



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

December 4, 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 November 20, 2012 3
B. Consider approval of Claims..... 5
C. Consider approval of adding Grandparents to the definition of immediate family for consideration in time off work 13
D. Consider approval of Budget Amendment No. 14 increasing the FY 2012 Year End Budget for the General Fund, Guthrie Public Works Authority Fund, Grants Fund, CMOM Fund, Airport Grant Fund, Airport Fund and Guthrie Industrial Development Authority 15
E. Consider approval of 2013 Calendar Year of the Schedule of Regular Meetings..... 19
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 November 20, 2012.....26
B. Consider approval of minutes of the Regular City Council Meeting held on November 20, 2012.....28
C. Consider approval of Claims.....31
D. Consider approval of appointing Loretta Fortney, Jessie Bryan and Joe Chappell to the Guthrie Park Board..... 32
E. Consider approval of accepting the FY 2012 Justice Assistance Grant in the amount of \$9,970.68 to purchase Mobile Cop Software, Fingerprint Readers and Wireless Air Link Cards..... 36
F. Consider approval of accepting grant from the Oklahoma Humanities Council in the amount of \$983.60 for the purpose of conducting a "Let's Talk About It, Oklahoma!" Program at the Guthrie Public Library..... 51

- G. Consider approval of adding Grandparents to the definition of immediate family for consideration in time off work..... (see page13)
- H. Consider approval of Budget Amendment No. 14 increasing the FY 2012 Year End Budget for the General Fund, Guthrie Public Works Authority Fund, Grants Fund, CMOM Fund, Airport Grant Fund, Airport Fund and Guthrie Industrial Development Authority Fund (see page 15)
- I. Consider approval of 2013 Calendar Year of the Schedule of Regular Meetings..... (see page19)
- 3. Consider approval of Resolution No. 2012-17, providing for 2013 Primary and General Elections of the City of Guthrie for the offices of Mayor and Council Members and naming voting precincts..... 57
- 4. Consider approval for Resolution No. 2012-18, supporting development of Silent Harvest Homes Phase Two, including fee waivers of building permits or other city provided services in the amount of \$14,001.00 61
- 5. Consider approval for Ordinance No. 3243, creating Chapter 2, Article 2, Section 2-49 Social Host Ordinance restricting service of alcohol to minors in a social setting 71
- 6. Consider approval of Ordinance No. 3244, creating Chapter 15, Article 2, Section 15-18 Rules and Regulations for Waterfowl Hunting at Liberty Lake and declaring an emergency..... 75
- 7. Consider approval for Ordinance No. 3245, creating Chapter 11, Article 6, Section 11-102 of the Guthrie Code of Ordinances by prohibiting tobacco advertisement at City sponsored events..... 81
- 8. City Managers Report
- 9. Requests/Comments from Members of the City Council.
- 10. Adjourn.

MINUTES

GUTHRIE PUBLIC WORKS AUTHORITY MEETING

November 20, 2012

The regular meeting of the Guthrie Public Works Authority was posted on Friday, November 16, 2012 before 5:00 p.m. and held November 20, 2012 in the Guthrie City Hall Council Chambers.

Invocation was given by Marketing and Economic Development Director Cody Mosley.

Pledge of Allegiance was led by Trustee Gaylord Z. Thomas.

Vice Chairman Trey Ayers called the meeting to order at 7:02 p.m.

Members Present:	Trey Ayers	Mary Coffin	Gaylord Z. Thomas
	Sheri Mueller		

Members Absent:	Chuck Burtcher	John Wood	Patty Hazlewood
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Staff Present:	Sereniah Breland	Randel Shadid	Wanda Calvert
	Aaron Ryburn	Maxine Pruitt	Rene Spineto
	Cody Mosley	Damon Devereaux	

Vice Chairman Ayers declared a quorum with four (4) Trustees in attendance.

Community Announcements and Recognitions. None

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

A. Consider approval of the minutes from the Regular Guthrie Public Works Authority Meeting held on November 6, 2012.

B. Consider approval of claims:

GPWA Fund:	Claims	\$ 45,075.93
CMOM Fund:	Claims	\$248,935.34
Utility Deposit Fund:	Claims	<u>\$ 1,037.25</u>
	Total Claims:	\$295,048.52

C. Consider approval for the solicitation of bids to lease approximately 59 acres of farmland located near the area of the Convenience Center, described as part of Section Six (6), Township Sixteen (16) North, Range Two (2) West.

- D. Consider approval for the solicitation of bids for six air relief valves and three flushing valves for the raw water line.

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

Aye: Ayers, Mueller, Coffin, Thomas

Nay: None

Vice Chairman Ayers declared the motion carried unanimously.

Adjourn. There being no further business for the Guthrie Public Works Authority Trustees, Vice Chairman Ayers declared the meeting adjourned at 7:03 p.m.

Wanda Calvert, City Clerk

Trey Ayers, Vice Chairman



GUTHRIE PUBLIC WORKS AUTHORITY

CLAIMS

December 4, 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 11/19/2012 to 11/20/2012

Invoice #	Vendor	Description	Account	Cost
OCTOBER 2012	BANK OF AMERICA 22774	Central Office Supplies	01-01-00-6100	\$1,123.87
OCTOBER 2012	BANK OF AMERICA 22774	Janitor/Chemicals Supplies	01-01-00-6103	\$753.64
OCTOBER 2012	BANK OF AMERICA 22774	Safety Supplies	01-01-00-6110	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Building & Grounds	01-01-00-6112	\$286.33
OCTOBER 2012	BANK OF AMERICA 22774	Miscellaneous Supplies	01-01-00-6114	\$746.24
OCTOBER 2012	BANK OF AMERICA 22774	Telephone	01-01-00-6301	\$1,578.64
OCTOBER 2012	BANK OF AMERICA 22774	Printing	01-01-00-6308	\$20.00
OCTOBER 2012	BANK OF AMERICA 22774	Computer Operations	01-01-00-6311	\$680.00
OCTOBER 2012	BANK OF AMERICA 22774	Council Travel/Training	01-01-00-6314	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Communications	01-01-00-6318	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Advertising - Legal Publications	01-01-00-6334	\$43.80
OCTOBER 2012	BANK OF AMERICA 22774	Miscellaneous Services/Charges	01-01-00-6346	\$200.00
OCTOBER 2012	BANK OF AMERICA 22774	Maintenance Agreement	01-01-00-6347	\$263.15
OCTOBER 2012	BANK OF AMERICA 22774	Membership Dues	01-01-00-6350	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Professional Services	01-01-00-6373	\$22.50
OCTOBER 2012	BANK OF AMERICA 22774	Internet Services	01-01-00-6381	\$698.71
OCTOBER 2012	BANK OF AMERICA 22774	Professional Development (City Manager)	01-02-20-6048	\$100.00
OCTOBER 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-02-20-6317	\$355.60
OCTOBER 2012	BANK OF AMERICA 22774	Dues & Subscriptions	01-02-20-6355	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Professional Development (HR)	01-02-24-6048	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-02-24-6317	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Advertising - Legal Publications	01-02-24-6334	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Uniforms -	01-02-25-6016	\$250.62
OCTOBER 2012	BANK OF AMERICA 22774	Professional Development (Building Services)	01-02-25-6048	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Safety Supplies	01-02-25-6110	\$163.50
OCTOBER 2012	BANK OF AMERICA 22774	Vehicle Maintenance	01-02-25-6316	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-02-25-6317	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Professional Development (Finance)	01-03-30-6048	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-03-30-6317	\$306.10
OCTOBER 2012	BANK OF AMERICA 22774	Maintenance Agreements	01-03-30-6347	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Recording/Dues/Subscriptions	01-03-30-6355	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Professional Development (Planning)	01-05-50-6048	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Safety Supplies/Apparel	01-05-50-6110	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Miscellaneous	01-05-50-6114	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Computer Supplies	01-05-50-6123	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Printing	01-05-50-6308	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Vehicle Maintenance	01-05-50-6316	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-05-50-6317	\$47.53
OCTOBER 2012	BANK OF AMERICA 22774	Advertising - Legal Publications	01-05-50-6334	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Dues & Subscriptions	01-05-50-6355	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Printing	01-05-51-6308	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Vehicle Maintenance	01-05-51-6316	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Advertising - Legal Publications	01-05-51-6334	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Computer Supplies	01-05-53-6123	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Printing	01-05-53-6308	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Dues & Subscriptions	01-05-53-6355	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Literacy Programming Supplies	01-06-60-6114	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Library Supplies	01-06-60-6117	\$223.92
OCTOBER 2012	BANK OF AMERICA 22774	Library Materials - Print	01-06-60-6130	\$1,348.14
OCTOBER 2012	BANK OF AMERICA 22774	Library Materials - Electronic	01-06-60-6131	\$396.97

City of Guthrie
A/P Claims List
 from 11/19/2012 to 11/20/2012

Invoice #	Vendor	Description	Account	Cost
OCTOBER 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-06-60-6317	\$39.03
OCTOBER 2012	BANK OF AMERICA 22774	Building Maintenance	01-06-60-6387	\$54.00
OCTOBER 2012	BANK OF AMERICA 22774	Uniforms - PD	01-07-70-6019	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Employee Physicals	01-07-70-6030	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Chemicals	01-07-70-6104	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Jail Supplies	01-07-70-6106	\$68.09
OCTOBER 2012	BANK OF AMERICA 22774	Food/Humans	01-07-70-6107	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Safety Supplies/Apparel	01-07-70-6110	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Building & Grounds	01-07-70-6112	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Miscellaneous Supplies	01-07-70-6114	\$53.77
OCTOBER 2012	BANK OF AMERICA 22774	Photo/Video Supplies	01-07-70-6120	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Crime Prevention Program	01-07-70-6122	\$104.18
OCTOBER 2012	BANK OF AMERICA 22774	Printing	01-07-70-6308	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Computer Maintenance/Operations	01-07-70-6311	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Vehicle Maintenance	01-07-70-6316	\$12,544.81
OCTOBER 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-07-70-6317	\$173.14
OCTOBER 2012	BANK OF AMERICA 22774	Communications	01-07-70-6318	\$249.32
OCTOBER 2012	BANK OF AMERICA 22774	Collections	01-07-70-6340	\$240.00
OCTOBER 2012	BANK OF AMERICA 22774	Special Events	01-07-70-6342	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Training Program	01-07-70-6343	\$1,138.74
OCTOBER 2012	BANK OF AMERICA 22774	Dues & Subscriptions	01-07-70-6355	\$129.00
OCTOBER 2012	BANK OF AMERICA 22774	Jail Cost	01-07-70-6378	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Uniform Allowance - PD	01-07-71-6019	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Ammunition	01-07-71-6105	\$229.85
OCTOBER 2012	BANK OF AMERICA 22774	Chemicals	01-07-72-6104	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Shelter Food/Supplies	01-07-72-6108	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Safety Supplies/Apparel	01-07-72-6110	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Building & Grounds	01-07-72-6112	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Miscellaneous Supplies	01-07-72-6114	\$97.51
OCTOBER 2012	BANK OF AMERICA 22774	Animal Cages	01-07-72-6132	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Veterinary Medical	01-07-72-6133	\$301.00
OCTOBER 2012	BANK OF AMERICA 22774	Photo/Video Supplies	01-07-77-6120	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Drug Enforcement Program	01-07-77-6124	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Property/Evidence Supplies	01-07-77-6323	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Special Investigation Operations	01-07-77-6336	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Miscellaneous Supplies	01-07-78-6114	\$3.94
OCTOBER 2012	BANK OF AMERICA 22774	Uniforms - Street Dept.	01-12-00-6016	\$135.63
OCTOBER 2012	BANK OF AMERICA 22774	Professional Development (Street Dept)	01-12-00-6048	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Minor Tools	01-12-00-6102	\$70.47
OCTOBER 2012	BANK OF AMERICA 22774	Chemicals	01-12-00-6104	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Safety Supplies	01-12-00-6110	\$1,099.77
OCTOBER 2012	BANK OF AMERICA 22774	Traffic Supplies	01-12-00-6111	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Building & Grounds	01-12-00-6112	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Street/Sidewalks/Bridges	01-12-00-6113	\$20,295.58
OCTOBER 2012	BANK OF AMERICA 22774	Miscellaneous Supplies	01-12-00-6114	\$11.30
OCTOBER 2012	BANK OF AMERICA 22774	Signs & Materials	01-12-00-6115	\$3,423.40
OCTOBER 2012	BANK OF AMERICA 22774		01-12-00-6118	\$108.81
OCTOBER 2012	BANK OF AMERICA 22774	Vehicle Maintenance	01-12-00-6316	\$4,059.36
OCTOBER 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-12-00-6317	\$2,276.18
OCTOBER 2012	BANK OF AMERICA 22774	Communications	01-12-00-6318	\$0.00

City of Guthrie
A/P Claims List
 from 11/19/2012 to 11/20/2012

Invoice #	Vendor	Description	Account	Cost
OCTOBER 2012	BANK OF AMERICA 22774	Equipment Rental	01-12-00-6321	\$149.90
OCTOBER 2012	BANK OF AMERICA 22774	Uniforms - Fleet Maintenance	01-14-00-6016	\$171.25
OCTOBER 2012	BANK OF AMERICA 22774	Professional Development (Fleet Maintenanc	01-14-00-6048	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Minor Tools	01-14-00-6102	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Chemicals	01-14-00-6104	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Safety Supplies	01-14-00-6110	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Building & Grounds	01-14-00-6112	\$3.58
OCTOBER 2012	BANK OF AMERICA 22774	Miscellaneous Supplies	01-14-00-6114	\$129.24
OCTOBER 2012	BANK OF AMERICA 22774	Vehicle Maintenance	01-14-00-6316	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-14-00-6317	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Computer Maintenance	01-14-00-6324	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Miscellaneous Services / Charges	01-14-00-6346	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Required / Mandatory Testing	01-14-00-6357	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Reference Books	01-14-00-6379	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Vehicle Maintenance	01-14-41-6116	\$4.45
OCTOBER 2012	BANK OF AMERICA 22774	Fuel and Lube	01-14-41-6118	\$2,010.00
OCTOBER 2012	BANK OF AMERICA 22774	Uniforms -	01-15-11-6016	\$851.01
OCTOBER 2012	BANK OF AMERICA 22774	Minor Tools	01-15-11-6102	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Chemicals	01-15-11-6104	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Safety Supplies	01-15-11-6110	\$2,061.00
OCTOBER 2012	BANK OF AMERICA 22774	Buildings & Grounds	01-15-11-6112	\$917.64
OCTOBER 2012	BANK OF AMERICA 22774	Miscellaneous Supplies	01-15-11-6114	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Fuel & Lube	01-15-11-6118	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Recreational Supplies	01-15-11-6125	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Vehicle Maintenance	01-15-11-6316	\$40.00
OCTOBER 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-15-11-6317	\$846.48
		Total GENERAL FUND		\$63,700.69
OCTOBER 2012	BANK OF AMERICA 22774	Uniforms - FD/Suppression	09-09-90-6016	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Professional Development (FD)	09-09-90-6048	\$75.00
OCTOBER 2012	BANK OF AMERICA 22774	Minor Tools	09-09-90-6102	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Minor Supplies	09-09-90-6102	\$337.98
OCTOBER 2012	BANK OF AMERICA 22774	Chemicals	09-09-90-6104	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Food/Humans	09-09-90-6107	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Building & Grounds	09-09-90-6112	\$108.09
OCTOBER 2012	BANK OF AMERICA 22774	Building and Grounds	09-09-90-6112	\$130.10
OCTOBER 2012	BANK OF AMERICA 22774	Miscellaneous Supplies	09-09-90-6114	\$320.86
OCTOBER 2012	BANK OF AMERICA 22774	Misc. Supplies	09-09-90-6114	\$39.71
OCTOBER 2012	BANK OF AMERICA 22774	Vehicle Maintenance	09-09-90-6316	\$719.38
OCTOBER 2012	BANK OF AMERICA 22774	Vehicle Maintenance	09-09-90-6316	\$2,507.53
OCTOBER 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	09-09-90-6317	\$43.88
OCTOBER 2012	BANK OF AMERICA 22774	Machine Maintenance	09-09-90-6317	\$599.78
OCTOBER 2012	BANK OF AMERICA 22774	Communications	09-09-90-6318	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Communications	09-09-90-6318	\$693.00
OCTOBER 2012	BANK OF AMERICA 22774	Dues & Subscriptions	09-09-90-6355	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Dues and Subscriptions	09-09-90-6355	\$1,747.00
OCTOBER 2012	BANK OF AMERICA 22774	Certification Equipment	09-09-90-6362	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Uniforms - FD/EMS	09-09-92-6016	\$200.00
OCTOBER 2012	BANK OF AMERICA 22774	Supplies	09-09-92-6016	\$1,778.19
OCTOBER 2012	BANK OF AMERICA 22774	Professional Development (EMS)	09-09-92-6048	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Chemicals/Ambulance Supplies	09-09-92-6104	\$107.51

City of Guthrie
A/P Claims List
 from 11/19/2012 to 11/20/2012

Invoice #	Vendor	Description	Account	Cost
OCTOBER 2012	BANK OF AMERICA 22774	Ambulance Supplies	09-09-92-6104	\$6,304.01
OCTOBER 2012	BANK OF AMERICA 22774	Safety Supplies/Apparel	09-09-92-6110	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Vehicle Maintenance	09-09-92-6316	\$7,907.22
OCTOBER 2012	BANK OF AMERICA 22774	Vehicle Maintenance	09-09-92-6316	\$493.33
OCTOBER 2012	BANK OF AMERICA 22774	Communications	09-09-92-6318	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Dues & Subscriptions	09-09-92-6355	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Professional Services	09-09-92-6373	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Uniforms - FD/Admin	09-09-96-6016	\$404.10
OCTOBER 2012	BANK OF AMERICA 22774	Professional Development (Fire - Admin)	09-09-96-6048	\$75.00
OCTOBER 2012	BANK OF AMERICA 22774	Minor Tools	09-09-96-6102	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Food/Humans	09-09-96-6107	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Miscellaneous Supplies	09-09-96-6114	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Misc. Supplies	09-09-96-6114	\$759.00
OCTOBER 2012	BANK OF AMERICA 22774	Public Education	09-09-96-6121	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Public Education	09-09-96-6121	\$817.42
OCTOBER 2012	BANK OF AMERICA 22774	Vehicle Maintenance	09-09-96-6316	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Vehicle Maintenance	09-09-96-6316	\$41.50
OCTOBER 2012	BANK OF AMERICA 22774	Communications	09-09-96-6318	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Communications	09-09-96-6318	\$209.00
OCTOBER 2012	BANK OF AMERICA 22774	Dues & Subscriptions	09-09-96-6355	\$0.00
		Total FIRE/EMS FUND		\$26,418.59
OCTOBER 2012	BANK OF AMERICA 22774	Buildings & Grounds (GPWA)	20-21-00-6112	\$88.00
OCTOBER 2012	BANK OF AMERICA 22774	Miscellaneous Supplies	20-21-00-6114	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	May 24, 2011 Tornado Fund	20-21-00-6120	\$1,972.57
OCTOBER 2012	BANK OF AMERICA 22774	Telephone	20-21-00-6301	\$1,578.64
OCTOBER 2012	BANK OF AMERICA 22774	Printing	20-21-00-6308	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Postage	20-21-00-6309	\$290.00
2034080.	USPS - UNITED STATES POSTAL	Monthly Postage	20-21-00-6309	\$2,000.00
2034080	USPS - UNITED STATES POSTAL	Monthly Postage	20-21-00-6309	\$1,000.00
OCTOBER 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	20-21-00-6317	\$46.04
OCTOBER 2012	BANK OF AMERICA 22774	Communications	20-21-00-6318	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Utilities Collection Fees	20-21-00-6340	\$43.60
OCTOBER 2012	BANK OF AMERICA 22774	Maintenance Agreements	20-21-00-6347	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Professional Services	20-21-00-6373	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Professional Development (GPWA Admin)	20-22-00-6048	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Uniforms - WTP	20-23-00-6016	\$375.00
OCTOBER 2012	BANK OF AMERICA 22774	Professional Development (WTP)	20-23-00-6048	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Minor Tools	20-23-00-6102	\$568.08
OCTOBER 2012	BANK OF AMERICA 22774	Chemicals/Medical	20-23-00-6104	\$649.50
OCTOBER 2012	BANK OF AMERICA 22774	Lab Supplies	20-23-00-6109	\$819.96
OCTOBER 2012	BANK OF AMERICA 22774	Safety Apparel & Supplies	20-23-00-6110	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Building & Grounds	20-23-00-6112	\$1,476.80
OCTOBER 2012	BANK OF AMERICA 22774	Miscellaneous Supplies	20-23-00-6114	\$440.98
OCTOBER 2012	BANK OF AMERICA 22774	Annual State Water Testing	20-23-00-6303	\$1,367.00
OCTOBER 2012	BANK OF AMERICA 22774	Vehicle Maintenance	20-23-00-6316	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	20-23-00-6317	\$990.20
OCTOBER 2012	BANK OF AMERICA 22774	Computer Maintenance	20-23-00-6324	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Publishing Fees	20-23-00-6334	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Uniforms - WWTP	20-24-00-6016	\$792.00
OCTOBER 2012	BANK OF AMERICA 22774	Minor Tools	20-24-00-6102	\$40.02

City of Guthrie
A/P Claims List
 from 11/19/2012 to 11/20/2012

Invoice #	Vendor	Description	Account	Cost
OCTOBER 2012	BANK OF AMERICA 22774	Chemicals	20-24-00-6104	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Lab Supplies	20-24-00-6109	\$4,555.00
OCTOBER 2012	BANK OF AMERICA 22774	Safety Apparel & Supplies	20-24-00-6110	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Buildings & Grounds	20-24-00-6112	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Miscellaneous Supplies	20-24-00-6114	\$5.88
OCTOBER 2012	BANK OF AMERICA 22774	Lift Station Maintenance	20-24-00-6312	\$4,105.86
OCTOBER 2012	BANK OF AMERICA 22774	Vehicle Maintenance	20-24-00-6316	\$776.00
OCTOBER 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	20-24-00-6317	\$5.55
OCTOBER 2012	BANK OF AMERICA 22774	Required/Mandatory Testing	20-24-00-6357	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Uniforms - Convenience Ctr.	20-26-00-6016	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Minor Tools	20-26-00-6102	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Safety Apparel & Supplies	20-26-00-6110	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Building & Grounds	20-26-00-6112	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Miscellaneous Supplies	20-26-00-6114	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Printing	20-26-00-6308	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Vehicle Maintenance	20-26-00-6316	\$685.77
OCTOBER 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	20-26-00-6317	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Uniforms - Line Maintenance	20-27-00-6016	\$849.32
OCTOBER 2012	BANK OF AMERICA 22774	Professional Development (Line Maintenance	20-27-00-6048	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Minor Tools	20-27-00-6102	\$514.66
OCTOBER 2012	BANK OF AMERICA 22774	Chemicals	20-27-00-6104	\$6,158.93
OCTOBER 2012	BANK OF AMERICA 22774	Safety Apparel & Supplies	20-27-00-6110	\$915.87
OCTOBER 2012	BANK OF AMERICA 22774	Buildings and Grounds	20-27-00-6112	\$1,400.00
OCTOBER 2012	BANK OF AMERICA 22774	Miscellaneous Supplies	20-27-00-6114	\$170.35
OCTOBER 2012	BANK OF AMERICA 22774	Water/Sewer Maintenance	20-27-00-6119	\$2,687.29
OCTOBER 2012	BANK OF AMERICA 22774	Street/Sidewalks	20-27-00-6313	\$262.50
OCTOBER 2012	BANK OF AMERICA 22774	Vehicle Maintenance	20-27-00-6316	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	20-27-00-6317	\$1,027.97
OCTOBER 2012	BANK OF AMERICA 22774	Miscellaneous Services/Charges	20-27-00-6346	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Safety Apparel & Supplies	20-28-00-6110	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Miscellaneous Supplies	20-28-00-6114	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Water Meters	20-28-00-6129	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Vehicle Maintenance	20-28-00-6316	\$196.16
OCTOBER 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	20-28-00-6317	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Chemicals	20-29-00-6104	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Building & Grounds	20-29-00-6112	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Miscellaneous Supplies	20-29-00-6114	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	20-29-00-6317	\$0.00
Total GPWA OPERATING FUND				\$38,855.50
OCTOBER 2012	BANK OF AMERICA 22774	Library: State Aid (ODL)	30-30-06-6541	\$151.89
OCTOBER 2012	BANK OF AMERICA 22774	Police: OSBI Grant	30-30-07-6357	\$674.14
OCTOBER 2012	BANK OF AMERICA 22774	Bullet Proof Vest Grant	30-30-07-6597	\$0.00
Total GRANTS FUND				\$826.03
OCTOBER 2012	BANK OF AMERICA 22774	Capital Outlay / mower	45-45-00-6532	\$7,846.00
OCTOBER 2012	BANK OF AMERICA 22774	Park Improvements	45-45-00-6545	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Lake Improvents	45-45-00-6546	\$0.00
Total HOTEL/MOTEL TAX FUND				\$7,846.00
OCTOBER 2012	BANK OF AMERICA 22774	WTP Building Shelves	50-50-00-6114	\$791.55

City of Guthrie
A/P Claims List
from 11/19/2012 to 11/20/2012

Invoice #	Vendor	Description	Account	Cost
Total WATER TREATMENT PLANT FUND				\$791.55
OCTOBER 2012	BANK OF AMERICA 22774	All Copier Lease	54-54-02-6705	\$3,090.28
OCTOBER 2012	BANK OF AMERICA 22774	Laser Fiche Lease	54-54-02-6705	\$0.00
Total CAPITAL PROJECTS				\$3,090.28
OCTOBER 2012	BANK OF AMERICA 22774	Capital Outlay - Cemetery	72-72-00-6519	\$7,116.00
Total CEMETERY CARE FUND				\$7,116.00
OCTOBER 2012	BANK OF AMERICA 22774	Professional Development (Airport)	98-98-00-6048	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Office Supplies	98-98-00-6101	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Minor Tools	98-98-00-6102	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Safety Supplies/Apparel	98-98-00-6110	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Building & Grounds	98-98-00-6112	\$54.00
OCTOBER 2012	BANK OF AMERICA 22774	Telephone & Internet	98-98-00-6301	\$160.45
OCTOBER 2012	BANK OF AMERICA 22774	Printing	98-98-00-6308	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Vehicle Maintenance	98-98-00-6316	\$0.00
OCTOBER 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	98-98-00-6317	\$156.68
OCTOBER 2012	BANK OF AMERICA 22774	Professional Services	98-98-00-6373	\$556.50
Total AIRPORT FUND				\$927.63
Total All Funds				\$149,572.27

City of Guthrie
A/P Claims List
from 11/29/2012 to 11/29/2012

Invoice #	Vendor	Description	Account	Cost
000613	GHM ENTERPRISES (1097)	Dust Mop Cleaning	01-01-00-6103	\$0.60
892475	GOOCH-SMITH ELECTRIC(1279)	Misc Electrical Work	01-01-00-6112	\$856.00
362135	GUTHRIE AUTO TRIM (232)	Repair on 2 Office Chairs	01-01-00-6112	\$60.00
CF-121028	SAM'S CLUB DIRECT COMMERC	Membership and Service Fees for 2013	01-01-00-6350	\$145.00
		Total		\$1,061.60
		Total GENERAL GOVERNMENT		\$1,061.60
2034186	STEVE'S MUFFLER (379)	Repair to Unit 69 - Lake Patrol	01-07-70-6316	\$100.00
		Total POLICE ADMINISTRATION		\$100.00
		Total POLICE		\$100.00
		Total GENERAL FUND		\$1,161.60
1038	BELZONA INDUSTRIAL SOLUTIO	Materials for Metal Roff at Municipal Services	20-21-00-6120	\$10,326.00
1037	MONKEY CHASE BANANA, LLC D	Labor to repair damaged roof on Municipal Se	20-21-00-6120	\$7,880.00
2023374	MYERS ENGINEERING CORPOR	Engineering Services - Waste Water Treatme	20-21-00-6373	\$5,696.63
		Total		\$23,902.63
		Total PUBLIC WORKS GENERAL		\$23,902.63
95926	SOUTHWEST CHEMICAL (20977)	Water Treatment Plant Chemicals	20-23-00-6104	\$4,040.00
		Total		\$4,040.00
		Total WATER PLANT		\$4,040.00
000534	GHM ENTERPRISES (1097)	Line Maintenance Laundry Service	20-27-00-6346	\$19.80
000582	GHM ENTERPRISES (1097)	Line Maintenance Laundry Service	20-27-00-6346	\$6.00
000585	GHM ENTERPRISES (1097)	Line Maintenance Laundry Service	20-27-00-6346	\$7.80
000591	GHM ENTERPRISES (1097)	Line Maintenance Laundry Service	20-27-00-6346	\$12.00
000594	GHM ENTERPRISES (1097)	Line Maintenance Laundry Service	20-27-00-6346	\$12.00
000605	GHM ENTERPRISES (1097)	Line Maintenance Laundry Service	20-27-00-6346	\$12.60
000611	GHM ENTERPRISES (1097)	Line Maintenance Laundry Service	20-27-00-6346	\$7.20
		Total		\$77.40
		Total LINE MAINTENANCE		\$77.40
		Total GPWA OPERATING FUND		\$28,020.03
2023379	MYERS ENGINEERING CORPOR	Preliminary and Final Design, Bidding and Co	54-55-27-6373	\$7,211.27
		Total LINE MAINTENANCE		\$7,211.27
		Total INFRASTRUCTURE		\$7,211.27
		Total CAPITAL PROJECTS		\$7,211.27
12071360-1	GARVER 22519	Professional Services Snow Equipment AIP P	98-98-94-6373	\$14,200.00
		Total AIRPORT IMPROVEMENTS		\$14,200.00
202333	MYERS ENGINEERING CORPOR	Engineering Services Water and Sanitary Ser	98-98-95-6373	\$15,470.00
		Total UTILITIES COMMERCIAL HANGARS		\$15,470.00
		Total AIRPORT FUND		\$29,670.00
		Total AIRPORT FUND		\$29,670.00
		Total All Funds		\$66,062.90



Agenda Item Cover Letter

Meeting: [X] City Council, [X] GPWA, [] Other:
Date of Meeting: December 12, 2012
Contact: Jim Ahlgren

Agenda Item

Consider approval to add Grandparents to the definition of immediate family for consideration in time off work.

Summary

Our current policy does not include Grandparents in the definition of immediate family allowing paid time off for Funeral / Emergency Leave (Non-FMLA). Currently an employee would be required to use vacation or comp time to attend a Grandparents funeral. It is requested that Grandparents be included in the Immediate Family definition.

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 -

- Current Policy
• Policy with recommended change.

Recommendation
Staff recommends approval.

Action Needed: [] Public Hearing, [x] Motion, [] Emergency Clause

CURRENT POLICY

500.8 Funeral / Emergency Leave (non FMLA)

- a. Death, Injury, or Illness of Immediate Family: When a member of an employee's immediate family dies or sustains a serious injury or illness or it is necessary to provide care and attendance for a member of the employee's family who resides with the employee or is dependent on the employee, the employee may be granted emergency leave. Emergency leave may not exceed three (3) consecutive working days or a total of four (4) days per calendar year. Such emergency leave shall be charged to sick leave for serious injury or illness but will be part of funeral leave and not charged to sick leave in the event of death in the immediate family. To be entitled to funeral leave, the employee must attend the funeral service. The Department head may require proof of such attendance.
- b. Immediate Family Defined: Immediate family for funeral leave applied to this sections consists of the following: wife, husband, child, brother, sister, parents, father-in-law, mother-in-law, son-in-law, daughter-in-law, or any relative residing permanently with and dependent upon said employee. For funeral attendance of individuals not falling within this definition, the employee may request vacation or compensatory time. The amount of leave to be granted will be determined by the Department Head (not over 4 days), taking into consideration the facts in each case. It shall not be automatic.

RECOMMENDED POLICY

500.9 Funeral / Emergency Leave (non FMLA)

- c. Death, Injury, or Illness of Immediate Family: When a member of an employee's immediate family dies or sustains a serious injury or illness or it is necessary to provide care and attendance for a member of the employee's family who resides with the employee or is dependent on the employee, the employee may be granted emergency leave. Emergency leave may not exceed three (3) consecutive working days or a total of four (4) days per calendar year. Such emergency leave shall be charged to sick leave for serious injury or illness but will be part of funeral leave and not charged to sick leave in the event of death in the immediate family. To be entitled to funeral leave, the employee must attend the funeral service. The Department head may require proof of such attendance.
- d. Immediate Family Defined: Immediate family for funeral leave applied to this sections consists of the following: wife, husband, child, brother, sister, parents, **grandparents**, father-in-law, mother-in-law, son-in-law, daughter-in-law, or any relative residing permanently with and dependent upon said employee. For funeral attendance of individuals not falling within this definition, the employee may request vacation or compensatory time. The amount of leave to be granted will be determined by the Department Head (not over 4 days), taking into consideration the facts in each case. It shall not be automatic.



Agenda Item Cover Letter

Meeting <input checked="" type="checkbox"/> City Council <input checked="" type="checkbox"/> GPWA <input type="checkbox"/> Other: _____	Date of Meeting December 4, 2012	Contact Wanda Calvert City Clerk/Treasurer
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Agenda Item

Consider approval of Budget Amendment No. 14 increasing the budget for the General Fund, Guthrie Public Works Authority Fund, Grants Fund, CMOM Fund, Airport Grant Fund, Airport Fund and Guthrie Industrial Development Authority Fund.

Summary

Budget Amendment No. 14 increases the following:

1. General Fund in the amount of \$145,334 – Sales Tax Collections over projections.
2. Guthrie Public Works Authority Fund in the amount of \$200,505 – Sales Tax Collections over projections in the amount of \$145,334 and in the amount of \$55,171 for expenses for the May 24, 2011 Tornado and electricity.
3. Grants Fund in the amount of \$5,000 for funds received from the Healthy Community Incentive Grant for the Community Garden.
4. CMOM Fund in the amount of \$684,754 for funds received from Oklahoma Water Resources Board for the Sanitary Sewer Line Rehabilitation Project.
5. Airport Grant Fund in the amount of \$72,100 for funds received from FAA to be transferred to Airport Fund for an Airport Improvement Project.
6. Airport Fund in the amount of \$72,100 for funds being transferred from Airport Grant Fund for an Airport Improvement Project.
7. Guthrie Industrial Development Authority Fund in the amount of \$1,684 to pay the note balance with Logan County Economic Development Council.

Funding Expected	<input checked="" type="checkbox"/> Revenue	<input checked="" type="checkbox"/> Expenditure	<input type="checkbox"/> N/A
Budgeted	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
Account Number	<u>See Attached</u>	Amount	<u>See Budget Revision Report</u>
Legal Review	<input checked="" type="checkbox"/> N/A	Required	Completed
	<input type="checkbox"/>	<input type="checkbox"/>	Date: _____
Mayor's Appt.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> 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: September 30, 2012

- 1. Transfer of Appropriations
- 2. Supplemental Appropriations --X--
- 3. Appropriation Decrease
- 4. Revenue Increase

Amendment No. 14

Funds Effected:

- General Fund - \$145,334
- GPWA Fund - \$200,505
- Grants Fund - \$5,000
- CMOM Fund - \$684,754
- Airport Grant Fund - \$72,100
- Airport Fund - \$72,100
- GIDA Fund - \$1,684

Comments:

Budget Amendment No. 14 increases the following:

- 1. General Fund in the amount of \$145,334 – Sales Tax Collections over projections.
- 2. Guthrie Public Works Authority Fund in the amount of \$200,505 – Sales Tax Collections over projections in the amount of \$145,334 and in the amount of \$55,171 for expenses for the May 24, 2011 Tornado and electricity.
- 3. Grants Fund in the amount of \$5,000 for funds received from the Healthy Community Incentive Grant for the Community Garden.
- 4. CMOM Fund in the amount of \$684,754 for funds received from Oklahoma Water Resources Board for the Sanitary Sewer Line Rehabilitation Project.
- 5. Airport Grant Fund in the amount of \$72,100 for funds received from FAA to be transferred to Airport Fund for an Airport Improvement Project.
- 6. Airport Fund in the amount of \$72,100 for funds being transferred from Airport Grant Fund for an Airport Improvement Project.
- 7. Guthrie Industrial Development Authority Fund in the amount of \$1,684 to pay the note balance with Logan County Economic Development Council.

APPROVAL

Date: _____

Purchasing Agent: _____ City Manager: _____

Council Approval Needed? Yes Date Posted: 12-05-2012

If yes, date approved: 12-04-2012 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 Revision Header**

Number	Fiscal Year	Fiscal Period	Reason	Line Number	Account Number	Increase	Decrease
217	2012	12	Budget Amendment No. 14	1	01-00-00-5402		
				2	Transfer from GPWA Fund	145,334.00	0.00
				3	Transfer to GPWA Fund	145,334.00	0.00
				4	Transfer from General Fund	145,334.00	0.00
				5	Transfer to General Fund	145,334.00	0.00
				6	Water Collections	55,171.00	0.00
				7	May 24, 2011 - Tomado	8,984.00	0.00
				8	Electric	46,187.00	0.00
				9	Healthy Community Incentive Grant	5,000.00	0.00
				10	Healthy Community Incentive Grant	5,000.00	0.00
				11	OWRB-CWSRF Loan (CMOIM)	125,516.00	0.00
				12	Sanitary Sewer Line Rehabilitation	763,554.00	0.00
				13	Budgeted Fund Balance	559,238.00	0.00
				14	FAA Airport Grant	72,100.00	0.00
				15	Transfer to Airport Fund	72,100.00	0.00
				16	Transfer from Airport Grant Fund	72,100.00	0.00
				17	Budgeted Fund Balance	1,684.00	0.00
					Loan Payment (LCEDC)	1,684.00	0.00
Totals:						2,369,654.00	0.00



Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
<input checked="" type="checkbox"/> City Council	December 4, 2012	Wanda Calvert
<input checked="" type="checkbox"/> GPWA		City Clerk/Treasurer
<input type="checkbox"/> Other: _____		

Agenda Item

Consider approval of 2013 Calendar Year of the Schedule of Regular Meetings.

Summary

Under the provisions of Title 25, O.S. Section 311.1, all public bodies shall give notice in writing by December 15th of each calendar year of the schedule showing the date, time and place of the regularly scheduled meetings of such public bodies for the following calendar year. Once approved, staff will post the 2013 Calendar Year of the Schedule of Regular Meetings in the Guthrie City Hall foyer before December 15, 2012.

Funding Expected	<input type="checkbox"/> Revenue	<input type="checkbox"/> Expenditure	<input checked="" type="checkbox"/> N/A
Budgeted	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Account Number	<u>N/A</u>	Amount	<u>N/A</u>
Legal Review	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Required	Completed Date: _____
Mayor's Appt.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Supporting documents attached

- 2013 Calendar Year – Schedule of Regular Meetings

Recommendation

Staff recommends approval.

Action Needed Public Hearing Motion Emergency Clause

**2013 Calendar Year
Schedule of Regular Meetings**

CITY COUNCIL

Date	Time	Place
January 1 & 15 February 5 & 19 March 5 & 19 April 2 & 16 May 7 & 21 June 4 & 18 July 2 & 16 August 6 & 20 September 3 & 17 October 1 & 15 November 5 & 19 December 3 & 17	All meetings are scheduled for 7:00 p.m.	Guthrie City Hall 101 North Second Street

GUTHRIE PUBLIC WORKS AUTHORITY

Date	Time	Place
January 1 & 15 February 5 & 19 March 5 & 19 April 2 & 16 May 7 & 21 June 4 & 18 July 2 & 16 August 6 & 20 September 3 & 17 October 1 & 15 November 5 & 19 December 3 & 17	All meetings are scheduled for 7:00 p.m.	Guthrie City Hall 101 North Second Street

Filed with the Office of the City Clerk at 2:00 p.m. on November 26, 2012.

POSTED at 4:00 p.m. on December 7, 2012 by Wanda Calvert, City Clerk.

ATTEST: (Seal) _____
City Clerk

Additional meetings may be called, by posting an agenda for "Special or Emergency Meeting" in accordance with the provisions of 25 O.S. Sec. 311.

Under the provisions of 25 O.S., Section 311.1, this schedule must be posted by December 15 of the year prior to the meetings.

**2013 Calendar Year
Schedule of Regular Meetings**

GUTHRIE BOARD OF ADJUSTMENT

Date	Time	Place
January 17	All meetings are scheduled for 5:30 p.m.	Guthrie City Hall 101 North Second Street
February 21		
March 21		
April 18		
May 16		
June 20		
July 18		
August 15		
September 19		
October 17		
November 21		
December 19		

GUTHRIE-EDMOND REGIONAL AIRPORT BOARD

Date	Time	Place
January 8	All meetings are scheduled for 4:30 p.m.	Guthrie/Edmond Regional Airport, Terminal Building Conference Room 520 Airport Road Guthrie, OK
February 12		
March 12		
April 9		
May 14		
June 11		
July 9		
August 13		
September 10		
October 8		
November 12		
December 10		

Filed with the Office of the City Clerk at 2:00 p.m. on November 26, 2012.

POSTED at 4:00 p.m. on December 7, 2012 by Wanda Calvert, City Clerk.

ATTEST: (Seal) _____
City Clerk

Additional meetings may be called, by posting an agenda for "Special or Emergency Meeting" in accordance with the provisions of 25 O.S. Sec. 311.

Under the provisions of 25 O.S., Section 311.1, this schedule must be posted by December 15 of the year prior to the meetings.

**2013 Calendar Year
Schedule of Regular Meetings**

GUTHRIE FORESTRY ADVISORY BOARD

Date	Time	Place
January 22 April 23 July 23 October 22	All meetings are scheduled for 5:30 p.m.	Guthrie City Hall 101 North Second Street

GUTHRIE HISTORIC PRESERVATION COMMISSION

Date	Time	Place
January 7 February 4 March 4 April 1 May 6 June 3 July 1 August 5 September 9* October 7 November 4 December 2	All meetings are scheduled for 5:30 p.m.	Guthrie City Hall 101 North Second Street

*Moving from September 2, 2013 for Labor Day Holiday to September 9, 2013

GUTHRIE INDUSTRIAL DEVELOPMENT AUTHORITY

Date	Time	Place
All Meetings are on an “as-called” basis and posted as Special or Emergency Meetings.		Guthrie City Hall 101 North Second Street

Filed with the Office of the City Clerk at 2:00 p.m. on November 26, 2012.

POSTED at 4:00 p.m. on December 7, 2012 by Wanda Calvert, City Clerk.

ATTEST: (Seal) _____
City Clerk

Additional meetings may be called, by posting an agenda for “Special or Emergency Meeting” in accordance with the provisions of 25 O.S. Sec. 311.

Under the provisions of 25 O.S., Section 311.1, this schedule must be posted by December 15 of the year prior to the meetings.

**2013 Calendar Year
Schedule of Regular Meetings**

GUTHRIE LIBRARY BOARD

Date	Time	Place
January 17 April 18 July 18 October 17	All meetings are scheduled for 4:00 p.m.	Guthrie Public Library Conference Room. 201 North Division St.

GUTHRIE MUNICIPAL PLANNING COMMISSION

Date	Time	Place
January 10 February 14 March 14 April 11 May 9 June 13 July 11 August 8 September 12 October 10 November 14 December 12	All meetings are scheduled for 5:30 p.m.	Guthrie City Hall 101 North Second Street

GUTHRIE PARK BOARD

Date	Time	Place
January 17 March 21 May 16 July 18 September 19 November 21	All meetings are scheduled for 6:30 p.m.	Guthrie City Hall 101 North Second Street

Filed with the Office of the City Clerk at 2:00 p.m. on November 26, 2012.

POSTED at 4:00 p.m. on December 7, 2012 by Wanda Calvert, City Clerk.

ATTEST: (Seal) _____
City Clerk

Additional meetings may be called, by posting an agenda for "Special or Emergency Meeting" in accordance with the provisions of 25 O.S. Sec. 311.

Under the provisions of 25 O.S., Section 311.1, this schedule must be posted by December 15 of the year prior to the meetings.

**2012 Calendar Year
Schedule of Regular Meetings**

GUTHRIE TRANSPORTATION AUTHORITY

Date	Time	Place
January 8	All meetings are scheduled for for 6:00 p.m.	Guthrie City Hall
February 12		101 North Second Street
March 12		
April 9		
May 14		
June 11		
July 9		
August 13		
September 10		
October 8		
November 12		
December 10		

FINANCE COMMITTEE

Date	Time	Place
All Meetings are on an “as-called” basis and posted as Special or Emergency Meetings.		Guthrie City Hall 101 North Second Street

STREET COMMITTEE

Date	Time	Place
All Meetings are on an “as-called” basis and posted as Special or Emergency Meetings.		Guthrie City Hall 101 North Second Street

Filed with the Office of the City Clerk at 2:00 p.m. on November 26, 2012.

POSTED at 4:00 p.m. on December 7, 2012 by Wanda Calvert, City Clerk.

ATTEST: (Seal) _____
City Clerk

Additional meetings may be called, by posting an agenda for “Special or Emergency Meeting” in accordance with the provisions of 25 O.S. Sec. 311.

Under the provisions of 25 O.S., Section 311.1, this schedule must be posted by December 15 of the year prior to the meetings.

GUTHRIE HOUSING AUTHORITY
2013 CALENDAR YEAR
SCHEDULE OF REGULAR MEETINGS

Date	Time	Place
January 17	All meetings are scheduled for 3:30 p.m.	Guthrie Housing Authority 1524 East Perkins Avenue
February 21		
March 21		
April 18		
May 16		
June 20		
July 18		
August 15		
September 19		
October 17		
November 21		
December 19		

Filed with the Office of the City Clerk at 2:00 p.m. on November 26, 2012 by Jennifer Ricker, Executive Director of the Guthrie Housing Authority.

POSTED at 4:00 p.m. on December 7, 2012 by Wanda Calvert, City Clerk.

ATTEST: (Seal) _____
City Clerk

Additional meetings may be called, by posting an agenda for “Special or Emergency Meeting” in accordance with the provisions of 25 O.S. Sec. 311.

Under the provisions of 25 O.S., Section 311.1, this schedule must be posted by December 15 of the year prior to the meetings.

MINUTES

CITY COUNCIL MEETING

Council Workshop

November 20, 2012

The special meeting of the sixty-first City Council of Guthrie, Oklahoma, was posted on Friday, November 16, 2012 before 5:00 p.m. and held November 20, 2012 in the Guthrie City Hall Third Floor Conference Room.

Mayor Chuck Burtcher called the meeting to order at 6:06 p.m.

Members Present:	Chuck Burtcher	Trey Ayers	Gaylord Z. Thomas
	Sheri Mueller		

Members Absent:	Mary Coffin	John Wood	Patty Hazlewood
-----------------	-------------	-----------	-----------------

Staff Present:	Sereniah Breland	Randel Shadid	Wanda Calvert
	Aaron Ryburn	Maxine Pruitt	Cody Mosley
	Rene Spineto		

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

Questions and discussion regarding agenda items.

Contingency Bid on Sale of Property. The proposed item is to consider approval of contingency bid on sale of excess property. The parcel is approximately 0.353 acres described as a part of the Southeast Quarter (SE/4) of Section Thirty-Two (32), Township Sixteen (16) North, Range Two (2) West, of the Indian Meridian, Logan County, Oklahoma. The lot (one-third of an acre) was originally designated as a possible park site for this development. The land is predominately a watershed site and the topography is uneven. The tract has not been developed nor maintained by the City and is in a natural state. As identified in the Strategic Plan, the City Council has identified as one of its Performance Targets the disposal of excess City property. The property was never improved and is located at the end of Santa Fe Street, just north of Foster Road. At the September 4, 2012 meeting, the City Council approved disposing of the property through an auction. Notice was published in the Guthrie News Leader and a placard was posted at the site. The auction was held on November 14th and two bidders were present. The minimum bid was set at \$3,000; no bids were placed at the minimum opening, however a contingency bid was placed at \$1,000 by Stephen Littleton.

Executive Session. It was the consensus of the City Councilmembers not to convene into Executive Session due to the number of Councilmembers absent.

Request for future items of discussion.

- ODOT Update
- Mineral Wells Pond
- Pollard Theatre

Adjournment. There being no further business for the Guthrie City Council, Mayor Burtcher declared the meeting adjourned at 6:20 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Mayor

MINUTES

CITY COUNCIL MEETING

November 20, 2012

The regular meeting of the sixty-first City Council of Guthrie, Oklahoma was posted on Friday, November 16, 2012 before 5:00 p.m. and held November 20, 2012 in the Guthrie City Hall Council Chambers.

Vice Mayor Trey Ayers called the meeting to order at 7:03 p.m.

Members Present: Trey Ayers Mary Coffin Gaylord Z. Thomas
 Sheri Mueller

Members Absent: Chuck Burtcher John Wood Patty Hazlewood

Staff Present: Sereniah Breland Randel Shadid Wanda Calvert
 Aaron Ryburn Maxine Pruitt Rene Spineto
 Cody Mosley Damon Devereaux

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

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

- A. Consider approval of the minutes from the Special City Council Workshop Meeting held on November 6, 2012.
- B. Consider approval of the minutes from the Regular City Council Meeting held on November 6, 2012.
- C. Consider approval of the minutes from the Special City Council – Street Committee Meeting held on October 30, 2012.
- D. Consider approval of Treasurer Reports.
- E. Consider approval of the claims:

General Fund:	Claims	\$34,977.49
Fire/EMS Fund:	Claims	\$13,238.29
Airport Fund:	Claims	<u>\$ 802.42</u>

Total Claims: \$49,018.20

- F. Consider approval of the Street Committee’s recommendation for the installation of a street light at the “Y” intersection of Coltrane and Cove Drive at Guthrie Lake.

- G. Consider approval of the Street Committee's recommendation to have Purchasing Department to proceed with soliciting bids for the 2013 Street Capital Improvement Project consisting of three streets for repaving and repairing, one in each ward:

Ward I – Hazel Street from Perkins to University

Ward II – Lincoln Street from Capital to Cedar

Ward III – Academy Road from Commerce to College

- H. Consider approval for the solicitation of bids for six air relief valves and three flushing valves for the raw water line.

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

Aye: Ayers, Mueller, Coffin, Thomas

Nay: None

Vice Mayor Ayers declared the motion carried unanimously.

Consider approval of contingency bid on sale of excess property, the parcel is approximately 0.353 acres described as a part of the Southeast Quarter (SE/4) of Section Thirty-Two (32), Township Sixteen (16) North, Range Two (2) West, of the Indian Meridian, Logan County, Oklahoma. The lot (one-third of an acre) was originally designated as a possible park site for this development. The land is predominately a watershed site and the topography is uneven. The tract has not been developed nor maintained by the City and is in a natural state. As identified in the Strategic Plan, the City Council has identified as one of its Performance Targets the disposal of excess City property. The property was never improved and is located at the end of Santa Fe Street, just north of Foster Road. At the September 4, 2012 meeting, the City Council approved disposing of the property through an auction. Notice was published in the Guthrie News Leader and a placard was posted at the site. The auction was held on November 14th and two bidders were present. The minimum bid was set at \$3,000; no bids were placed at the minimum opening, however, a contingency bid was placed at \$1,000 by Stephen Littleton. Motion by Councilmember Thomas, seconded by Councilmember Coffin, moved approval of the contingency bid on the sale of excess property, the parcel is approximately 0.353 acres described as a part of the Southeast Quarter (SE/4) of Section Thirty-Two (32), Township Sixteen (16) North, Range Two (2) West, of the Indian Meridian, Logan County, Oklahoma. Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Ayers, Mueller, Coffin, Thomas

Nay: None

Vice Mayor Ayers declared the motion carried unanimously.

City Manager's Report. Expressed a Happy Thanksgiving.

Requests/comments from members of the City Council. Councilmember Mueller expressed a safe and Happy Thanksgiving and to shop in Guthrie.

Councilmember Thomas expressed Happy Thanksgiving and congratulations on the Mayor's grandbaby.

Councilmember Coffin expressed a Happy Thanksgiving and informed the City Council and the community on the events happening in Guthrie.

Vice Mayor Ayers expressed a Happy Thanksgiving and congratulations on the Mayor's grandbaby.

Consider convening an Executive Session pursuant to the authority of Title 25, O.S. 2001, Section 307 (B)(4) for the purpose of discussing confidential communications between the City Council and its Attorney concerning pending investigations or claims.
No action was taken.

Adjourn. There being no further business for the Guthrie City Council, Vice Mayor Ayers declared the meeting adjourned at 7:07 p.m.

Wanda Calvert, City Clerk

Trey Ayers, Vice Mayor



CITY OF GUTHRIE

CLAIMS

December 4, 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



Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
<input checked="" type="checkbox"/> City Council	December 4, 2012	Maxine Pruitt, M S
<input type="checkbox"/> GPWA		Director
<input type="checkbox"/> Other: _____		

Agenda Item

Consider approval to appoint Ms. Loretta Fortney, 618 North Elm Street, Guthrie, OK and Ms. Jessie Bryan, 422 North Division Street, and Mr. Joe Chappell, 111 South Ash Street, Guthrie, OK to the Guthrie Park Board.

Summary

Ordinance No. 3174 Section 15-60 states that the Mayor will appoint five (5) members, all of whom are residents of the City of Guthrie and are appointed At-Large with the approval of the City Council. Three board members have completed their terms. All wish to continue serving. The next term will end June 2014.

Funding Expected	<input type="checkbox"/> Revenue	<input type="checkbox"/> Expenditure	<input checked="" type="checkbox"/> N/A
Budgeted	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Account Number	_____	Amount	_____
Legal Review	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Required	Completed Date: _____
Mayor's Appt.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

Supporting documents attached

Attachment #1:

- Application – Ms. Loretta (Lori) Fortney
- Application – Ms. Jessie Bryan
- Application – Mr. Joe Chappell

Recommendation

Mayor recommends approval.

Action Needed Public Hearing Motion Emergency Clause

with the above statement:

Thank you for filling out the volunteer application for boards and commissions. Your application will be given to the Mayor and to the Department Head at the City of Guthrie that oversees the particular board or commission you are interested in. We will contact you shortly to discuss your application.

In the meantime if you have any questions, you may contact Cindy Kenyon-Lechan with the City Manager's/Mayor's Office at 405-282-6496. We appreciate your interest in the City of Guthrie and your willingness to serve!

The following form was submitted via your website: Application for Volunteer Boards and Commissions

Name:: Loretta (Lori) Fortney

Daytime Phone Number:: 405-627-7401

Evening Phone/Cell Phone:: 405-627-7401

Address:: 618 N. Elm Street
Guthrie, OK 73044

Occupation:: retired Montessori teacher

Education Level:: BA- Human Resource Mgmt.-Pepperdine Univ./graduate hrs in Montessori Certification- Xavier University/Master Gardener Certification - OSU

How long have you lived in Guthrie?
: More than 10 years

Which board or commission interests you?: Parks

Why are you interested in serving on this board or commission?: I have a Master Gardener cert.from OSU and am also involved in the Guthrie Community Garden Project. I am President of the Jonquil Garden Club. I have assisted with the free tree distribution in Oklahoma County & Logan County. I have a passion to do all that I can to assist the citizens of Guthrie to make our city beautiful through gardening. I have training, education, and practical experience in gardening which will be beneficial to the Parks & Rec. Board.

What civic activities have you been involved in during the past 3 years?: President of God's Food Bank
President of Jonquil Garden Club
Introduced the idea & started organ. of Community Garden for Guthrie.
Volunteered at the Guthrie Gazebo Garden, Honors Park

What skills and/or experience will you contribute?: I have a degree in Human Resource Management. I know many people in the community through my former employment at the Guthrie Chamber, and with United Way of Logan County. I know people of many walks of life, levels of needs, and expertise, through my work with and as President of God's Food Bank, my involvement at OSU, Logan County Health Dept., & local garden clubs.

Reference 1:: Mary Coffin
Guthrie Chamber
282-1947

Reference 2:: Sylvia Ochs
Ochs Realty
282-0404

Reference 3:: Carol Thorn
Operations Manager
God's Food Bank
620-4721

Reference 4::

Reference 5::

Please enter your name and current date to indicate you agree with the above statement:: Loretta (lori) Fortney
1/19-2012

Additional Information:

Form submitted on: 1/19/2012 8:01:07 AM

Submitted from IP Address: 68.229.252.216

Referrer Page: No Referrer - Direct Link

Form Address: <http://ok-guthrie.civicplus.com/Forms.aspx?FID=78>

Name Jessie Bryan

Day Phone 405.227.8076

Address 422 N Division AVE Guthrie, OK 73044 Evening Phone 405.2278076

Occupation YMCA Admin Assistant Education Some college, OSU OKC & UOP

How long have you lived in Guthrie? 30 Years Months

Please answer the following questions and attach a resume, if desired.

1. Which board or commission interests you? Parks Board

2. Why are you interested in serving on this board/commission? I am interested in serving on the Parks Board to be a neutral party to support the City of Guthrie and the people of our community. I feel as a member of this board I will work hard to improve the quality of the existing parks in our community. Also, I feel that the parks in our community are underutilized and would like to work with this board to identify the reasons why and develop a solution to make them more appealing to the members of this community.

3. In what civic activities have you been involved during the past 3 years? Currently, I serve as a board member for The Simple Life Center, which is a nonprofit organization. I serve as a member of Get Fit Guthrie which is an initiative focused on helping the people of this community to create healthier habits. Also, I work at the YMCA where I organize a volunteer board along with many other responsibilities.

4. What skills and/or experience will you contribute? I have the ability to be open minded to new ideas. I am willing to work hard to get the job done. Also, I feel that I can represent a large population of our community. If given the opportunity, I can bring some diversity to the board.

5. List 3 non-relatives who have known you at least 3 years for references.

<u>Name</u>	<u>Address</u>	<u>Phone Number</u>
<u>Scott Haas</u>	<u>201 W Oklahoma AVE STE 234 Guthrie OK</u>	<u>405.626.8482</u>
<u>Laura Scheihing</u>	<u>PO Box 1472 Guthrie OK</u>	<u>405.684.0949</u>
<u>Mike Loya</u>	<u>306 W Oklahoma AVE Guthrie OK</u>	<u>405.282.9945</u>

I understand this is a volunteer position appointed by the Mayor and confirmed by Council. I recognize that a limited number of positions are available at a given time and that application in itself does not guarantee appointment. I understand all volunteer boards meet on a regular basis and will follow rules set forth in the appropriate governing ordinance or resolution. In the event I cannot effectively serve my term, I will tender my resignation in writing to the Mayor.

6-30-09
Original File
Scan & send to Maxine
Copy to Butcher

City of Guthrie
Application for Boards and Commissions



Please print legibly.

Name Joe Chappell Day Phone 405-826-9080
Address 111 S. Ash Evening Phone N.A.
Occupation Asst Street Admin. Education Business Home Administration
How long have you lived in Guthrie? 50 Years 04 Months

Please answer the following questions and attach a resume, if desired.

- Which board or commission interests you? Forestry Adv. Board
Parks
- Why are you interested in serving on this board/commission? Tree Huggin
- In what civic activities have you been involved during the past 3 years? None
- What skills and/or experience will you contribute?
people skills
Landscaper
- List 3 non-relatives who have known you at least 3 years for references.

Name	Address	Phone Number
<u>John Kellogg</u>	<u>113 N Division</u>	<u>282-4422</u>
<u>Allan Jobe</u>	<u>1009 W Wacker</u>	<u>282-3261</u>
<u>Linda Miller</u>		<u>282-0144</u>

I understand this is a volunteer position appointed by the Mayor and confirmed by Council. I recognize that a limited number of positions are available at a given time and that application in itself does not guarantee appointment. I understand all volunteer boards meet on a regular basis and will follow rules set forth in the appropriate governing ordinance or resolution. In the event I cannot effectively serve my term, I will tender my resignation in writing to the Mayor.

Joe Chappell
Signature

6-30-09
Date



Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
<input checked="" type="checkbox"/> City Council	December 4, 2012	Damon R. Devereaux
<input type="checkbox"/> GPWA		Chief of Police
<input type="checkbox"/> Other: _____		

Agenda Item

Consider approval to award acceptance of FY 2012 Justice Assistance Grant.

Summary

The Guthrie Police Department has recently been awarded \$9,970.68 from the Bureau of Justice. This grant, with no matching requirement, was designed to support local initiatives; technical assistance, training, personnel, equipment, supplies, contractual support, information systems for the criminal justice and criminal justice-related research and evaluation activities. This grant will purchase MobileCop software and licenses for six (6) in-car laptops, six (6) finger print readers and six (6) wireless air links. This will enable officers to stay in the field to complete reports verses coming to the station and completing them.

Funding Expected	<input type="checkbox"/> Revenue	<input type="checkbox"/> Expenditure	<input checked="" type="checkbox"/> N/A
Budgeted	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Account Number	<u>30-30-07-6598</u>	Amount	<u>\$9,970.68</u>
Legal Review	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Required	Completed Date: _____
Mayor's Appt.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Supporting documents attached
2012 Justice Assistance Grant Application

Recommendation
Guthrie Police Department recommends to accept the grant award

Action Needed Public Hearing Motion Emergency Clause

Organization: Guthrie, City of

Applicant Information

Locality Type City County Tribal Government
 Organization Name City of Guthrie
 DUNS Number 621131184

NOTE: If the applicant agency has: 1) not registered with the Central Contractor Registration (www.ccr.gov); 2) is not current with annual registration; or, 3) does not have documentation identifying that the registration is in process, your application will not be considered.

Are you currently Registered with CCR? Yes In Process*
 CCR database registration expiration date 2/2/2013
 Federal Tax Identification Number 73-6005239

Congressional District (Mark all that apply)
 Congressional District 01
 Congressional District 02
 Congressional District 03
 Congressional District 04
 Congressional District 05

Type of Agency

Applicant Agency City of Guthrie
 Mailing Address 101 N. 2nd Street
 City Guthrie
 County Logan County
 State Oklahoma
 Zip 73044

Authorizing Official

Title Chuck Burtcher
 Mayor
 Mailing Address 101 N. 2nd Street
 City Guthrie
 Area Code/Phone Number (405) 282-2489
 Area Code/Fax Number (405) 282-0192
 E-mail Address cburtcher@cox.net
 State Oklahoma
 Zip 73044

Project Director

Jeremy Thorne

11/27/2012

Justice Assistance Grant - Local Law Enforcement (JAG-LLE) Application

Organization: Guthrie, City of

Applicant Information

Title Detective/CID
Physical Address 306 W. Oklahoma Ave.
City Guthrie
Area Code/Phone Number (405) 282-3535
Area Code/Fax Number (405) 282-0493
E-mail Address jthorne@cityofguthrie.com
State Oklahoma
Zip 73044

Finance Officer
Title Wanda Calvert
Physical Address City Clerk
City 101 S. 2nd Street
City Guthrie
Area Code/Phone Number (405) 282-0064
Area Code/Fax Number (405) 282-0192
E-mail Address wcalvert@cityofguthrie.com
State Oklahoma
Zip 73044

Justice Assistance Grant - Local Law Enforcement (JAG-LLE) Application

Organization: Guthrie, City of

Project Information

Federal Amount Requested

\$9,970.68

Has the applicant agency ever had any disputes with the expenditure of federal funds for any federal grant, either as a direct recipient or as a subgrantee, and as a result had to pay back federal funds?

No

If yes, please explain *

Justice Assistance Grant - Local Law Enforcement (JAG-LLE) Application

Organization: Guthrie, City of

Grant Summary

Grant Summary

The purpose of this project is to provide funding to purchase MobileCop software and wireless data modems to enable six (6) laptop computers to be deployed for in-car use at the Guthrie Police Department.

Organization: Guthrie, City of

Project Description

1. Description of Jurisdiction:

Provide a description of the jurisdiction and the applicant agency. For example, provide county location, information on the population, etc. See example below.
The City of Guthrie is located in, and the county seat of, Logan County. Guthrie, although classified as a rural area, is also considered part of the Oklahoma City metropolis and covers approximately 19 square miles. The population of Guthrie, OK is 10,191 according to the 2010 census data. The Guthrie Police Department is responsible for providing law enforcement service for the incorporated city limits and has 21 full-time officers.

2. Provide the number of officers:

Full-time Officers 21
Part-time Officers 0
Reserve Officers 6

3. Provide a detailed description of the equipment to be purchased.

Six (6) MobileCop software licenses, and six (6) Sierra Wireless AirLink GX440 modems for wireless data connectivity.

4. Provide a justification as to why these funds are needed to purchase this equipment.

This will allow our officers in-car ability to check license plates, driver licenses and communicate with surrounding agencies in real-time, thus reducing the work load on the already overburdened dispatch center. The Guthrie Police Department dispatch also serves as the Logan County Fire dispatch center, serving six (6) rural fire districts.

5. Is a mobile data system being requested? * Yes No

If yes, identify the infrastructure (i.e. MobileCop) available to support the Mobile Data System. Data exceeds the allowed length

We currently have six (6) Panasonic Toughbooks for which we need MobileCop licenses and wireless data modems to deploy.

6A. Are hand held radios being requested? * YesNo

Organization: Guthrie, City of

Project Description

6B. If the answer to Question 6A is yes, is the applicant within the footprint of the 800 MHz Trunked Radio System as identified in the Preapplication Instructions? * YesNo

6C. If the answer to Question 6B is yes, is the applicant requesting 800 MHz radios? YesNo

6D. If the answer to 6C is no, then provide a justification why the 800 MHz radios are not being requested.

Justice Assistance Grant - Local Law Enforcement (JAG-LLE) Application

Organization: Guthrie, City of

Detailed Equipment Budget

Equipment*	Source of Purchase *	Quantity *	Unit Price*	Federal Funds Requested
InterActMobile Enterprise (MobileCop)	InterAct Public Safety	6	\$695.00	\$4,170.00
Futronic Finger Print Reader (FS-88)	InterAct Public Safety	6	\$85.00	\$510.00
InterActMobile Software Annual Support	InterAct Public Safety	6	\$125.10	\$750.60
Sierra Wireless AirLink GX440	CDW-G	6	\$756.68	\$4,540.08
TOTAL				\$0 \$9,970.68

Organization: Guthrie, City of

Overall Budget Summary

Category	Federal Funds Requested
A. Equipment	\$9,970.68
TOTAL	\$9,970.68

Organization: Guthrie, City of

Required Attachments

Central Contractor Registration Database In Process/Confirmation*

https://grants.ok.gov/_Upload/39258-DUNS_621131184.docx

- 1) Go to www.ccr.gov
- 2) Click Search CCR
- 3) Enter the Agency's DUNS Number
- 4) Click Search
- 5) Print out the CCR Detail Search Results and attach the documentation

Pricing Document/Quote for Requested Equipment*

https://grants.ok.gov/_Upload/39258-InterAct_Quote.pdf

Attach a bid/quote from the vendor for all requested equipment. The Pricing Document/Quote MUST include the price of the equipment.

https://grants.ok.gov/_Upload/39258_2-CDWG_Quote.pdf

Organization: Guthrie, City of

Standard Assurances

As the Authorizing Official (Chief Executive Officer), I have reviewed the Assurances and agree to comply with the following: Chuck Burtcher

1.) Assurances

I agree to comply I do not agree to comply

2. Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

I agree to comply I do not agree to comply

Certification

As the Authorizing Official, I certify that all data in this application is true and correct. The application has been reviewed and authorized by the governing body of the applicant agency. The typed name, in lieu of a signature, represents this agency's legal binding acceptance of the terms of this application and a statement of veracity of the representations made in this application.

Signature of Authorizing Official
(Chief Executive Officer)

Chuck Burtcher

Title:

Mayor

Date:

Sep 14 2012 3:17PM

NOTE: The Authorizing Official or Chief Executive Officer is the person with official signature authority to make financial and programmatic commitments on behalf of the applicant agency. The Authorizing Official must be a mayor, city manager, chairperson of the County Commission or an authorized tribal leader. The Chief of Police or Sheriff is NOT authorized to sign this document.

Justice Assistance Grant - Local Law Enforcement (JAG-LLE) Application

Organization: Guthrie, City of

JAG-LLE-2012-GUTHRIE CI-00077

Version Date: 11/27/2012 10:04:26

Application Review Requirements

Organization Name: City of Guthrie
Purpose Area: Law Enforcement Programs
Amount Requested: \$9,970.68
Received Last Year: \$0

Basic Application Requirements	YES	NO
1. The application is complete and in the appropriate format.*	✓	
2. The applicant meets the eligibility requirements.*	✓	
3. The application meets the personnel requirements.*	✓	

Staff Comments/Recommendations:

The application was denied funding for the following:

- The application does not meet the eligibility requirements.
- The application was incomplete or missing required section(s).
- The application did not meet the requirements for personnel on the grant.
- The application was missing one or more of the required attachments.
- The application did not address one of the approved purpose areas.
- The request for funding from all applicants exceeded the amount available and the application was not selected for funding.

Justice Assistance Grant - Local Law Enforcement (JAG-LLE) Application

Organization: Guthrie, City of

Staff and Board Review

Applicant Name: City of Guthrie

County: Logan County

Requested Amount: \$9,970.68

Award Amount \$9,970.68

Grant Summary

6 InterActMobile License and Mainenance, 6 Fingerprint Readers, 6 Wireless AirLink Cards*

Equipment	Quantity	Unit Price	Federal Funds Requested	Staff Recommendations Fund Adjust Deny	Staff Recommended Funding
InterActMobile Enterprise (MobileCop)	6	\$695.00	\$4,170.00	✓	\$4,170.00
Futronic Finger Print Reader (FS-88)	6	\$85.00	\$510.00	✓	\$510.00
InterActMobile Software Annual Support	6	\$125.10	\$750.60	✓	\$750.60
Sierra Wireless AirLink GX440	6	\$756.68	\$4,540.08	✓	\$4,540.08
Sierra Wireless AirLink GX440	6	\$756.68	\$0		\$0
TOTAL			\$9,970.68		\$9,970.68

Staff Comments

6 InterActMobile License and Mainenance, 6 Fingerprint Readers, 6 Wireless AirLink Cards

11/27/2012

Justice Assistance Grant - Local Law Enforcement (JAG-LLE) Application

Organization: Guthrie, City of

Staff and Board Review

*Applicant already has 6 MDT's. They are only requesting MobileCop software, maintenance, fingerprint readers, and air cards.



Agenda Item Cover Letter

Meeting: [X] City Council, [] GPWA, [] Other:
Date of Meeting: December 4, 2012
Contact: Cynthia Selinger, Director of Library Services

Agenda Item

Consider approval of a grant in the amount of \$983.60 from the Oklahoma Humanities Council for the purpose of conducting a "Let's Talk About It, Oklahoma!" Program at the Guthrie Public Library.

Summary

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 City Council authorized staff to apply for this grant at their regular meeting on October 16, 2012.

Funding Expected: [] Revenue, [] Expenditure, [X] N/A
Budgeted: [] Yes, [X] No, [] N/A
Account Number: LIB 01-06-60-6114, Amount: \$983.60
Legal Review: [X] N/A, [] Required, Completed Date:
Mayor's Appt.: [] Yes, [X] No

Supporting documents attached

- Y13.008 Agreement

Recommendation

Staff recommends authorizing Library Staff to sign the grant agreement and accept grant funds from the Oklahoma Humanities Council for the purpose of conducting the program, "Let's Talk About It, Oklahoma!"

Action Needed: [] Public Hearing, [X] Motion, [] Emergency Clause



AGREEMENT

Let's Talk About It, Oklahoma

THIS AGREEMENT STIPULATES CONDITIONS APPLYING TO THE FOLLOWING GRANT MADE BY THE OKLAHOMA HUMANITIES COUNCIL UNDER ITS GRANT FROM THE NATIONAL ENDOWMENT FOR THE HUMANITIES:

PROJECT NO: Y13.008

GRANTEE: City of Guthrie (Guthrie Public Library)

TITLE OF PROJECT: The Oklahoma Experience: The 1930s

OUTRIGHT GRANT FUNDS AWARDED: \$983.60

LOCAL COST-SHARE: \$1148.38

PERIOD OF GRANT: 01/01/2013 - 04/30/2013

LETTER OFFERING GRANT DATED: 11/20/2012

DATE OF THIS AGREEMENT: 11/20/2012

A. AUTHORIZATION OF GRANT

The Oklahoma Humanities Council (OHC) is authorized by the National Endowment of the Humanities (NEH) to make grants to private nonprofit organizations; institutions of higher education; state, local, and federally recognized Indian tribal governments; institutions of the federal government; and groups of persons that form an association to carry out a project. These organizations and groups must be constituted for nonprofit purposes and it is not necessary that such organizations or groups be incorporated or have tax-exempt status. By accepting this grant, the recipient warrants itself to be qualified under the above definition. It is the responsibility of the grantee to promptly notify the Oklahoma Humanities Council (OHC) of any change from this status.

B. DEFINITION AND SCOPE OF PROJECT

Acceptance of this award creates a legal duty on the part of the grantee to use the funds exclusively for the purpose of carrying out the humanities project as described in the grantee's application with any modifications or conditions stated by the OHC in its letter offering the grant award. The grantee agrees to comply fully with the terms and provisions of this agreement and the grant award letter.

C. RELATIONSHIP OF GRANTEE TO OHC

The grantee is not an agent of the OHC, but is an independent contractor. The grantee shall have no authority to bind the OHC to any agreement. The grantee shall indemnify and hold OHC harmless from any and all claims by third persons arising from the acts or omissions of the grantee. The grantee may not, without prior approval, represent any grant activity as being carried out by or for the OHC, the NEH, or the federal government.

D. LIMITATIONS ON THE USE OF GRANT FUNDS

1. Grant funds must be obligated during the grant period. Payment of all outstanding commitments made by Grantee shall be made no later than ninety (90) days following the termination date of the grant.

2. Grantee must submit proposed grant revisions specified below in writing **before they are incurred**, for approval by OHC:

Program Changes: all changes in the scope or the objectives of the project, the project director, or the duration of the project; prior approval is required before the grantee may subcontract or transfer substantive project work.

Budget Changes:

a) Changes that involve the addition or deletion of substantial budget items, the inclusion of costs that were specifically disallowed by the terms of the grant award, the transfer of funds allotted for training purposes (for example, participant stipends and fellowship awards), and the transfer of funds that were budgeted for direct costs to absorb increases in indirect cost type items.

b) The transfer of funds among direct costs categories when the effect is to change the scope or objectives of the project.

3. The Grantee shall refund to the OHC all sums paid under the grant which are found not allowable under terms of the Cost Principles (section E), and all funds received from the OHC which remain uncommitted at the completion of the grant.

E. COST PRINCIPLES

1. No funds from this grant will be used to pay the costs of entertainment, amusement or social activities.
2. Necessary travel expenses will be allowed at the current IRS allowable rate.

F. GRANT ACCOUNTING AND REPORTS

1. The grantee must maintain records that adequately identify the source and application of funds provided for financially-assisted activities. These records must contain information pertaining to obligations, unobligated balances, assets, liabilities, expenditures and income. For sponsoring organizations that do not have a double-entry accounting system in place, the OHC will provide upon request a check-log form with instructions, which when utilized by the grantee will satisfy this requirement.
2. The grantee shall retain financial records and documentation of disbursements and matching funds, including organizational resources, cash, and cost-share services, for three (3) years following the submission of the final financial report for a grant and will furnish the OHC, upon request, with reasonable proof of the value of cost-share contributions. A sample form to facilitate documentation of cost-share contributions is included in the LTAIO grantee packet.
3. During the period of the grant and for three (3) years thereafter, the grantee shall provide access to the OHC or its designated representatives to its books, records and accounts relating to the grant.
4. Grantees shall have ninety (90) days from the completion date of the grant period to submit the above mentioned Final Financial and Evaluation reports.

G. ACKNOWLEDGMENT OF GRANT SUPPORT

1. **The Grantee shall include and agrees to include the following statement in all publicity and printed materials:**

"BOOKS, SERVICES, AND OTHER MATERIALS FOR THIS SERIES ARE PROVIDED BY LET'S TALK ABOUT IT, OKLAHOMA, A PROJECT OF THE OKLAHOMA HUMANITIES COUNCIL WITH FUNDING FROM THE NATIONAL ENDOWMENT FOR THE HUMANITIES. FUNDING FOR THIS SERIES WAS PROVIDED BY A GRANT FROM THE INASMUCH FOUNDATION. ANY VIEWS, FINDINGS, CONCLUSIONS, OR RECOMMENDATIONS EXPRESSED IN THESE PROGRAMS DO NOT NECESSARILY REPRESENT THOSE OF OHC OR NEH."

2. The Grantee shall inform all participants paid with grant funds that their fees/honoraria are made possible by a grant from the OHC and the NEH, and that the NEH is an independent agency under the Executive Branch of the Federal Government.
3. The grantee agrees to include in each program the acknowledgment that this is a humanities program provided by the Oklahoma Humanities Council with funding from the National Endowment for the Humanities.

H. PUBLICATIONS

The grantee may publish, without charge to grant funds, the results of grant activity provided that such publications (written, visual, or audio) contain the acknowledgments of OHC grant funds.

I. COPYRIGHT

Grantee does hereby assign and convey to the OHC and the NEH or their assigns, the right to unlimited use and reproduction of all materials of every nature, including copyrighted matter, which shall or may be produced by reason of the project funded by the OHC grant award.

J. CIVIL RIGHTS

The grantee agrees that no person shall be denied full participation in any aspect of this project on the grounds of race, color, sex, age, national origin, creed, political affiliation or opinion, sexual orientation, veteran's status, or disabilities.

K. TERMINATION OF GRANTS

1. If, in OHC's judgment, the grantee is not in full compliance with the terms and conditions of this grant, it may at its discretion, after consultation with the grantee, terminate on 30 days written notice, the grant, in whole or in part.
2. Such termination may affect any commitment which, in the judgment of OHC, had been obligated prior to the effective date of termination. The grantee agrees to furnish OHC within 60 days of the date of termination an itemized accounting of funds expended, obligated and remaining under the grant. The grantee also agrees to remit within 30 days of the receipt of a written request any amount found due.
3. A grantee which has received a notice of termination may request from OHC a review of the termination action. The request must be postmarked no later than thirty (30) days after the date of the termination notice and should be addressed to the executive director, Oklahoma Humanities Council, 428 W. California, Suite 270, Oklahoma City, OK 73102. The request must contain a full statement of the grantee's position and the pertinent facts and reasons that support such a position. The executive director will promptly acknowledge the request for review and will notify the Council's executive committee to review and resolve the issue. Pending such resolution, the notice of termination will remain in effect.
4. The OHC staff will not participate in the decision of the executive committee. The executive committee will have full access to all relevant OHC and program materials and may request additional information from the grantee and from OHC staff. The executive committee may meet with representatives of both groups to discuss the pertinent issues. All review activities will be documented by the executive committee. Based on its review, the executive committee will advise the parties concerned of its decision.

K. EVALUATION

The grantee must render to OHC upon request reports in such form and containing such information as the OHC shall direct. Included will be an evaluation of the project on a form to the provided by OHC.

L. AUTHORIZED SIGNATURES

The grantee stipulates that the signatures below include those of officials authorized to commit grantee to the terms of this agreement, and that the officials have read and agreed to the terms of this agreement, the OHC Guidelines, and the grant award letter.

OKLAHOMA HUMANITIES COUNCIL

By:



Ann Thompson, Executive Director

Date:

November 20, 2012

City of Guthrie (Guthrie Public Library)

Grantee

By:

Cynthia Selinger, Authorizing Official

Date:

By:

Cynthia Selinger, Project Director

Date:

By:

Candy Ford, Fiscal Agent

Date:



Agenda Item Cover Letter

Meeting <input checked="" type="checkbox"/> City Council <input type="checkbox"/> GPWA <input type="checkbox"/> Other: _____	Date of Meeting December 4, 2012	Contact Wanda Calvert City Clerk/Treasurer
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Agenda Item

Consider approval of Resolution No. 2012-17, providing for 2013 Primary and General Elections of the City of Guthrie for the offices of Mayor and Council Members and naming voting precincts.

Summary

The proposed Resolution is providing for 2013 Primary and General Elections for the offices of Mayor and Councilmembers (one from each of the three wards). In accordance with Article VI of the Guthrie City Charter and the provisions of Oklahoma Statutes dealing with elections, the Mayor is required to submit to the Secretary of the Logan County Election Board a resolution setting forth certain information as follows:

- Filing for candidacy – February 4, 5, & 6, 2013 at the Logan County Election Board from 8:00 a.m. to 5:00 p.m. The Declaration of Candidacy shall be accompanied by either a \$25 (Bank Cashier Check or Bank Money Order) filing fee or a petition supporting a candidate’s filing signed by at least twenty-five (25) registered voters eligible to vote for said candidate.
- Calling for a primary election on March 5, 2013
- Calling for a general election on April 2, 2013
- Naming voting precincts to be open from 7:00 a.m. to 7:00 p.m. on the provided election dates

Funding Expected	<input type="checkbox"/> Revenue	<input checked="" type="checkbox"/> Expenditure	<input type="checkbox"/> N/A
Budgeted	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Account Number	<u>01-01-00-6338</u>	Amount	<u>Budgeted \$7,513</u>
Legal Review	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Required	Completed Date: <u>11-28-2012</u>
Mayor’s Appt.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Supporting documents attached

- Resolution No. 2012-18

Recommendation

Staff recommends approval.

Action Needed Public Hearing Motion Emergency Clause

RESOLUTION NO. 2012-17

**A RESOLUTION PROVIDING FOR 2013 PRIMARY
AND GENERAL MUNICIPAL ELECTIONS OF THE
CITY OF GUTHRIE FOR THE OFFICES OF MAYOR
AND COUNCILMEN AND NAMING VOTING
PRECINCTS.**

WHEREAS, Article VI of the City Charter of the City of Guthrie, Oklahoma, and the provisions of the Oklahoma Statutes dealing with elections, require that the Mayor submit to the Secretary of the Logan County Election Board a resolution setting forth certain information in regard to Guthrie Municipal elections; and

WHEREAS, the City of Guthrie, Oklahoma, acting through its Mayor and City Council pursuant to Article VI of the Guthrie City Charter, are upon adoption hereof, calling a primary election for March 5, 2013, and a general election for April 2, 2013; and

WHEREAS, the City Charter, Article VI, Section 6, states that all precincts totally or partially contained within the limits of the City of Guthrie, shall be opened from 7:00 a.m. to 7:00 p.m. on said election days;

WHEREAS, it is currently an appropriate time to plan for said elections;

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GUTHRIE,
OKLAHOMA:**

SECTION 1. Pursuant to the City Charter, Section 6-16, Monday, February 4, Tuesday, February 5, and Wednesday, February 6, all in 2013, from 8:00 a.m. to 5:00 p.m. shall be the filing period for candidates to file for election to the City Council or the office of Mayor of the City of Guthrie, Oklahoma. Candidates must file with the Secretary of the Logan County Election Board their declaration of candidacy, which declaration shall contain such information as required by Title 26, Oklahoma Statutes, Section 5-111. The certificate or declaration of candidacy shall be accompanied by either a Twenty-five Dollar (\$25.00) filing fee or a petition supporting a candidate's filing signed by at least twenty-five (25) registered voters eligible to vote for said candidate in the first election wherein the candidate's name could appear on the ballot. The declaration of candidacy shall not state a political party affiliation, nor shall any ballot called for by this resolution state such party affiliation.

SECTION 2. A primary election shall be held within the City of Guthrie on March 5, 2013, with the polls open from the hours of 7:00 a.m. to 7:00 p.m. Should two (2) or fewer people file for the office of Mayor of the City of Guthrie, their names shall not be printed on the primary election ballot. Should two (2) or fewer people file for the office of Councilman from any single ward, their names shall not be printed on the primary election ballot.

SECTION 3. A general election shall be held within the City of Guthrie on April 2, 2013, with the polls open from the hours of 7:00 a.m. to 7:00 p.m. The names of the two candidates for Mayor receiving the greatest number of votes at the primary election, held on March 5, 2013, shall be placed on the general election ballot. In the event that only two candidates file for the office of Mayor, their names shall be placed on the general election ballot. Should only one person file for the office of Mayor his or her name shall not be printed on the general election ballot and such person will be issued a Certificate of Election. The names of the two candidates for Councilman from each ward receiving the greatest number of votes from their respective wards at the primary election, held on March 5, 2013, shall be placed on the general election ballot. Should two or fewer people file for the office of Councilman from any single ward, their names shall be printed on the general election ballot. Should only one (1) person file for the office of Councilman from any single ward, his or her name shall not be printed on the general election ballot and such person will be issued a Certificate of Election.

SECTION 4. The office of Mayor of the City of Guthrie, Oklahoma, shall be filled in the above manner, and such mayoral election is to be at-large balloting. Three City Councilmen shall be elected at such election, one from each of the City's three wards. In both the primary and general election balloting for the City Councilmen shall be by ward.

SECTION 5. The qualifications for the offices of Councilmen and Mayor, pursuant to the Guthrie City Charter, are as follows:

1. Each candidate must be a citizen of the United States of America and the State of Oklahoma;
2. Each candidate must be 21 years of age or older;
3. Each candidate must be a registered voter;
4. Each candidate must be a resident of the City of Guthrie for two (2) years immediately preceding the date of the general election, or a resident of an area which has been annexed to and has become a part of the City of Guthrie for two (2) years immediately preceding the general election.
5. Each candidate must be a resident of the ward the candidate seeks to represent, in case of candidates filing for the office of Councilman;
6. Each candidate must file a Declaration of Candidacy as provided for above.

SECTION 6. The following precincts shall be open for the primary and general elections of the City of Guthrie as required; each precinct shall be staffed by the minimum staff as authorized by law for a non-partisan election;

Harmony Community Church Precinct #102

Lakeview Baptist Church Precinct #105

Guthrie Housing Authority Precinct#204

Community Church Precinct #205

Hispanic Baptist Church Precinct #206

Guthrie Christian Church Precinct #305

West Noble Avenue Baptist Church Precinct #306

First Christian Church Precinct #307

First Assembly of God Church Precinct #308

Section 7. Pursuant to the City Charter, Article VI, Section 6-3, the City Council of the City of Guthrie is authorizing the following precincts, which are only partially contained with the City limits of the City of Guthrie, not be opened for the primary or general elections because no person resides within that portion of the precinct contained within the limits of the City of Guthrie. The four (4) precincts are: Precinct #103 – Oak Cliff Fire Station No. 2; Precinct #104 – Seward Road Baptist Church; Precinct #106 – Waterloo Church of the Nazarene; Precinct #207 – Woodcrest Baptist Church; and Precinct #303 – Crescent Community Center.

Section 8. This Resolution shall be published in accordance with Article VI, Section 6-12 of the Guthrie City Charter and be submitted to the Secretary of the Logan County Election Board in accordance with Article VI, Section 6-2 of the Guthrie City Charter.

ADOPTED and **APPROVED** by the Council of the City of Guthrie, this 4th day of December, 2012.

THE CITY OF GUTHRIE, OKLAHOMA

ATTEST: (Seal)

Chuck Burtcher, Mayor

Wanda Calvert, City Clerk

APPROVED AS TO FORM:

Randel Shadid, City Attorney



Agenda Item Cover Letter

Meeting <input checked="" type="checkbox"/> City Council <input type="checkbox"/> GPWA <input type="checkbox"/> Other: _____	Date of Meeting December 4, 2012	Contact Rene Spineto, Director Community Development
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Agenda Item

Consider approval for Resolution No. 2012-18, supporting development of Silent Harvest Homes Phase Two, including fee waivers of building permits or other city provided services in the amount of \$14,001.00.

Summary

Desert Ridge Investments, Inc proposes to plan, design and develop a forty (40) unit, three bedroom single family home development. The subject property is a 26 acre site located at 2501 W. Oklahoma, immediately east of Silver Valley Estates. Phase One consists of 40 units and will be completed by December 31, 2012. Phase Two will consist of 40 units, all of which will be new construction.

The developer will utilize the State of Oklahoma housing tax credit program to complete the project. Desert Ridge Investments is requesting that the City of Guthrie support the proposed development by authorizing fee waivers of building permits and/or inspection fees or other city-provided services in the amount of \$14,001.00 for the development of this project. This city support is a key element in their application to the Oklahoma Housing Finance Agency (OHFA). At the December 21, 2010 City Council meeting the Council approved a similar City fee waiver for Phase One of Silent Harvest. The Phase One process will be finished by the end of this month, and Desert Ridge is now requesting City support of the waivers for its Phase Two to finish the complete build-out of this development project.

Benefits to the City of Guthrie include: jobs created as a result of the construction, water and sewer billing revenue from 40 homes and a total project investment in the community of \$7,088,664.00.

Funding Expected	<input checked="" type="checkbox"/> Revenue	<input type="checkbox"/> Expenditure	<input type="checkbox"/> N/A
Budgeted	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
Account Number	_____ Amount		
Legal Review	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Required	Completed Date: <u>11/28/12</u>
Mayor's Appt.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Supporting documents attached:

- Resolution of Support
- Narrative Description of Project

Action Needed Public Hearing Motion Emergency Clause

RESOLUTION No. 2012 – 18

WHEREAS, Silent Harvest Homes II, LLC, is proposing to construct a forty (40) unit housing development to be located in the limits of the of City of Guthrie on a parcel located directly south of Phase I in-between West Oklahoma Avenue and Hwy 33 at 2501 West Oklahoma; and

WHEREAS, the City of Guthrie supports economic development and promotes affordable housing for the benefit of the citizens of the City of Guthrie; and

WHEREAS, the City of Guthrie supports the proposed project and will contribute \$14,001, in waivers of fees, in support of the project for the benefits of the citizens of the City of Guthrie.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF GUTHRIE, that the City Council supports favorable consideration to be given for a tax credit award for this Development.

BE IT FURTHER RESOLVED, it is noted that the proposed development is consistent with City of Guthrie’s affordable housing strategies and comprehensive plan.

APPROVED AND PASSED, this _____ day of _____ 2012.

Note: the resolution of support will remain in effect for a period of one (1) year from the date of initial passage provided that no major changes are made to the proposed development.

Chuck Burtcher, Mayor

ATTEST: (seal)

Wanda Calvert, City Clerk

APPROVED AS TO LEGAL FORM:

Randel Shadid, City Attorney

SILENT HARVEST HOMES 99

Single Family Homes

Affordable Housing for Families
Guthrie, Oklahoma



40 – Three Bedroom Single Family Homes

Presented by:

DESERT RIDGE
INVESTMENTS, INC.

RYAN W. HACKETT
3785 ASH CIRCLE
SALT LAKE CITY, UT 84109
801.554.1912

Silent Harvest Homes II – Single Family Homes

Affordable Housing for Families
Guthrie, OK

Project Description

Desert Ridge Investment, Inc. (DRI) will create Silent Harvest Homes II, LLC (SHH II) to develop and construct, a Forty (40) unit, three bedroom single family home development in the City of Guthrie, Oklahoma.

The project will be built at directly south of Phase I in-between West Oklahoma Avenue and Hwy 33 at 2501 Oklahoma Avenue. An aerial of the site where the proposed development will be located is attached as Exhibit A. The site consists of approximately 11 acres and all utilities are available to the site. Elevations and Floor plans are also provided as Exhibit B.

The single family home development will consist of forty (40) single family homes. Unit amenities will include energy efficient appliances including a range, refrigerator, dishwasher, disposal and washer/dryer connections. Window treatments, separate heating and air conditioning systems and a two-car garage will be included with each home.

Benefits to the City of Guthrie, OK

- Jobs created as a result of \$5mm in construction in your community
- Sales tax revenue: **\$90,000** (calculated as construction x 60% x 3%)
- Water/Sewer billing revenue from 40 homes
- Construction of 40 new homes
- Increased Property Tax Revenue
- Home-ownership opportunities for your residents
- An investment in your community of \$7,664,848!

Low Income Housing Tax Credits (LIHTC)

SHH II will be applying for an allocation of Tax Credits as the primary source of financing for the project. The application is due to the Oklahoma Housing Finance Agency (OHFA) January, 2013. The partnership is expected to receive an allocation of LIHTC in May, 2013 in the amount of \$750,000.

Silent Harvest Homes II – Single Family Homes

Affordable Housing for Families
Guthrie, OK

Unit Mix

The unit mix is as follows (Approximate numbers are shown):

Unit Size	Gross Sq Ft	Income Limit	# of Units	Rent	Unit Description
3 BDRM	1,250	50%	18	\$520	Family
3 BDRM	1,250	50%	2	\$367	Handicap
3 BDRM	1,250	60%	20	\$669	Family

All of the units will have minimum income requirements of 2.5 times the monthly rent; so, if rent is \$530, the minimum income is \$15,900 ($530 \times 2.5 \times 12$). 50% or 20-units will be rented to persons who earn 50% or less of the Area Median Income (AMI) – this means a household of 4 people having income at or below \$27,950. Two of the 50% units will be further restricted to households where at least one member of the household has a physical disability. The remaining 20 units will be rented at less than 60% AMI.

SHH II GP, LLC will be the owner of The SHH II at Guthrie LLC. DRI will own SHH II GP, LLC and will materially participate in the development, construction and management of the property throughout the entire process. DRI will be responsible for the overall development. Express Management will be Property Manager.

The **SHH II** represents an investment in the Guthrie, OK community of **\$7,664,848** and is summarized below. Financing will be provided by Equity from the sale of \$750,000 in annual Federal Low Income Housing Tax Credits, Bank financing (Loan), City contributions and developer fee deferral. Additionally, the partnership will seek reductions in costs and fees for the benefit of the project.

Silent Harvest Homes II – Single Family Homes

Affordable Housing for Families
Guthrie, OK

Statement of Sources and Uses			
Sources		Uses	
First Mortgage Loan	1,250,000	Land	230,000
Owner Equity	6,375,000	Construction	5,419,960
City Contribution	14,001	Architect/Engineering	343,669
Deferred Developer Fee	25,847	Interim Financing	560,275
		Other Soft Costs/Fees	950,944
		Reserves	160,000
			-
Total of Sources	\$ 7,664,848	Total of Uses	\$ 7,664,848

The homes will be rented to qualifying households for 25 years. During this time-period, the renters will be required to attend home-ownership classes. In exchange for this, the tenants will receive a credit (at the end of the 25 year period) based on costs to maintain, and the amount of rent paid on time that will be credited towards the purchase price of the home. This will be calculated such that, if a family were to be one of the first 40 households to move into The SHH II, they could receive up to \$34,200 towards the purchase of their home. All of this, through renting.

Construction

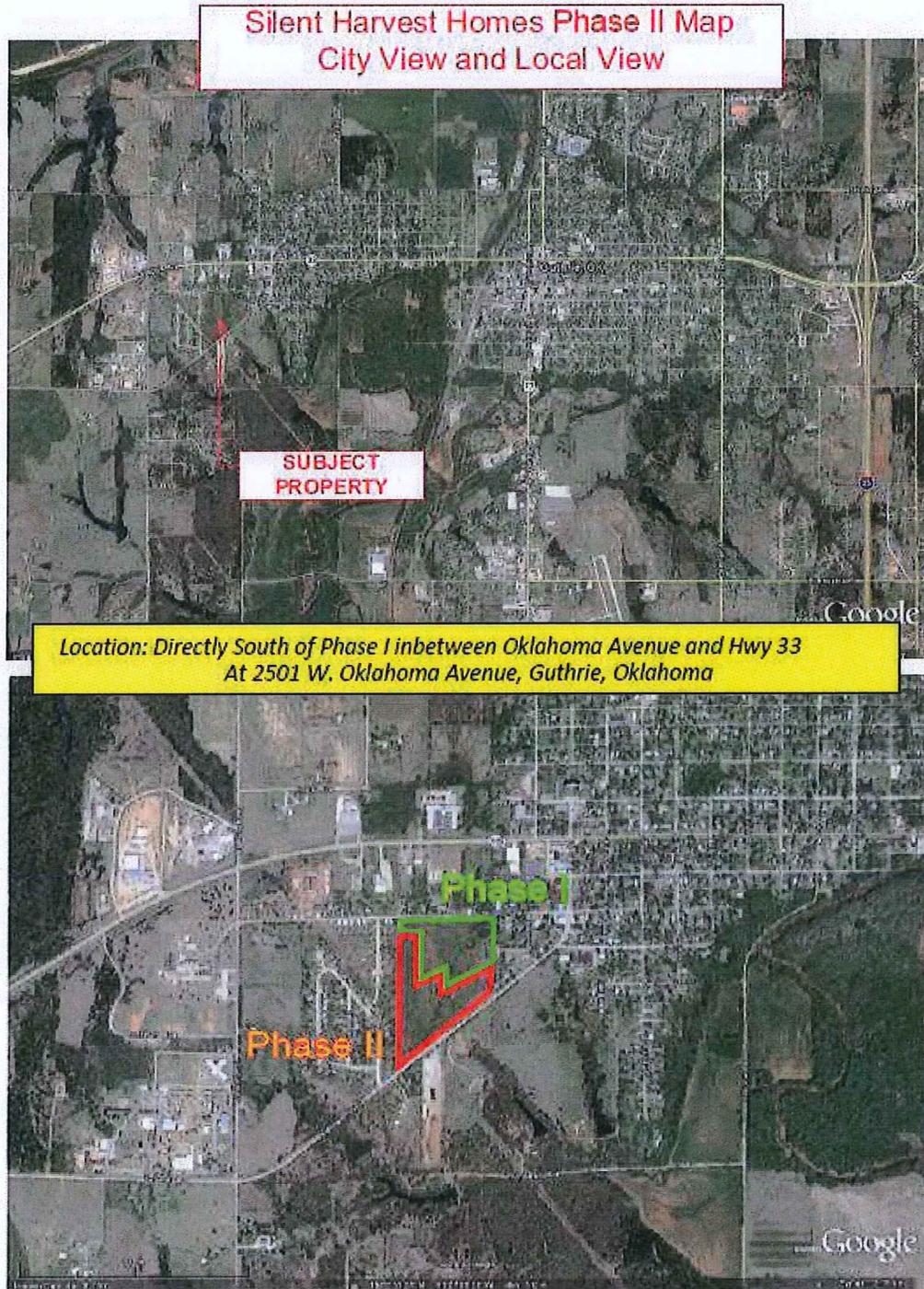
The contractor will be Express Building, Inc. (EDI). EDI will work with the development team throughout the planning and construction phases to ensure the project is completed within the established budget and within the time period required.

Property Management

Upon construction completion, Express Management, Inc. (EMI) will be the property manager. EMI is currently managing 300+ apartments with similar design in Oklahoma. There will be a management office on site with a full time manager. Express Management maintains its corporate office at the Aldridge, in Shawnee, OK. A 24 hour phone number is available for emergencies.

Silent Harvest Homes II - Single Family Homes

Affordable Housing for Families
Guthrie, OK



Silent Harvest Homes II – Single Family Homes

Affordable Housing for Families
Guthrie, OK

Exhibit B – Elevations and Floor Plans

3 Bedroom Elevations (Preliminary)

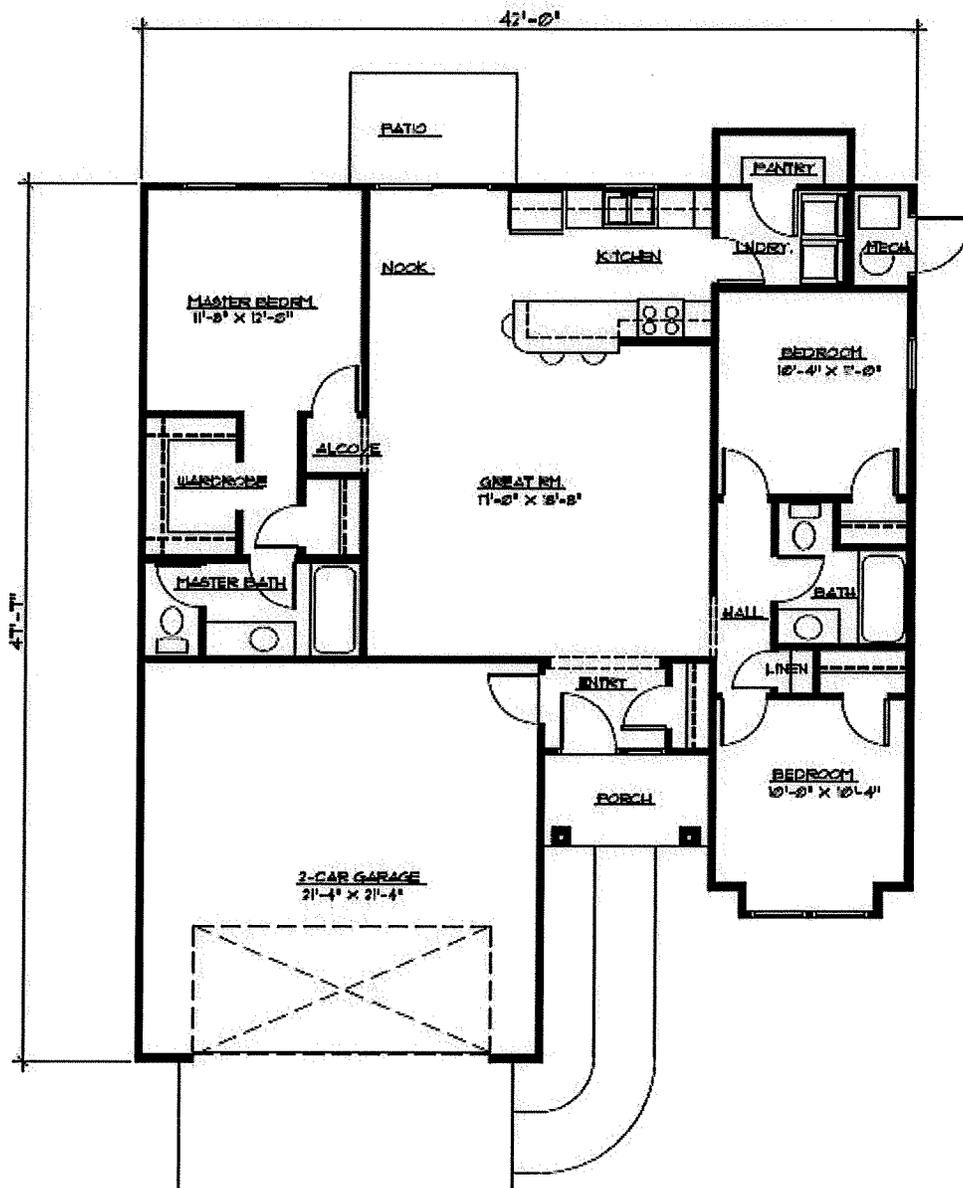


FRONT ELEVATION – 3bed unit

Silent Harvest Homes II – Single Family Homes

Affordable Housing for Families
Guthrie, OK

3 Bedroom Floor Plans (Preliminary)



Legal Review N/A Required Completed Date: 11/28/12

Mayor's Appt. Yes No

Supporting documents attached:

- Ordinance

Action Needed Public Hearing Motion Emergency Clause

ORDINANCE No. 3243

AN ORDINANCE CREATING SECTION 2-49 OF THE GUTHRIE MUNICIPAL CODE PROHIBITING THE PROVISION OF ALCOHOL TO MINORS IN A SOCIAL HOST SETTING, PROVIDING FOR PENALTIES, DEFINING TERMS; AND REPEALING ALL ORDINANCES TO THE CONTRARY.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GUTHRIE:

SECTION 1. Chapter 2, Article 2, Section 2-49 of the Guthrie Municipal Code, is hereby created to read as follows:

Permitting or allowing Gatherings Where Minors are Consuming Alcoholic Beverages.

(A) Definitions. For purposes of this Section, the following definitions shall apply:

“Gathering” is a party or event where a group of three or more persons have assembled or are assembling for a social occasion or social activity.

“Legal Guardian” means

- (1) a person who, by court order, is the guardian of the person of a minor; or
- (2) a public or private agency with whom a minor has been placed by the court.

“Minor” means any person less than twenty-one years of age.

“Parent” means a person who is a natural parent, adoptive parent, foster parent, or stepparent of another person.

“Premises” means any residence or other private property, place, or premises, including any commercial or business premises.

“Response costs” are the costs associated with responses by law enforcement, fire, and other emergency response providers to a gathering, including but not limited to:

- (1) salaries and benefits of law enforcement, code enforcement, fire, or other emergency response personnel for the amount of time spent responding to, remaining at, or otherwise dealing with a gathering, and the administrative costs attributable to such response(s);
- (2) the cost of any medical treatment for any law enforcement, code enforcement, fire, or other emergency response personnel injured responding to, remaining at, or leaving the scene of a gathering;
- (3) the cost of repairing any City equipment, in responding to, remaining at, or leaving the scene of a gathering; and
- (4) any other allowable costs related to the enforcement of this Section.

(B) Consumption of Alcohol by Minor in Public Place, Place Open to Public, or Place Not Open to Public. Except as permitted by state law, it is unlawful for any minor to:

- (1) consume at any place not open to the public any alcoholic beverage, unless in connection with the consumption of the alcoholic beverage that minor is being supervised by his or her parent or legal guardian;

(C) Hosting, Permitting, or Allowing a Party, Gathering, or Event Where Minors Consuming Alcoholic Beverages Prohibited:

- (1) It is the duty of any person having control of any premises, who knowingly hosts, permits, or allows a gathering at said premises to take all reasonable steps to prevent the consumption of alcoholic beverages by any minor at the gathering. Reasonable steps are controlling access to alcoholic beverages at the gathering; controlling the quantity of alcoholic beverages present at the gathering; verifying the age of persons attending the gathering by inspecting drivers’ licenses or other government-issued identification cards to ensure that minors do not consume alcoholic beverages while at the gathering; and supervising the activities of minors at the gathering.

(2) It is unlawful for any person having control of any premises to knowingly host, permit, or allow a gathering to take place at said premises where at least one minor consumes an alcoholic beverage, whenever the person having control of the premises either knows a minor has consumed an alcoholic beverage or reasonably should have known that a minor consumed an alcoholic beverage had the person taken all reasonable steps to prevent the consumption of an alcoholic beverage by a minor as set forth in subsection (1) of this Section.

(3) This section shall not apply to conduct involving the use of alcoholic beverages that occurs exclusively between a minor and his or her parent or legal guardian.

(4) Nothing in this Section shall be interpreted to prohibit any family activity held in the confines of the family home from providing the use of alcohol to immediate family members within the supervision of parents and guardians. However, if a minor leaves such a family gathering intoxicated and is found in public then said providers of alcohol will be held responsible in the same manner as a non-family gathering.

(5) Nothing in this section should be interpreted to prohibit any religious practice which includes the use of alcohol. However, if a minor leaves such a religious gathering intoxicated and is found to be in public then said providers of alcohol will be held responsible in the same manner as a nonreligious gathering.

(D) Penalty. Any person who shall violate the provisions of this Section shall be deemed guilty of an offense against the City and upon conviction thereof shall be punished with fine of not more than Five Hundred Dollars (\$500.00), plus all court costs and statutory penalties.

(F) Reservation of Legal Options. Violations of this Section may be prosecuted by the City of Guthrie criminally, civilly, or through both processes. The City may seek administrative fees and response costs associated with enforcement of this Section through all remedies or procedures provided by statute, ordinance, or law. This Section shall not limit the authority of peace officers or private citizens to make arrests for any criminal offense arising out of conduct regulated by this Section, nor shall they limit the City's ability to initiate and prosecute any criminal offense arising out of the same circumstances necessitating the application of this Section.

SECTION 2. REPEALER. All previous ordinances in conflict herewith are hereby repealed.

ADOPTED AND APPROVED this _____ day of December, 2012.

CITY OF GUTHRIE, OKLAHOMA

Chuck Burtcher, Mayor

Attest: (Seal)

Wanda Calvert, City Clerk

Approved as to form and content:

City Attorney



Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
<input checked="" type="checkbox"/> City Council	December 4, 2012	Wanda Calvert
<input type="checkbox"/> GPWA		City Clerk/Treasurer
<input type="checkbox"/> Other: _____		

Agenda Item

Consider approval of Ordinance No. 3244, creating Chapter 15, Article 2, Section 15-18 Rules and Regulations for Waterfowl Hunting at Liberty Lake and declaring an emergency.

Summary

The Guthrie Park Board met on August 1, 2012 approving to re-establish the waterfowl hunting at Liberty Lake. The Citizens Rate and Fee Advisory Committee met on September 12, 2012 to discuss establishing a blind fee for waterfowl hunting at Liberty Lake. On September 18, 2012 Resolution No. 2012-13 was adopted establishing the blind fee for waterfowl hunting at Liberty Lake at \$400 per blind. On November 15, 2012 the Guthrie Parks Board met with several waterfowl hunters concerning the established rules and regulations. On November 20, 2012 the Guthrie Parks Board unanimously approved to recommend to City Council to incorporate the following changes to the waterfowl hunting rules and regulations:

- Permit holder must be at least eighteen (18) years of age. One (1) permit holder shall be present with their guests at all times when inside the park.
- The hunter is allowed to occupy only one blind. This will not keep the hunter from hunting from another blind as a guest provided all guest rules and regulations are followed.
- It is the responsibility of the permit holder to make sure each guest has read and understands these rules and regulations before entering the park area. A guest's entry into the park area constitutes acknowledgement and agreement to these rules and regulations. As such, any violation of these rules and regulations by a permit holder (hunter) or guest may result in citation, revocation of the permit holder's (hunter's) permit, revocation of the guest pass and/or arrest. Permit holder (hunter) and guests will hold the City harmless from all claims including court costs and attorney fees arising out of Waterfowl Hunting at Liberty Lake.
- All guests must be accompanied by a permit holder (hunter). Up to three (3) guests are permitted in the blind provided that the total number of waterfowl-blind occupants does not exceed four (4) persons. Each permit holder can be issued up to three (3) guest passes, one of which must be in each guest's possession at all times when inside the park. Guests are allowed to hunt in the specified blind listed on the guest pass provided they follow all municipal, state and federal rules, regulation and laws.
- Violation of any part of this ordinance is punishable by \$200 fine per day.

Funding Expected Revenue Expenditure N/A

Budgeted Yes No N/A

Account Number N/A Amount N/A

Legal Review N/A Required Completed Date: 11-28-2012

Mayor's Appt. Yes No

Supporting documents attached

- Ordinance No. 3244

Recommendation

Staff recommends approval.

Action Needed Public Hearing Motion Emergency Clause

ORDINANCE NO. 3244

**AN ORDINANCE RELATING TO PARK AND RECREATION,
CREATING CHAPTER 15, ARTICLE 2, SECTION 15-18,
RULES AND REGULATIONS FOR WATERFOWL HUNTING
AT LIBERTY LAKE; PROVIDING FOR CODIFICATION;
PROVIDING FOR REPEALER AND SEVERABILITY; AND
DECLARING AN EMERGENCY.**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GUTHRIE,
OKALHOMA:**

SECTION 1. Chapter 15, Article 2, Section 15-18 of the Guthrie City Code, is hereby creating the following rules and regulations for waterfowl hunting for Liberty Lake to read as follows:

- A. These rules supersede all water fowl hunting rules in existence prior to the date hereof and will remain in force until further notice. Current fees and penalties to remain in existence in accordance with the Guthrie City Code, Ordinances and Resolutions duly adopted from time to time by the City Council except as modified herein. The goal of the City in enacting these rules and regulations is to promote good sportsmanship and courtesy to all lake users and to thereby enhance the recreational use of Liberty Lake.
- B. Authority for the enforcement of these rules and regulations is delegated to the respective City Lake Enforcement and/or police officers, as supervised and approved by the City Manager or his/her designee.
- C. These rules and regulations will be conspicuously posted at Liberty Lake for the benefit of the using public and at City Hall. Additional copies are maintained at City Hall in the Utility Office and Police Department, as needed, to provide adequate dissemination to the public. In addition, fishing and hunting permits will contain applicable statements related to closure, restriction, or other limitations deemed adequate by the City Manager and as approved by the Guthrie Parks Board.
 - 1. Waterfowl hunting dates are to be determined by the Guthrie Parks Board annually.
 - 2. All Federal, State and City regulations will apply.
 - 3. Roads are not to be barricaded or closed in any way except by Lake Enforcement or Public Safety officials. Parking will be limited to designated areas.
 - 4. Blinds will not be moved from location assigned. Blinds must be constructed within 10 yards of the blind marker post.

5. Blinds may be installed two weekends before opening of waterfowl season. All blinds must be removed by the second Saturday after waterfowl season ends. The dates and times for set up and removal will be established by the Lake Enforcement. The permit holders are responsible for the removal of the blinds and cleaning the property within the time frame established by the Lake Enforcement. If the blinds or the property is not cleaned, the permit holders may be cited for permit violations.
6. All blind cover and trash will be removed from lake area.
7. Permission must be obtained from Lake Enforcement before any trees or nature cover is cut. All nature cover used from the lake area must be cut at or below ground level.
8. All decoys and boats must have your initials on each. All decoy weights and decoy tie lines must be removed from the lake at the end of waterfowl season.
9. Liberty Lake will be closed for fishing and day use from 6:00 a.m. to noon during the Waterfowl Hunting Season. Liberty Lake opens at 6:00 a.m. for waterfowl hunting and all hunters must be off the lake each day at noon. No evening hunting is allowed. Camping will be closed for the entire waterfowl season.
10. All decoys must be removed from Liberty Lake when waterfowl season ends. Property left after two (2) weeks may become the property of the City of Guthrie and may be disposed of without further notice as the City of Guthrie deems proper. If the decoys are not removed the individual may be cited for permit violations.
11. The City Clerk will issue a press release notifying the public of the date and time of the Waterfowl Hunting Drawing for Liberty Lake. A public blind drawing will be held the second Wednesday in September at 7:00 p.m. at City Hall.
12. Permit holders must be at least eighteen (18) years of age. One (1) permit holder shall be present with their guests at all times when inside the park.
13. There will be a maximum of four (4) hunters per blind. Each hunter has the opportunity to place his/her name in the drawing. No names will be taken after 7:00 p.m. on the date of the drawing and the hunter must be present. The first name drawn will have the opportunity to pick the blind location, to provide the names of the four (4) hunters for the said blind and to accept the blind by paying \$400 fee. The four (4) hunter's names will be listed on the permit. The hunter is allowed to occupy only one blind. This will not keep the hunter from hunting from another blind as a guest provided all guest rules

and regulations are followed. If a name is drawn and the hunter is already listed on a permit, the name will be withdrawn and another name will be drawn.

14. Blinds will not be issued after the drawing date and the permits are not transferable.
15. Blinds will be numbered the same each year if possible. Blinds may be added or deleted depending on the lake conditions existing at the time of the drawing.
16. Blind locations will be designated by lake personnel. No blinds will be authorized except as designated. No blinds will be built on any boat or fish dock or boat ramp.
17. Lake personnel will issue a lake map showing each blind and parking location.
18. Shotguns only shall be allowed at Liberty Lake and no larger than 12 gauge. All shotguns are restricted to federally-approved nontoxic shot and the possession of lead shot is prohibited.
19. Dogs must be on a leash not to exceed ten (10) feet in length, one end of which must be securely fastened to restrict the movement of the dog with the exception of retrieving waterfowl.
20. The failure of any permit holder to abide by all City of Guthrie ordinances, rules and regulations may result in immediate revocation of Liberty Lake waterfowl hunting privileges by Lake Enforcement or by police officers and may include citation and/or arrest.
21. It is the responsibility of the permit holder to make sure each guest has read and understands these rules and regulations before entering the park area. A guest's entry into the park area constitutes acknowledgement and agreement to these rules and regulations. As such, any violation of these rules and regulations by a permit holder (hunter) or guest may result in citation, revocation of the permit holder's (hunter's) permit, revocation of the guest pass and/or arrest. Permit holder (hunter) and guests will hold the City harmless from all claims including court costs and attorney fees arising out of Waterfowl Hunting at Liberty Lake.
22. All guests must be accompanied by a permit holder (hunter). Up to three (3) guests are permitted in the blind provided that the total number of waterfowl-blind occupants does not exceed four (4) persons. Each permit holder can be issued up to three (3) guest passes, one of which must be in each guest's possession at all times when inside the park. Guests are allowed to hunt in the

specified blind listed on the guest pass provided they follow all municipal, state and federal rules, regulations and laws.

23. Violation of any part of this ordinance is punishable by \$200 fine per day.

SECTION 2. CODIFICATION.

Section 1 of this Ordinance is hereby codified as Chapter 15, Article 2, Section 15-18 of the Guthrie City Code.

SECTION 3. REPEALER.

All ordinances in conflict herewith are hereby repealed.

SECTION 4. SEVERABILITY.

If any section, sentence, clause, phrase or portion of this ordinance is held invalid or unconstitutional for any reason, such holdings shall not be construed to invalidate the remainder of this ordinance, notwithstanding such holding.

SECTION 5. EMERGENCY.

An emergency is hereby declared to exist and this ordinance being necessary for the immediate preservation of the public peace, health and safety, shall be in full force and effect from and after its passage and approval.

The foregoing ordinance was introduced before the Guthrie City Council on the 4th day of December, 2012 and was duly adopted and approved by the Mayor and City Council on the 4th day of December, 2012, after compliance with the notice requirements of the Open Meeting Act (25 OSA, § 301, et seq.).

Chuck Burtcher, Mayor

ATTEST: (Seal)

Wanda Calvert, City Clerk

APPROVED AS TO FORM:

Randel Shadid, City Attorney



Agenda Item Cover Letter

Meeting <input checked="" type="checkbox"/> City Council <input type="checkbox"/> GPWA <input type="checkbox"/> Other: _____	Date of Meeting December 4, 2012	Contact Rene Spineto, Director Community Development
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Agenda Item

Consider approval for Ordinance No. 3245, as an Ordinance amending Chapter 11, Article 6 of the Guthrie Code of Ordinances by prohibiting tobacco advertisement at City sponsored events.

Summary

Ordinance No. 3245 amends Chapter 11, Article 6, by adding Section 11-102, Advertisement of Tobacco Prohibited at City Sponsored Events.

This Ordinance is similar to Ordinance No. 3243, the Social Host Ordinance, since it originates from the Healthy Community Incentive Program. In May 2012 the City of Guthrie was one of 14 cities statewide to be awarded a Healthy Community Incentive Grant from the Oklahoma Tobacco Settlement Endowment Trust for projects that promote wellness and over-all community health. This grant was awarded based on population and specific criteria met.

This coming year the City of Guthrie may be eligible for an additional \$8,000 if the City of Guthrie meets another set of criteria as a healthy community. One of the items includes an Ordinance prohibiting the advertisement of tobacco products at City of Guthrie sponsored events.

Proposed Ordinance No. 3245 contains the following provisions:

- It will be unlawful for any business or person to market or advertise any product which contains tobacco at any City of Guthrie sponsored event.
- A City of Guthrie sponsored event shall include but not be limited to sporting events, parades, festivals, dances, or concerts.
- Penalty for violation of Ordinance.

Funding Expected	<input type="checkbox"/> Revenue	<input type="checkbox"/> Expenditure	<input checked="" type="checkbox"/> N/A
Budgeted	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Account Number	_____ Amount		
Legal Review	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Required	Completed Date: <u>11/xx/12</u>
Mayor's Appt.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Supporting documents attached:

- Ordinance

