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**63<sup>rd</sup> City Council**  
**Mayor Steve Gentling**  
**Ward I** – John Wood, Ed Wood    **Ward II** – Jeff Taylor, Brian Bothroyd  
**Ward III** – Gaylord Z. Thomas, Sharyl Padgett

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**Swearing In of the 63<sup>rd</sup> City Council Members  
by Honorable Municipal Judge, David Hood**

**GUTHRIE PUBLIC WORKS AUTHORITY MEETING**

Tuesday, May 5, 2015 at 7:00pm  
City Hall Council Chambers  
101 N. 2<sup>nd</sup> Street, Guthrie, Oklahoma, 73044

1. Call to Order.
2. No Business.
3. Adjournment.

**CITY COUNCIL MEETING**

63<sup>rd</sup> City Council  
Tuesday, May 5, 2015, 7:00pm  
City Hall Council Chambers  
101 N. 2<sup>nd</sup> Street, Guthrie, Oklahoma, 73044

4. Call to Order.
5. Community Announcements and Recognitions.
  - a. Proclamation for Community Action Month
  - b. Proclamation for Kids to Parks Day
6. 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 waiving Convenience Center disposal fees for any City contractor disposing of items or debris collected from sites abated by Guthrie Code Enforcement Division..... 1
  - B. Consider approval of awarding Bid No. 2015-04, Safe Routes to School project to Rudy Construction Company and authorizing the Mayor to execute a contract..... 3
  - C. Consider approval of appointing Jonathan McClin to the Guthrie Housing Authority to serve a term expiring August 2016 ..... 7
7. Discussion and possible action on a request to issue a permit for oil and gas well drilling.  
.....13

8. Public hearing and possible action on Ordinance No. 3270, amending Zoning Ordinance No. 2422, for the rezoning of two tracts of property located adjacent to 724 E. Prairie Grove Road .....	53
9. Public hearing and possible action on a request to issue a special use permit for operation of a storage unit business adjacent to 724 E. Prairie Grove Road .....	58
10. Discussion and possible action to approve an agreement with the YMCA for management of the Municipal Swimming Pool .....	61
11. Discussion and possible action on a council election of a Vice Mayor for a term of two years.....	65
12. Discussion and possible action on a council appointment of one Council Member to the Convention and Visitor Bureau Board.....	67
13. Discussion and possible action on Mayor’s nomination of one Council Member as the City’s representative and one Council Member as the City’s alternative representative to the Association of Central Oklahoma Governments Board of Directors, the Intermodal Transportation Policy Committee, the Garber Wellington Policy Committee and the 911 Association Board of Directors.....	71
14. Discussion and possible action on Mayor’s nomination of one Council Member to the Finance Committee .....	72
15. Discussion and possible action on Mayor’s nomination of one Council Member to the Street Committee .....	73
16. Discussion and possible action on Mayor’s nomination of one Council Member to the Historic Preservation Commission .....	74
17. Discussion and possible action on Mayor’s nomination(s) of a Logan County Historical Society member to the Historic Preservation Commission .....	78
18. Discussion and possible action on Mayor’s nomination of a Planning Commission member to the Historical Preservation Commission.....	85
19. Discussion and possible action on Mayor’s nomination(s) to the Guthrie Library Board .....	89
20. Discussion and possible action on Mayor’s nomination(s) to the Guthrie Planning Commission.....	95
21. City Manager’s Report	
22. Requests/comments from members of the City Council	
23. Adjournment.	



**Agenda Item Cover Letter**

**Meeting**  
 City Council  
 GPWA  
 Other: \_\_\_\_\_

**Date of Meeting**  
May 5, 2015

**Contact**  
W. Don Sweger,  
Chief of Police

**Agenda Item**

Consider approval of waiving Convenience Center disposal fees for any City contractor disposing of items or debris collected from sites abated by Guthrie Code Enforcement Division.

**Summary**

The City contracts with various persons or entities to clean and haul debris from sites that have been abated within the City. These contractors transport the materials to the Convenience Center for disposal. The Convenience Center charges the contractors a fee to dispose of the items. The contractor then includes the Convenience Center fee in its invoice to the City. In essence, the City can minimize a step in the process by allowing the disposal to be waived.

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

**Supporting documents attached**

- Email from Code Enforcement Officer Jim Fish

**Recommendation**

Approve waiving Convenience Center disposal fees for any City contractor disposing of items or debris collected from sites abated by Guthrie Code Enforcement Division.

**Action Needed**                       Public Hearing                       Motion                       Emergency Clause

## Don Sweger

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**From:** Jim Fish  
**Sent:** Tuesday, April 14, 2015 3:06 PM  
**To:** Don Sweger; Shelly Clemons  
**Subject:** dump fees

Hello,

I'm searching for ways to remove obstacles to getting things done. Can we waive the city dump fee for our contractor? Right now, he takes material that he picks up for us during abatements, and has to pay a dump fee at the city dump. Then he bills us for the dump fee and we pay him. This is for work the city has requested. It would be simpler, cheaper and more effective to have the city waive the fee on their own projects.

Please let me know if we can move forward with this. Joe Mackey at the dump is in board with the concept, and I trust our contractor to provide the address of the particular project, together with photo documentation.

Thanks,

Jim

Jim Fish

Code Enforcement Officer  
Guthrie Police Department  
306 W. Oklahoma Ave.  
Guthrie, Ok. 73044  
Main (405)282-3535  
Office (405)282-0551  
Fax (405)282-0473



**Agenda Item Cover Letter**

<b>Meeting</b>	<b>Date of Meeting</b>	<b>Contact</b>
<input checked="" type="checkbox"/> City Council	May 5, 2015	Jessie Bryan,
<input type="checkbox"/> GPWA		Purchasing Agent
<input type="checkbox"/> Other: _____		

**Agenda Item**

Consider approval of awarding Bid No. 2015-04, Safe Routes to School project to Rudy Construction Company and authorizing the Mayor to execute a contract.

**Summary**

In 2013, the City of Guthrie and Logan County Health Department applied for a Safe Routes to School Grant funded by Oklahoma Department of Transportation (ODOT) to construct sidewalks near local elementary schools. The grant was awarded for the area near Fogarty school. The sidewalks extend into the State Historic Preservation District, therefore, we will preserve the brick that is already in place. The project plans and specifications had to be reworked to address the re-use of the historical bricks in the existing sidewalk and to construct the new sidewalk using brick. Jackson and Jackson Engineering created plans and specs to meet the requirements for this project. The sidewalk is 2 blocks on Wentz going south from Jefferson to Washington and 1 block going east on Washington. To be more specific: East side of Wentz between Jefferson and College, East side of Wentz between College and Washington, North Side of Washington between Wentz and Broad.

On Tuesday, March 17, 2015 council approved solicitation of bids for this project.

Tuesday, April 14 at 10:00 am sealed bids were opened in the Council Chambers at City Hall. The City received four bids for this project. The lowest bidder is Rudy Construction which came in at \$119,759.00. Jackson and Jackson Engineering recommends awarding the job to Rudy Construction.

<b>Funding Expected</b>	<input type="checkbox"/> Revenue	<input checked="" type="checkbox"/> Expenditure	<input type="checkbox"/> N/A
<b>Budgeted</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>Account Number</b>	<u>54-55-12-6521</u>	<b>Amount</b>	<u>\$119,759</u>
<b>Legal Review</b>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Required	Completed Date: _____

**Supporting documents attached**

- Bid Tabulation Sheet
- Award Recommendation Letter

**Recommendation**

Approve to award Bid No. 2015-04, Safe Routes to School project to Rudy Construction Company and authorizing the Mayor to execute a contract.

<b>Action Needed</b>	<input type="checkbox"/> Public Hearing	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Emergency Clause
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BID TABULATION

Item No.	Description	Unit	Estimated	NASH CONSTR.		PARATHON CONSTR.	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
201(A)	CLEARING AND GRUBBING	L. Sum	1	\$ 12,000.00	\$ 12,000.00	\$ 7,500.00	\$ 7,500.00
202(B)	UNCLASSIFIED EXCAVATION	C.Y.	160	\$ 20.00	\$ 3,200.00	\$ 25.00	\$ 4,000.00
205(A)	TYPE A-SALVAGED TOPSOIL	C.Y.	160	\$ 20.00	\$ 3,200.00	\$ 20.00	\$ 3,200.00
221(C)	TEMPORARY SILT FENCE	L.F.	1,200.00	\$ 2.00	\$ 2,400.00	\$ 2.01	\$ 2,412.00
230(A)	SOLID SLAB SODDING	S.Y.	932	\$ 4.00	\$ 3,728.00	\$ 3.50	\$ 3,262.00
610(A)	4" CONCRETE SIDEWALK	S.Y.	680	\$ 60.00	\$ 40,800.00	\$ 70.00	\$ 47,600.00
610(A)	8" CONCRETE SIDEWALK	S.Y.	10	\$ 130.00	\$ 1,300.00	\$ 75.00	\$ 750.00
610(B)	6" CONCRETE DRIVEWAY	S.Y.	52	\$ 85.00	\$ 4,420.00	\$ 60.00	\$ 3,120.00
610(D)	REMOVE AND RELAY BRICK SIDEWALK	S.Y.	480	\$ 111.00	\$ 53,280.00	\$ 175.00	\$ 84,000.00
610(I)	TACTILE WARNING DEVICE-NEW	S.F.	70	\$ 25.00	\$ 1,750.00	\$ 35.00	\$ 2,450.00
610(I)	TACTILE WARNING DEVICE-RETROFIT	S.F.	10	\$ 50.00	\$ 500.00	\$ 50.00	\$ 500.00
619(B)	REMOVAL OF BRICK SIDEWALK	S.Y.	118	\$ 20.00	\$ 2,360.00	\$ 90.00	\$ 10,620.00
619(B)	REMOVAL OF CONCRETE DRIEVEWAY	S.Y.	10	\$ 20.00	\$ 200.00	\$ 50.00	\$ 500.00
619(B)	REMOVAL OF SIDEWALK	S.Y.	60	\$ 20.00	\$ 1,200.00	\$ 50.00	\$ 3,000.00
619(C)	SAWING PAVEMENT	L.F.	120	\$ 6.00	\$ 720.00	\$ 5.00	\$ 600.00
641	MOBILIZATION	L. Sum	1	\$ 10,000.00	\$ 10,000.00	\$ 19,500.00	\$ 19,500.00
642	CONSTRUCTION STAKING LEVEL II	L. Sum	1	\$ 1,400.00	\$ 1,400.00	\$ 3,250.00	\$ 3,250.00
855(A)	TRAFFIC STRIPE(PAINT)(24" WIDE)	L.F.	456	\$ 6.00	\$ 2,736.00	\$ 6.00	\$ 2,736.00
880(J)	CONSTRUCTION TRAFFIC CONTROL	L. Sum	1	\$ 2,200.00	\$ 2,200.00	\$ 3,500.00	\$ 3,500.00
Total of all Extended Prices for Unit Price Work (subject to final adjustment					\$ 147,394.00	\$ 202,500.00	

BID TABULATION

RUDY CONSTR.		MTZ CONSTRUCTION		ENGR ESTIMATE	
UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00
\$ 20.00	\$ 3,200.00	\$ 25.00	\$ 4,000.00	\$ 12.17	\$ 1,947.84
\$ 20.00	\$ 3,200.00	\$ 25.00	\$ 4,000.00	\$ 3.00	\$ 480.00
\$ 1.50	\$ 1,800.00	\$ 3.50	\$ 4,200.00	\$ 1.56	\$ 1,875.22
\$ 2.25	\$ 2,097.00	\$ 4.50	\$ 4,194.00	\$ 2.92	\$ 2,719.27
\$ 55.00	\$ 37,400.00	\$ 55.00	\$ 37,400.00	\$ 60.00	\$ 40,800.00
\$ 65.00	\$ 650.00	\$ 125.00	\$ 1,250.00	\$ 57.00	\$ 570.00
\$ 60.00	\$ 3,120.00	\$ 85.00	\$ 4,420.00	\$ 60.00	\$ 3,120.00
\$ 70.00	\$ 33,600.00	\$ 450.00	\$ 216,000.00	\$ 150.00	\$ 72,000.00
\$ 40.00	\$ 2,800.00	\$ 35.00	\$ 2,450.00	\$ 31.15	\$ 2,180.83
\$ 50.00	\$ 500.00	\$ 100.00	\$ 1,000.00	\$ 40.00	\$ 400.00
\$ 10.00	\$ 1,180.00	\$ 225.00	\$ 26,550.00	\$ 40.00	\$ 4,720.00
\$ 10.00	\$ 100.00	\$ 25.00	\$ 250.00	\$ 30.00	\$ 300.00
\$ 10.00	\$ 600.00	\$ 20.00	\$ 1,200.00	\$ 16.15	\$ 969.24
\$ 5.00	\$ 600.00	\$ 5.50	\$ 660.00	\$ 3.35	\$ 402.13
\$ 10,000.00	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00	\$ 7,500.00	\$ 7,500.00
\$ 3,000.00	\$ 3,000.00	\$ 3,700.00	\$ 3,700.00	\$ 4,905.01	\$ 4,905.01
\$ 2.00	\$ 912.00	\$ 15.00	\$ 6,840.00	\$ 4.03	\$ 1,839.34
\$ 5,000.00	\$ 5,000.00	\$ 5,500.00	\$ 5,500.00	\$ 7,798.63	\$ 7,798.63
	\$ 119,759.00		\$ 338,614.00		\$ 169,527.49

# Jackson & Jackson Engineering



1613 N. Broadway Avenue  
Oklahoma City, OK 73103  
Phone (405) 250-0967

**To:** Honorable Mayor and City Council

**From:** John Jackson, P.E.

**Date:** 4/16/2015

**Re:** Award Bid to Rudy Construction for Bid No. 2015-04, Friends of Fogarty Safe Routes to School Project

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Awards were opened on Tuesday, April 14, 2015 at 10:00 a.m. and it is my recommendation that the bid be awarded Rudy Construction, who submitted the lowest and best bid of \$119,759.00 pending review and approval by the Oklahoma Department of Transportation. Bids were submitted by four (4) companies.

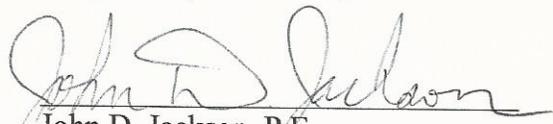
There are two corrections to the bids submitted that do not affect the lowest bid amount:

Nash Construction's total bid submitted was \$155,894.00 however due to a mathematical error it should have been \$147,394.00

Parathon Construction's total bid submitted was \$195,000.00 however due to a mathematical error it should have been \$202,500.00

Bid Tabs are enclosed.

Respectfully Submitted,

  
John D. Jackson, P.E.  
Jackson & Jackson Engineering



Agenda Item Cover Letter

Meeting

X City Council
GPWA
Other:

Date of Meeting

May 5, 2015

Contact

Kim Biggs,
City Clerk/Treasurer

Agenda Item

Consider approval of appointing Jonathan McClin to the Guthrie Housing Authority to serve a term expiring in August 2016.

Summary

In 1966, the Housing Authority of the City of Guthrie was created to finance low-rent housing through the Public Housing Administration. Within the documents, the City Council approves the Guthrie Housing Authority Board Members. Applications are reviewed by the Guthrie Housing Authority Board Members, who then make a recommendation to City Council. At the March 23, 2015, Guthrie Housing Authority Board Meeting, the Commissioners unanimously voted to recommend appointing Jonathan McClin to fill a vacated Board seat expiring August 2016. There is no term limit within the documents.

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

- Letter from Jennifer Ricker, Executive Director, Guthrie Housing Authority
Guthrie Housing Authority Resolution No. 15/03-007
Application from Jonathan McClin

Recommendation

Approve the appointment of Jonathan McClin to the Guthrie Housing Authority.

Action Needed Public Hearing X Motion Emergency Clause



Chairperson  
Jim W. Reazer

Vice Chairperson  
Scott E. Wyskiel

Commissioner  
Merlena N. Osborne

Commissioner  
Laurel S. Davis

Commissioner  
Jonathan S. McClin-  
Pending

Executive Director  
Jennifer K. Ricker

April 14, 2015

Mayor, City of Guthrie  
P.O. Box 908  
Guthrie OK 73044

Re: Request Appointment: 1 New Commissioner –G.H.A. Board

Dear Mayor,

At the March 23<sup>rd</sup>, 2015 G.H.A. monthly board meeting, the eligible Board Applicants were invited to attend the meeting and be interviewed for the available positions. Applicant Jonathan McClin was in attendance and was interviewed by the Commissioners.

Resolution # 15/03-007 (copy attached) was unanimously approved by the GHA Board to forward the following recommendations to the City Council for their final review & approval:

**New Appointment:**

Jonathan McClin (filling vacant Board seat-Term expires August 2016)

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: Kim Biggs  
Board File

Attachments: Resolution 15/03-007 & Application

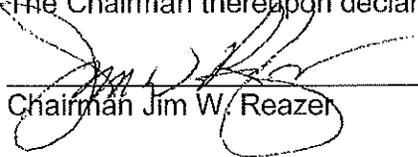
1524 E. Perkins, Guthrie, OK 73044 -- Office Phone 405-282-3246 -- Fax/TDD 405-282-2884  
[guthriehousing@sbcglobal.net](mailto:guthriehousing@sbcglobal.net) -- [www.guthriehousing.org](http://www.guthriehousing.org)



**RESOLUTION # 15/03-007**

WHEREAS the Housing Authority of the City of Guthrie elects the following the vacant seat on the Board of Commissioners Jonathan McIn.

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

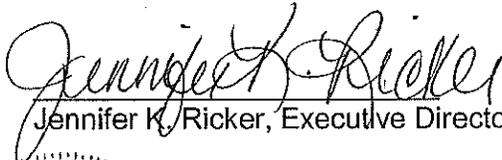
  
Chairman Jim W. Reazer

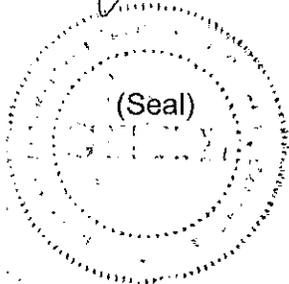
**CERTIFICATE OF RECORDING OFFICER**

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 23rd day of March, 2015 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 23rd day of March, 2015.

Guthrie Housing Authority

  
Jennifer K. Ricker, Executive Director/Board Secretary



## Jennifer Ricker

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**From:** Andrea Post <APost@cityofguthrie.com>  
**Sent:** Thursday, February 05, 2015 3:54 PM  
**To:** ghaexecutivedirector@gmail.com  
**Cc:** Kim Biggs  
**Subject:** FW: Online Form Submittal: Application for Volunteer Boards and Commissions

**Flag Status:** Flagged

Ms. Ricker,

We received the application below for the Guthrie Housing Authority. Please let me know if there's more that you need from me regarding this application!

Thank you and have a fabulous afternoon,

*Andrea Post*  
P (405) 282-0496

**From:** noreply@civicplus.com [mailto:noreply@civicplus.com]  
**Sent:** Thursday, February 05, 2015 3:47 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: Jonathan McClin  
Daytime Phone Number: [REDACTED]  
Evening Phone/Cell Phone: [REDACTED]  
Address: [REDACTED] Guthrie, Ok 73044  
Occupation: Navy Reservist  
Education Level: Associates Degree  
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? Guthrie Housing Authority

Why are you interested in serving on this board or commission? I am interested in joining the board because I believe I can help contribute in making the Guthrie Houaing Authority a better community.

What civic activities have you been involved in during the past 3 years? None

What skills and/or experience will you contribute? I will be able to bring in new ideas and leadership skills from the military.

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

Reference 1: Quiten Walker [REDACTED]

Reference 2: Ashely Neal [REDACTED]

Reference 3: Lauren Thompson [REDACTED]

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: Jonathan Mcclin 02/05/2015

**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!**

View any uploaded files by [signing in](http://ok-guthrie.civicplus.com/Admin/FormHistory.aspx?SID=865) and then proceeding to the link below:  
<http://ok-guthrie.civicplus.com/Admin/FormHistory.aspx?SID=865>

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

Name:: Jonathan Mcclin

Daytime Phone Number:: [REDACTED]

Evening Phone/Cell Phone:: [REDACTED]

Address:: [REDACTED] Guthrie, Ok 73044

Occupation:: Navy Reservist

Education Level:: Associates Degree

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

Which board or commission interests you?: Guthrie Housing Authority

Why are you interested in serving on this board or commission?: I am interested in joining the board because I believe I can help contribute in making the Guthrie Houaing Authority a better community.

What civic activities have you been involved in during the past 3 years?: None

What skills and/or experience will you contribute?: I will be able to bring in new ideas and leadership skills from the military.

Reference 1:: Quiten Walker [REDACTED]

Reference 2:: Ashely Neal [REDACTED]

Reference 3:: Lauren Thompson [REDACTED]

Reference 4::

Reference 5::

Please enter your name and current date to indicate you agree with the above statement:: Jonathan Mcclin  
02/05/2015

**Additional Information:**

Form submitted on: 2/5/2015 3:46:59 PM

Submitted from IP Address: 70.182.94.237

Referrer Page: <http://cityofguthrie.com/index.aspx?nid=103>

Form Address: <http://ok-guthrie.civicplus.com/Forms.aspx?FID=76>



**Agenda Item Cover Letter**

<b>Meeting</b> <input checked="" type="checkbox"/> City Council <input type="checkbox"/> GPWA <input type="checkbox"/> Other: _____	<b>Date of Meeting</b> May 5, 2015	<b>Contact</b> Cody Mosley, Community & Economic Development Director
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**Agenda Item**

Discussion and possible action on a request to issue a permit for oil and gas well drilling.

**Summary**

The City of Guthrie received a permit application for drilling of an oil and gas well on April 2<sup>nd</sup>, 2015. TBK Energy Company, as operator for Geocomp Energy, LLC submitted an application for oil and gas operations for the Burgess #1-17, formerly the Hogan #1-17. The location of this well is to be the W/2 of NE, NW, NE Section 17, Township 16 North, Range 2 West in Logan County, Oklahoma which lies in the city limits of Guthrie. The applicant has submitted all necessary paperwork except insurance, which will be provided upon approval of the permit. The drilling company anticipates 6 trucks per day; trucks enter off of Division, to Lincoln, to Second St, to Roundtree (same route that Burgess uses.) The plan calls for approximately 25 days of onsite construction; a portable rig will be brought in for 7-10 days after approximately 14 days of drilling; after that tanks, separators, and pumping equipment will be installed. The rig will be 90' tall with lights on top; the company does not think it will be visible from Division, but it will be visible from Mineral Wells Park. It is important to note that this is not a fracking operation; no saltwater will be injected and the company is drilling for oil specifically. Mineral owners include: Jordan Partners, Robert Bowers, Furrow Family, C.M. Acton, Mabel Chappell, Warren Chappell, Ivan Chappell, BNSF Railway, and the City of Guthrie, Oklahoma. There are 16 active wells inside Guthrie city limits that undergo annual inspections. The surface owner for the proposed site is Burgess Manufacturing.

<b>Funding Expected</b>	<input checked="" type="checkbox"/> Revenue	<input type="checkbox"/> Expenditure	<input type="checkbox"/> N/A
<b>Budgeted</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>Account Number</b>	<u>01-00-00-5459</u>	<b>Amount</b>	<u>\$10,000</u>
<b>Legal Review</b>	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Required	Completed Date: <u>4/16/2015</u>

**Supporting documents attached**

- Application for oil and gas well permit, Map of property
- Ordinance No. 2991

**Recommendation**

Approve permit for oil and gas well drilling.

**Action Needed**       Public Hearing       Motion       Emergency Clause

**TBK ENERGY COMPANY  
P. O. BOX 310590  
NEW BRAUNFELS, TEXAS 78131**

**Telephone No.: 405-388-3317**

March 26, 2015

City of Guthrie, Oklahoma  
P. O. Box 908  
Guthrie, OK 73044

Attn.: Mr. Cody Mosley

RE: City of Guthrie Application for Oil and Gas Operations  
Burgess #1-17  
W/2 NE NW NE Section 17-T16N-R2W  
Logan Co., OK

Dear Mr. Mosley,

TBK Energy Company, as operator for Geocomp Energy, LLC, respectfully submits a City Of Guthrie Application for Oil and Gas Operations for the Burgess #1-17, formerly the Hogan #1-17. This well is to be located in the W/2 NE NW NE Section 17-T16N-R2W, Logan Co., Oklahoma, which is within the city limits of Guthrie. I look forward to discussing subjects of interest regarding the drilling, completion, and production of this well. Per my email of this morning, we are hoping to get on the agenda for the April 7, 2015, Guthrie City Council meeting.

Respectfully,



C. M. Butler  
TBK Energy Company  
Geocomp Energy, LLC

**CITY OF GUTHRIE APPLICATION FOR  
OIL & GAS OPERATIONS**

DATE:

1. a. APPLICANT: TBK Energy Company  
ADDRESS: P. O. Box 310590, New Braunfels, Texas 78131  
TELEPHONE: 405-388-3317

- b. I have hereby designated the following as my official representative to present this application for an Oil and Gas Extraction Activity Permit to the Office of the Oil and Gas Inspector and the City Council.

NAME OF APPLICANT OR DESIGNATED REPRESENTATIVE:

NAME: C. M. (Mike) Butler

ADDRESS: P. O. Box 310590, New Braunfels, Texas 78131

TELEPHONE: 405-388-3317

C.M. Butler 3-26-15  
SIGNATURE OF OWNER OR/COMPANY PRESIDENT

2. a. APPLICANT UNDERSTANDS fully that the application date for the above Permit does not begin until the City Council has approved this application and this application is complete in all respect.

3. TYPE PERMIT REQUESTED:

- |                                   |                                     |                           |                          |
|-----------------------------------|-------------------------------------|---------------------------|--------------------------|
| Drill Oil/Gas Well                | <input checked="" type="checkbox"/> | Convert to Injection Well | <input type="checkbox"/> |
| Drill Injection Well              | <input type="checkbox"/>            | Convert to Disposal Well  | <input type="checkbox"/> |
| Re-Entry Plugged & Abandoned Well | <input type="checkbox"/>            | Other                     | <input type="checkbox"/> |

4. REQUIRED INFORMATION FROM THE APPLICANT:

- a. Site plan required of the ten (10) acres surrounding the site to include, but not limited

to, the following items:

1. Vicinity Map 1"=2000'
2. Site Plan 1"=100'

a. Locate: with dimensions, all existing features to include:

___ houses	___ creeks
___ buildings	___ section lines
___ oil well sites	___ fences
___ oil well batteries	___ existing features
___ roads	___ proposed facilities
___ access roads	___ and elevations
___ water wells	___ pipelines

b. Indicate: also

\_\_\_ erosion & sedimentation controls  
\_\_\_ drainage plan  
\_\_\_ elevation contours with 100 year flood lines, if applicable  
\_\_\_ access roads with surfaces, culverts and drive approaches  
\_\_\_ existing easements and under ground utilities

- b. Copy of approved drilling permit from the Oklahoma Corporation Commission
- c. Copy of staking plat (Original will do.)
- d. Site plan of the proposed drilling site to include location of the rig and other equipment, access roads, and direction of approximate scale.
- e. Site plan of proposed wellhead, tank batteries, future pipelines, fencing and other equipment if the well is a producer. To approximate scale.

5. FOR DRILLING ORIGINAL WELL OR RE-ENTRY OF EXISTING WELL:

The following information must be provided in complete form prior to the consideration of and Oil and Gas Extraction Activity Permit.

- a. General location of well:  
Burgess #1-17 - 2,310' FSL and 750' FWL of the NE/4
- b. Well name or Tact No.:

Location of Well: NE ¼, NW ¼, NE ¼

Section 17 Township 16N Range 2W

c. Surface Owner(s) Burgess Land Partners, LLC  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address P. O. Box 237  
Guthrie, OK 73044  
\_\_\_\_\_

Lease Operator(s): TBK Energy Company  
Address: P. O. Box 310590  
New Braunfels, OK 78131  
\_\_\_\_\_

d. Drilling Information:

1. Conductor Casing	Surface Casing:
Footage <u>60'</u>	Footage <u>610'</u>
Size <u>16"</u>	Size <u>8 5/8"</u>
Grade & Weight <u>J-55, 45 ppf</u>	Grade & Weight <u>J-55, 24 ppf</u>

2. Cementing Procedure:

400 sacks Class H cement with 2 CaCl and 1/4# /sack celloflake. Circ cement to surface.

3. Plugging Procedure to abandon well:

Per OCC and City of Guthrie requirements. Plugging orders will be requested prior to plugging.

4. Intermediate:	Production:
Footage <u>Not applicable</u>	Footage <u>6,000'</u>
Size <u>_____</u>	Size <u>5 1/2"</u>
Grade & Weight <u>_____</u>	Grade & Weight <u>J-55, 15.5 ppf</u>

5. Cementing Procedure including quantities of cement and estimated top of cement: 200 sacks Class H expanding cement with friction reducer, defoamer, and 4# per sack salt. Estimated top of cement is 4,500'. Final slurry type and volume to be determined after TD of 6,000' is reached, electric logs are run, and zones are determined.

6. Water provisions for the drilling rig will be:  
It is anticipated that drilling water will be purchased from the City of Guthrie.

7. COMPLETE IF THE APPLICATION IS FOR RE-ENTRY OF ABANDONED WELL:

a. Condition of well: NON APPLICABLE

b. Proposed depth:

c. Proposed casing program:

d. Proposed casing tests on old casing:

7. ENHANCED RECOVERY AND DISPOSAL WELLS:

a. An application for such permit as is required by the preceding section shall be in the same form as that required for a permit to drill an original well, and shall contain complete information required by the Office of the Oil and Gas Inspector including the following:

1. A block map of the well site, showing all equipment to be used thereat. location of pipelines, access road, distanced from the well to any and all fences, public roadways, and buildings within a radius of three hundred thirty (330') feet.

2. A block map of the project: showing location of all supply, disposal, injection and producing wells, all conduits, tank battery, pumping station and appurtenant equipment, all wells in the project area and those located in the section immediately adjacent, to include producing, abandoned, disposal, and public or private fresh water supply wells.
  3. Evidence that all wells in the area of the project and adjacent sections are adequately plugged.
  4. All wells associated with the project shall be indicated by status (i.e. P and A, injection, SW, oil, etc.) and shown the following additional information:
    - a. Footage location (surface);
    - b. DF or KB elevation;
    - c. Drilled total depth;
    - d. PBTD;
    - e. Size, depth and quality of surface and production casing;
    - f. Location of all plugs, packers, cement plugs; tubing anchors, etc., within the well bore;
    - g. Depth and nature of all cement squeeze jobs;
    - h. Formation name and dept of all open perforations producing and open hole;
    - i. Volume and type of cement used on surface and production strings;
    - j. Top of Cement.
  5. One copy of all electric, mechanical, sample and drillers log, if available;
  6. Fee and operation name for each well;
  7. One copy of all cement bond logs and production logs;
  8. One copy of all work performed on the well;
  9. Copies of all information supplied to the Corporation Commission, and said Commission's approval of the project;
  10. Copies of Corporation Form No. 1015, indicating successful pressure testing of each injection well at a pressure greater than the maximum proposed for the project, or if no such Form No. 1015 has been filed and approved, the sufficient evidence of the successful pressure testing of each injection well;
- b. Injection lines shall be buried in a trench of a dept no less than four (4) feet, and shall be pressure tested (static) annually at a minimum of 150% of the pressure normally

encountered at the injection pump discharge for a period of hours to be fixed by the Oil and Gas Office. The Office of Oil and Gas shall be notified five (5) days in advance of such test and may supervise same. Test results shall be filed with the City upon completion.

- c. Fresh water wells located within a radius of one-quarter (1/4) mile of any enhanced recovery or disposal wells shall be tested semi-annually for the presence of deleterious substances, such as chlorides, sulphate and dissolved solids. Such testing is the responsibility of the permittee and at the permittee's expense to be conducted by a person approved by the Office of Oil and Gas Inspector. Oil and Gas Inspector shall be notified five (5) days in advance of such testing so that he may be present. Test results shall be filed with the City upon completion.

8. NAME AND ADDRESS OF SERVICE AGENT:

Please attach the name and address of the person within the State of Oklahoma upon whom service of process upon applicant may be made within this State; and in the case of any non-resident person who has no such service agent within this State; there shall be attached to the application the designation of such agent resident in Logan County, Oklahoma, and a consent that service of summons may be made upon such person in any action to enforce the obligations of the applicant hereunder.

NAME: Michael D. Stack, Attorney for the Corporation

ADDRESS: 943 East Britton Road, Oklahoma City, OK 73114

TELEPHONE: 405-286-1717

9. INSURANCE AND BONDING REQUIREMENTS:

Proof of the following bond/insurance must be submitted to the Office of the Oil and Gas Inspector and shall be reviewed for compliance prior to the issuance of a final permit and before any actual operations commence.

GENERAL TERMS

- a. No policy will be cancelled without thirty (30) days advanced notice in writing to the City Oil and Gas Inspector.
- b. All bonds/insurance shall run to the benefit of the City of Guthrie.
- c. The surety/insurer shall be properly licensed to do business in the State of Oklahoma as a surety/insurer.
- d. All bonds/insurance shall be conditioned upon permittee's compliance with any

applicable Federal, State or local statutes, laws, ordinances, regulations and standards.

- e. Permittee shall indemnify and hold harmless the City of Guthrie for any liability the City may incur as a result of the issuance of said permit.
- f. Insurance/bonds must cover the designated amounts a shown in Section 4-120 of Guthrie Oil and Gas Ordinance, Ordinance No. 2991.

10. PROPOSED CONDITIONS FOR PERMIT:

The following requirements must be met by the applicants.

- a. Surface casing required to a minimum depth of 200 feet below the base of the last potable water sand.
- b. Blowout prevention equipment is required and shall be as follows:
  - 1. The BOP stack shall contain three (3) hydraulically operated BOPs. Two shall be ram type preventers, one of which shall contain pipe rams to fit the drill pipe in use, and the other shall be an annular type.
  - 2. The BOP stack shall be installed and pressure tested according to the manufacturers specifications, using only water, prior to drilling out the surface casing shoe.
  - 3. The BOP equipment shall also contain kill lines, choke lines, and a choke manifold. The choke line shall contain a minimum of two chokes, and one choke shall be an adjustable type (manual or hydraulic).
  - 4. A Kelly cock shall be installed above the Kelly and below the swivel. Either an inside BOP or a safety valve to fit the drill pipe shall be maintained in the open position on the rig floor at all times after the BOP stack is installed. Provisions shall be made for circulating through the choke back to the mud tanks and for diverting flow.
- c. A dual induction log will be run in the surface hole prior to running surface casing. If a log has previously run in the quarter section the log can be waived by the Oil and Gas Inspector. A cement bond log shall be run after cementing the surface casing and before drilling ahead. If an acceptable bond has not been achieved, the well shall be recemented until an acceptable bond has been achieved as indicated by an additional cement bond log.
- d. A minimum of two (2) working day advance notice to the City shall be made prior to:

running and cementing surface casing, cement bond logging, testing of oil BOP equipment, and all other procedures mandate by the Guthrie Municipal Code which provides for the presence of an Oil and Gas Inspector.

- e. No actual operations shall be commenced until the permittee provides the City acceptable bonds and certificates of insurance coverage as required by the Code.
- f. No actual operations shall commence unless and until the permittee returns to the City a signed copy of the permit indicating agreement to comply with all stipulated conditions. Failure to sign and return the permit within thirty (30) days after receipt shall constitute a refusal of the permit as tendered by the City.
- g. Disposal of mud from the pits after completion of the well must be done by having the mud hauled off the site. It cannot be pumped down the annulus of the well.
- h. Items in Appendix A will be required where applicable, or requested by the City Council.

VERIFICATION OF APPLICATION:

I, the undersigned, affirm that I will comply with the provisions of the Guthrie Code Ordinance No. 2991, governing oil and gas exploration, production and operations in the City limits of Guthrie, Oklahoma, and the rules, recommendations, regulations, directives and laws of the Oklahoma State Corporation Commission, the American Petroleum Institute and affirm that all service companies, agents, contractors, sub-contractors and employees acting in my behalf will be informed of and abide by the referenced Ordinance No. 2991, laws of the Corporation Commission and the American Petroleum Institute the same as if included herein.

C.M. Butts  
Applicant's Signature

Owner  
Title

3/26/15  
Date

**OKLAHOMA CORPORATION COMMISSION  
OIL & GAS CONSERVATION DIVISION  
P.O. BOX 52000  
OKLAHOMA CITY, OK 73152-2000  
(Rule 165:10-3-1)**

API NUMBER: 083 24379

Approval Date: 03/24/2015  
Expiration Date: 09/24/2015

Straight Hole Oil & Gas

PERMIT TO DRILL

WELL LOCATION: Sec: 17 Twp: 16N Rge: 2W County: LOGAN  
SPOT LOCATION:  W2  NE  NW  NE FEET FROM QUARTER: FROM SOUTH FROM WEST  
SECTION LINES: 2310 750

Lease Name: **BURGESS** Well No: 1-17 Well will be 330 feet from nearest unit or lease boundary.  
Operator Name: **TBK ENERGY COMPANY** Telephone: 4054203325 OTC/OCC Number: 19409 0

TBK ENERGY COMPANY  
PO BOX 310590  
NEW BRAUNFELS, TX 78131-0590

BURGESS LAND PARTNERS, LLC  
P.O. BOX 237  
GUTHRIE OK 73044

Formation(s) (Permit Valid for Listed Formations Only):

Name	Depth	Name	Depth
1 CHECKERBOARD	4660	6 VIOLA	5620
2 CLEVELAND	4680	7 2ND WILCOX	5800
3 OSWEGO	5110	8	
4 WOODFORD	5325	9	
5 HUNTON	5420	10	

Spacing Orders: 284681 Location Exception Orders: Increased Density Orders:  
Pending CD Numbers: Special Orders:

Total Depth: 6000 Ground Elevation: 941 **Surface Casing: 410** Depth to base of Treatable Water-Bearing FM: 340

Under Federal Jurisdiction: No Fresh Water Supply Well Drilled: No Surface Water used to Drill: No

PIT 1 INFORMATION

Type of Pit System: CLOSED Closed System Means Steel Pits  
Type of Mud System: WATER BASED

Chlorides Max: 5000 Average: 3000

Is depth to top of ground water greater than 10ft below base of pit? Y

Within 1 mile of municipal water well? N

Wellhead Protection Area? N

Pit is located in a Hydrologically Sensitive Area.

Category of Pit: C

Liner not required for Category: C

Pit Location is BED AQUIFER

Pit Location Formation: GARBER

Approved Method for disposal of Drilling Fluids:

E. Haul to Commercial pit facility: Sec. 15 Twn. 24N Rng. 7W Cnty. 47 Order No: 623842

H. CLOSED SYSTEM=STEEL PITS PER OPERATOR REQUEST

Notes:

This permit does not address the right of entry or settlement of surface damages.  
The duration of this permit is SIX MONTHS, except as otherwise provided by Rule 165: 10-3-1.  
Rule 165: 10-3-4 (c) (7) (e) - The Operator shall give 24 Hours notice by telephone to the appropriate District Office of the Conservation Division as to when Surface Casing will be run.

083 24379 BURGESS 1-17

Category	Description
FRAC FOCUS	3/24/2015 - G71 - THE REQUIREMENT FOR CHEMICAL DISCLOSURE OF HYDRAULIC FRACTURING INGREDIENTS WILL BE EXTENDED TO INCLUDE ALL NON-HORIZONTAL WELLS FOR HYDRAULIC FRACTURING OPERATIONS BEGINNING JANUARY 1, 2014. REFER TO OCC RULE 165:10-3-10 FOR COMPLIANCE REQUIREMENTS. PLEASE REPORT DIRECTLY TO FRACFOCUS USING THE FOLLOWING LINK <a href="http://fracfocus.org/">HTTP://FRACFOCUS.ORG/</a> OR FOR OCC ASSISTANCE CONTACT DENNIS NISKERN AT 405-522-2977 OR D.NISKERN@OCCEMAIL.COM
SPACING - 284681	3/24/2015 - G75 - (40) 17-16N-2W VAC OTHER EXT 136619 CCKB, OSWG, HNTN, VIOL, WLCX2, OTHERS EXT 230228 WDFD, OTHERS EXT 260454 CLVD N2 & SW4 EST OTHER

This permit does not address the right of entry or settlement of surface damages.  
The duration of this permit is SIX MONTHS, except as otherwise provided by Rule 165: 10-3-1.  
Rule 165: 10-3-4 (c) (7) (e) - The Operator shall give 24 Hours notice by telephone to the appropriate District Office of the Conservation Division as to when Surface Casing will be run.

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ORDINANCE NO. 2991

AN ORDINANCE RELATED TO BUILDING, PLUMBING AND ELECTRICAL INSTALLATIONS, AMENDING CHAPTER 4, ARTICLE 13, SECTION 4-114 THROUGH SECTION 4-163, INCLUSIVE, OF GUTHRIE CITY CODE, 1990, OIL AND GAS REGULATIONS, PROVIDING FOR SECTION 4-114 INTENT AND PURPOSE; SECTION 4-115 DEFINITIONS; SECTION 4-116 PERMITS, SECTION 4-117 APPLICATION AND FILING FEE, SECTION 4-118 TESTING OF WATER WELLS; SECTION 4-119 ISSUANCE OR REFUSAL OF PERMIT, SECTION 4-120 PERMITTEE'S INSURANCE AND BOND; SECTION 4-121 CONVERSION FROM NATURAL OR PRIMARY TO ENHANCED PRODUCTION; SECTION 4-122 ENHANCED RECOVERY AND DISPOSAL WELLS; SECTION 4-123 DEEPENING AND SIDETRACKING WELLS FROM EXISTING WELL BORES; SECTION 4-124 ANNUAL FEE TO OPERATE; SECTION 4-125 DISPOSAL OF SALT WATER; SECTION 4-126 COMPLIANCE WITH APPLICABLE LAWS; SECTION 4-127 CONDUCTOR CASING, SECTION 4-128 SURFACE CASING; SECTION 4-129 NOTIFICATION BY OPERATOR OF CERTAIN OPERATIONS; SECTION 4-130 ABANDONMENT AND PLUGGING, SECTION 4-131 MOVEMENT OF HEAVY EQUIPMENT; SECTION 4-132 WELL LOCATION; SECTION 4-133 FENCES; SECTION 4-134 NOISE AND OTHER NUISANCES; SECTION 4-135 FACILITIES; SECTION 4-136 STORAGE TANKS AND SEPARATORS; SECTION 4-137 IMPOUNDING AROUND TANKS BY DIKING; SECTION 4-138 FIRE PREVENTION; SECTION 4-139 PITS, SECTION 4-140 MOTIVE POWER; SECTION 4-141 DERRICK AND RIG; SECTION 4-142 OPEN HOLE FORMATION TESTING; SECTION 4-143 DRILLING OPERATION - EQUIPMENT; SECTION 4-144 STREETS AND ALLEYS; SECTION 4-145 FLARING OF GAS; SECTION 4-146 FRACTURE AND ACIDIZING; SECTION 4-147 SWABBING AND BAILING; SECTION 4-148 RUPTURE IN SURFACE CASING; SECTION 4-149 DEPOSITING OIL PRODUCTS; SECTION 4-150 SAFETY PRECAUTIONS; SECTION 4-151 FORMS FILED WITH THE CORPORATION COMMISSION; SECTION 4-152 WATER FOR MUDS; SECTION 4-153 SERVICE COMPANIES; SECTION 4-154 ACCUMULATION OF VAPOR; SECTION 4-155 INSPECTION OF PRESSURE LINES; SECTION 4-156 INGRESS AND EGRESS; SECTION 4-157 ORDER TO CEASE OPERATIONS; SECTION 4-158 APPEALS; SECTION 4-159 CITY COUNCIL REVIEW OF PERMIT RECOMMENDATIONS; SECTION 4-160 CONDUITS ON STREETS AND ALLEYS; SECTION 4-161 ANNUAL FEE FOR CONDUITS; SECTION 4-162 APPLICABILITY TO EXISTING OPERATIONS; SECTION 4-163 PENALTIES; PROVIDING FOR REPEALER; AND PROVIDING FOR SEVERABILITY.

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

SECTION 1. Chapter 4, Article 13 of the Guthrie City Code, 1990, is hereby amended to read as follows:

Section 4-114.      Intent and purpose.

Whereas the imprudent operation of an oil and gas facility can constitute a menace to the public health, safety and welfare of the City of Guthrie, it is the intent and purpose of this Article that oil and gas operations be reasonably regulated for the public good.

Section 4-115.      Definitions.

For the purposes of this Article, the following definitions shall apply:

- (a) "City" shall mean the City of Guthrie, Oklahoma.
- (b) "State" shall mean the State of Oklahoma, its branches, departments, agencies, boards or the officers thereof;
- (c) "Person" shall mean and include any person, firm, partnership, association, corporation, trust, cooperative, or other type of organization;
- (d) "Permittee" shall mean the person to whom is issued a permit or permits under the terms of this Article;
- (e) "Well" shall mean, unless specifically qualified, any hole or holes, bore or bores, to any depth for the purpose of producing and recovering any oil, gas or liquified matter, or for the injection or disposal of any of the foregoing;
- (f) "Natural production" shall mean the raising to the surface of the earth, by natural flow, petroleum or natural gas;
- (g) "Artificial production" shall mean the raising to the surface of the earth, by means other than natural flow, petroleum or natural gas;
- (h) "Deleterious substance" shall mean any chemical, salt water, oil field brine, waste oil, waste emulsified oil, basic sediment, mud or injurious substances produced or used in the drilling, development, producing, transportation, refining and processing of oil, gas or condensate;
- (i) "Pollution" shall mean the contamination or other alteration of the physical,

chemical, or biological properties of any natural waters of the City, or such discharge of any liquid, gaseous or solid substance into any water of the City as will or is likely to create a nuisance or render such waters harmful or detrimental or injurious to public health, safety, or welfare; to domestic, commercial, industrial, agricultural, recreational, or other beneficial uses; or to livestock, animals or aquatic life;

- (j) "Water" or "waters of the City" shall mean all streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, irrigation systems, drainage systems, and all other bodies or accumulations of water, surface and underground, natural or artificial, public or private, which are contained within, flow through or border upon the City or any portion thereof;
- (k) "Pressure maintenance" shall mean an operation by which gas, water or other fluids are injected into an oil or gas reservoir to maintain pressure or retard pressure decline therein for the purpose of facilitating recovery therefrom, and which has been approved by the Corporation Commission after notice and hearing;
- (l) "Enhanced Recovery" shall mean an operation by which fluid or energy is introduced into a source of supply for the purpose of facilitating recovery therefrom;
- (m) "Corporation Commission" shall mean the Oklahoma Corporation Commission;
- (n) All technical or oil and gas industry words or phrases used herein and not specifically defined herein shall have that meaning customarily attributable thereto by prudent operators in the oil and gas industry;
- (o) "Abandoned well" shall mean any well inside the City Limits for which City bonds, insurance requirements or annual inspection fees have not been kept current; or which does not have on file State Corporation Commission Form 1003A which allows wells to remain shut-in; or those wells which are not exempt from plugging under State Corporation Commission rules; or a well which has not had operations for one (1) year, except that for purposes of Section 4-117, no filing fees shall be required for a previously drilled well which is an abandoned well because it has not had operations for one (1) year.
- (p) "Plugged and abandoned well" shall mean any well plugged and abandoned in compliance with municipal and/or Oklahoma Corporation Commission regulations at time of plugging.

Section 4-116

Permits.

It shall be unlawful and an offense for any person acting for himself/herself or acting as agent, servant, employee, subcontractor, or independent contractor of any other person, to commence to drill an original well or re-enter any abandoned well or plugged and abandoned well within this City, or to work upon or assist in any way in the production or operation of any such well, without a drilling permit having first been issued by the authority of the City Manager or his/her designee in accordance with this Article.

Section 4-117.

Application and filing fee.

- (a) Every application for a permit to drill an original well or to re-enter an abandoned well or plugged and abandoned well shall be in writing, signed by the applicant or by some person duly authorized to sign same on his behalf, and it shall be filed with the City Manager or his/her designee and be accompanied by a filing fee of Three Thousand Five Hundred Dollars, (\$3,500.00). No application shall request a permit to drill more than one (1) well. The application shall contain full information required by the City Manager or his/her designee, including the following:
- (1) Name and address of applicant and date of application;
  - (2) Where applying for a proposed original well:
    - (a) A map of the drill site and proposed surface facilities, including thereon the location of the proposed well, and distance therefrom to all existing dwelling houses, buildings, or other structures designated for the occupancy of human beings or animals within a one thousand foot (1,000') radius of the well bore, and the location of all existing oil, gas or fresh water wells within said one thousand foot (1,000') tract.
    - (b) The names of the mineral, surface, and lease owners.
  - (3) A copy of the approved Drilling or re-entry Permit from the Corporation Commission and a copy of the staking plat.
  - (4) A drilling prognosis, on City application forms, to specify in detail the amount, weight, and size of conductor casing, surface casing, and production casing; and the procedure to be used for cementing each. New casing is to be used for surface casing. New or pre-approved electronically inspected used production casing, meeting API 5CT

specifications for new casing is required. Plugging procedures to be used in the event production is not established shall also be specified.

- (5) A statement of the provisions for water for the drilling rig, from private pond, stream or City fire hydrant and a copy of approved water resources board permit. A flush meter is required on a City fire hydrant which can be obtained from the utility office with an appropriate deposit.
  - (6) The name and address of the person within the State of Oklahoma upon whom service of process upon applicant may be made within this State; and in the case of any non-resident person who has no such service agent within this State, there shall be attached to the application the designation of such a service agent resident in Logan County, Oklahoma, and a consent that service of summons may be made upon such person in any action to enforce any of the obligations of the applicant hereunder.
  - (7) A verification of the applicant hereunder.
- (b) Where the application is one for re-entry of an abandoned or plugged and abandoned well, said application shall contain all the information required by Section 4-117 (a) above, with the exception that the City Manager or his/her designee may vary the requirements thereof to suit the application before him. Such application for a permit to re-enter an abandoned or plugged and abandoned well shall provide the following information in every case:
- (1) A statement of:
    - (a) The existing condition of the well or Oklahoma Corporation Commission plugging report.
    - (b) The depth to which the well shall be cleaned out to or deepened;
    - (c) The proposed casing program to be used in connection with the proposed activity.
  - (2) Evidence of current casing tests showing that the casing string or strings currently pass the same tests required for a new drilling application.

Section 4-118. Testing of water wells.

Testing of producing fresh water wells within a 1,000 foot radius of a proposed well may be requested by City Council as a provision of the drilling permit, upon approval of the property owner.

Section 4-119. Issuance or refusal of permit.

- (a) The City Manager or his/her designee's office within thirty (30) business days after the filing of an application for a permit under this ordinance shall determine whether or not said application complies in all respects with the provisions of this ordinance and applicable Federal and State law, and, if it does, shall recommend to the City Council that the permit be issued. Each permit issued under the terms of this ordinance shall:
- (1) By reference have incorporated therein all the provisions of this ordinance with the same force and effect as if this ordinance were copied verbatim therein;
  - (2) By reference have incorporated therein all the provisions of applicable State law and the rules, regulations and standards adopted in accordance therewith relating to the protection of human beings, animals, and natural resources;
  - (3) Specify that the term of said permit shall be a period of one (1) year from the date of issuance thereof, and for like periods thereafter upon the successful inspection of the permittee's well and operations, as is provided for elsewhere herein;
  - (4) Specify such conditions imposed by the City Manager or his/her designee as are by this ordinance authorized;
  - (5) Specify that no actual operations shall be commenced until the permittee shall file and have approved the required bonds and certificate of insurance in the appropriate amounts as provided for elsewhere herein;
- (b) If the permit is issued, it shall, in two (2) originals, be signed by the City Manager or his/her designee and the permittee, and when so signed shall constitute the permittee's license to drill and operate in the City and the contractual obligation of the permittee to comply with the terms of such permit, such bonds as are required, and applicable State law, rules, regulations, standards and directives. One executed original copy of said

permit shall be retained by the City Manager or his/her designee; and the other shall be retained by the permittee and shall be kept available for inspection by any City or State law enforcement official who shall demand to see same.

- (c) If the permit is refused, or if the applicant notifies the City Manager or his/her designee in writing that he does not elect to accept the permit as tendered and wishes to withdraw his/her application, or if the bonds of the applicant are not approved, then upon the happening of any of said events the cash fee filed with the application shall be refunded to the applicant, except that there shall be retained therefrom by the City the sum of Two Hundred Dollars (\$200.00) as a processing fee.

#### Section 4-120. Permittee's Insurance and Bonds.

In the event a permit shall be issued by the City of Guthrie, no actual operations shall be commenced until the permittee shall file with the City a bond and insurance certificates as follows:

Permittee shall file with the City of Guthrie certificates of said insurance as stated below, and shall obtain the written approval thereof of the City Manager or his/her designee who shall act thereon promptly after the date of such filing.

Said insurance policy or policies shall not be canceled without written notice to the City Manager or his/her designee at least thirty (30) days prior to the effective date of such cancellation. In the event said policy or policies are canceled, the permit granted shall immediately there upon terminate without any action on the part of the City Manager or his/her designee, and permittee's rights to operation under said permit shall cease until permittee files additional insurance as provided herein.

- (a) A bond in the principal of Twenty-Five thousand Dollars (\$25,000.00). Any person who drills or operates any well for the exploration, development or production of oil or gas, or as an injection or disposal well, within this City, shall furnish on forms approved by the City of Guthrie and maintained at all times as a blanket site restoration bond or a blanket site restoration irrevocable letter of credit in the principal sum of Twenty Five thousand Dollars (\$25,000.00). Said bond or letter of credit must be executed by a reliable insurance company or bank authorized to do business in the State of Oklahoma, as surety or creditor, with the permittee as principal or debtor, running to the City of Guthrie for the benefit of the City and all persons concerned, conditioned that the permittee will comply with the terms and conditions of this Article in the drilling and operation of all oil or gas wells drilled or operated within the City. Said bond or letter of credit must become

effective on or before the date same filed with the City and remain in full force and effect for at least twelve (12) months subsequent to the expiration of the permit term, and in addition, the bond or letter of credit must be conditioned that the permittee must promptly pay all fines, penalties, and other assessments imposed upon the permittee by reason of his breach of any of the terms, provisions or conditions of this Article, and that the permittee must promptly restore the streets, sidewalks and other public property within the City which may be disturbed or damaged during the permittee's operations, to their former condition; and that the permittee must promptly clear all premises of all litter, trash, waste and other substances, and must, after plugging and abandonment, grade, level and restore said property to the same surface condition, as far as possible, as existed prior to commencing operations; and further that the permittee shall indemnify and hold harmless the City of Guthrie from and all liability attributable to granting the permit; and that the permittee shall promptly pay all sums with respect to deductibles on covered losses under insurance policies required by this Article; and that the permittee shall comply with all of the terms of this Article concerning the plugging and abandonment of all such wells. Each bond or letter of credit submitted shall cover all wells drilled or operated by said person within the City of Guthrie as specifically described all wells covered by name, legal description, and oil and gas permit number, if any. For good cause shown, the City, after notice to a permittee and opportunity for hearing, may require the filing of a blanket bond or letter of credit for all wells within the City of Guthrie in an amount higher than Twenty Five Thousand Dollars (\$25,000.00), but not to exceed One Hundred Thousand Dollars (\$100,000.00). "Good Cause" shall include, but shall not be limited to, a showing that the operator or permittee has previously violated the provisions of this Article, or that the operator has multiple wells that in the exercise of ordinance prudence, the Guthrie City Council shall require an additional amount.

- (b) In addition to the bond required in paragraph (a) of this section, the permittee shall obtain One Million Dollars (\$1,000,000.00) Seepage and Pollution Insurance per well for the benefit of the City of Guthrie and all persons concerned, conditioned that the permittee will comply with every applicable Federal and State Law, rules, regulations, standard or directive relating to the maintenance of the safe and beneficial physical, chemical and biological properties of any natural waters of the City; that the permittee shall obtain the necessary permits from the City and State with regard to any operations which have the potential of rendering such waters harmful or detrimental or injurious to the public health, safety and welfare; that the permittee shall bear all the cost necessary and incidental to the correction of any pollution to said waters caused by the permittee or permittee's

agents, servants, employees, subcontractors or independent contractors; that the permittee shall pay all fines, penalties, assessments or judgements resulting directly or incidentally from the permittee's activities and which result in pollution of City waters; that the permittee shall indemnify and hold harmless the City from any and all liability attributable to granting the permit where such liability results from the pollution of City waters.

- (c) In addition to the bond and insurance required in paragraphs (a) and (b) of this section, the permittee shall carry a policy or policies of standard comprehensive public liability insurance, including contractual liability covering bodily injuries and property damage, naming the permittee and the City of Guthrie, issued by an insurer authorized to do business within the State, said policy or policies in the aggregate of One Million Dollars (\$1,000,000.00) per occurrence.

Section 4-121. Conversion from natural or artificial to enhanced recovery.

- (a) No person shall convert any well from natural or artificial production to a use for enhanced recovery or disposal without first obtaining the necessary permit therefor.
- (b) No person shall re-enter any abandoned or plugged and abandoned well or drill an original well to be used for enhanced recovery without first obtaining the necessary permit therefor.

Section 4-122. Enhanced recovery and disposal wells.

- (a) An application for such permit as is required by the preceding section shall be in the same form as that required for a permit to drill an original well, and shall contain complete information required by the City Manager or his/her designee, including the following:
  - (1) A map of the well site, showing all equipment to be used there, location of pipelines, access road, and distances from the well to any and all fences, public roadways, and buildings within a radius of one thousand feet (1,000').
  - (2) A map of the project showing: the location of all supply, disposal, injection and producing wells; all conduits; tank battery, pumping station and appurtenant equipment; all wells in the project area and those located in the sections immediately adjacent to include producing, abandoned, plugged and abandoned, disposal, and public or private fresh water supply wells.

- (3) Evidence that all wells in the area of the project and adjacent section were plugged and abandoned in compliance with Oklahoma Corporation Commission regulations at the time the well was plugged and abandoned. A plugging record (OCC form 1003) to demonstrate compliance is acceptable.
- (4) All wells associated with the project shall be indicated by status (e.g., plugged and abandoned (P and A'd), abandoned, injector, source well, producer, idle, etc.) and showing the additional information:
  - (a) Surveyed surface location;
  - (b) DF or KB elevation;
  - (c) Drilled total depth;
  - (d) PBTD;
  - (e) Size, depth and grade of surface and production casing;
  - (f) Location of all plugs, packers, cement plugs, tubing anchors, etc., within the well bore;
  - (g) Depth and nature of all cement squeeze jobs;
  - (h) Formation name and depth of all open perforations and open hole interval;
  - (i) Volume and type of cement used on surface and production strings;
  - (j) Top of cement behind pipe.
- (5) One copy of all electric, mechanical, sample and driller's log, if available;
- (6) Fee and operator name for each well;
- (7) One copy of all cement bond logs and production logs;
- (8) One copy of all work performed on the well;
- (9) Copies of all information supplied to the Corporation Commission,

and said Commission's approval of the project;

- (10) Copies of the Corporation Commission form No. 1015, indicating successful pressure testing of each injection well at a pressure greater than the maximum proposed for the project, or if no such form has been filed and approved, then sufficient evidence of the successful pressure testing of each injection well;
- (b) Upon the completion of the application required hereunder, the City Manager or his/her designee shall have thirty (30) business days to review same and make a recommendation of approval or disapproval to the City Council.
- (c) A fee in the sum of One Thousand Dollars (\$1,000.00) shall be submitted along with every application required hereunder.
- (d) Where an existing well is to be used as an injection or disposal site, the existing casing and cement shall be of such integrity and depth as to adequately and safely isolate fresh water producing zones from the seepage and bleeding of injection fluids or disposants. Where additional protective operations are undertaken to comply with this paragraph, the City Manager or his/her designee shall be notified thereof sufficiently in advance in order for him to be present for such operations.
- (e) Injection lines shall be buried in a trench at a depth no less than four (4) feet, below grade level and shall be pressure tested (static) annually at a minimum of 150% of the pressure normally encountered at the injection pump discharge for a period of hours to be fixed by the City Manager or his/her designee. They shall be notified five (5) business days in advance of such test and may supervise same. Test results shall be filed with the City upon completion.
- (f) Fresh water wells located within a radius of one thousand feet (1,000') of any enhanced recovery or disposal well shall be tested semi-annually for the presence of deleterious substances, such as chloride, sulphates and dissolved solids. If any enhanced recovery or disposal well is not being used for injection or disposal purposes and is in compliance with OCC rule 3-305, (Testing and Monitoring Requirements for Enhanced Recovery Injection Wells and Disposal Wells), the City Manager or his/her designee may waive the testing of fresh water wells located within the one thousand foot (1,000') radius of the inactive well. Such testing is the responsibility of the permittee and permittee's expense. The City Manager or his/her designee shall be notified five (5) business days in advance of such testing and may be present therefor. Test results shall be filed with the City upon

completion.

Section 4-123. Deepening and sidetracking wells from existing well bores.

Deepening and existing well bore or sidetracking a well from an existing well bore is permitted upon proper approval from the Corporation Commission and the City Manager or his/her designee and may require City Council approval. Information regarding kickoff point, angle of kickoff, cement behind kickoff, and other information relating to sidetracking may be required.

Section 4-124. Annual fee to operate.

An annual inspection fee is hereby levied upon each well operated or maintained under a permit issued by the City; such fee shall be in the amount of Two Hundred Fifty Dollars (\$250.00), payable to the City on or before the annual anniversary date of the issuance of any permit under this ordinance.

No permit for any well shall be considered valid for any year for which the annual fee has not been paid.

Section 4-125. Disposal of salt water.

- (a) Every permittee under this Article shall make sufficient provisions for the safe disposal of salt water or other deleterious substances which he may bring to or leave on the surface of the earth. Such disposal shall not result in pollution of the waters of the City of Guthrie and shall not result in any other environmental hazard, and shall incorporate the best available techniques and equipment.
- (b) In the event of any leakage or spillage of any pollution or deleterious substance, whatever the cause thereof, the permittee shall cause the City Manager or his/her designee to be notified thereof promptly. If, in the judgement of the City Manager or his/her designee, such leakage or spillage represents a potential environmental hazard, he may issue whatever corrective orders he deems appropriate, and additionally may require the appropriate testing of the surface and subsurface for pollutant incursion, the cost of such test or test to be borne by the permittee.

Section 4-126. Compliance with applicable laws.

No person shall drill an original well or re-enter an abandoned well or a plugged and

abandoned well for any purpose, or permit to exist any well, structure, equipment, pipeline, machinery, tank or other appurtenance, in violation of any of the provisions of this ordinance or other City ordinances as may be applicable, or the laws, rules, regulations, operative standards or directives of the State.

Section 4-127. Conductor casing.

Conductor casing shall be set to a minimum depth of forty feet (40') below ground level or to bedrock, whichever is less. The conductor hole shall be drilled with fresh water and native mud or air. No chemicals or foreign substances are to be added to the drilling fluid. The conductor casing shall be cemented to the surface by circulating cement or by using the grout method. After cementing the conductor casing, drilling shall not be resumed until the cement has set for twenty-four (24) hours.

Section 4-128. Surface casing.

- (a) Surface casing shall be set a minimum of two hundred feet (200') below the deepest fresh water zone found in the well site section or in the eight (8) sections adjacent to the wellsite section. If a well has previously been drilled in the same quarter section as the proposed well but does not have a previously run resistivity or porosity log to identify the base of the treatable water, or the proposed well is the first well in that quarter section, a resistivity and porosity log to identify the base of the treatable water, or other evidence satisfactory to the City Manager or his/her designee, shall be run in the surface hole before surface pipe is set, a copy of which will be filed with the Corporation Commission, Oklahoma Water Resources Board, and the City Manager or his/her designee. Surface pipe shall have a centralizer on the shoe joint, a centralizer within fifty feet (50') of the shoe joint and centralizers no more than two hundred feet (200') apart above the second centralizer.
- (b) Surface pipe shall be cemented by circulating good cement to surface by normal displacement practices. If cement cannot be circulated to surface due to washed out hole or lost circulation, the existing cement shall not be over-displaced and a plug shall be left in the bottom of the casing string to be drilled out once the surface is set. The remaining open hole behind the surface pipe shall be cemented by running a tubing string between the conductor string and the surface pipe until the top of the cement is tagged. The remaining uncemented annular space will then be cemented until good cement is circulated to surface. The City Manager or his/her designee may require logs to be run to determine the actual top of the cement in the annulus prior to pumping cement down the small string of pipe installed in the annulus of the well. The casing shall not be disturbed in any way until

the cement has set for a minimum of eight (8) hours or any longer time required for the cement to reach a compressive strength of 500 PSI. A cement bond log shall be run after the cement has set for twelve (12) hours and before drilling operations are resumed. The City Manager or his/her designee shall witness calibration and running of the cement bond log, and he shall examine the log and give his approval of the cement bond before drilling operations are resumed. Surface casing must be new pipe of API grade J or K or higher grade and have a minimum burst pressure rating of 2900 PSI. The City Manager or his/her designee may require cement samples as necessary to be submitted at drilling sites or elsewhere for quality control testing.

- (c) Where an existing well is to be used as an injection or disposal site, the existing casing and cement shall be of such integrity and depth as to adequately and safely isolate fresh water producing zones from the seepage or bleeding of injection fluids or disposants. Where additional protective operations are undertaken to comply with this paragraph, the City Manager or his/her designee shall be notified thereof sufficiently in advance in order for him to be present for such operations.

Section 4-129. Notification by operator of certain operations.

Any person operating a well within the City shall give at least three business days advanced notice to the City Manager or his/her designee before taking any of the following actions with regard to such well: removal of any casing, including removal for purposes of replacement; completing or re-completing the well in a different formation; or placing the well on artificial production.

Section 4-130. Plugging and abandonment.

Whenever any well is abandoned or to be plugged and abandoned it shall be the obligation of the permittee and the operator of the well to obtain a City of Guthrie Plugging Permit and to plug the well as follows: set a two hundred foot (200') cement plug across and one hundred foot (100') above Perry Gas Sand (last known hydrocarbon bearing zone in area); a two hundred foot (200') cement plug in the bottom of the surface casing, with the top of the plug one hundred feet (100') inside the surface casing section; and to set a fifty foot (50') cement plug in the top of the surface casing. In any well where surface casing has not been set in accordance with Section 4-128 of this Ordinance, the well bore shall be filled with cement from two hundred feet (200') below the base of the deepest fresh water zone and back to surface. No surface or conductor string of casing may be pulled or removed from a well. During initial plugging and abandonment operations it will be the obligation of the permittee and operator to circulate the well with drilling mud weighing not less than nine (9) pounds per gallon, and to circulate this mud until stabilized

and the well shall be kept filled to the top with drilling mud of the weight herein specified, at all times; mud-laden fluid of the above specifications will be left in the well bore below and between cement plugs. Any additional provisions or precautionary measures prescribed by the State, the Corporation Commission or the City Manager or his/her designee in connection with the plugging and abandonment of a well shall be complied with by the permittee.

Section 4-131. Movement of heavy equipment

No person shall move or cause to be moved, over, upon or across any pavement or paved street, or alley within Guthrie City Limits, any piece of machinery of extreme weight which may crack or injure such pavement, except as herein provided:

Prior of the moving of any such machinery over, across or upon any paved street or alley within this City, application shall be made to the City Clerk as provided in the City of Guthrie Code, Section 19-91.

Section 4-132. Well location.

No permit shall be issued for the drilling of an original well or the re-entry of an abandoned well or plugged and abandoned well if the well or the exterior of any tank or pressure vessel is nearer than three hundred feet (300') of any residence, commercial building, or producing fresh water well. This 300' separation can be reduced to a 200' separation if written consent from the property owners within the reduced distance has been submitted with the drilling application. The 300' minimum separation from a water well cannot be reduced.

No permit shall be issued for the drilling of an original well or the re-entry of an abandoned well, or a plugged and abandoned well at any location which is within the boundaries of a public cemetery.

Section 4-133. Fences.

Any person who completes any well as a producer shall have the obligation to enclose said well, together with its surface facilities, by a fence sufficiently high and properly built so as to ordinarily keep persons and animals out of the enclosure with all gates thereto to be kept locked when the permittee or his employees are not within the enclosure. A key to the lock shall be filed with the City Manager or his/her designee. In areas not imminent for urban development, the City Council, at their discretion, may waive the requirement of any fence or may designate the type of fence to be erected. If fencing requirements are waived by the City Council and the landowner consents thereto in writing, any application to plat the property shall constitute an agreement by the developer to fence the well at the developer's expense.

Section 4-134. Noise and other nuisances.

All oil operations shall be conducted in such a manner as to eliminate, as far as practicable, dust, noise, vibration or noxious odors, and shall be in accordance with the best accepted practices incident to exploration for drilling for, and production of hydrocarbon substances. Proven technological improvements in exploration, drilling and production methods shall be adopted as they become, from time to time, available, if capable of reducing factors of nuisance and annoyance.

Section 4-135. Facilities.

All lease equipment shall be painted and maintained in a good state of appearance, and shall have posted in a prominent place as required by the Oklahoma Corporation Commission, a metal sign no less than two square feet (2') in area upon which the following information shall be conspicuous; permittee's name; 24 hour emergency phone number; lease name; and location of the well bore by reference to the United States survey. In the event of a change in operator it will be the new operator's responsibility to replace the sign within thirty (30) days after the change is effective.

Section 4-136. Storage tanks and separators.

- (a) Crude oil storage tanks shall not be constructed, operated or used except to the extent of two (2) steel tanks for oil storage, not exceeding 500 barrels capacity and so constructed and maintained as to be vapor tight provided, that additional tankage may be approved by the City Manager or his/her designee.
- (b) A permittee may use, construct and operate a steel conventional separator and such other steel tanks and appurtenances as are necessary for treating oil with each of such facilities to be so constructed and maintained as to be vapor tight. Each oil, gas separator shall be equipped with both a regulation pressure-relief safety valve and a bursting head.
- (c) There shall be a minimum separation distance of at least twenty-five feet (25') between storage tanks (crude and water) and heater treaters or other equipment designed to be heated with burners or electric elements. The provisions of this subsection shall apply only to tanks or equipment installed, placed or replaced, on or after the effective date of the ordinance by which this subsection was enacted.
- (d) One hundred twenty days (120) after completion of the well, the tank battery, diking, fencing, and other surface equipment needs to be installed.

Section 4-137. Impounding around tanks by diking.

When protection of adjoining property or waterways is by means of impounding by diking around the tanks, such system shall comply with the following:

- (a) a slope of not less than one percent (1%) away from the tank shall be provided for at least fifty feet (50') or to the dike base, whichever is less.
- (b) The volumetric capacity of the dike area shall not be less than the greatest amount of liquid that can be released from the largest tank within the diked area, assuming a full tank. To allow for volume occupied by tanks, the capacity of the diked area enclosing more than one tank shall be calculated after deducting the volume of the tanks, other than the largest tank, below the height of the dike.
- (c) To permit access, the outside base of the dike at ground level shall be no closer than ten feet (10') to any property line that is or can be built upon.
- (d) Walls of the diked area shall be of earth, steel, concrete or solid masonry designed to be liquid tight and to withstand a full hydrostatic head. Earthen walls three feet (3') or more in height shall have a flat section at the top not less than two feet (2') wide. The slope of an earthen wall shall be consistent with the angle of repose of the material of which the wall is constructed. Dike areas for tanks containing Class 1 Liquids located in extremely porous soils may require special treatment to prevent seepage of hazardous quantities of liquids to low-lying areas or waterways in case of spills.
- (e) Every tank battery associated with a well or group of wells shall be separated from any other tank battery associated with any other well or wells by a dike of a height as required above. A dike shall also be constructed to separate the crude storage tanks and water storage tanks from separators, heater treaters, and other vessels. The height of this dike shall meet the requirements specified above. The provisions of this subsection shall apply only to tanks or equipment installed, placed or replaced on or after the effective date of the ordinance by which this subsection was enacted.
- (f) Where provision is made for draining water from diked areas, such drains shall be controlled in a manner so as to prevent flammable or combustible liquids from entering natural water courses, public sewers, or public drains, if their presence would constitute a hazard. Control of drainage shall be accessible under fire conditions from outside the dike.

Section 4-138.      Fire Prevention.

Adequate fire fighting apparatus and supplies approved by the City Fire Department shall be maintained on the drilling site at all times during drilling and production operations. All machinery, equipment and installations on all drilling sites within the City Limits shall conform with such requirements as may from time to time be issued by the Fire Department.

Section 4-139.      Pits.

Non-leaking steel mud or circulating pits shall be used. Such pits and contents shall be removed from the premises and the drilling site within sixty (60) days after completion of the well. No earthen pits shall be allowed, unless clay lined, small and temporary, and approved in writing by the City Manager or his/her designee. Haul off pits will not be dug in unless approved in writing by the City Manager or his/her designee.

Section 4-140.      Motive power.

Motive power for all well pumping equipment shall be electricity, with the exception the City Manager or his/her designee may vary the requirements thereof to suit the application before him.

Section 4-141.      Derrick and rig.

It shall be unlawful and an offense for any person to use or operate in connection with the drilling, re-entry or reworking of any well within the City, any wooden derrick or any steam-powered rig, and all engines shall be equipped with adequate mufflers approved by the City Manager or his/her designee. The permitting of any drilling rig or derrick to remain on the premises or drilling site for a period longer than sixty (60) days after completion or plugging and abandonment of a well is hereby prohibited, unless an extension is granted by the City Manager or his/her designee.

Section 4-142.      Open hole formation testing.

- (a) All open hole formation testing shall be done during daylight hours, with advance notification thereof made to the City Manager or his/her designee adequate to enable him to be present.
- (b) All open hole formation testing shall be done into steel tanks, or flared properly in the case of gas.

Section 4-143.      Drilling operations - Equipment.

All drilling, re-entry and operations at any well performed under this ordinance shall be conducted in accordance with the best practices of the reasonably prudent operator. All casing, valve, and blow-out preventers, drilling fluid, tubing, bradenhead, christmas tree and well head connections shall be of a type and quality consistent with the best practices of such reasonably prudent operator. Setting and cementing casing and running drill stem tests shall be performed in a manner and at a time consistent with the best practices of such reasonably prudent operator. Any permittee under this ordinance shall observe and follow the recommendations or regulations of the American Petroleum Institute and the State Corporation Commission. A copy of all electric, production, case hole, and cement bond logs shall be filed with the City Manager or his/her designee.

Section 4-144.      Streets and alleys.

No well shall be drilled, and no permit shall be issued for any well to be drilled, at any location which is within any of the streets or alleys of the City; and no street or alley shall be blocked or encumbered or closed in any drilling or production operation except with the written approval of the City Manager or his/her designee, and then only temporarily. The permittee shall construct a concrete drive approach to City standards outlined in Article 19, Section 4-186 and Article 5, Section 16-8, with proper curbs where applicable, within 60 days after production casing has been run.

Section 4-145.      Flaring of gas.

All produced gas shall either be sold or flared with the flaring procedures being approved by the City Manager or his/her designee and the Guthrie Fire Marshal.

Section 4-146.      Fracturing and Acidizing.

In the completion of an oil and gas, injection, disposal or service well, where acidizing or fracturing processes are used, no oil, gas or other deleterious substances or pollutants shall be permitted to pollute any surface or subsurface fresh waters. All fluids produced shall be put into tankage.

Section 4-147.      Swabbing and bailing.

In swabbing, bailing or purging a well, all deleterious substances removed from the bore hole shall be placed in appropriate tanks and no substances shall be permitted to pollute any surface or subsurface fresh waters.

Section 4-148.      Rupture in surface casing.

In the event a rupture, break or opening occurs in the surface or production casing, the permittee or the operator or drilling contractor shall take immediate action to repair it, and shall promptly report the incident to the City Manager or his/her designee.

Section 4-149.      Depositing oil products.

No person shall deposit, drain, or divert into or upon any public highway, street or alley, drainage ditch, storm drain, sewer, gutter, paving, creek, river, lake or lagoon, any oil or oily liquid with petroleum content or any mud, rotary mud, sand, water or salt water, or in any manner permit by seepage, overflow or otherwise, any of such substances to escape from any property owned, leased or controlled by such person and flow or be carried into or upon any public highway, street or alley, drainage ditch, storm drain, sewer, gutter, paving, creek, river, lake or lagoon, within the City.

Section 4-150.      Safety precautions.

Persons drilling, operating, maintaining or plugging any well shall use all necessary care and take all precautions which shall be reasonably necessary under the circumstances to protect the public. The provisions of this Article shall be deemed to be the minimum requirements for the preservation of the public health, safety and welfare, and compliance with the terms hereof shall not be deemed to relieve any person of any additional duty imposed by law.

Blowout prevention equipment is required and shall be as follows:

- (1) For drilling operations:
  - (a) The BOP stack shall be hydraulically operated BOPs equipped with the following: accumulator bottles capable of closing all rams and keeping them closed. Three (3) type preventers, one of which shall contain pipe rams to fit the drill pipe in use, one set to be blind rams, and the third one shall be an annular type. A remote control station is required to operate the BOP's in case of emergency.
  - (b) The BOP stack rated at no less than three thousand (3000) psig shall be installed and pressure tested according to the API Bulletin RP 53 specifications using only water, prior to drilling out the surface casing shoe.
  - (c) Choke manifolds shall be considered as a part of the BOP system and will be installed, tested and maintained in accordance with

specifications contained within API Bulletin RP 53.

- (2) For maintenance, remedial, recompletion or plugging operations the BOP requirement may be altered to conform to potential risk if approved by the City Manager or his/her designee in writing, but the requirement cannot be deleted.
- (3) A safety valve with appropriate threaded connections to fit any tubular string being moved in or out of the well and having an inside diameter at least as large as the inside diameter of the tubular string and with a working pressure rating equal to at least three thousand (3000) psig or greater than any well pressure that might possibly be encountered during the operations described above must be on the rig floor, in the open position, at all times.
- (4) Production Operations:
  - (a) Flowing wells shall be equipped with high-low pressure safety valves with sensing points to be determined by the flowing characteristics of each well.
  - (b) Beam pumping wells, producing in excess of ten (10) bbls of combined oil and water per day shall be equipped with sensing devices and appropriate equipment to shut down the pump if the stuffing box should develop a leak and to seal the tubing if the polish rod should part and allow the well to flow to the atmosphere.
  - (c) Other artificial lift methods, if used, should be protected by appropriate safety equipment to prevent the accidental discharge of produced oil, gas and/or water to the atmosphere or drainage system.
  - (d) All pressure vessels should be manufactured in accordance with the appropriate API code in approved manufacturing facilities.
  - (e) All fired vessels must be equipped with flame arrestor.
  - (f) Injection and transportation systems must be protected with appropriate high-low safety shut-down equipment with sensing points to be determined according to the individual installation.

Section 4-151. Forms filed with the Corporation Commission.

Copies of all applications, notices, forms, records, logs and the like filed by permittee with the State Corporation Commission shall be filed with the City as well. The

City Manager or his/her designee shall keep confidential all submitted material which the State allows to be kept confidential.

Section 4-152.      Water for Muds.

In the event a fresh water supply well is drilled to provide water for drilling muds, the depth of such well shall not be greater than two hundred feet (200') below surface. Upon the completion of operations for which such well is required, the City shall have the right to purchase said well at a price determinable by the cost of completion. If the City, in a proper case, does not make such purchase, any such well shall be properly plugged and abandoned after notice of intention to so plug is provided the City Manager or his/her designee, who may supervise the operation.

Section 4-153.      Service companies.

Upon request of the City Manager or his/her designee, service companies or other persons shall furnish and file reports and records showing perforating, hydraulic fracturing, cementing, shooting, chemical treatment and all other service operations on any site covered by this Article. Such furnished material shall remain confidential where such confidentiality is usually granted by the State. Failure to provide any such requested material shall be deemed a violation of this Article.

Section 4-154.      Accumulation of vapor.

The City Manager or his/her designee shall have the authority to require the immediate shutting in or closing of any well if he finds that there exists, within a one hundred foot (100') radius of any well, any gas or gasoline vapor in a quantity sufficient to constitute, in his judgement, or in the judgement of the City Fire Marshal, a fire hazard. The well shall remain shut or closed in until the hazard and its cause are removed.

Section 4-155.      Inspection of pressure lines.

The City Manager or his/her designee shall inspect all pressure lines in use at any well or at any project to assure that tubing, fittings, equipment or connections are reasonably tight, safe and free from leaks; and be a minimum of four feet (4') below grade. The lines on the location should be on or near the surface, (i.e. tank battery lines and well to battery flowline.)

Section 4-156.      Ingress and egress.

Lease roads shall be maintained in such manner as to safely and comfortably allow for ingress and egress of City or State personnel traveling in a common passenger motor vehicle. All mud, dirt, gravel and other debris on City of Guthrie roads, streets and public

ways must be removed promptly.

Section 4-157. Order to cease operations.

- (a) If the City Manager or his/her designee finds that, in his judgement, a hazard to life or natural resources exists, he shall order immediate rectification of the cause. If the permittee takes no immediate measure to reduce the hazard, or if the situation be so perilous as to constitute an imminent threat to safety, then in either of these events he may order the prompt cessation of activity, and if necessary, the clearance of the premises. If there is no hazard, fire or otherwise existing, if the permittee desires, he/she may continue circulating the hole with drilling fluids in order to protect the drilled hole from being lost.
- (b) A hearing shall be scheduled before the City Manager within twenty-four (24) hours after the issuance of said order. The City Manager shall determine if proper cause existed, and, if not, shall order the permittee's activity to resume without delay. If the City Manager determines that proper cause did exist for the order to cease activity to be issued, then he shall make whatever ruling is proper to assure rectification of the cause of the peril. Such ruling and compliance with it by the permittee shall not be construed to absolve the permittee of any liability for any violation of this Article or for any damage or injury caused thereby

Section 4-158. Appeals.

Any permittee aggrieved by any order, directive or ruling issued by the City Manager or his/her designee may appeal the same to the City Council. Such matter shall be placed on the next Council Agenda for consideration by the Council, in accordance with the requirements of the State Open Meeting Act which shall hear the matter at its next scheduled meeting. The lodging of such appeal shall not stay the enforcement of any of the provisions of this Article. The Council, upon hearing the matter, may issue whatever ruling or order is appropriate, provided that such ruling or order be in keeping with the spirit and purpose of this Article.

Section 4-159. City Council review of permit recommendations.

Upon the consideration of any application for a permit required by the terms of this ordinance, the City Manager or his/her designee shall recommend approval or disapproval thereof to the Mayor and City Council, who shall review the matter at a regularly scheduled meeting, and thereupon uphold or reverse the recommendation with or without the addition of any conditions thereto.

Section 4-160. Conduits on streets and alleys.

- (a) No permittee shall make any excavations or construct any lines for the conveyance of fuel, water or minerals, on, under or through the streets and alleys of the City without first having obtained a permit therefor upon application to the City Manager or his/her designee.
- (b) The City Manager or his/her designee shall prescribe the forms to be used for such application and the information to accompany it.
- (c) Each application for a permit under this Section shall be accompanied by a non-refundable filing fee in the amount of Two Hundred Fifty Dollars (\$250.00).
- (d) The City Manager or his/her designee within twenty (20) days of receipt of the properly executed application, shall either grant or deny the request.
- (e) The granting of any such permit shall not be construed to be the granting of a franchise.

Section 4-161. Annual fee for conduits.

- (a) The permittee under Section 4-160 of this Article shall pay to the City an annual renewal and inspection fee, being the total of One Dollar (\$1.00) per rod of conduit multiplied by the number of rods in the conduit for which the permit was issued.
- (b) The City Manager shall appoint a representative who shall inspect such conduits to assure the public safety. No permit issued under Section 4-160 of this Article shall be renewed if the conduit or any part thereof covered by such permit is in an unsafe condition.

Section 4-162. Applicability to existing conditions.

- (a) This Article shall apply to any person drilling an original well, re-entering an abandoned well, or plugged and abandoned well, conducting natural or artificial production operations, or maintaining a disposal well within the City Limits on the August 19<sup>th</sup>, 1994, and every such person shall have no longer than ninety (90) days to come into compliance with this Article. Provided, that:
  - (1) No initial permit fees shall be charged such person as would otherwise apply;

- (2) No penalties shall be sought against any activity violative of this Article where such activity pre-existed the adoption of this Article and was other-wise in compliance with the applicable State Law, rules, regulations, standards and directives.
- (3) The City Manager or his/her designee may allow for reasonable extensions or variations for compliance with this Article where to do so would be in the interest of fairness.

Section 4-163. Penalties.

It shall be unlawful and an offense for any person to violate or neglect to comply with any provisions hereof irrespective of whether or not the verbiage of each section hereof contains the specific language that such violation or neglect is unlawful and is an offense. Any person who shall violate any of the provisions of this Article, or any of the provisions of a drilling and operating permit issued pursuant hereto, or any condition of the bond filed by the permittee pursuant to this Article, or who shall neglect to comply with the terms hereof, shall be fined in a sum of not more than One Hundred Dollars (\$100.00), plus court costs and the violation of each separate provision of this Article, and of said permit, and of said bond, shall be considered a separate offense, and each day's violation of each separate provision thereof shall be considered a separate offense. In addition to the foregoing penalties, except as to termination of permits as provided for in Section 4-120 and cessation of operations as provided for in Section 4-157, which termination or cessation shall be effective without any action by City Council and only with the notices provided for in those sections, it is further provided that the City Council at any regular or special session or meeting thereof, may, provided ten (10) business days notice has been given to the permittee that revocation is to be considered at such meeting, revoke or suspend any permit issued under this Article and under which drilling or producing operations are being conducted in the event the permittee thereof has violated any provision of said permit, said bond, of this Article. In the event the permit be revoked, the permittee may make application to the City Manager or his/her designee for re-issuance of such permit, and the action of the City of Guthrie thereon shall be final. Any continuing offense shall be considered a public nuisance, the remedies for which under law shall be in addition to those hereinbefore enumerated.

SECTION 2. REPEALER.

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of any such conflict.

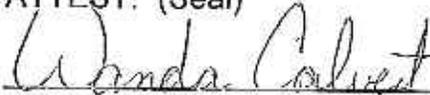
SECTION 3. SEVERABILITY.

If any section, sub-section, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion of this Ordinance.

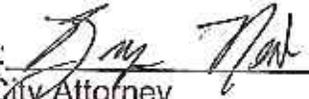
19<sup>th</sup> ADOPTED AND APPROVED by the Council of the City of Guthrie, Oklahoma, this day of July, 1994.

  
\_\_\_\_\_  
Mayor

ATTEST: (Seal)

  
\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

By:   
\_\_\_\_\_  
City Attorney

# Proof of Publication

STATE OF OKLAHOMA ) ss.  
 COUNTY OF LOGAN )

Robert Hager, of lawful age,

being duly sworn and authorized, says that he is,  
 Publisher

of the  
Guthrie Daily Leader daily

newspaper printed in the English language, in the City of Guthrie, Logan County, Oklahoma, having a paid general subscription circulation in said County, with entrance into the United States mails as second-class mail matter in Logan County, and published and printed in said County where delivered to the United States mail, that said newspaper has been continuously and uninterruptedly published in said County during a period of one hundred four (104) consecutive weeks immediately prior to the first publication of the attached notice, advertisement or publication; and that said newspaper comes within the requirements of Chapter 4 of Title 25, Oklahoma Statutes 1951, as amended, and complies with all other requirements of the laws of Oklahoma with reference to legal publications.

That said notice, a true copy of which is attached hereto, was published in the regular edition of said newspaper during the period and time of publication and not in a supplement, on the following dates:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

July 28, 19 94

*Robert Hager*

Subscribed and sworn to before me this

28th day of July, 19 94

*Paula D. Boyd*  
 Notary Public

My commission expires: 5-13-96

Words at 10¢ per word, first insertion \$ \_\_\_\_\_

Words at 0¢ per word, additional insertions \_\_\_\_\_

Lines of tabular matter at 55¢ per column line, first insertion \_\_\_\_\_

Lines of tabular matter at 50¢ per column line, additional insertions \_\_\_\_\_

TOTAL COST OF PUBLICATION 367.12

**COPY**

(Published In The Guthrie Daily Leader, July 28, 1994) IT  
 ORDINANCE NO. 2991  
 AN ORDINANCE RELATED TO BUILDING, PLUMBING AND ELECTRICAL INSTALLATIONS, AMENDING CHAPTER 4, ARTICLE 13, SECTION 4-114 THROUGH SECTION 4-163, INCLUSIVE, OF GUTHRIE CITY CODE, 1990, OIL AND GAS REGULATIONS, PROVIDING FOR SECTION 4-114 INTENT AND PURPOSE; SECTION 4-115 DEFINITION; SECTION 4-116 PERMITS, SECTION 4-117 APPLICATION AND FILING FEE, SECTION 4-118 TESTING OF WATERWELLS; SECTION 4-119 ISSUANCE OR REFUSAL OF PERMIT, SECTION 4-120 PERMITTEE'S INSURANCE AND BOND; SECTION 4-121 CONVERSION FROM NATURAL OR PRIMARY TO ENHANCED PRODUCTION; SECTION 4-122 ENHANCED RECOVERY AND DISPOSAL WELLS; SECTION 4-123 DEEPENING AND SIDETRACKING WELLS FROM EXISTING WELL BORES; SECTION 4-124 ANNUAL FEE TO OPERATE; SECTION 4-125 DISPOSAL OF SALT WATER; SECTION 4-126 COMPLIANCE WITH APPLICABLE LAWS; SECTION 4-127 CONDUCTOR CASING, SECTION 4-128 SURFACE CASING; SECTION 4-129 NOTIFICATION BY OPERATOR OF CERTAIN OPERATIONS; SECTION 4-130 ABANDONMENT AND PLUGGING, SECTION 4-131 MOVEMENT OF HEAVY EQUIPMENT; SECTION 4-132 WELL LOCATION; SECTION 4-133 FENCES; SECTION 4-134 NOISE AND

OTHER NUISANCES; SECTION 4-135 FACILITIES; SECTION 4-136 STORAGE TANKS AND SEPARATORS; SECTION 4-137 IMPOUNDING AROUND TANKS BY DIKING; SECTION 4-138 FIRE PREVENTION; SECTION 4-139 PITS, SECTION 4-140 MOTIVE POWER; SECTION 4-141 DERRICK AND RIG; SECTION 4-142 OPEN HOLE FORMATION TESTING; SECTION 4-143 DRILLING OPERATION - EQUIPMENT; SECTION 4-144 STREETS AND ALLEYS; SECTION 4-145 FLARING OF GAS; SECTION 4-146 FRACTURE AND ACIDIZING; SECTION 4-147 SWABBING AND BAILING; SECTION 4-148 RUPTURE IN SURFACE CASING; SECTION 4-149 DEPOSITING OIL PRODUCTS; SECTION 4-150 SAFETY PRECAUTIONS; SECTION 4-151 FORMS FILED WITH THE CORPORATION COMMISSION; SECTION 4-152 WATER FOR MUDS; SECTION 4-153 SERVICE COMPANIES; SECTION 4-154 ACCUMULATION OF VAPOR; SECTION 4-155 INSPECTION OF PRESSURE LINES; SECTION 4-156 INGRESS AND EGRESS; SECTION 4-157 ORDER TO CEASE OPERATIONS; SECTION 4-158 APPEALS; SECTION 4-159 CITY COUNCIL REVIEW OF PERMIT RECOMMENDATIONS; SECTION 4-160 CONDUITS ON STREETS AND ALLEYS; SECTION 4-161 ANNUAL FEE FOR CONDUITS; SECTION 4-162 APPLICABILITY TO EXISTING OPERATIONS; SECTION 4-163 PENALTIES; PROVIDING FOR REPEALER; AND PROVIDING FOR SEVERABILITY.

This is a summarized gist of Ordinance No. 2991 amending Chapter 4 Article 13, Sections 4-114 through 4-163, Guthrie City Code, 1990, as stated above.

ADOPTED and APPROVED this 19th day of July, 1994.  
 Robert A. Dewart, Mayor  
 ATTEST: (Seal)  
 Wanda Calvert, City Clerk  
 APPROVED AS TO FORM:  
 Bryan Neal, City Attorney



**Agenda Item Cover Letter**

<b>Meeting</b> <input checked="" type="checkbox"/> City Council <input type="checkbox"/> GPWA <input checked="" type="checkbox"/> Other: _____	<b>Date of Meeting</b> May 5, 2015	<b>Contact</b> Cody Mosley, Community & Economic Development Director
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**Agenda Item**

Public hearing and possible action on Ordinance No. 3270, amending Zoning Ordinance No. 2422, for the rezoning of two tracts of property located adjacent to 724 E. Prairie Grove Road.

**Summary**

The Guthrie Planning Commission met on April 9, 2015 to hear an application to rezone property located adjacent to 724 E. Prairie Grove Road. Parcel 1 is located at 21-16N-02W TRACT SE 4; POB 232.82' N & 388.5'W SE/C SW4; N 427.18'; W 218';S 427.18'; E 218' POB CONT 2.14 A MOL Formerly GCT 179. Parcel 2 is located at 21-16N-02W TRACT SW4; from SE/C SW4 S 89D44'W'00" 606.50' POB; N 00D28'14" W 660'; S 89D44'00W 106'; S 00D28'14" E 660'; N89D 44'00" E 106' POB Less strip 33 wide S Side Formerly GCT #179A

The applicant filed an application for the Planning Commission to recommend a rezoning for property adjacent to 724 E. Prairie Grove Road that would allow for the expansion of an existing storage unit business. The property is currently zoned A-1. The request was made for the property to be rezoned as C-2. The business expansion is brought on by opportunity to serve customers with RV and boat storage. The Planning Commission voted unanimously to recommend to City Council the rezoning of the property from A-1 to C-2 allowing for expansion of the business. The neighbor adjacent to the south was present at the Planning Commission meeting and mentioned that he had no concern with the rezoning.

<b>Funding Expected</b>	_____ Revenue	_____ Expenditure	<u>  x  </u> N/A
<b>Budgeted</b>	_____ Yes	_____ No	<u>  x  </u> N/A
<b>Account Number</b>	_____	<b>Amount</b>	_____
<b>Legal Review</b>	_____ N/A	<u>  x  </u> Required	Completed Date: <u>  4/16/2015  </u>

**Supporting documents attached**

- Map of property
- Drawing of property
- Ordinance No. 3270

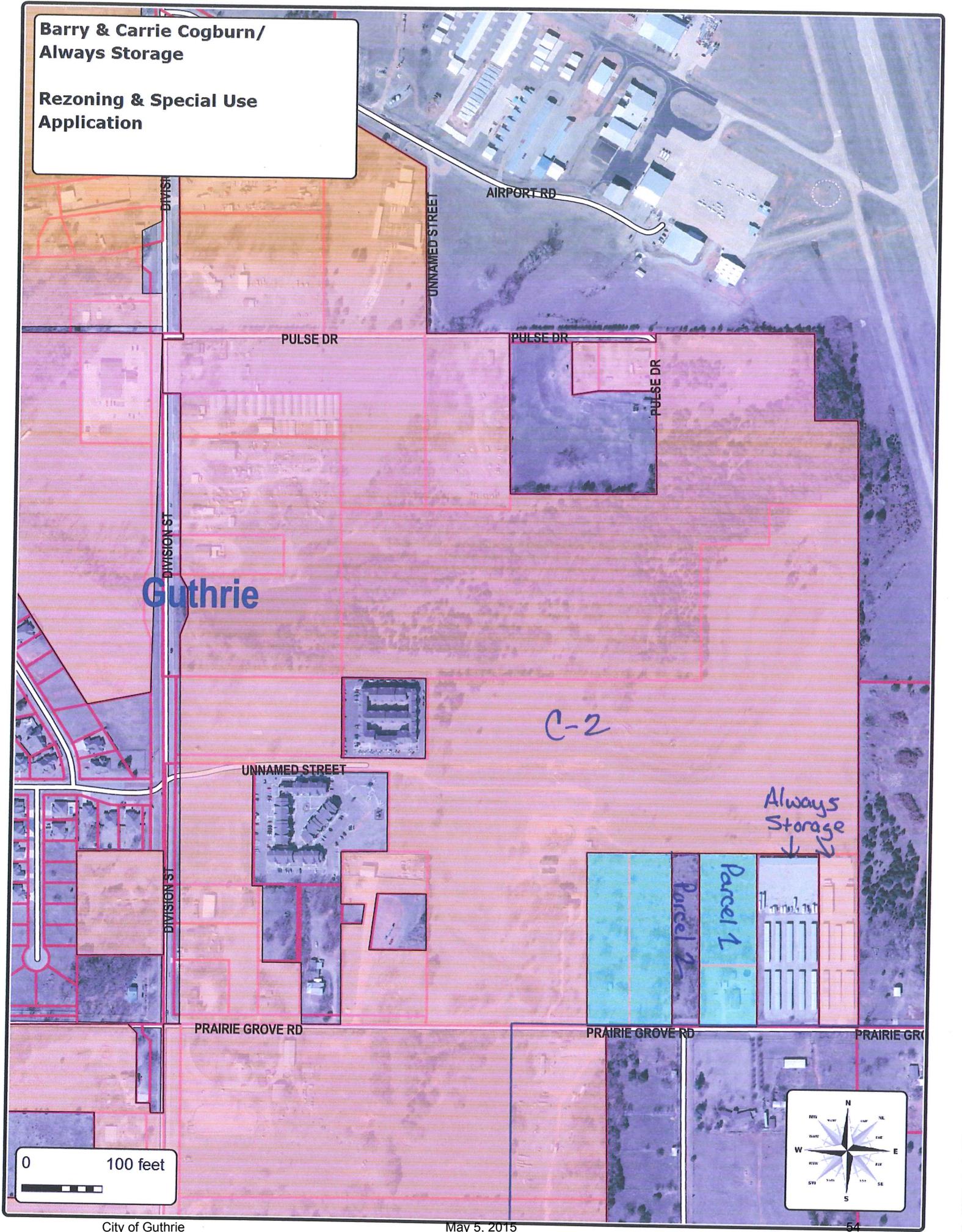
**Recommendation**

Approve Ordinance No. 3270 rezoning of property located adjacent to 724 E. Prairie Grove Road from A-1 to C-2.

**Action Needed**        x   Public Hearing        x   Motion      \_\_\_\_\_ Emergency Clause

Barry & Carrie Cogburn/  
Always Storage

Rezoning & Special Use  
Application





**ORDINANCE NO. 3270**

**AN ORDINANCE RELATED TO ZONING, AMENDING THE ZONING ORDINANCE OF THE CITY OF GUTHRIE, OKLAHOMA TO INCLUDE THE TERRITORY HEREINAFTER DESCRIBED IN THIS ORDINANCE, SAID TERRITORY BEING LOCATED IN THE COUNTY OF LOGAN, STATE OF OKLAHOMA.**

Whereas, the territory hereinafter described in this ordinance is within the city limits of the City of Guthrie, Oklahoma; and

Whereas, in the judgment and discretion of the City of Guthrie, it will contribute greatly to the benefit of the City of Guthrie for the property described hereinafter to be zoned for commercial use; and

Whereas, the owner of herein described parcels has requested that both parcels be rezoned from A-1 to C-2 to allow for the operation of commercial business

**BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF GUTHRIE, OKLAHOMA:**

**SECTION 1** The zoning code found in Ordinance No. 2422 of the City of Guthrie is hereby amended to include and there is hereby rezoned by the City of Guthrie from A-1 to C-2 the following described territory 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, described as follows:

Parcel 1 is located at 21-16N-02W TRACT SE 4; POB 232.82' N & 388.5'W SE/C SW4; N 427.18'; W 218';S 427.18'; E 218' POB CONT 2.14 A MOL Formerly GCT 179.

Parcel 2 is located at 21-16N-02W TRACT SW4; from SE/C SW4 S 89D44'W'00" 606.50' POB; N 00D28'14" W 660'; S 89D44'00W 106'; S 00D28'14" E 660'; N89D 44'00" E 106' POB Less strip 33 wide S Side Formerly GCT #179A

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Steve Gentling, Mayor

ATTEST: (Seal)

---

Kim Biggs, City Clerk

Approved as to form and legality:

---

Randel Shadid, City Attorney



ORDINANCE NO. 3265

AN ORDINANCE AMENDING ORDINANCE NUMBER 2422 OF THE CITY OF GUTHRIE ZONING CODE, SECTION 10-5 THAT THE USE OF STORAGE UNIT FACILITY IN A COMMERICALLY ZONED AREA SHALL BE BY SPECIAL USE PERMIT ONLY; AND PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY,

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GUTHRIE, OKLAHOMA THAT ORDINACNE NUMBER 2422, SECTION 10-5, USES PERMITTED, IS HEREBY AMENDED TO READ AS FOLLOWS:

Section 1: Ordinance 2422 is hereby amended to read as follows:

- A. In a commercially zoned district labeled C-1, C-2, or C-3 the use of a storage unit facility shall require a special use permit approval from the Guthrie City Council.

From and after date hereof for the zoning ordinance in Section 10-5 shall reflect this change.

Section 2: All ordinances in conflict herewith are repealed.

Section 3: If any part, article or section or subsection of this ordinance shall be held invalid or unconstitutional for any reason, such holdings shall not be construed to impair and invalidate the remainder of the ordinance, notwithstanding such holding.

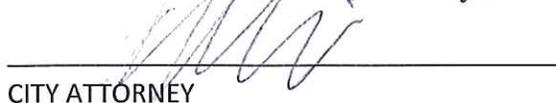
Section 4: EMERGENCY. It being immediately necessary for the protection of the public health, safety, and welfare of the citizens of Guthrie, Oklahoma an emergency is declared and the ordinance will go into effect immediately upon passage by the City Council.

The foregone Ordinance was introduced before the City Council of Guthrie, Oklahoma, on the 4<sup>th</sup> day of November, 2014 and was duly adopted and approved by the Mayor and City Council on said date.

  
MAYOR

{SEAL}  
  
CITY CLERK

APPROVED LEGAL AS TO FORM THIS 4<sup>th</sup> DAY OF November, 2014

  
CITY ATTORNEY





Agenda Item Cover Letter

Meeting

X City Council
GPWA
Other:

Date of Meeting

May 5, 2015

Contact

Maxine Pruitt,
Municipal Services Director

Agenda Item

Discussion and possible action to approve the agreement with YMCA for management of the Municipal Swimming Pool.

Summary

The operational agreement is a renewal of a partnership with the YMCA and City. This partnership has been very successful allowing for the YMCA to manage the Guthrie Municipal Pool with the City providing maintenance and improvements. The City pays the YMCA an operating fee of \$5,000. The YMCA will collect all revenue generated from operations. The pool will be operational by May 18, 2015 for YMCA staff training and open to the public on May 26, 2015 through August 16, 2015. It will be available this year for rentals through September 27, 2015, which is an expansion of services over previous years.

Funding Expected X Revenue Expenditure N/A
Budgeted Yes No N/A
Account Number 20-29-00-6320 Amount \$5,000
Legal Review X N/A Required Completed Date:

Supporting documents attached

- YMCA Pool Agreement

Recommendation

Approve the 2015 Pool Agreement with YMCA for Management of Municipal Swimming Pool.

Action Needed Public Hearing X Motion Emergency Clause

**CONTRACT**  
**BETWEEN THE CITY OF GUTHRIE AND THE YMCA OF GREATER**  
**OKLAHOMA CITY, GUTHRIE YMCA CENTER, FOR OPERATION OF THE**  
**MUNICIPAL SWIMMING POOL 2015 SEASON.**

The YMCA will hire certified lifeguards and pool coordinator to properly manage the Guthrie City Pool for the recreational swimming for the summer of 2015. All lifeguards are to be YMCA certified or equivalent. When the coordinator is not on site, a YMCA employee will be named to be in charge.

The Guthrie City Parks and Recreation Department will have the pool operational by May 18, 2015 to ensure adequate YMCA staff training time. Inclusive dates shall be from May 26, 2015 through August 16, 2015 for recreational swim purposes. The pool will remain operational through September 27, 2015 for rentals on a limited basis.

Hours shall be set by the YMCA but shall be open to accommodate the public as much as possible. These hours will be subject to change if necessary for reasonable cause.

The YMCA will be allowed to use the pool during all hours of operation for swim lessons and/or other purposes. The pool shall be closed to the public after 10:00 p.m. Only YMCA employees will be allowed in the pool area after 10:00 p.m. for cleaning purposes.

A fee of no more than \$3.00 will be charged for each non-YMCA member who comes to the pool to swim. A hand stamp or similar procedure will be used to enable the person(s) to leave the pool and return in the same day without being charged again. This fee shall be subject to change at the discretion of the YMCA, as it deems necessary to raise additional revenue during the summer to meet expenses.

The YMCA shall be granted exclusive use prior the scheduled public recreation swim times and following the 7:00pm (subject to change as needed) closing time for aquatic programming, Monday through Sunday. The YMCA will allow and schedule time for, organizations, special groups, and special activities.

The YMCA may schedule groups in the pool for late evening classes or parties (prior to 10:00 p.m.). YMCA lifeguards must be on duty when these groups use the pool.

The YMCA may collect a reasonable pool rental fee from groups reserving the pool.

The City of Guthrie will be responsible for:

\$5,000.00 Operating Fee

Chemicals, pool supplies (Ring buoys, back boards, rescue tubes and any other safety device required) and pool equipment needed to operate the pool during the 2015 summer season.

Provide a City Employee with current CPO license

Pool repairs

Pool Water Maintenance

Mowing

Inspection of the pool at least once per week for compliance

All toiletries and other normal cleaning supplies.

The YMCA will be responsible for:

Cleaning - Pool must be vacuumed a minimum of once per week or more as needed. Restrooms shall be cleaned daily before anyone is allowed to use the pool and checked every two hours while the pool is open for cleanliness and supplies. Deck area and gutters shall be cleaned daily. Toilet paper holders must stay stocked.

Testing of water (YMCA will make available a filed copy of testing results for Guthrie Parks Department each Monday following the weeks testing)

Daily routine testing

Closing of the pool if at any time the water does not meet Health Department standards.

Notify the City of Guthrie Park Department before running out of any supplies or chemicals including:

Chlorine, caustic soda, test kits etc. two (5) day minimum.

The City of Guthrie shall provide trash pickup weekly, all trash shall be bagged and tops tied securely. The YMCA will provide litter pick-up in and around the pool area to assure a clean and neat facility.

The YMCA has insurance coverage under its policy for liability/medical coverage, in the event such protection becomes necessary during the YMCA's operation of the pool during the 2015 season.

Due to the hazards related to pool chemicals the YMCA will comply with all safety requirements set forth by the City of Guthrie, Oklahoma Departments of Labor and Health and OSHA including employee training required in the Federal Code of Regulations.

The YMCA will comply with Oklahoma Department of Health Regulations Chapter 315 "Public Bathing Place Facility Standards" and Chapter 320 "Public Bathing Place Regulations".

All pool rules will be created and enforced by the YMCA of Greater Oklahoma City and its staff.

All revenues generated from gate admission, swim lessons, pool parties, concessions and all other revenue producing practices will be retained by the YMCA to cover operational expenses including, but not limited to, staff wages, staff training, and supplies.

Should it become necessary for either the YMCA or the City of Guthrie to terminate this agreement, a minimum of two weeks' notice shall be given in writing by either party.

Final contract approval between the City of Guthrie and the YMCA shall be subject to approval by the City of Guthrie and the YMCA of Greater Oklahoma City association office.

In witness thereof, the parties hereto have caused this agreement to be executed this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

CITY OF GUTHRIE

YMCA of Greater Oklahoma City

\_\_\_\_\_  
Steve Gentling, Mayor

Donald R Harris  
Donald R Harris, Vice President & CFO

ATTESTED:

\_\_\_\_\_  
\_\_\_\_\_, City Clerk

Pam Ivers  
Notary

My commission expires: 5/9/15

(SEAL)





**Agenda Item Cover Letter**

**Meeting**

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

**Date of Meeting**

May 5, 2015

**Contact**

Kim Biggs,  
City Clerk/Treasurer

**Agenda Item**

Discussion and possible action on a council election of a Vice Mayor for a term of two years.

**Summary**

In accordance of the Guthrie City Charter, Section 2-11, at the first City Council Meeting in May of each odd-numbered year the City Council shall elect one of its members to serve as the Vice Mayor of the City of Guthrie. Said Vice Mayor shall be elected by the affirmative vote of at least four members of the City Council. The Vice Mayor shall act as, and possess all of the powers and duties of the Mayor during the absence or suspension of the Mayor. Said Vice Mayor shall serve a term of two years.

<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 checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>Account Number</b>	N/A _____		<b>Amount</b> N/A _____
<b>Legal Review</b>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Required	Completed Date: _____

**Supporting documents attached**

- Section 2-11 of the Guthrie City Charter

**Recommendation**

Elect a Vice Mayor.

**Action Needed**     Public Hearing     Motion     Emergency Clause

Mayor shall appoint an Emergency Management Director to serve at the Mayor's pleasure or create an agreement with the County for Emergency Management Services.

**Section 2-11. Vice-Mayor: Appointment, Duties.** At the first City Council meeting in May of each odd-numbered year the City Council shall elect one of its members to serve as the Vice-Mayor of the City of Guthrie. Said Vice-Mayor shall be selected by the affirmative vote of at least four (4) members of the Council. The Vice-Mayor shall act as, and possess all of the powers and duties of the Mayor during the absence or suspension of the Mayor. Said Vice-Mayor shall serve a term of two (2) years.

**Section 2-12. Filling Vacancies In Office.** If a vacancy occurs in the office of Mayor, the Vice-Mayor shall become Mayor for the duration of the unexpired term. If a vacancy occurs in the office of Vice-Mayor, the City Council, by an affirmative vote of at least four (4) members, shall select another Vice-Mayor from among its members for the duration of the unexpired term. If a vacancy occurs in the office of Councilman, the City Council shall select, by an affirmative vote of at least four (4) members, an eligible person to fill the vacancy at the next regular meeting of the City Council following the creation of the vacancy or as soon thereafter as is practical.

**Section 2-13. Mayor And Council: Vacancies.** A vacancy shall be deemed to exist when an elective officer of the City of Guthrie fails to qualify for office within twenty (20) days after notice of his election, dies, resigns, removes his legal residency from the City or ward from which he or she was elected, fails to attend four (4) successive regular meetings of the City Council, is convicted of a felony, becomes a habitual drunkard, or is otherwise legally disqualified.

**Section 2-14. Meetings: Regular And Special.** The City Council shall hold their regular meetings on the first and third Tuesday of each month, and shall hold special meetings at other times as the Mayor or a majority of the Councilmen shall call the Council together. The City Council shall hold executive sessions at such times as they deem necessary for the purposes and in the manner provided by Oklahoma law.

**Section 2-15. Council To Appoint Officers.** At such times as a vacancy occurs, the City Council shall appoint by affirmative vote of at least four (4) Councilmen, a City Manager, a City Treasurer, a City Clerk, a City Attorney, a City Judge and/or an alternate City Judge; in the same manner the City Council may at their discretion appoint additional City Judges as necessary; if more than one (1) City Judge is appointed it shall not be necessary to appoint an alternate City Judge, but one of the City Judges so appointed shall be designated as the presiding City Judge. Any of the officers thus appointed may at any time, by an affirmative vote of at least four (4) members of the City Council, be removed and a successor be appointed in a like manner. The Council, by an affirmative vote of at least four (4) members, may authorize the City Manager or the City Attorney to hire such deputies or assistants as necessary; such deputies or assistants shall serve at the discretion of the appointive officer by whom they are hired. At such times as the City Attorney cannot represent the City in a given matter or cause, because of a conflict of interest, the City Manager may retain an attorney, subject to the approval of the City Council, to represent the City's interest in such matter or cause.

**Section 2-16. Quorum.** A quorum to do business shall consist of at least four (4) members of the City Council. A majority vote of the Council present at the meeting shall constitute the action of said Council, unless provided differently elsewhere in this Charter.

**Section 2-17. Recall And Removal Applicable.** All elective officers and those appointed to fill vacancies in elective office as herein provided, shall hold their respective



Agenda Item Cover Letter

Meeting

X City Council
GPWA
Other:

Date of Meeting

May 5, 2015

Contact

Cody Mosley,
Community & Economic
Development Director

Agenda Item

Discussion and possible action to appoint one Council Member to the Guthrie Convention & Visitor Bureau Board.

Summary

The Guthrie Convention & Visitor Bureau Board consists of seven trustees. According to Ordinance No. 3263, two ex-officio members of the board shall be the Mayor or a member of the City Council, appointed by a majority of the City Council, referred to as the "Official" member of trusteeship. The term of office of the "Official" member shall be equal to his or her current term or office as a Council Member.

The purpose of the Guthrie Convention & Visitor Bureau Board is to promote general interest in and for the City of Guthrie; to improve conditions of all types of businesses in and around Guthrie, by increasing visitors and tourism in Guthrie; to promote Guthrie as a meeting place, athletic venue and overnight visitor destination.

Former Guthrie City Council Member Trey Ayers has served as one of the ex-officio members since October of 2014.

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

Supporting documents attached

- Ordinance No. 3263 establishing the Guthrie Convention & Visitor Bureau Board

Recommendation

Appoint one Council Member to the Guthrie Convention & Visitor Bureau Board.

Action Needed

Public Hearing X Motion Emergency Clause

**ORDINANCE NO. 3263**

**AN ORDINANCE CREATING ARTICLE TEN TO CHAPTER SEVEN TO THE GUTHRIE CODE OF ORDINANCES ESTABLISHING A GUTHRIE CONVENTION AND VISITOR BUREAU AND THE GUTHRIE CONVENTION AND VISITOR BOARD, AND SETTING FORTH THE PURPOSE, REQUIRMENTS FOR TERM OF OFFICE, POWERS, AND DUTIES OF THE MEMBERS; REPEALING ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GUTHRIE, OKLAHOMA:**

**SECTION 1.** A new Article 10 to Chapter 7 of the Guthrie Code of Ordinances is hereby adopted as follows:

**ARTICLE X  
Convention and Visitor Bureau**

**§ 7-176 Creation of Guthrie Convention and Visitor Bureau.**

There is hereby established the Guthrie Convention and Visitor Bureau as the title under which a contract service provider may be allowed to conduct convention, tourism and visitor development services.

**§ 7-177 Purpose.**

The primary purpose of the Guthrie Convention and Visitor Bureau is to promote general interest in and for the City of Guthrie; to improve conditions of all types of businesses in and around Guthrie, by increasing visitors and tourism in Guthrie; to promote Guthrie as a meeting place, athletic venue and overnight visitor destination.

**§ 7-178 Contract.**

The City or the Guthrie Convention and Visitor Bureau may contract with any entity or entities to provide convention, tourism and visitor development services. The City or the Guthrie Convention and Visitor Bureau may enter into one or more such contracts as determined to be needed by the Convention and Visitor Bureau and/or the City Council. The contractor may be designated to operate on the behalf of the City of Guthrie as the Guthrie Convention and Visitor Bureau.

**§ 7-179 Convention and Visitor Board.**

There is further established a Convention and Visitor Board (CVB) consisting of seven (7) members. These seven members shall be determined by the City Council. Each ward shall

nominate one Guthrie resident or business owner to set on the board, with an additional four at large members. The Mayor and City Council shall appoint two exofficio non-voting City Council Members to serve on the CVB. The CVB as a whole will select the Board Chairperson and Vice Chairperson each year.

**§ 7-180 Term of office.**

- A. The term of office for the seven Council appointed members of the Convention and Visitor Bureau shall be three-year overlapping terms. The membership shall consist of seven members appointed by the Guthrie City Council as described in Section 7-179 above. The terms of the seven members shall be as follows: The term of three (3) members shall be for a term ending the 30<sup>th</sup> day of September 2015; the term of three (3) members shall be for a term ending the 30<sup>th</sup> day of September 2016; and one (1) members shall be for a term ending the 30<sup>th</sup> day of September 2017. Upon the expiration of the terms of the members, successors shall be appointed for three-year terms. Members may be removed with or without cause by the Mayor and City Council.
  
- B. If any member shall be absent from more than ½ of all the meetings of the Convention and Visitor Bureau meetings held within four consecutive calendar months, he shall thereupon cease to hold office.

**§ 7-181 Quorum.**

Four members of the Convention and Visitor Bureau shall constitute a quorum. Business may be transacted by a majority of the quorum present.

**§ 7-182 Meetings.**

The Convention and Visitor Bureau shall meet on a monthly basis to provide direction and conduct business activities pertaining to the visitors and tourism for the Guthrie area. Emergency meetings may be called by four members of the committee.

**§ 7-183 Powers and duties.**

The Convention and Visitor Bureau shall:

- A. Gather information and ideas; conduct research; assist the contract service provider (if applicable) in advertising and promotional programs, travel to solicit conventions, trade shows, agricultural, educational and special events; assist in advising the City Council and the contract service provider (if applicable) in the promotion of the City's image so that Guthrie will be developed and maintained as a visitor's and tourism destination.

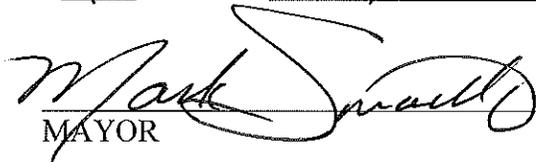
- B. Advise the contract service provider (if applicable) of the promotional, recreational, commercial, industrial and economic events in, around and for the benefit of the City of Guthrie and its residents.
- C. Encourage, promote and foster visitor and tourism conventions, conferences and tourism development in the City of Guthrie and assist the contract service provider (if applicable) in the solicitation of visitor attractions, events, tourism, conferences, conventions and meetings in the City of Guthrie.
- D. Submit to the City of Guthrie annually a recommended budget of operations for the forthcoming fiscal year.
- E. CVB meetings are governed by the State of Oklahoma Open Meeting Law.
- F. Funds of the Convention and Visitor Bureau or its contractor (if applicable) shall be subject to annual audit according to accepted governmental accounting principles.

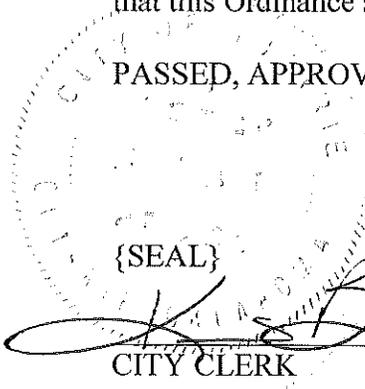
SECTION 2. All Ordinances, or parts of Ordinances, in conflict are hereby repealed.

SECTION 3. If any one or more of the sections, sentences, clauses or parts of this ordinance, chapter, or section shall for any reason be held invalid, the invalidity of such section, clause or part shall not affect or prejudice in any way the applicability and validity of any other provision of this ordinance.

SECTION 4. An emergency is hereby deemed and declared to exist whereby it is necessary for the preservation of the public health, safety and welfare of the inhabitants of the City of Guthrie that this Ordinance shall be in full force and effect and publication as by provided by law.

PASSED, APPROVED and ADOPTED THIS 7<sup>th</sup> DAY OF October, 2014.

  
 \_\_\_\_\_  
 MAYOR

  
 {SEAL}  
  
 \_\_\_\_\_  
 CITY CLERK

APPROVED LEGAL AS TO FORM THIS 7<sup>th</sup> DAY OF October, 2014

  
 \_\_\_\_\_  
 CITY ATTORNEY



**Agenda Item Cover Letter**

<b>Meeting</b> <input checked="" type="checkbox"/> City Council <input type="checkbox"/> GPWA <input type="checkbox"/> Other: _____	<b>Date of Meeting</b> May 5, 2015	<b>Contact</b> Kim Biggs, City Clerk/Treasurer
--	---------------------------------------	--

**Agenda Item**

Discussion and possible action on Mayor’s appointments of one Council Member as the City’s representative and one Council Member as the City’s alternate representative to the Association of Central Oklahoma Governments Board of Directors, The Intermodal Transportation Policy Committee, the Garber Wellington Policy Committee and the 911 Association Board of Directors.

**Summary**

The City of Guthrie has been a member of Association of Central Oklahoma Governments (ACOG) for years. ACOG is a voluntary association of city, town and county governments within the Central Oklahoma area. The ACOG region includes Oklahoma, Cleveland, Canadian and Logan Counties. As a Council of Governments, ACOG’s purpose is to aid local governments in planning for common needs, cooperating for mutual benefit and coordinating for sound regional development. ACOG is an organization of, by and for local governments that allows member entities to work in partnership to address issues or problems common to many jurisdictions. This regional cooperation serves to strengthen both the individual and collective capabilities of local governments. Originally established in June of 1966, ACOG is one of 11 Councils of Governments in the State of Oklahoma, and one of several hundred planning organizations across the country. ACOG both complements and supplements local government activities but is not, itself, a governmental unit. It does not possess power of legislation, enforcement or taxation. Additional information about each of these committees can be found at <http://www.acogok.org/acog-committees>.

<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 checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>Account Number</b>	<u>N/A</u>	<b>Amount</b>	<u>N/A</u>
<b>Legal Review</b>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Required	Completed Date: _____

**Supporting documents attached**

**Recommendation**

Approve Mayor’s appointment.

**Action Needed**       Public Hearing       Motion       Emergency Clause



**Agenda Item Cover Letter**

**Meeting**

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

**Date of Meeting**

May 5, 2015

**Contact**

Kim Biggs,  
City Clerk/Treasurer

**Agenda Item**

Discussion and possible action to approve Mayor’s nomination of one Council Member to the Finance Committee.

**Summary**

The Finance Committee consists of three Council Members, most recently Trey Ayers, John Wood, and Sharyl Padgett. The committee meets as needed to discuss, review and make recommendations to the City Council/Guthrie Public Works Authority on financial issues.

<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 checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>Account Number</b>	<u>N/A</u>		<b>Amount</b> <u>N/A</u>
<b>Legal Review</b>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Required	Completed Date: _____

**Supporting documents attached**

**Recommendation**

Confirm Mayor’s nomination

**Action Needed**       Public Hearing       Motion       Emergency Clause



**Agenda Item Cover Letter**

**Meeting**

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

**Date of Meeting**

May 5, 2015

**Contact**

Kim Biggs,  
City Clerk/Treasurer

**Agenda Item**

Discussion and possible action to approve the Mayor’s nomination of one Council Member to the Street Committee.

**Summary**

The Street Committee consists of three Council Members, most recently they are Z Thomas, Jeff Taylor, and Clarice Reandeu. The committee meets as needed to discuss, review and make recommendations to the City Council on issues regarding streets, specifically the annual street rehabilitation program.

<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 checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>Account Number</b>	N/A _____		<b>Amount</b> N/A _____
<b>Legal Review</b>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Required	Completed Date: _____

**Supporting documents attached**

**Recommendation**

Confirm Mayor’s nomination

**Action Needed**       Public Hearing       Motion       Emergency Clause



Agenda Item Cover Letter

Meeting

X City Council
GPWA
Other:

Date of Meeting

May 5, 2015

Contact

Cody Mosley,
Community & Economic
Development Director

Agenda Item

Discussion and possible action on Mayor's nomination of one Council Member to the Historic Preservation Commission

Summary

The Guthrie Historic Preservation Commission consists of seven members. Ordinance No. 3075, 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 ordinance also calls for one member of the Guthrie City Council to serve as an Ex-Officio member of the Guthrie Historic Preservation Commission

No City Council Members have served as an Ex-Officio member on this board recently.

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

Supporting documents attached

- Ordinance No. 3075

Recommendation

Confirm Mayor's nomination of a Council Member to the Guthrie Historic Preservation Commission.

Action Needed Public Hearing x Motion Emergency Clause

ORDINANCE NO. 3075

AN ORDINANCE REPEALING CHAPTER 4, ARTICLE 11, SECTIONS 4-75 THROUGH 4-97 OF THE GUTHRIE MUNICIPAL CODE; ESTABLISHING A NEW CHAPTER 4, ARTICLE 11; RE-ESTABLISHING THE CAPITOL TOWNSITE HISTORIC DISTRICT WITHIN THE CORPORATE LIMITS OF THE CITY OF GUTHRIE, OKLAHOMA; DEFINING TERMS; ESTABLISHING THE GUTHRIE HISTORIC PRESERVATION COMMISSION; ESTABLISHING RULES, REGULATIONS AND PROCEDURES WHICH GOVERN THE PRESERVATION OF PROPERTIES AFFECTED BY THIS ORDINANCE; DEFINING VIOLATIONS OF THIS ORDINANCE AND DEFINING PENALTIES FOR THE SAME; AND PROVIDING FOR A GRANDFATHER CLAUSE.

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

**Section 1. Repeal of Chapter 4, Article 11, Sections 4-75 through 4-97.**

Chapter 4, Article 11, Sections 4-75 through 4-97, inclusive, of the Guthrie City Code are hereby ordered repealed.

**Section 2. Establishment of a new Chapter 4, Article 11.**

A new Chapter 4, Article 11 of the Guthrie City Code is hereby adopted as follows:

Article 11

**Section 1. Title.**

This ordinance shall be known, cited, and referred to as the Guthrie Historic Preservation Ordinance.

**Section 2. Purpose.**

The purpose of this article is to provide for the preservation, protection, enhancement, restoration, rehabilitation, renovation and perpetuation of certain improvements, building exteriors, structures, signs, objects, sites and areas within the City of Guthrie, Oklahoma, for the following reasons:

- (1) To preserve, protect, enhance and perpetuate certain resources which reflect elements of cultural, artistic, social, economic, political, architectural, engineering, historic or other heritage by reviewing the appropriateness of proposed alterations to existing resources, by controlling indiscriminate erection of new improvements and by fostering proper maintenance and repair of existing resources;
- (2) To promote the continuing use of such resources within the City of Guthrie, thereby serving as a stimulus and support to business and industry;
- (3) To promote and encourage continued private ownership and utilization of resources to the end that the objectives listed herein can be attained;
- (4) To encourage preservation of historic neighborhoods or structures;

- (55) **Special Merit:** A new building, object, site or structure having significant benefits to Guthrie by virtue of exemplary architecture, specific features of land planning, or social, cultural or other benefits having a high priority for community services.
- (56) **Stabilization:** The act or process of applying measures designed to reestablish a weather-resistant enclosure and the structural stability of an unsafe or deteriorated property while maintaining the essential form as it exists at present.
- (57) **Stop Work Order:** A written notice from the City that work on any building, structure or site is being implemented contrary to the provisions of this ordinance, contrary to the conditions of an approved Certificate of Appropriateness, or in an unsafe and dangerous manner.
- (58) **Street accessories:** Those sidewalk or street fixtures which provide cleanliness, comfort, direction, or safety, and are compatible in design to their surroundings, and include, but are not limited to, trash receptacles, benches, signs, lights, hydrants, and landscaping, including but not limited to trees, shrubbery and planters.
- (59) **Structural integrity:** The state of being unimpaired; sound.
- (60) **Structure:** Anything constructed or erected.
- (61) **Unreasonable economic hardship:** An economic burden imposed upon the owner which is unduly excessive and prevents a realization of a reasonable rate of return upon the value of his property.
- (62) **Unusual and compelling circumstances:** Those uncommon and extremely rare instances, factually detailed, which would warrant a Commission recommendation for relief due to the evidence presented.
- (63) **Visual façade changes:** Any modification to the appearance of a façade caused by alteration, construction or demolition.
- (64) **Workmanship:** Skill as a workman, craftsmanship or artistry or evidence of this skill in something produced.

**Section 5. Guthrie Historic Preservation Commission Established.**

- (1) There is hereby established in the City of Guthrie, Oklahoma, a Guthrie Historic Preservation Commission, which shall be referred to hereinafter as the Commission.
- (2) The Commission shall consist of seven (7) appointed members. When possible, the members shall include persons with training or experience in a preservation-related profession. Any vacancy, whether from expiration of term, resignation, or removal shall be filled as follows: Members shall be appointed by the mayor and confirmed by the City Council of the City of Guthrie. Available positions shall be advertised in the newspaper, and interested citizens shall be given the opportunity to complete an application. Appointments shall be made from the list of applicants available at the time of the appointment. Where such member is required to have special qualifications, such vacancy shall be filled in the manner herein prescribed with a person having such qualifications. Appointed members of the Commission shall be comprised as follows:
  - (a) two (2) members of the Logan County Historical Society,
  - (b) one (1) member of the Guthrie Municipal Planning Commission,
  - (c) two (2) persons having special knowledge or background of the history and architecture of the city of Guthrie, and
  - (d) two persons who own property that is designated as a landmark or a landmark site or located within a historic district as defined herein.

- (3) City Council shall appoint one (1) of its members to serve as an ex-officio member of the Commission.
- (4) Members of the Commission appointed under Section 5, subsection (2)(c) need not be residents of the city although preference will be given to those residing in Guthrie.
- (5) All members shall serve without compensation.
- (6) The appointment of members to the Guthrie Historic Preservation Commission shall be for three years.
- (7) The Commission shall elect a chair and a vice-chair during the first meeting in January each year.
- (8) A vacancy shall be deemed to exist when a Commission member dies, resigns, fails to attend three consecutive or four cumulative meetings in one year, is convicted of a felony or is otherwise legally disqualified, or upon the expiration of the member's term. Council members may also remove Commission members in accordance with Section 2-21 of the City Charter.
- (9) The Commission shall have the authority to perform all of the duties hereinafter enumerated and provided in this article.

**Section 6. Powers and Duties of the Commission.**

The Commission established pursuant to this article shall have the following powers, duties and responsibilities:

- (1) To establish such rules and procedures as are necessary for the efficient conduct of the business of the Commission;
- (2) To adopt specific guidelines for selection of landmarks, landmark sites and historic districts, which guidelines shall be adopted subject to the approval of the City Council of the City of Guthrie;
- (3) To recommend to the City Council properties for designation as a landmark or landmark site or a historic district;
- (4) To regulate new construction within a historic district and exterior alterations to landmarks, landmark sites and properties within defined historic districts in the manner described herein;
- (5) To regulate the design and placement of all permanent signs within a historic district and on landmarks and landmark sites;
- (6) To recommend to Council specific guidelines to use in making decisions for approval or denial of Certificates of Appropriateness;
- (7) To recommend to City Manager to direct staff to stop work on projects that do not have the proper authorization by the Commission or do not conform to the conditions of issued certificates of appropriateness;
- (8) To prepare and place on landmarks and landmark sites a suitable plaque or other marker declaring that such resource is a designated landmark. Such plaque shall be installed with the owner's permission and shall contain information deemed appropriate by the Commission. Any expenditure of funds provided for this purpose by the City of Guthrie shall be subject to the approval of the City Council of said City of Guthrie;
- (9) To request funds from City Council and other funding organizations through the City of Guthrie and to recommend expenditure of such funds in order to accomplish the stated purpose of the Commission;



**Agenda Item Cover Letter**

**Meeting**

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

**Date of Meeting**

May 5, 2015

**Contact**

Cody Mosley,  
Community & Economic  
Development Director

**Agenda Item**

Discussion and possible action on Mayor’s nomination(s) of a Logan County Historical Society member to the Historic Preservation Commission

**Summary**

The Guthrie Historic Preservation Commission consists of seven members. Ordinance No. 3075, 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.

One application has been submitted by Amy Loch. Amy Loch would fill one of the two roles of an active member of the Logan County Historical Society, joining C. Kim Mahoney, who currently serves on the board.

<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 checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<b>Account Number</b>	_____	<b>Amount</b>	_____
<b>Legal Review</b>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Required	Completed Date: _____

**Supporting documents attached**

- Ordinance No. 3075
- Amy Loch application

**Recommendation**

Confirm Mayor’s nomination(s) to the Guthrie Historic Preservation Commission from the Logan County Historical Society

**Action Needed**       Public Hearing       Motion       Emergency Clause

ORDINANCE NO. 3075

AN ORDINANCE REPEALING CHAPTER 4, ARTICLE 11, SECTIONS 4-75 THROUGH 4-97 OF THE GUTHRIE MUNICIPAL CODE; ESTABLISHING A NEW CHAPTER 4, ARTICLE 11; RE-ESTABLISHING THE CAPITOL TOWNSITE HISTORIC DISTRICT WITHIN THE CORPORATE LIMITS OF THE CITY OF GUTHRIE, OKLAHOMA; DEFINING TERMS; ESTABLISHING THE GUTHRIE HISTORIC PRESERVATION COMMISSION; ESTABLISHING RULES, REGULATIONS AND PROCEDURES WHICH GOVERN THE PRESERVATION OF PROPERTIES AFFECTED BY THIS ORDINANCE; DEFINING VIOLATIONS OF THIS ORDINANCE AND DEFINING PENALTIES FOR THE SAME; AND PROVIDING FOR A GRANDFATHER CLAUSE.

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

**Section 1. Repeal of Chapter 4, Article 11, Sections 4-75 through 4-97.**

Chapter 4, Article 11, Sections 4-75 through 4-97, inclusive, of the Guthrie City Code are hereby ordered repealed.

**Section 2. Establishment of a new Chapter 4, Article 11.**

A new Chapter 4, Article 11 of the Guthrie City Code is hereby adopted as follows:

Article 11

**Section 1. Title.**

This ordinance shall be known, cited, and referred to as the Guthrie Historic Preservation Ordinance.

**Section 2. Purpose.**

The purpose of this article is to provide for the preservation, protection, enhancement, restoration, rehabilitation, renovation and perpetuation of certain improvements, building exteriors, structures, signs, objects, sites and areas within the City of Guthrie, Oklahoma, for the following reasons:

- (1) To preserve, protect, enhance and perpetuate certain resources which reflect elements of cultural, artistic, social, economic, political, architectural, engineering, historic or other heritage by reviewing the appropriateness of proposed alterations to existing resources, by controlling indiscriminate erection of new improvements and by fostering proper maintenance and repair of existing resources;
- (2) To promote the continuing use of such resources within the City of Guthrie, thereby serving as a stimulus and support to business and industry;
- (3) To promote and encourage continued private ownership and utilization of resources to the end that the objectives listed herein can be attained;
- (4) To encourage preservation of historic neighborhoods or structures;

- (55) **Special Merit:** A new building, object, site or structure having significant benefits to Guthrie by virtue of exemplary architecture, specific features of land planning, or social, cultural or other benefits having a high priority for community services.
- (56) **Stabilization:** The act or process of applying measures designed to reestablish a weather-resistant enclosure and the structural stability of an unsafe or deteriorated property while maintaining the essential form as it exists at present.
- (57) **Stop Work Order:** A written notice from the City that work on any building, structure or site is being implemented contrary to the provisions of this ordinance, contrary to the conditions of an approved Certificate of Appropriateness, or in an unsafe and dangerous manner.
- (58) **Street accessories:** Those sidewalk or street fixtures which provide cleanliness, comfort, direction, or safety, and are compatible in design to their surroundings, and include, but are not limited to, trash receptacles, benches, signs, lights, hydrants, and landscaping, including but not limited to trees, shrubbery and planters.
- (59) **Structural integrity:** The state of being unimpaired; sound.
- (60) **Structure:** Anything constructed or erected.
- (61) **Unreasonable economic hardship:** An economic burden imposed upon the owner which is unduly excessive and prevents a realization of a reasonable rate of return upon the value of his property.
- (62) **Unusual and compelling circumstances:** Those uncommon and extremely rare instances, factually detailed, which would warrant a Commission recommendation for relief due to the evidence presented.
- (63) **Visual façade changes:** Any modification to the appearance of a façade caused by alteration, construction or demolition.
- (64) **Workmanship:** Skill as a workman, craftsmanship or artistry or evidence of this skill in something produced.

**Section 5. Guthrie Historic Preservation Commission Established.**

- (1) There is hereby established in the City of Guthrie, Oklahoma, a Guthrie Historic Preservation Commission, which shall be referred to hereinafter as the Commission.
- (2) The Commission shall consist of seven (7) appointed members. When possible, the members shall include persons with training or experience in a preservation-related profession. Any vacancy, whether from expiration of term, resignation, or removal shall be filled as follows: Members shall be appointed by the mayor and confirmed by the City Council of the City of Guthrie. Available positions shall be advertised in the newspaper, and interested citizens shall be given the opportunity to complete an application. Appointments shall be made from the list of applicants available at the time of the appointment. Where such member is required to have special qualifications, such vacancy shall be filled in the manner herein prescribed with a person having such qualifications. Appointed members of the Commission shall be comprised as follows:
  - (a) two (2) members of the Logan County Historical Society,
  - (b) one (1) member of the Guthrie Municipal Planning Commission,
  - (c) two (2) persons having special knowledge or background of the history and architecture of the city of Guthrie, and
  - (d) two persons who own property that is designated as a landmark or a landmark site or located within a historic district as defined herein.

- (3) City Council shall appoint one (1) of its members to serve as an ex-officio member of the Commission.
- (4) Members of the Commission appointed under Section 5, subsection (2)(c) need not be residents of the city although preference will be given to those residing in Guthrie.
- (5) All members shall serve without compensation.
- (6) The appointment of members to the Guthrie Historic Preservation Commission shall be for three years.
- (7) The Commission shall elect a chair and a vice-chair during the first meeting in January each year.
- (8) A vacancy shall be deemed to exist when a Commission member dies, resigns, fails to attend three consecutive or four cumulative meetings in one year, is convicted of a felony or is otherwise legally disqualified, or upon the expiration of the member's term. Council members may also remove Commission members in accordance with Section 2-21 of the City Charter.
- (9) The Commission shall have the authority to perform all of the duties hereinafter enumerated and provided in this article.

**Section 6. Powers and Duties of the Commission.**

The Commission established pursuant to this article shall have the following powers, duties and responsibilities:

- (1) To establish such rules and procedures as are necessary for the efficient conduct of the business of the Commission;
- (2) To adopt specific guidelines for selection of landmarks, landmark sites and historic districts, which guidelines shall be adopted subject to the approval of the City Council of the City of Guthrie;
- (3) To recommend to the City Council properties for designation as a landmark or landmark site or a historic district;
- (4) To regulate new construction within a historic district and exterior alterations to landmarks, landmark sites and properties within defined historic districts in the manner described herein;
- (5) To regulate the design and placement of all permanent signs within a historic district and on landmarks and landmark sites;
- (6) To recommend to Council specific guidelines to use in making decisions for approval or denial of Certificates of Appropriateness;
- (7) To recommend to City Manager to direct staff to stop work on projects that do not have the proper authorization by the Commission or do not conform to the conditions of issued certificates of appropriateness;
- (8) To prepare and place on landmarks and landmark sites a suitable plaque or other marker declaring that such resource is a designated landmark. Such plaque shall be installed with the owner's permission and shall contain information deemed appropriate by the Commission. Any expenditure of funds provided for this purpose by the City of Guthrie shall be subject to the approval of the City Council of said City of Guthrie;
- (9) To request funds from City Council and other funding organizations through the City of Guthrie and to recommend expenditure of such funds in order to accomplish the stated purpose of the Commission;

**Andrea Post**

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**From:** noreply@civicplus.com  
**Sent:** Friday, March 27, 2015 9:51 AM  
**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: Amy Loch  
Daytime Phone Number: 3162090-  
Evening Phone/Cell Phone: 316209-  
Address: Warner Ave. Guthrie  
Occupation: Historian  
Education Level: MA Public History  
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? Historic Preservation

Why are you interested in serving on this board or commission? interest and knowledge of history

What civic activities have you been involved in during the past 3 years? Territorial Capital Sports Museum board member 2014-2015, Owens Art Place board member 2015, Frontier Country Museum volunteer 2014-2015, Territorial Capital Christmas Foundation Co-Chair 2013, Community Garden Volunteer 2012-2013

What skills and/or experience will you contribute? Knowledge of historic preservation including experience with historic building surveys and National Register applications. Knowledge of Victorian time period and cornice styles and technology.

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

Reference 1: Anthony Horsch, Director of Education Old Cowtown Museum, Wichita 316 215 -

Reference 2: Pay Price, Wichita State University, Public Historian 316-978-

Reference 3: Teddie Barlow, Curator Old Cowtown Museum, Wichita 316 350-

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 Amy Loch 3/24/2015  
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 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!**

View any uploaded files by signing in and then proceeding to the link below:  
<http://cityofguthrie.com/Admin/FormHistory.aspx?SID=895>

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

Name:: Amy Loch

Daytime Phone Number:: 3162090[REDACTED]

Evening Phone/Cell Phone:: 316209[REDACTED]

Address:: [REDACTED] E. Warner Ave. Guthrie

Occupation:: Historian

Education Level:: MA Public History

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

Which board or commission interests you?: Historic Preservation

Why are you interested in serving on this board or commission?: interest and knowledge of history

What civic activities have you been involved in during the past 3 years?: Territorial Capital Sports Museum board member 2014-2015, Owens Art Place board member 2015, Frontier Country Museum volunteer 2014-2015, Territorial Capital Christmas Foundation Co-Chair 2013, Community Garden Volunteer 2012-2013

What skills and/or experience will you contribute?: Knowledge of historic preservation including experience with historic building surveys and National Register applications. Knowledge of Victorian time period and cornice styles and technology.

Reference 1:: Anthony Horsch, Director of Education Old Cowtown Museum, Wichita 316 215 [REDACTED]

Reference 2:: Pay Price, Wichita State University, Public Historian 316-978-[REDACTED]

Reference 3:: Teddie Barlow, Curator Old Cowtown Museum, Wichita 316 350-[REDACTED]

Reference 4::

Reference 5::

Please enter your name and current date to indicate you agree with the above statement:: Amy Loch 3/24/2015

Additional Information:

Form submitted on: 3/27/2015 9:51:06 AM

Submitted from IP Address: 68.12.170.58

Referrer Page: No Referrer - Direct Link

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



Agenda Item Cover Letter

Meeting

X City Council
GPWA
Other:

Date of Meeting

May 5, 2015

Contact

Cody Mosley,
Community & Economic
Development Director

Agenda Item

Discussion and possible action on Mayor's nomination of a Planning Commission member to the Historic Preservation Commission

Summary

The Guthrie Historic Preservation Commission consists of seven members. Ordinance No. 3075, 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 ordinance also calls for one member of the Guthrie City Council to serve as an Ex-Officio member of the Guthrie Historic Preservation Commission.

The current members of the Guthrie Planning Commission include Chairman Doug Powell, and Commissioners Joe Chappell, Joe Coffin, and Vern Ogden.

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

Supporting documents attached

- Ordinance No. 3075

Recommendation

Confirm Mayor's nomination of a Guthrie Planning Commission member to the Historic Preservation Commission.

Action Needed Public Hearing X Motion Emergency Clause

ORDINANCE NO. 3075

AN ORDINANCE REPEALING CHAPTER 4, ARTICLE 11, SECTIONS 4-75 THROUGH 4-97 OF THE GUTHRIE MUNICIPAL CODE; ESTABLISHING A NEW CHAPTER 4, ARTICLE 11; RE-ESTABLISHING THE CAPITOL TOWNSITE HISTORIC DISTRICT WITHIN THE CORPORATE LIMITS OF THE CITY OF GUTHRIE, OKLAHOMA; DEFINING TERMS; ESTABLISHING THE GUTHRIE HISTORIC PRESERVATION COMMISSION; ESTABLISHING RULES, REGULATIONS AND PROCEDURES WHICH GOVERN THE PRESERVATION OF PROPERTIES AFFECTED BY THIS ORDINANCE; DEFINING VIOLATIONS OF THIS ORDINANCE AND DEFINING PENALTIES FOR THE SAME; AND PROVIDING FOR A GRANDFATHER CLAUSE.

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

**Section 1. Repeal of Chapter 4, Article 11, Sections 4-75 through 4-97.**

Chapter 4, Article 11, Sections 4-75 through 4-97, inclusive, of the Guthrie City Code are hereby ordered repealed.

**Section 2. Establishment of a new Chapter 4, Article 11.**

A new Chapter 4, Article 11 of the Guthrie City Code is hereby adopted as follows:

Article 11

**Section 1. Title.**

This ordinance shall be known, cited, and referred to as the Guthrie Historic Preservation Ordinance.

**Section 2. Purpose.**

The purpose of this article is to provide for the preservation, protection, enhancement, restoration, rehabilitation, renovation and perpetuation of certain improvements, building exteriors, structures, signs, objects, sites and areas within the City of Guthrie, Oklahoma, for the following reasons:

- (1) To preserve, protect, enhance and perpetuate certain resources which reflect elements of cultural, artistic, social, economic, political, architectural, engineering, historic or other heritage by reviewing the appropriateness of proposed alterations to existing resources, by controlling indiscriminate erection of new improvements and by fostering proper maintenance and repair of existing resources;
- (2) To promote the continuing use of such resources within the City of Guthrie, thereby serving as a stimulus and support to business and industry;
- (3) To promote and encourage continued private ownership and utilization of resources to the end that the objectives listed herein can be attained;
- (4) To encourage preservation of historic neighborhoods or structures;

- (55) **Special Merit:** A new building, object, site or structure having significant benefits to Guthrie by virtue of exemplary architecture, specific features of land planning, or social, cultural or other benefits having a high priority for community services.
- (56) **Stabilization:** The act or process of applying measures designed to reestablish a weather-resistant enclosure and the structural stability of an unsafe or deteriorated property while maintaining the essential form as it exists at present.
- (57) **Stop Work Order:** A written notice from the City that work on any building, structure or site is being implemented contrary to the provisions of this ordinance, contrary to the conditions of an approved Certificate of Appropriateness, or in an unsafe and dangerous manner.
- (58) **Street accessories:** Those sidewalk or street fixtures which provide cleanliness, comfort, direction, or safety, and are compatible in design to their surroundings, and include, but are not limited to, trash receptacles, benches, signs, lights, hydrants, and landscaping, including but not limited to trees, shrubbery and planters.
- (59) **Structural integrity:** The state of being unimpaired; sound.
- (60) **Structure:** Anything constructed or erected.
- (61) **Unreasonable economic hardship:** An economic burden imposed upon the owner which is unduly excessive and prevents a realization of a reasonable rate of return upon the value of his property.
- (62) **Unusual and compelling circumstances:** Those uncommon and extremely rare instances, factually detailed, which would warrant a Commission recommendation for relief due to the evidence presented.
- (63) **Visual façade changes:** Any modification to the appearance of a façade caused by alteration, construction or demolition.
- (64) **Workmanship:** Skill as a workman, craftsmanship or artistry or evidence of this skill in something produced.

**Section 5. Guthrie Historic Preservation Commission Established.**

- (1) There is hereby established in the City of Guthrie, Oklahoma, a Guthrie Historic Preservation Commission, which shall be referred to hereinafter as the Commission.
- (2) The Commission shall consist of seven (7) appointed members. When possible, the members shall include persons with training or experience in a preservation-related profession. Any vacancy, whether from expiration of term, resignation, or removal shall be filled as follows: Members shall be appointed by the mayor and confirmed by the City Council of the City of Guthrie. Available positions shall be advertised in the newspaper, and interested citizens shall be given the opportunity to complete an application. Appointments shall be made from the list of applicants available at the time of the appointment. Where such member is required to have special qualifications, such vacancy shall be filled in the manner herein prescribed with a person having such qualifications. Appointed members of the Commission shall be comprised as follows:
  - (a) two (2) members of the Logan County Historical Society,
  - (b) one (1) member of the Guthrie Municipal Planning Commission,
  - (c) two (2) persons having special knowledge or background of the history and architecture of the city of Guthrie, and
  - (d) two persons who own property that is designated as a landmark or a landmark site or located within a historic district as defined herein.

- (3) City Council shall appoint one (1) of its members to serve as an ex-officio member of the Commission.
- (4) Members of the Commission appointed under Section 5, subsection (2)(c) need not be residents of the city although preference will be given to those residing in Guthrie.
- (5) All members shall serve without compensation.
- (6) The appointment of members to the Guthrie Historic Preservation Commission shall be for three years.
- (7) The Commission shall elect a chair and a vice-chair during the first meeting in January each year.
- (8) A vacancy shall be deemed to exist when a Commission member dies, resigns, fails to attend three consecutive or four cumulative meetings in one year, is convicted of a felony or is otherwise legally disqualified, or upon the expiration of the member's term. Council members may also remove Commission members in accordance with Section 2-21 of the City Charter.
- (9) The Commission shall have the authority to perform all of the duties hereinafter enumerated and provided in this article.

**Section 6. Powers and Duties of the Commission.**

The Commission established pursuant to this article shall have the following powers, duties and responsibilities:

- (1) To establish such rules and procedures as are necessary for the efficient conduct of the business of the Commission;
- (2) To adopt specific guidelines for selection of landmarks, landmark sites and historic districts, which guidelines shall be adopted subject to the approval of the City Council of the City of Guthrie;
- (3) To recommend to the City Council properties for designation as a landmark or landmark site or a historic district;
- (4) To regulate new construction within a historic district and exterior alterations to landmarks, landmark sites and properties within defined historic districts in the manner described herein;
- (5) To regulate the design and placement of all permanent signs within a historic district and on landmarks and landmark sites;
- (6) To recommend to Council specific guidelines to use in making decisions for approval or denial of Certificates of Appropriateness;
- (7) To recommend to City Manager to direct staff to stop work on projects that do not have the proper authorization by the Commission or do not conform to the conditions of issued certificates of appropriateness;
- (8) To prepare and place on landmarks and landmark sites a suitable plaque or other marker declaring that such resource is a designated landmark. Such plaque shall be installed with the owner's permission and shall contain information deemed appropriate by the Commission. Any expenditure of funds provided for this purpose by the City of Guthrie shall be subject to the approval of the City Council of said City of Guthrie;
- (9) To request funds from City Council and other funding organizations through the City of Guthrie and to recommend expenditure of such funds in order to accomplish the stated purpose of the Commission;



Agenda Item Cover Letter

Meeting: [x] City Council, [ ] GPWA, [ ] Other: \_\_\_\_\_
Date of Meeting: May 5, 2015
Contact: Cyndi O, Director of Library

Agenda Item

Discussion and possible action on Mayor's nomination(s) to the Guthrie Library Board.

Summary

The Library Board has one vacancy. Ordinance No. 2678 requires the Guthrie Library Board to consist of five (5) citizens of the City of Guthrie who reside within the corporate limits. All members are appointed by the Mayor and approved by City Council. Terms are for three (3) years and will expire May 2018.

Funding Expected: [ ] Revenue, [ ] Expenditure, [x] N/A
Budgeted: [ ] Yes, [ ] No, [x] N/A
Account Number: [00-00-00-0000], Amount: \_\_\_\_\_
Legal Review: [x] N/A, [ ] Required, Completed Date: \_\_\_\_\_

Supporting documents attached

- Library Board - By Laws.pdf
Nikki Kesler application

Recommendation

Confirm Mayor's nomination(s) to the Library Board.

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

# **Guthrie Public Library Board**

## **By-Laws**

**Revision August 2013**

### **ARTICLE I: Name**

Section 1. The name of the library shall be Guthrie Public Library.

### **ARTICLE II: Membership**

Section 1. The Library Board shall be comprised of five (5) members, appointed by the Mayor, and approved by the City Council. Appointments to the Library Board will be made for three-year terms, with members being appointed in May and beginning their duties in July. Members may serve no more than two full terms plus any portion of a term created by a vacancy.

### **ARTICLE III: Meetings**

Section 1. The regular meetings of the Library Board shall be held the third Thursday of January, April, July and October at 5:30 p.m.

Section 2. Special meetings may be called by the Chair, or upon written request of two (2) members, for the transaction of business stated in the call for the meeting.

### **ARTICLE IV: Officers**

Section 1. The officers of the board shall be elected at the July meeting of the Board to take office at the October meeting. The officers shall be as follows: Chair and Vice Chair. The Chair of the Board shall preside at all meetings, appoint all committees, and authorize calls for any special meetings. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair. The Director of Library Services shall be responsible for seeing that minutes of the meeting are taken and shall perform the duties of Secretary of the Board.

Section 2. The Director of Library Services shall have sole charge of the administration of the library under the review of the Board. The Director of Library Services shall be held responsible for the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The Director of Library Services shall attend all Board meetings except for those at which the appointment of the Director or relations of the Director with other members of the staff are to be discussed or decided. The Director is not a member of the Board and shall have no vote.

### **ARTICLE V: Committees**

Section 1. The Chair, with the approval of the Board, may appoint special committees for the study and investigation of special problems. Such committees will serve until they complete the work for which they were appointed.

## **ARTICLE VI: Order of Business**

Section 1. The order of business for regular meetings shall be:

- Call to Order
- Roll Call
- Citizens to be Heard
- Approval of Minutes
- Report of the Director of Library Services
- Report of Committees
- Communications
- Business Items
- New Business

## **ARTICLE VII: Quorum**

Section 1. A quorum for the transaction of business shall consist of three members.

Section 2. If a member cannot attend the regularly scheduled meeting, they are asked to notify the Director of Library Services at their earliest convenience. After three consecutive unexplained absences, the Board will recommend that member be replaced.

## **ARTICLE VIII: Amendments**

Section 1. These by-laws may be amended by a 2/3 vote of the members present at any regular meeting of the Board provided the amendment was stated in the call for the meeting. They are then sent to the City Council for final approval.

Section 2. Robert's Rules of Order shall be the Board's final authority on all questions of procedure and parliamentary law not covered by the by-laws.

## **ARTICLE IX: Updates**

Section 1. These by-laws and policies shall be reviewed and updated as needed.

## Application for Volunteer Boards and Commissions

Name: Nikki Kesler  
Daytime Phone Number: 405-474-  
Evening Phone/Cell Phone: 405-474-  
Address: Harrison Ave Guthrie OK 73044  
Occupation: Stay At Home Mom, baker  
Education Level: High School  
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? Library

Why are you interested in serving on this board or commission? To better the library with new ideas and help in any way possible

What civic activities have you been involved in during the past 3 years? Library volunteer

What skills and/or experience will you contribute? Skilled in the arts including painting, sculpting and baking.

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

*Reference 1:* Kristine Kutay 405-924-

*Reference 2:* Donna Hurst 405-282-

*Reference 3:* Katie Johnson 405-443-

*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: [@gmail.com](#) 04-28-2015

**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!**

View any uploaded files by [signing in](#) and then proceeding to the link below:  
<http://www.cityofguthrie.com/Admin/FormHistory.aspx?SID=920>

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

Name:: Nikki Kesler

Daytime Phone Number:: 405-474-

Evening Phone/Cell Phone:: 405-474-

Address:: Harrison Ave  
Guthrie OK 73044

Occupation:: Stay At Home Mom, baker

Education Level:: High School

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

Which board or commission interests you?: Library

Why are you interested in serving on this board or commission?: To better the library with new ideas and help in any way possible.

What civic activities have you been involved in during the past 3 years?: library volunteer

What skills and/or experience will you contribute?: Skilled in the arts including painting, sculpting and baking.

Reference 1:: Kristine Kutay  
405-924-

Reference 2:: Donna Hurst  
405-282-

Reference 3:: Katie Johnson  
405-443-

Reference 4::

Reference 5::

Please enter your name and current date to indicate you agree with the above statement::  
[@gmail.com](#) 04-28-2015



Agenda Item Cover Letter

Meeting

X City Council
GPWA
Other:

Date of Meeting

May 5, 2015

Contact

Cody Mosley,
Community & Economic
Development Director

Agenda Item

Discussion and possible action on Mayor's nomination(s) to the Guthrie Planning Commission.

Summary

The Guthrie Planning Commission has one vacancy on the board. The City has received two applications for appointment to the Guthrie Planning Commission.

This opening is finishing a three-year term that began March 1, 2014 and expires February 29, 2016.

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

- Ordinance No. 2590
Application of James Long
Application for Ed French

Recommendation

Confirm Mayor's nomination(s) to the Guthrie Planning Commission.

Action Needed Public Hearing X Motion Emergency Clause

ORDINANCE NO. 2590

AN ORDINANCE DISSOLVING AND DISCONTINUING THE METROPOLITAN AREA PLANNING COMMISSION REPEALING ALL ORDINANCES OF THE CITY OF GUTHRIE, OKLAHOMA, OR PARTS THEREOF, IN CONFLICT WITH THIS ORDINANCE AND IN LIEU OF SUCH METROPOLITAN AREA PLANNING COMMISSION, THIS ORDINANCE CREATES A CITY PLANNING COMMISSION CONSISTING OF FIVE MEMBERS OF THE CITY OF GUTHRIE, OKLAHOMA, AND AUTHORIZES THE NOMINATION AND CONFIRMATION OF FIVE MEMBERS TO SUCH COMMISSION; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Guthrie, Oklahoma, no longer desires to avail itself to the provisions of the City-County Planning and Zoning Act, being Sections 866.1 et seq. of Title 19, Oklahoma Statutes, creating a Metropolitan Area Planning Commission; and

WHEREAS, to insure the systematic development and betterment of the City of Guthrie as a place of residence or for business, the said City desires to create a City Planning Commission under Title 11, Sections 421-425.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GUTHRIE, OKLAHOMA:

Section 1. That the Metropolitan Area Planning Commission, as created by Sections 866.1 et. seq. of Title 19 of Oklahoma Statutes, and by Ordinance, is hereby dissolved and discontinued.

Section 2. That all Rules and Regulations of Uniform Application governing plats and subdivisions heretofore adopted or acquiesced in or promulgated by the City Council of the City of Guthrie, are hereby rescinded, dissolved and discontinued.

Section 3. That any comprehensive plans for development of the Metropolitan Area of Guthrie and Logan County, Oklahoma, heretofore adopted or acquiesced in or promulgated by the City Council of the City of Guthrie, Oklahoma pursuant to the provisions of Title 19 Oklahoma Statutes, Sections 866.1 et. seq. are hereby rescinded, dissolved and discontinued.

Section 4. That any zoning regulations heretofore adopted or acquiesced in or promulgated by the City Council of the City of Guthrie, Oklahoma, pursuant to the provisions of Title 19 Oklahoma Statutes, Sections 866.1 et. seq. are hereby rescinded, dissolved and discontinued.

Section 5. That all ordinances of the City of Guthrie, Oklahoma, or parts of ordinances, in conflict with this Ordinance are hereby repealed.

Section 6. That in lieu of said Metropolitan Area Planning Commission, it is deemed expedient for the said City of Guthrie, Oklahoma, to avail itself of the provisions of Sections 421-425 of Title 11, Oklahoma Statutes, as amended, and by the authority granted herein, there is hereby created a City Planning Commission for the City of Guthrie, Oklahoma, to be known as the City Planning Commission.

Section 7. That the Mayor of the City of Guthrie, Oklahoma shall be authorized to nominate five citizens of the City of Guthrie, Oklahoma, to serve as members of the said City Planning Commission, and to be confirmed by the City Council of the City of Guthrie, Oklahoma, and provided that the said Commission shall not be deemed to be created until this Ordinance is in full force and effect.

Section 8. That all ordinances of the City of Guthrie now in full force and effect that contain the phrases "Planning Commission" or other "Zoning and Planning Commission", "Metropolitan Area Planning Commission", or other words and phrases that mean City-County Zoning and Planning Commission shall now and hereafter mean, be, and referred to as the City Planning Commission of the City of Guthrie, Oklahoma.

Section 9. If any section, word, clause or provision of this Ordinance shall be declared void, unenforceable or illegal for any cause whatsoever, such shall not affect the validity of the remainder of this Ordinance, or any part thereof.

Section 10. For the preservation of the public peace, health and safety, an emergency is hereby declared to exist, by reason whereof, this Ordinance shall be in full force and effect from and after its passage, approval and publication, as provided by law.

PASSED by the Council and APPROVED by the Mayor, this 21st day of February, 1978.

John W. Dowdy

Mayor

(SEAL)

ATTEST:

City of Guthrie     Betty Kredo

May 5, 2015

96

City of Guthrie  
Application for Boards and Commissions



Please print legibly.

Name James Honey Day Phone [REDACTED]  
Address [REDACTED] Evening Phone [REDACTED]  
Occupation Self Employed Education BA  
How long have you lived in Guthrie? 5 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? To be the commissioner that serves both the planning.
3. In what civic activities have you been involved during the past 3 years?
4. What skills and/or experience will you contribute? Local business owner a building owner Personally involved in Real Estate as an investor a listing/selling
5. List 3 non-relatives who have known you at least 3 years for references.

Name	Address	Phone Number
<u>Trey Hayes</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>
<u>Z. Thomas</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>
<u>Ed Wood</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

4/9/15  
Date

City of Guthrie  
 Application for Boards and Commissions



Please print legibly.

Name Ed French Day Phone [REDACTED]  
 Address [REDACTED] Evening Phone [REDACTED]  
 Occupation Retired Bldg. Contractor Education 3yrs College  
 How long have you lived in Guthrie? 28 Years 3 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? Have experience here. Want to continue to give back to the community.
3. In what civic activities have you been involved during the past 3 years? United Way, Mason's, 89er Parade, Pollard Theater, Kiwanis XMAS Auction
4. What skills and/or experience will you contribute? Commercial Bldg Contr. 56yrs; 9 1/2 yrs on Guthrie Planning Comm; City Council 4yrs, Vice Mayor 2yrs; Cottonwood Medical Clinic; Good Samaritan Med. Clinic
5. List 3 non-relatives who have known you at least 3 years for references.

Name	Address	Phone Number
<u>Charlie Ball</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>
<u>Doug Hehn</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>
<u>Maxine Pruitt</u>	<u>[REDACTED]</u>	<u>[REDACTED]</u>
<u>Bob Powell</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.

Ed French  
 Signature

2-18-15  
 Date

RECEIVED  
 02-19-15 spl  
 OFFICE OF  
 COMMUNITY  
 PLANNING &  
 DEVELOPMENT

**City of Guthrie - (405) 282-0492**  
**A/P Claims List**  
 from 4/8/2015 to 4/8/2015

Invoice #	Vendor	Description	Account	Cost
APRIL2015	C.L.E.E.T. (125)	Municipal Collection for CLEET	01-00-00-2012	\$784.96
APRIL2015	O.S.B.I. (820)	Collection - AFIS and Forensic Fees	01-00-00-2012	\$855.71
March2015	OKLAHOMA UNIFORM BLDG	MARCH 2015 BUILDING PERMIT FEES	01-00-00-2013	\$92.00
APRIL2015	OKLAHOMA DEPARTMENT OF	DPS Vehicle Revolving Fund for Unrestrained	01-00-00-5497	\$50.00
5027	FORMS PLUS (185)	#10 WINDOW ENVELOPE W/O POSTAL	01-01-00-6100	\$461.12
1504	SAM'S CLUB DIRECT	MISC. SUPPLIES	01-01-00-6112	\$178.38
APRIL 2015	O.M.A.G.(21303)	MUNICIPAL PROPERTY PROTECTION PLA	01-01-00-6326	\$3,696.02
APRIL2015	O.M.A.G.(21302)	WORKERS' COMP - GENERAL	01-01-00-6326	\$15,359.60
APRIL 2015	O.M.A.G.(425)	MUNICIPAL LIABILITY PROTECTION PLAN	01-01-00-6326	\$4,034.09
April2015	CITY OF EDMOND (21508)	BASIC MONTHLY IT SERVICES	01-01-00-6373	\$1,106.86
APRIL2015	RANDEL C. SHADID (20656)	Spitz / Airport deposition	01-01-00-6373	\$560.50
67890	BILL MERICKEL (23134)	89ER SHOOT FOR 89ER DAYS 2015	01-02-24-6126	\$40.00
108	CHRIS EDWARDS (23118)	PRE-EMPLOYMENT POLYGRAPH EXAMS	01-07-70-6030	\$200.00
826	GHM ENTERPRISES (1097)	LAUNDRY	01-07-70-6310	\$17.40
829	GHM ENTERPRISES (1097)	LAUNDRY	01-07-70-6310	\$3.60
830	GHM ENTERPRISES (1097)	LAUNDRY	01-07-70-6310	\$17.40
Jan22 2015	GHM ENTERPRISES (1097)	LAUNDRY	01-07-70-6310	\$4.80
2035270	SAM'S CLUB DIRECT	CHROME SHELVING FOR EVIDENCE	01-07-77-6323	\$717.88
04-1507310	OKLA DEPARTMENT OF PUBLIC	OLETS MAINTENANCE	01-01-00-6304	\$350.00
APRIL2015	CODY MOSLEY 22862	MILEAGE REIMBURSEMENT	01-08-80-6123	\$220.98
CPD29874	BROWN TRANSPORTATION	ROCK ON STATE CONTRACT	01-12-00-6113	\$10,886.18
79286	FRANK BILLS TRUCKING(20450)	SALT FROM KANSAS	01-12-00-6113	\$3,344.95
APRIL2015	RURAL WATER DISTRICT	MONTHLY WATER SERVICES	01-15-11-6112	\$66.00
		<b>Total GENERAL FUND</b>		<b>\$43,048.43</b>
270	SHAWNS AUTOMOTIVE(21234)	TOWING OF A-3	09-09-90-6316	\$168.08
2015-100	EAGLEMED LLC	ACLAPALS REFRESHER COURSE	09-09-92-6048	\$165.00
April2015	INTERMEDIX (22025)	EMS BILLING	09-09-92-6373	\$6,111.25
2035298	OKLA STATE DEPT OF HEALTH	EMS LICENSE FOR AMBULANCE SERV	09-09-92-6373	\$140.00
		<b>Total FIRE/EMS FUND</b>		<b>\$6,584.33</b>
APRIL 2015	O.M.A.G.(21303)	MUNICIPAL PROPERTY PROTECTION	20-21-00-6326	\$3,696.02
APRIL2015	O.M.A.G.(21302)	WORKERS' COMP - GPWA	20-21-00-6326	\$15,359.59
APRIL 2015	O.M.A.G.(425)	MUNICIPAL LIABILITY PROTECTION PLAN	20-21-00-6326	\$4,034.09
March2015	DHH DISPOSAL 22381	Sanitation Contract	20-21-00-6348	\$192.50
2026443	MYERS ENGINEERING	INV DATE 3/19/15 INV #2026474	20-21-00-6373	\$3,500.00
1586	MID AMERICA HYDRO TECH	CHEMICALS FOR TREATING WATER	20-23-00-6104	\$17,339.40
1596	MID AMERICA HYDRO TECH	CHEMICALS FOR TREATING WATER	20-23-00-6104	\$17,511.00
5883	RED DIRT CONSTRUCTION, LLC.	EMERGENCY SEWER LINE REPLACE	20-27-00-6119	\$6,500.00
		<b>Total GPWA OPERATING FUND</b>		<b>\$68,132.60</b>
2035304	Paul Bowers (23060)	PRESENTER HONORARIUM & MILEAGE	30-30-06-6541	\$241.84
		<b>Total GRANTS FUND</b>		<b>\$241.84</b>
April 2015	OKLA WATER RESOURCES/	Series 2009 Drinking Water Loan	50-50-00-6714	\$51,371.13
APRIL2015	OKLA WATER RESOURCES/	Series 2008 Drinking Water Loan	50-50-00-6714	\$56,477.00
		<b>Total WATER TREATMENT PLANT FUND</b>		<b>\$107,848.13</b>
April2015	BANCFIRST 23025	AMR and Langston Waterline System	54-55-23-6714	\$24,546.84
2026474	MYERS ENGINEERING	INV DATE 3/11/15 INV #2026443	54-55-27-6373	\$11,661.05
2035188	NORTHERN EQUIPMENT CO.,	CHLORAMINE BOOSTER STATION TO	54-55-27-6587	\$39,330.00
		<b>Total CAPITAL PROJECTS</b>		<b>\$75,537.89</b>

**A/P Claims List**  
 from 4/8/2015 to 4/8/2015

Invoice #	Vendor	Description	Account	Cost
02-023990-002	UTILITY DEPOSIT REFUND		71-00-00-5555	\$45.35
07-072270-011	UTILITY DEPOSIT REFUND		71-00-00-5555	\$6.34
08-080405-009	UTILITY DEPOSIT REFUND		71-00-00-5555	\$222.55
10-100924-012	UTILITY DEPOSIT REFUND		71-00-00-5555	\$16.09
10-101820-011	UTILITY DEPOSIT REFUND		71-00-00-5555	\$35.79
11-111653-023	UTILITY DEPOSIT REFUND		71-00-00-5555	\$87.38
12-121050-016	UTILITY DEPOSIT REFUND		71-00-00-5555	\$54.53
12-122572-028	UTILITY DEPOSIT REFUND		71-00-00-5555	\$13.26
14-143830-018	UTILITY DEPOSIT REFUND		71-00-00-5555	\$8.70
15-152950-009	UTILITY DEPOSIT REFUND		71-00-00-5555	\$134.03
<b>Total UTILITY DEPOSIT FUND</b>				<b>\$624.02</b>
APRIL 2015	O.M.A.G.(21303)	MUNICIPAL PROPERTY PROTECTION	98-98-00-6329	\$326.69
APRIL 2015	O.M.A.G.(21302)	WORKERS' COMP - AIRPORT	98-98-00-6329	\$547.16
APRIL 2015	O.M.A.G.(425)	MUNICIPAL LIABILITY PROTECTION PLAN	98-98-00-6329	\$50.00
<b>Total AIRPORT FUND</b>				<b>\$923.85</b>
<b>Total All Funds</b>				<b>\$302,941.09</b>

**City of Guthrie - (405) 282-0492**

**A/P Claims List**

from 4/21/2015 to 4/21/2015

Invoice #	Vendor	Description	Account	Cost
2035309	DNZ ENTERPRISES AND	\$1500 SETTLEMENT OFFER - SCRAP	01-00-00-5419	\$1,500.00
2035315	AARON SHORT (23137)	\$100 OVERPAYMENT ON CITATION NO.	01-00-00-5497	\$100.00
APR2015	OKLA EMPLOYMENT SECURITY	1st Qrt Unemployment Benefits Paid	01-01-00-6040	\$3,769.61
MAR2015	FLEETCOR TECHNOLOGIES	GUTHRIE HOUSING AUTHORITY	01-01-00-6118	\$177.99
APR2015	OG&E 405	GENERAL	01-01-00-6305	\$4,192.02
APR2015	OG&E 405	STREET LIGHTING	01-01-00-6306	\$10,925.13
APR2015	OKLAHOMA NATURAL GAS	MONTHLY BILLING FOR ONG - GENERAL	01-01-00-6307	\$2,094.02
APR2015	LOGAN COUNTY ELECTION	Certification of Council Election 2015	01-01-00-6338	\$2,115.15
713215-053	GODDARD ENTERPRISES (798)	REPAIR SIREN	01-01-00-6372	\$1,500.00
03-2284	MESO(126)	JT&S 4th Qrt payment	01-01-00-6373	\$640.75
2035317	Sean J Rogers & Associates, LLC	City Cost of Arbitration Decision	01-02-24-6373	\$6,481.00
MAR2015	FLEETCOR TECHNOLOGIES	BUILDING SERVICES	01-02-25-6118	\$82.41
MAR2015	FLEETCOR TECHNOLOGIES	COMMUNITY DEVELOPMENT	01-05-50-6118	\$52.48
MAR2015	FLEETCOR TECHNOLOGIES	CODE COMPLIANCE	01-05-51-6118	\$117.26
MAR2015	FLEETCOR TECHNOLOGIES	POLICE ADMINISTRATION	01-07-70-6118	\$2,637.83
MS 52704-28-	CITY OF YUKON	BULLETPROOF MIND TRAINING	01-07-70-6343	\$100.00
APR2015	LOGAN COMMUNITY SERVICES,	Logan County REF Program	01-07-70-6345	\$125.00
MAR2015	FLEETCOR TECHNOLOGIES	STREET	01-12-00-6118	\$1,698.33
MAR2015	FLEETCOR TECHNOLOGIES	FLEET	01-14-00-6118	\$111.82
APR2015 GPWA	SHINEY BAYS CAR WASH	CAR WASH GPWA	01-14-41-6116	\$190.80
MAR2015	FLEETCOR TECHNOLOGIES	PARKS	01-15-11-6118	\$1,346.18
		<b>Total GENERAL FUND</b>		<b>\$39,957.78</b>
2035316	JASON STARN(21665)	MILEAGE REIMBURSEMENT TRAVEL TO	09-09-90-6048	\$51.75
MAR2015	FLEETCOR TECHNOLOGIES	SUPPRESSION	09-09-90-6118	\$594.79
MAR2015	FLEETCOR TECHNOLOGIES	EMS	09-09-92-6118	\$2,362.76
MAR2015	FLEETCOR TECHNOLOGIES	FIRE ADMINISTRATION	09-09-96-6118	\$296.40
APR2015 FD	SHINEY BAYS CAR WASH	CAR WASHES	09-09-96-6316	\$34.00
		<b>Total FIRE/EMS FUND</b>		<b>\$3,339.70</b>
APR2015	OG&E 405	GPWA	20-21-00-6305	\$9,446.99
APR2015	OKLAHOMA NATURAL GAS	MONTHLY BILLING FOR ONG - GPWA	20-21-00-6307	\$2,738.71
2035320	C.A.C. FINANCIAL CORP. (1405)	Utility collections	20-21-00-6340	\$16.21
MAR2015	FLEETCOR TECHNOLOGIES	WTP	20-23-00-6118	\$251.67
MAR2015	FLEETCOR TECHNOLOGIES	WWTP	20-24-00-6118	\$242.36
MAR2015	FLEETCOR TECHNOLOGIES	CONVENIENCE CENTER	20-26-00-6118	\$149.92
MAR2015	FLEETCOR TECHNOLOGIES	LINE MAINTENANCE	20-27-00-6118	\$2,317.91
		<b>Total GPWA OPERATING FUND</b>		<b>\$15,163.77</b>
SRA1034A-4	JACKSON & JACKSON ENGINEER	Engineering services for Safe Routes!	30-30-05-6577	\$4,500.00
		<b>Total GRANTS FUND</b>		<b>\$4,500.00</b>
2035324	PRAIRIE GOTHIC 23066	Make Guthrie Weird Sponsorship	45-45-00-6367	\$7,500.00
		<b>Total HOTEL/MOTEL TAX FUND</b>		<b>\$7,500.00</b>
2952333	AT&T CAPITAL SERVICES, INC.	PHONE SYSTEM MONTHLY PAYMENT	54-54-02-6710	\$925.62
		<b>Total CAPITAL PROJECTS</b>		<b>\$925.62</b>
02-020320-008	UTILITY DEPOSIT REFUND		71-00-00-5555	\$71.51
04-040950-002	UTILITY DEPOSIT REFUND		71-00-00-5555	\$2,643.23
04-042650-002	UTILITY DEPOSIT REFUND		71-00-00-5555	\$231.65
04-046003-001	UTILITY DEPOSIT REFUND		71-00-00-5555	\$84.14
04-046004-001	UTILITY DEPOSIT REFUND		71-00-00-5555	\$64.95

**City of Guthrie - (405) 282-0492**

**A/P Claims List**

from 4/21/2015 to 4/21/2015

Invoice #	Vendor	Description	Account	Cost
05-051286-001	UTILITY DEPOSIT REFUND		71-00-00-5555	\$120.42
06-060630-006	UTILITY DEPOSIT REFUND		71-00-00-5555	\$2.34
07-071190-008	UTILITY DEPOSIT REFUND		71-00-00-5555	\$71.64
07-071240-013	UTILITY DEPOSIT REFUND		71-00-00-5555	\$12.22
07-072750-005	UTILITY DEPOSIT REFUND		71-00-00-5555	\$311.51
09-091490-008	UTILITY DEPOSIT REFUND		71-00-00-5555	\$4.14
09-092314-008	UTILITY DEPOSIT REFUND		71-00-00-5555	\$123.50
10-100771-027	UTILITY DEPOSIT REFUND		71-00-00-5555	\$5.00
11-111210-001	UTILITY DEPOSIT REFUND		71-00-00-5555	\$21.06
12-120925-003	UTILITY DEPOSIT REFUND		71-00-00-5555	\$26.95
12-121070-007	UTILITY DEPOSIT REFUND		71-00-00-5555	\$4.25
12-121130-008	UTILITY DEPOSIT REFUND		71-00-00-5555	\$63.17
12-122920-015	UTILITY DEPOSIT REFUND		71-00-00-5555	\$16.59
13-133570-004	UTILITY DEPOSIT REFUND		71-00-00-5555	\$25.77
14-140040-008	UTILITY DEPOSIT REFUND		71-00-00-5555	\$543.81
14-143280-020	UTILITY DEPOSIT REFUND		71-00-00-5555	\$14.42
14-143551-011	UTILITY DEPOSIT REFUND		71-00-00-5555	\$36.35
99-118016-004	UTILITY DEPOSIT REFUND		71-00-00-5555	\$36.59
		<b>Total UTILITY DEPOSIT FUND</b>		<b>\$4,535.21</b>
MAR2015	FLEETCOR TECHNOLOGIES	AIRPORT	98-98-00-6118	\$35.95
APR2015	OG&E 405	AIRPORT	98-98-00-6305	\$622.04
		<b>Total AIRPORT FUND</b>		<b>\$657.99</b>
		<b>Total All Funds</b>		<b>\$76,580.07</b>

## A/P Claims List

from 4/22/2015 to 4/22/2015

Invoice #	Vendor	Description	Account	Cost
MAR2015	BANK OF AMERICA 22774	Central Office Supplies	01-01-00-6100	\$1,498.26
MAR2015	BANK OF AMERICA 22774	Janitor/Chemicals Supplies	01-01-00-6103	\$1,325.51
MAR2015	BANK OF AMERICA 22774	Safety Supplies	01-01-00-6110	\$0.00
MAR2015	BANK OF AMERICA 22774	Building & Grounds	01-01-00-6112	\$2,522.00
MAR2015	BANK OF AMERICA 22774	Miscellaneous Supplies	01-01-00-6114	\$74.72
MAR2015	BANK OF AMERICA 22774	Telephone	01-01-00-6301	\$1,575.84
MAR2015	BANK OF AMERICA 22774	Printing	01-01-00-6308	\$0.00
MAR2015	BANK OF AMERICA 22774	Computer Operations	01-01-00-6311	\$495.94
MAR2015	BANK OF AMERICA 22774	Council Travel/Training	01-01-00-6314	\$0.00
MAR2015	BANK OF AMERICA 22774	Communications	01-01-00-6318	\$0.00
MAR2015	BANK OF AMERICA 22774	Advertising - Legal Publications	01-01-00-6334	\$773.40
MAR2015	BANK OF AMERICA 22774	Miscellaneous Services/Charges	01-01-00-6346	\$217.01
MAR2015	BANK OF AMERICA 22774	Maintenance Agreement	01-01-00-6347	\$0.00
MAR2015	BANK OF AMERICA 22774	Membership Dues	01-01-00-6350	\$0.00
MAR2015	BANK OF AMERICA 22774	Professional Services	01-01-00-6373	\$7,480.83
MAR2015	BANK OF AMERICA 22774	Internet Services	01-01-00-6381	\$800.47
MAR2015	BANK OF AMERICA 22774	Professional Development (City Manager)	01-02-20-6048	\$0.00
MAR2015	BANK OF AMERICA 22774	Printing	01-02-20-6308	\$341.34
MAR2015	BANK OF AMERICA 22774	Dues & Subscriptions	01-02-20-6355	\$178.00
MAR2015	BANK OF AMERICA 22774	Professional Development (HR)	01-02-24-6048	\$0.00
MAR2015	BANK OF AMERICA 22774	Supplies & Operating Expense - GTV 20	01-02-24-6126	\$1,041.40
MAR2015	BANK OF AMERICA 22774	Advertising - Legal Publications	01-02-24-6334	\$15.00
MAR2015	BANK OF AMERICA 22774	Dues & Subscriptions	01-02-24-6355	\$0.00
MAR2015	BANK OF AMERICA 22774	Uniforms - Building Services	01-02-25-6016	\$0.00
MAR2015	BANK OF AMERICA 22774	Professional Development (Building Services)	01-02-25-6048	\$0.00
MAR2015	BANK OF AMERICA 22774	Safety Supplies	01-02-25-6110	\$0.00
MAR2015	BANK OF AMERICA 22774	Fuel & Lube	01-02-25-6118	\$0.00
MAR2015	BANK OF AMERICA 22774	Vehicle Maintenance	01-02-25-6316	\$0.00
MAR2015	BANK OF AMERICA 22774	Professional Development (Finance)	01-03-30-6048	\$1,302.00
MAR2015	BANK OF AMERICA 22774	Printing	01-03-30-6308	\$224.91
MAR2015	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-03-30-6317	\$0.00
MAR2015	BANK OF AMERICA 22774	Maintenance Agreements	01-03-30-6347	\$0.00
MAR2015	BANK OF AMERICA 22774	Recording/Dues/Subscriptions	01-03-30-6355	\$0.00
MAR2015	BANK OF AMERICA 22774	Professional Development (Planning)	01-05-50-6048	\$270.00
MAR2015	BANK OF AMERICA 22774	Office Supplies	01-05-50-6100	\$0.00
MAR2015	BANK OF AMERICA 22774	Safety Supplies/Apparel	01-05-50-6110	\$0.00
MAR2015	BANK OF AMERICA 22774	Computer Supplies	01-05-50-6123	\$0.00
MAR2015	BANK OF AMERICA 22774	Printing	01-05-50-6308	\$212.63
MAR2015	BANK OF AMERICA 22774	Vehicle Maintenance	01-05-50-6316	\$0.00
MAR2015	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-05-50-6317	\$0.00
MAR2015	BANK OF AMERICA 22774	Advertising - Legal Publications	01-05-50-6334	\$0.00
MAR2015	BANK OF AMERICA 22774	Dues & Subscriptions	01-05-50-6355	\$0.00
MAR2015	BANK OF AMERICA 22774	Professional Services	01-05-50-6373	\$0.00
MAR2015	BANK OF AMERICA 22774	Professional Development	01-05-51-6048	\$0.00
MAR2015	BANK OF AMERICA 22774	Vehicle Maintenance	01-05-51-6316	\$0.00
MAR2015	BANK OF AMERICA 22774	Advertising - Legal Publications	01-05-51-6334	\$0.00
MAR2015	BANK OF AMERICA 22774	Dues & Subscriptions	01-05-51-6355	\$0.00
MAR2015	BANK OF AMERICA 22774	Professional Development	01-06-60-6048	\$440.00
MAR2015	BANK OF AMERICA 22774	Literacy Programming Supplies	01-06-60-6114	\$198.52
MAR2015	BANK OF AMERICA 22774	Library Supplies	01-06-60-6117	\$26.67

## A/P Claims List

from 4/22/2015 to 4/22/2015

Invoice #	Vendor	Description	Account	Cost
MAR2015	BANK OF AMERICA 22774	Library Materials - Print	01-06-60-6130	\$376.80
MAR2015	BANK OF AMERICA 22774	Library Materials - Electronic	01-06-60-6131	\$3,600.42
MAR2015	BANK OF AMERICA 22774	Printing	01-06-60-6308	\$626.40
MAR2015	BANK OF AMERICA 22774	Dues & Subscriptions - Library	01-06-60-6355	\$0.00
MAR2015	BANK OF AMERICA 22774	Uniforms - PD	01-07-70-6019	\$0.00
MAR2015	BANK OF AMERICA 22774	Employee Physicals	01-07-70-6030	\$950.00
MAR2015	BANK OF AMERICA 22774	Chemicals	01-07-70-6104	\$0.00
MAR2015	BANK OF AMERICA 22774	Jail Supplies	01-07-70-6106	\$103.62
MAR2015	BANK OF AMERICA 22774	K-9 Dog Food/Supplies	01-07-70-6108	\$79.68
MAR2015	BANK OF AMERICA 22774	Safety Supplies/Apparel	01-07-70-6110	\$2,615.97
BOA March 2015	BANK OF AMERICA 22774	Buildings and Grounds	01-07-70-6112	\$542.64
MAR2015	BANK OF AMERICA 22774	Miscellaneous Supplies	01-07-70-6114	\$1,139.61
MAR2015	BANK OF AMERICA 22774	Fuel & Lube	01-07-70-6118	\$0.00
MAR2015	BANK OF AMERICA 22774	Photo/Video Supply	01-07-70-6120	\$38.77
MAR2015	BANK OF AMERICA 22774	Crime Prevention Program	01-07-70-6122	\$0.00
MAR2015	BANK OF AMERICA 22774	Printing	01-07-70-6308	\$514.99
MAR2015	BANK OF AMERICA 22774	Computer Maintenance/Operations	01-07-70-6311	\$290.29
MAR2015	BANK OF AMERICA 22774	Vehicle Maintenance	01-07-70-6316	\$1,218.22
MAR2015	BANK OF AMERICA 22774	Communications	01-07-70-6318	\$579.45
MAR2015	BANK OF AMERICA 22774	Collections	01-07-70-6340	\$330.00
MAR2015	BANK OF AMERICA 22774	Special Events	01-07-70-6342	\$0.00
MAR2015	BANK OF AMERICA 22774	Training Program	01-07-70-6343	\$1,195.15
MAR2015	BANK OF AMERICA 22774	Dues & Subscriptions	01-07-70-6355	\$205.00
MAR2015	BANK OF AMERICA 22774	Uniform Allowance - PD	01-07-71-6019	\$261.19
MAR2015	BANK OF AMERICA 22774	Ammunition	01-07-71-6105	\$1,935.35
MAR2015	BANK OF AMERICA 22774	Chemicals	01-07-72-6104	\$0.00
MAR2015	BANK OF AMERICA 22774	Safety Supplies/Apparel	01-07-72-6110	\$210.59
MAR2015	BANK OF AMERICA 22774	Kennel Supplies	01-07-72-6114	\$37.10
MAR2015	BANK OF AMERICA 22774	Animal Cages	01-07-72-6132	\$0.00
BOA March 2015	BANK OF AMERICA 22774	Vet / Med Expenses	01-07-72-6133	\$305.00
MAR2015	BANK OF AMERICA 22774	Uniform Allowance - CID	01-07-77-6019	\$0.00
MAR2015	BANK OF AMERICA 22774	Photo/Video Supplies	01-07-77-6120	\$0.00
MAR2015	BANK OF AMERICA 22774	Drug Enforcement Program	01-07-77-6124	\$0.00
MAR2015	BANK OF AMERICA 22774	Property/Evidence Supplies	01-07-77-6323	\$0.00
MAR2015	BANK OF AMERICA 22774	Special Investigation Operations	01-07-77-6336	\$54.50
MAR2015	BANK OF AMERICA 22774	Uniform Allowance	01-07-78-6019	\$0.00
MAR2015	BANK OF AMERICA 22774	Miscellaneous Supplies	01-07-78-6114	\$258.67
MAR2015	BANK OF AMERICA 22774	Professional Development	01-08-80-6048	\$85.00
MAR2015	BANK OF AMERICA 22774	Marketing Expenses	01-08-80-6123	\$0.00
MAR2015	BANK OF AMERICA 22774	Printing	01-08-80-6308	\$0.00
MAR2015	BANK OF AMERICA 22774	Special Events - Economic Development	01-08-80-6342	\$108.00
MAR2015	BANK OF AMERICA 22774	Dues & Subscriptions	01-08-80-6355	\$0.00
MAR2015	BANK OF AMERICA 22774	ED - Professional Development	01-08-80-6373	\$0.00
MAR2015	BANK OF AMERICA 22774	Uniforms - Street Dept.	01-12-00-6016	\$0.00
MAR2015	BANK OF AMERICA 22774	Minor Tools	01-12-00-6102	\$0.00
MAR2015	BANK OF AMERICA 22774	Chemicals	01-12-00-6104	\$963.00
MAR2015	BANK OF AMERICA 22774	Safety Supplies	01-12-00-6110	\$0.00
MAR2015	BANK OF AMERICA 22774	Traffic Supplies	01-12-00-6111	\$0.00
MAR2015	BANK OF AMERICA 22774	Street/Sidewalks/Bridges	01-12-00-6113	\$5,792.73
MAR2015	BANK OF AMERICA 22774	Miscellaneous Supplies	01-12-00-6114	\$0.00

## A/P Claims List

from 4/22/2015 to 4/22/2015

Invoice #	Vendor	Description	Account	Cost
MAR2015	BANK OF AMERICA 22774	Signs & Materials	01-12-00-6115	\$79.20
MAR2015	BANK OF AMERICA 22774	Fuel & Lube	01-12-00-6118	\$0.00
MAR2015	BANK OF AMERICA 22774	Vehicle Maintenance	01-12-00-6316	\$1,946.02
MAR2015	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-12-00-6317	\$1,841.66
MAR2015	BANK OF AMERICA 22774	Communications	01-12-00-6318	\$40.01
MAR2015	BANK OF AMERICA 22774	Equipment Rental	01-12-00-6321	\$0.00
MAR2015	BANK OF AMERICA 22774	License & Certification - Street	01-12-00-6365	\$0.00
MAR2015	BANK OF AMERICA 22774	Uniforms - Fleet Maintenance	01-14-00-6016	\$234.45
MAR2015	BANK OF AMERICA 22774	Professional Development (Fleet Maintenanc	01-14-00-6048	\$0.00
MAR2015	BANK OF AMERICA 22774	Minor Tools	01-14-00-6102	\$261.88
MAR2015	BANK OF AMERICA 22774	Chemicals	01-14-00-6104	\$0.00
MAR2015	BANK OF AMERICA 22774	Safety Supplies	01-14-00-6110	\$0.00
MAR2015	BANK OF AMERICA 22774	Shop Supplies	01-14-00-6114	\$94.42
MAR2015	BANK OF AMERICA 22774	Vehicle Maintenance	01-14-00-6316	\$0.00
MAR2015	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-14-00-6317	\$80.68
MAR2015	BANK OF AMERICA 22774	Computer Maintenance	01-14-00-6324	\$895.00
MAR2015	BANK OF AMERICA 22774	Reference Books	01-14-00-6379	\$0.00
MAR2015	BANK OF AMERICA 22774	Vehicle Maintenance	01-14-41-6116	\$903.89
MAR2015	BANK OF AMERICA 22774	Fuel & Lube	01-14-41-6118	\$0.00
MAR2015	BANK OF AMERICA 22774	Uniforms - Parks	01-15-11-6016	\$624.50
MAR2015	BANK OF AMERICA 22774	Professional Development	01-15-11-6048	\$0.00
MAR2015	BANK OF AMERICA 22774	Minor Tools	01-15-11-6102	\$254.97
MAR2015	BANK OF AMERICA 22774	Chemicals	01-15-11-6104	\$409.55
MAR2015	BANK OF AMERICA 22774	Safety Supplies	01-15-11-6110	\$309.24
MAR2015	BANK OF AMERICA 22774	Buildings & Grounds	01-15-11-6112	\$6,510.91
MAR2015	BANK OF AMERICA 22774	Fuel & Lube	01-15-11-6118	\$0.00
MAR2015	BANK OF AMERICA 22774	Rec Supplies	01-15-11-6125	\$11.69
MAR2015	BANK OF AMERICA 22774	Vehicle Maintenance	01-15-11-6316	\$666.77
MAR2015	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-15-11-6317	\$1,150.49
		<b>Total GENERAL FUND</b>		<b>\$61,747.92</b>
MAR2015	BANK OF AMERICA 22774	Uniforms - FD/Suppression	09-09-90-6016	\$288.05
MAR2015	BANK OF AMERICA 22774	Professional Development (FD)	09-09-90-6048	\$524.57
MAR2015	BANK OF AMERICA 22774	Minor Tools	09-09-90-6102	\$198.82
MAR2015	BANK OF AMERICA 22774	Chemicals	09-09-90-6104	\$0.00
MAR2015	BANK OF AMERICA 22774	Food/Humans	09-09-90-6107	\$101.16
MAR2015	BANK OF AMERICA 22774	FD Safety Supplies	09-09-90-6110	\$879.44
MAR2015	BANK OF AMERICA 22774	Building & Grounds	09-09-90-6112	\$691.05
BOA March 2015	BANK OF AMERICA 22774	Fuel and Lube	09-09-90-6118	\$135.38
MAR2015	BANK OF AMERICA 22774	Vehicle Maintenance	09-09-90-6316	\$5,960.46
MAR2015	BANK OF AMERICA 22774	Machine/Equipment Maintenance	09-09-90-6317	\$702.77
MAR2015	BANK OF AMERICA 22774	Communications	09-09-90-6318	\$1,335.00
MAR2015	BANK OF AMERICA 22774	Dues & Subscriptions	09-09-90-6355	\$0.00
MAR2015	BANK OF AMERICA 22774	Certification Equipment	09-09-90-6362	\$3,190.98
MAR2015	BANK OF AMERICA 22774	Uniforms - FD/EMS	09-09-92-6016	\$0.00
MAR2015	BANK OF AMERICA 22774	Professional Development (EMS)	09-09-92-6048	\$195.35
MAR2015	BANK OF AMERICA 22774	Chemicals/Ambulance Supplies	09-09-92-6104	\$7,501.13
MAR2015	BANK OF AMERICA 22774	Safety Supplies/Apparel	09-09-92-6110	\$0.00
MAR2015	BANK OF AMERICA 22774	Fuel & Lube	09-09-92-6118	\$0.00
MAR2015	BANK OF AMERICA 22774	Vehicle Maintenance	09-09-92-6316	\$9,636.80
MAR2015	BANK OF AMERICA 22774	Communications	09-09-92-6318	\$0.00

## A/P Claims List

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Invoice #	Vendor	Description	Account	Cost
MAR2015	BANK OF AMERICA 22774	Dues & Subscriptions	09-09-92-6355	\$0.00
MAR2015	BANK OF AMERICA 22774	Professional Services	09-09-92-6373	\$0.00
MAR2015	BANK OF AMERICA 22774	Uniforms - FD/Admin	09-09-96-6016	\$0.00
MAR2015	BANK OF AMERICA 22774	Professional Development (Fire - Admin)	09-09-96-6048	\$0.00
MAR2015	BANK OF AMERICA 22774	Office Supplies	09-09-96-6101	\$0.00
MAR2015	BANK OF AMERICA 22774	Minor Tools	09-09-96-6102	\$0.00
MAR2015	BANK OF AMERICA 22774	Food/Humans	09-09-96-6107	\$0.00
MAR2015	BANK OF AMERICA 22774	Miscellaneous Supplies	09-09-96-6114	\$0.00
MAR2015	BANK OF AMERICA 22774	Public Education	09-09-96-6121	\$0.00
MAR2015	BANK OF AMERICA 22774	Vehicle Maintenance	09-09-96-6316	\$720.26
MAR2015	BANK OF AMERICA 22774	Communications	09-09-96-6318	\$0.00
MAR2015	BANK OF AMERICA 22774	Dues & Subscriptions	09-09-96-6355	\$0.00
		<b>Total FIRE/EMS FUND</b>		<b>\$32,061.22</b>
MAR2015	BANK OF AMERICA 22774	Safety Supplies	20-21-00-6110	\$0.00
MAR2015	BANK OF AMERICA 22774	Buildings & Grounds (GPWA)	20-21-00-6112	\$905.00
MAR2015	BANK OF AMERICA 22774	Miscellaneous Supplies	20-21-00-6114	\$115.89
MAR2015	BANK OF AMERICA 22774	Telephone	20-21-00-6301	\$997.34
MAR2015	BANK OF AMERICA 22774	Printing	20-21-00-6308	\$176.19
MAR2015	BANK OF AMERICA 22774	Postage	20-21-00-6309	\$0.00
MAR2015	BANK OF AMERICA 22774	Computer Operations	20-21-00-6311	\$0.00
MAR2015	BANK OF AMERICA 22774	Machine/Equipment Maintenance	20-21-00-6317	\$0.00
MAR2015	BANK OF AMERICA 22774	Communications	20-21-00-6318	\$29.90
MAR2015	BANK OF AMERICA 22774	Safety Program	20-21-00-6339	\$0.00
MAR2015	BANK OF AMERICA 22774	Utilities Collection Fees	20-21-00-6340	\$65.60
MAR2015	BANK OF AMERICA 22774	Maintenance Agreements	20-21-00-6347	\$11,220.00
MAR2015	BANK OF AMERICA 22774	Professional Services	20-21-00-6373	\$0.00
MAR2015	BANK OF AMERICA 22774	Professional Development (GPWA Admin)	20-22-00-6048	\$0.00
MAR2015	BANK OF AMERICA 22774	Uniforms - WTP	20-23-00-6016	\$0.00
MAR2015	BANK OF AMERICA 22774	Minor Tools	20-23-00-6102	\$0.00
MAR2015	BANK OF AMERICA 22774	Chemicals/Medical	20-23-00-6104	\$0.00
MAR2015	BANK OF AMERICA 22774	Lab Supplies	20-23-00-6109	\$1,039.50
MAR2015	BANK OF AMERICA 22774	Safety Apparel & Supplies	20-23-00-6110	\$0.00
MAR2015	BANK OF AMERICA 22774	Building & Grounds	20-23-00-6112	\$458.12
MAR2015	BANK OF AMERICA 22774	Annual State Water Testing	20-23-00-6303	\$535.00
MAR2015	BANK OF AMERICA 22774	Vehicle Maintenance	20-23-00-6316	\$285.00
MAR2015	BANK OF AMERICA 22774	Machine/Equipment Maintenance	20-23-00-6317	\$386.84
MAR2015	BANK OF AMERICA 22774	Computer Maintenance	20-23-00-6324	\$0.00
MAR2015	BANK OF AMERICA 22774	Publishing Fees	20-23-00-6334	\$0.00
MAR2015	BANK OF AMERICA 22774	Booster Station	20-23-00-6335	\$20,092.54
MAR2015	BANK OF AMERICA 22774	License & Certification - Water Plant	20-23-00-6365	\$0.00
MAR2015	BANK OF AMERICA 22774	Uniforms - WWTP	20-24-00-6016	\$207.00
MAR2015	BANK OF AMERICA 22774	Minor Tools	20-24-00-6102	\$126.99
MAR2015	BANK OF AMERICA 22774	Chemicals	20-24-00-6104	\$209.92
MAR2015	BANK OF AMERICA 22774	Lab Supplies	20-24-00-6109	\$756.60
MAR2015	BANK OF AMERICA 22774	Safety Apparel & Supplies	20-24-00-6110	\$349.99
MAR2015	BANK OF AMERICA 22774	Buildings & Grounds	20-24-00-6112	\$656.01
MAR2015	BANK OF AMERICA 22774	Fuel & Lube	20-24-00-6114	\$0.00
MAR2015	BANK OF AMERICA 22774	Fuel & Lube	20-24-00-6118	\$0.00
MAR2015	BANK OF AMERICA 22774	Lift Station Maintenance	20-24-00-6312	\$8,012.66
MAR2015	BANK OF AMERICA 22774	Vehicle Maintenance	20-24-00-6316	\$122.53

## A/P Claims List

from 4/22/2015 to 4/22/2015

Invoice #	Vendor	Description	Account	Cost
MAR2015	BANK OF AMERICA 22774	Machine/Equipment Maintenance	20-24-00-6317	\$1,223.99
MAR2015	BANK OF AMERICA 22774	Required/Mandatory Testing	20-24-00-6357	\$267.55
MAR2015	BANK OF AMERICA 22774	License & Certification	20-24-00-6365	\$0.00
MAR2015	BANK OF AMERICA 22774	Uniforms - Convenience Ctr.	20-26-00-6016	\$0.00
MAR2015	BANK OF AMERICA 22774	Minor Tools	20-26-00-6102	\$0.00
MAR2015	BANK OF AMERICA 22774	Safety Apparel & Supplies	20-26-00-6110	\$0.00
MAR2015	BANK OF AMERICA 22774	Building & Grounds	20-26-00-6112	\$0.00
MAR2015	BANK OF AMERICA 22774	Miscellaneous Supplies	20-26-00-6114	\$0.00
MAR2015	BANK OF AMERICA 22774	Fuel & Lube	20-26-00-6118	\$378.00
MAR2015	BANK OF AMERICA 22774	Vehicle Maintenance	20-26-00-6316	\$201.41
MAR2015	BANK OF AMERICA 22774	Machine/Equipment Maintenance	20-26-00-6317	\$0.00
MAR2015	BANK OF AMERICA 22774	Uniforms - Line Maintenance	20-27-00-6016	\$0.00
MAR2015	BANK OF AMERICA 22774	Minor Tools	20-27-00-6102	\$97.45
MAR2015	BANK OF AMERICA 22774	Chemicals	20-27-00-6104	\$0.00
MAR2015	BANK OF AMERICA 22774	Safety Apparel & Supplies	20-27-00-6110	\$395.34
MAR2015	BANK OF AMERICA 22774	Buildings and Grounds	20-27-00-6112	\$178.12
BOA March 2015	BANK OF AMERICA 22774	Safety Apparel & Supplies	20-27-00-6114	\$272.00
MAR2015	BANK OF AMERICA 22774	Fuel & Lube	20-27-00-6118	\$0.00
MAR2015	BANK OF AMERICA 22774	Water/Sewer Maintenance	20-27-00-6119	\$1,547.40
MAR2015	BANK OF AMERICA 22774	Water Meters	20-27-00-6129	\$0.00
MAR2015	BANK OF AMERICA 22774	Street/Sidewalks	20-27-00-6313	\$179.30
MAR2015	BANK OF AMERICA 22774	Vehicle Maintenance	20-27-00-6316	\$368.16
MAR2015	BANK OF AMERICA 22774	Machine/Equipment Maintenance	20-27-00-6317	\$111.46
MAR2015	BANK OF AMERICA 22774	Miscellaneous Services/Charges	20-27-00-6346	\$85.51
MAR2015	BANK OF AMERICA 22774	License & Certification - Line Maintenance	20-27-00-6365	\$0.00
MAR2015	BANK OF AMERICA 22774	License & Certification	20-27-00-6365	\$0.00
MAR2015	BANK OF AMERICA 22774	Chemicals	20-29-00-6104	\$0.00
MAR2015	BANK OF AMERICA 22774	Building & Grounds	20-29-00-6112	\$0.00
MAR2015	BANK OF AMERICA 22774	Machine/Equipment Maintenance	20-29-00-6317	\$0.00
		<b>Total GPWA OPERATING FUND</b>		<b>\$52,054.31</b>
MAR2015	BANK OF AMERICA 22774	Library: State Aid (ODL)	30-30-06-6541	\$3,258.01
MAR2015	BANK OF AMERICA 22774	Police: OSBI Grant	30-30-07-6357	\$0.00
MAR2015	BANK OF AMERICA 22774	Bullet Proof Vest Grant	30-30-07-6597	\$0.00
		<b>Total GRANTS FUND</b>		<b>\$3,258.01</b>
MAR2015	BANK OF AMERICA 22774	Promotion of Tourism	45-45-00-6367	\$7.55
MAR2015	BANK OF AMERICA 22774	Pool Improvements	45-45-00-6509	\$0.00
MAR2015	BANK OF AMERICA 22774	Highland Hall and Park Repairs	45-45-00-6531	\$0.00
MAR2015	BANK OF AMERICA 22774	Park Improvements	45-45-00-6545	\$28.32
MAR2015	BANK OF AMERICA 22774	Lake Improvents	45-45-00-6546	\$623.96
		<b>Total HOTEL/MOTEL TAX FUND</b>		<b>\$659.83</b>
MAR2015	BANK OF AMERICA 22774	All Copier Lease	54-54-02-6705	\$4,134.08
MAR2015	BANK OF AMERICA 22774	E911	54-54-07-6514	\$0.00
		<b>Total CAPITAL PROJECTS</b>		<b>\$4,134.08</b>
MAR2015	BANK OF AMERICA 22774	Building & Grounds	72-72-00-6112	\$0.00
MAR2015	BANK OF AMERICA 22774	Tent & Burial Supplies	72-72-00-6554	\$0.00
		<b>Total CEMETERY CARE FUND</b>		<b>\$0.00</b>
MAR2015	BANK OF AMERICA 22774	Professional Development (Airport)	98-98-00-6048	\$396.00
MAR2015	BANK OF AMERICA 22774	Office Supplies	98-98-00-6101	\$0.00

**A/P Claims List**

from 4/22/2015 to 4/22/2015

Invoice #	Vendor	Description	Account	Cost
MAR2015	BANK OF AMERICA 22774	Minor Tools	98-98-00-6102	\$0.00
MAR2015	BANK OF AMERICA 22774	Safety Supplies/Apparel	98-98-00-6110	\$109.99
MAR2015	BANK OF AMERICA 22774	Building & Grounds	98-98-00-6112	\$1,520.05
MAR2015	BANK OF AMERICA 22774	Telephone & Internet	98-98-00-6301	\$165.16
MAR2015	BANK OF AMERICA 22774	Printing	98-98-00-6308	\$8.51
MAR2015	BANK OF AMERICA 22774	Airport Beacon	98-98-00-6315	\$0.00
MAR2015	BANK OF AMERICA 22774	Vehicle Maintenance	98-98-00-6316	\$0.00
MAR2015	BANK OF AMERICA 22774	Machine/Equipment Maintenance	98-98-00-6317	\$259.37
MAR2015	BANK OF AMERICA 22774	Professional Services	98-98-00-6373	\$0.00
		<b>Total AIRPORT FUND</b>		<b>\$2,459.08</b>
		<b>Total All Funds</b>		<b>\$156,374.45</b>