



62nd City Council
Mayor Mark Spradlin
Ward I – John Wood, Trey Ayers **Ward II** – Jeff Taylor, Clarice Reandeau
Ward III – Gaylord Z. Thomas, Sharyl Padgett

SPECIAL CITY COUNCIL MEETING WORKSHOP

Tuesday, February 17, 2015 at 6:00p.m.
City Hall 3rd Floor Conference Room
101 N. 2nd Street, Guthrie, Oklahoma, 73044

1. Call to Order.
2. Public Comments.
3. Discussion regarding possible reconstruction of Cottonwood dam.
4. Discussion regarding Keep Oklahoma Beautiful.
5. Request for future items of discussion.
6. Adjournment.



62nd City Council
Mayor Mark Spradlin
Ward I - Trey Ayers, John Wood Ward II - Jeff Taylor, Clarice Reandau
Ward III - Gaylord Z. Thomas, Sharyl Padgett

GUTHRIE PUBLIC WORKS AUTHORITY MEETING

Tuesday, February 17, 2015 at 7:00pm
City Hall Council Chambers
101 N. 2nd Street, Guthrie, Oklahoma, 73044

- 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 February 3, 2015 1
B. Consider approval of Change Order No. 1 for the Waste Water Treatment Plant Bar Screen Project requesting the extension of the contract with Rudy Box & Associates. 2
4. Adjournment.

CITY COUNCIL MEETING

62nd City Council
Tuesday, February 17, 2015, 7:00pm
City Hall Council Chambers
101 N. 2nd Street, Guthrie, Oklahoma, 73044

- 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 council member 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 held on February 3, 2015 4
B. Consider approval of minutes of the Regular City Council Meeting held on February 3, 2015..... 5

3. Discussion and possible action regarding appointment(s) to the Guthrie Board of Adjustment.....	8
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7. Discussion and possible action on Resolution No. 2015-03, temporarily suspending the no wake rule and lake permit fee requirements at Guthrie Lake for the Mercy Hospital Fishing Tournament to be held on April 11, 2015.....	26
8. Discussion and possible action regarding approval of advertising contract for the Guthrie Convention and Visitor Bureau with Staplegun Design, Inc.	28
9. City Manager’s Report	
10. Requests/comments from members of the City Council	
11. Adjournment.	

MINUTES

GUTHRIE PUBLIC WORKS AUTHORITY MEETING

February 3, 2015

The regular meeting of the Guthrie Public Works Authority was posted on Friday, January 30, 2015, before 5:00 p.m. and held February 3, 2015, in the Guthrie City Hall Council Chambers.

Pledge of Allegiance was led by Chairman Mark Spradlin.

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

Chairman Mark Spradlin called the meeting to order at 7:01 p.m.

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

Members Absent: None

Staff Present:	Sereniah Breland	Randel Shadid	Kim Biggs
	Jim Ahlgren	Maxine Pruitt	Eric Harlow
	Don Sweger	Justin Heid	Cody Mosley
	Jessie Bryan	Aaron Ryburn	

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

Community Announcements and Recognitions. None.

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

- A. Consider approval of minutes of the Regular Guthrie Public Works Authority Meeting held January 20, 2015.

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

Aye: Spradlin, Wood, Ayers, Thomas, Padgett, Taylor, Reandeu

Nay: None

Chairman Spradlin declared the motion carried unanimously.

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

Kim Biggs, Secretary

Mark Spradlin, Chairman



Agenda Item Cover Letter

Meeting

City Council
 GPWA
 Other: _____

Date of Meeting

February 17, 2015

Contact

Jessie Bryan,
Purchasing Agent

Agenda Item

Consider approval of Change Order No. 1 for the Waste Water Treatment Plant Bar Screen Project requesting the extension of the contract with Rudy Box & Associates.

Summary

The City Council awarded Bid No 2014-09 Mechanical Bar Screen to Rudy Box & Associates on August 19, 2014. Rudy Box & Associates turned the request for shop drawings, per the contract, in to the manufacturer on or around October 11, 2014. The final drawings were submitted to the engineer on December 1, 2014 and were approved on December 8, 2014. The contractor placed the order on December 9, 2014. The estimated delivery date of the final product is May 5, 2015. The Mechanical Bar Screen is being made specific for this project and has been delayed by the manufacturer. The original completion date for this project was January 11, 2015, which obviously cannot be met due to circumstances outside the control of the contractor. An extension for 144 days will allow time for delivery and installation.

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

Supporting documents attached:

- Change Order No. 1

Recommendation

Approve Change Order No. 1 for the Waste Water Treatment Plant Bar Screen Project requesting the extension of the contract with Rudy Box & Associates.

Action Needed Public Hearing Motion Emergency Clause

Change Order

No. 1

Date of Issuance: January 27, 2015

Effective Date: January 27, 2015

Project: WWTP Mechanical Bar Screen	Owner: City of Guthrie/Guthrie PWA	Owner's Contract No.:
Contract: WWTP Mechanical Bar Screen		Date of Contract: August 22, 2014
Contractor: Rudy Box & Associates		Engineer's Project No.: MECE 211135.95

17400 S. Sooner Rd. Norman, OK 73071

The Contract Documents are modified as follows upon execution of this Change Order:

Description: Additional days are required to add to the contract. The Mechanical Bar Screen system is specific to this project and is delayed in shipment due to the manufacturing requirements. The contractor made the order for the shop drawings per the contract on or around 10/11/2014. Shop drawings were prepared by the manufacturer and received by the engineer on 12/1/2014. They were subsequently approved by the engineer on 12/8/2014. The contractor placed the final order based on the approved submittals on or around 12/9/2014. The bar screen system is in the manufacturing process at this time with an expected delivery date of May 5, 2015. The original contract completion date was January 11, 2015. This date obviously cannot be met due to circumstances outside the control of the contractor. This change order produces a new completion date of June 5, 2015.

Attachments: (List documents supporting change):

CHANGE IN CONTRACT PRICE:

Original Contract Price:

~~[[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____:~~

~~\$ _____~~

~~Contract Price prior to this Change Order:~~

~~\$ 32,691.84~~

~~[[Increase] [Decrease] of this Change Order:~~

~~\$ _____~~

~~Contract Price incorporating this Change Order:~~

~~\$ _____~~

CHANGE IN CONTRACT TIMES:

Original Contract Times: Working days Calendar days

Substantial completion (days or date): January 11, 2015

Ready for final payment (days or date): _____

~~[[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____:~~

~~Substantial completion (days): _____~~

~~Ready for final payment (days): _____~~

Contract Times prior to this Change Order:

Substantial completion (days or date): January 11, 2015

Ready for final payment (days or date): _____

[[Increase] [Decrease] of this Change Order:

Substantial completion (days or date): June 5, 2015 (144 additional days added)

Ready for final payment (days or date): _____

Contract Times with all approved Change Orders:

Substantial completion (days or date): June 5, 2015 (144 additional days added)

Ready for final payment (days or date): _____



ACCEPTED:

By: _____

Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: Rudy Box

Contractor (Authorized Signature)

Date: Jan 27, 2015

Approved by Funding Agency (if applicable): _____

Date: _____

EJCDC No. C-941 (2002 Edition)

Page 1 of 1

Prepared by the Engineers' Joint Contract Documents Committee and endorsed by the Associated General Contractors of America and the Construction Specifications Institute.

MINUTES

CITY COUNCIL MEETING
Council Workshop
February 3, 2015

The special meeting of the sixty-second City Council of Guthrie, Oklahoma, was posted on Friday, January 30, 2015, before 5:00 p.m. and held February 3, 2015, in the Guthrie City Hall Council Chambers.

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

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

Members Absent: None

Staff Present:	Sereniah Breland	Randel Shadid	Kim Biggs
	Jim Ahlgren	Maxine Pruitt	Eric Harlow
	Cody Mosley	Jessie Bryan	Justin Heid

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

Public Comments. Phil Nichols addressed the City Council about the need for a 100' ladder apparatus.

Discussion of Notice of Violations for the Wastewater Treatment Plant. Public Works Director, Maxine Pruitt, provided an overview of the Wastewater Treatment Plant and explained the notices of violations and how they were addressed.

Discussion of emergency fire apparatus replacement. Fire Chief Eric Harlow provided an update to the City Council on the current status of the 1991 Sutphen 65 foot ladder apparatus. It is unable to meet certification in its current condition. The repair cost is estimated to be in excess of \$30,000. Staff received two appraisals last year listing the value of a fully certified 1991 ladder apparatus in working condition between \$40,000 and \$45,000. Purchasing a new 100 foot ladder apparatus will cost between \$900,000 and \$1,000,000. Staff will begin soliciting financing options for 15, 20, and 25 year terms and will provide an update as soon as possible.

Request for future items of discussion.

Keep Oklahoma/Guthrie Beautiful Program
Guthrie Area Projects "GAP Program"

Adjournment. There being no further business for the Guthrie City Council, Mayor Spradlin declared the meeting adjourned at 6:29 p.m.

Kim Biggs, City Clerk

Mark Spradlin, Mayor

MINUTES

CITY COUNCIL MEETING

February 3, 2015

The regular meeting of the sixty-second City Council of Guthrie, Oklahoma was posted on Friday, January 30, 2015, before 5:00 p.m. and held Tuesday, February 3, 2015, in the Guthrie City Hall Council Chambers.

Mayor Mark Spradlin called the meeting to order at 7:04 p.m.

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

Members Absent: None

Staff Present:	Sereniah Breland	Randel Shadid	Kim Biggs
	Jim Ahlgren	Maxine Pruitt	Eric Harlow
	Don Sweger	Justin Heid	Cody Mosley
	Jessie Bryan	Aaron Ryburn	

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

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

- A. Consider approval of minutes of the Special City Council Workshop held on January 20, 2015.
- B. Consider approval of minutes of the Regular City Council Meeting held on January 20, 2015.
- C. Consider approval of minutes of the Joint City Council/Guthrie Board of Education Workshop held on January 26, 2015.
- D. Consider approval of minutes of the Finance Committee Meeting held on January 27, 2015.
- E. Consider approval of the CPI Amendment to Hangar Ground Lease #14, Mr. Steve Wilkins.
- F. Consider approval of the CPI Amendment to Hangar Ground Lease #20A, Mr. Mordy Duke.
- G. Consider approval of the CPI Amendment to Hangar Ground Lease #25, Mr. Dan Burdette.
- H. Consider approval of the CPI Amendment to Hangar Ground Lease #26, Mr. Robert Schmicker.
- I. Consider approval to declare property that has reached its useful life, become obsolete and/or is not functioning as surplus property and allow the Purchasing Agent to dispose of said property in a way that is most beneficial to the City of Guthrie.

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

Aye: Spradlin, Wood, Ayers, Thomas, Taylor, Padgett, Reandeu

Nay: None

Mayor Spradlin declared the motion carried unanimously.

Resolution No. 2015-02, Lease-Purchase Agreement and Financing with Farmers & Merchants Bank. Motion by Councilmember Taylor, seconded by Councilmember Padgett, moved approval of Resolution No. 2015-02 and allow the City Manager to execute all agreements related to this purchase. Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Spradlin, Wood, Ayers, Thomas, Taylor, Padgett, Reandeu

Nay: None

Mayor Spradlin declared the motion carried unanimously.

Public hearing, Ordinance No. 3267 and declaring an emergency. A public hearing was held for the purpose of soliciting comment(s) regarding the annexation of said property known as the Love's Travel and Country Stores, Inc. There was no public comment. Motion by Councilmember Taylor, seconded by Councilmember Reandeu, moved approval of Ordinance No. 3267 for the consensual annexation of property located in the Southeast Quarter of the Northeast Quarter of Section 10, Township 16 North, Range 2 West of the Indian Meridian, Logan County, Oklahoma, into the City of Guthrie, Oklahoma, city limits. Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Spradlin, Wood, Ayers, Thomas, Taylor, Padgett, Reandeu

Nay: None

Mayor Spradlin declared the motion carried unanimously.

Emergency Clause. Motion by Councilmember Taylor, seconded by Vice Mayor Wood, moved approval of Section 2 of Ordinance No. 3267 declaring an emergency and the immediate passage of this Ordinance. Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Spradlin, Wood, Ayers, Thomas, Taylor, Padgett, Reandeu

Nay: None

Mayor Spradlin declared the motion carried unanimously.

Ordinance No. 3264. Motion by Councilmember Thomas, seconded by Councilmember Padgett, moved approval of Ordinance No. 3264 amending Ordinance No. 2422 setting the requirements for land use. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Spradlin declared the motion carried unanimously.

Support of All-Terrain Vehicle Instructional Facility. Motion by Councilmember Thomas, seconded by Vice Mayor Wood, moved approval of offering a letter of support for the concept of an All-Terrain Vehicle Instructional Facility to be held near the rodeo arena. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Spradlin declared the motion carried unanimously.

City Manager's Report. Announced community events; reminded the City Council that City Hall and all non-emergency offices will be closed on February 16 for President's Day; and stated that City employees in the Line Maintenance Department are taking advantage of the ODOT project on East Noble by replacing and repairing sewer lines while the area is under construction.

Requests/comments from members of the City Council. Announced upcoming community events.

Adjourn. There being no further business for the Guthrie City Council, Mayor Spradlin declared the meeting adjourned at 7:35 p.m.

Kim Biggs, City Clerk

Mark Spradlin, Mayor



Agenda Item Cover Letter

Meeting

X City Council
GPWA
Other:

Date of Meeting

February 17, 2015

Contact

Cody Mosley,
Community & Economic
Development Director

Agenda Item

Discussion and possible action regarding appointment(s) to the Guthrie Board of Adjustment.

Summary

The Board of Adjustment has three current openings. We have five applications for appointment to the Board of Adjustment

This opening is a three-year term that begins February 18, 2015 and expires February 17, 2018.

The names of the applicants applying for renewal are Joe Chappell, Sue DuCharme, Dan Ladd, O.J. Myers, and Elise Ellis

Funding Expected Revenue Expenditure X N/A
Budgeted Yes No X N/A
Account Number Amount
Legal Review X N/A Required Completed Date:

Supporting documents attached

- Application of Joe Chappell
Application of Sue DuCharme
Application of Dan Ladd
Application of O.J. Myers
Application of Elise Ellis

Recommendation

Appoint three members to the Guthrie Board of Adjustment.

Action Needed Public Hearing X Motion Emergency Clause

Cody Mosley

From: noreply@civicplus.com
Sent: Friday, January 30, 2015 2:45 PM
To: Mark Spradlin; Andrea Post; Jim Ahlgren; Cody Mosley; Sereniah Breland
Subject: Online Form Submittal: Application for Volunteer Boards and Commissions

If you are having problems viewing this HTML email, click to view a [Text version](#).

Application for Volunteer Boards and Commissions

Name: Joe Chappell
Daytime Phone Number: [REDACTED]
Evening Phone/Cell Phone: 405-828-[REDACTED]
Address: [REDACTED]
Occupation: Health Care Admin.
Education Level: Collage
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? Board of Adjustment
Why are you interested in serving on this board or commission? To serve my City
What civic activities have you been involved in during the past 3 years? Pres. Highland Neighborhood Association Guthrie Park Board Board Member, Neighborhood Solutions Planning Commission
What skills and/or experience will you contribute? Management, Administration,
Please list at least 3 non-relatives who have known you at least 3 years for references.
Reference 1: Tray Ayers
Reference 2: Sheryl Padgett
Reference 3: John Wood
Reference 4:
Reference 5:

I understand this is a volunteer position appointed by the City 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 City Council.

Please enter your name and current date to indicate you agree with the above statement: Joe Chappell 01/30/2015

Thank you for filling out the volunteer application for boards and commissions. Your application will be given to the City Council 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 Andrea Post with the City Manager's Office at 405-282-0496. We appreciate your interest in the City of Guthrie and your willingness to serve!

Cody Mosley

From: noreply@civicplus.com
Sent: Friday, January 30, 2015 12:02 PM
To: Mark Spradlin; Andrea Post; Jim Ahlgren; Cody Mosley; Sereniah Breland
Subject: Online Form Submittal: Application for Volunteer Boards and Commissions

If you are having problems viewing this HTML email, click to view a [Text version](#).

Application for Volunteer Boards and Commissions

Name: Sue DuCharme
Daytime Phone Number: [REDACTED]
Evening Phone/Cell Phone: [REDACTED] 405 [REDACTED]
Address: [REDACTED]
Occupation: Community Advocate
Education Level: 2 yr College
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? Board of Adjustment
Why are you interested in serving on this board or commission? To support my community.
What civic activities have you been involved in during the past 3 years? Neighborhood Associations Organization Community Development Community Liaison
What skills and/or experience will you contribute? 15 years of community service, working with neighborhoods, City Halls and Law enforcement around the State of Oklahoma.
Please list at least 3 non-relatives who have known you at least 3 years for references.
Reference 1: Sharyl Padgett
Reference 2: Gaylord Z Thomas
Reference 3: John Wood
Reference 4:
Reference 5:

I understand this is a volunteer position appointed by the City 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 City Council.

Please enter your name and current date to indicate you agree with the above statement: Sue DuCharme 01/30/2015

Thank you for filling out the volunteer application for boards and commissions. Your application will be given to the City Council 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 Andrea Post with the City Manager's Office at 405-282-0496. We appreciate your interest in the City of Guthrie and your willingness to serve!

RECEIVED
02/09/2015
OFFICE OF COMMUNITY
PLANNING & DEVELOPMENT

City of Guthrie
Application for Boards and Commissions



Please print legibly.

Name: DAN LAOD Day Phone: [REDACTED]
Address: [REDACTED] Evening Phone: [REDACTED]
Occupation: Business Owner Education: Masters
How long have you lived in Guthrie? 13 1/2 Years 6 Months

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

- Which board or commission interests you? BOARD OF ADJUSTMENT
- Why are you interested in serving on this board/commission? IT IS A WAY TO HELP OUR COMMUNITY
- In what civic activities have you been involved during the past 3 years?
2014 - RAN FOR State Senate, Board of Adjustment, Jail TRUST BOARD LOGAN COUNTY
- What skills and/or experience will you contribute? BUSINESS EXPERIENCE AND COMMON SENSE
- List 3 non-relatives who have known you at least 3 years for references.

Name	Address	Phone Number
<u>Ric Moore</u>	<u>- Edmond</u>	<u>[REDACTED]</u>
<u>Randy Smith</u>	<u>- Piedmont</u>	<u>[REDACTED]</u>
<u>Eric Miller</u>	<u>- Edmond</u>	<u>[REDACTED]</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.

[Signature]
Signature

Feb 5, 2015
Date

City of Guthrie
Application for Boards and Commissions



Please print legibly.

Name O. J. MYERS Day Phone [REDACTED]
Address [REDACTED] W. Washington Evening Phone [REDACTED]
Occupation Retired Construction, Sales Education High School
How long have you lived in Guthrie? 21 Years _____ Months

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

1. Which board or commission interests you? BOARD OF Adjustments

2. Why are you interested in serving on this board/commission?
I serve with Neighborhood Solutions & Cottonwood North Neighborhood Assoc. My interest in Community Development has blossomed!

3. In what civic activities have you been involved during the past 3 years?
a Neighborhood Solutions
b Cottonwood North Neighborhood Assoc.
c MEALS ON WHEELS

4. What skills and/or experience will you contribute?
40 years of construction, Landscape Design, Community Involvement, Hands on experience.

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

Name Sue DuCharme Address [REDACTED] Guthrie Phone Number [REDACTED]
Chuck Lamb [REDACTED] W. N. State [REDACTED]
Joe Burkett [REDACTED] Highway 40 [REDACTED]

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.

[Signature]
Signature

2-9-15
Date

Maxine Pruitt

From: Rene Spineto
Sent: Wednesday, October 08, 2014 3:49 PM
To: Maxine Pruitt
Subject: FW: Online Form Submittal: Application for Volunteer Boards and Commissions

She indicated Parks Board on this application in addition to Board of Adjustment. Rene

From: noreply@civicplus.com [mailto:noreply@civicplus.com]
Sent: Wednesday, October 08, 2014 3:31 PM
To: Mark Spradlin; Andrea Post; Jim Ahlgren; Rene Spineto
Subject: Online Form Submittal: Application for Volunteer Boards and Commissions

If you are having problems viewing this HTML email, click to view a [Text version](#).

Application for Volunteer Boards and Commissions

Name: Elise Ellis
Daytime Phone Number: 405-
Evening Phone/Cell Phone: 405-
Address: W. Warner Ave. Guthrie, OK 73044
Occupation: Admissions Counselor College of Graduate Studies UCO
Education Level: Some College
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? Board of Adjustment or Park Board

Why are you interested in serving on this board or commission? I want to work/help Guthrie be the best town it can be. I have been wanted to become more involved with Guthrie since I moved here. I truly love our beautiful town.

What civic activities have you been involved in during the past 3 years? I have done the Citizen's City Government classes, Citizen's Police and Citizen's Fire Fighters all when I first moved to Guthrie. I have been part of Relay for Life Committee for two years and working on three.

What skills and/or experience will you contribute? I have worked in Education for almost 12 years. Before that I worked at the corporate level at a life insurance company (7 years) and also health insurance (10 years) where I researched state and federal laws and drafted contracts. I am very detailed oriented.

Please list at least 3 non-relatives who have known you at least 3 years for references.

Reference 1: Tina Heyvaert BancFirst

Reference 2: Dannelle Barker BancFirst

Reference 3: Syretha Bragg UCO

Reference 4:

Reference 5:

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 Elise M. Ellis 10/8/14
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 Andrea Post 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:: Elise Ellis

Daytime Phone Number:: 405-

Evening Phone/Cell Phone:: 405-

Address:: Warner Ave.
Guthrie, OK 73044

Occupation:: Admissions Counselor College of Graduate Studies UCO

Education Level:: Some College

How long have you lived in Guthrie?
: 2 to 5 years

Which board or commission interests you?: Board of Adjustment or Park Board

Why are you interested in serving on this board or commission?: I want to work/help Guthrie be the best town it can be. I have been wanted to become more involved with Guthrie since I moved here. I truly love our beautiful town.

What civic activities have you been involved in during the past 3 years?: I have done the Citizen's City Government classes, Citizen's Police and Citizen's Fire Fighters all when I first moved to Guthrie. I have been part of Relay for Life Committee for two years and working on three.

What skills and/or experience will you contribute?: I have worked in Education for almost 12 years. Before that I worked at the corporate level at a life insurance company (7 years) and also health insurance (10 years) where I researched state and federal laws and drafted contracts. I am very detailed oriented.

Reference 1:: Tina Heyvaert
BancFirst

Reference 2:: Dannelle Barker
BancFirst

Reference 3:: Syretha Bragg
UCO
974-2527

Reference 4::

Reference 5::

Please enter your name and current date to indicate you agree with the above statement:: Elise M. Ellis 10/8/14

Additional Information:

Form submitted on: 10/8/2014 3:31:09 PM

Submitted from IP Address: 198.102.159.111

Referrer Page:

<http://cityofguthrie.com/Jobs.aspx?UniqueId=77&From=All&CommunityJobs=False&JobID=Guthrie-Park-Board-35>

Form Address: <http://cityofguthrie.com/Forms.aspx?FID=78>



Agenda Item Cover Letter

Meeting

X City Council
GPWA
Other:

Date of Meeting

February 17, 2015

Contact

Cody Mosley,
Community & Economic
Development Director

Agenda Item

Discussion and possible action regarding appointment(s) to the Historic Preservation Commission.

Summary

The Historic Preservation Commission currently has three openings and two applications for reappointment.

Ordinance No. 3075, Article 11, Section 5(2) requires the Guthrie Historic Preservation Commission to consist of seven (7) appointed members. This ordinance requires membership to consist of: two members of the Logan County Historical Society, one member of the Guthrie Planning Commission, two persons having special knowledge in the field of historic preservation and two persons who own property that is designated as a landmark or a landmark site, or located within the historic district.

The two applicants will fulfill the Ordinance by appointing one that has special knowledge and the other that is a member of the Logan County Historical Society. There is still an opening for a member that own property that is designated as a landmark or a landmark site, or located within the historic district and is advertised on the City website.

This opening is a three-year term that begins March 1, 2015 and expires February 28, 2018.

Funding Expected Revenue Expenditure X N/A
Budgeted Yes No X N/A
Account Number Amount

Supporting documents attached

- Application of Sandra Bothroyd
Application of Erin Brown

Recommendation

Appoint two applicants to the Historic Preservation Commission.

Action Needed Public Hearing X Motion Emergency Clause

City of Guthrie
Application for Boards and Commissions



Please print legibly.

Name Roxana Bathrozd Day Phone [REDACTED]
 Address [REDACTED] Evening Phone [REDACTED]
 Occupation Mercury Edmund I-35 Education _____
 How long have you lived in Guthrie? 19 Years 4 Months

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

1. Which board or commission interests you? Historic Preservation Board

2. Why are you interested in serving on this board/commission?
Served 2 memberships and would very much like to serve again

3. In what civic activities have you been involved during the past 3 years?
Guthrie Chamber - Tri-athlon past 2 years

4. What skills and/or experience will you contribute?
HPC Commissioner for 6 years and have knowledge and will continue to grow and help our historical past & present and future.

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

Name	Address	Phone Number
<u>Lisa Northrup</u>	<u>Guthrie</u>	<u>[REDACTED]</u>
<u>Michele Allmon</u>	<u>Guthrie</u>	<u>[REDACTED]</u>
<u>Kelly Stidgel</u>	<u>Guthrie</u>	<u>[REDACTED]</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.

Roxana Bathrozd
Signature

2/9/2015
Date

City of Guthrie
Application for Boards and Commissions



Please print legibly.

Name Erin Brown Day Phone [REDACTED]
Address [REDACTED] Evening Phone _____
Occupation Museum Curator Education BA 2008 UCO-Edmond
How long have you lived in Guthrie? 3 Years 4 Months

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

1. Which board or commission interests you? Historic Townsite Committee
2. Why are you interested in serving on this board/commission?
Museum Curator position I study preservation movement
3. In what civic activities have you been involved during the past 3 years?
4. What skills and/or experience will you contribute?
historic references and preservation research skills
5. List 3 non-relatives who have known you at least 3 years for references.

Name	Address	Phone Number
<u>Michael Williams</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>
<u>Nathan Turner</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>
<u>Valerie Duncan</u>	<u>[REDACTED]</u>	<u>[REDACTED]</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.

[Signature]
Signature

2/2/2015
Date



Agenda Item Cover Letter

Meeting

X City Council
GPWA
Other:

Date of Meeting

February 17, 2015

Contact

Cody Mosley,
Community & Economic
Development Director

Agenda Item

Discussion and possible action regarding appointment(s) to the Guthrie Planning Commission.

Summary

The Guthrie Planning Commission has one vacancy on the board. The City has received one application for reappointment to the Guthrie Planning Commission.

This opening is a three-year term that begins March 1, 2015 and expires February 28, 2018.

Funding Expected Revenue Expenditure X N/A
Budgeted Yes No X N/A
Account Number Amount
Legal Review X N/A Required Completed Date:

Supporting documents attached

- Application of Joe Coffin

Recommendation

Appoint one member to the Guthrie Planning Commission.

Action Needed Public Hearing X Motion Emergency Clause

City of Guthrie
Application for Boards and Commissions



Please print legibly.

Name JOE COFFIN Day Phone [REDACTED]
Address [REDACTED] Evening Phone [REDACTED]
Occupation LANDSCAPE ARCH. Education B.L.A.
How long have you lived in Guthrie? 2 Years Months

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

1. Which board or commission interests you? PLANNING COMMISSION
2. Why are you interested in serving on this board/commission? See previous app
3. In what civic activities have you been involved during the past 3 years? See previous app
4. What skills and/or experience will you contribute? See previous app.
5. List 3 non-relatives who have known you at least 3 years for references.

Name	Address	Phone Number

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

Joe Coffin
Signature

1.30.14
Date

City of Guthrie
Application for Boards and Commissions



Please print legibly.

Name JOE COFFIN Day Phone [REDACTED]
Address [REDACTED] Evening Phone [REDACTED]
Occupation landscape Arch Education B.L.A. (OSU)
How long have you lived in Guthrie? _____ Years 2 Months

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

- Which board or commission interests you? PLANNING COMMISSION
- Why are you interested in serving on this board/commission? Desire to help the community.
- In what civic activities have you been involved during the past 3 years? Arts & Humanities Council Member
- What skills and/or experience will you contribute? Experience on park board/forestry & others, Planning background from OSU degree.
- List 3 non-relatives who have known you at least 3 years for references.

Name	Address	Phone Number
<u>JOE CHAPPELL</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>
<u>RENEE SPINETTO</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>
<u>TINA HEYVAERT</u>	<u>[REDACTED]</u>	<u>[REDACTED]</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.

[Signature]
Signature

10/15/14
Date



Agenda Item Cover Letter

Meeting

X City Council
GPWA
Other:

Date of Meeting

February 17, 2015

Contact

Maxine Pruitt,
Municipal Services Director

Agenda Item

Discussion and possible action regarding an appointment to the Guthrie Park Board.

Summary

The Park Board has one opening to replace the member who resigned and whose term will end in June 2015. We have one application of an interested party for this position on the Park Board.

Funding Expected Revenue Expenditure X N/A

Budgeted Yes No X N/A

Account Number Amount

Legal Review X N/A Required Completed Date:

Supporting documents attached

- Application of Elise Ellis

Recommendation

Appoint one member to the Guthrie Park Board.

Action Needed Public Hearing X Motion Emergency Clause

Maxine Pruitt

From: Rene Spineto
Sent: Wednesday, October 08, 2014 3:49 PM
To: Maxine Pruitt
Subject: FW: Online Form Submittal: Application for Volunteer Boards and Commissions

She indicated Parks Board on this application in addition to Board of Adjustment. Rene

From: noreply@civicplus.com [mailto:noreply@civicplus.com]
Sent: Wednesday, October 08, 2014 3:31 PM
To: Mark Spradlin; Andrea Post; Jim Ahlgren; Rene Spineto
Subject: Online Form Submittal: Application for Volunteer Boards and Commissions

If you are having problems viewing this HTML email, click to view a [Text version](#).

Application for Volunteer Boards and Commissions

Name: Elise Ellis
Daytime Phone Number: 405-
Evening Phone/Cell Phone: 405-
Address: W. Warner Ave. Guthrie, OK 73044
Occupation: Admissions Counselor College of Graduate Studies UCO
Education Level: Some College
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? Board of Adjustment or Park Board

Why are you interested in serving on this board or commission? I want to work/help Guthrie be the best town it can be. I have been wanted to become more involved with Guthrie since I moved here. I truly love our beautiful town.

What civic activities have you been involved in during the past 3 years? I have done the Citizen's City Government classes, Citizen's Police and Citizen's Fire Fighters all when I first moved to Guthrie. I have been part of Relay for Life Committee for two years and working on three.

What skills and/or experience will you contribute? I have worked in Education for almost 12 years. Before that I worked at the corporate level at a life insurance company (7 years) and also health insurance (10 years) where I researched state and federal laws and drafted contracts. I am very detailed oriented.

Please list at least 3 non-relatives who have known you at least 3 years for references.

Reference 1: Tina Heyvaert BancFirst

Reference 2: Dannelle Barker BancFirst

Reference 3: Syretha Bragg UCO

Reference 4:

Reference 5:

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 Elise M. Ellis 10/8/14
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 Andrea Post 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:: Elise Ellis

Daytime Phone Number:: 405-

Evening Phone/Cell Phone:: 405-

Address:: Warner Ave.
Guthrie, OK 73044

Occupation:: Admissions Counselor College of Graduate Studies UCO

Education Level:: Some College

How long have you lived in Guthrie?
: 2 to 5 years

Which board or commission interests you?: Board of Adjustment or Park Board

Why are you interested in serving on this board or commission?: I want to work/help Guthrie be the best town it can be. I have been wanted to become more involved with Guthrie since I moved here. I truly love our beautiful town.

What civic activities have you been involved in during the past 3 years?: I have done the Citizen's City Government classes, Citizen's Police and Citizen's Fire Fighters all when I first moved to Guthrie. I have been part of Relay for Life Committee for two years and working on three.

What skills and/or experience will you contribute?: I have worked in Education for almost 12 years. Before that I worked at the corporate level at a life insurance company (7 years) and also health insurance (10 years) where I researched state and federal laws and drafted contracts. I am very detailed oriented.

Reference 1:: Tina Heyvaert
BancFirst

Reference 2:: Dannelle Barker
BancFirst

Reference 3:: Syretha Bragg
UCO
974-2527

Reference 4::

Reference 5::

Please enter your name and current date to indicate you agree with the above statement:: Elise M. Ellis 10/8/14

Additional Information:

Form submitted on: 10/8/2014 3:31:09 PM

Submitted from IP Address: 198.102.159.111

Referrer Page:

<http://cityofguthrie.com/Jobs.aspx?UniqueId=77&From=All&CommunityJobs=False&JobID=Guthrie-Park-Board-35>

Form Address: <http://cityofguthrie.com/Forms.aspx?FID=78>



Agenda Item Cover Letter

Meeting

X City Council
GPWA
Other:

Date of Meeting

February 17, 2015

Contact

W. Don Sweger,
Chief of Police

Agenda Item

Discussion and possible action on Resolution No. 2015-03, temporarily suspending the no wake rule and lake permit and fee requirements at Guthrie Lake for the Mercy Hospital Fishing Tournament to be held on April 11, 2015.

Summary

The Mercy Health Foundation of Oklahoma Logan County, a non-profit organization, will host the first annual Mercy Hospital Fishing Tournament at Guthrie Lake on April 11, 2015 from 7:30 a.m. to 1:00 p.m. This will be a family event supporting Mercy Hospital Logan County. The Guthrie Police Department is requesting the City Council temporarily suspend the no wake rule and lake permit and fee requirements during the event.

Funding Expected Revenue Expenditure X N/A
Budgeted Yes No X N/A
Account Number Amount
Legal Review X N/A Required Completed Date:

Supporting documents attached

- Resolution 2015-03

Recommendation

Approve Resolution No. 2015-03.

Action Needed Public Hearing X Motion Emergency Clause

RESOLUTION NO. 2015-03

RESOLUTION TEMPORARILY SUSPENDING THE NO WAKE RULE AND LAKE PERMIT AND FEE REQUIREMENTS AT GUTHRIE LAKE FOR THE MERCY HOSPITAL FISHING TOURNAMENT TO BE HELD ON APRIL 11, 2015.

WHEREAS, Lake Guthrie will be the location for the Mercy Hospital Fishing Tournament to be held on April 11, 2015 from 7:30 a.m. to 1:00 p.m.; and

WHEREAS, in connection with the planning of the fishing tournament, the City of Guthrie wants to encourage participation in the event; and

WHEREAS, the City desires to suspend the requirements of lake permits and fees listed in Chapter Fifteen, Section 15-15, only for a finite period of time from 7:30 a.m. to 1:00 p.m. on April 11, 2015; and

WHEREAS, the City desires to suspend the no wake rule of Chapter Fifteen, Section 15-17, only for a finite period of time from 7:30 a.m. to 1:00 p.m. on April 11, 2015,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GUTHRIE that the City Council temporarily suspends the requirements of lake permits and fees listed in Chapter Fifteen, Section 15-15 and the no wake rule of Chapter Fifteen, Section 15-17 for a finite period of time from 7:30 a.m. to 1:00 p.m. on April 11, 2015 at Guthrie Lake.

Passed by the Mayor and City Council of the City of Guthrie on the 17th day of February, 2015.

Mark Spradlin, Mayor

ATTEST: (Seal)

APPROVED AS TO FORM:

Randel Shadid, City Attorney

Kim Biggs, City Clerk



Agenda Item Cover Letter

Meeting: X City Council, Date of Meeting: February 17, 2015, Contact: Cody Mosley, Community & Economic Development Director

Agenda Item

Discussion and possible action regarding approval of advertising contract for the Guthrie Convention and Visitor Bureau (CVB) with Staplegun Design, Inc.

Summary

The Guthrie CVB released a Request for Proposals (RFP) for advertising services in January 2015. Interviews were conducted by Cody Mosley, Jesse Bryan, and CVB Chairperson, Debbie Prather. Based upon a scoring criteria of experience with municipalities or CVB, use of local resources, budget, creativity, and ability to modernize marketing, the interview team unanimously selected Staplegun Design, Inc. (Staplegun) as the best fit for the City's needs.

The advertising firm will provide guidance with strategizing and prioritizing the advertising budget, and creating ads for the Guthrie CVB to utilize in the attraction of overnight visitors to Guthrie. The City intends to gain exponential exposure from professional marketing, therefore making a positive impact on our community and economy by increasing tourism.

The contract is for one (1) year, with options for renewal if agreed on by both parties.

Funding Expected: Revenue, Expenditure, Budgeted: Yes, No, Account Number: 45-45-00-6367, Amount: \$42,000, Legal Review: N/A, Required, Completed Date: 2/10/2015

Supporting documents attached

- Advertising Contract - Guthrie CVB

Recommendation

Approve contract for advertising services with Staplegun Design, Inc.

Action Needed: Public Hearing, Motion, Emergency Clause



It is understood that STAPLEGUN Design, Inc (STAPLEGUN) is contracting with CITY OF GUTHRIE (Client) for the purpose of assisting Client with advertising and marketing services. STAPLEGUN agrees to act as Client's integrated marketing/communications firm upon the following terms and conditions:

A. RESPONSIBILITIES OF STAPLEGUN

1. STAPLEGUN agrees to study Client's existing marketing initiatives, research and plans, and develop materials in accordance with Client's vision and strategy.
2. STAPLEGUN will estimate each project as requested, provide a timeline for development and delivery upon project initiation, and bill each project individually according to the terms agreed upon in each estimate. No project or work will be initiated by Staplegun without a written contract signed by both parties setting out the task to be performed, a timeline and all anticipated costs.
3. Upon appropriate purchase authorization from Client, STAPLEGUN agrees to place Client's messages in any and all media, and to engage such services or talent on Client's behalf, or purchase such facilities and components as may be required, in connection with media advertising and collateral materials. STAPLEGUN subscribes to the American Association of Advertising Agencies position of "Sequential Liability." This position states that STAPLEGUN is solely liable for payment to the suppliers to the extent that proceeds have cleared from Client to STAPLEGUN. However, Client is held solely liable on payment to the suppliers on sums owing, but not cleared to STAPLEGUN. *If any error in materials or media omission shall occur, the liability of STAPLEGUN shall in no event exceed the amount that has actually been paid by Client for the placement of the item in question.*
4. STAPLEGUN agrees to retain custody of Client's property and exercise its best efforts to obtain its return from third parties.
5. STAPLEGUN is not responsible for third-party errors, including but not limited to the accuracy or validity of client-provided content or the quality, condition or timeliness of printed, mailed or otherwise vendor-distributed deliverables, the security of reliability of code provided for any third-party or outsourced code plugins or development, or any environmental, political or otherwise impactful events outside of our control which may affect our availability, timeliness or capability to complete the work as estimated.

B. RESPONSIBILITIES OF CLIENT

1. Client agrees to communicate to STAPLEGUN complete factual information with respect to its marketing/communications objectives, problems and opportunities to the full degree needed.
2. Client reserves the right in its own interest to modify, reject, defer or cancel any and all plans and schedules or work in process. However, in so doing, Client assumes responsibility for commitments made by STAPLEGUN for any costs, expenses and service charges incurred prior to client's action.
3. Client agrees to indemnify, defend and hold STAPLEGUN harmless against any loss or expense, including reasonable attorney fees and other costs, that STAPLEGUN may sustain or incur as a result of any claim, suit or proceeding made, brought or threatened against STAPLEGUN arising out of assertions made for Client's products, services or materials, or assertions made regarding Client's competitors in any advertising, promotion, press release or related materials that STAPLEGUN may prepare for Client and which Client approves before publication, broadcast or other use, as well as for any claim, suit or proceeding arising out of the nature or use of Client's products, services or materials. Certain portions of any work product may contain photographs, art illustrations or other work product owned or licensed by others. *STAPLEGUN shall not and cannot*



assign any ownership or copyrights held by others in such materials. The provisions of this paragraph shall survive the expiration or termination of this Agreement. STAPLEGUN will not initiate a legal copyright, trademark or trade name search. Such searches will be the responsibility of Client. Basic, online trademark searches to ensure our efforts are generally protected and available will take place, but are not legally binding or reliable.

4. If Client is negligent or unable to complete payments due for any initiated work or agreements with STAPLEGUN, and if legal action is deemed necessary by STAPLEGUN to pursue and ensure collection of such payments, Client is additionally liable for legal fees and other associated costs.

C. SYNDICATION

STAPLEGUN neither encourages nor discourages syndication. For those clients who choose to pursue syndication, which has significant ramifications, the following provision has been created.

According to intellectual property right laws, Client owns the finished communications materials produced by STAPLEGUN, while STAPLEGUN retains the rights for all work in process, until paid. However, in consideration of STAPLEGUN's intellectual contribution to these finished materials and to protect STAPLEGUN from being placed in a position of competing against its own product for other clients, Client agrees to share participation in syndication of these materials. Joint participation means both parties must agree with the decision to syndicate as well as the details, including pricing, allocation of syndication income, royalties and fees, responsibility for talent fees, music rights, etc. and the final purchaser of the materials. At no time will STAPLEGUN be required to allow syndication to other clients or to organizations within existing client markets (defined as any market where an existing client maintains a facility or business interest). STAPLEGUN retains the option to provide a written waiver of its right of refusal.

D. TERM OF AGREEMENT

The term of this agreement shall commence on the 1st day of March, 2015, and will continue in effect for as long as STAPLEGUN and Client remain in good standing and relationship, or the duration of the contractual relationship has legally expired. Either party may terminate this agreement without cause provided 90 days prior written notice is given to the other party. This contract shall begin on the date first written above, and shall terminate when City has approved the Project as being final or otherwise terminates or extends this Contract as provided herein. Notwithstanding any other provision of this Contract, all obligations of the City under this Contract which require the expenditure of funds are conditioned on the availability of funds appropriated for that purpose.

E. TERMINATION PROCEDURE

Upon termination, the following procedure shall apply:

1. All non-cancelable or non-transferable contracts or commitments made on Client's authorization existing at the expiration of the period following notice will be carried to completion by STAPLEGUN and paid for by Client, unless agreed to in writing by STAPLEGUN in accordance with the established terms of this Agreement, or if subject to Constitutionally required non-appropriation.
2. Any materials, services, etc. which STAPLEGUN has committed itself to purchase on Client's account, with Client's approval, or any incomplete work previously approved by Client specifically or as a part of a plan, shall be paid for by Client in accordance with the established terms of this Agreement.
3. Upon request, STAPLEGUN will transfer, assign and deliver to Client or your designated representative, all property and materials prepared or purchased for or on behalf of Client and all information, documents, studies and records regarding its advertising, upon payment of any outstanding invoices to STAPLEGUN. Client agrees to assume any and all contractual obligations,



such as talent residuals under the American Federation of Television and Radio Artists and Screen Actors Guild contracts, which STAPLEGUN negotiated on behalf of Client in preparation of such materials.

4. All unused or unpublished advertising plans and ideas prepared by STAPLEGUN and not invoiced to Client nor paid for by Client shall remain STAPLEGUN's property, regardless of whether or not the physical embodiment of the creative work is in Client's possession in any form whatsoever.
5. STAPLEGUN will deliver Client's creative materials (original artwork, films, etc.) to Client as soon as payment of all outstanding invoices is received by STAPLEGUN.
6. Upon notice of termination by either party, all outstanding invoices must be paid immediately, and all remaining services must be paid in advance.

F. STAPLEGUN COMPENSATION

1. STAPLEGUN will estimate and bill for each project based on the best value for the customer and may opt for either fixed or hourly billing when creating an estimate or invoice. Each project will have time accounting for limited revisions and out-of-pocket expenses. If or when projects require excessive revisions beyond initial scope, additional billing will occur at our standard hourly rates. Client may request information about switching to a billing system based on total hours or negotiate a retainer if desired. Costs estimated may fluctuate +/- 10% based on the actual time exerted to complete each project.
2. If any project is initiated and, due to client delays or indecisiveness, is either placed on hold without action for more than 30 days or extends beyond the estimated time of production more than 30 days, STAPLEGUN reserves the right to bill a \$900/month account service retainer for our follow-up, project management and pending resources from that point through to the completion of the project. This is in addition to any project estimate and out-of-pocket expenses.
3. Client will be billed for all communications placed in media allowing an advertising agency commission of 15 percent of the gross amount.
4. Client is responsible for out-of-pocket expenses such as fonts, music, talent, hair and makeup, props, travel, lodgings, meals (when traveling), licensing fees and plugins, among others.
5. Dubs for television or other placement to be estimated and billed to Client separately. Expenses will be presented to Client for approval prior to proceeding, if time allows.

G. BILLING PROCEDURE

1. Media placements will be invoiced on the first of the month in which they appear.
2. STAPLEGUN will invoice each requested project at 50% upon initiation and 50% upon client receipt of version one (v1) of the guaranteed deliverables. Revisions and out-of-pocket expenses will be billed as incurred. If an estimate stipulates billing terms different than this contract, signed client approval of that estimate indicates acceptance of the terms in that estimate, which shall supersede this contract.
3. Until notice of termination, invoices are payable upon receipt on a net 30-day basis. Payments received after 30 days will bear interest at a rate of 1½ percent per month.



I. DOCUMENT APPROVAL

We are excited and pleased that you have chosen STAPLEGUN to assist you with your advertising and marketing endeavors. We look forward to a long and mutually beneficial relationship. Thank you.

Signature of this document signals approval of all terms and conditions within.

Signature of CITY OF GUTHRIE

Date

Signature of STAPLEGUN

Date

A/P Claims List

from 2/7/2015 to 2/7/2015

Invoice #	Vendor	Description	Account	Cost
FEB2015	C.L.E.E.T. (125)	Municipal Collection for CLEET	01-00-00-2012	\$793.88
FEB2015	O.S.B.I. (820)	Collection - AFIS and Forensic Fees	01-00-00-2012	\$860.63
FEB2015	OKLAHOMA UNIFORM BLDG CO	JANUARY 2015 BUILDING PERMIT FEES	01-00-00-2013	\$276.00
2035232	THOMAS MALINA (23125)	ANIMAL BOND REFUND - ADOPTION #109	01-00-00-2017	\$25.00
PR4000-1	Y.M.C.A. OF GUTHRIE OKLAHOM		01-00-00-2062	\$237.97
PR4005-1	Y.M.C.A. OF GUTHRIE OKLAHOM		01-00-00-2062	\$164.54
PR4000-1	Y.M.C.A. OF GUTHRIE OKLAHOM		01-00-00-2063	\$32.64
PR4005-1	Y.M.C.A. OF GUTHRIE OKLAHOM		01-00-00-2063	\$32.64
2035233	AARON HUSKEY (23126)	Reimburse Aaron Huskey for \$50 reinstateme	01-00-00-5497	\$50.00
FEB2015	OKLAHOMA DEPARTMENT OF P	DPS Vehicle Revolving Fund for Unrestrained	01-00-00-5497	\$200.00
2035235	OKLA EMPLOYMENT SECURITY	Reimbursement for benefits paid in 4th quarte	01-01-00-6040	\$328.00
2207	HURLEY PLUMBING 267	MISC PLUMBING REPAIRS	01-01-00-6112	\$65.00
2166B	NEW HORIZONS 22959	CLEANING SERVICE FOR THE LIBRARY	01-01-00-6112	\$570.00
NP43482701	FLEETCOR TECHNOLOGIES (219	GUTHRIE HOUSING AUTHORITY	01-01-00-6118	\$121.00
FEB2015	CITY OF EDMOND (21508)	BASIC MONTHLY IT SERVICES	01-01-00-6373	\$1,106.86
1731/1780	LA TERRA STUDIO, INC.	INV #1731 DATED 11/30/14 INV #1780 DA	01-01-00-6576	\$13,859.10
NP43482701	FLEETCOR TECHNOLOGIES (219	BUILDING SERVICES	01-02-25-6118	\$108.13
45425	DEWART- GUMERSON INSURAN	Renew Bonds Policy for CM and All Others	01-03-30-6331	\$187.00
NP43482701	FLEETCOR TECHNOLOGIES (219	COMMUNITY DEVELOPMENT	01-05-50-6118	\$77.79
NP43482701	FLEETCOR TECHNOLOGIES (219	CODE COMPLIANCE	01-05-51-6118	\$28.92
NP43482701	FLEETCOR TECHNOLOGIES (219	POLICE ADMINISTRATION	01-07-70-6118	\$2,161.76
425	PORTERS TOWING	TOWING OF UNIT TO GMS FUEL CHARGE	01-07-70-6316	\$126.00
278	SHAWNS AUTOMOTIVE(21234)	TOWING OF UNIT TO GMS FUEL CHARGE	01-07-70-6316	\$126.00
2035224	SHELLY CLEMONS(20401)	REIMBURSEMENT FOR MILEAGE MOORE/	01-07-70-6343	\$110.88
NP43482701	FLEETCOR TECHNOLOGIES (219	STREET	01-12-00-6118	\$1,130.06
NP43482701	FLEETCOR TECHNOLOGIES (219	FLEET	01-14-00-6118	\$26.48
FEB2015	RURAL WATER DISTRICT #1(206	MONTHLY WATER SERVICES	01-15-11-6112	\$66.00
NP43482701	FLEETCOR TECHNOLOGIES (219	PARKS	01-15-11-6118	\$785.91
Total GENERAL FUND				\$23,658.19
PR4000-1	Y.M.C.A. OF GUTHRIE OKLAHOM		09-00-00-2062	\$45.20
PR4005-1	Y.M.C.A. OF GUTHRIE OKLAHOM		09-00-00-2062	\$45.20
PR4000-1	Y.M.C.A. OF GUTHRIE OKLAHOM		09-00-00-2063	\$6.53
PR4005-1	Y.M.C.A. OF GUTHRIE OKLAHOM		09-00-00-2063	\$6.53
2035219	BLAKE BRADEN 23039	MEAL REIMBURSEMENT FOR INSTRUCTO	09-09-90-6048	\$28.39
NP43482701	FLEETCOR TECHNOLOGIES (219	SUPPRESSION	09-09-90-6118	\$751.03
NP43482701	FLEETCOR TECHNOLOGIES (219	EMS	09-09-92-6118	\$2,104.00
FEB2015	INTERMEDIX (22025)	EMS BILLING	09-09-92-6373	\$5,345.39
NP43482701	FLEETCOR TECHNOLOGIES (219	FIRE ADMINISTRATION	09-09-96-6118	\$289.43
Total FIRE/EMS FUND				\$8,621.70
PR4000-2	Y.M.C.A. OF GUTHRIE OKLAHOM		20-00-00-2062	\$89.92
PR4005-2	Y.M.C.A. OF GUTHRIE OKLAHOM		20-00-00-2062	\$89.92
PR4000-2	Y.M.C.A. OF GUTHRIE OKLAHOM		20-00-00-2063	\$8.70
PR4005-2	Y.M.C.A. OF GUTHRIE OKLAHOM		20-00-00-2063	\$8.70
2164C	NEW HORIZONS 22959	CLEANING SERVICE FOR THE GPWA	20-21-00-6112	\$342.00
FEB2015	USPS - UNITED STATES POSTAL POSTAGE		20-21-00-6309	\$1,000.00
FEB2015	DHH DISPOSAL 22381	Sanitation Contract	20-21-00-6348	\$192.50
1554	MID AMERICA HYDRO TECH (211	CHEMICALS FOR TREATING WATER	20-23-00-6104	\$472.76
NP43482701	FLEETCOR TECHNOLOGIES (219	WTP	20-23-00-6118	\$172.59
NP43482701	FLEETCOR TECHNOLOGIES (219	WWTP	20-24-00-6118	\$327.86

A/P Claims List

from 2/7/2015 to 2/7/2015

Invoice #	Vendor	Description	Account	Cost
2035210	RUDY BOX & ASSOCIATES, INC.	REPLACEMENT OF DIGESTER VALVES AT	20-24-00-6317	\$7,400.00
NP43482701	FLEETCOR TECHNOLOGIES (219	CONVENIENCE CENTER	20-26-00-6118	\$20.32
NP43482701	FLEETCOR TECHNOLOGIES (219	LINE MAINTENANCE	20-27-00-6118	\$1,937.49
354461	MARTY GREEN UTILITIES	INSTALL INSERTA-VALVE ON FIRE HYDRA	20-27-00-6119	\$4,500.00
		Total GPWA OPERATING FUND		\$16,562.76
2035221	HARBOUR WINN 22872	PRESENTER HONORARIUM & MILEAGE F	30-30-06-6541	\$185.84
		Total GRANTS FUND		\$185.84
2026358	MYERS ENGINEERING CORPOR	1/27/15 INVOICE #2026358 MEC# 211135.6	54-55-27-6373	\$3,297.00
1548697	SUNTRUST EQUIPMENT FINANC	STREETS DUMP TRUCK QUARTLY PAYME	54-56-12-6708	\$7,116.70
		Total CAPITAL PROJECTS		\$10,413.70
02-023085-015 R	MISCELLANEOUS		71-00-00-5555	\$63.45
		Total UTILITY DEPOSIT FUND		\$63.45
NP43482701	FLEETCOR TECHNOLOGIES (219	AIRPORT	98-98-00-6118	\$36.22
		Total AIRPORT FUND		\$36.22
FEB2015	OKLAHOMA DEPARTMENT OF C	SPIRIT WING LOAN MONTHLY PAYMENT	99-99-00-6702	\$1,041.66
		Total GUTHRIE INDUSTRIAL DEVELOPMENT		\$1,041.66
		Total All Funds		\$60,583.52

City of Guthrie - (405) 282-0492
A/P Claims List
from 1/29/2015 to 1/29/2015

Invoice #	Vendor	Description	Account	Cost
8725	CRAWFORD &	AUDIT / ACCOUNTING SERVICES FY2015	01-01-00-6330	\$1,610.00
JAN2015	RANDEL C. SHADID	POSTAGE, COPYING AND MISC	01-02-20-6054	\$12.25
2035211	MIDWEST TAPE	AUDIOBOOKS - INV #92379475	01-06-60-6131	\$574.48
		Total GENERAL FUND		\$2,196.73
5084979/5084733	BANK OF OKLAHOMA	OKC Waterline Fund and GPWA 77, 78	20-21-00-6373	\$1,000.00
5084979/5084733	BANK OF OKLAHOMA	OKC Waterline Fund and GPWA 77, 78	20-21-00-6373	\$2,500.00
2035092	OKLA WATER RESOURCES	INSPECTION REPORT REVIEW & ADMIN	20-21-00-6380	\$1,050.00
100715	SOUTHWEST CHEMICAL	CHEMICALS FOR TREATING WATER	20-23-00-6104	\$2,448.60
100795	SOUTHWEST CHEMICAL	CHEMICALS FOR TREATING WATER	20-23-00-6104	\$14,035.56
		Total GPWA OPERATING FUND		\$21,034.16
2026287	MYERS ENGINEERING	COYLE WATER LINE EXTENSION - TO #68	54-55-27-6373	
FEB2015	COMMUNITY STATE BANK	FRONT END LOADER MONTHLY PAYMENT	54-56-12-6718	\$2,687.83
		Total CAPITAL PROJECTS		\$10,011.58
03-031300-006	UTILITY DEPOSIT REFUND		71-00-00-5555	\$46.21
05-051420-008	UTILITY DEPOSIT REFUND		71-00-00-5555	\$5.00
08-080112-012	UTILITY DEPOSIT REFUND		71-00-00-5555	\$75.00
12-123563-009	UTILITY DEPOSIT REFUND		71-00-00-5555	\$52.62
12-123635-014	UTILITY DEPOSIT REFUND		71-00-00-5555	\$18.02
13-130670-010	UTILITY DEPOSIT REFUND		71-00-00-5555	\$57.44
15-152390-001	UTILITY DEPOSIT REFUND		71-00-00-5555	\$5.00
		Total UTILITY DEPOSIT FUND		\$259.29
		Total All Funds		\$33,501.76