



61st City Council

Mayor Chuck Burtcher

Ward I – Vice Mayor Trey Ayers, John Wood Ward II – Mary Coffin, Patty Hazlewood

Ward III – Gaylord Z. Thomas

GUTHRIE PUBLIC WORKS AUTHORITY MEETING

101 N. 2nd Street

Tuesday, May 7, 2013 at 7:00 p.m.

- 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 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 April 2, 2013 2

- 3. Adjourn

CITY COUNCIL MEETING

- 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 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 April 2, 20134
B. Consider approval of minutes of the Regular City Council Meeting held on April 2, 20137
C. Consider approval of minutes of the Special City Council-Street Committee Meeting held on March 27, 2013 11
D. Consider approval of minutes of the Special City Council Meeting held on April 19, 2013 13
E. Consider approval of minutes of the Special City Council Meeting held on April 23, 2013 16

- 4. Recognition of Service
5. Adjourn

Agenda posted on the bulletin board in the lobby of City Hall by 5:00 pm on Friday, May 3, 2013. The City of Guthrie encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the city clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The city may waive the 48 hours rule if signing is not the necessary accommodation.

MINUTES

GUTHRIE PUBLIC WORKS AUTHORITY MEETING

April 2, 2013

The regular meeting of the Guthrie Public Works Authority was posted on Thursday, March 28, 2013 before 5:00 p.m. and held April 2, 2013 in the Guthrie City Hall Council Chambers.

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

Pledge of Allegiance was led by Chairman Chuck Burtcher.

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

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

Members Absent:	Mary Coffin	Sheri Mueller (resigned on March 20, 2013)
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Staff Present:	Sereniah Breland	Randel Shadid	Wanda Calvert
	Aaron Ryburn	Jim Ahlgren	Justin Heid

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

Community Announcements and Recognitions. Ms. 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 March 19, 2013.

B. Consider approval of claims:

GPWA Fund:	Claims	\$152,869.05
Utility Deposits Fund:	Claims	<u>\$ 247.50</u>
	Total Claims:	\$153,116.55

C. Consider approval of canceling April 16, 2013 Guthrie Public Works Authority Meeting due to the 89er Celebration.

D. Consider approval of extending the Agricultural Lease Agreement with Hugh Plagg to expire June 30, 2013.

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

Aye: Burtcher, Ayers, Wood, Hazlewood, 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 7:11 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Chairman

Discussion regarding Oklahoma Military Department Joint Armed Forces Project. It was the consensus of the City Council to provide the City Manager with questions they have about the project.

Discussion regarding amending Animal Code regarding the location of fowl and other small animals. Suggested language to amend the Animal Code was presented to City Council. After further discussion on the new language, City Council suggested changes and to bring back to City Council for review.

Discussion regarding residential fencing requirements. Planning Department researched other communities on their procedures regarding residential fencing requirements. The City Council discussed keeping the existing replace of residential fencing requirements the same and proposed a permitting process with a minimal fee.

Discussion regarding agenda items.

Airport Construction Contract. The proposed item is to consider negotiated construction schedule with Total Investment Company on Airport Construction Contract, AIP Project No. 3-40-0036-012-2012. The Council decided to continue this item from the March 19, 2013 meeting awaiting review and approval of an approved Second Performance Plan and construction schedule from a meeting with City Staff, Garver Engineers and Total Investment.

Special Use Permit – 702 South Drexel. The proposed item is to consider approval of a request by Marion Kay Wachstetter for a Special Use Permit to allow a tri-plex in an area zoned R-1 (Single Family Residential), located at 702 South Drexel Street. The applicant requests a Special Use Permit to allow a multi-family residence at 702 South Drexel Street. The Planning Commission heard the request on March 14, 2013 and reviewed the application. Notice was published in the Guthrie News Leader on February 7, 2013 and 22 letters were mailed to property owners within 300 feet of the subject property. One person spoke at the Planning Commission Meeting in opposition to the project. The property owner then spoke in response to the comments. The Planning Commission reviewed the application and moved to deny the application as submitted. The Planning Commission recommends the City Council deny the request to issue a Special Use Permit to the applicant.

Territorial Squares Square Dance Club Lease Agreement. The proposed item is to consider approval of amending Section 8, Assignment and Subletting, of the Territorial Squares Square Dance Club Lease Agreement for use of the building commonly known as the Girl Scout Cabin. On March 5, 2013 City Council took no action on amending the Territorial Squares Square Dance Club Lease Agreement and instructed this item to be placed on the March 19, 2013 City Council agenda. On March 19, 2013 the City Council tabled the item to allow time for the City Manager and a representative from the Territorial Squares Square Dance Club to negotiate amending the Agreement. The City of Guthrie has been notified of tenants living at the building commonly known as the Girl Scout Cabin. In Section 2 of the Territorial Squares Square Dance Club Lease Agreement, the premises shall be used for square dancing, square dancing lessons and related incidental purposes, and for

no other purpose, except such as shall be from time to time permitted by the Lessor. In Section 8, Assignment and Subletting, the Lessee shall not assign, sublease or transfer this lease, nor any portion thereof, nor any interest herein without the prior written consent of the Lessor. The Lessee has at its own expense keep, maintain and taken good care of the premise and has made the agreed improvements to the property. The utilities are paid by the Lessee, the annual rental and the required insurance is current.

Request for future items of discussion. Presentation from the Norman Arts Council

Adjournment. There being no further business for the Guthrie City Council, Mayor Burtcher declared the meeting adjourned at 6:46 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Mayor

MINUTES

CITY COUNCIL MEETING

April 2, 2013

The regular meeting of the sixty-first City Council of Guthrie, Oklahoma was posted on Thursday, March 28, 2013 before 5:00 p.m. and held April 2, 2013 in the Guthrie City Hall Council Chambers.

Mayor Chuck Burtcher called the meeting to order at 7:12 p.m.

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

Members Absent: Mary Coffin Sheri Mueller (resigned on March 20, 2013)

Staff Present: Sereniah Breland Randel Shadid Wanda Calvert
 Aaron Ryburn Jim Ahlgren Justin Heid

Mayor Burtcher declared a quorum with five (5) Councilmembers in attendance.

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

- A. Consider approval of the minutes from the Special City Council Workshop Meeting held on March 19, 2013.
- B. Consider approval of the minutes from the Regular City Council Meeting held on March 19, 2013.
- C. Consider approval of the claims with the exception of Total Investment Company's claim in the amount of \$88,440.03:

General Fund:	Claims	\$111,991.72
Fire/EMS Fund:	Claims	\$ 17,779.88
Grants Fund:	Claims	\$ 33,023.64
Hotel/Motel Tax Fund:	Claims	\$ 16.98
Capital Projects Fund:	Claims	\$ 6,906.39
GIDA Fund:	Claims	\$ 1,041.67
Airport Fund:	Claims	<u>\$ 18,547.87</u>

Total Claims: \$189,308.15

- D. Consider approval of canceling April 16, 2013 City Council Meeting due to the 89er Celebration.

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

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

Mayor Burtcher declared the motion carried unanimously.

Consider approval of negotiated construction schedule with Total Investment Company on Airport Construction Contract, AIP Project No. 3-40-0036-012-2012. On March 19, 2013 the Council approved to continue this item awaiting review and approval of an approved Second Performance Plan and construction schedule from a meeting with City staff, Garver Engineers and Total Investment. Garver Engineering informed the City Council that Total Investment had not paid the Performance Bond premium. Motion by Vice Mayor Ayers, seconded by Councilmember Hazlewood, moved approval of the negotiated construction schedule, Second Performance Plan, with Total Investment Company on Airport Construction Contract, AIP Project No. 3-40-0036-012-2012 subject to holding \$22,779 for Performance Bond premium and the balance of \$65,661.03 held for liquated damages. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Burtcher declared the motion carried unanimously.

Consider approval of amending Section 8, Assignment and Subletting, of the Territorial Squares Square Dance Club Lease Agreement for use of the building commonly known as the Girl Scout Cabin. On March 5, 2013 City Council took no action on amending the Territorial Squares Square Dance Club Lease Agreement and instructed this item to be placed on the March 19, 2013 City Council agenda. On March 19, 2013 the City Council tabled the item to allow time for the City Manager and a representative from the Territorial Squares Square Dance Club to negotiate amending the Agreement. The City of Guthrie has been notified of tenants living at the building commonly known as the Girl Scout Cabin. In Section 2 of the Territorial Squares Square Dance Club Lease Agreement, the premises shall be used for square dancing, square dancing lessons and related incidental purposes, and for no other purpose, except such as shall be from time to time permitted by the Lessor. In Section 8, Assignment and Subletting, the Lessee shall not assign, sublease or transfer this lease, nor any portion thereof, nor any interest herein without the prior written consent of the Lessor. The Lessee has at its own expense keep, maintain and taken good care of the premise and has made the agreed improvements to the property. The utilities are paid by the Lessee, the annual rental and the required insurance is current. Motion by Councilmember Wood, seconded by Vice Mayor Ayers, moved to table amending Section 8, Assignment and Subletting, of the Territorial Squares Square Dance Club Lease Agreement for use of the building commonly known as the Girl Scout Cabin to allow time for the City Manager and a

representative from the Territorial Squares Square Dance Club to discuss this issue on how much and the proper way to access maintenance and waiver of maintenance.
Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Burtcher, Ayers, Wood, Thomas
Nay: Hazlewood

Mayor Burtcher declared the motion carried with four (4) yes and one (1) no votes.

Public hearing and consider approval of a request by Marion Kay Wachstetter for a Special Use Permit to allow a triplex in an area zoned R-1 (Single Family Residential), located at 702 South Drexel Street. The applicant requests a Special Use Permit to allow a multi-family residence at 702 South Drexel Street. The Planning Commission heard the request on March 14, 2013 and reviewed the application. Notice was published in the Guthrie News Leader on February 7, 2013 and 22 letters were mailed to property owners within 300 feet of the subject property. One person spoke at the Planning Commission Meeting in opposition to the project. The property owner then spoke in response to the comments. The Planning Commission reviewed the application and moved to deny the application as submitted. The Planning Commission recommends the City Council deny the request to issue a Special Use Permit to the applicant. A public hearing was held for the purpose of soliciting public comment(s) regarding the issuance of a Special Use Permit to allow a triplex in an area zoned R-1 (Single Family Residential) located at 720 South Drexel Street. There was no public comment with the exception of Ms. Wachstetter explaining the plan and answering questions from the City Council. Motion by Councilmember Hazlewood to approve of the request by Marion Kay Wachstetter for a Special Use Permit to allow a triplex in an area zoned R-1 (Single Family Residential), located at 702 South Drexel Street. Mayor Burtcher declared the motion died for a lack of a second.

Consider approval of Resolution No. 2013-04 designating April 14-20, 2013 as National Telecommunicator Week. The staff at 9-1-1 ACOG is encouraging all City Councils in their region to adopt a formal resolution recognizing the week of April 14-20, 2013 as National Telecommunicator Week. In 1991, U.S. Congress passed a resolution designating the second full week in April every year National Telecommunicator Week. Public safety dispatchers provide critical services to the community and all emergency personnel while performing their duties with integrity, quality, accountability and respect. As the first person on the scene of nearly every crime, fire and medical emergency, the 9-1-1 dispatcher continues to be an invaluable resource for agencies of all sizes. National Telecommunicator Week is celebrated in an effort to help empower these individuals and demonstrate our appreciation of all their hard work. Motion by Councilmember Wood, seconded by Councilmember Hazlewood, moved approval of Resolution No. 2013-04 designating April 14-20, 2013 as National Telecommunicator Week. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Burtcher declared the motion carried unanimously.

City Manager's Report. Informed she had a great time at the Oklahoma Municipal League Government Day and the City of Guthrie was the only city to bring students; expressed a "Thank You" to City Council for adding Good Friday as a holiday; informed the Town Meeting with Senator Inhofe was a great success; and expressed a "Thank You" for the much needed rain.

Requests/comments from members of the City Council. Councilmember Hazlewood stated she hoped everyone voted and excited about the 89er Celebration.

Vice Mayor Ayers informed Sheri Mueller resigned due to moving out of Ward 3 and expressed a "Thank You" to her for serving as a Councilmember.

Councilmember Thomas expressed a "Thank You" to the community for voting and the support and stated it has been a pleasure working with Mayor Burtcher.

Councilmember Wood encouraged the community to attend the Lion's Pancake Event and the 89er Celebration.

Mayor Burtcher informed it has been a pleasure serving this community as Mayor; he will be riding a Fire Truck in the 89er Parade; expressed a "Thank You" to the City Council for their hard work for this community; and reminded the community of the Geezer and Gassers Event.

Adjourn. There being no further business for the Guthrie City Council, Mayor Burtcher declared the meeting adjourned at 7:48 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Mayor

Committee Member Hazlewood, seconded by Street Committee Chairman Wood, moved approval to recommend to City Council to increase the speed limit on North Walnut Street between Highway 33/East Noble Avenue to Hillcrest Drive from 25 miles per hour to 35 miles per hour with the exception of leaving the speed limit at 25 miles per hour during school hours. A roll call vote was taken.

Aye: Wood, Hazlewood
Nay: None

Street Committee Chairman Wood declared the motion carried unanimously.

Discussion on truck traffic on State Highway 33/East Noble Avenue from Pine Street west into town. Street Superintendent Tenny Maker updated the Street Committee on the truck traffic on State Highway 33/East Noble Avenue from Pine Street west to the downtown area.

New Business. Street Committee Members inquired about the Street Capital Improvement Project list being updated and the status of the State Highway 33 Viaduct repairs/replacement.

Adjournment. There being no further business for the Street Committee Member, Chairman Wood declared the meeting adjourn at 6:39 p.m.

Wanda Calvert, City Clerk

John Wood, Street Committee Chairman

MINUTES

CITY COUNCIL MEETING

April 19, 2013

The special meeting of the sixty-first City Council of Guthrie, Oklahoma was posted on Wednesday, April 15, 2013 before 5:00 p.m. and held April 19, 2013 at the Guthrie-Edmond Regional Airport Terminal Building at 520 Airport Road in Guthrie, Oklahoma.

Members Present: John Wood Mary Coffin Gaylord Z. Thomas
 Patty Hazlewood

Members Absent: Chuck Burtcher Trey Ayers

Staff Present: Sereniah Breland Wanda Calvert Aaron Ryburn
 Jim Ahlgren Justin Heid Cody Mosley

A quorum was declared with four (4) Councilmembers in attendance. Also, present at this Joint Meeting was the City of Edmond Mayor, Councilmembers and City Manager, and the Guthrie-Edmond Regional Airport Advisory Board Members.

The meeting was called to order at 10:33 a.m.

Discussion on historical background of Airport Development from the year 2000 to present. Guthrie-Edmond Regional Airport Advisory Board Member Richard Geib explained the projects accomplished at the Airport: Runway extended to 5,000 feet making it jet capable; municipal water and sanitary sewer extended to Airport; new terminal building built and furnished; old terminal demolished; Spirit Wing hangar constructed; relocation of Industrial Road to accommodate runway extension; and taxiway lighting and signage. He explained these projects were completed with federal, state and local funding.

Discussion on the Joint City Partnership Agreement. Edmond City Manager Larry Stevens explained the Guthrie-Edmond Partnership Agreement was created in 2004. He informed approximately \$2,000,000 has been contributed by the City of Guthrie and the City of Edmond for match to Federal Aviation Administration (FAA) and Oklahoma Aeronautic Commission (OAC) grants, annual maintenance and operations for the Airport. In 2004, the agreement included \$300,000 contribution by the City of Edmond to pay exclusively for federal and state match for both cities, in recognition of the City of Guthrie's local match for capital projects in the recent years before the partnership. Since the contribution has been met by the City of Edmond, the support is dollar for dollar. The Partnership Agreement was renewed in 2009. The City of Edmond's primary interest in an airport partnership has always been: (1) expand private/corporate hanger opportunities for Edmond businesses and pilots; (2) develop an airport presence that would be helpful in our economic development efforts; and (3) not realistic to pursue our own airport. The City of Edmond has provided special assistance to the partnership such as: (1) temporary funding assistance provided twice for

equipment which the City of Guthrie reimbursed their portion of the costs in their next fiscal year; (2) Edmond Economic Development provided \$180,000 loan in 2011 for water and sanitary sewer infrastructure for construction of new private corporate hangers; and (3) donated used vehicle to the airport in 2012, a 2001 half-ton pickup which the City of Guthrie paid for minor repairs needed.

Discussion on current projects and future goals. Guthrie-Edmond Regional Airport Advisory Board Member Richard Geib explained the long-term and short-term planning for the Guthrie-Edmond Regional Airport. The plan is to provide a five-year Airport Improvement Plan which is required by the FAA and OAC; to develop corporate hangar sites; provide jet-ready amenities; develop aviation business park on the east side of the runway which would require roads, sanitary sewer and water; recruit paint shop, upholstery shop, electronics shop and airframe facility; and to develop a fuel farm. Guthrie-Edmond Regional Airport is “jet capable” but not “jet ready”. The amenities required to the “jet ready” include Jet-A fuel service, airframe service, jet tug, power plant services, bottled and bulk oxygen; courtesy car, ground power unit, pilot lounge, ice machine, and transient hangars. The goal is have a partnership that is beneficial to both cities to be accomplished through the creation of a trust that would conduct all business and execute or authorize the execution of all instruments in the name of the Trust.

Discussion on an Airport Trust and other alternatives. Guthrie-Edmond Regional Airport Advisory Board Member Richard Geib explained airport consultants advised the formation of a Regional Airport Authority is to provide guidance in development of the Airport Master Plan, with the cities of Guthrie and Edmond providing the Trustees for the Authority. Further, the Airport would be operated, maintained and developed by the Guthrie-Edmond Regional Airport Authority. The City of Guthrie would remain the owner of the Airport with both cities becoming the beneficiaries of the Trust. The Authority, through revenue bonds, could finance the greatly needed hangars and infrastructure not eligible for Federal and State assistance. The cities of Guthrie and Edmond would share the match for Federal and State grants and both cities would have a vested interest in the Regional Airport. The Guthrie-Edmond Regional Airport would serve both cities in developing economic growth. A Trust Authority could generate additional revenue from non-city sources, development public/private partnerships for sponsorships, provide a more rapid response to business contacts and provide continuity for long term airport development.

Comments from Council Members, Board Members and Staff. There was no comment from the Councilmembers, only questions. Questions consisted of:

- Language in the current leases and future leases?
- Sub-leasing?
- Jet-ready capital requirements?
- What additional revenues would it generate?
- Why a Trust, cities have to approve the debt?
- Trust verses Board?
- What are the advantages?
- What would be the additional costs for being a Trust?

Adjourn. There being no further business for the Guthrie City Council, the meeting was adjourned at 12:21 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Mayor

MINUTES

CITY COUNCIL MEETING

April 23, 2013

The special meeting of the sixty-first City Council of Guthrie, Oklahoma was posted on Friday, April 19, 2013 before 5:00 p.m. and held April 23, 2013 in Guthrie City Hall Third Floor Conference Room.

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

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

Members Absent: Mary Coffin

Staff Present: Sereniah Breland Randel Shadid Wanda Calvert
 Aaron Ryburn Justin Heid Cody Mosley

Mayor Burtcher declared a quorum with five (5) Councilmembers in attendance.

Discussion and consider approval of nominations and appointing a Councilmember to the Guthrie City Council to fill vacancy in Ward 3. Mayor Burtcher nominated Sharyl Padgett to serve the unexpired term of the Ward 3 left vacant by Sheri Mueller on March 20, 2013. Motion by Councilmember Thomas, seconded by Councilmember Wood, moved approval of the nomination to appoint Sheryl Padgett to fill the unexpired term of the Ward 3 vacancy to expire May 2015. A roll call vote was taken.

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

Mayor Burtcher declared the motion carried unanimously.

Adjourn. There being no further business for the Guthrie City Council, Mayor Burtcher declared the meeting adjourned at 6:01 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Mayor