklahoma Department of Environmental Quality in Consent Order 10-254.

Resolution No. 2012-16 – Filing Application with OWRB. The proposed item is to consider and take action with respect to Resolution No. 2012-16 agreeing to file application with the Oklahoma Water Resources Board (OWRB) for Financial Assistance through OWRB State Revolving Fund Program, with the loan proceeds being for the purpose of financing water system and related improvements serving the City of Guthrie, Oklahoma; approving professional services agreements; and containing other provisions related thereto. On October 9, 2012 the Coyle Public Works Authority approved the Take or Pay Water Purchase Contract allowing the Guthrie Public Works Authority (GPWA) to provide water for the Town of Coyle. The OWRB has made monies available to qualified entities for the financing of certain qualifying projects. The proposed resolution is authorizing the GPWA to file an application(s) with the OWRB Board seeking financial assistance through the OWRB State Revolving Fund Program. Also, the proposed resolution is authorizing GPWA to enter into professional services agreements.

Submit application to Oklahoma Humanities Council. The proposed item is to consider approval for the Library Staff to submit an application to the Oklahoma Humanities Council for the "Let's Talk About It, Oklahoma!" (LTAIO) Grant for the Spring 2013 term. This grant from the Oklahoma Humanities Council is available to public libraries in Oklahoma to present a reading and discussion program. Through the grant, the Oklahoma Humanities Council will provide multiple copies of the books for participants to borrow and will pay a stipend to each of the scholars who are scheduled to lead the book discussions. The theme for this series is "The Oklahoma Experience: The Thirties," which will run one Monday per month from January through April. The Library must match the LTAIO grant of up to $1,000 with the same value of in-kind services. Examples of such services include staff time spent on the project, value of the meeting room being used, supplies, postage, and publicity.

Request for future items of discussion. Update on the Viaduct Project and selection of a Committee for the Sports Complex.

Adjournment. There being no further business for the Guthrie City Council, Mayor Burtcher declared the meeting adjourned at 6:51 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Mayor

MINUTES

CITY COUNCIL MEETING

October 16, 2012

The regular meeting of the sixty-first City Council of Guthrie, Oklahoma was posted on Friday, October 12, 2012 before 5:00 p.m. and held October 16, 2012 in the Guthrie City Hall Council Chambers.

Mayor Chuck Burtcher called the meeting to order at 7:06 p.m.

Members Present:	Chuck Burtcher	Trey Ayers	Gaylord Z. Thomas
	John Wood	Sheri Mueller	Patty Hazlewood
Members Absent:	Mary Coffin		
Staff Present:	Wanda Calvert	Randel Shadid	Kim Biggs
	Aaron Ryburn	Jim Ahlgren	Cyndi Selinger
	Cody Mosley	Eric Harlow	Maxine Pruitt
	Rene Spineto		

Mayor Burtcher declared a quorum with six (6) Councilmembers in attendance.

Consent Agenda. Motion by Vice Mayor Ayers, seconded by Councilmember Thomas, moved approval of the Consent Agenda as follows:

A. Consider approval of the minutes from the Special City Council Workshop Meeting held on October 2, 2012.

B. Consider approval of the minutes from the Regular City Council Meeting held on October 2, 2012.

C. Consider approval of the claims:

General Fund:	Claims	$166,297.72
Fire/EMS Fund:	Claims	$ 4,377.79
Grants Fund:	Claims	$ 4,373.73
Capital Projects Fund:	Claims	$ 30,013.68
GIDA Fund:	Claims	$ 1,041.67
Airport Fund:	Claims	$ 7,643.85
	Total Claims:	$213,748.44

D. Consider approval of Treasurer's Reports.

E. Consider approval for the Library Staff to submit an application to the Oklahoma Humanities Council for the "Let's Talk About It, Oklahoma!" Grant for Spring 2013 term.

F. Consider approval to continue to insure the Armory Building at 720 East Logan Avenue at a limit of $500,000.

Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Burtcher, Ayers, Thomas, Wood, Hazlewood, Mueller
Nay: None

Mayor Burtcher declared the motion carried unanimously.

City Manager's Report. Reminded the City Council of the Special Workshop to be held on October 23, 2012 at 6:00 p.m. to discuss the Hotel Tax Rate and expressed a "Thank You" to Management Team and employees for their support during the term of Interim City Manager.

Requests/comments from members of the City Council. Councilmember Mueller informed this week is Fall Break for Guthrie Public Schools and the Bluegrass Festival was a success.

Councilmember Hazlewood informed St. Mary's Catholic Daughters is holding a Rummage Sale and the community lost a great man (Jon Gumerson).

Vice Mayor Ayers informed St. Mary's Golf Tournament was a success and the community lost a great leader (Jon Gumerson); expressed a "Thank You" to Wanda Calvert for holding the position of Interim City Manager and to Councilmember Hazlewood for bringing up the Sports Complex Project; and welcomed the new City Manager Sereniah Breland to the community.

Councilmember Thomas stated "Go Bluejays" and Jon Gumerson will be missed.

Councilmember Wood informed Neighborhood Association is in the process of creating a new organization; the Fire Department did a great job at Stables Café; the Guthrie Forestry tree give away was a success; Logan Community Services will be holding their Banquet on December 3, 2012; and stated Jon Gumerson was a former Lion, a mentor, a friend and sad to see him go.

Mayor Burtcher stated Jon Gumerson will be missed; the Bluegrass Festival was very successful; and expressed a "Thank you" to staff for a great job.

Adjourn. There being no further business for the Guthrie City Council, Mayor Burtcher declared the meeting adjourned at 7:19 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Mayor

MINUTES

CITY COUNCIL MEETING

Council Workshop

October 23, 2012

The special meeting of the sixty-first City Council of Guthrie, Oklahoma, was posted on Friday, October 12, 2012 before 5:00 p.m. and held October 23, 2012 in the Guthrie City Hall Council Chambers

Mayor Chuck Burtcher called the meeting to order at 6:00 p.m.

Members Present:	Chuck Burtcher Sheri Mueller	Trey Ayers Mary Coffin	Gaylord Z. Thomas Patty Hazlewood
Members Absent:	John Wood		
Staff Present:	Sereniah Breland Aaron Ryburn	Randel Shadid Cody Mosley	Wanda Calvert Jim Ahlgren

Mayor Burtcher declared a quorum with six (6) Councilmembers in attendance.

Councilmember Wood present at 6:10 p.m.

Discussion regarding increase of Hotel/Motel tax rate. Ordinance No. 2700 was adopted by City Council on March 16, 1982 to create the "City of Guthrie Hotel Tax". The election was held on May 4, 1982 to impose a 2% excise tax on the gross receipts from rental of hotel and motel rooms and other sleeping accommodations, with 2/3rd of the proceeds of said tax to be used for the promotion of tourism in the City of Guthrie and 1/3rd of the proceeds of said tax to be used for the maintenance, care and development of the City parks. The voters approved the proposition with 302 for and 168 against.

Ordinance No. 3034 was adopted by City Council on June 16, 1998 to change the hotel tax rate from 2% to 4%. The election was held on December 8, 1998. The proposition was worded to impose a 4% excise tax on the gross receipts from rental of hotel and motel rooms and other sleeping accommodations, with 5% of all taxes collected to be used by the City to defray administrative costs, 2/3rd of the remaining proceeds of said tax to be used for the promotion of tourism in the City of Guthrie and 1/3rd of the remaining proceeds of said tax to be used for the maintenance, care and development of City parks; providing for interest on delinquent tax payments, providing for a penalty for failure to make returns or making false and fraudulent returns, limiting the use of revenue from fines imposed for violation and interest on delinquent returns. The voters approved the proposition with 430 for and 125 against.

Now City staff is proposing to increase the hotel tax rate from 4% to 8% with the same language as with Ordinance No. 3034. What is being proposed is to keep the same language: 5% of all taxes collected to be used to defray administrative costs, 2/3rd of the proceeds to be used for the promotion of tourism and 1/3rd to be used for the maintenance, care and development of City parks.

The questions tonight are:

1. Do we want to increase the hotel tax rate?
2. At what rate? Two – Three – Four
3. When to hold the election?

Economic & Marketing Director Cody Mosley informed the City Council of the projects and upgrades to the City parks the 1/3rd of the proceeds would help fund.

Councilmember Mary Coffin and Lucy Swanson provided information regarding the expenditures of the current 2/3rd of the proceeds and what the additional funding could provide.

There were seven individuals that addressed the City Council in opposition to the proposed tax rate.

City Council requested time to review and study the proposal.

Adjourn. There being no further business for the Guthrie City Council, Mayor Burtcher declared the meeting adjourn at 7:15 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Mayor

CITY OF GUTHRIE

CLAIMS

November 6, 2012

I hereby certify the purchase orders listed have been issued and encumbered against the available balance of the authorized appropriated accounts and that the department head and/or officer in charge of those accounts has certified that the procurements were necessary to the proper conduct of activities; that the merchandise and/or services have been satisfactorily received or utilized; and that the purchase orders are now a true and just debt of the City of Guthrie. These purchase orders are therefore presented to you to be presented to the governing body for consideration as claims for payment.

_____

Kim Biggs
Purchasing Agent

Monthly Claims Approved as per Ordinance No. 2973 by City Manager

_____

Sereniah Breland
City Manager

CITY OF GUTHRIE OKLAHOMA

Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
X City Council	November 6, 2012	Wanda Calvert
___ GPWA		City Clerk/Treasurer
___ Other: ___		

Agenda Item
Consider approval of Budget Amendment No. 1 increasing the budget for the General Fund, Hotel/Motel Tax Fund, Cemetery Care Fund, Capital Projects Fund and Airport Fund.

Summary
Budget Amendment No. 1 increases the following:

1. General Fund in the amount of $13,083 for donations received in FY 2012 but not completely spent (Literacy Programming Supplies and Animal Medical/Veterinary).
2. Hotel/Motel Tax Fund in the amount of $7,846 to purchase a mower for the Parks & Public Grounds Department.
3. Cemetery Care Fund in the amount of $7,116 to purchase a mower for the Parks & Public Grounds Department.
4. Capital Projects Fund in the amount of $361,340 for projects funded in FY 2012 but not completely spent (E-911 and Server) and creating the revenue and expenditures for the Coyle Waterline Project to be funded by OWRB estimated at $355,000.
5. Airport Fund in the amount of $600,045 for FY 2012 Capital Projects not completed (Runway 16/34 PAPI's, Taxiway C Rehabilitation and Building & Ground for Taxilane Connection) and creating revenue and expenditures for utilities to the commercial hangars to be funded by Edmond Economic Development Council.

Funding Expected	X Revenue	X Expenditure	___ N/A
Budgeted	___ Yes	X No	___ N/A
Account Number	See Attached	**Amount**	See Budget Revision Report
Legal Review	X N/A	___ Required	Completed Date: ___
Mayor's Appt.	___ Yes	X No	

Supporting documents attached

- Request for Budget Amendment
- Budget Revision Report

Recommendation
Staff recommends approval.

Action Needed ___ Public Hearing X Motion ___ Emergency Clause

CITY OF GUTHRIE
GUTHRIE PUBLIC WORKS AUTHORITY

REQUEST FOR BUDGET AMENDMENT

Type of Amendment: Date: November 6, 2012

1. Transfer of Appropriations
2. Supplemental Appropriations --X--
3. Appropriation Decrease Amendment No. 1
4. Revenue Increase

****

Funds Effected:

General Fund - $13,083
Hotel/Motel Tax Fund - $7,846
Cemetery Care Fund - $7,116
Capital Projects Fund - $361,340
Airport Fund - $600,045

Comments:

Budget Amendment No. 1 increases the following:

1. General Fund in the amount of $13,083 for donations received in FY 2012 but not completely spent (Literacy Programming Supplies and Animal Medical/Veterinary).
2. Hotel/Motel Tax Fund in the amount of $7,846 to purchase a mower for the Parks & Public Grounds Department.
3. Cemetery Care Fund in the amount of $7,116 to purchase a mower for the Parks & Public Grounds Department.
4. Capital Projects Fund in the amount of $361,340 for projects funded in FY 2012 but not completely (E-911 and Server) and creating the revenue and expenditures for the Coyle Waterline Project to be funded by OWRB estimated at $355,000.
5. Airport Fund in the amount of $600,045 for FY 2012 Capital Projects not completed (Runway 16/34 PAPI's, Taxiway C Rehabilitation and Building & Ground for Taxilane Connection) and creating revenue and expenditures for utilities to the commercial hangars.

****

APPROVAL

Date: _____

Purchasing Agent: _____ City Manager: _____

****

Council Approval Needed? ___Yes_____ Date Posted: _____11-07-2012_____

If yes, date approved: _____11-06-2012__ City Clerk:_____

****

After amendment has been entered in the computer, copies are to be sent to the following:

City Manager - 1 copy
Purchasing Agent - 1 copy
Department Head - 1 copy

City of Guthrie
Budget Revisions

Number	Fiscal Year	Fiscal Period	Reason
214	2013	1	Budget Amendment No. 1

Line Number	Account Number		Increase	Decrease
1	01-00-00-5401	General Fund Balance	13,083.00	0.00
2	01-06-60-6114	Literacy Programming Supplies	3,779.00	0.00
3	01-07-72-6133	Medical/Veterinary	9,304.00	0.00
4	45-00-00-5401	Hotel/Motel Tax Fund Balance	7,846.00	0.00
5	45-45-00-6532	Mower	7,846.00	0.00
6	72-00-00-5401	Cemetery Care Fund Balance	7,116.00	0.00
7	72-72-00-6519	Mower	7,116.00	0.00
8	54-00-00-5401	Capital Projects Fund Balance	6,340.00	0.00
9	54-54-07-6514	E-911	1,523.00	0.00
10	54-54-07-6515	Computer - Server	4,817.00	0.00
11	54-00-00-5528	OWRB DWSRF Loan – Coyle Waterline Project	355,000.00	0.00
12	54-55-27-6373	Professional Services	133,724.00	0.00
13	54-55-27-6587	Coyle Waterline Project	221,276.00	0.00
14	98-00-00-5401	Airport Fund Balance	10,891.00	0.00
15	98-00-00-5515	OAC-Airport Improvements PAPI's	374,263.00	0.00
17	98-00-00-5516	Reimburse/City of Edmond	10,891.00	0.00
18	98-98-94-6373	Professional Services	47,045.00	0.00
19	98-98-94-6510	Runway 16/34 PAPI's	263,000.00	0.00
20	98-98-94-6590	Taxiway C Rehabilitation	86,000.00	0.00
21	98-00-00-5401	Airport Fund Balance	19,000.00	0.00
22	98-98-00-6112	Building & Grounds	19,000.00	0.00
23	98-98-95-6373	Professional Services	35,157.00	0.00
24	98-98-95-6508	Utilities Commercial Hangars	149,843.00	0.00
25	98-00-00-5517	Loan Proceeds - EEDC	185,000.00	0.00
		Totals:	1,978,860.00	0.00

CITY OF GUTHRIE OKLAHOMA

Agenda Item Cover Letter

Meeting
X City Council
____ GPWA
____ Other: _____

Date of Meeting
November 6, 2012

Contact
Jim Ahlgren
Human Resources
Director

Agenda Item
Consider approval to declare list of electronics as surplus property and authorize staff to dispose of in a manner that is most beneficial to the City of Guthrie.

Summary
The attached items are either obsolete or not in working order and need to be disposed.

Funding Expected ____ Revenue X Expenditure ____ N/A

Budgeted ____ Yes X No ____ N/A

Account Number _____ **Amount** _____

Legal Review X N/A ____ Required Completed Date: _____

Mayor's Appt. ____ Yes X No

Supporting Documents Attached – Yes

- Surplus List

Recommendation
Staff recommends approval.

Action Needed ____ Public Hearing x Motion ____ Emergency Clause

City of Guthrie Surplus Items

SOFTWARE

ALIENWARE AREA 51, S#PC-383-299A Obsolete

Digital Video Gear - INFONET Obsolete

HARDWARE

Digital Video Gear - TOASTER Obsolete

CANNON XL CAMERA Inoperable

TELEPROMPTER Obsolete

BOGEN TRIPODS-4 Obsolete

MARSHAL 3 STUDIO MONITOR S#V-P53P Obsolete

(3) ROAD RAGS LIGHTING CONTROL Inoperable

Digital Video GEAR X20TV SYSTEM S#76487-0040073-99868 Obsolete

CITY OF GUTHRIE OKLAHOMA

Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
X City Council	November 6, 2012	Justin Heid, Airport Manager
___ GPWA		
X Other: GIDA		

Agenda Item

Consider approval to authorize staff to solicit bids for construction of water and sewer utilities in the commercial development area at the Guthrie-Edmond Regional Airport.

Summary

The Guthrie-Edmond Regional Airport is ready to begin the bidding process for the construction of water and sewer lines that will connect to the current utility lines and the new commercial development area of the airport. The project will be paid for through a loan secured by the GIDA and will be paid back solely from the revenues of the commercial hangars and connection fees.

Funding Expected ___ Revenue X Expenditure ___ N/A

Budgeted X Yes ___ No X N/A

Account Number Various **Amount** $180,000

Legal Review X N/A ___ Required Completed Date: 10/31/12

Mayor's Appt. ___ Yes X No

Supporting documents attached

None.

Recommendation

Staff recommends approval.

Action Needed ___ Public Hearing X Motion ___ Emergency Clause

CITY OF GUTHRIE OKLAHOMA

Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
X City Council	November 6, 2012	Kim Biggs, Purchasing Agent
____ GPWA		
____ Other: _____		

Agenda Item
Consider approval to declare two (2) 7000 lb. Parking Lifts as surplus property and authorize staff to dispose of in a manner that is most beneficial to the City of Guthrie.

Summary

The lifts were purchased for $4835.55 to be used by Fleet Maintenance at the temporary location on Ruhl Drive during reconstruction of the Municipal Services Building. The GMS building is fully operational, the lifts are no longer needed.

We would like to advertise on Ebay or solicit other municipalities who may utilize this type of equipment.

Funding Expected X Revenue ____ Expenditure ____ N/A

Budgeted ____ Yes X No ____ N/A

Account Number N/A **Amount** N/A

X

Legal Review ____ N/A ____ Required Completed Date: _____

Mayor's Appt. ____ Yes X No

Supporting documents attached
none

Recommendation
Staff recommends approval.

Action Needed ____ Public Hearing X Motion ____ Emergency Clause

MINUTES

GUTHRIE INDUSTRIAL DEVELOPMENT AUTHORITY

September 18, 2012

The special meeting of the Guthrie Industrial Development Authority was posted on Friday, September 14, 2012 before 5:00 p.m. and held September 18, 2012 in the Guthrie City Hall Council Chambers.

Trustee Mary Coffin called the meeting to order at 7:44 p.m.

Members Present:	Mary Coffin Sheri Mueller	John Wood Patty Hazlewood	Gaylord Z. Thomas
Members Absent:	Chuck Burtcher	Trey Ayers	
Staff Present:	Wanda Calvert Eric Harlow	Randel Shadid	Aaron Ryburn

Chairman Burtcher declared a quorum with five (5) Trustees in attendance.

Consent Agenda: Motion by Trustee Thomas, seconded by Trustee Wood, moved approval of the Consent Agenda as follows:

A. Consider approval of the minutes from the Special Guthrie Industrial Development Authority Meeting held on June 5, 2012.

B. Consider approval to proceed with the Corporate Hangar Development Project at the Guthrie-Edmond Regional Airport at a cost not to exceed $180,000 and approval of Myers Engineering to prepare the bid documents, specifications and oversee the construction of the project.

Trustees entered their votes and the votes were displayed with the following results:

Aye: Coffin, Thomas, Mueller, Hazlewood, Wood
Nay: None

Trustee Coffin declared the motion carried unanimously.

Consider approval to convene into Executive Session pursuant to the authority of Title 15, O.S. 2001, Section 307(B)(1), for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of public officer or employee (GIDA Attorney). No action was taken.

Consideration of action regarding the hiring of Colorado Council to pursue Excel Jet Judgment. Motion by Trustee Wood, seconded by Trustee Mueller, moved approval of the Contingent Fee Agreement to retain The Temple Law Offices, LLC to perform legal services regarding Excel Jet, Ltd. Trustees entered their votes and the votes were displayed with the following results:

Aye: Coffin, Thomas, Mueller, Hazlewood, Wood
Nay: None

Trustee Coffin declared the motion carried unanimously.

Adjourn. There being no further business for the Guthrie Industrial Development Authority Trustees, Trustee Coffin declared the meeting adjourned at 7:46 p.m.

Wanda Calvert, City Clerk

Mary Coffin, Trustee