



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 18, 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 December 4, 2012 3
B. Consider approval of Claims 5
C. Consider approval to cancel the Tuesday, January 1, 2013 City Council and Guthrie Public Works Authority Meetings, due to the Federal Holiday, New Year’s Day..... 11

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 December 4, 2012.....12
B. Consider approval of minutes of the Regular City Council Meeting held on December 4, 2012.....14
C. Consider approval of Claims.....20
D. Consider approval of Treasurers Reports.....21
E. Consider approval to purchase 2013 Dodge 4x4, Type I Ambulance from Osage Industries utilizing HGAC contract pricing.....22
F. Consider approval to declare 2008 Ford F-350/Frazer, Ltd. Ambulance (Unit #95) as surplus and trade-in to Osage Industries for credit towards new ambulance purchase..... 26
G. Consider approval to cancel the Tuesday, January 1, 2013 City Council and Guthrie Public Works Authority Meetings, due to the Federal Holiday, New Year’s Day..... (see page 11)
3. City Managers Report
4. Requests/Comments from Members of the City Council.
5. 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 investigations or claims (Logan County Rural Water District and other pending litigation or claims).
6. Consideration of action regarding Logan County Rural Water District and other pending litigation or claims.
7. Adjourn.

SPECIAL GUTHRIE INDUSTRIAL DEVELOPMENT AUTHORITY

1. Call to Order
2. Consent Agenda
 - A. Consider approval of minutes of the Special Guthrie Industrial Development Authority Meeting held on November 6, 2012.....27
 - B. Consider approval to award Bid No. 2012-07, Water and Sanitary Sewer Improvements at the Guthrie-Edmond Regional Airport to Trent Construction from Harrah, Oklahoma.....28
3. Adjourn.

MINUTES

GUTHRIE PUBLIC WORKS AUTHORITY MEETING

December 4, 2012

The regular meeting of the Guthrie Public Works Authority was posted on Friday, November 30, 2012 before 5:00 p.m. and held December 4, 2012 in the Guthrie City Hall Council Chambers.

Invocation was given by Chairman Chuck Burtcher.

Pledge of Allegiance was led by Chairman Chuck Burtcher.

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

Members Present:	Chuck Burtcher	Trey Ayers	Gaylord A. Thomas
	John Wood	Mary Coffin	Patty Hazlewood

Members Absent: Sheri Mueller

Staff Present:	Sereniah Breland	Wanda Calvert	Aaron Ryburn
	Jim Ahlgren	Maxine Pruitt	Rene Spineto
	Damon Devereaux	Anthony Gibbs	

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

Community Announcements and Recognitions. Lucy Swanson presented the Chamber of Commerce/Convention and Visitors Bureau Quarterly Report.

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

- A. Consider approval of the minutes from the Regular Guthrie Public Works Authority Meeting held on November 20, 2012.
- B. Consider approval of claims:

GPWA Fund:	Claims	\$66,875.53
Water Treatment Plant Fund:	Claims	<u>\$ 791.55</u>
	Total Claims:	\$67,667.08

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

- 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 Fund.
- E. Consider approval of 2013 Calendar Year of the Schedule of Regular Meetings.

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

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

Chairman Burtcher declared the motion carried unanimously.

Adjourn. There being no further business for the Guthrie Public Works Authority Trustees, Chairman Burtcher declared the meeting adjourned at 7:10 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Chairman



GUTHRIE PUBLIC WORKS AUTHORITY

CLAIMS

December 18, 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 12/14/2012 1:36pm
A/P Claims List
 from 12/4/2012 to 12/4/2012

Invoice #	Vendor	Description	Account	Cost
0749	JONATHAN MCCANN 22898	Refund Animal Bond Adoption No. 0749	01-00-00-2017	\$25.00
0691	LISA BRUCE 22899	Refund Animal Bond No. 0691	01-00-00-2017	\$25.00
0922	THOMAS EVANS 22897	Refund Animal Bond Adoption No. 0922	01-00-00-2017	\$25.00
0409	TRACI GUSSERT 22902	Refund Animal Adoption No. 0409	01-00-00-2017	\$25.00
PR3657-1	AETNA - MIDDLETOWN 22051		01-00-00-2031	\$118.65
PR3662-1	AETNA - MIDDLETOWN 22051		01-00-00-2031	\$118.65
PR3657-1	AETNA HEALTHCARE 22795		01-00-00-2031	\$1,978.77
PR3662-1	AETNA HEALTHCARE 22795		01-00-00-2031	\$1,978.77
PR3657-1	AETNA - MIDDLETOWN 22051		01-00-00-2032	\$201.31
PR3662-1	AETNA - MIDDLETOWN 22051		01-00-00-2032	\$200.32
PR3657-1	AETNA HEALTHCARE 22795		01-00-00-2032	\$11,804.54
PR3662-1	AETNA HEALTHCARE 22795		01-00-00-2032	\$10,517.62
PR3657-1	AETNA HEALTHCARE 22795		01-00-00-2033	\$22.72
PR3662-1	AETNA HEALTHCARE 22795		01-00-00-2033	\$22.72
PR3657-1	DELTA DENTAL (20570)		01-00-00-2033	\$704.32
PR3662-1	DELTA DENTAL (20570)		01-00-00-2033	\$1,737.34
PR3657-1	AETNA HEALTHCARE 22795		01-00-00-2034	\$262.22
PR3662-1	AETNA HEALTHCARE 22795		01-00-00-2034	\$262.22
PR3657-1	Y.M.C.A. OF GUTHRIE		01-00-00-2062	\$208.36
PR3662-1	Y.M.C.A. OF GUTHRIE		01-00-00-2062	\$197.01
PR3657-1	Y.M.C.A. OF GUTHRIE		01-00-00-2063	\$93.58
PR3662-1	Y.M.C.A. OF GUTHRIE		01-00-00-2063	\$93.58
NOVEMBER 201	CITY OF EDMOND (21508)	Provide basic monthly IT Services per	01-01-00-6311	\$1,106.86
DECEMBER 201	O.M.A.G.(21303)	Building/Property Monthly Payment	01-01-00-6326	\$3,433.07
DECEMBER 201	O.M.A.G.(21302)	Workers' Compensation Monthly Payment	01-01-00-6326	\$12,981.74
DECEMBER 201	O.M.A.G.(425)	Auto/Liability Monthly Payment	01-01-00-6326	\$4,240.13
6975	CRAWFORD &	Professional Services-Accounting and	01-01-00-6330	\$607.50
2034192	MICHAEL JOHNS 22895	MEAL REIMBURSMENT - MOBILE COP	01-07-70-6343	\$8.64
		Total GENERAL FUND		\$53,000.64
PR3657-1	AETNA - MIDDLETOWN 22051		09-00-00-2031	\$6.00
PR3662-1	AETNA - MIDDLETOWN 22051		09-00-00-2031	\$6.00
PR3657-1	AETNA HEALTHCARE 22795		09-00-00-2031	\$972.44
PR3662-1	AETNA HEALTHCARE 22795		09-00-00-2031	\$601.74
PR3657-1	AETNA - MIDDLETOWN 22051		09-00-00-2032	\$78.25
PR3662-1	AETNA - MIDDLETOWN 22051		09-00-00-2032	\$78.25
PR3657-1	AETNA HEALTHCARE 22795		09-00-00-2032	\$4,310.50
PR3662-1	AETNA HEALTHCARE 22795		09-00-00-2032	\$4,310.50
PR3657-1	DELTA DENTAL (20570)		09-00-00-2033	\$284.00
PR3662-1	DELTA DENTAL (20570)		09-00-00-2033	\$284.00
PR3657-1	AETNA HEALTHCARE 22795		09-00-00-2034	\$164.60
PR3662-1	AETNA HEALTHCARE 22795		09-00-00-2034	\$164.60
PR3657-1	DELTA DENTAL (20570)		09-00-00-2034	\$26.11
PR3662-1	DELTA DENTAL (20570)		09-00-00-2034	\$26.11
PR3662-1	Y.M.C.A. OF GUTHRIE		09-00-00-2062	\$19.34
PR3662-1	Y.M.C.A. OF GUTHRIE		09-00-00-2063	\$6.53
		Total FIRE/EMS FUND		\$11,338.97
PR3657-2	AETNA - MIDDLETOWN 22051		20-00-00-2031	\$32.50
PR3662-2	AETNA - MIDDLETOWN 22051		20-00-00-2031	\$32.50
PR3657-2	AETNA HEALTHCARE 22795		20-00-00-2031	\$160.61

City of Guthrie 12/14/2012 1:36pm
A/P Claims List
 from 12/4/2012 to 12/4/2012

Invoice #	Vendor	Description	Account	Cost
PR3662-2	AETNA HEALTHCARE 22795		20-00-00-2031	\$160.61
PR3657-2	AETNA - MIDDLETOWN 22051		20-00-00-2032	\$65.73
PR3662-2	AETNA - MIDDLETOWN 22051		20-00-00-2032	\$65.73
PR3657-2	AETNA HEALTHCARE 22795		20-00-00-2032	\$3,620.82
PR3662-2	AETNA HEALTHCARE 22795		20-00-00-2032	\$3,620.82
PR3657-2	DELTA DENTAL (20570)		20-00-00-2033	\$238.56
PR3662-2	DELTA DENTAL (20570)		20-00-00-2033	\$238.56
PR3657-2	AETNA HEALTHCARE 22795		20-00-00-2034	\$63.57
PR3662-2	AETNA HEALTHCARE 22795		20-00-00-2034	\$63.57
PR3657-2	DELTA DENTAL (20570)		20-00-00-2034	\$11.35
PR3662-2	DELTA DENTAL (20570)		20-00-00-2034	\$11.35
PR3657-2	Y.M.C.A. OF GUTHRIE		20-00-00-2062	\$11.96
PR3662-2	Y.M.C.A. OF GUTHRIE		20-00-00-2062	\$11.96
PR3657-2	Y.M.C.A. OF GUTHRIE		20-00-00-2063	\$6.53
PR3662-2	Y.M.C.A. OF GUTHRIE		20-00-00-2063	\$6.53
1191199.	WASTE CONNECTIONS, INC		20-00-00-5466	(\$250.00)
02020390-005	CHERYL BODE 22900	Paid Initiation Fee to establish service at	20-00-00-5522	\$25.00
PHONE	JAYLENE SMITH	Personal Usage of Cell Phone During Phone	20-21-00-6301	\$117.75
DECEMBER 201	O.M.A.G.(21303)	Building/Property Monthly Payment	20-21-00-6326	\$3,433.07
DECEMBER 201	O.M.A.G.(21302)	Workers' Compensation Monthly Payment	20-21-00-6326	\$12,981.74
DECEMBER 201	O.M.A.G.(425)	Auto/Liability Monthly Payment	20-21-00-6326	\$4,240.13
SEPTEMBER	C.A.C. FINANCIAL CORP. (1405)	Utilities Collection 2012-2013	20-21-00-6340	\$16.64
1191199	WASTE CONNECTIONS, INC	Sanitation Service Agreement	20-21-00-6348	\$71,203.08
MIL DEC 2012	MAXINE PRUITT (1915)	Mileage FY 2012-2013	20-22-00-6047	\$172.28
1191199	WASTE CONNECTIONS, INC	Sanitation Service Agreement	20-26-00-6375	\$5,189.72
NOVEMBER 201	BURRELL INC. (21286)	Meter Reading Contract	20-28-00-6054	\$2,873.84
		Total GPWA OPERATING FUND		\$108,426.51
LTAIO	MARK DAVIES 22896	Presenter Honorarium and Mileage for	30-30-06-6541	\$185.82
ICAC 11/5/2012	MARK BRUNING (20292)	Taxi Service from Hotel to Airport ICAC	30-30-07-6357	\$73.00
		Total GRANTS FUND		\$258.82
DECEMBER 2012	OKLAHOMA STATE BANK (22069)	10 Wheel Dump Truck Monthly Payment	54-56-12-6708	\$2,056.00
DECEMBER 2012	COMMUNITY STATE BANK 22873	Cat Warren Lease/Purchase Monthly	54-56-12-6718	\$2,687.82
		Total CAPITAL PROJECTS		\$4,743.82
02-020390-005	DEPOST/REFUND		71-00-00-5555	\$75.00
08-080610-011	DEPOST/REFUND		71-00-00-5555	\$4.08
08-081391-005	DEPOST/REFUND		71-00-00-5555	\$33.49
09-090290-005	DEPOST/REFUND		71-00-00-5555	\$57.43
09-091290-015	DEPOST/REFUND		71-00-00-5555	\$21.35
11-111190-005	DEPOST/REFUND		71-00-00-5555	\$39.69
13-131400-004	DEPOST/REFUND		71-00-00-5555	\$65.08
99-993309-003	DEPOST/REFUND		71-00-00-5555	\$23.18
99-994050-002	DEPOST/REFUND		71-00-00-5555	\$10.54
99-999475-001	DEPOST/REFUND		71-00-00-5555	\$194.52
		Total UTILITY DEPOSIT FUND		\$524.36
PR3657-1	AETNA HEALTHCARE 22795		98-00-00-2031	\$231.04
PR3662-1	AETNA HEALTHCARE 22795		98-00-00-2031	\$231.04
PR3657-1	AETNA - MIDDLETOWN 22051		98-00-00-2032	\$3.13
PR3662-1	AETNA - MIDDLETOWN 22051		98-00-00-2032	\$3.13

City of Guthrie 12/14/2012 1:36pm
A/P Claims List
 from 12/4/2012 to 12/4/2012

Invoice #	Vendor	Description	Account	Cost
PR3657-1	AETNA HEALTHCARE 22795		98-00-00-2032	\$172.42
PR3662-1	AETNA HEALTHCARE 22795		98-00-00-2032	\$172.42
PR3657-1	DELTA DENTAL (20570)		98-00-00-2033	\$11.36
PR3662-1	DELTA DENTAL (20570)		98-00-00-2033	\$11.36
PR3657-1	AETNA HEALTHCARE 22795		98-00-00-2034	\$11.35
PR3662-1	AETNA HEALTHCARE 22795		98-00-00-2034	\$11.35
PR3657-1	Y.M.C.A. OF GUTHRIE		98-00-00-2062	\$7.98
PR3662-1	Y.M.C.A. OF GUTHRIE		98-00-00-2062	\$7.98
PR3657-1	Y.M.C.A. OF GUTHRIE		98-00-00-2063	\$4.35
PR3662-1	Y.M.C.A. OF GUTHRIE		98-00-00-2063	\$4.35
DECEMBER 2012	O.M.A.G.(21303)	Building/Property Monthly Payment	98-98-00-6329	\$307.07
DECEMBER 2012	O.M.A.G.(21302)	Workers' Compensation Monthly Payment	98-98-00-6329	\$429.80
DECEMBER 2012	O.M.A.G.(425)	Auto/Liability Monthly Payment	98-98-00-6329	\$52.56
		Total AIRPORT FUND		\$1,672.69
DECEMBER 2012	OKLAHOMA DEPARTMENT OF	Spirit Wing Payment	99-99-00-6702	\$1,041.67
		Total GUTHRIE INDUSTRIAL DEVELOPMENT		\$1,041.67
		Total All Funds		\$181,007.48

City of Guthrie
A/P Claims List
 from 12/6/2012 to 12/6/2012

Invoice #	Vendor	Description	Account	Cost
11/2012	OKLAHOMA UNIFORM BLDG CO	Permit Collection Fees 2012-2013	01-00-00-2013	\$116.00
		Total		\$116.00
		Total		\$116.00
DECEMBER 201	AT&T LONG DISTANCE (21268)	Monthly Long Distance Billing	01-01-00-6301	\$211.77
DECEMBER 201	OKLAHOMA NATURAL GAS COM	Natural Gas Monthly Billing	01-01-00-6307	\$2,124.58
2012 QUARTER	LOGAN COUNTY CLERK(1135)	Civil Defense Agreement	01-01-00-6371	\$2,500.00
QTRLY - 0494	LOGAN COUNTY CLERK(1135)	Civil Defense Agreement	01-01-00-6371	\$104.31
		Total		\$4,940.66
		Total GENERAL GOVERNMENT		\$4,940.66
430	A CUT ABOVE LAWN SERVICE 2	Abatements	01-05-51-6354	\$225.00
		Total CODE COMPLIANCE		\$225.00
		Total PLANNING		\$225.00
NOVEMBER 201	SHINEY BAYS (22581)	Police Department Car Wash	01-07-70-6316	\$234.00
11112	LOGAN COMMUNITY SERVICES,	Logan Community Services	01-07-70-6345	\$125.00
		Total POLICE ADMINISTRATION		\$359.00
		Total POLICE		\$359.00
DECEMBER 201	RURAL WATER DISTRICT #1(206	Coltrane, Mitchal Park and RV Park Restroo	01-15-11-6112	\$66.00
		Total PARKS		\$66.00
		Total PARKS & PUBLIC GROUNDS		\$66.00
		Total GENERAL FUND		\$5,706.66
000006878	ANGIE LINDLEY 22903	Overpayment on Final Bill 715 East Perkins	20-00-00-5480	\$20.07
000004384	EXPRESS BUILDING INC. 22904	Overpayment on final Bill 116 Harvest Road	20-00-00-5480	\$205.58
		Total		\$225.65
		Total		\$225.65
DECEMBER 201	AT&T LONG DISTANCE (21268)	Monthly Long Distance Billing	20-21-00-6301	\$211.77
DECEMBER 201	OKLAHOMA NATURAL GAS COM	Natural Gas Monthly Billing	20-21-00-6307	\$1,077.63
2034207	U.S. POST OFFICE(20263)	2013 Box Rent - P.O. Box 908 - 12 Months	20-21-00-6309	\$130.00
DEC.2012	USPS - UNITED STATES POSTAL	Monthly Postage	20-21-00-6309	\$2,000.00
DECEMBER 201	USPS - UNITED STATES POSTAL	Monthly Postage	20-21-00-6309	\$1,000.00
NOVEMBER 201	DHH DISPOSAL 22381	Sanitation Service	20-21-00-6348	\$157.50
		Total		\$4,576.90
		Total PUBLIC WORKS GENERAL		\$4,576.90
OCT/NOV MILE	JAYLENE SMITH	Mileage FY 2012-2013	20-22-00-6047	\$28.86
		Total		\$28.86
		Total PUBLIC WORKS ADMINISTRATION		\$28.86
000599	GHM ENTERPRISES (1097)	Laundry Service	20-24-00-6016	\$7.20
000606	GHM ENTERPRISES (1097)	Laundry Service	20-24-00-6016	\$6.60
000610	GHM ENTERPRISES (1097)	Laundry Service	20-24-00-6016	\$6.00
000615	GHM ENTERPRISES (1097)	Laundry Service	20-24-00-6016	\$6.00
		Total		\$25.80
		Total WASTE WATER TREATMENT PLANT		\$25.80

City of Guthrie
A/P Claims List
 from 12/6/2012 to 12/6/2012

Invoice #	Vendor	Description	Account	Cost
		Total GPWA OPERATING FUND		\$4,857.21
DECEMBER 201	AT&T LONG DISTANCE (21268)	Monthly Long Distance Billing	98-98-00-6301	\$3.53
		Total		\$3.53
		Total AIRPORT FUND		\$3.53
		Total AIRPORT FUND		\$3.53
		Total All Funds		\$10,567.40



Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
<input checked="" type="checkbox"/> City Council	December 18, 2012	Wanda Calvert
<input checked="" type="checkbox"/> GPWA		City Clerk/Treasurer
<input type="checkbox"/> Other: _____		

Agenda Item

Consider approval to cancel the Tuesday, January 1, 2013 City Council and Guthrie Public Works Authority Meetings, due to the Federal Holiday, New Year's Day.

Summary

The Guthrie City Charter, Section 2-14 states the City Council shall hold their regular meetings on the first and third Tuesday of each month. Oklahoma Statutes Title 25, Section 311(A)(8), Open Meeting Act, states if any change is made of the date, time or place of regularly scheduled meetings of public bodies, then notice in writing shall be given to the municipal clerk, no less than ten days prior to the implementation of any such change.

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 type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Supporting documents attached
None

Recommendation

Action Needed Public Hearing Motion Emergency Clause

prohibiting tobacco advertisement at City sponsored events. 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: (1) 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; (2) a City of Guthrie sponsored event shall include but not be limited to sporting events, parades, festivals, dances, or concerts; and (3) penalty for violation of Ordinance.

Request for future items of discussion.

- Mineral Wells Park Pond(s)
- Water Levels at Lake Guthrie and Liberty Lake

Adjournment. There being no further business for the Guthrie City Council, Mayor Burtcher declared the meeting adjourned at 6:52 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Mayor

MINUTES

CITY COUNCIL MEETING

December 4, 2012

The regular meeting of the sixty-first City Council of Guthrie, Oklahoma was posted on Friday, November 30, 2012 before 5:00 p.m. and held December 4, 2012 in the Guthrie City Hall Council Chambers.

Mayor Chuck Burtcher called the meeting to order at 7:11 p.m.

Members Present:	Chuck Burtcher	Trey Ayers	Gaylord Z. Thomas
	John Wood	Mary Coffin	Patty Hazlewood

Members Absent: Sheri Mueller

Staff Present:	Sereniah Breland	Wanda Calvert	Aaron Ryburn
	Jim Ahlgren	Maxine Pruitt	Rene Spineto
	Damon Devereaux	Anthony Gibbs	

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

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

- A. Consider approval of the minutes from the Special City Council Workshop Meeting held on November 20, 2012.
- B. Consider approval of the minutes from the Regular City Council Meeting held on November 20, 2012.
- C. Consider approval of the claims:

General Fund:	Claims	\$ 64,862.29
Fire/EMS Fund:	Claims	\$ 26,418.59
Grants Fund:	Claims	\$ 826.03
Hotel/Motel Tax Fund:	Claims	\$ 7,846.00
Capital Projects Fund:	Claims	\$ 10,301.55
Cemetery Care Fund:	Claims	\$ 7,116.00
Airport Fund:	Claims	\$ <u>30,597.63</u>

Total Claims: \$147,968.09

- D. Consider approval of appointing Loretta Fortney, Jessie Bryan and Joe Chappell to the Guthrie Park Board for a term expiring June 2014.

- 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.
- 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.
- G. Consider approval of adding Grandparents to the definition of immediate family for consideration in time off work.
- 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.
- I. Consider approval of 2013 Calendar Year of the Schedule of Regular Meetings.

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

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

Mayor Burtcher declared the motion carried unanimously.

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. 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: (1) filing for candidacy – February 4, 5, & 6, 2013 at the Logan County Election Board; (2) calling for a primary election on March 5, 2013; and (3) calling for a general election on April 2, 2013. Motion by Councilmember Hazlewood, seconded by Vice Mayor Ayers, moved 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. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Burtcher declared the motion carried unanimously.

Consider approval of 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. Desert Ridge Investments, Inc. proposes to plan, design and develop a forty (40) unit, three bedroom single family home developments. The subject property is a 26 acre site located at 2501 West 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 the City of Guthrie support on 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 for the development of this project. The 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. Motion by Councilmember Thomas, seconded by Councilmember Hazlewood, moved approval of 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. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Burtcher declared the motion carried unanimously.

Consider approval of Ordinance No. 3243, creating Chapter 2, Article 2, Section 2-49 Social Host Ordinance restricting service of alcohol to minors in a social setting. 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 Guthrie may be eligible for an additional \$8,000 if we meet another set of criteria. One of those items includes a City specific No Host Ordinance which restricts the serving of alcohol to minors in social settings. The State of Oklahoma already has passed a Social Host law, which our Police Department can enforce. The grant requires the municipality to also have its own Social Host law in addition to the State regulation. The proposed Ordinance No. 3243 contains the following provisions: (1) it will be unlawful for any minor to consume at any place not open to the public any alcoholic beverage, unless the minor is being supervised by his or her parent or legal guardian; (2) it is the duty of any person having control of any premises to take all reasonable steps to prevent the consumption of alcohol by any minor at the gathering; (3) nothing in this Ordinance shall be interpreted to prohibit any family activity held in the confines of the family home from providing alcohol to immediate family members within the

supervision of parents - however, if a minor leaves such a family gathering intoxicated and is found in public, then the provider of the alcohol will be held responsible; (4) nothing in the Ordinance should be interpreted to prohibit any religious practice which includes the use of alcohol; and (5) any person who violates this Ordinance shall be deemed guilty of an offense against the City, and upon conviction shall be fined not more than \$500 plus court costs. Motion by Vice Mayor Ayers, seconded by Councilmember Wood, moved approval of Ordinance No. 3243, creating Chapter 2, Article 2, Section 2-49 Social Host Ordinance restricting service of alcohol to minors in a social setting. Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Burtcher, Ayers, Wood, Coffin, Thomas

Nay: Hazlewood

Mayor Burtcher declared the motion carried with five (5) yes and one (1) no votes.

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. 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.

Motion by Vice Mayor Ayers, seconded by Councilmember Thomas, moved approval of Ordinance No. 3244, creating Chapter 15, Article 2, Section 15-18 Rules and Regulations for Waterfowl Hunting at Liberty Lake. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Burtcher declared the motion carried unanimously.

Emergency Clause to Ordinance No. 3244. Motion by Vice Mayor Ayers, seconded by Councilmember Hazlewood, moved approval of Section 5 of Ordinance No. 3244 declaring an emergency exits and Ordinance No. 3244 shall be in full force and effect from and after its passage and approval. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Burtcher declared the motion carried unanimously.

Consider approval of Ordinance No. 3245, creating Chapter 14, Article 6, Section 11-102 of the Guthrie Code of Ordinances by prohibiting tobacco advertisement at City sponsored events. Ordinance No. 3245 is similar to Ordinance No. 3243, the Social Host Ordinance, since it originates from the Healthy Community Incentive Program. 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. Ordinance No. 3245 contains the following provisions: (1) 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; (2) a City of Guthrie sponsored event shall include but not be limited to sporting events, parades, festivals, dances, or concerts; and (3) penalty for violation of Ordinance. Motion by Vice Mayor Ayers, seconded by Councilmember Wood, moved approval of Ordinance No. 3245, creating Chapter 14, Article 6, Section 11-102 of the Guthrie Code of Ordinances by prohibiting tobacco advertisement at City sponsored events. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Burtcher declared the motion carried unanimously.

City Manager's Report. Expressed a "Thank You" to Courtney Thompson for promoting wellness and over-all community health; to the waterfowl hunters for their input; and to the City employees for implementing the changes so quickly.

Requests/comments from members of the City Council. Councilmember Hazlewood informed there was a great article in the Oklahoman Newspaper about the Pollard Theatre and encouraged the community to support the Pollard Theatre and informed St. Mary's Catholic Daughters is having a Chili Cook-Off on January 9, 2013.

Councilmember Coffin informed the City Council and the community on the events happening in Guthrie.

Mayor Burtcher informed General Daniels Thanksgiving Fest was very successful and expressed a "Thank You" to Mary Coffin on her great job on the Christmas Lights in downtown Guthrie and to City employees for their great job.

Adjourn. There being no further business for the Guthrie City Council, Mayor Burtcher declared the meeting adjourned at 7:51 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Mayor



CITY OF GUTHRIE

CLAIMS

December 18, 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

Total Sales Tax: \$370,406.83

Last Month: \$354,464.70

Last Year: \$310,401.47

Increase/Decrease: \$15,942.13

Increase/Decrease: \$60,005.36

4.50%

19.33%

Sales Tax Trend

	October	November	December	January	February	March	April	May	June	July	August	September	Total
FY 07	\$265,544.71	\$255,866.27	\$235,756.87	\$272,647.08	\$279,826.90	\$258,521.60	\$262,435.69	\$323,454.97	\$266,759.41	\$268,835.24	\$248,729.13	\$264,594.42	\$3,202,952.29
FY 08	\$336,192.72	\$273,686.34	\$305,867.98	\$327,700.48	\$323,323.73	\$301,524.85	\$312,425.88	\$302,995.95	\$299,010.25	\$323,499.39	\$305,933.07	\$319,840.12	\$3,752,000.76
+/-	\$70,648.01	\$17,820.07	\$70,131.11	\$55,053.40	\$43,496.83	\$43,003.25	\$49,990.19	(\$20,459.02)	\$32,250.84	\$54,664.15	\$57,203.94	\$55,245.70	\$529,048.47
FY 09	\$315,045.38	\$308,052.33	\$315,833.60	\$322,189.68	\$327,243.02	\$337,888.81	\$301,080.66	\$336,812.70	\$318,282.56	\$340,158.44	\$328,216.24	\$317,273.63	\$3,866,077.05
+/-	(\$23,147.34)	\$34,365.99	\$9,965.62	(\$5,170.80)	\$3,919.29	\$36,363.96	(\$11,345.22)	\$33,816.75	\$19,272.31	\$16,659.05	\$22,283.17	(\$2,566.49)	\$134,076.29
FY 10	\$319,745.40	\$281,954.15	\$292,942.85	\$273,582.13	\$349,722.78	\$268,221.69	\$297,277.57	\$299,814.50	\$306,161.46	\$311,865.38	\$310,884.69	\$299,022.23	\$3,611,194.83
+/-	\$6,700.02	(\$26,098.18)	(\$22,890.75)	(\$48,607.55)	\$22,479.76	(\$69,667.12)	(\$3,803.09)	(\$36,993.20)	(\$12,121.10)	(\$38,293.06)	(\$17,331.53)	(\$18,251.40)	(\$254,882.23)
FY 11	\$314,336.08	\$278,585.70	\$319,195.49	\$318,007.66	\$316,226.95	\$300,630.31	\$293,948.88	\$327,993.41	\$322,418.55	\$322,249.15	\$331,039.49	\$327,507.77	\$3,772,139.24
+/-	(\$5,409.32)	(\$5,368.45)	\$26,292.64	\$44,425.53	(\$33,495.83)	\$32,408.62	(\$3,328.69)	\$28,178.91	\$16,256.89	\$10,383.77	\$20,154.80	\$28,485.54	\$160,944.41
FY 12	\$339,165.35	\$328,983.53	\$310,401.47	\$325,390.82	\$337,024.64	\$344,397.16	\$318,524.36	\$355,183.21	\$334,865.55	\$378,085.24	\$361,614.24	\$362,446.49	\$4,096,080.06
+/-	\$24,829.27	\$50,397.83	(\$8,794.02)	\$7,383.16	\$20,797.69	\$43,766.85	\$24,575.48	\$27,189.80	\$12,445.20	\$55,836.09	\$30,574.75	\$34,938.72	\$523,940.82
FY 13	\$388,272.83	\$354,464.70	\$370,406.83										\$1,113,144.36
+/-	\$49,107.48	\$23,481.17	\$60,005.36										\$134,594.01

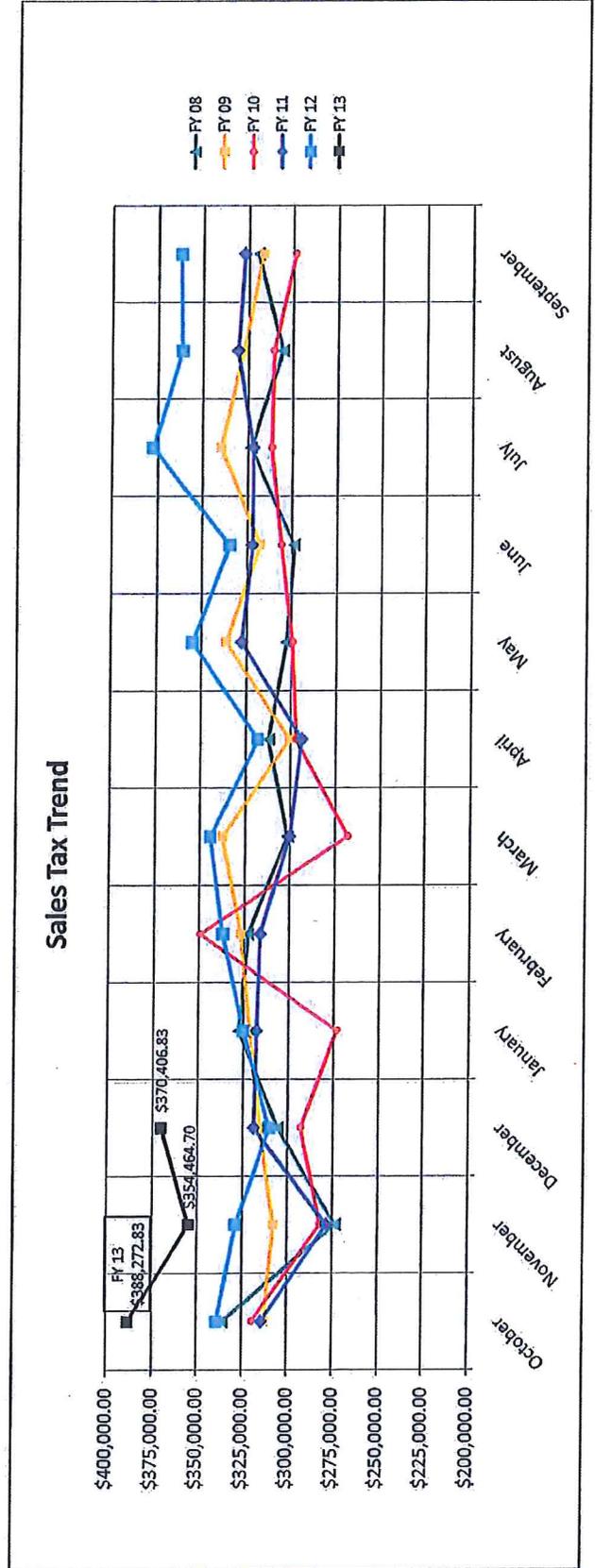
Comparison of FY11 / FY12 Sales Tax

14.48%

YTD Comparison to Projected Budget

2013 Year to Date: \$1,113,144.36
 2013 Projected YTD: \$966,075.51
 Under/Over: \$147,069

15.22% overall increase/decrease





Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
<input checked="" type="checkbox"/> City Council	November 20, 2012	Eric Harlow
<input type="checkbox"/> GPWA		Fire Chief
<input type="checkbox"/> Other: _____		

Agenda Item

Consider approval to purchase 2013 Dodge 4x4, Type I Ambulance from Osage Industries utilizing HGAC contract pricing.

Summary

The Logan County Emergency Medical Services (EMS) Board typically assists in the purchase of capital equipment items for the fire department's EMS by reimbursing the city for said purchases. This year, the fire department planned to refurbish and remount our 2008 ambulance's box on a new chassis. The box has since been deemed not suitable for the project. The fire department is now proposing to purchase a complete new ambulance, trading in the 2008 ambulance for credit towards the new unit. Due to the roads in the areas our EMS district covers, our ambulances need to be 4-wheel drive and of heavy duty construction. This will increase the life of the vehicle while potentially decreasing both response time and maintenance costs.

Costs for purchasing a new ambulance were obtained from the Houston-Galveston Area Council contracts with Osage Industries, American Emergency Vehicles (AEV) and Frazer, Ltd. These manufacturers were selected based on references from other EMS services, warranty service center locations, cost and prior experiences.

GFD currently owns three (3) units manufactured by Frazer, Ltd. These units are very maintenance intensive and are frequently out of service for repairs. Osage and AEV currently have a warranty repair center in Midwest City, OK while Frazer's warranty center is in Houston, TX. The proximity of a repair center is crucial, as downtime for repairs needs to be kept to a minimum. The Osage manufacturing facility is located in Lynn, MO, while AEV's is located in Jefferson, NC and Frazer's is located in Houston, TX. This is also important, as we will look at re-mounting the ambulance box on a new chassis in the future. Transportation costs to return the original unit to the manufacturer for this process will vary, depending on location. After reviewing the above factors, along with references from other EMS services in the region and cost, the fire department has selected Osage Industries of Lynn, MO, as the lowest and best manufacturer to fit our needs. Fire Department staff members recently visited the Osage facility, met with their engineers and were satisfied with their capabilities.

The 2012-2013 budget includes \$100,000.00 for the refurbishment and remounting of an ambulance with the purchase being reimbursed by the EMS Board. The EMS Board has since met and approved up to \$130,000.00 for the purchase of a complete new ambulance. The city has also received \$18,637.00 in insurance proceeds from two prior accidents in the 2008 ambulance. This leaves a total amount of \$148,637.00 for the purchase of a new ambulance. The Osage Industries proposal totaled \$146,000.00 including a \$15,000.00 credit for the trade-in of the 2008 ambulance.

Funding Expected Revenue Expenditure N/A

Budgeted Yes No N/A

Account Number 09-09-92-6557 Amount \$146,000.00

Legal Review N/A Required Completed Date: _____

Mayor's Appt. Yes No

Supporting documents attached

- **Proposal from Osage Industries**
- **Proposal from AEV**
- **Proposal from Frazer, Ltd.**

Recommendation

Fire Department recommends approval

Action Needed Public Hearing Motion Emergency Clause



194 Twin Ridge Road, P.O. Box 718, Linn, Missouri 65051
Phone 573-897-3634, Toll Free 800-822-3634
Fax 573-897-3113

December 6, 2012

To: Guthrie Fire Dept.
Attn: Chief Eric Harlow

Chief, thanks for the opportunity to work with you on your new truck. As requested, I have listed all features that I believe represent the final design and have submitted this to drafting for drawings. Hopefully, I'll have these this week.

2013 Ram 4500 4x4, 165.5" WB, 84" CA
6.7L Cummins Diesel
Six speed auto transmission
Vinyl cab seats
Electric shift-on-the-fly
Ambulance prep group
225/70R 19.5 All traction tires
Black grill, black nerf bars on cab
Power and remote entry group
Flame red (PR4) paint
Air ride suspension-Kelderman

Seamless aluminum 152" Osage body
All Whelen M9 LED lighting, 7 across front, 3 across rear at roof line, 2 at window level, 3 each side, M6 in grill, front intersection, over rear wheels
M 9 LED scene, two each side, two rear load
M6 stop/tail/reverse
M6 turn arrows on front
Chrome flanges for all exterior lighting
Super Chief siren & Whelen 295HFSC9 siren with Federal BP 2000 speaker
Install customer supplied radios
Hadley air horns mounted on front bumper
Vanner inverter and battery charger
Speakers in patient area with volume control
Danhardt 110V A/C
Reverse camera
Front cab console on floor
"A" bar with sharp's and trash at head of SQB
Four adjustable shelves in interior cabinets
Severe weather insulation package
LED running board lights

Flip up bumper
Full height stone guards on all 4 corners
Black rub rails and fenderettes
Front bumper replacement from Buckstop
Box all red, cab red up to window, black above that
Roof painted white, not visible from ground
Two color Diamond grade chevrons across entire back
Department lettering and stripping in all reflective
Black painted wheels with hub/lug covers
Drop skirt line 4" curbside forward of rear wheel well
LED compartment lights
Two Ferno #521 O2 bottle brackets
Ceiling ducted HVAC with booster fan
Digital Clock
Lon-Plate II flooring

By purchasing through the HGAC contract, the delivered price to Guthrie Fire Department is \$146,000.00 . (includes \$15,000 for trade-in)

Thanks for the opportunity.

John Kehoe



Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
<input checked="" type="checkbox"/> City Council	November 20, 2012	Eric Harlow
<input type="checkbox"/> GPWA		Fire Chief
<input type="checkbox"/> Other: _____		

Agenda Item

Consider approval to declare 2008 Ford F-350/Frazer, Ltd. Ambulance (Unit #95) as surplus and trade-in to Osage Industries for credit towards new ambulance purchase.

Summary

The fire department is requesting to trade-in our 2008 Ford F-350/Frazer, Ltd. ambulance (Unit #95) to Osage Industries for \$15,000.00 credit towards the purchase of a new ambulance. This unit has accident damage to the ambulance box. 2008 was the first model year for this unit's diesel motor and it has been very maintenance intensive. This particular unit is on it's 5th engine block and 3rd turbo-charger. As such, we are proposing to dispose of the unit "as-is" via trade-in, with the credit going towards the purchase of a new unit.

Funding Expected	<input type="checkbox"/> Revenue	<input type="checkbox"/> Expenditure	<input checked="" type="checkbox"/> N/A
Budgeted	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
Account Number	<u>N/A</u>	Amount	_____
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
N/A

Recommendation
Fire Department recommends approval.

Action Needed Public Hearing Motion Emergency Clause

MINUTES

GUTHRIE INDUSTRIAL DEVELOPMENT AUTHORITY

November 6, 2012

The special meeting of the Guthrie Industrial Development Authority was posted on Friday, November 2, 2012 before 5:00 p.m. and held November 6, 2012 in the Guthrie City Hall Council Chambers.

Chairman Chuck Burtcher called the meeting to order at 7:23 p.m.

Members Present: Chuck Burtcher Trey Ayers Mary Coffin
 John Wood Sheri Mueller Patty Hazlewood

Members Absent: Gaylord Z. Thomas

Staff Present: Sereniah Breland Randel Shadid Wanda Calvert
 Aaron Ryburn Jim Ahlgren Maxine Pruitt
 Rene Spineto Kevin Dixon, Jr.

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

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

- A. Consider approval of the minutes from the Special Guthrie Industrial Development Authority Meeting held on September 18, 2012.
- B. Consider approval to authorize staff to solicit bids for construction of water and sanitary sewer utilities in the commercial development area at Guthrie-Edmond Regional Airport.

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

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

Chairman Burtcher declared the motion carried unanimously.

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

Wanda Calvert, City Clerk

Mary Coffin, Trustee



Agenda Item Cover Letter

Meeting: City Council, GPWA, Other: GIDA
Date of Meeting: December 18, 2012
Contact: Kim Biggs, Purchasing Agent

Agenda Item

Consider approval to award Bid No. 2012-07, Water and Sanitary Sewer Improvements at the Guthrie-Edmond Regional Airport to Trent Construction from Harrah, Oklahoma.

Summary

On November 6, 2012, the City Council approved staff to solicit bids for the construction of water and sewer lines that will connect to the current utility lines and the new commercial development area of the airport. The project will be paid for through a loan secured by the GIDA and will be paid back solely from the revenues of the commercial hangars and connection fees. Bid notices were published in the Guthrie News Leader and The Journal Record on November 8 and 15, 2012. Three (3) bid proposals were received. The bids were opened on Friday, November 30, 2012 at 10:00 a.m. See below:

- Trent Construction, Harrah, OK - Total Bid: \$130,754
Wee Construction, Washington, OK - Total Bid : \$278,168
Young Contracting, OKC, OK - Total Bid: \$275,196.19

The apparent low bidder is Trent Construction, Harrah, OK for \$130,754. Please see the attached recommendation letter from Myers Engineering.

Funding Expected: Revenue [], Expenditure [X], N/A []
Budgeted: Yes [X], No [], N/A [X]
Account Number: Loan thru GIDA [], Amount \$130,754
Legal Review: N/A [X], Required [], Completed Date: []
Mayor's Appt.: Yes [], No [X]

Supporting documents attached

Engineer's recommendation letter and bid tab sheet.

Recommendation

Staff recommends approval.

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

December 3, 2012

Honorable Mayor and City Council
City of Guthrie/Guthrie Public Works Authority
P.O. Box 908
Guthrie, OK 73044

RE: Summary and Recommendation of Water and Sanitary Sewer Improvements
at Airport
MEC No. 211135.67

Dear Mayor and City Council Members:

Enclosed herewith is a copy of the bid tabulation summarizing the bids submitted on the above-referenced project. Bids were received, opened, and read aloud in the Council Chambers on Friday, November 30, 2012 at 10:00 a.m.

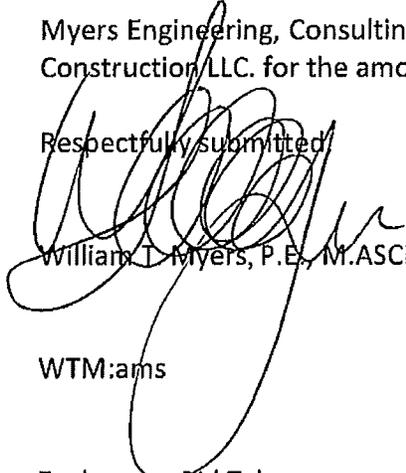
Of the contractors who obtained specifications and plans; 3 submitted bids. A summary of the bids are as follows:

Contractor	Bid
Trent Construction Harrah,OK	\$130,754.00
Wee Construction Washington, OK	\$278,168.00
Young Contracting OKC,OK	\$275,196.19

Trent Construction, LLC. of Harrah, Oklahoma is the apparent low bidder. Their bid is in order and they have documented experience and satisfactory performance in the type of work bid.

Myers Engineering, Consulting Engineers, Inc. recommends that the contract be awarded to Trent Construction, LLC. for the amount of \$130,754.00

Respectfully submitted,


William T. Myers, P.E., M.ASCE

WTM:ams

Enclosure: Bid Tab

		BID TABULATION Airport Improvements Water & Sanitary Sewer Additions For the Guthrie/Guthrie Public Works Authority MECE 211135.67 Friday, November 30, 2012 @ 10:00 a.m.		Trent Construction Harrah, OK		Wee Construction Washington, OK		Young Contracting OKC, OK	
ITEM NO.	QUANTITY	UNIT	DESCRIPTION	UNIT	ITEM COST	UNIT	ITEM COST	UNIT	ITEM COST
1	728	LF	Trench Excavation & Backfill-Zero(0')ft to Ten(10') ft	\$1.00	\$728.00	\$165.00	\$120,120.00	\$7.50	\$41,860.00
2	28	LF	Trench Excavation & Backfill-Zero(0')ft to Fifteen(15') ft	\$2.00	\$56.00	\$165.00	\$4,620.00	\$86.00	\$2,408.00
3	17	LF	Trench Excavation & Backfill-Zero(0')ft to twenty(20') ft	\$3.00	\$51.00	\$165.00	\$2,805.00	\$114.00	\$1,938.00
4	415	LF	12 Inch PVC-800 Waterline (DR 18)	\$65.00	\$26,975.00	\$33.00	\$13,695.00	\$88.00	\$36,520.00
5	700	LF	(4 Inch) PVC-C900 Waterline (DR 18)	\$13.00	\$9,100.00	\$17.00	\$11,900.00	\$34.00	\$23,800.00
6	77	LF	Boring-Steel Casing 20 Inch	\$185.00	\$14,245.00	\$250.00	\$19,250.00	\$326.50	\$25,140.50
7	1	EA	Wet Connection (12 Inch)	\$800.00	\$800.00	\$1,200.00	\$1,200.00	\$3,738.00	\$3,738.00
8	1	EA	12" x 12" x 12" Tee	\$760.00	\$760.00	\$650.00	\$650.00	\$1,327.00	\$1,327.00
9	1	EA	12" x 90° Bend	\$800.00	\$800.00	\$560.00	\$560.00	\$695.00	\$695.00
10	1	EA	12" x 45° Bend	\$600.00	\$600.00	\$515.00	\$515.00	\$787.00	\$787.00
11	1	EA	12" x 11.25° Bend	\$600.00	\$600.00	\$515.00	\$515.00	\$743.00	\$743.00
12	1	EA	12" Gate Valve & Box	\$3,300.00	\$3,300.00	\$2,200.00	\$2,200.00	\$3,655.00	\$3,655.00
13	2	EA	4" Gate Valve & Box	\$1,300.00	\$2,600.00	\$615.00	\$1,230.00	\$1,268.00	\$2,536.00
14	1	EA	Fire Hydrant	\$4,000.00	\$4,000.00	\$3,200.00	\$3,200.00	\$7,184.00	\$7,184.00
15	1	EA	12" x 4" Reducer	\$330.00	\$330.00	\$270.00	\$270.00	\$365.00	\$365.00
16	2	EA	12" x 4" Tapping Saddle	\$1,020.00	\$2,040.00	\$1,575.00	\$3,150.00	\$2,887.00	\$5,774.00
17	1	EA	4" Blow-off Connection	\$600.00	\$600.00	\$1,500.00	\$1,500.00	\$1,972.00	\$1,972.00
18	1	EA	4" x 90° Bend	\$153.00	\$153.00	\$215.00	\$215.00	\$268.00	\$268.00

19	1	EA	4" x 11.25° Bend	\$187.00	\$187.00	\$200.00	\$200.00	\$253.00	\$253.00
20	9	EA	Water Service Line Connection	\$164.00	\$1,476.00	\$1,000.00	\$9,000.00	\$647.00	\$5,823.00
21	4	EA	Water Service Line Short	\$300.00	\$1,200.00	\$600.00	\$2,400.00	\$1,191.00	\$4,784.00
22	5	EA	Water Service Line Long	\$750.00	\$3,750.00	\$1,200.00	\$6,000.00	\$2,603.00	\$13,015.00
23	1	LS	Hydrostatic Pressure Testing & Disinfection	\$2,000.00	\$2,000.00	\$800.00	\$800.00	\$2,845.00	\$2,845.00
24	773	LF	Polyvinyl Chloride Sewer Pipe (PVC SDR-26(8-inch)	\$25.00	\$19,325.00	\$16.00	\$12,368.00	\$28.25	\$21,837.25
25	55	LF	Boring (16 inch)	\$100.00	\$5,500.00	\$290.00	\$15,950.00	\$130.00	\$7,150.00
26	55	LF	Steel Casing Pipe (16 Inch)	\$90.00	\$1,650.00	\$36.00	\$1,980.00	\$93.00	\$5,115.00
27	4	EA	4" Sanitary Sewer Manhole(0'-6')	\$1,500.00	\$6,000.00	\$2,900.00	\$11,600.00	\$3,911.00	\$15,644.00
28	5.23	VF	Extra Depth Manhole Wall	\$300.00	\$1,569.00	\$200.00	\$1,046.00	\$428.00	\$2,238.44
29	9	EA	Sewer Service Connection	\$197.00	\$1,773.00	\$300.00	\$2,700.00	\$498.00	\$4,482.00
30	36	LF	Riser Pipe	\$15.00	\$540.00	\$12.00	\$432.00	\$38.00	\$1,368.00
31	45	LF	Sewer Service Line	\$15.00	\$675.00	\$60.00	\$2,700.00	\$46.00	\$2,070.00
32	229	CY	Embedment Material	\$29.00	\$6,641.00	\$45.00	\$10,305.00	\$112.00	\$25,648.00
33	1	LS	Deflection Test (<24">)	\$500.00	\$500.00	\$1,200.00	\$1,200.00	\$500.00	\$500.00
34	773	LF	Post-television Inspection (CCTV)	\$10.00	\$7,730.00	\$4.00	\$3,092.00	\$1.00	\$773.00
35	1	LS	Manhole Testing	\$1,200.00	\$1,200.00	\$800.00	\$800.00	\$500.00	\$500.00
36	1	LS	Erosion & Sediment Control	\$1,500.00	\$1,500.00	\$8,000.00	\$8,000.00	\$100.00	\$100.00
			TOTAL BID		\$130,754.00		\$278,168.00		\$275,196.19