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**62<sup>nd</sup> City Council**

**Mayor Mark Spradlin**

**Ward I** – John Wood, Trey Ayers    **Ward II** – Mary Coffin, Jeff Taylor

**Ward III** – Gaylord Z. Thomas, Sharyl Padgett

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**SPECIAL CITY COUNCIL MEETING WORKSHOP**

City Hall – 101 North Second Street, Guthrie, Oklahoma

**Third Floor Conference Room**

August 20, 2013 at 6:00p.m.

**AGENDA**

The special meeting of the Guthrie City Council will convene at 6:00p.m. at Guthrie City Hall, 101 North Second Street.

**CALL TO ORDER** – This meeting is called to order on Tuesday, August 20, 2013 at 6:00p.m. Mayor and Council Members are present and declare a quorum present.

1. Public Comments
2. Discussion regarding FY14 Budget
3. Discussion regarding agenda items
4. Request for future items of discussion
5. Adjourn

# *City of Guthrie*

## *Proposed 2014 Budget At A Glance*

### **Introduction**

A city's budget is prepared to provide a financial plan for the coming year. The City of Guthrie's Budget is no exception and as such contains financial schedules and statistics. Financial plans cannot be prepared without defining what organization intends to accomplish and how it intends to go about reaching its goals. Because of this, the 2014 Annual Operating Budget serves as a **policy document** that presents the major policies governing the management of the City. It is also an **action plan** that gives the public, elected officials and city staff information about what the City is doing and how efficiently it is being done. The budget is also a tool for prioritization, communication, and allocation of resources that go toward the implementation of programs, projects and services that fit the needs of a City's residents and businesses. It is the duty of those who are fortunate enough to serve the citizens of Guthrie to operate in a transparent, efficient, and ethical manner and the budget is also a tool that allows us to do just that.

### **Budget Philosophy**

We again find ourselves in the difficult situation faced by Cities across the state and nation which is the need to provide the service levels expected by the citizens while trying to minimize increasing costs to do business and maximizing every cent of revenue in order to be respectful and prudent with the people's money. The FY14 budget has once again been a team effort by City staff and is a conservative document that seeks to meet the needs of the community while still ensuring that we have a strong organization that can maintain its operations in future years.

The overall budget philosophy of the City of Guthrie is to provide the highest level of service at the greatest value. This means that the City must operate in the most effective and efficient method possible to accomplish this goal. The internal budgeting and review process is very stringent with department heads dissecting each other's budgets in a peer review process that seeks to ensure that every line item is carefully planned and all projects are justified.

### **Strategic Goals**

The City Council priorities for the budget were established at a Council Retreat held in June of 2013.

The Guthrie City Council has dedicated goals for FY14 in alignment with the adopted values of integrity, service, and quality of life. Those goals are as follows:

- Accommodate long-term infrastructure.
- Support expansion of passenger rail efforts that impact Guthrie
- Operate with financial efficiency and integrity
- Create and sustain a diversity of recreational, educational and cultural opportunities that enrich the lives of our citizens and visitors.
- Revitalize neighborhoods and focus on the aesthetic value of the community
- Create and enhance the value of the local economy through progressive business development initiatives.

# City of Guthrie

## Proposed 2014 Budget At A Glance

### Challenges

Oklahoma is the only state in the nation where municipalities do not receive property tax revenue for operational purposes. In fact, property tax is the most significant form of revenue utilized by most municipalities in other states. Below is an explanation of the cost to our residents in regards to Ad Valorem Tax Distribution in Logan County.

### Definition:

Assessed Value: 12% of the Fair Cash Value. The Fair Cash Value x 12% equals the assessed value.

Fair Cash: The value of the property assigned to real estate by the Logan County Assessor's Office.

Millage Rate: The tax rate that is applied to the assessed value of real estate. Millage rates are expressed not as regular percentages, but in tenths of a penny. For example, a millage rate of 2 mills would mean 2 tenths of a penny.

### Logan County Property Tax Distribution:

Schools:	76.29 mills (this is for the Guthrie Public School District, lowest rate in the County)
County Health:	2.56 mills (this is established by State Statute)
County General:	10.24 mills (this is established by State Statute)
<b>Total:</b>	<b>89.09 mills</b>

### Example:

1. A tenth of a penny is also equal to 1/1000 of a dollar. This shows 89.09 mills in its percentage of one dollar:  $89.09 \text{ mills} = 89.09 \times 1/1000 = .08909$
2. Fair Cash (Real Property) Value: (in this example \$100,000 is the amount the property could be listed for sale): **\$100,000**
3. Assessed Value:  $\$100,000 \times 12\% = \$12,000$
4. Property Tax:  $.08909 \text{ mills} \times \$12,000 = \$1,069.08$

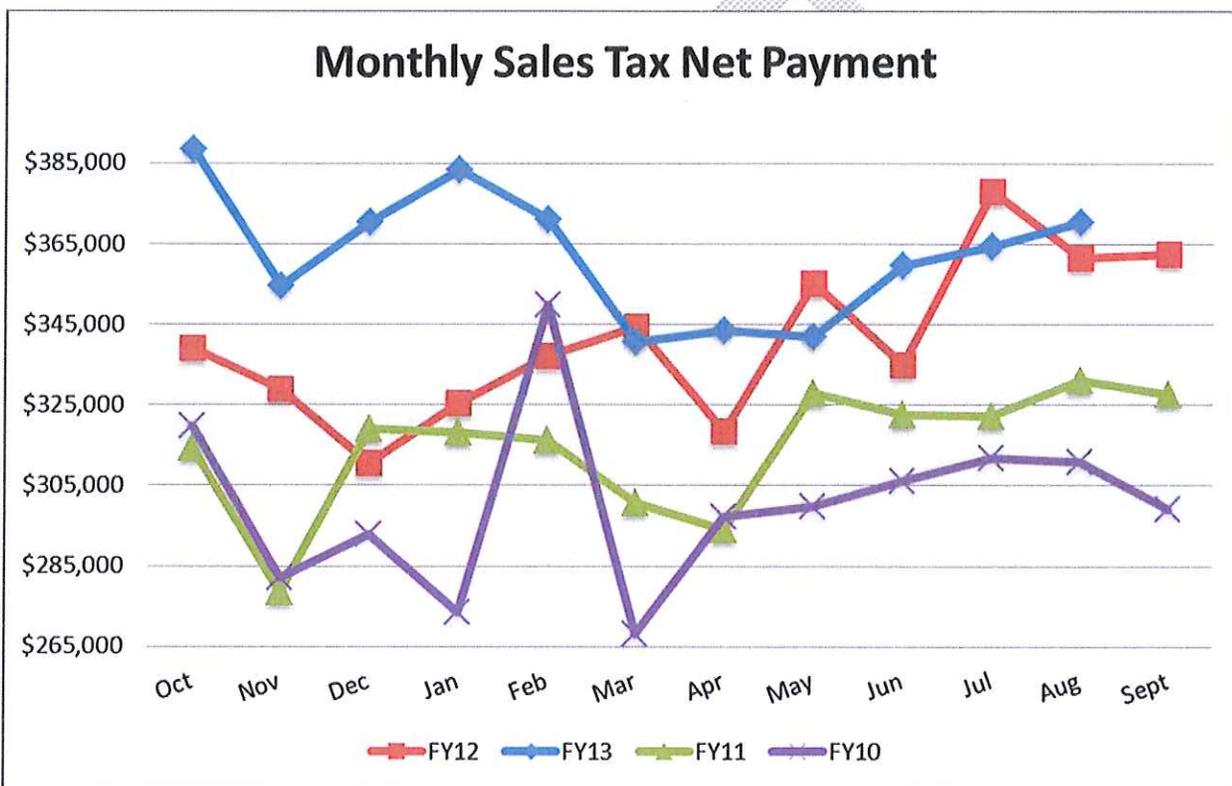
### Comparisons:

- Logan County Median Property Tax: \$914.00
- Logan County Median Home Value: \$116,400
- Logan County Median Income: \$59,114

# City of Guthrie

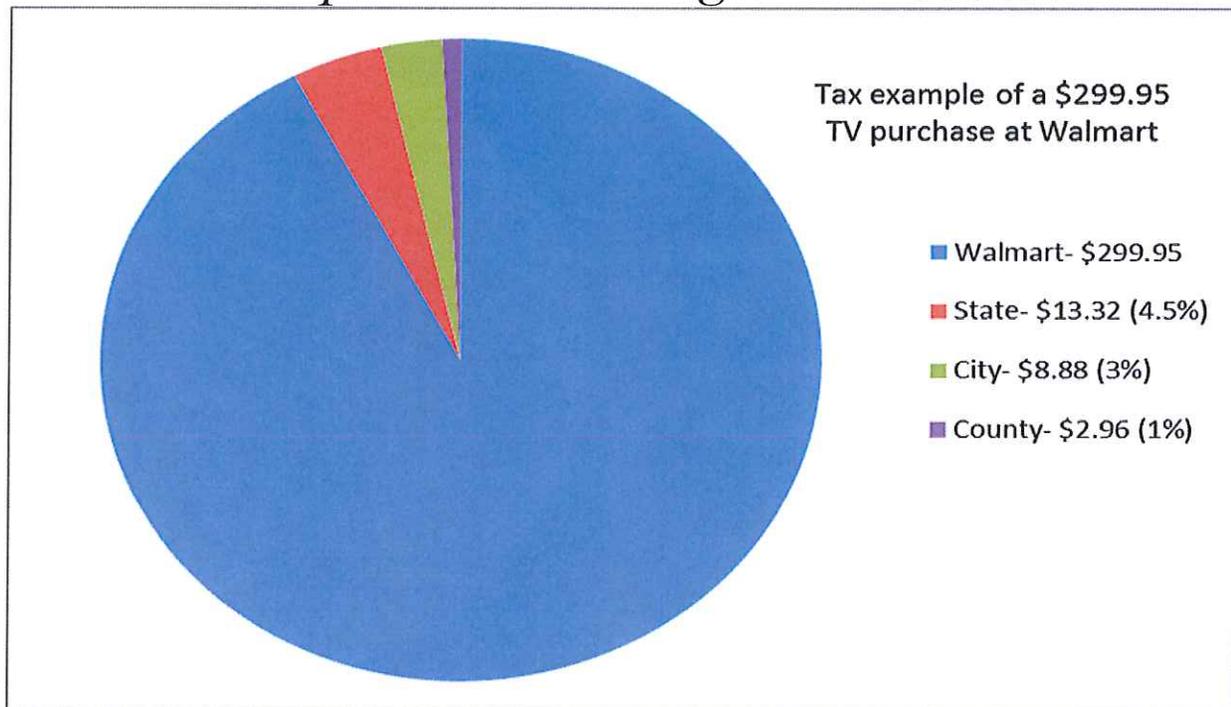
## Proposed 2014 Budget At A Glance

The City of Guthrie's primary sources of revenues are sales tax and utility revenues. The City budgeted \$3,864,302 in sales tax in FY13, but anticipates to end the year with a sales tax revenue of \$4,300,000. The City remains conservative on sales tax estimates for FY14 by setting the budget for a proposed revenue of \$4,610,000, and will continue to monitor monthly revenues and align expenses accordingly. It poses a great challenge for municipal employees in Oklahoma to operate in this environment as sales tax is a very volatile funding source that can greatly fluctuate month to month depending on the conditions of the economy. This is the reason that a very conservative approach is taken to projecting sales tax numbers. The chart below shows the revenues year to date since October 2009.



# City of Guthrie

## Proposed 2014 Budget At A Glance



Another challenge that faces the City is the rising cost to provide utility services. We are seeing considerable increases in chemicals, maintenance, and equipment. The challenge for the future is keeping up with infrastructure and the rising costs to provide service while still providing rates that are not dramatically out of line with other public utilities in the State. The City intends to implement automatic meters for utility accounts in an effort to accurately read meters and bill accordingly.

### **What is in the Budget?**

The City of Guthrie budget is comprised of several funds that are separated for their different functions. The four major funds are the General Fund, the Guthrie Public Works Authority Fund, the Fire-EMS Fund, the Airport fund. There are other smaller funds that deal with specialized operations, but do not amount to a large percentage of the City's annual operating budget.

The FY14 proposed budget, including all funds and transfers, is \$17,998,718 compared to \$18,482,988 in FY13 adopted budget.

### **Revenue**

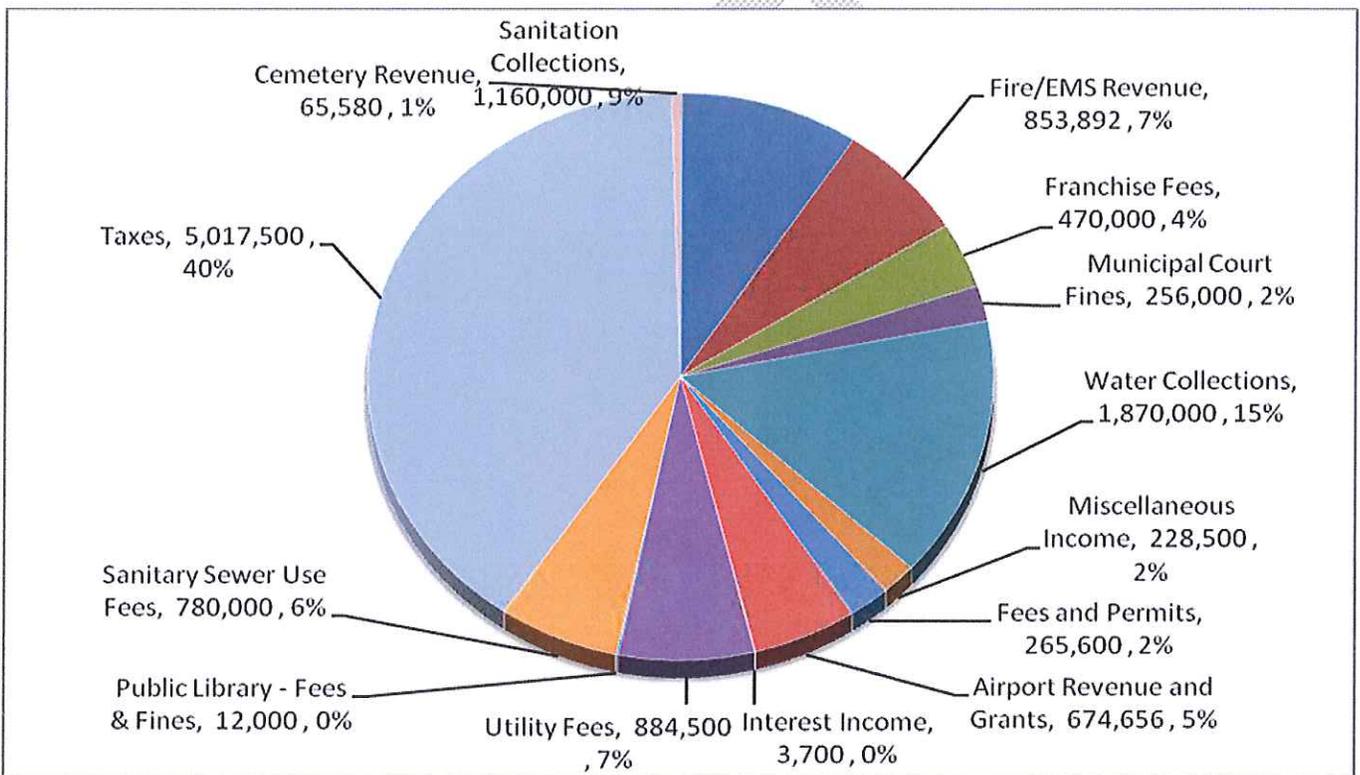
Other than Sales Tax revenues proposed in FY14 at \$4,610,000, Utility Revenue is the predominant funding source for the Guthrie Public Works Authority. For FY14, a total of \$3,810,000 has been budgeted for utility sales. Of this amount, \$1,870,000 comes from water sales, \$780,000 comes from sewer, and \$1,160,000 comes from sanitation collections. This revenue does not include revenue from the CMOM Fee, Water Treatment Plant Fee, or Utility Billing Fee. These fees are earmarked

# City of Guthrie

## Proposed 2014 Budget At A Glance

for their specific purpose and are not budgeted through the Guthrie Public Works Authority Revenue. In addition to the Water Treatment Plant Fee, the WTP fund also receives a transfer of \$400,000 from water sales in order to assist with the debt service on the Water Treatment Plant.

Other revenues include permits, franchise fees, user fees and municipal court assessments, transfers from GPWA, fines and abatements. The total amount of revenue included in the FY14 budget without transfers is \$14,259,763. This number includes anticipated grant revenue and loan proceeds for all funds. The revenue (without transfers) for the major operating funds which are the General Fund, Public Works, Fire-EMS, and the Airport Fund plus the revenue brought in by utility fees (which are accounted for in designated funds) excluding fund balance is \$12,541,928. Revenue sources are broken down in the following chart:

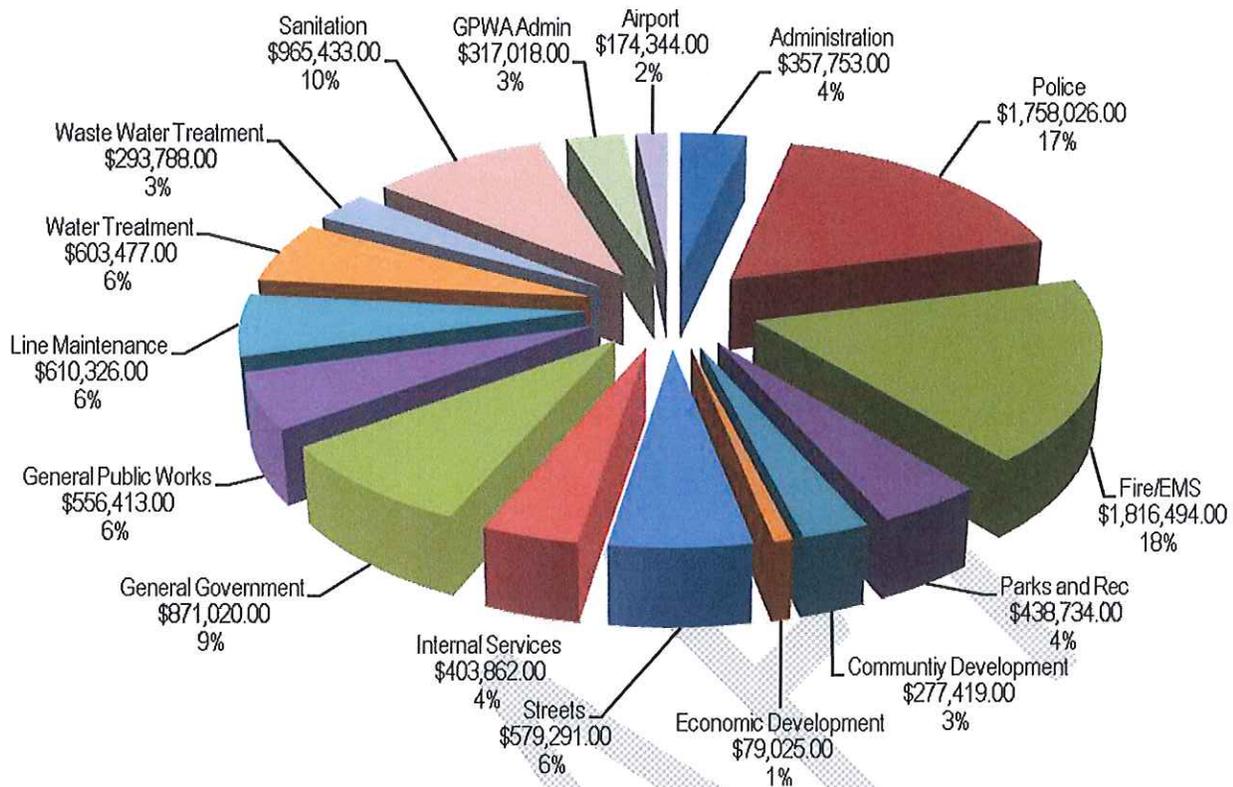


### Operating Budgets

The operating budgets are all costs to do business except for capital items and debt service payments. The total of the combined operating budgets for the FY14 budget is \$10,310,485 compared with \$9,511,780 originally budgeted in FY13. This is an increase of \$798,705 from the previous year. This increase is due to a variety of factors such as increasing personnel costs, health insurance, an increase in the sanitation contract with Waste Connections, rising fuel costs, increasing chemical costs at the Water Treatment Plant, rising property insurance costs. Operating costs are broken down in the following chart:

# City of Guthrie

## Proposed 2014 Budget At A Glance



### Employees

The total number of budgeted employees is 113 full-time, 5 part-time, and 4 seasonal at a cost of \$5,927,963 for FY14. Not included in the chart below are the City Attorney and Municipal Judge positions that are contract labor employment agreements.

There is an addition of one full time employee in parks made possible by removing 2 seasonal employees. This budget also includes a recalled position to address water and wastewater lines and lift station maintenance. One time – end of year lump sum payments remain in the budget for all employees.

# *City of Guthrie*

## *Proposed 2014 Budget At A Glance*

<b>Department</b>	<b>Full Time</b>	<b>Part Time</b>	<b>Seasonal</b>
City Manager	2	0	0
Economic Development	1	0	0
Human Resources	2	1	0
Building Maintenance	2	0	0
Finance	2	0	0
Planning	4	0	0
Airport	1	0	1
Library	4	1	0
Municipal Services Administration	6	0	0
Vehicle Maintenance	3	0	0
Streets	7	0	0
Parks/Public Grounds	8	0	3
Convenience Center	1	0	0
Water	4	0	0
Waste Water	3	0	0
Line Maintenance	8	0	0
Police	28	2	0
Animal Control	2	1	0
Fire/EMS	25	0	0
<b>Total</b>	<b>113</b>	<b>5</b>	<b>4</b>

### **Stabilization Funding**

The Stabilization Fund Ordinance requires that the city reserve 16% of operating expenses in a separate account that must meet established criteria prior to expenditure. While we are unable to establish that type of reserve immediately, the City has currently set aside \$1,123,000 in an effort to set this goal, and will continue to do so until the minimum requirement is met.

### **General Fund**

The General Fund is the fund that houses the basic services of municipal government. These services include Police, Street, Parks and Recreation, Governmental Administration, and all internal services. The total amount of expenditures in this fund is \$7,794,413. Without transfers to the other funds, the amount is \$5,120,288.

### **Fire-EMS Fund**

The City has completed its first year in separating the Fire-EMS Fund from the General Fund. This allowed us to accurately measure the expenditures and revenues in what should be a revenue generating account. The total amount of expenditures in this fund is \$1,849,662.

# *City of Guthrie*

## *Proposed 2014 Budget At A Glance*

### **GPWA**

The Guthrie Public Works Authority is a separate legal entity from the City of Guthrie. This fund houses enterprise functions such as Utilities, municipal pool, and GPWA Administration. The total amount of expenditures in this fund is \$5,711,618 without transfers to other funds, the amount is \$3,363,455.

### **GIDA**

The Guthrie Industrial Development Authority is also a separate legal entity. The amount of expenditures budgeted in this fund is \$12,500. GIDA revenue is earned from payments from Spirit Wing. All proceeds go to payback debt for economic development.

### **Special Revenue Funds**

#### **Hotel/Motel Tax Fund**

The City of Guthrie collects a 4% Hotel/Motel tax. Two-thirds of all money collected is transferred to the Chamber of Commerce (CVB) and used to promote tourism in Guthrie, and one-third is earmarked for parks. FY13 anticipates collecting \$166,700 in Hotel/Motel Tax. The FY14 proposed budget includes \$202,700.

#### **Water Treatment Plant Fund**

The Water Treatment Plant Fund is where the Water Treatment Plant Fee is collected. In addition to this revenue, all revenue from the 2008 water rate increase is transferred into this fund. The debt service for the new water treatment plant is paid out of this fund. The debt service for this fiscal year is budgeted to be \$1,200,000. This fund also receives a \$400,000 transfer from the GPWA fund and relies on fund balance to meet the debt service payments.

#### **CMOM**

The CMOM Fund is the fund that was created for the large sanitary sewer line replacement project that was completed during the summer and is used for other allowable improvements. This fund is now used to collect the CMOM fee associated with these projects. The fund is also where the CMOM project debt service is paid and where the annual sewer line improvement money is budgeted.

#### **Airport**

The Guthrie/Edmond Regional Airport or Geoport is a partnership between the City of Guthrie and City of Edmond. All grants, revenues, operations, and capital projects are budgeted within this fund. All expenses incurred at the airport are paid 50% by the City of Guthrie and 50% by the City of Edmond. The City of Guthrie makes the initial payments and then receives reimbursement from the City of Edmond. FY14 projected revenues come from leases at the airport, Oklahoma Aeronautics Commission and FAA grants, fuel sales, City of Edmond reimbursements and transfers from the General Fund. The total budgeted revenue for the Airport Fund is \$877,107. The fund relies on a \$52,451 transfer from the General Fund and \$88,242 in revenue from the City of Edmond.

Operational expenses are budgeted at \$183,344 for FY14. There is \$693,763 for capital projects in the budget. The capital projects are all grant funded with the City of Guthrie only paying 2.5% or 5% of the match.

# *City of Guthrie*

## *Proposed 2014 Budget At A Glance*

### **Oklahoma City Waterline Fund**

This is a restricted fund which was established as a result of a settlement with the City of Oklahoma City relating to the City's water utility. The fund balance is currently \$1,902,046.

### **Utility Deposit Fund**

This fund is simply a fund where security deposits from utility customers for utility services are placed.

### **Cemetery Care Fund**

The Cemetery Care Fund represents the portion of cemetery charges and fees required by state statute (12.5%) to be set aside for cemetery care. The amount of revenue budgeted for FY14 is \$8,900 and there are no planned expenditures.

### **Debt**

The following Debt Service Payments have been budgeted for FY14:

- 2004 CWSRF for Digester at Sewer Plant
  - Interest Rate: 2.7%
  - Payoff: 2024
  - Annual Debt Service: \$38,573
- New Loan with BB&T for Water Lines, including the Langston Water Line
  - Interest Rate: 2.76%
  - Payoff: 2025
  - Annual Debt Service: \$106,135
- Aggregate DWSRF Loans for New Water Treatment Plant
  - Interest Rate: 4.51%
  - Payoff: 2030
  - Annual Debt Service: \$1,200,000
- 2010 CWSRF from OWRB for Sewer Line Rehabilitation Project (CMOM)
  - Interest Rate: 2.63%
  - Payoff: 2031
  - Annual Debt Service: \$295,700 budgeted for this year
- GIDA Loan Payments
  - Total Debt Service \$12,500
- Lease Purchases
  - Total Debt Service \$145,271

### **Capital Improvements**

- . The following are the capital projects that are in the budget:
  - New Ambulance (paid for by the County)
  - Target Range Improvements
  - Street Improvement Program
  - Sludge Removal
  - City-wide Telephone System

# *City of Guthrie*

## *Proposed 2014 Budget At A Glance*

- Lease-Purchase Vehicles and Equipment
- Sewer line Improvements for 80 acre property

These projects do not include those grant funded projects in the airport fund or grant fund.

### **Grants**

\$28,170 has been budgeted for grant revenue. While these are budgeted, there is no guarantee that this money will come through. If money is received it will be put towards projects specific to the grants.

### **Conclusion**

The City of Guthrie faces many financial challenges in the future. Unfunded mandates, infrastructure needs, potential litigation costs, and rising costs to do businesses are putting great strains on existing resources. There will be a point within the next five year that there will have to be significant community growth, an increases in revenues, or elimination in services in order for the City and GPWA to meet its financial, infrastructure, and regulatory demands.



**62<sup>nd</sup> City Council**

**Mayor Mark Spradlin**

**Ward I** –Trey Ayers, John Wood    **Ward II** – Mary Coffin, Jeff Taylor

**Ward III** – Gaylord Z. Thomas, Sharyl Padgett

**GUTHRIE PUBLIC WORKS AUTHORITY MEETING**

101 North Second Street

Tuesday, August 20, 2013 at 7:00pm

- 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 August 6, 2013.....1

- 4. Adjourn

**CITY COUNCIL MEETING**

62<sup>nd</sup> City Council Meeting

101 North Second Street

Tuesday, August 20, 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 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 Special City Council Workshop Meeting held on August 6, 2013.....3
- B. Consider approval of minutes of the Regular City Council Meeting held on August 6, 2013....4
- C. Consider approval of re-appointing Paul Jones and William Hairston to the Guthrie Housing Authority Board of Commissioners to serve three year terms expiring August 2016.....8
- D. Consider approval of appointing Merlena Osborne to fill the unexpired term of Gary Weeks and appointing Scott Wyskiel to fill the unexpired term of Lewis Robinson to the Guthrie Housing Authority Board of Commissioners.....16

- 3. Discussion and possible action of allowing an all metal exterior covering to a new building to be constructed at 2729 South Division Street.....26

Agenda posted on the bulletin board in the lobby of City Hall by 5:00 pm on Friday, August 16, 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.



4. City Manager's Report
5. Requests/comments from members of the City Council
6. Consider convening an Executive Session pursuant to the Authority of Title 25, O.S. 2001, Sections:
  - A. 307 (B)(2) for the purpose of discussing negotiations concerning employees and representatives of the International Association of Fire Fighters (IAFF), Local 2145;
  - B. 307(B)(2) for the purpose of discussing negotiations concerning employees and representatives of the Fraternal Order of Police (FOP), Lodge No. 105; and
  - C. 307(B)(4) for the purpose of discussing confidential communications between the City Council and its Attorney concerning a pending investigation or claim (Logan County Rural Water District No. 1).
7. Consideration of action regarding negotiations concerning employees and representatives of the International Association of Fire Fighters (IAFF), Local 2145.
8. Consideration of action regarding negotiations concerning employees and representatives of the Fraternal Order of Police (FOP), Lodge No. 105.
9. Consideration of action regarding Logan County Rural Water District No. 1.
10. Adjourn

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Agenda posted on the bulletin board in the lobby of City Hall by 5:00 pm on Friday, August 16, 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.

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MINUTES

GUTHRIE PUBLIC WORKS AUTHORITY MEETING

August 6, 2013

The regular meeting of the Guthrie Public Works Authority was posted on Friday, August 2, 2013 before 5:00 p.m. and held August 6, 2013 in the Guthrie City Hall Council Chambers.

Pledge of Allegiance was led by Chairman Mark Spradlin.

Invocation was given by Rev. Bill Williams, Community Church.

Chairman Mark Spradlin called the meeting to order at 7:03 p.m.

Members Present:	Mark Spradlin	John Wood	Jeff Taylor
	Sharyl Padgett	Trey Ayers	Gaylord Z. Thomas
	Mary Coffin		

Members Absent: None

Staff Present:	Sereniah Breland	Randel Shadid	Kim Biggs
	Aaron Ryburn	Jim Ahlgren	Rene Spineto
	Justin Heid	Cyndi Selinger	

Chairman Spradlin declared a quorum with all (7) Trustees in attendance.

**Community Announcements and Public Recognition.** Evelyn Nephew invited the City Council and the community to the Third Annual Logan County NAACP Banquet to be held on August 22, 2013.

**Consent Agenda.** Motion by Trustee Wood, seconded by Trustee Taylor, moved approval of the Consent Agenda as follows:

- A. Consider approval of the minutes of the Regular Guthrie Public Works Authority Meeting held on July 16, 2013.
- B. Consider approval of awarding Bid No. 2013-04, Wastewater Treatment Plant Liquid Bleach Storage and Injection System, to Crossland Heavy Contractors from Tulsa, Oklahoma, for the low bid of \$268,450.

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

Aye: Spradlin, Wood, Taylor, Padgett, Ayers, Coffin, Thomas  
Nay: None

Chairman Spradlin declared the motion carried unanimously.

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

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Kim Biggs, Deputy City Clerk

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Mark Spradlin, Chairman

MINUTES

CITY COUNCIL MEETING

Council Workshop

August 6, 2013

The special meeting of the sixty-second City Council of Guthrie, Oklahoma, was posted on Friday, August 2, 2013 before 5:00 p.m. and held August 6, 2013 in the Guthrie City Hall Third Floor Conference Room.

Mayor Mark Spradlin called the meeting to order at 6:00 p.m.

Members Present:	Mark Spradlin	John Wood	Gaylord Z. Thomas
	Trey Ayers	Jeff Taylor	Sharyl Padgett
	Mary Coffin		

Members Absent: None

Staff Present:	Sereniah Breland	Randel Shadid	Kim Biggs
	Aaron Ryburn	Rene Spineto	Damon Devereaux
	Justin Heid	Cyndi Selinger	Cody Mosley
	Jim Ahlgren		

Mayor Spradlin declared a quorum with all (7) Councilmembers in attendance.

**Public Comments.** Jim Duncan, representative from Benchmark Financial Group, Inc., invited the City Council and the community to a seminar on August 13, 2013 regarding the Affordable Care Act (health reform law) and its impact on individuals, business owners and seniors.

**Discussion regarding Gentleman of the Road Update.** Director of Economic Development and Marketing Cody Mosley and Guthrie Chamber of Commerce Representative Lucy Swanson updated the City Council on the Gentleman of the Road Event to be held September 6 – 8, 2013.

**Discussion regarding agenda items:** None

**Request for future items of discussion.** None

**Adjournment.** There being no further business for the Guthrie City Council, Mayor Spradlin declared the meeting adjourned at 6:25 p.m.

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Kim Biggs, Deputy City Clerk

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Mark Spradlin, Mayor

MINUTES

CITY COUNCIL MEETING

August 6, 2013

The regular meeting of the sixty-second City Council of Guthrie, Oklahoma was posted on Friday, August 2, 2013 before 5:00 p.m. and held August 6, 2013 in the Guthrie City Hall Council Chambers.

Mayor Mark Spradlin called the meeting to order at 7:06 p.m.

Members Present:	Mark Spradlin	John Wood	Jeff Taylor
	Sharyl Padgett	Trey Ayers	Gaylord Z. Thomas
	Mary Cofifn		

Members Absent: None

Staff Present:	Sereniah Breland	Randel Shadid	Kim Biggs
	Aaron Ryburn	Jim Ahlgren	Rene Spineto
	Justin Heid	Cyndi Selinger	

Mayor Spradlin declared a quorum with all (7) Councilmembers in attendance.

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

- A. Consider approval of the minutes of the Special City Council Workshop Meeting held on July 16, 2013.
- B. Consider approval of the minutes of the Regular City Council Meeting held on July 16, 2013.
- C. Consider approval of appointment of James Long to the Guthrie Historic Preservation Commission for a term expiring March 2016.
- D. Consider approval of re-appointment of Kathy Robbins and Sandra Bothroyd to the Guthrie Historic Preservation Commission for terms expiring March 2015.
- E. Consider approval of re-appointment of Mike Smith to the Guthrie Planning Commission for a term to expire March 2015.
- F. Consider approval of the recommendation of the Guthrie Library Board to amend the Library Board By-Laws to adjust the regular meeting time of the Library Board from 4:00 p.m. to 5:30 p.m.

- G. Consider approval of a Lease Purchase Proposal with AT&T for the Procurement of a ShoreTel Phone System utilizing the Oklahoma State Contract with the non-appropriation clause as required by Oklahoma State Statutes and authorizing the Mayor to execute necessary documents.
- H. Consider approval of the Guthrie-Edmond Regional Airport to submit application for the Federal Aviation Administration (FAA) Grant Airport Improvement Project (AIP) No. 3-4-0036-013-2012, which includes acquiring Maintenance and Snow Equipment and authorize City Manager to accept the grant upon FAA approval.
- I. Consider approval to award Bid No. 2013-05, Maintenance and Snow Equipment at Guthrie-Edmond Regional Airport, to P & K Equipment, Inc, of Kingfisher, Oklahoma, as the single bid in the amount of \$67,807.37, contingent upon receiving the Federal Aviation Administration (FAA) Grant for 90% funding as part of the FAA Grant AIP No. 3-4-0036-013-2012.

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

Aye: Spradlin, Wood, Taylor, Padgett, Ayers, Coffin, Thomas  
Nay: None

Mayor Spradlin declared the motion carried unanimously.

**Ordinance No. 3248.** A public hearing was held for the purpose of soliciting public comment(s) regarding closing a portion of the north-south alley in Block 44 of Guthrie Proper located between Division and First Streets. There was no public comment. Motion by Councilmember Taylor, seconded by Vice Mayor Wood, moved approval of Ordinance No. 3248, to close a portion of the north-south alley in Block 44 of Guthrie Proper located between Division and First Streets. Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Spradlin, Wood, Taylor, Padgett, Ayers, Coffin, Thomas  
Nay: None

Mayor Spradlin declared the motion carried unanimously.

**Special Use Permit.** A public hearing was held for the purpose of soliciting public comment(s) regarding multi-family housing units in an area zoned A-2, Suburban Agricultural District, at 310 South Academy. There was no public comment. The Planning Commission heard the request on July 11, 2013 and recommended the City Council approve the request to issue a Special Use Permit to Peach Way Holdings, LLC to allow multi-family senior housing units at 310 South Academy. Motion by Vice Mayor Wood, seconded by Councilmember Coffin, moved approval of a request by Peach Way Holdings, LLC for a Special Use Permit to allow multi-family housing units in a area zoned A-2, Suburban

Agricultural District, at 310 South Academy. Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Spradlin, Wood, Taylor, Padgett, Ayers, Coffin, Thomas  
Nay: None

Mayor Spradlin declared the motion carried unanimously.

**City Manager's Report.** Expressed a "Thank You" to Prairie Gothic for holding the Make Guthrie Weird Block Party and to the participating merchants, the event was very successful; expressed a "Thank You" to the Logan County Girl Scouts for holding Pet Palooza, promoting pet adoption and raising money for the Guthrie Animal Shelter; and invited the community to the Healthcare Reform Seminar.

**Requests/comments from member of the City Council.** Informed the community of events/activities happening in Guthrie; expressed a "Thank You" to the individuals volunteering their time to serve on Boards and Commissions; reminded the community school will begin soon and to watch for the School Zones; excited about the Mumford & Sons Concert; and informed the OSU Extension Office is offering canning classes.

**Executive Session.** Motion by Councilmember Padgett, seconded by Vice Mayor Wood, moved approval to convene into Executive Session pursuant to the authority of Title 25, O.S. 2001, Section 307(B)(4):

- A. for the purpose of discussing confidential communications between the City Council and its Attorney concerning a pending investigation or claim (Logan County Rural Water District No. 1);
- B. for the purpose of discussing confidential communications between the City Council and its Attorney concerning a pending investigation or claim (Total Investment);
- C. for the purpose of discussing confidential communications between the City Council and its Attorney concerning a pending investigation or claim (Initiative Petition filed September 7, 2008 for proposed Ordinance to the City of Guthrie; specifically Case No. CJ 2009-3).

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

Aye: Spradlin, Wood, Taylor, Padgett, Ayers, Coffin, Thomas  
Nay: None

Mayor Spradlin declared the motion carried unanimously at 7:18 p.m.

Attending Executive Session A: Mayor Spradlin, Vice Mayor Wood, Councilmembers Taylor, Padgett, Ayers, Coffin and Thomas, City Manager Breland, City Attorney Shadid and Attorney Jim Milton.

Attending Executive Session B: Mayor Spradlin, Vice Mayor Wood, Councilmembers Taylor, Padgett, Ayers, Coffin and Thomas, City Manager Breland, City Attorney Shadid, Airport Manager Justin Heid, Airport Intern John Wilson and Airport Engineer Curtis Brown.

Attending Executive Session C: Mayor Spradlin, Vice Mayor Wood, Councilmembers Taylor, Padgett, Ayers, Coffin and Thomas, City Manager Breland and City Attorney Shadid.

**Reconvene.** Mayor Spradlin reconvened the Guthrie City Council Meeting at 8:34 p.m. and stated no action was taken in Executive Session.

**Consider action regarding Logan County Rural Water District No. 1.** No action was taken.

**Consider action regarding Total Investment Airport Project.** No action was taken.

**Consideration of action regarding Initiative Petition filed September 7, 2008 for proposed Ordinance to the City of Guthrie; specifically Case No. CJ 2009-3.** No action was taken.

**Adjourn.** There being no further business for the Guthrie City Council, Mayor Spradlin declared the meeting adjourned at 8:35 p.m.

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Kim Biggs, Deputy City Clerk

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Mark Spradlin, Mayor





Chairperson  
Paul Jones

Vice Chairperson  
(Vacant)

Commissioner  
William Hairston

Commissioner  
Jim W. Reazer

Commissioner  
(Vacant)

Executive Director  
Jennifer K. Ricker

August 14, 2013

Mayor Mark Spradlin  
P.O. Box 908  
Guthrie OK 73044

Re: Request: Renewal of 2-Board Appointments & Approval of 2 New Commissioners to the Guthrie Housing Authority Board of Commissioners.

Dear Mayor Spradlin,

At the July 31, 2013 G.H.A. monthly board meeting, per Resolution # 13/07-029 (copy attached) the Commissioners approved the following recommendations to the City Council for their final review & approval:

**Board Member Renewal:**

Chairman Paul Jones (3 Year Term)

GHA Resident Commissioner William Hairston (3 Year Term)

**New Appointments:**

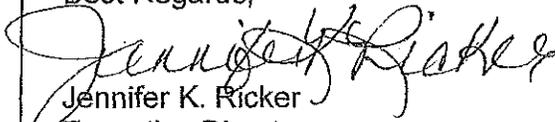
Merlena Osborne (filling vacant Board seat-Term expires August 2014)

Scott Wyskiel (filling vacant Board seat – Term expires August 2015)

If you have any questions please feel free to call me at 405-282-3246.

Thank you in advance for your consideration of this request.

Best Regards,

  
Jennifer K. Ricker  
Executive Director

Cc: Wanda Calvert  
Board File



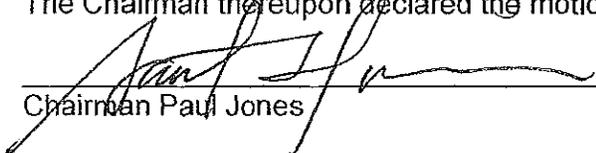
**RESOLUTION #13/07-029**

WHEREAS the Housing Authority of the City of Guthrie APPROVES the Board Member Term Renewals as follows:

Paul Jones, Chairman Bill Hairston, Commissioner

And approves the recommendation of the following to the City Council for appointment to the GHA Board of Commissioners for the term of 2 years beginning August 2013.

Mertena Osborne, Vacant Position / and  
Scott Wylskiel (Contingent - fill position if vacated by Lewis Robinson)  
The Chairman thereupon declared the motion carried and the resolution adopted.

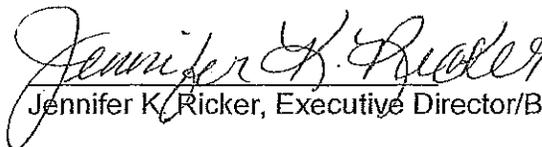
  
Chairman Paul Jones

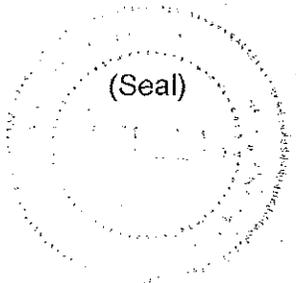
**CERTIFICATE OF RECORDING OFFICER**

The undersigned being the recorder and custodian of the minutes of the governing body of the Public Housing Authority on whose behalf the foregoing instrument was executed hereby, certifies that on the 31st day of July, 2013 at a validly convened meeting of the Public Housing Authority, at which a quorum was present and voting the above entitled Resolution was introduced and read and approved.

In witness whereof my hand of the Public Housing Authority this 31st day of July, 2013.

Guthrie Housing Authority

  
Jennifer K. Ricker, Executive Director/Board Secretary



## Employment Application Form

### Applicant Information

Full Name: Jones Paul L Date: 11/7/2011 6:55:35 AM  
Last First M.I.  
 Address: [REDACTED]  
Street Address OK 73044  
City State ZIP Code  
 Phone: 405-282-[REDACTED] E-mail Address: [REDACTED]  
 Date Available: 11/14/2011 Social Security No.: \_\_\_\_\_ Desired Salary: \$ 0  
 Position Applied for: Guthrie Housing Authority Board Member

Are you eligible to work in the United States? YES  NO  Employment Desired? Full Time  Part Time   
 Have you ever worked for this organization? YES  NO  Hours of work (per week) desired? 20  
 Have you ever been convicted of a felony? YES  NO   
 If yes, explain: \_\_\_\_\_

(Number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, and sentence(s) imposed)

### Education

High School McLain HS Address: Tulsa, OK  
 Did you graduate? YES  NO  Degree: None  
 College Mid America Christian Uni Address: OKC, OK  
 Did you graduate? YES  NO  Degree: BS Business and Ethics  
 Other \_\_\_\_\_ Address: \_\_\_\_\_  
 Did you graduate? YES  NO  Degree: \_\_\_\_\_

**Previous Employment**

Company: HQ Joint Forces Command Phone: 405-228-5000  
Address: 3501 Military Cir, OKC, OK Supervisor: Maj. Gen. Myles deering  
Job Title: Director of Military Spt. Starting Salary: [REDACTED] Ending Salary: [REDACTED]

**Responsibilities:**

advise the AG on all matters of military support to civil authorities, plan and excute emerg. response to disasters upon req. from OKDEM. Physical security of facilities, arms, ammunition and explosives for the OKARNG. Custodian of all classified documents. Supervise a staff of 10 to accomplish thes missions. Staff includes 1 Lieutenant Colonel, 2 Captains, 1 Chief Warrant Officer, 2 Master Sergeants, 1 Sergeant First Class, 4 Sergeants. Supervise the OKARNG Counter Narcotics Branch.

From: 02/92 To: 05/04 Reason for Leaving: Retirement  
May we contact your previous supervisor for a reference? YES  NO

Company: Employer Support of the Guard and Reserve Phone: 405-282-8081  
Address: 3501 Military Circle Supervisor: COL (R) Steve McNabb  
Job Title: Program Support Director Starting Salary: \$ [REDACTED] Ending Salary: [REDACTED]

**Responsibilities:**

Work with employees who were members of the military reserve services and thier employers to ensure employment/reemployment rights were understood and met. Planned and executed multi-day trips for employers and civic leaders to various military posts and events to observe their employee's in their service job. Planned and executed the monthly and annual meeting of the Oklahoma ESGR committee.

From: 05/04 To: 05/07 Reason for Leaving: Total Retirement  
May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

**Responsibilities:**

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES  NO

**Military Service**

Branch: U.S. Army

From: 1975

To: 2004

Rank at Discharge: Lieutenant Colonel

Are you currently in  
the Armed Forces?

YES

NO

**References**

*Please list three professional references.*

Full Name: COL (R) Bill Wilson Relationship: Friend

Company: Owner, Opus Restaurant

Phone: [REDACTED]

Address: \_\_\_\_\_

Full Name: Major General Myles Deering Relationship: Friend

Company: HQ Joint Forces Command

Phone: [REDACTED]

Address: 3501 Military Circle

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge and that intentional misrepresentations or omissions may be cause for the rejection of my application and that if hired I may be released from employment.*

*I understand that the company may require me to successfully complete a pre-employment drug and alcohol test as a condition of employment and that continued employment may be based on the successful completion of similar tests.*

*I understand that the company may as part of the hiring process request an investigative consumer report from a third party entity or agency including information concerning my character, general reputation, personal characteristics, credit records, and mode of living. I may make a written request to the company to provide me with additional information regarding the nature and scope of any such report.*

*I understand that employment with your company is "at will" and nothing in the interview or hiring process, this application, or your company policies are intended to create an employment contract between myself and the company. Employment may be terminated by either party at any time for any reason with or without notice.*

Signature: Electronically Submitted

⌘ Date: 11/7/2011 6:55:35 AM

**City of Guthrie  
Standard Application Form for all Volunteer Boards or Commissions**

Please answer all questions completely and attach a résumé.

Desired Position: Commissioner Tenure of Position: ~~3 yrs~~ COMP. OF N.T.'S TERM  
 Name of Applicant: WILLIAM HAIRSTON Address: 84 oak park  
 Educational Level: HS + TECH school Occupation: Retired accountant  
 Phone Number (day): 260- [REDACTED] School Currently Attending: NA  
 (evening): SAME How long have you lived in Guthrie: 2 years

**CIVIC BACKGROUND**

List/describe the civic, municipal, community opportunities you have been involved in the last 3 years.

PRESIDENT - oak Park Residents Council - GHA - Guthrie

**SKILLS OR EXPERIENCE**

Briefly describe the skills and/or experience that you bring to this position. Bank Keeping and Business Management, I was the business manager for the 1st Christian Church for 10 years in Gaines City, Florida

**REFERENCES**

Three names (including addresses and phone numbers) of non-relatives who have known you for at least 3 years.

Richard Boyston 410- [REDACTED]  
Dr. Robert Wechs 341- [REDACTED] - 10012 Edon Jr - Edmond  
Pastor Jim Richardson 341- [REDACTED] WRBC - Edmond

I understand this is a volunteer position appointed by the Mayor and confirmed by Council.

I understand all volunteer boards meet on a regular basis and will follow the rules set forth in the appropriate governing ordinance or resolution:

Board/Commission	Meeting Date/Time	Ordinance/Resolution
Airport Zoning Board	Third Tuesday - 3:00 p.m.	Res. 93-12
Board of Adjustment	Third Thursday - 6:00 p.m.	Ord. 2422
Forestry Board	Quarterly	Ord. 3032
Guthrie Historic Preservation Commission	First Monday - 6:00 p.m.	Ord. 3075
Library Board	Third Thursday - 4:00 p.m.	Ord. 2678
Park Board	Second Tuesday - 5:00 p.m.	Ord. 3020
Planning Commission	Second Thursday - 6:00 p.m.	Ord. 2614
Transportation Authority	As needed	Trust

In the event that I cannot effectively serve my term, I will tender my resignation in writing to the Mayor.

William Hairston  
Signature

2-5-17  
Date

If you have questions regarding this form, please call City Hall at (405) 282-0493.



## Wanda Calvert

---

**From:** Exec Dir [execdirgha@att.net]  
**Sent:** Wednesday, August 14, 2013 12:57 PM  
**To:** Wanda Calvert  
**Subject:** Recommendation to City Council/GHA Board Members  
**Attachments:** Letter to CoG-8-14-13 Board renewals & appts jkr.pdf

**Importance:** High

Good Afternoon Ms. Wanda,

At GHA's last board meeting they approved the following applicants as new Board Members and renewed the terms of 2 existing commissioners for submittal to the City Council for their consideration at their next meeting:

**Renewals:**

Paul Jones, Chairman (3 year term)

William "Bill" Hairston, GHA Resident Commissioner (3 year Term)

**New Applicants (In addition to filling the seat previously vacated by Gary Weeks, Lewis Robinson also resigned from the Board)**

Merlena Osborne(finish term expiring 8/2014)

Scott Syskiel (finish term expiring 8/2015)

Attached is the formal letter with a copy of the resolution....holler at me if you need any additional documentation. I will be out of the office Thursday & Friday...however, you can reach me on my cell if needed 405-317-

Thanks so much & have a great day,  
Jennifer

*Jennifer K. Ricker*

**Executive Director**

**Guthrie Housing Authority**

1524 E. Perkins, Guthrie, OK 73044

**Office:** 405-282-3246

**Cell:** 405-317-

**Fax:** 405-282-2884



Chairperson  
Paul Jones

Vice Chairperson  
(Vacant)

Commissioner  
William Hairston

Commissioner  
Jim W. Reazer

Commissioner  
(Vacant)

Executive Director  
Jennifer K. Ricker

August 14, 2013

Mayor Mark Spradlin  
P.O. Box 908  
Guthrie OK 73044

Re: Request: Renewal of 2-Board Appointments & Approval of 2 New Commissioners to the Guthrie Housing Authority Board of Commissioners.

Dear Mayor Spradlin,

At the July 31, 2013 G.H.A. monthly board meeting, per Resolution # 13/07-029 (copy attached) the Commissioners approved the following recommendations to the City Council for their final review & approval:

**Board Member Renewal:**

Chairman Paul Jones (3 Year Term)  
GHA Resident Commissioner William Hairston (3 Year Term)

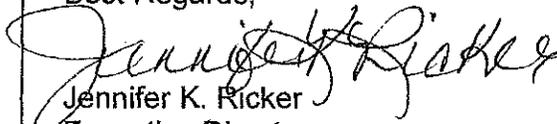
**New Appointments:**

Merlena Osborne (filling vacant Board seat-Term expires August 2014)  
Scott Wyskiel (filling vacant Board seat – Term expires August 2015)

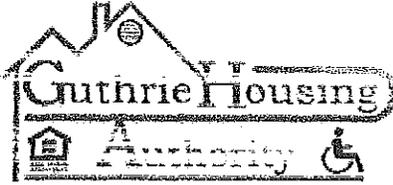
If you have any questions please feel free to call me at 405-282-3246.

Thank you in advance for your consideration of this request.

Best Regards,

  
Jennifer K. Ricker  
Executive Director

Cc: Wanda Calvert  
Board File



**RESOLUTION #13/07-029**

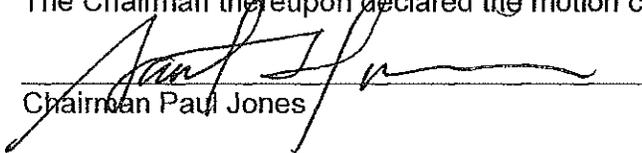
WHEREAS the Housing Authority of the City of Guthrie APPROVES the Board Member Term Renewals as follows:

Paul Jones, Chairman Bill Hourston, Commissioner

And approves the recommendation of the following to the City Council for appointment to the GHA Board of Commissioners for the term of 2 years beginning August 2013.

Mertena Osborne, Vacant Position / and  
Scott Wylskiel (Contingent-Fill position if vacated by Lewis Robinson)

The Chairman thereupon declared the motion carried and the resolution adopted.

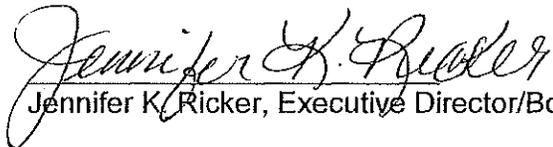
  
Chairman Paul Jones

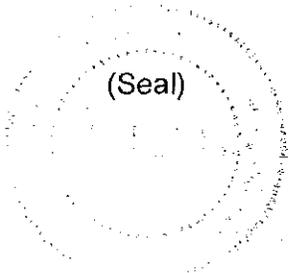
**CERTIFICATE OF RECORDING OFFICER**

The undersigned being the recorder and custodian of the minutes of the governing body of the Public Housing Authority on whose behalf the foregoing instrument was executed hereby, certifies that on the 31st day of July, 2013 at a validly convened meeting of the Public Housing Authority, at which a quorum was present and voting the above entitled Resolution was introduced and read and approved.

In witness whereof my hand of the Public Housing Authority this 31st day of July, 2013.

Guthrie Housing Authority

  
Jennifer K. Ricker, Executive Director/Board Secretary



(Seal)

City of Guthrie  
Application for Boards and Commissions



Please print legibly.

Name Merlena Osborne Day Phone 918-814-██████  
Address ████████████████████ Evening Phone 918-814-██████  
Occupation Student Education Langston University  
How long have you lived in Guthrie? 1 Years 1 Months

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

1. Which board or commission interests you? Housing Authority

2. Why are you interested in serving on this board/commission?  
The opening for this position was brought to my attention and I felt that it would be a good opportunity to volunteer.

3. In what civic activities have you been involved during the past 3 years?

4. What skills and/or experience will you contribute?

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

Name	Address	Phone Number
<u>Dr. Zula Drain</u>	<u>Shreveport, LA</u>	<u>405-406-██████</u>
<u>Dorinda Manciffe</u>	<u>Edmond, OK</u>	<u>225-247-██████</u>
<u>Tiffany Hendrix</u>	<u>Nashville, TN</u>	<u>810-557-██████</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.

Merlena Osborne  
Signature

July 2, 2013  
Date

1. Which board or commission interests you?  
Housing Authority
2. Why are you interested in serving on this board/commission?  
The opening for this position was brought to my attention and I felt that it would be a great opportunity to volunteer.
3. In what civic activities have you been involved during the past 3 years?  
Teach children's church every 2<sup>nd</sup> Sunday at World Won for Family Life Ministries  
Member of the Society of Distinguished Black Women-partake in volunteer work  
Langston University Biology Club  
Langston University Math Club-free math tutoring
4. What skills and/or experience will you contribute?  
I have secretarial skills, leadership skills, and I have also served on the board for the Society of Distinguished Black Women.

Merlena N. Osborne  
[REDACTED]  
Guthrie, OK 73044  
(918) [REDACTED]

E-Mail: [REDACTED]

---

## EDUCATION

Langston University  
School of Arts and Sciences, Senior Biology Major  
Overall GPA: 3.0

Curriculum Highlights: Cellular and Molecular Biology, Microbiology, Genetics, General Chemistry, Organic Chemistry, General Physics- Labs in Biology, Chemistry, and Physics- General Psychology, Developmental Psychology, Calculus, Statistics

## EMPLOYMENT

Proactiv Kiosk, Tulsa, OK (summer 2012 and winter vacations)  
Crew Member

Researched Proactiv and their products to help myself, and co-workers better assist customers.

Burlington Coat Factory, Tulsa, OK (Spring 2009-Fall 2009)  
Customer Service

Assisted women in finding what they needed, as well as keeping the store presentable.

Golden Corral, Tulsa, OK (Summer 2008-Fall 2008)  
Server

Tended to customers to insure that they were comfortable and did not need anything while they dined.

## CAMPUS/COMMUNITY ACTIVITIES

The Society of Distinguished Black Women

Participate in community service activities on and off campus.  
Chaplain- opened and closed each meeting and activity with prayer.

Langston University Biology Club

Collaborate with Biology department and other organizations to participate in volunteer work.

Langston University Math Club

Offer free math tutoring to school age children.

## Wanda Calvert

**From:** Sandra Bothroyd  
**Sent:** Monday, July 29, 2013 11:44 AM  
**To:** Wanda Calvert  
**Subject:** Online Form Submittal: Application for Volunteer Boards and Commissions

### Application for Volunteer Boards and Commissions

Name: [ ]  
Daytime Phone Number: [ ]  
Evening Phone/Cell Phone: [ ]  
Address: 123 S. Capital St Guthrie Ok 73044  
Occupation: [ ]  
Education Level: [ ]  
How long have you lived in Guthrie?  Less than 2 years  5 to 10 years  
 2 to 5 years  More than 10 years  
Which board or commission interests you? [ ]  
Why are you interested in serving on this board or commission? I would like to contribute to making a difference and improving the community in which I live. I joined the American Legion and VFW in an attempt to give back and both organizations have minimal contributions to our Guthrie Community and I would like to do more on my part to contribute. I have been searching for a volunteer position where I can make a difference. As you can see in the answers the following questions I was actively involved as a Youth Group director in my last Church and there is no need here at my current church at this time, I am actively involved with Oklahoma Medical Reserve Corp (MRC) which is only busy following Natural Disasters.  
What civic activities have you been involved in during the past 3 years? I am an active member of the Oklahoma Medical Reserve Corp (MRC), as a logistics coordinator for the past 10 years, Volunteered with MRC for 25 plus hours in Moore Ok in wake of the May Tornado. I am also a logistics coordinator for the Oklahoma Trauma Response Team, partnered with Acupuncturist Without Borders, where the post Trauma Response is continuing following the May Tornado's. 100 plus hours to date, with 3 more events scheduled through August. I am also a logistics coordinator for Acupuncturist Without Borders, providing monthly Free Treatment for our Active Duty Military and Veterans, at the Norman Ok American Legion and other locations. I am an active member of the Knights of Columbus, (5 years), Church youth director for (9 years) in Moore Ok, prior to moving to Guthrie in 2012, Member of American Legion, Disable American Veterans, and VFW. 22 Year retired Veteran of the United States Navy.  
What skills and/or experience will you contribute? Logistics, Computer Skills, Public Speaking and facilitator. Contribute to research and development to projects.  
Please list at least 3 non-relatives who have known you at least 3 years for references.  
Reference 1: Dina Griggs Jones, Moore OK, 405-308- [redacted] dina.jones@faa.gov  
Reference 2: Kenneth Hicks, Shawnee Ok, 405-323- [redacted] kenneth.hicks2@navy.mil  
Reference 3: Paul Franklin, Okc, Ok 405-306- [redacted] Navyair64@cox.net  
Reference 4: Daniel Rodriguez, San Antonio Tx, 405-2056- [redacted] daniel.rodriguez.3@us.af.mil  
Reference 5: Charles Coffel, Shawnee Ok 405-209- [redacted] charles.coffel@navy.mil  
**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.**

Please enter your [ ]

name and current date  
to indicate you agree  
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 Lauri White with the City Manager's/Mayor's Office at 405-282-0496. 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:: Scott Wyskiel

Daytime Phone Number:: 405-706-██████

Evening Phone/Cell Phone:: 405-706-██████

Address:: ██████████ St Guthrie Ok 73044

Occupation:: Program Manager, USAF Civ

Education Level:: BS, Management Informaton Systems & Ethics

How long have you lived in Guthrie?

: Less than 2 years

Which board or commission interests you?: Guthrie Housing Athority

Why are you interested in serving on this board or commission?: I would like to contribute to making a difference and improving the community in which I live. I joined the American Legion and VFW in an attempt to give back and both organizations have minimal contributions to our Guthrie Community and I would like to do more on my part to contribute. I have been searching for a volunteer position where I can make a difference. As you can see in the answers the following questions I was actively involved as a Youth Group director in my last Church and there is no need here at my current church at this time, I am actively involved with Oklahoma Medical Reserve Corp (MRC) which is only busy following Natural Disasters.

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I am also a logistics coordinator for the Oklahoma Trauma Respoñse Team, partnered with Acupuncturist Without Borders, where the post Trauma Response is continuing following the May Tornado's. 100 plus hours to date, with 3 more events scheduled through August.

I am also a logistics coordinator for Acupuncturist Without Borders, providing monthly Free Treatment for our Active Duty Military and Veterans, at the Norman Ok American Legion and other locations.

I am an active member of the Knights of Columbus, (5 years), Church youth director for (9 years) in Moore Ok, prior to moving to Guthrie in 2012, Member of American Legion, Disable American Veterans, and VFW.

22 Year retired Veteran of the United States Navy.

What skills and/or experience will you contribute?: Logistics, Computer Skills, Public Speaking and facilitator. Contribute to research and development to projects.

Reference 1:: Dina Griggs Jones, Moore OK, 405-308-██████████  
dina.jones@faa.gov

Reference 2:: Kenneth Hicks, Shawnee Ok, 405-323-██████████  
kenneth.hicks2@navy.mil

Reference 3:: Paul Franklin, Okc, Ok 405-306-██████████  
Navyair64@cox.net

Reference 4:: Daniel Rodriguez, San Antonio Tx, 405-205-██████████  
daniel.rodriguez.3@us.af.mil

Reference 5:: Charles Coffel, Shawnee Ok 405-209-██████████  
charles.coffel@navy.mil

Please enter your name and current date to indicate you agree with the above statement:: Scott E Wyskiel 24 July 2013

Additional Information:

Form submitted on: 7/24/2013 8:52:52 AM

Submitted from IP Address: 132.3.49.81

Referrer Page: No Referrer - Direct Link

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



**Agenda Item Cover Letter**

**Meeting**

City Council  
 GPWA  
 Other: \_\_\_\_\_

**Date of Meeting**

August 20, 2013

**Contact**

Rene Spineto  
 Director, Community  
 Development

**Agenda Item**

Consider approval of allowing an all metal exterior covering to a new building to be constructed at 2729 South Division Street.

**Summary**

On August 12 Lester Branch appeared before the Guthrie Planning Commission to request review of the Planning Department’s denial of a request to install an all-metal building at 2729 South Division. Branch’s Heating and Air wishes to construct a 50’ x 80’ metal structure with two-tone steel cladding/covering. The subject property is located in a C-2, Commercial Zone. The Guthrie Design Guidelines was approved by the Guthrie City Council in 2009 as Ordinance No. 3206. A copy of that document is attached. Item No. 7 of the Commercial Design Guidelines states:

***“ Building materials must be similar to the materials of structures in the City of Guthrie, i.e., stone, brick, wood....Metal exterior materials cannot exceed 60% and the design must be balanced and aesthetically pleasing. All metal exterior buildings are allowed only in Industrial Zones.”***

There are other older existing commercial structures in the area that may not meet our current design standards. However, new structures which comply with the Design Guidelines improve the appeal of the community.

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

**Supporting documents attached:**

- Application and supporting documentation
- Planning Commission minutes and site map
- Design Guidelines

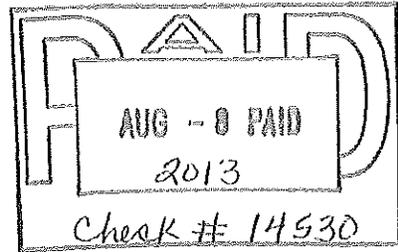
**Recommendation**

Deny applicant’s request to install all metal siding on a commercial building in a C-2 Commercial Zoning District.

**Action Needed**       Public Hearing       Motion       Emergency Clause

#  
2013-2011702

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OFFICE OF  
COMMUNITY  
PLANNING &  
DEVELOPMENT



APPLICATION  
PLANNING COMMISSION REVIEW

Branch's Heating & A/C  
Applicant Name  
123 1/2 N. Division  
Address  
Guthrie OK 73044  
City, State, Zip  
626 2620 282 4664  
Home Phone Cell Phone Business Phone

We, the undersigned, being owners of more than fifty-one percent (51%) of the following described property do hereby agree to comply with all municipal, county and state laws and respectfully make application and petition the Planning Commission and City Council to:

Rezone \_\_\_\_\_ Review Preliminary Plat \_\_\_\_\_  
Amend Zoning Ordinance 2422 \_\_\_\_\_ Review Final Plat \_\_\_\_\_  
Vacate or Close Public Easement \_\_\_\_\_ Other \_\_\_\_\_

Describe type of request (Rezone from C-1 to C-2, etc.):  
approve Variation from 60/40 brick to  
two tone steel

Legal Description:  
2729 S. Division

(if additional space is needed, please attach separate sheet)

Street Address: 2729 S. Division

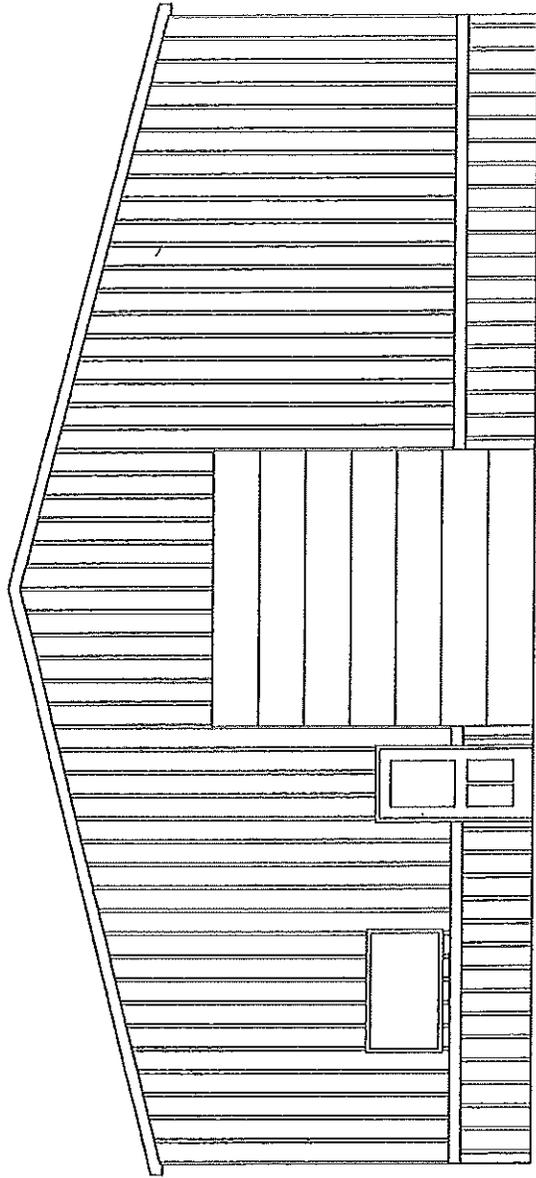
Describe the proposed use of the property: 50x80 storage building

- Required Attachments:
1. A site drawing to scale of the property with all measurements present.
  2. Proof of ownership (Title, purchase contract or abstract certificate of ownership)
  3. List of all property owners within 300 feet of the exterior boundary of the proposed property affected by the change (Obtained from an abstractor) and typed mailing labels for each entity on the list.

Signature

8/8/13  
Date

# Branch Heating & Air



CITY OF GUTHRIE  
PLANNING COMMISSION MEETING  
Monday, August 12, 2013

MINUTES

A meeting of the Planning Commission was convened at 5:30 PM at Guthrie City Hall at 101 North 2<sup>nd</sup> Street.

COMMISSIONERS PRESENT:	Doug Powell	Chairman	Present
	Michael Smith	Vice-Chairman	Present
	Sharyl Padgett	Ex-Officio	Present
	Joe Chappell	Commissioner	Present
	Vern Ogden	Commissioner	Present
	Ed Wood	Commissioner	Absent

OTHERS PRESENT: Lester Branch, Mark Spradlin, Jim Fish, Jim Hanke

CALL TO ORDER: This meeting was called to order on Monday, August 12, 2013 at 5:30 PM. Commission members were present and a quorum declared.

1. Consent Agenda:

A) Minutes for July 11, 2013 meeting.

A motion was made by Commissioner Ogden, seconded by Commissioner Smith to approve the minutes as written. All other commissioners voted Aye.

2. Public Comments: None.

3. Proposed structure to be located at 2729 South Division Street: Discussion was held regarding the location of the proposed building on the lot, and as to the type of color and the exterior covering. Commissioners voiced a concern for another all metal building and its visibility from Division Street. After discussion and consideration, a motion was made by Commissioner Ogden, seconded by Commissioner Smith to deny the application for variance of the Design Guidelines Ordinance. Commissioner Chappell voted No. All others voted Aye.

The second public hearing for the final decision by the City Council will be held on Tuesday, August 20, 2013 at 7:00 PM.

4. New Business: None.

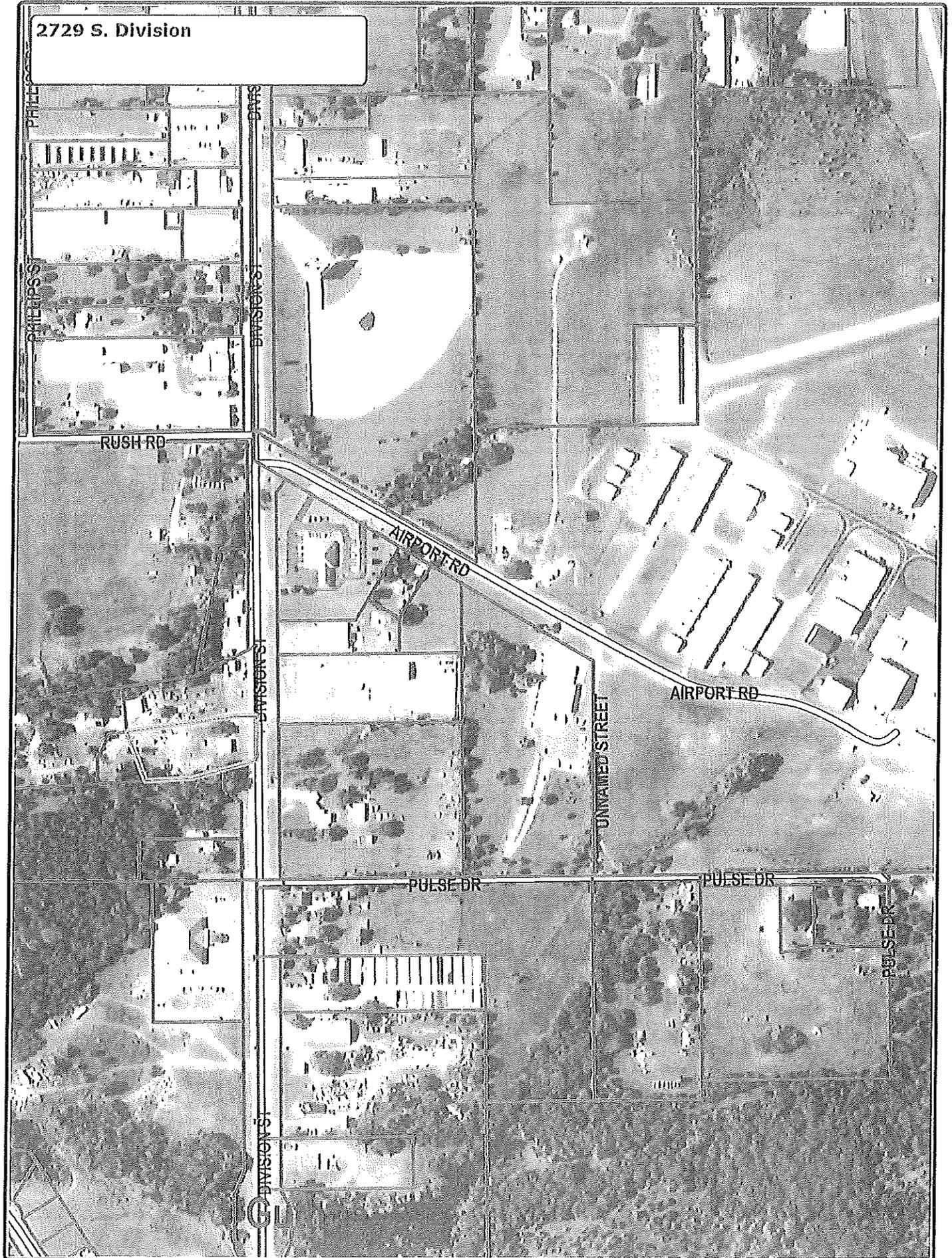
5. Reports/Comments from Staff: None.

6. Comments from Commissioners: None.

7. Public Comments: None.

The meeting adjourned at 5:50 PM.

2729 S. Division



## **ARTICLE 22: BUILDING DESIGN STANDARDS**

**AN ORDINANCE ESTABLISHING CHAPTER 4, ARTICLE 22 OF THE GUTHRIE CODE OF ORDINANCES ADDING STANDARDS FOR BUILDING DESIGN FOR COMMERCIAL AND RESIDENTIAL STRUCTURES; and PROVIDING FOR PENALTY AND SERVABILITY.**

### **Introduction**

The City of Guthrie Building Design Standards is a policy document and an implementation tool developed to provide design guidance for private and public projects undertaken in the City. The ultimate goal for this document is to promote the improved aesthetic and functional quality of the community as a whole. The document applies to all areas of the City and supports the implementation of community-wide goals which are outlined in the City of Guthrie's Comprehensive Plan.

The purpose of these standards is to ensure that the function, quality, and appearance of proposed structures are compatible when considered in the context of the surrounding area, and the total architectural theme of the City of Guthrie. How the architecture relates to other site design considerations and elements will be considered as part of design review. Building character is extremely important in areas developed with a distinct architectural character, or for areas of established or redeveloping uses.

### **4-422 COMMERCIAL BUILDING APPEARANCE STANDARDS**

1. Buildings shall be designed in an attractive and interesting manner to define the image of the community.
2. Consistent architectural design, including building materials and colors, shall be carried throughout the development area. Designs must provide visual interest and variety, yet be consistent with the architectural character of the city.
3. Buildings must relate in scale and proportion to other buildings in the area. However, buildings of different size can be made architecturally compatible through skillful design and careful orientation.
4. All sides of the building must be equally attractive. Architectural details such as texture, pattern, color, and building form used on the front façade shall be incorporated on all visible building facades. However, such requirements shall not apply to any façade(s) facing service courts or other areas generally not visible to the public.

5. Building massing shall be varied to create a logical hierarchy of building forms; to break up long expanses of façade; to create shade and shadow; and to create “human scale.”
6. Human scale must be created by building massing form, as well as the use of architectural elements such as colonnades, canopies, walkways, street-level display windows, lighting, and a variety of building materials. Human scale shall be further reinforced by site design features around the building exterior.
7. Building materials must be similar to the materials of structures in the City of Guthrie, i.e., stone, brick, wood (or wood-simulated) siding. However, dissimilar materials (such as stucco or EFIS) may be permitted when incorporating other traditional materials or characteristics such as scale, form, architectural detailing and color to make the building compatible with the area. Metal exterior materials cannot exceed 60% and the design must be balanced and aesthetically pleasing. All metal exterior buildings are allowed only in Industrial Zones.
8. Individual “corporate image” architectural design elements, colors and signs shall be incorporated only as secondary elements to the development and not as the dominant element. Such elements must be consistent and blend with the larger development area.
9. Foundation planters and trees shall be incorporated around the building exterior to soften the building appearance and to create a place of relief from the summer sun.
10. Service areas, mechanical areas and trash containers shall be designed as an architectural feature of the building and entirely screened from view.
11. All commercial structures must have a minimum 48” sidewalk, plus curbs and gutters; intersections and driveway approaches must be ADA compliant.
12. Additional guidelines shall be established through corridor plans and plan reviews.

#### **4-423 RESIDENTIAL APPEARANCE STANDARDS**

1. Residential structures shall be designed in an attractive manner to compliment the surrounding neighborhood, in size and character.
2. All new residential structures must have a minimum 48” sidewalk for both interior and exterior lots, plus curbs and gutters. All intersections and driveway approaches must be ADA compliant. Curbs, gutters and sidewalks must be installed in infill housing parcels if neighboring parcels have curbs and gutters. Exceptions could include lots of one acre or more and small patio-style developments.

3. Garages: All residences shall have fully enclosed garage space for two vehicles. The garage doors must be recessed from the front plane of primary façade, and if possible, not be visible from the street. (If site constraints or overall building design cannot accommodate garage space for two vehicles, an appeal must be made through the Planning Commission.)
4. Roofs: no shake or corrugated metal roofs are permitted. All gutters, downspouts, and roof-top vents shall be treated with a color similar to the exterior materials. Gutters shall be visually unobtrusive.
5. Exterior walls: building materials must be similar to the materials of structures in the City, i.e., stone, brick, wood (or wood-simulated) siding. (Materials such as aluminum siding, as well as synthetic stucco {EIFS products} are not historic cladding materials and shall not be used. However cement board materials such as Hardiboard may be substituted for wood siding.)
6. Landscape: Each residence should have a minimum of one tree, of two- inch caliper, in the front yard, (except for patio-style homes where front yard dimensions will not accommodate trees), and appropriate lawn, ground cover and shrubs.
7. Fence: No wire, chain link, or solid metal fence shall be allowed in the residential zoning areas. Typical fencing material could include masonry, vinyl (PVC), brick or wood.
8. Color: The use of colors that are compatible with the surrounding area is highly encouraged. Color determination shall be based on historic schemes appropriate for the style of the building. Reference materials are available from the Guthrie Planning Department.
9. Home Additions: New work must be compatible in massing, size, scale, and architectural features to protect the historic integrity of the property. The new design shall not use the same wall plane, roof line or cornice line of the existing structure.
10. Decks, Skylights & Screening:
  - a. Elevated wooden decks located at the rear of the structure shall be screened from street view with fencing and/or plants and shrubs when visible. Traditional wide front porches are encouraged.
  - b. Skylights shall not be visible from the street.
  - c. HVAC units, solar panels, satellite dishes and other similar appurtenances shall be located where they are not readily visible from the street. Electrical and gas meters and other mechanical equipment must be located on the side or rear façade. If visible, they must be screened with shrubbery or fencing.
11. Outbuildings: accessory buildings must be of similar color to the main residence, and the material must complement the main residence. Placement of all outbuildings, regardless of size, must be to the rear of the front façade of the residence.

12. Additional guidelines shall be established through corridor plans and plan reviews.

**4-424 PENALTY**

Any person, firm, corporation, contractor or employee thereof who shall violate any of the provisions of this article shall be guilty of an offense and upon conviction thereof, shall be punished by a fine not to exceed the current dollar amount established in Section 12-34 of this code. Each day of violation shall constitute a separate offense.

**4-425 SEVERABILITY**

The provisions hereof are hereby declared to be severable, and if any section, paragraph, sentence or clause of this Ordinance is for any reason held invalid or inoperative by any court of competent jurisdiction, such decision shall not affect any other section, paragraph, sentence or clause of the ordinance.

The undersigned hereby certify that the foregoing Ordinance was introduced before the Guthrie City Council on the \_\_\_\_ day of \_\_\_\_\_, 2009, after public hearing and after compliance with the notice requirements of the Open Meeting Act and said Ordinance was approved in open meeting.

ATTEST:

\_\_\_\_\_  
Chuck Burtcher, Mayor

\_\_\_\_\_  
Wanda Calvert, City Clerk

APPROVED AS TO FORM  
AND LEGALITY:

\_\_\_\_\_  
Randel Shadid, City Attorney

**City of Guthrie**  
**A/P Claims List**  
 from 8/8/2013 to 8/8/2013

Invoice #	Vendor	Description	Account	Cost
JULY 2013	OKLAHOMA UNIFORM BLDG CO	Permit Collection Fees 2012-2013	01-00-00-2013	\$104.00
		<b>Total</b>		<b>\$104.00</b>
		<b>Total</b>		<b>\$104.00</b>
NP38785157	FLEETCOR TECHNOLOGIES (219	Guthrie Housing Authority	01-01-00-6118	\$168.27
AUGUST 2013	OKLAHOMA NATURAL GAS COM	Natural Gas Monthly Billing	01-01-00-6307	\$859.12
		<b>Total</b>		<b>\$1,027.39</b>
		<b>Total GENERAL GOVERNMENT</b>		<b>\$1,027.39</b>
NP38785157	FLEETCOR TECHNOLOGIES (219	Building Services	01-02-25-6118	\$179.71
		<b>Total BUILDING SERVICES</b>		<b>\$179.71</b>
		<b>Total ADMINISTRATION</b>		<b>\$179.71</b>
NP38785157	FLEETCOR TECHNOLOGIES (219	Community Development	01-05-50-6118	\$105.03
		<b>Total COMMUNITY DEVELOPMENT</b>		<b>\$105.03</b>
NP38785157	FLEETCOR TECHNOLOGIES (219	Code Compliance	01-05-51-6118	\$83.32
		<b>Total CODE COMPLIANCE</b>		<b>\$83.32</b>
		<b>Total PLANNING</b>		<b>\$188.35</b>
NP38785157	FLEETCOR TECHNOLOGIES (219	Police Administration	01-07-70-6118	\$5,007.32
		<b>Total POLICE ADMINISTRATION</b>		<b>\$5,007.32</b>
		<b>Total POLICE</b>		<b>\$5,007.32</b>
NP38785157	FLEETCOR TECHNOLOGIES (219	Street Maintenance	01-12-00-6118	\$3,583.80
		<b>Total</b>		<b>\$3,583.80</b>
		<b>Total STREET</b>		<b>\$3,583.80</b>
NP38785157	FLEETCOR TECHNOLOGIES (219	Fleet Maintenance	01-14-00-6118	\$108.79
		<b>Total</b>		<b>\$108.79</b>
		<b>Total FLEET MAINTENANCE</b>		<b>\$108.79</b>
AUGUST 2013	RURAL WATER DISTRICT #1(206	Coltrane, Mitchal Park and RV Park Restroo	01-15-11-6112	\$72.85
NP38785157	FLEETCOR TECHNOLOGIES (219	Parks Maintenance	01-15-11-6118	\$2,710.55
		<b>Total PARKS</b>		<b>\$2,783.40</b>
		<b>Total PARKS &amp; PUBLIC GROUNDS</b>		<b>\$2,783.40</b>
		<b>Total GENERAL FUND</b>		<b>\$12,982.76</b>
NP38785157	FLEETCOR TECHNOLOGIES (219	Suppression	09-09-90-6118	\$968.34
2034511	GUTHRIE TAG AGENCY(243)	Replacement Tag for 2002 Ford F150 and Bo	09-09-90-6317	\$89.00
		<b>Total SUPPRESSION</b>		<b>\$1,057.34</b>
2034514	DENNIS MORTON 23003	Reimbursement for Shoes	09-09-92-6016	\$60.00
NP38785157	FLEETCOR TECHNOLOGIES (219	EMS	09-09-92-6118	\$2,790.08
		<b>Total EMS</b>		<b>\$2,850.08</b>
NP38785157	FLEETCOR TECHNOLOGIES (219	Fire Prevention	09-09-96-6118	\$529.38
		<b>Total PREVENTION</b>		<b>\$529.38</b>
		<b>Total FIRE</b>		<b>\$4,436.80</b>
		<b>Total FIRE/EMS FUND</b>		<b>\$4,436.80</b>

**City of Guthrie**  
**A/P Claims List**  
 from 8/8/2013 to 8/8/2013

Invoice #	Vendor	Description	Account	Cost
AUGUST 2013	OKLAHOMA NATURAL GAS COM	Natural Gas Monthly Billing	20-21-00-6307	\$477.07
JULY 2013	DHH DISPOSAL 22381	Sanitation Service	20-21-00-6348	\$192.50
		<b>Total</b>		<b>\$669.57</b>
		<b>Total PUBLIC WORKS GENERAL</b>		<b>\$669.57</b>
NP38785157	FLEETCOR TECHNOLOGIES (219	Water Treatment Plant	20-23-00-6118	\$204.70
		<b>Total</b>		<b>\$204.70</b>
		<b>Total WATER PLANT</b>		<b>\$204.70</b>
NP38785157	FLEETCOR TECHNOLOGIES (219	Waste Water Treatment Plant	20-24-00-6118	\$232.48
		<b>Total</b>		<b>\$232.48</b>
		<b>Total WASTE WATER TREATMENT PLANT</b>		<b>\$232.48</b>
NP38785157	FLEETCOR TECHNOLOGIES (219	Convenience Center	20-26-00-6118	\$40.95
		<b>Total</b>		<b>\$40.95</b>
		<b>Total CONVENIENCE CENTER</b>		<b>\$40.95</b>
NP38785157	FLEETCOR TECHNOLOGIES (219	Line Maintenance	20-27-00-6118	\$2,614.86
		<b>Total</b>		<b>\$2,614.86</b>
		<b>Total LINE MAINTENANCE</b>		<b>\$2,614.86</b>
NP38785157	FLEETCOR TECHNOLOGIES (219	Meter Department3	20-28-00-6118	\$724.32
		<b>Total</b>		<b>\$724.32</b>
		<b>Total METER DEPARTMENT</b>		<b>\$724.32</b>
2034513	Y.M.C.A. OF GREATER OKLAHO	Pool Operations - Summer 2013	20-29-00-6320	\$5,000.00
		<b>Total</b>		<b>\$5,000.00</b>
		<b>Total MUNICIPAL POOL</b>		<b>\$5,000.00</b>
		<b>Total GPWA OPERATING FUND</b>		<b>\$9,486.88</b>
NP38785157	FLEETCOR TECHNOLOGIES (219	Guthrie-Edmond Regional Airport	98-98-00-6118	\$305.42
		<b>Total</b>		<b>\$305.42</b>
		<b>Total AIRPORT FUND</b>		<b>\$305.42</b>
		<b>Total AIRPORT FUND</b>		<b>\$305.42</b>
		<b>Total All Funds</b>		<b>\$27,211.86</b>

**City of Guthrie** 8/9/2013 1:42pm  
**A/P Claims List**  
 from 8/9/2013 to 8/9/2013

Invoice #	Vendor	Description	Account	Cost
2034523	LESTER BRANCH (74)	Reimbursement from overpayment on utility	20-00-00-5480	\$576.32
		<b>Total</b>		<b>\$576.32</b>
		<b>Total</b>		<b>\$576.32</b>
		<b>Total GPWA OPERATING FUND</b>		<b>\$576.32</b>
02-020665-006	Utility Deposit/Refund		71-00-00-5555	\$146.30
04-045965-006	Utility Deposit/Refund		71-00-00-5555	\$20.90
07-074023-008	Utility Deposit/Refund		71-00-00-5555	\$37.74
07-074024-004	Utility Deposit/Refund		71-00-00-5555	\$1.71
07-074031-005	Utility Deposit/Refund		71-00-00-5555	\$23.77
07-075170-002	Utility Deposit/Refund		71-00-00-5555	\$4.74
07-075210-002	Utility Deposit/Refund		71-00-00-5555	\$75.00
08-082880-011	Utility Deposit/Refund		71-00-00-5555	\$55.47
10-100370-004	Utility Deposit/Refund		71-00-00-5555	\$84.94
10-100571-013	Utility Deposit/Refund		71-00-00-5555	\$14.87
13-132971-008	Utility Deposit/Refund		71-00-00-5555	\$23.16
14-143930-014	Utility Deposit/Refund		71-00-00-5555	\$29.82
		<b>Total</b>		<b>\$518.42</b>
		<b>Total</b>		<b>\$518.42</b>
		<b>Total UTILITY DEPOSIT FUND</b>		<b>\$518.42</b>
		<b>Total All Funds</b>		<b>\$1,094.74</b>