



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

SPECIAL CITY COUNCIL MEETING
63rd City Council
Tuesday, May 19, 2015, 4:30pm
City Hall Council Chambers
101 N. 2nd Street, Guthrie, Oklahoma, 73044

1. Call to Order.
2. Public Comments.
3. Tour city owned facilities and discussion of the same.
4. Adjourn.

Agenda posted on the bulletin board in the lobby of City Hall before 4:00pm on Friday, May 15, 2015. The City of Guthrie encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the city clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The city may waive the 48 hours rule if signing is not the necessary accommodation.



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

GUTHRIE PUBLIC WORKS AUTHORITY MEETING

Tuesday, May 19, 2015 at 7:00pm
City Hall Council Chambers
101 N. 2nd Street, Guthrie, Oklahoma, 73044

1. Call to Order.
2. Public Comments, Community Announcements and Recognitions.
3. Consent Agenda
All matters listed will be enacted by one motion unless a request is made for discussion by any Trustee or member of the audience, in which case, the item(s) will be removed from the Consent Agenda and considered separately following this portion of the agenda.
 - A. Consider approval of minutes of the Regular Guthrie Public Works Authority Meeting held May 5, 2015 1
 - B. Consider approval of minutes of the Regular Guthrie Public Works Authority Meeting held May 5, 2015 2
4. Adjournment.

CITY COUNCIL MEETING

63rd City Council
Tuesday, May 19, 2015, 7:00pm
City Hall Council Chambers
101 N. 2nd Street, Guthrie, Oklahoma, 73044

1. Call to Order.
2. Consent Agenda
All matters listed will be enacted by one motion unless a request is made for discussion by any council member or member of the audience, in which case, the item(s) will be removed from the Consent Agenda and considered separately following this portion of the agenda.
 - A. Consider approval of minutes of the City Council Workshop held on May 5, 2015 3
 - B. Consider approval of minutes of the Regular City Council Meeting for the 62nd City Council held on May 5, 2015 4
 - C. Consider approval of minutes of the Regular City Council Meeting for the 63rd City Council held on May 5, 2015 6

- D. Consider approval of minutes of the Special City Council Meeting held on May 12, 2015 11
- E. Consider approval to accept a “The Kid IS the Rocket STEM Grant” in the amount of \$3852.00 from the Oklahoma Department of Libraries for the purpose of purchasing a 3-D printer and accessories and conducting STEM programming 13
- F. Consider approval of the City of Guthrie’s vote for two trustees to the Board of Trustees of the Oklahoma Municipal Assurance Group for three-year terms commencing July 1, 2015..... 23
- 3. Discussion and possible action on a request to issue a permit for oil and gas well drilling. 27
- 4. Discussion and possible action regarding Resolution No. 2015-08, calling and holding of a special election in the City of Guthrie, Logan County, State of Oklahoma for the purpose of submitting to the registered, qualified voters of said City the question of the levying of an additional one-half percent (1/2%) sales tax in addition to any and all other sales tax now in force, pursuant to Ordinance Number 3269; said sales tax to be known as the City of Guthrie Capital Improvements Sales Tax Ordinance of 2015 70
- 5. Discussion and possible action on individual council member’s appointments to the Citizens Rate and Fee Advisory Committee 74
- 6. Discussion and possible action on a council appointment of one Council Member to the Guthrie Transportation Authority 76
- 7. Discussion and possible action on Mayor’s nomination of a Planning Commission member to the Guthrie Historic Preservation Commission 81
- 8. Discussion and possible action on Mayor’s nomination(s) to the Forestry Board 86
- 9. Discussion and possible action on Mayor’s nomination(s) to the Guthrie Park Board.. 103
- 10. City Manager’s Report
- 11. Requests/comments from members of the City Council
- 12. Consider approval to convene into Executive Session pursuant to the Authority of Title 25, O.S. 2001, as follows:
 - A. 307(B)(4), for the purpose of discussing confidential communications between the City Council and its Attorney concerning a pending investigation or claim (Logan County Rural Water District No. 1)
 - B. 307(B)(4), for the purpose of discussing confidential communications between the City Council and its Attorney concerning a pending investigation or claim (Initiative Petition case – Shandorff and Hazelwood v. City of Guthrie)
 - C. 307(B)(4), for the purpose of discussing confidential communications between the City Council and its Attorney concerning a pending investigation or claim (City v. Leon Spitz)
 - D. 307(B)(4), for the purpose of discussing confidential communications between the City Council and its Attorney concerning a pending investigation or claim (City v. Larry Ladd)
 - E. 307(B)(1), for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of a public officer or employee (hiring of interim City Manager)

- F. 307(B)(1), for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of a public officer or employee (hiring of City Manager)
13. Consider action regarding Logan County Rural Water District No. 1.
 14. Consider action regarding Initiative Petition case – Shandorff and Hazelwood v. City of Guthrie.
 15. Consider action regarding City v. Leon Spitz.
 16. Consider action regarding City v. Larry Ladd.
 17. Consider action regarding hiring of interim City Manager.
 18. Consider action regarding hiring of City Manager.
 19. Adjournment.

MINUTES

GUTHRIE PUBLIC WORKS AUTHORITY MEETING
May 5, 2015

The regular meeting of the sixty-second Guthrie Public Works Authority was posted on Friday, May 1, 2015 before 5:00 p.m. and held May 5, 2015 in the Guthrie City Hall Council Chambers.

Pledge of Allegiance was led by Chairman Mark Spradlin.

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

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

Members Present:	Mark Spradlin	John Wood	Gaylord Z. Thomas
	Jeff Taylor	Sharyl Padgett	

Members Absent:	Trey Ayers	Clarice Reandean
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Staff Present:	Sereniah Breland	Kim Biggs	Jim Ahlgren
	Maxine Pruitt	Don Sweger	Cyndi O
	Cody Mosley	Jessie Bryan	Justin Heid
	Aaron Ryburn		

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

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

- A. Consider approval of the minutes from the Regular Guthrie Public Works Authority Meeting held on April 7, 2015.
- B. Consider approval of the minutes from the Regular Guthrie Public Works Authority Meeting held on April 21, 2015.

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

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

Chairman Spradlin declared the motion carried unanimously.

Adjourn. There being no further business for the Guthrie Public Works Authority, Chairman Spradlin declared the meeting adjourned at 7:02 p.m.

Kim Biggs, Secretary

MINUTES

GUTHRIE PUBLIC WORKS AUTHORITY MEETING

May 5, 2015

The regular meeting of the sixty-third Guthrie Public Works Authority was posted on Friday, May 1, 2015, before 5:00 p.m. and held Tuesday, May 5, 2015, in the Guthrie City Hall Council Chambers.

The sixty-third Council/Trustee Members: Steven J. Gentling, Mayor
John Wood Ed Wood – Ward I
Jeff Taylor Sharyl Padgett – Ward II
Gaylord Z. Thomas Brian Bothroyd – Ward III

The City of Guthrie has staggered terms, the following Council/Trustee Members were administrated the Oath of Office by Municipal Judge David Hood:

Mayor Steven J. Gentling
Ed Wood – Ward I
Sharyl Padgett – Ward II
Brian Bothroyd – Ward III

Chairman Gentling called the meeting to order at 7:15 p.m.

Members Present: Steven J. Gentling John Wood Gaylord Z. Thomas
Jeff Taylor Sharyl Padgett Ed Wood
Brian Bothroyd

Members Absent: None

Staff Present: Sereniah Breland Kim Biggs Jim Ahlgren
Maxine Pruitt Don Sweger Cyndi O
Cody Mosley Jessie Bryan Justin Heid
Aaron Ryburn

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

Adjournment. There being no business for the Guthrie Public Works Authority Trustees, Chairman Gentling declared the meeting adjourned at 7:15 p.m.

Kim Biggs, Secretary

Steven J. Gentling, Chairman

MINUTES

CITY COUNCIL MEETING
Council Workshop
May 5, 2015

The special meeting of the sixty-second City Council of Guthrie, Oklahoma, was posted on Friday, May 1, 2015, before 5:00 p.m. and held May 5, 2015, at 6:00 p.m. in the Guthrie 3rd Floor Conference Room, City Hall.

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

Members Present:	Mark Spradlin	John Wood	Gaylord Z. Thomas
	Sharyl Padgett	Jeff Taylor	

Members Absent:	Trey Ayers	Clarice Reandean
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Staff Present:	Sereniah Breland	Kim Biggs	Jim Ahlgren
	Maxine Pruitt	Don Sweger	Cyndi O
	Cody Mosley	Jessie Bryan	Justin Heid

Mayor Spradlin declared a quorum with five (5) Council Members in attendance.

Public Comments. None.

Code Enforcement Department annual update. Chief Don Sweger provided a presentation highlighting the responsibilities of the Code Enforcement Department, reviewed the administrative notification process regarding code violations, and provided statistical data of complaints, notification letters, and citations issued between the years 2012 through 2015.

Discussion regarding Bookmobile. Cyndi O, Director of Library Services, informed the City Council about the resources they provide to local and county residents. One service that the library would like to expand on is the ability to reach more citizens throughout Logan County by implementing a Bookmobile. The library received a \$17,961 grant through an anonymous donation that is to be used towards the purchase of materials for a mobile service.

Request for future items of discussion. None.

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

Kim Biggs, City Clerk

MINUTES

CITY COUNCIL MEETING

May 5, 2015

The regular meeting of the sixty-second City Council of Guthrie, Oklahoma was posted on Friday, May 1, 2015 before 5:00 p.m. and held May 5, 2015 in the Guthrie City Hall Council Chambers.

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

Members Present: Mark Spradlin John Wood Gaylord Z. Thomas
 Jeff Taylor Sharyl Padgett

Members Absent: Trey Ayers Clarice Reandean

Staff Present: Sereniah Breland Kim Biggs Jim Ahlgren
 Maxine Pruitt Don Sweger Cyndi O
 Cody Mosley Jessie Bryan Justin Heid
 Aaron Ryburn

Mayor Spradlin declared a quorum with five (5) Council Members in attendance.

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

- A. Consider approval of the minutes from the City Council Workshop held on April 7, 2015.
- B. Consider approval of the minutes from the City Council Workshop for April 21, 2015.
- C. Consider approval of the minutes from the Regular City Council Meeting held on April 7, 2015.
- D. Consider approval of the minutes from the Regular City Council Meeting for April 21, 2015.
- E. Consider approval of minutes of the Street Committee Meeting held March 26, 2015.

Council Members entered their votes and the votes were displayed with the following results:

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

Mayor Spradlin declared the motion carried unanimously.

Recognition of Service. City Manager Breland congratulated and presented the cash payment of the annual \$1.00 salary to the Mayor and Council Members for their service as elected officials of the City of Guthrie for the period from May 2014 through April 2015.

Adjourn. There being no further business for the Guthrie City Council, Mayor Spradlin declared the meeting adjourned at 7:07 p.m.

Kim Biggs, City Clerk

MINUTES
CITY COUNCIL MEETING
May 5, 2015

The regular meeting of the sixty-third City Council of Guthrie, Oklahoma was posted on Friday, May 1, 2015, before 5:00 p.m. and held Tuesday, May 5, 2015, in the Guthrie City Hall Council Chambers.

Mayor Gentling called the meeting to order at 7:16 p.m.

Members Present:	Steven J. Gentling	John Wood	Gaylord Z. Thomas
	Jeff Taylor	Sharyl Padgett	Ed Wood
	Brian Bothroyd		

Members Absent: None

Staff Present:	Sereniah Breland	Kim Biggs	Jim Ahlgren
	Maxine Pruitt	Don Sweger	Cyndi O
	Cody Mosley	Jessie Bryan	Justin Heid
	Aaron Ryburn		

Mayor Gentling declared a quorum with all seven (7) Council Members in attendance.

Community Announcements and Recognition.

- A. Mr. Barry Cogburn spoke in favor of the upcoming school bond and encourages the City Council and all citizens of Guthrie to vote for the school bond on May 12, 2015.
- B. Proclamation. Mayor Gentling presented a proclamation to Ms. Brenda Mutai-Hall with Central Oklahoma Community Action Agency proclaiming the month of May 2015 as Community Action Month.
- C. Proclamation. Mayor Gentling presented a proclamation to Ms. Jean Lacina, member of the Guthrie Parks Board, proclaiming May 16, 2015, as National Kids to Parks Day.
- D. Ms. Patricia Bowman spoke in opposition of issuing a drilling permit for an oil and gas well located in the vicinity of Mineral Wells Park.

Consent Agenda. Motion by Council Member J. Wood, seconded by Council Member Taylor, moved approval of the Consent Agenda as follows:

- 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.

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

Council Members entered their votes and the votes were displayed with the following results:

Aye: Gentling, J. Wood, Thomas, Taylor, Padgett, E. Wood, Bothroyd
Nay: None

Mayor Gentling declared the motion carried unanimously.

Issuance of a Permit for oil and gas well drilling. Motion by Council Member E. Wood, seconded by Council Member Bothroyd, moved to table this item for further review until May 19, 2015. Council Members entered their votes and the votes were displayed with the following results:

Aye: Gentling, J. Wood, E. Wood, Bothroyd
Nay: Thomas, Taylor, Padgett

Mayor Gentling declared the motion carried with four (4) ayes and three (3) nays.

Council Member E. Wood left the Council Chamber at 7:30 p.m.

Public hearing, Ordinance No. 3270. No public comment. Motion by J. Wood, seconded by Council Member Padgett, moved approval of Ordinance No. 3270, amending Zoning Ordinance No. 2422, for the rezoning of two tracts of property located adjacent to 724 E. Prairie Grove Road. Council Members entered their votes and the votes were displayed with the following results:

Aye: Gentling, J. Wood, Thomas, Taylor, Padgett, Bothroyd
Nay: None

Mayor Gentling declared the motion carried unanimously.

Public hearing to issue a special use permit. No public comment. Motion by Council Member Padgett, seconded by Council Member J. Wood, moved approval of a special use permit to be issued for operation of a storage unit business adjacent to 724 E. Prairie Grove Rd. Council Members entered their votes and the votes were displayed with the following results:

Aye: Gentling, J. Wood, Thomas, Taylor, Padgett, Bothroyd
Nay: None

Mayor Gentling declared the motion carried unanimously.

Council Member E. Wood returned to the Council Chamber at 7:35 p.m.

Agreement with the YMCA. Motion by Council Member Thomas, seconded by Council Member Taylor, moved approval of the agreement with YMCA for management of the Municipal Swimming Pool. Council Members entered their votes and the votes were displayed with the following results:

Aye: Gentling, J. Wood, Thomas, Taylor, Padgett, E. Wood, Bothroyd
Nay: None

Mayor Gentling declared the motion carried unanimously.

Council election of a Vice Mayor. Motion by Council Member E. Wood, seconded by Council Member Bothroyd, moved approval of electing Council Member John Wood as Vice Mayor for a term of two years. Council Members entered their votes and the votes were displayed with the following results:

Aye: Gentling, J. Wood, Thomas, Taylor, Padgett, E. Wood, Bothroyd
Nay: None

Mayor Gentling declared the motion carried unanimously.

Council appointment of one Council Member to the Convention and Visitor Bureau Board. Motion by Vice Mayor Wood, seconded by Council Member Bothroyd, moved approval of appointing Mayor Gentling to the Convention and Visitor Bureau Board. Council Members entered their votes and the votes were displayed with the following results:

Aye: Gentling, J. Wood, Thomas, Taylor, Padgett, E. Wood, Bothroyd
Nay: None

Mayor Gentling declared the motion carried unanimously.

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. Motion by Council Member Bothroyd, seconded by Vice Mayor Wood, moved approval of the Mayor's nomination of Council Member Thomas to serve as the City's representative and Mayor Gentling as the City's alternative representative to the Association of Central Oklahoma Government (ACOG) Board of Director, the Intermodal Transportation Policy Committee, the Garber Wellington Policy Committee and the 911 Association Board of Director. Council Members entered their votes and the votes were displayed with the following results:

Aye: Gentling, J. Wood, Thomas, Taylor, Padgett, E. Wood, Bothroyd
Nay: None

Mayor Gentling declared the motion carried unanimously.

Mayor's nomination of one Council Member to the Finance Committee. Motion by Vice Mayor Wood, seconded by Council Member E. Wood, moved approval of the Mayor's nomination of Council Member Bothroyd to serve on the Finance Committee. Council Members entered their votes and the votes were displayed with the following results:

Aye: Gentling, J. Wood, Thomas, Taylor, Padgett, E. Wood, Bothroyd
Nay: None

Mayor Gentling declared the motion carried unanimously.

Mayor's nomination of one Council Member to the Street Committee. Motion by Vice Mayor Wood, seconded by Council Member Taylor, moved approval of the Mayor's nomination of Council Member E. Wood to serve on the Street Committee. Council Members entered their votes and the votes were displayed with the following results:

Aye: Gentling, J. Wood, Thomas, Taylor, Padgett, E. Wood, Bothroyd
Nay: None

Mayor Gentling declared the motion carried unanimously.

Mayor's nomination of one Council Member to the Historic Preservation Commission. Motion by Vice Mayor Wood, seconded by Council Member Padgett, moved approval of the Mayor's nomination of Council Member E. Wood to serve on the Historic Preservation Commission. Council Members entered their votes and the votes were displayed with the following results:

Aye: Gentling, J. Wood, Thomas, Taylor, Padgett, E. Wood, Bothroyd
Nay: None

Mayor Gentling declared the motion carried unanimously.

Mayor's nomination(s) of a Logan County Historical Society member to the Historic Preservation Commission. Motion by Council Member E. Wood, seconded by Vice Mayor Wood, moved approval of the Mayor's nomination of Ms. Amy Loch to serve as the Logan County Historical Society member to the Historic Preservation Commission. Council Members entered their votes and the votes were displayed with the following results:

Aye: Gentling, J. Wood, Thomas, Taylor, Padgett, E. Wood, Bothroyd
Nay: None

Mayor Gentling declared the motion carried unanimously.

Mayor's nomination of a Planning Commission member to the Historical Preservation Commission. No action.

Mayor's nomination(s) to the Guthrie Library Board. Motion by Vice Mayor Wood, seconded by Council Member Taylor, moved approval of the Mayor's nomination of Ms. Nikki Kesler to the Guthrie Library Board. Council Members entered their votes and the votes were displayed with the following results:

Aye: Gentling, J. Wood, Thomas, Taylor, Padgett, E. Wood, Bothroyd
Nay: None

Mayor Gentling declared the motion carried unanimously.

Mayor's nomination(s) to the Guthrie Planning Commission. Motion by Vice Mayor Wood, seconded by Council Member Bothroyd, moved approval of the Mayor's nomination of Mr. Ed French to the Guthrie Planning Commission. Council Members entered their votes and the votes were displayed with the following results:

Aye: Gentling, J. Wood, Thomas, E. Wood, Bothroyd
Nay: Taylor, Padgett

Mayor Gentling declared the motion carried with five (5) ayes and two (2) nays.

City Manager's Report. City Manager Breland stated that Justin Heid, Airport Manager, and staff members recognized city employee Fred Schultz for his military service 50 years ago. Announced other events taking place in the community: See Spot Run is May 16; Shrek the Musical at the Pollard Theater until May 23; Poker Night and silent auction for Logan County Relay for Life is May 16; and encouraged the public to attend the upcoming public forum on May 7th regarding the school bond at the Lazy E Cantina.

Requests/comments from the members of the City Council. Thanked former Council Members for their service and welcomed new Council Members to the City Council. Thanked Reverend Don Riepe for providing the invocation before City Council meetings throughout the years. Thanked city employees for their support with the 89er Celebration and all community events. Encouraged the public to attend the public forum regarding the school bond on May 7, 2015, and to vote on May 12, 2015.

Adjourn. There being no further business for the Guthrie City Council, Mayor Gentling declared the meeting adjourned at 8:01 p.m.

Kim Biggs, City Clerk

Steven J. Gentling, Mayor

MINUTES
CITY COUNCIL MEETING
May 12, 2015

The special meeting of the sixty-third City Council of Guthrie, Oklahoma was posted on Friday, May 8, 2015, before 5:00 p.m. and held Tuesday, May 12, 2015, in the Guthrie City Hall 3rd Floor Conference Room.

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

Members Present:	Steven J. Gentling	John Wood	Gaylord Z. Thomas
	Jeff Taylor	Sharyl Padgett	Ed Wood
	Brian Bothroyd		

Members Absent: None

Staff Present:	Sereniah Breland	Kim Biggs	Jim Ahlgren
	Randel Shadid	Cyndi O	

Mayor Gentling declared a quorum with all seven (7) Council Members in attendance.

Scheduling a Council Retreat. Motion by Council Member Thomas, seconded by Council Member Padgett, moved approval of scheduling a Council Retreat for June 9, 2015 at Cimarron National Golf Club with an alternate date of June 10, 2015. A roll call was taken with the following results:

Aye: Gentling, J. Wood, Thomas, Taylor, Padgett, E. Wood, Bothroyd
Nay: None

Mayor Gentling declared the motion carried unanimously.

Executive Session. Motion by Council Member Taylor, seconded by Vice Mayor Wood, moved approval to convene into Executive Session pursuant to the Authority of Title 25, O.S. 2001 Section 307 (B)(1) for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of public officer or employee (City Manager). A roll call vote was taken with the following results:

Aye: Gentling, J. Wood, Thomas, Taylor, Padgett, E. Wood, Bothroyd
Nay: None

Mayor Gentling declared the motion carried unanimously at 6:15 p.m. Attending Executive Session were Mayor Gentling, Vice Mayor Wood, Council Members Thomas, Taylor, Padgett, E. Wood and Bothroyd, City Manager Breland, Human Resources Director Ahlgren, and City Attorney Shadid.

Reconvene. Mayor Gentling reconvened the Guthrie City Council Meeting at 8:17 p.m. and stated no action was taken in Executive Session.

Consideration of action regarding the employment, hiring, appointment, promotion, demotion, disciplining or resignation of public officer or employee (City Manager). Motion by Vice Mayor Wood, seconded by Council Member Taylor, moved approval of authorizing Human Resources Director Jim Ahlgren to negotiate a contract with Strategic Government Resources (SGR) to conduct a national search for a new city manager and bring a proposal to Council as soon as possible. A roll call vote was taken with the following results:

Aye: Gentling, J. Wood, Thomas, Taylor, Padgett, E. Wood, Bothroyd

Nay: None

Mayor Gentling declared the motion carried unanimously.

Adjournment. There being no further business for the Guthrie City Council, Mayor Gentling declared the meeting adjourned at 8:20 p.m.

Kim Biggs, City Clerk

Steven J. Gentling, Mayor



Agenda Item Cover Letter

Meeting

x City Council
GPWA
Other:

Date of Meeting

May 19, 2015

Contact

Cynthia O,
Director of Library Services

Agenda Item

Consider approval to accept a "The Kid IS the Rocket STEM Grant" in the amount of \$3852.00 from the Oklahoma Department of Libraries for the purpose of purchasing a 3-D printer and accessories and conducting STEM programming.

Summary

This grant from the Oklahoma Department of Libraries was made possible by the Library Services and Technology Act (LSTA), a Federal source of funding provided by the Institute of Museum and Library Services. The grant was made available to all Oklahoma public libraries and of 75 proposals submitted, Guthrie was one of the 21 proposals accepted. Library staff will use the funds to purchase a 3-D printer, accessories and books on best practices and pattern ideas in order to provide youth programming that encourages critical thinking, skill development and technical exploration. STEM (science, technology, engineering, mathematics) programming has emerged as an interdisciplinary way to develop in youth the skill sets that apply to the prevailing markets and industries of today and the future.

Funding Expected Revenue Expenditure x N/A
Budgeted Yes x No N/A
Account Number LIB 30-30-06-6541 Amount \$3852.00
Legal Review x N/A Required Completed Date:

Supporting documents attached

- Guthrie Rocket STEM grant

Recommendation

Accept a "The Kid IS the Rocket STEM Grant" in the amount of \$3852.00 from the Oklahoma Department of Libraries so that Library staff can purchase a 3-D printer and accessories and conduct STEM programming.

Action Needed Public Hearing X Motion Emergency Clause



STATE OF OKLAHOMA
OKLAHOMA DEPARTMENT OF LIBRARIES

May 4, 2015

Kristine Kutay

Guthrie Public Library
201 N Division
Guthrie, OK 73044

Kristine,

Thank you for submitting your grant application for The Kid IS the Rocket STEM Grant.

Received were 75 proposals and while I am unable to fund every project I am happy to inform you that the Youth Services Consultant is funding your request of \$3,852.00.

You will receive a contract and claim form which must be printed, signed and mailed back to me. Your check will be sent after the paperwork has been processed. Time is of the essence so please let me know if you confront any hurdles.

It is possible one workshop will be held this fall presented by those awarded this grant. I will inform you in plenty of time if you will be asked to present.

Thank you, again, for taking the time to apply.

Sincerely,

A handwritten signature in cursive script that reads 'Adrienne Butler'.

Adrienne Butler
Youth Services Consultant
Oklahoma Department of Libraries

CONTRACT

THIS CONTRACT made and entered into this 4th day of May, 2015, by and between the **Oklahoma Department of Libraries**, hereinafter referred to as the **Department**, and Guthrie Public Library, hereinafter referred to as the **Library**.

WHEREAS, The Department, with use of The Kid IS the Rocket STEM Grant wishes to encourage the library to include and increase STEM programs and opportunities to youth in the community, form partnerships with local organizations, businesses, and educational institutions, and provide outreach services to underserved populations.

NOW THEREFORE, the Department will contract with the Library, \$3,852.00.

1. Project Actions

The **Library** agrees to:

- Purchase materials listed on their proposal Excel sheet.
- Provide summer reading programs using the materials.
- Provide feedback to the Department as required, including press release, marketing and/or promotion with no more than two (2) pictures;
- Include ODL and IMLS as sponsors on all marketing and promotion materials.
- Submit the number of programs and attendance of proposals programs and activities.
- If requested, present at the ODL workshop in the fall of 2015.
- Give a short survey to parents and partners about the program; surveys provided by ODL.
- To administer the grant project in accordance with the provision of the Library Services and Technology Act, 20 USC 1921, and with the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments of the National Foundation on the Arts and Humanities, 45 CFR 11813.
- To retain all financial and supporting documents, statistical records and other records pertinent to this grant for a period of five (5) years. (May 2015-October 2020).
- To comply with the terms and conditions of the contract and acknowledge that failure to comply can result in grant suspension for one year. Suspension will be effective thirty (30) days after receipt of written notification from the Receiving Agency, during which time the Library may appeal the suspension to the State Librarians.

2. Project Funds

In consideration of the satisfactory application, the **Department** agrees to pay the Library **Three thousand eight hundred and fifty-two dollars and zero cents.**

3. Project Timeline and Payment Claim

- It is agreed between the parties that this Contract is effective for the period of **May 4, 2015**. All funds must be spent before **August 1, 2015**. Reportable programs end September **30, 2015**, with all reports submitted to the Department **by October 15, 2015**.

LIBRARY

OKLAHOMA DEPARTMENT of LIBRARIES

Librarian

Susan C. McVey, Director

Date

Date

FOR USE BY THE OKLAHOMA DEPARTMENT of LIBRARIES: ASSURANCES

1. Lead Officer aware of this obligation *Adrienne Buller* Date: May 4, 2015

2. LSTA Officer *Judith Sirey* Date: May 6, 2015

3. Fund 400-14 ob sub 2550401 is encumbered for this contract.

Business Manager *Mh* Date: *5/7/15*

TERMS AND CONDITIONS

It is understood that participation in this grant involves an agreement to accept and adhere to the following regulations and conditions:

The _____ and the city of _____ will fulfill the grant described in the application, which was approved by the recipients governing body. In fulfilling this grant the Library and/or its governing body shall follow all state and local laws, rules, regulations, standards, and procedures required subject to Federal statutes, and regulations including, but not limited to, those enumerated in this Compliance and Assurances.

Equal Employment Act, Civil Rights Act, Equal Pay Act, Age Discrimination and Disability Act

The Library and City ensures equal employment, equal opportunities, regardless of race, color, creed, national origin, sex, or handicap, in compliance with the Education Amendments of 1972, 1974, and 1976, Title IX; Title VI of the Civil Rights Act of 1964; the Equal Pay Act; U. S. Executive Order 11246; the Age Discrimination Act and Section 504 of the Rehabilitation Act of 1973 as amended.

Hatch Act

The Library and City will comply with the provisions of the hatch Act (5 U.S.C. sec. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal Funds.

Drug-free Workplace

Maintenance of a drug free workplace is the responsibility of the grant Library and its governing body. All employees are prohibited from unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance in or on workplace facilities or property. It is the policy of the Library and/or its governing body that employees who use or possess illegal drugs in the workplace will be subject to disciplinary action up to and including termination.

Children's Internet Protection Act

In order to receive LSTA federal funds, the Library must comply with CIPA in having an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal.

Procurement

The Library and City will follow established procurement procedures which reflect applicable local, state and federal laws and regulations. The Library will comply with a code of conduct requiring that the Library's officers, employees, or agents will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors nor will they be in conflict of interest on any procurement.

When using a competitive bid process, the library and city will maintain records sufficient to detail, at minimum, the rationale for the method of procurement, selection or rejection of contractor, and for the contract price for items or services procured for the purpose of this grant. No contracts may be entered into with any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension." The library shall take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible for items or services procured for the purpose of this grant.

Grant Funds Expenditures

Federal funds for the purchase of materials as part of a grant are to be used specifically for instituting new services or to supplement present services as required by the project. Such funds are not to be used as a substitute for local funding.

Form of Payment

The Oklahoma Department of Libraries' allocation of Federal funds is paid out upon submission of paid receipts through completion of a Financial Report issued by the Lead Officer. Payment will be made to the library, city or town treasurer or the approved fiscal agent.

Grant Amount Payment

The Federal share of the costs purchased under this grant may not exceed the amount granted unless such expenses have been approved by the Lead Officer. Applicable cost principles can be found in OMB Circulars A-87, A-102, and A-133.

Equipment

Equipment secured by this grant shall be used for the purposes of the project for the duration of the project. After Federal funding terminates, equipment being used less than full time shall be made available for use in other grantee library projects and programs.

Interest Income

In the event that interest or other investment income is earned on advances of Federal funds, it shall be remitted to the Federal or state government. The following will be considered debts owed to the Federal government:

- a. Any excess grant funds
- b. Any royalties or other program income that exceeds costs incident to its generation
- c. Any amounts resulting from disposition of equipment acquired with grant funds and not used as a trade-in or offset to the cost of its replacement
- d. Any other amounts finally determined to be due from an audit conducted by local, state, or Federal authorities or others so appointed.

Accounting and Record Keeping

The Library and City will separately account for all funds expended for the project. The Library will keep records of the last progress report with final expenditures after all other pending matters are closed, readily available for FIVE years. Accounting records maintained by the city or town treasurer or fiscal agent shall be supported by source documentation such as canceled checks, paid bills, payrolls, time and attendance records, contracts, etc. A copy of all invoices paid shall be kept in the Library. The invoices must be marked with the check or warrant number for identification. For projects that require matching local funds, documentation that the match was met shall be kept in the Library and readily available for the same period of time as above.

Federal or State Monitoring

The Federal grantor agency, the Comptroller General of the U.S. or other duly authorized representative, the Governor and the State Auditor or their designees shall have the right at reasonable notice to examine the books, records and other compilations of data of the Library which pertain to the performance of the provisions and requirements of this Agreement per 45 CFR 1183.36 and Executive Order 195 of April 27, 1981.

Audits

Audits must be conducted and are the responsibility of the grant recipient and its local government in accordance with the Single Audit Act of 1984 (P.L. 98-502), the Single Audit Act Amendments of 1996 (P.L. 104-156) which apply to all States, local governments and non-profit organizations expending Federal awards and the regulations for this program (45 CFR 1183.26).

External or internal audits shall be made in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States, which are applicable to financial audits. Local governments, as defined in the Single Audit Act, must meet this audit requirement if total Federal financial assistance to the municipality, from all sources, in a fiscal year exceeds \$500,000. The municipality's audit for the fiscal years during which this grant takes place is usually acceptable for meeting this requirement.

Oklahoma Department of Libraries Monitoring

The Oklahoma Department of Libraries may conduct on-site or off-site monitoring reviews of the Project during the term of this grant agreement and up to ninety (90) days after it expires or is otherwise terminated. The Grantee shall extend its full cooperation and give full access to the project site and to relevant documentation to the State or its authorized designees for the purpose of determining, among other things:

- a. Whether project activities are consistent with those set forth in the grant contract and the grant application;
- b. The actual expenditure of state, local and/or private funds expended to date on the project is in conformity with the amounts for each budget line item and that unpaid costs have been properly accrued;
- c. That grantee is making timely progress with the project, and that its project management, financial management and control systems, procurement requirements set for the in the grant contract and these terms and conditions{**Compliance/Assurance**} are fully and accurately reflected in project reports submitted to the State;
- d. That grantee is retaining a copy of all informational materials, survey, video tape, and advertising in an organized fashion which could be retained and viewed for a five year period

Acknowledgements

Any publication or presentation resulting from this grant must contain the following acknowledgement:

- a. "The activity which is the subject of this report was supported in whole or in part by the Institute of Museum and Library Services. However, the opinions expressed by a grant supported outside agent do not necessarily reflect the position or policy of the library or IMLS and no official endorsement by those entities should be inferred."
- b. The Federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for Federal government purposes, the copyright in any work developed as a part of this grant.

Advertisements

The library will acknowledge, according to regulations, Federal funding in all printed materials, newspaper coverage and interviews, program notes, catalogs, annual reports and other publicity pertaining to the project. In all cases, one of the following phrases must be used:

- a. "This project is being funded through the Oklahoma Department of Libraries with funds from Library Services and Technology (LSTA), a Federal source of library funding provided by the Institute of Museum and Library Services."

OR

- b. "Financial assistance for this special project is made possible with Federal funds from the Institute of Museum and Library Services administered through the Oklahoma Department of Libraries."

Record Retention

The library will retain for five years a minimum of one copy of any publication, informational materials, survey, videotape, film, union list, or other such materials produced as a result of this LSTA project.

Future Eligibility

In order to maintain eligibility for future grants, the library will submit a final narrative and financial report to this agency, following the format and due date provided with this contract. The library will retain copies of both reports submitted. All copies will be retained for five years.

Grant Close-out

Close-out of the grant does not affect regulations concerning retention of all programmatic and financial records (45 CFR 1183.42), recovery of disallowed expenditures resulting from an audit, and equipment responsibilities.

Suspension or Termination

This agreement may be suspended or terminated upon the recommendation of the Lead Officer and the approval of the Director of the Oklahoma Department of Libraries if there is failure to comply materially with the terms of the grant. New obligations incurred during any period of suspension will not be allowed unless specifically authorized by the Lead Officer. New obligations shall not be incurred after the date of termination.

Library Director

Director, OK Department of Libraries

Date

Date



Agenda Item Cover Letter

Meeting

City Council
 GPWA
 Other: _____

Date of Meeting

May 19, 2015

Contact

Kim Biggs,
City Clerk/Treasurer

Agenda Item

Consider approval of the City of Guthrie’s vote for two trustees to the Board of Trustees of the Oklahoma Municipal Assurance Group for three-year terms commencing July 1, 2015.

Summary

The terms for two Trustees of the Oklahoma Municipal Assurance Group (OMAG) Board expire on June 30, 2015. Each member city has been given a ballot with the current nominees for consideration. Once the Council determines the two nominees they wish to vote for, the ballot will be completed and signed by the Mayor and City Clerk and submitted to OMAG before the deadline of May 31, 2015.

Funding Expected	<input type="checkbox"/> Revenue	<input type="checkbox"/> Expenditure	<input checked="" type="checkbox"/> N/A
Budgeted	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Account Number	_____ Amount _____		
Legal Review	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Required	Completed Date: _____

Supporting documents attached

- OMAG Letter and Ballot
- Letter of Support from Craig Stephenson

Recommendation

Approve voting for two trustees to serve on the Board of Trustees of the Oklahoma Municipal Assurance Group.

Action Needed Public Hearing Motion Emergency Clause



Oklahoma Municipal Assurance Group

3650 S. Boulevard • Edmond, OK 73013-5581 • 405/657-1400 • 800/234-9461 • fax: 405/657-1401 • www.omag.org

TO: Members of the Oklahoma Municipal Assurance Group

FROM: Jon Woods, Chief Executive Officer

DATE: April 20, 2015

SUBJECT: Election of Two Trustees

Herein is the **OFFICIAL BALLOT** for the governing body of your municipality to use in electing two (2) members to the Board of Trustees of the Oklahoma Municipal Assurance Group for three-year terms commencing July 1, 2015.

Trustees whose terms expire on June 30, 2015 are:

Ms. Patti Shelite, Clerk/Town Administrator of the Town of Fort Cobb
Craig Stephenson, City Manager of the City of Ponca City

PLEASE BE ADVISED THAT THE FAILURE TO PROPERLY SUBMIT THIS BALLOT
WILL INVALIDATE THE BALLOT!

Your Ballot must be:

- (1) Signed by the Mayor;**
- (2) Attested by the City Clerk; and**
- (3) Received by OMAG no later than May 31, 2015, by:**
 - (a) sending a facsimile of the ballot to OMAG at (405) 657-1401;**
 - (b) sending the ballot to Karen Jones at kjones@omag.org; or**
 - (c) sending OMAG the ballot by certified mail.**

BALLOT

OKLAHOMA MUNICIPAL ASSURANCE GROUP 2015 Election of Two Trustees

The biographical sketch for each nominee was written by the person(s) who made the nomination. Nominees are listed in alphabetical order. YOU MAY VOTE FOR TWO (2) NOMINEES.

____ **BILL FLANAGAN, Mayor, City of Claremore.** Mayor of Claremore, (retired) CPA/Financial Specialist of 40 years. Served on City Council and Claremore Park Board 18 years. Served on Board of Trustees, Rogers State University Foundation and President/Board of Directors, Hope Harbor Children's Home. Serves as Trustee for Oklahoma Council on Public Affairs, receiving *Pillar Award*. **(The City of Claremore participates in the Municipal Liability Protection Plan and the Workers' Compensation Plan.)**

____ **LINDSEY GRIGG, City Clerk, City of El Reno.** Lindsey has been with the city for 7 years. She received her B.A. in Communications in 2008 and her M.S. in Management in 2014, both from Southwestern Oklahoma State University. Lindsey received her CMC (Certified Municipal Clerk) in 2015 and will continue to work toward her MMC (Master Municipal Clerk). **(The City of El Reno participates in the Municipal Liability Protection Plan and the Municipal Property Protection Plan.)**

____ **KIMBERLY MEEK, City Manager, City of Guymon.** Kimberly Meek is the City Manager of Guymon, Oklahoma. She has a Bachelor's degree in Business Administration and is currently working on her Master's degree. Meek is a member of the CMA, GFOA, ICMA, OMCTFOA, E911 Board, Chamber of Commerce, PREDCI and Guymon Rotary. **(The City of Guymon participates in the Municipal Liability Protection Plan, the Municipal Property Protection Plan, and the Workers' Compensation Plan.)**

____ **MIKE NUNNELEY, Town Administrator, Town of Mannford.** Mike served as a Trustee and Mayor for the Town of Granite from 1996-2000. From 2000-2005 he was Granite's first Town Administrator. Mike became the Town Administrator of Mannford in 2005. After almost 20 years, Mike truly enjoys the growth, changes and future in municipal government. **(The Town of Mannford participates in the Municipal Liability Protection Plan and the Municipal Property Protection Plan.)**

____ **PATTI SHELITE, Clerk/Town Administrator, Town of Fort Cobb.** 30+ years' experience in municipal government; serving as Clerk/Town Administrator in Fort Cobb. She's been on the OMAG Board since 1994. Patti holds the Certified Municipal Clerk and Certified Finance Administrator designations. She's served on many state task forces and committees and is a past president of the OMCTFOA. **(The Town of Fort Cobb participates in the Municipal Liability Protection Plan, the Municipal Property Protection Plan and the Workers' Compensation Plan.)**

____ **CRAIG STEPHENSON, City Manager, City of Ponca City.** Craig is a current incumbent on the OMAG Board, serving as its Secretary. He has 29 years' municipal government experience serving communities as Assistant City Manager and City Manager. Craig holds Bachelor's and Master's degrees in Political Science and has earned the ICMA Credentialed Manager designation. He is CMAO's President. **(The City of Ponca City participates in the Municipal Liability Protection Plan and the Municipal Property Protection Plan.)**

____ **MARK WHINNERY, City Manager, City of Drumright.** Mark Whinnery has been the City Manager in Drumright since October 2012. Mark served 25 years in the Air Force and retired as a Colonel. Mark has a Master's degree in Human Resources. Before serving in the Air Force, Mark worked for the New York State and Local Retirement System. **(The City of Drumright participates in the Municipal Liability Protection Plan, the Municipal Property Protection Plan and the Workers' Compensation Plan.)**

OVER TO SIGN AND ATTEST

Craig Stephenson, City Manager
516 E. Grand
P.O. Box 1450
Ponca City, Oklahoma 74602-1450

April 29, 2015

Kim Biggs, City Clerk
City of Guthrie
PO Box 908
Guthrie, OK 73044-0908

Dear Ms. Biggs:

I am Craig Stephenson, and I am running for re-election to the OMAG Board. There are two positions open, and you get to vote for two. I am asking for your vote for one of the positions.

During my term on the OMAG Board, we have made tremendous strides in operations to better serve you, the customer. OMAG continues to be innovative and proactive in driving changes that benefit you.

I am running for another term to continue the momentum of positive customer service driven initiatives at OMAG.

I have worked for almost 30 years in city management positions and the past 6 years as City Manager for the City of Ponca City. I would greatly appreciate your support and vote for one of the two OMAG Board positions.

Respectfully,



Craig Stephenson, ICMA-CM
City Manager



Agenda Item Cover Letter

Meeting <input checked="" type="checkbox"/> City Council <input type="checkbox"/> GPWA <input type="checkbox"/> Other: _____	Date of Meeting May 19, 2015	Contact 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 2nd, 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.

Funding Expected	<input checked="" type="checkbox"/> Revenue	<input type="checkbox"/> Expenditure	<input type="checkbox"/> N/A
Budgeted	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
Account Number	<u>01-00-00-5459</u>	Amount	<u>\$10,000</u>
Legal Review	<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
- Facts, requirements, and floodplain memorandum

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

Approved Method for disposal of Drilling Fluids:

Type of Pit System: CLOSED Closed System Means Steel Pits

Type of Mud System: WATER BASED

Chlorides Max: 5000 Average: 3000

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

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

H. CLOSED SYSTEM=STEEL PITS PER OPERATOR REQUEST

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

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.

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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 HTTP://FRACFOCUS.ORG/ 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 judgments 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 19th, 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.

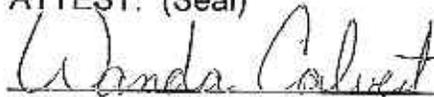
If any section, sub-section, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of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

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



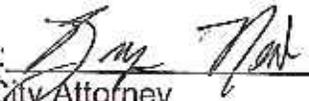
Mayor

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 \$17.12

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



101 North Second Street • PO Box 908 • Guthrie, Oklahoma 73044 • www.cityofguthrie.com • 405.282.2489

May 15, 2015

TO: City Council
FROM: Cody Mosley
SUBJECT: Drilling Permit

Here are the facts as we have gathered from the applicant concerning the current drilling permit application:

Anticipate 6 trucks per day

- Trucks enter off of Division, to Lincoln, to Second St, to Roundtree (same route that Burgess uses)

25 days onsite construction

- 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
- Anticipated maximum of 25,000 gallons per day water consumption
- Water consumption will last approximately 14 days

The rig will be 90' tall with lights on top

- They do not think it will be visible from Division, but it will be visible from Mineral Wells Park

This is not a fracking operation

- No saltwater will be injected
- Drilling for oil specifically

Surface owner is Burgess Manufacturing, and Mineral owners include:

- Jordan Partners
- Robert Bowers
- Furrow Family
- C.M. Acton
- Mabel Chappell
- Warren Chappell
- Ivan Chappell
- BNSF Railway
- City of Guthrie, Oklahoma

There are 16 active wells inside Guthrie city limits

- Undergo annual inspections

Effective November 1st, municipalities will not have the authority to ban drilling within city limits according to HB 809

INTEGRITY, SERVICE, QUALITY OF LIFE



Applicant has met all permit requirements

The City has the right to require the following from the applicant according to Ordinance No. 2991:

- Testing of water wells within 1,00 feet radius (4-118)
- Fence enclosure so that persons cannot ordinarily enter drilling site (4-133)
- Storage tanks and separators installed after 120 days after completion of the well (4-136, D)
- Adequate fire fighting apparatus and supplies maintained on the drilling site (4-138)
- 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 (4-152)

Other items in Ordinance No. 2991 to be aware of include:

- **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 to 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.
- **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.
- **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.
- **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

INTEGRITY, SERVICE, QUALITY OF LIFE



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.

Concerns regarding flooding:

Here are the facts as we have gathered from the applicant and the State of Oklahoma's Water Resource Board concerning the current drilling permit application in relation to potential flooding issues:

- Upon approval and issuance of a drilling permit from the local governing body, the applicant will take the application to FEMA for a development permit to be issued.
- A well cannot begin construction in a floodplain without a development permit from FEMA.
- FEMA will issue a permit for development when a local application for drilling is deemed successful.

The surveyor declared that the drilling site was located at an elevation of 941' whereas the base flood elevation at the proposed site is 939'. The tank battery elevation will be another 3-5 feet higher in elevation, and will be located to the north of drilling activity. A tank battery is a group of tanks that are connected to receive produced water from a well. A tank is normally a single- or double-steel or fiberglass vessel that can hold 200-400 barrels. The tank battery also includes some production equipment, such as gas separators which allow the produced water to be separated from the gas. The produced water is removed from the tanks by truck and taken to disposal facilities outside of the City.

INTEGRITY, SERVICE, QUALITY OF LIFE



Agenda Item Cover Letter

Meeting
X City Council
GPWA
Other:

Date of Meeting
May 19, 2015

Contact
Citizens Rate and Fee
Advisory Committee

Agenda Item

Discussion and possible action regarding Resolution No. 2015-08, calling and holding of a special election in the City of Guthrie, Logan County, State of Oklahoma for the purpose of submitting to the registered, qualified voters of said City the question of the levying of an additional one-half percent (1/2%) sales tax in addition to any and all other sales tax now in force, pursuant to Ordinance Number 3269; said sales tax to be known as the City of Guthrie Capital Improvements Sales Tax Ordinance of 2015.

Summary

This item was tabled to May 19, 2015, by the 62nd City Council on April 7, 2015 to allow further discussion and consideration from the newly elected members of the 63rd City Council. The last City sales tax increase was approved by voters on December 1, 1979, bringing the City's portion to its current rate of three percent (3%). On November 7, 2013 the Citizens Rate and Fee Advisory Committee recommended that the City Manager develop a Sales Tax plan for future discussion. The Finance Committee met April 28, 2014 and provided input on how a future sales tax increase would be calculated or divided between compensation, capital improvements, and community enhancements. On May 8 and 15, 2014, the City Manager met with the Citizens Rate and Fee Advisory Committee and presented a sales tax plan that included the recommendations from the Finance Committee. The Rate and Fee Committee unanimously recommended that the City Council approve the calling of a one percent (1%) sales tax special election. The election was held August 26, 2014 and failed. The committee met again October 9, 2014, and recommended that the City move forward with another sales tax election or bond proposal and reducing the tax to one-half percent with a five (5) year sunset as recommended by the citizens of Guthrie. The committee, the City Council, and school officials met about a possible joint sales tax proposition and was later notified that the School Board was not interested in a joint proposal. The committee met again on February 12, 2015, and unanimously recommended that the City Council approve the calling of a sales tax election increasing the City's sales tax portion by one-half percent (1/2%) for five (5) years to be used for capital improvement projects only and creating a Guthrie Area Projects committee to review, recommend, and oversee the implementation of said tax.

Funding Expected Revenue Expenditure X N/A
Budgeted Yes No X N/A
Legal Review N/A X Required Completed Date: March 23, 2015

Supporting documents attached

- Resolution No. 2015-08
Election Dates for 2015

Recommendation

Approve Resolution No. 2015-08, calling and holding of a special election in the City of Guthrie, Logan County, State of Oklahoma for the purpose of submitting to the registered, qualified voters of said City the question of the levying of an additional one-half percent (1/2%) sales tax in addition to any and all other sales tax now in force, pursuant to Ordinance Number 3269; said sales tax to be known as the City of Guthrie Capital Improvements Sales Tax Ordinance of 2015.

Action Needed Public Hearing X Motion Emergency Clause

RESOLUTION NO. 2015-08

A RESOLUTION CALLING AND HOLDING OF A SPECIAL ELECTION IN THE CITY OF GUTHRIE, LOGAN COUNTY, STATE OF OKLAHOMA FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED, QUALIFIED VOTERS OF SAID CITY THE QUESTION OF THE LEVYING OF A ONE-HALF PERCENT (1/2%) SALES TAX IN ADDITION TO ANY AND ALL OTHER SALES TAX NOW IN FORCE, PURSUANT TO ORDINANCE NUMBER 3269; SAID SALES TAX TO BE KNOWN AS THE CITY OF GUTHRIE CAPITAL IMPROVEMENTS SALES TAX ORDINANCE OF 2015.

WHEREAS, Article VI of the City Charter of the City of Guthrie, Oklahoma, and the provisions of the Oklahoma Statutes dealing with sales tax, require that the Mayor submit to the Secretary of the Logan County Election Board a resolution setting forth certain information in regard to Guthrie Sales Tax election; and

WHEREAS, the City of Guthrie, Oklahoma, acting through its Mayor and City Council pursuant to Article VI of the Guthrie City Charter, are upon adoption hereof, calling a special election for _____, 2015; and

WHEREAS, the City Charter, Article VI, Section 6, states that all precincts totally or partially contained within the limits of the City of Guthrie, shall be opened from 7:00 a.m. to 7:00 p.m. on said Election Day;

WHEREAS, it is currently an appropriate time to plan for said election;

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

SECTION 1. A special election shall be held within the City of Guthrie on _____, 2015, with the polls open from the hours of 7:00 a.m. to 7:00 p.m.

SECTION 2. The following precincts shall be open for the special election of the City of Guthrie as required; each precinct shall be staffed by the minimum staff as authorized by law for a non-partisan election;

1. Harmony Community Church Precinct #102
2. Lakeview Baptist Church Precinct #105
3. Guthrie Housing Authority Precinct#204
4. Community Church Precinct #205
5. Hispanic Baptist Church Precinct #206
6. Guthrie Christian Church Precinct #305
7. West Noble Avenue Baptist Church Precinct #306
8. First Christian Church Precinct #307
9. First Assembly of God Church Precinct #308

SECTION 3. Pursuant to the City Charter, Article VI, Section 6-3, the City Council of the City of Guthrie is authorizing the following precincts, which are only partially contained with the City limits of the City of Guthrie, not be opened for the primary or general elections because no person resides within that portion of the precinct

contained within the limits of the City of Guthrie. Precinct #104 – Seward Road Baptist Church.

SECTION 4. The purpose of the election is to submit to the registered, qualified voters of the City the following Proposition.

PROPOSITION

SHALL THE CITY OF GUTHRIE BE AUTHORIZED TO LEVY AND ASSESS A CITY EXCISE TAX (SALES TAX) OF ONE-HALF PERCENT (1/2%) IN ADDITION TO ALL OTHER CITY, COUNTY AND STATE EXCISE TAXES PRESENTLY BEING LEVIED AND ASSESSED UPON THE GROSS PROCEEDS OR GROSS RECEIPTS DERIVED FROM ALL SALES TO ANY PERSON TAXABLE UNDER THE OKLAHOMA SALES TAX CODE AS SET OUT IN ORDINANCE NO. 2640 AND 3269 OF THE CITY OF GUTHRIE, OKLAHOMA; PROVIDING THAT THE PURPOSE OF SUCH ADDITIONAL ONE-HALF PERCENT (1/2%) EXCISE TAX SHALL BE FOR THE USE AND BENEFIT OF THE CITY OF GUTHRIE, OKLAHOMA AS MORE SPECIFICALLY SET OUT IN ORDINANCE NO. 3269; PROVIDING THAT THE SAID ADDITIONAL TAX MAY BE EXPENDED ONLY FOR CAPITAL IMPROVEMENTS; PROVIDING FOR THE ESTABLISHMENT OF A SEVEN MEMBER GUTHRIE AREA PROJECTS OVERSIGHT COMMITTEE; AND PROVIDED FURTHER THAT SAID TAX SHALL BECOME EFFECTIVE _____, 201___, AND BE LIMITED IN DURATION TO FIVE (5) YEARS, TERMINATING ON _____, 202___.

SECTION 5. The ballot setting out the Proposition shall be submitted to the registered, qualified voters of the City of Guthrie, Oklahoma, shall set the Proposition set forth above and shall also contain in connection with the proposition, the following words:

For the above Proposition – Yes ← —
Against the above Proposition – No ← —

SECTION 6. This Resolution shall be published in accordance with Article VI, Section 6-12 of the Guthrie City Charter and be submitted to the Secretary of the Logan County Election Board in accordance with Article VI, Section 6-2 of the Guthrie City Charter.

ADOPTED and **APPROVED** by the Council of the City of Guthrie, this 19th day of May, 2015.

ATTEST: (Seal)

THE CITY OF GUTHRIE, OKLAHOMA

Steven J. Gentling, Mayor

Kim Biggs, City Clerk

APPROVED AS TO FORM:

Randel Shadid, City Attorney

Election Dates for 2015

Election Date	Election Type	Resolution Due	Voter Registration Deadline
January 13, 2015 (second Tuesday)	Special Elections	November 13, 2014 (60 Days before election)	December 19, 2014
February 10, 2015 (second Tuesday)	Annual School Elections	November 14, 2014 (15 days before filing)	January 16, 2015
	Regular Municipal Primary Elections (Partisan)	November 14, 2014 (15 days before filing)	
	Special Elections	December 11, 2014 (60 Days before election)	
March 3, 2015 (first Tuesday)	Special Elections	December 31, 2014 (60 Days before election)	February 6, 2015
April 7, 2015 (first Tuesday)	Annual School Runoff Elections		March 13, 2015
	Regular Municipal General Elections	January 16, 2015 (15 days before filing)	
	Special Elections	February 5, 2015 (60 Days before election)	
May 12, 2015 (second Tuesday)	Special Elections	March 12, 2015 (60 Days before election)	April 17, 2015
June 9, 2015 (second Tuesday)	Special Elections	April 9, 2015 (60 Days before election)	May 15, 2015
July 14, 2015 (second Tuesday)	Special Elections	May 14, 2015 (60 Days before election)	June 19, 2015
August 11, 2015 (second Tuesday)	Special Elections	June 11, 2015 (60 Days before election)	July 17, 2015
September 8, 2015 (second Tuesday)	Special Elections	July 9, 2015 (60 Days before election)	August 14, 2015
October 13, 2015 (second Tuesday)	Special Elections	August 13, 2015 (60 Days before election)	September 18, 2015
November 10, 2015 (second Tuesday)	Special Elections	September 10, 2015 (60 Days before election)	October 16, 2015
December, 2015*	No elections allowed*	No elections allowed*	No elections allowed*

*A municipality with population in excess of 250,000, according to the most recent federal census, is permitted to hold an election on the second Tuesday in December. No other entity may hold an election in December.



Agenda Item Cover Letter

Meeting <input checked="" type="checkbox"/> City Council <input type="checkbox"/> GPWA <input type="checkbox"/> Other: _____	Date of Meeting May 19, 2015	Contact Kim Biggs, City Clerk/Treasurer
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Agenda Item

Discussion and possible action on individual council member’s appointments to the Citizens Rate and Fee Advisory Committee.

Summary

The Citizens Rate and Fee Advisory Committee was created on June 15, 2010 with the adoption of Resolution No. 2010-10. The Citizens Rate and Fee Advisory Committee is composed of seven (7) members. The Mayor and each Council Member shall appoint one individual who shall be a resident of the City of Guthrie. Each appointee must be confirmed by a majority vote of the City Council. The terms of each appointee shall coincide with the term of the Mayor or Council Member appointing said member of the committee. The committee shall meet as needed to discuss rate, fee or tax adjustments or changes and to advise the City Council or Board of Trustees.

Current (and former) council appointed members include:

- April Coffin – Coffin, Reandean
- Bob Davis - Thomas
- Darrell Burnett – Gomes, Padgett
- Andrea Welsh – Ayers
- Dan Newton – Wood
- Jean Lacina – Hazelwood, Taylor
- Tina Heyvaert – Burtcher, Spradlin

Funding Expected	<input type="checkbox"/> Revenue	<input type="checkbox"/> Expenditure	<input checked="" type="checkbox"/> N/A
Budgeted	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
Account Number	<u>N/A</u>	Amount	<u>N/A</u>
Legal Review	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Required	Completed Date: _____

Supporting documents attached

- Resolution No. 2010-10

Recommendation

Appoint members to the Citizens Rate and Fee Advisory Committee.

Action Needed Public Hearing Motion Emergency Clause

RESOLUTION NO. 2010-10

RESOLUTION ESTABLISHING A CITIZENS RATE AND FEE ADVISORY COMMITTEE.

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF GUTHRIE, OKLAHOMA, THAT IN ORDER TO ENGAGE MORE PUBLIC DISCUSSION AND PROVIDE MORE CITIZEN INPUT THERE SHOULD BE ESTABLISHED A CITIZENS RATE AND FEE ADVISORY COMMITTEE FOR THE CITY OF GUTHRIE AND GUTHRIE PUBLIC WORKS AUTHORITY.

The function of this committee shall be to review all future city rate, fee or tax adjustments or changes to study the issue of the change or adjustment and to advise the City Council or the Trustees of the Guthrie Public Works Authority.

The committee shall be composed of seven (7) members. Each city council member and the mayor shall appoint one individual who shall be a resident of the City of Guthrie, Oklahoma. Each appointee must be confirmed by a majority vote of the City Council Members. The terms of each appointee shall coincide with the term of the council member or mayor appointing said member of the committee.

The members of the Citizens Rate and Fee Advisory Committee shall at their first meeting select a chairman and co-chairman to conduct the meeting.

The committee shall meet as needed to discuss rate, fee or tax adjustments or changes and advise the City Council or Board of Trustees.

The committee is advisory only.

Any member of the committee can be removed at the will of the City Council or the Board of Trustees by a majority vote of the Council or Authority.

All meetings of the committee shall be subject to the Open Meeting and Open Record Act of the State of Oklahoma.

Passed this 15th day of June, 2010, by the Guthrie City Council and the Guthrie Public Works Authority.

CITY OF GUTHRIE

By: Chuck Burtcher
Chuck Burtcher, Mayor

ATTEST:
Wanda Calvert
City Clerk, Wanda Calvert

GUTHRIE PUBLIC WORKS AUTHORITY
By: Chuck Burtcher
Chairman

APPROVED AS TO FORM
AND LEGALITY:
Randel Shadid
City Attorney, Randel Shadid

Date: June 15, 2010



Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
<input checked="" type="checkbox"/> City Council	May 19, 2015	Cody Mosley,
<input type="checkbox"/> GPWA		Community & Economic
<input type="checkbox"/> Other: _____		Development Director

Agenda Item

Discussion and possible action on a council appointment of one Council Member to the Guthrie Transportation Authority.

Summary

The Guthrie Transportation Authority consists of seven trustees, each of whom shall be a resident of the City of Guthrie. At all times one Trustee of this Trust shall be the presiding officer or a member of the governing body of the beneficiary, in either event appointed by a majority of the person constituting the governing body of the beneficiary, referred to as the "Official" member of trusteeship. The term of office of the "Official" member shall be conterminous with his current term of office as such officer or member of the governing body of the beneficiary. The purpose of the Guthrie Transportation Authority is to furnish and supply facilities, property and equipment to inhabitants and visitors of and to the beneficiary for transportation needs regarding tourism development and economic development; to promote the development of transportation facilities, properties and program for industry and culture and industrial, manufacturing, cultural and education activities within and/or outside but contiguous to the territorial limits of the beneficiary municipality. Former Council Member Clarice Reandeanu served on the Guthrie Transportation Authority since December 2014.

Funding Expected	<input type="checkbox"/> Revenue	<input type="checkbox"/> Expenditure	<input checked="" type="checkbox"/> N/A
Budgeted	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
Account Number	<u>N/A</u>	Amount	<u>N/A</u>
Legal Review	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Required	Completed Date: _____

Supporting documents attached

- First three pages of the Declaration of Trust of the Guthrie Transportation Authority

Recommendation

Appoint one Council Member to the Guthrie Transportation Authority

Action Needed Public Hearing Motion Emergency Clause

DECLARATION OF TRUST
OF
THE GUTHRIE TRANSPORTATION AUTHORITY

KNOW ALL MEN BY THESE PRESENTS:

DECLARATION AND COVENANT

The undersigned Trustor hereby contracts with the undersigned Trustees, and the latter, as individuals and not as holders of public office, hereby do declare and covenant, between themselves and unto the Trustors, the State of Oklahoma and the Beneficiary hereinafter described, that they and their successors do and will hold, receive and administer the Trust Estate hereinafter described, as Trustees of a public trust under and pursuant to the laws of the State of Oklahoma now in force and effect (generally, but not exclusively, Sections 176 to 180, inclusive, of Title 60, Oklahoma Statutes 1999, and the Oklahoma Trust Act, solely for the use and benefit of said Beneficiary for the public purposes and functions hereinafter set forth, in the manner provided in this instrument or, in the absence of applicable provision herein, then in the manner now provided by law. The aforesaid public trust is created by virtue of the execution of this instrument by the individuals signing the same as the Trustor and initial Trustees hereunder; and neither the acceptance of the beneficial interest hereunder, nor the endorsement hereon of such acceptance, for and on behalf of the designated Beneficiary Municipality as provided by law, nor the fact that, at the time of signing this instrument, some or all of the initial Trustees are members of the governing body thereof, shall be deemed or construed to be the creation of a public trust by said Beneficiary Municipality or the governing body thereof.

II

NAME

The name of this Trust shall be, and the Trustees thereof in their representative fiduciary capacity shall be designated as,

THE GUTHRIE TRANSPORTATION AUTHORITY

Under that name, the Trustees shall, so far as practicable, conduct all business and execute all instruments in writing, and otherwise perform their duties and functions, in execution of this Trust.

32/5

III

PURPOSE

The purpose of this Trust, for and on behalf of the Beneficiary as hereinafter described, are:

(a) 1. To furnish and supply facilities, property and equipment to inhabitants and visitors of and to the beneficiary for transportation needs regarding tourism development and economic development.

(a) 2. To furnish and supply to the inhabitants, owners and occupants of property, and to industrial, commercial and mercantile establishments and enterprises within and/or outside but contiguous to the corporate limits of the Beneficiary Municipality, and to the Beneficiary and any other governmental agencies or endeavors, utility services and facilities for all purposes that the same be authorized or proper as a function of the Beneficiary; and to fix, demand and collect charges, rates and fees for said services and facilities to the same extend as the Beneficiary itself might do: PROVIDED, that the furnishing of any services or facilities to any person delinquent in the payment of any indebtedness whatsoever to the Trust may be discontinued at any time;

(b) To promote the development of transportation facilities, properties and programs for industry and culture and industrial, manufacturing, cultural and educational activities within and/or outside but contiguous to the territorial limits of the Beneficiary Municipality and to thereby provide industrial and cultural facilities and additional employment and activities which will benefit and strengthen culture and the economy of the Beneficiary Municipality and the State of Oklahoma;

(c) For the furtherance of the greater convenience and welfare of the Beneficiary and the inhabitants thereof, to provide and/or to aid in providing and/or to participate in providing to the United States of America, the State of Oklahoma, the Beneficiary, the county or counties in which the Beneficiary is located, the school district and/or districts included in whole or in part, within the limits of the Beneficiary, and/or any agency or instrumentality or either or any of them, or to any one or more of them, facilities and/or services of any and/or all kinds necessary or convenient for the functioning thereof;

(d) Notwithstanding anything in any trust instrument appearing to the contrary, no part of the Trust Estate utilized for or devoted to the functions described in either paragraphs (a) or (b), or any revenues from such portion of the Trust Estate, shall be encumbered for or in aid of the functions described in the other said paragraph (a) or (b), unless the question of entering into such encumbrance shall have been included in a proposition approved at an election mentioned in Section VIII hereof, but this paragraph shall not prevent the Trustees, in their discretion, from apportioning the expense of general administration of the Trust (as distinguished from expenses of conducting any specific function) between the several functions of the Trust Estate conducted pursuant to either or both of said paragraphs.

(e) To hold, maintain and administer any leasehold rights in and to properties of the Beneficiary Municipality demised to the Trustees, and to comply with the terms and conditions of any leases providing said rights;

(f) To acquire by lease, purchase or otherwise, and to hold, construct, install, equip, repair, enlarge, furnish, maintain and operate or otherwise deal with, any and all physical properties and facilities needful or convenient for utilization in executing or promoting the execution of the aforesaid trust purposes or any of them, or which may be useful in securing, developing and maintaining transportation for industrial, manufacturing, tourism or other activities in the Beneficiary Municipality, or which may be useful in promoting culture and education in the aforesaid arena; to lease, rent, furnish, provide, relinquish, sell or otherwise dispose of, or otherwise make provision for, any or all of said properties and facilities either in execution of any of the aforesaid trust purposes or in the event that any thereof shall no longer be needed for such purposes;

(g) To provide funds for the costs of financing, acquiring, constructing, installing, equipping, repairing, remodeling, improving, extending, enlarging, maintaining, operating, administering and disposing of or otherwise dealing with any of the aforesaid physical properties and facilities, and for administering the trust for any or all of the aforesaid trust purposes, and for all other charges, costs and expenses incidental thereto; and in so doing to incur indebtedness, either unsecured or secured by any part or parts of the Trust Estate and/or revenues thereof, subject, however, to the provisions of paragraph (d) of this Section III;

(h) To expend all funds coming into the hands of the trustees, as revenue or otherwise, in the payment of the aforesaid costs and expenses, and in the payment of any indebtedness incurred by the Trustees for the purposes specified herein. And in the payment of any other debt or obligation properly chargeable against the Trust Estate, and to distribute the residue and remainder of such funds to the Beneficiary Municipality for the payment of all or any part of the principal and/or interest of any bonded indebtedness of the Beneficiary and/or for any one or more authorized or proper purposes of the Beneficiary as shall be specified by the Trustees hereunder;

(i) Whenever the same shall be or become material, the purposes set forth in paragraphs (a) and (b) of this Section shall be the primary objectives of this Trust and the provisions of paragraphs (d) to (h), inclusive, shall be deemed and construed in implementation thereof and collateral thereto.

'For all purposes of this Section, the word "facilities" as used herein means real estate and all privileges, benefits, and appurtenances thereto, also buildings, structures, rail lines, installation, and all physical property whatsoever, and all rights, privileges and benefits appertaining or related thereto.

IV

DURATION

This Trust shall have duration for the term of duration of the Beneficiary Municipality as hereinafter described, and until such time as the Trust's purposes shall have been fully executed and fulfilled, or until it shall be terminated as hereinafter provided.

V

TRUST ESTATE

The Trust Estate shall consist of all money, property (real, personal and/or mixed), rights, choses in action, contracts, leases, privileges, franchises, benefits and all other things of value (whether or not above described) presently in or hereafter coming in to the hand, or under the control of the Trustees pursuant to the provisions of this instrument or by virtue of the Trusteeship herein declared.

VI

THE TRUSTEES

(a) The trustees of this Trust shall be seven (7) in number, each of whom shall be a bona fide resident of the City of Guthrie, Oklahoma, and the undersigned, as trustees, and all successors thereof who shall qualify as Trustees as hereinafter provided, each do contract, agree and covenant with and to each other, with and to the State of Oklahoma, with and to the Beneficiary hereunder, as by law now in force and effect, that they will execute the Trust herein declared and created, as Trustees for the Beneficiary hereunder, and that they do and will receive, hold and administer the Trust Estate solely for the use and benefit of said Beneficiary in the manner provided in this instrument, or, in the absence of applicable provision herein, then in the manner now provided by presently-existing law.

(b) The initial Trustees of this Trust shall be the seven (7) persons executing this instrument as trustees; and each shall continue as such Trustee until such time as his successor shall have qualified as a trustee in the manner provided herein.

(c) At all times one Trustee of this Trust shall be the presiding officer or a member of the governing body of the beneficiary, in either event appointed by a majority of the persons constituting the governing body of the beneficiary (which Trustee and the position held by him are hereinafter referred to as the "Official" member and trusteeship). The term of office of the "Official" member shall be coterminous with his current term of office as such officer or member of the governing body of the beneficiary. At their first meeting, the other six (6) initial Trustees shall cast lots to determine their respective initial terms of office so that the initial terms of two Trustees end respectively one (1), two (2) and three (3) years from the date of this Declaration of Trust.

(d) Successors to each of said Trustees (except the Official Trustee) shall have fixed terms of three (3) years, respectively, and shall continue to serve until their respective successors have qualified hereunder.

(e) The official Trustee shall be appointed by majority vote of the governing body of the beneficiary. Each remaining council member shall then appoint a Trustee whose initial term shall be determined per paragraph (c) of Section VI hereof.



Agenda Item Cover Letter

Meeting

City Council
 GPWA
 Other: _____

Date of Meeting

May 19, 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 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	<input type="checkbox"/> Revenue	<input type="checkbox"/> Expenditure	<input checked="" type="checkbox"/> N/A
Budgeted	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
Account Number	_____ Amount _____		
Legal Review	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Required	Completed Date: _____

Supporting documents attached

- Application of Doug Powell
- Ordinance No. 3075

Recommendation

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

Action Needed Public Hearing Motion Emergency Clause

City of Guthrie
Application for Boards and Commissions



Please print legibly.

Name DOUG POWELL Day Phone 405-740- [REDACTED]
Address [REDACTED] HARRISON Evening Phone SAME
Occupation BUILDER/DEVELOPER Education 4 YRS. COLLEGE
How long have you lived in Guthrie? 53 Years _____ Months

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

1. Which board or commission interests you? HISTORIC PRES.
2. Why are you interested in serving on this board/commission?
TO WORK JOINTLY WITH PLANNING COMMISSION
3. In what civic activities have you been involved during the past 3 years?
CHAIRMAN PLANNING COMMISSION
4. What skills and/or experience will you contribute?
HAVE RESTORED SEVERAL HISTORICAL BUILDINGS IN GUTHRIE
5. List 3 non-relatives who have known you at least 3 years for references.

Name	Address	Phone Number
<u>MAX FAIRCHILD</u>	<u>[REDACTED] MIDWEST BLVD</u>	<u>315- [REDACTED]</u>
<u>RHOWDA LONG</u>	<u>[REDACTED] RED CANYON</u>	<u>834- [REDACTED]</u>
<u>JAMES LONG</u>	<u>[REDACTED] OKLAHOMA</u>	<u>627- [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

5-8-15
Date

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 19, 2015

Contact
Maxine Pruitt,
Municipal Services Director

Agenda Item

Discussion and possible action on Mayor’s nomination(s) to the Forestry Board.

Summary

The Forestry Board serves as an advisory board to the Guthrie City Council and the City Manager in matters concerning urban forests and arboreal resources.

The Board consists of five members who are appointed at-large by the Mayor, with two members, ex-officio, appointed to indefinite terms by the City Manager. The members serve three-year staggering terms. The Guthrie Forestry Board meets quarterly.

The Forestry Board has four openings for appointment.

- One vacancy term will end June 2018. Roberta Burns wishes to serve another three-year term.
- One vacancy term will end June 2018. Michael Friese wishes to serve another three-year term.
- One vacancy term will end June 2016. This vacancy was created because a member resigned.
- One vacancy term will end June 2017. This vacancy was created because a member died.

Funding Expected Revenue Expenditure N/A

Budgeted Yes No N/A

Account Number _____ **Amount** _____

Legal Review N/A Required Completed Date: _____

Supporting documents attached

- Application of Roberta Burns (Renewal)
- Application of Michael Friese (Renewal)
- Application of Sherry I. Gates High
- Application of Randy Ellis
- Application of Tim Poindexter
- Ordinance No. 3249
- Ordinance No. 3163

Recommendation

Confirm Mayor’s nomination(s) to the Guthrie Forestry Board.

Action Needed Public Hearing Motion Emergency Clause



City of Guthrie
Application for Boards and Commissions
Please print legibly.

Name Roberta Burns Day Phone 405 [redacted]
Address [redacted] East Oklahoma ave Evening Phone same
Education BS Business Education Occupation Retired
How long have you lived in Guthrie? 52 Years 3 1/2 Months

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

- Which board or commission interests you? Forestry Board
- Why are you interested in serving on this board/commission?
I have been on the board for 6 years and learned alot about trees and I would like to learn more and assist with projects for children regarding trees. Also want to assist with the community.
- In what civic activities have you been involved during the past 3 years?
Helped with Arbor Day in the Community. Have also helped with tree give away. I also help with Christmas Home Tour.
- What skills and/or experience will you contribute? I have served as secretary for the Forestry Board since I have been on the Board. I have set up meetings or activities on trees. I have the ability to speak before people.
- List 3 non-relatives who have known you at least 3 years for references.

Name	Address	Phone Number
<u>Chuck Bartles</u>	<u>[redacted] Quail Drive Guthrie</u>	<u>282- [redacted]</u>
<u>Cathy James</u>	<u>OSU Extension Office</u>	<u>282- [redacted]</u>
<u>Sue Altbaum</u>	<u>Mary's Flower Shop Guthrie</u>	<u>282- [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.

Roberta Burns
Signature

3-13-15
Date

Andrea Post

From: noreply@civicplus.com
Sent: Thursday, April 16, 2015 9:46 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: Michael Friese
Daytime Phone Number: 405 [REDACTED]
Evening Phone/Cell Phone: 405 [REDACTED]
Address: [REDACTED] Pembroke Lane Guthrie, OK 73044
Occupation: self employed
Education Level: 15
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? Forestry

Why are you interested in serving on this board or commission? reapply for expiring term

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

What skills and/or experience will you contribute? landscape and gardening experience

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

Reference 1:

Reference 2:

Reference 3:

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 Michael Friese 4/16/2015
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=903>

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

Name:: Michael Friese

Daytime Phone Number:: 405-██████████

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

Address:: ██████ Pembroke Lane
Guthrie, OK 73044

Occupation:: self employed

Education Level:: 15

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

Which board or commission interests you?: Forestry

Why are you interested in serving on this board or commission?: reapply for expiring term

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

What skills and/or experience will you contribute?: landscape and gardening experience

Reference 1::

Reference 2::

Reference 3::

Reference 4::

Reference 5::

Please enter your name and current date to indicate you agree with the above statement:: Michael Friese
4/16/2015

Additional Information:

Form submitted on: 4/16/2015 9:45:36 AM

Submitted from IP Address: 70.244.192.86

Referrer Page:

[http://www.cityofguthrie.com/Jobs.aspx?Uniqueld=77&From=All&CommunityJobs=False&JobID=For
estry-Advisory-Board-Volunteer-19](http://www.cityofguthrie.com/Jobs.aspx?Uniqueld=77&From=All&CommunityJobs=False&JobID=For
estry-Advisory-Board-Volunteer-19)

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

Maxine Pruitt

From: Jim Ahlgren
Sent: Tuesday, March 10, 2015 3:37 PM
To: Maxine Pruitt
Subject: FW: Online Form Submittal: Application for Volunteer Boards and Commissions

From: noreply@civicplus.com [mailto:noreply@civicplus.com]
Sent: Tuesday, March 10, 2015 2:36 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:	Sherry I. Gates High
Daytime Phone Number:	405-██████████
Evening Phone/Cell Phone:	405-██████████/405-██████████
Address:	██████ E Mansur Ave Guthrie, OK 73044
Occupation:	Accountant
Education Level:	BS in Science - Business Administration - Mgmt & Finance
How long have you lived in Guthrie?	<input type="checkbox"/> Less than 2 years <input checked="" type="checkbox"/> 2 to 5 years <input type="checkbox"/> 5 to 10 years <input type="checkbox"/> More than 10 years
Which board or commission interests you?	Forestry
Why are you interested in serving on this board or commission?	I know that our city has a great need for people to support it's growth while maintaining it's character. As a long time member of the community even though we have only lived "in town" for 4 years we have lived in the school district since 1979, I feel that it is my civic duty to step up and help.
What civic activities have you been involved in during the past 3 years?	Girl Scouts - I have been a leader for 12 years and was a scout myself for 12 years. My oldest daughter is currently working on her Gold Award which is a community project of building a disc golf course. Church - Guthrie First United Methodist church - Missions director Volunteer - One of my Scout Troops did the Babysitting service for the Gentleman of the Road Tour and we worked closely with the Chamber to coordinate that project.
What skills and/or experience will you contribute?	Dedication to the betterment of Guthrie Strong Work Ethic Leadership & Entrepreneurial mindset Avid Love for Gardening & Planting Strong Research and Reading Comprehension skills Ability to work as a team

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

Reference 1: Mike DeMoss - Pastor 1st United Methodist Church 405-██████████

Reference 2: Ted LeGrande - Classmate 405-██████████

Reference 3: Kathy Hayes - Local Business Owner & Classmate 405-██████████

Reference 4: Melissa Headrick - Assistant Girl Scout Leader 405-██████████

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: Sherry High 10 March 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://cityofguthrie.com/Admin/FormHistory.aspx?SID=886) and then proceeding to the link below:
<http://cityofguthrie.com/Admin/FormHistory.aspx?SID=886>

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

Name:: Sherry I. Gates High

Daytime Phone Number:: 405-██████████

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

Address: ██████████ E Mansur Ave
Guthrie, OK 73044

Occupation:: Accountant

Reference 1:: Tammy Lee

Reference 2:: Chris Evans

Reference 3:: Mark Spradlin

Reference 4:: Terry Pennington

Reference 5::

Please enter your name and current date to indicate you agree with the above statement:: Randy Ellis 3/19/15

Additional Information:

Form submitted on: 3/19/2015 7:55:49 PM

Submitted from IP Address: 68.12.33.193

Referrer Page: <http://www.cityofguthrie.com/Jobs/JobDetails/19>

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

Andrea Post

From: noreply@civicplus.com
Sent: Thursday, March 19, 2015 7:56 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: Randy Ellis
Daytime Phone Number: 408-██████████
Evening Phone/Cell Phone: 408-██████████
Address: ██████ W. Warner Ave
Occupation: Guthrie Job Corps
Education Level: Some College
How long have you lived in Guthrie? Less than 2 years 5 to 10 years
 2 to 5 years More than 10 years

Which board or commission interests you? Forestry

Why are you interested in serving on this board or commission? I have an interest in the city and state I live in.
██████████

What civic activities have you been involved in during the past 3 years? Relay, Masons and Shriners
██████████

What skills and/or experience will you contribute? People person, in 80's owned a landscaping business, a will to see and keep my city beautiful,

Please list at least 3 non-relatives who have known you at least 3 years for references.
Reference 1: Tammy Lee
Reference 2: Chris Evans
Reference 3: Mark Spradlin
Reference 4: Terry Pennington
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 Randy Ellis 3/19/15
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=894>

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

Name:: Randy Ellis

Daytime Phone Number:: 405-██████████

Evening Phone/Cell Phone:: 404-██████████

Address:: 1807 W. Warner Ave

Occupation:: Guthrie Job Corps

Education Level:: Some College

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

Which board or commission interests you?: Forestry

Why are you interested in serving on this board or commission?: I have an interest in the city and state I live in.

What civic activities have you been involved in during the past 3 years?: Relay, Masons and Shriners

What skills and/or experience will you contribute?: People person, in 80's owned a landscaping business, a will to see and keep my city beautiful,

Andrea Post

From: noreply@civicplus.com
Sent: Monday, March 09, 2015 2:08 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: Tim Poindexter
Daytime Phone Number: 405 [REDACTED]
Evening Phone/Cell Phone: 972 [REDACTED]
Address: [REDACTED] N Wentz 73044
Occupation: Real Estate Investor
Education Level: 2 years collage: Horticulture Cefitiactie in Landscape Design
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? Forestry Board

Why are you interested in serving on this board or commission? To perserve and add forestry when possable in the City of Guthrie.

What civic activities have you been involved in during the past 3 years? Fogarty NA:President and Vice President Guthrie Chgamber of Commerce:Saturday Volunteer Lunch On Noble: Volunteer

What skills and/or experience will you contribute? Horticulture Club Member- Richland Collage Landscape Design Experience

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

Reference 1: Mary Coffee 282 [REDACTED]

Reference 2: Lucy Swanson 882 [REDACTED]

Reference 3: Mike Demoss 802 [REDACTED]

Reference 4: Nancy Gaylor 886 [REDACTED]

Reference 5: Nelda Brown 882 [REDACTED]

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:

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=884>

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

Name:: Tim Poindexter

Daytime Phone Number:: 405-██████████

Evening Phone/Cell Phone:: 972-██████████

Address:: ██████ N Wentz 73044

Occupation:: Real Estate Investor

Education Level:: 2 years collage: Horticulture Cefitiactie in Landscape Design

How long have you lived in Guthrie?
: 5 to 10 years

Which board or commission interests you?: Forestry Board

Why are you interested in serving on this board or commission?: To perserve and add forestry when possable in the City of Guthrie.

What civic activities have you been involved in during the past 3 years?: Fogarty NA:President and Vice President
Guthrie Chgamber of Commerce:Saturday Volunteer

Lunch On Noble: Volunteer

What skills and/or experience will you contribute?: Horticulture Club Member- Richland Collage
Landscape Design Experience

Reference 1:: Mary Coffee 282-██████████

Reference 2:: Lucy Swanson 282-██████████

Reference 3:: Mike Demoss 282-██████████

Reference 4:: Nancy Gaylor 888-██████████

Reference 5:: Nelda Brown 282-██████████

Please enter your name and current date to indicate you agree with the above statement:: Tim W. Poindexter 3-9-2015

Additional Information:

Form submitted on: 3/9/2015 2:07:47 AM

Submitted from IP Address: 8.28.251.162

Referrer Page: No Referrer - Direct Link

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

ORDINANCE NO. 3249

AN ORDINANCE AMENDING CHAPTER 19, ARTICLE 4, SECTIONS 19-86 OF THE GUTHRIE CODE OF ORDINANCES REMOVING EX-OFFICIO AS VOTING MEMBERS ON THE FORESTRY ADVISORY BOARD.

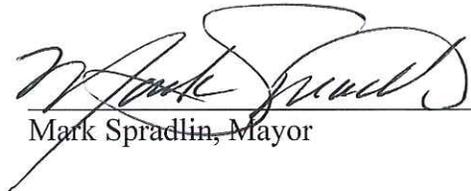
BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF GUTHRIE, OKLAHOMA:

That Chapter 19, Article 4, Sections 19-86, Forestry Advisory Board, of the Guthrie Code of Ordinances is hereby amended to read as follows:

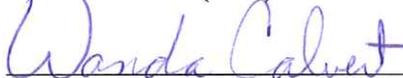
SECTION 19-86 FORESTRY ADVISORY BOARD.

There is hereby created and established a Forestry Advisory Board consisting of seven (7) members, five (5) of whom shall be appointed at-large by the Mayor, with approval of the City Council, based upon their interest or expertise regarding urban forestry. Two (2) members shall be ex-officio appointed to indefinite term by the City Manager or his designee from among the departments of the City and shall be non-voting members. The City Council appointments of the Board shall serve for three-year terms ending at the first regular Council meeting of June in the year of expiration. Of the five such individuals initially appointed, one appointment shall expire in 2006, two (2) in 2007, and two (2) in 2008. The members shall serve until their successors have been appointed and qualified. Members of the Forestry Advisory Board may be removed and replaced at the pleasure of the appointing authority. Vacancies on the Board shall be filled for the balance of the unexpired term in the same manner as provided herein. Before entering into the performance of their duties, each member shall take and subscribe to the oath of office as required by law. The members, in their capacity on the Board, shall serve without compensation.

The foregoing ordinance was introduced before the Guthrie City Council on the 18th day of March, 2014, and was duly adopted and approved by the Mayor and City Council on the 18th day of March, 2014, after compliance with the notice requirements of the Open Meeting Act (25 OSA, § 301 et seq.).


Mark Spradlin, Mayor

ATTEST: (Seal)


Wanda Calvert, City Clerk

Approved as to form and legality on March 18, 2014


Randel Shadid, City Attorney

ORDINANCE NO. 3163

AN ORDINANCE AMENDING SECTIONS 19-85 THROUGH 19-88 OF ARTICLE 4 TO CHAPTER NINETEEN OF THE GUTHRIE CODE OF ORDINANCES ESTABLISHING A FORESTRY ADVISORY BOARD; PROVIDING FOR APPOINTMENT, QUALIFICATIONS AND TERMS OF OFFICE FOR BOARD MEMBERS; DEFINING THE ORGANIZATION, POWERS AND DUTIES OF THE BOARD; AND PROVIDING FOR REPEALER AND SEVERABILITY.

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

Section 1. Sections 19-85 through 19-88 of Article 4 to Chapter 19 of the Guthrie Code of Ordinances is hereby adopted as follows:

“ARTICLE 4”

URBAN FORESTRY

SECTION 19-85 PURPOSE AND SCOPE.

A. It is the purpose of this Article to promote and protect the public health, safety, and general welfare by providing for the development of a community forestry plan and for the promotion, preservation, enhancement and improvement of the urban forest resources within the City.

B. Except as specifically provided in this Article or the community forestry plan, it is not the intent of this Article to relieve property owners of the responsibility for the planting, care, maintenance or removal of trees and shrubbery in the public rights-of-way abutting their properties.

SECTION 19-86 FORESTRY ADVISORY BOARD.

There is hereby created and established a Forestry Advisory Board consisting of seven (7) members, five (5) of whom shall be appointed at-large by the Mayor, with approval of the City Council, based upon their interest or expertise regarding urban forestry. Two (2) members shall be ex-officio, voting member appointed to indefinite terms by the City Manager or his designee from among the departments of the City. The City Council appointments of the Board shall serve for three-year terms ending at the first regular Council meeting of June in the year of expiration. Of the five such individuals initially appointed, one appointment shall expire in 2006, two (2) in 2007, and two (2) in 2008. The members shall serve until their successors have been appointed and qualified. Members of the Forestry Advisory Board may be removed and replaced at the pleasure of the appointing authority. Vacancies on the Board shall be filled for the balance of the unexpired term in the same manner as provided herein. Before entering into the performance of their duties, each member shall take and subscribe to the oath of office as required by law. The members, in their capacity on the Board, shall serve without compensation.

SECTION 19-87. ORGANIZATION.

The Forestry Advisory Board shall select a chair, vice-chair, secretary and assistance secretary from among its members. A quorum of the Board shall consist of four (4) members. The chair of the Board may appoint standing or special committees comprised of a lesser number, provided that no recommendation shall be forwarded to the City Council without the affirmative vote of a majority of all the members of the Board. The Board shall hold regular meetings, not less than quarterly, and special meetings may be called by the City Manager, the chair, or any three (3) Board members. Any member appointed by the City Council who is absent more than one-half (1/2) of all meeting of the Board, regular and special, held within any period of six (6) consecutive calendar months shall cease to hold office. A member shall refrain from voting on or participating in deliberations of the Board on matters in which he or she has any financial interest, directly or indirectly. Except as provided in this Article, the Board shall determine its own rules.

SECTION 19-88. POWERS AND DUTIES OF THE BOARD.

A. The Forestry Advisory Board shall serve in an advisory capacity to the City Council and City Manager on issues regarding the City's urban forest and arboreal resources. On matters presented to it for approval, the City Council may adopt, reject, modify or amend the recommendations of the Board.

B. It shall be the responsibility of the Forestry Advisory Board to study, investigate, counsel and develop and update periodically a written community forestry plan for the care, preservation, trimming, planting, replanting, removal or disposition of the City's trees and shrubbery. Said plan shall include an inventory of the existing trees on public rights-of-way, parks, and other public property. The board shall submit the plan to the City Planning Commission for review and comment on conformance with the goals and objectives of the Guthrie Comprehensive Plan. Upon approval of the recommended plan by the City Council, it shall constitute the official community forestry plan and become a part of the City's comprehensive plan.

C. In addition to such matters as the City Council or City Manager may assign, the Forestry Advisory Board shall carry on the following activities:

1. Develop standards of tree maintenance and other specifications to foster the City's tree population, protect person and property against injury, provide for safe and efficient passage of person, vehicles and utilities through recognized rights-of-way.
2. Propose such legislation as may be needed and practicable to pursue the ends for which the Board was created.
3. Plan and coordinate an annual Arbor Week observance each year in cooperation with schools, conservation organizations and other interested parties.
4. Research and recommend policies regarding trees and other vegetation on private property in those cases where open space or landscaping is required as a condition for approval of development under the City's land use regulations.
5. Monitor the licensure of tree-service companies practicing in the City and initiate action toward enforcement of applicable ordinances.
6. Identify potential landscaping projects that will improve the community forest, and to recommend policies to identify, publicize and preserve historic and notable trees on both public and private property.

7. Assist the community and its officials in disseminating information about the protection, maintenance and improvement of the City's tree population.

D. The Forestry Advisory Board may, in its discretion, undertake and participate in cooperative projects, including but not limited to:

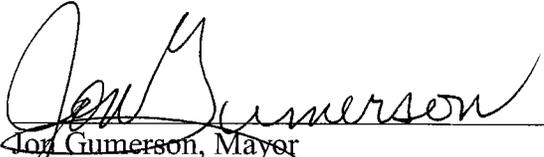
1. Recycling of leaves, chips, firewood and other by-products of tree maintenance.
2. Development and use of a tree-bank, in cooperation with other public and private agencies.
3. Encouraging and soliciting donations, grants and other funding for community forestry programs and for "special projects."

Section 2. All ordinances in conflict herewith are hereby repealed.

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

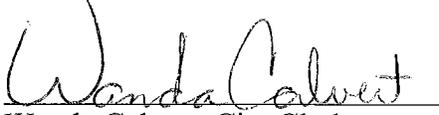
END

The foregoing ordinance was introduced before the Guthrie City Council on the 16th day of August, 2005, and was duly adopted and approved by the Mayor and City Council on the 16th day of August, 2005, after compliance with the notice requirements of the Open Meeting Act (25 OSA, § 301 et seq.).



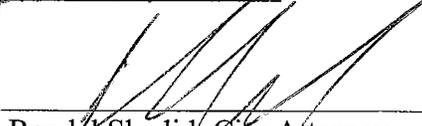
Tom Gumerson, Mayor

ATTEST: (Seal)



Wanda Calvert, City Clerk

Approved as to form and legality on August 16, 2005



Randel Shadid, City Attorney



Agenda Item Cover Letter

Meeting

X City Council
GPWA
Other:

Date of Meeting

May 19, 2015

Contact

Maxine Pruitt,
Municipal Services Director

Agenda Item

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

Summary

The Guthrie Park Board meets bi-monthly. The Park Board serves as an advisory board and makes recommendations to the Guthrie City Council and the City Manager in matters concerning the City of Guthrie's nine parks, two lakes, four ball fields and one cemetery.

The Board consists of five members who are appointed at-large by Mayor with Council confirmation. Additionally two members, ex-officio, are appointed to indefinite terms by the City Manager. The members serve three-year staggering terms.

One Park Board member's term ends in June 2015, and this member has submitted an application for renewal. This renewal, if appointed, is a two-year term that will end June 2017.

No other applications have been received at this time.

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

Supporting documents attached

- Application for Jean Lacina
Ordinance No. 3229

Recommendation

Confirm Mayor's nomination(s) on the Guthrie Park Board.

Action Needed Public Hearing X Motion Emergency Clause

City of Guthrie
 Application for Boards and Commissions



Please print legibly.

Name JEAN R. LACINA Day Phone [REDACTED]
 Address [REDACTED] LAKE SHORE DR. Evening Phone SAME
 Occupation SECRETARY Education H.S.
 How long have you lived in Guthrie? 20 Years Months

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

- Which board or commission interests you? PARK
- Why are you interested in serving on this board/commission? — Am on the board would like to stay on
- In what civic activities have you been involved during the past 3 years? Citizens Rate Committee, CDA, America Legion
- What skills and/or experience will you contribute? Have worked at Deer Creek Schools for 35 years
- List 3 non-relatives who have known you at least 3 years for references.

Name	Address	Phone Number
<u>PATTY DAZLEWOOD</u>	<u>GUTHRIE</u>	<u>[REDACTED]</u>
<u>ANN CAREY</u>	<u>GUTHRIE</u>	
<u>ROSEMARY TOBIN</u>	<u>GUTHRIE</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.

Jean R Lacina
 Signature

5-13-15
 Date

CODE OF ETHICS FOR ELECTED AND APPOINTED OFFICIALS
Resolution No. 2009-12

I, Jean R. Lacina, acknowledge that I have read and understand the attached Resolution No. 2009-12, a Resolution Establishing Code of Ethics for Elected and Appointed Officials, and further agree to abide by them as required during my term in office as a public official.

Full Name (please print): JEAN R. LACINA

Name of Board/Commission/Committee Park Board

Signature: Jean R Lacina

Date: May 13, 2015

ORDINANCE NO. 3229

AN ORDINANCE AMENDING CHAPTER 15 OF THE MUNICIPAL COE OF THE CITY OF GUTHRIE, OKLAHOMA.

THE CITY OF GUTHRIE HEREBY ORDAINS:

SECTION 1.

Amending Guthrie Municipal Code as follows:

CHAPTER 15: PARKS AND RECREATION

Article

- 1. ADMINISTRATION AND CONTROL**
- 2. LAKE GUTHRIE AND LIBERTY LAKE**
- 3. INTENTIONALLY OMITTED**
- 4. TRAVEL OVER GUTHRIE LAKE DAM**
- 5. PARK BOARD**

Article 1: Administration and Control

- 15-1. Council authority to make rules
- 15-2. Fees to be determined

Article 2: Lake Guthrie and Liberty Lake

- 15-15. Use of facilities; permits and fees
- 15-16 Fees established
- 15-17. Possession of permit required; general rules

Article 3: Intentionally Omitted

- 15-30. Intentionally Omitted
- 15-31. Intentionally Omitted

Article 4: Travel Over Guthrie Lake Dam

15-45. Speed limits

15-46. Enforcement

Article 5: Park Board

15-60. Creation and membership

15-61. Organization

15-62. Powers and duties

15-75. Penalty

ARTICLE 1: ADMINISTRATION AND CONTROL

§ 15-1 COUNCIL AUTHORITY TO MAKE RULES.

The City Council or Guthrie Parks Board shall promulgate, invoke, create, amend and enforce rules, regulations and other requirements, as they deem necessary or expedient in connection with fishing, fishing privileges, swimming and the use of all other recreational facilities owned or operated by the city.

(90 Code, § 15-1)

§ 15-2 FEES TO BE DETERMINED.

The city shall provide by rules, from time to time, the fees charged for any recreational privileges on any property or facility for recreational purpose owned or operated by the city.

(90 Code, § 15-2)

ARTICLE 2: LAKE GUTHRIE AND LIBERTY LAKE

§ 15-15 USE OF FACILITIES; PERMITS AND FEES.

(A) It shall be unlawful to use any recreational facilities on either Lake Guthrie or Liberty Lake without first having obtained a permit and having paid the fee therefore. Recreational Facilities shall include all land around the lakes, campsites, trails, boat ramps, picnic areas, lakes themselves, docks, banks, etc. All facilities must be in compliance with the rules and regulations in connection therewith adopted by the City Council. Fees shall not be required for the enclosed area designated as Mitchell Park or for individuals sitting in their motor vehicle alongside Guthrie Lake, provided they are not fishing out of the vehicle.

(B) Section A above applies to the present rules and regulations adopted as may be changed from time to time.
('90 Code, § 15-3) (Ord. 2404, passed - - ; Am. Ord. 3104, passed 7-16-02)

§ 15-16 FEES ESTABLISHED.

The City Council shall establish a schedule of Fees by Resolution.
('90 Code, § 15-4) (Ord. 2633, passed - - ; Am. Ord. 3104, passed 7-16-02)

§ 15-17 POSSESSION OF PERMIT REQUIRED; GENERAL RULES.

(A) (1) Each person using any of the recreational facilities on either lake shall have on his or her person a proper paid permit therefore which must be exhibited to a game ranger or like employee or any police officer of the city upon request.

(2) Failure to have the permit in the possession of the person currently using the facility or failure to exhibit the permit to a game ranger or lake employee or police officer of the city upon request shall be an offense and upon conviction thereof, the person shall be punished as provided herein.

(B) The general rules for use of either Guthrie Lake or Liberty Lake, which include the possession and/or purchase of a daily or annual permit prior to using any lake facilities shall be determined by the Guthrie Parks Board or Guthrie City Council and placed at a location available to the public. State Laws shall also be in effect in any instance regarding fishing requirements, rules and regulations not specifically addressed by Guthrie or Liberty Lakes rules.

(C) Authority for the enforcement of these rules is delegated to the respective lake rangers and/or police officers, as supervised and approved by the City Manager or his or her designee.

ARTICLE 3: Available

§ 15-30

§ 15-31

ARTICLE 4: TRAVEL OVER GUTHRIE LAKE DAM

§ 15-45 SPEED LIMITS.

(A) By reason of the fact that it is dangerous to travel across the dam at Guthrie Lake on the

roadway provided therefore, at a speed greater than 30 mph, there is hereby established a speed limit for motor vehicles of all types, including motorcycles, of 30 mph on the roadway constructed across the dam at Guthrie Lake.

(B) Anyone driving a motor vehicle of any description whatsoever, including motorcycles, on the roadway located on the dam at Guthrie Lake at a speed in excess of 30 mph is hereby declared to be guilty of an offense.

(C) Anyone found guilty of driving a motor vehicle of any description whatsoever, including motorcycles, on the roadway on the dam at Guthrie Lake at a speed in excess of 30 mph shall be punishable as provided in this code of ordinances.

(90 Code, § 15-8) (Ord. 2546, passed - -; Am. Ord. 2823, passed - -; Am. Ord. 3171, passed 2-21-06)

§ 15-46 ENFORCEMENT.

All police officers of the city, including the custodian of the lake, if he has police commission, shall have the authority to enforce this article.

(90 Code, § 15-9) (Ord. 2546, passed - -; Am. Ord. 3171, passed 2-21-06)

ARTICLE 5: PARK BOARD

§ 15-60 CREATION AND MEMBERSHIP.

There is hereby created a Park Board consisting of five appointive members, all of whom shall be residents of the city and who shall be appointed at-large by the Mayor with the approval of the City Council. The members of the Board shall serve a two-year staggered term. Terms shall expire at the first regular City Council meeting in June. The members shall serve until their successors have been appointed and qualified. The City Manager or his or her designee shall be an ex officio, non-voting member of the Park Board. Vacancies on the Board shall be filled for the balance of the unexpired term in the same manner as provided in this section. Before entering into the performance of their duties, each member shall take and subscribe to the oath of office as required by law. The members of the Board shall serve without compensation.

(Ord. 3020, passed 6-3-97; Am. Ord. 3102, passed 6-4-02; Am. Ord. 3157, passed 4-5-05; Am. Ord. 3174, passed 3-21-06)

§ 15-61 ORGANIZATION.

The Park Board shall select the Chair, Vice-Chair, Secretary and Assistant Secretary from among its members. A quorum of the Board shall consist of three voting members. The Chair of the Board may appoint standing or special committees composed of a lesser number, provided

that no recommendation shall be forwarded to the City Council without the affirmative vote of a majority of all the members of the Board. The Board shall hold regular meetings not less than quarterly, and special meetings may be called by the City Manager, the Chair or any three Board members. Any member who is absent from more than one-half of all meetings of the Board, regular and special, held within any period of six consecutive calendar months shall cease to hold office. A member shall refrain from voting on or participating in deliberations of the Board on matters in which he or she has any financial interest, directly or indirectly. Except as provided in this article, the Board shall determine its own rules.

(Ord. 3020, passed 6-3-97; Am. Ord. 3102, passed 6-4-02; Am. Ord. 3157, passed 4-5-05; Am. Ord. 3174, passed 3-21-06)

§ 15-62 POWERS AND DUTIES.

(A) The Park Board shall serve in an advisory capacity to the City Council on matters pertaining to the parks and recreation programs of the City; however, the Park Board shall have the authority to set rules and regulations on matters pertaining to the parks and recreations programs of the City. The City Council may adopt, reject, modify or amend the recommendations, regulations or rules set forth by the Board. Among the matters the Board may consider are:

(1) The acquisition or disposal of public property for parks and recreation purposes;

(2) The development of short and long range goals for parks and recreation, including the formulation of a master plan;

(3) The beautification and enhancement of parks, including proposed capital improvements;

(4) The creation, implementation and expansion of city sponsored recreation programs;
and

(5) The adoption, amendment and enforcement of rules, regulations, fees, charges and policies for and governing the use of city park properties and facilities and recreation programs.

(B) Findings and recommendations of the Board regarding the maintenance and upkeep of existing parks properties and facilities shall be referred to the City Manager for appropriate action.

(Ord. 3020, passed 6-3-97; Am. Ord. 3102, passed 6-4-02; Am. Ord. 3157, passed 4-5-05; Am. Ord. 3174, passed 3-21-06)

§ 15-75 PENALTY.

(A) It shall be unlawful for any person to use any of the recreational facilities or to hunt, fish,

swim or use any boat in connection with any of the recreational facilities owned or operated by the city, without having complied with the rules and regulations promulgated by the City Council or Park Board in connection therewith and anyone violating any of the rules and regulations, or failing to comply with such, shall be guilty of an offense, and upon conviction thereof, shall be punished as provided in this code.

(90 Code, §15-10) (Ord. 2823, passed - -)

(B) Any person convicted of violating any of the provisions of § 15-17 shall be guilty of a misdemeanor offense and shall be punished by a fine of not more than \$100, plus court costs, and each day that an act or a violation occurs or continues, shall constitute a violation of § 15-17, and be construed as a separate offense.

(90 Code, § 15-5) (Ord. 2604, passed - -; Am. Ord. 2823, passed - -; Am. Ord. 2970, passed 4-6-93; Am. Ord. 3074, passed 10-17-00)

Cross-reference:

Arrestment; pleading, see § 12-24

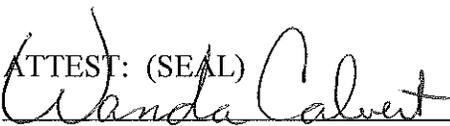
SECTION 2.

All other provisions of Chapter 15 not amended by this ordinance shall remain in full force and effect.

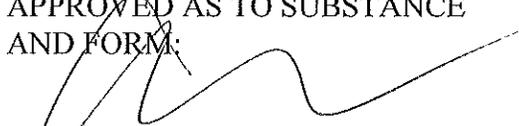
SECTION 3.

Whereas, it being immediately necessary for the preservation of the peace, health and safety of the City of Guthrie and the inhabitants thereof that the provisions of this ordinance be put into full force and effect, and emergency is hereby declared to exist by reason whereof this ordinance shall take effect and be in full force from and after its passage as provided by law.

PASSED and APPROVED by the City Council this 20th day of March, 2012.

ATTEST: (SEAL)

Wanda Calvert, City Clerk


Chuck Burtcher, Mayor

APPROVED AS TO SUBSTANCE
AND FORM:

Randel Shadid, City Attorney

City of Guthrie - (405) 282-0492

A/P Claims List

from 4/30/2015 to 4/30/2015

Invoice #	Vendor	Description	Account	Cost
000837	GHM ENTERPRISES (1097)	DUST MOP CLEANING	01-01-00-6103	\$2.40
2215	HURLEY PLUMBING 267	MISC PLUMBING REPAIRS	01-01-00-6112	\$80.95
8912	CRAWFORD &	AUDIT / ACCOUNTING SERVICES FY2015	01-01-00-6330	\$6,665.00
24485	INSPIRATION LOGO'S	SHIRTS	01-07-70-6114	\$120.00
APRIL2015	SHINEY BAYS CAR WASH	CAR WASH	01-07-70-6316	\$273.00
5894	RED DIRT CONSTRUCTION, LLC.	BODY WORK & PLANT UNIT 110	01-12-00-6316	\$1,400.00
		Total GENERAL FUND		\$8,541.35
CM April2015	WASTE CONNECTIONS, INC		20-00-00-5466	(\$250.00)
5029	FORMS PLUS	#10 WINDOW ENVELOPE W/POSTAL	20-21-00-6308	\$1,711.35
APRIL 2015	USPS - UNITED STATES POSTAL	POSTAGE	20-21-00-6309	\$1,000.00
APRIL2015	USPS - UNITED STATES POSTAL	POSTAGE	20-21-00-6309	\$2,000.00
1495811/1495812	WASTE CONNECTIONS, INC	Sanitation Service Agreement with Waste	20-21-00-6348	\$72,588.91
2026521	MYERS ENGINEERING	VARIOUS PLAN REVIEW, ETC. TASK	20-21-00-6373	\$592.50
101658	SOUTHWEST CHEMICAL (20977)	CHEMICALS FOR TREATING WATER	20-23-00-6104	\$4,348.89
101694	SOUTHWEST CHEMICAL (20977)	CHEMICALS FOR TREATING WATER	20-23-00-6104	\$1,449.50
2035325	RUDY BOX & ASSOCIATES.	REPAIR SLOUGHING CONCRETE ON	20-24-00-6317	\$6,500.00
1495811/1495812	WASTE CONNECTIONS, INC	Sanitation Service Agreement with Waste	20-26-00-6375	\$3,310.92
S101215938.001	UTILITY TECHNOLOGY SERV	iPerl Meters for residential and commercial	20-27-00-6129	\$4,200.00
S101219504.001	UTILITY TECHNOLOGY SERV	iPerl Meters for residential and commercial	20-27-00-6129	\$9,375.00
		Total GPWA OPERATING FUND		\$106,827.07
2035187 #2	Cherokee Pride Construction,	6" WATERLINE EXTENSION TO THE TOWN	54-55-27-6587	\$42,275.00
113316.40	NORTHERN EQUIPMENT CO.,	CHLORAMINE BOOSTER STATION TO	54-55-27-6587	\$113,316.40
MAY2015	COMMUNITY STATE BANK	FRONT END LOADER MONTHLY PAYMENT	54-56-12-6718	\$2,687.83
		Total CAPITAL PROJECTS		\$158,279.23
02-021782-015	UTILITY DEPOSIT REFUND		71-00-00-5555	\$98.81
07-070879-007	UTILITY DEPOSIT REFUND		71-00-00-5555	\$55.11
08-082670-008	UTILITY DEPOSIT REFUND		71-00-00-5555	\$60.15
12-120165-004	UTILITY DEPOSIT REFUND		71-00-00-5555	\$27.17
99-138118-002	UTILITY DEPOSIT REFUND		71-00-00-5555	\$24.07
99-991145-001	UTILITY DEPOSIT REFUND		71-00-00-5555	\$26.10
		Total UTILITY DEPOSIT FUND		\$291.41
		Total All Funds		\$273,939.06

A/P Claims List

from 5/8/2015 to 5/8/2015

Invoice #	Vendor	Description	Account	Cost
MAY2015	C.L.E.E.T. (125)	Municipal Collection for CLEET	01-00-00-2012	\$713.60
MAY2015	O.S.B.I. (820)	Collection - AFIS and Forensic Fees	01-00-00-2012	\$855.71
MAY2015	OKLAHOMA UNIFORM BLDG CO	APRIL 2015 BUILDING PERMIT FEES	01-00-00-2013	\$92.00
7606	SAM'S CLUB DIRECT COMMERC	MISC SUPPLIES	01-01-00-6100	\$191.46
7606	SAM'S CLUB DIRECT COMMERC	MISC SUPPLIES	01-01-00-6103	\$72.64
2231	HURLEY PLUMBING 267	MISC PLUMBING REPAIRS	01-01-00-6112	\$55.00
7606	SAM'S CLUB DIRECT COMMERC	MISC SUPPLIES	01-01-00-6112	\$0.00
7606	SAM'S CLUB DIRECT COMMERC	COFFEE SUPPLIES	01-01-00-6114	\$68.11
NP44279848	FLEETCOR TECHNOLOGIES (219	GUTHRIE HOUSING AUTHORITY	01-01-00-6118	\$181.40
MAY2015	OKLAHOMA NATURAL GAS COM	MONTHLY BILLING FOR ONG - GENERAL	01-01-00-6307	\$2,820.00
MAY2015	O.M.A.G.(21303)	MUNICIPAL PROPERTY PROTECTION PLA	01-01-00-6326	\$3,696.02
MAY15	O.M.A.G.(21302)	WORKERS' COMP - GENERAL	01-01-00-6326	\$15,359.60
May2015	O.M.A.G.(425)	MUNICIPAL LIABILITY PROTECTION PLAN	01-01-00-6326	\$4,034.09
24718	JOHN M ARLEDGE & ASSOC. (21	AUDIT / ACCOUNTING SERVICES FY2015	01-01-00-6330	\$17,760.00
May2015	CITY OF EDMOND (21508)	BASIC MONTHLY IT SERVICES	01-01-00-6373	\$1,106.86
MAY2015	RANDEL C. SHADID (20656)	Monthly postage, copying costs and misc exp	01-02-20-6054	\$60.72
NP44279848	FLEETCOR TECHNOLOGIES (219	BUILDING SERVICES	01-02-25-6118	\$114.79
NP44279848	FLEETCOR TECHNOLOGIES (219	COMMUNITY DEVELOPMENT	01-05-50-6118	\$46.38
NP44279848	FLEETCOR TECHNOLOGIES (219	CODE COMPLIANCE	01-05-51-6118	\$86.34
7606	SAM'S CLUB DIRECT COMMERC	COFFEE SUPPLIES	01-07-70-6114	\$99.27
NP44279848	FLEETCOR TECHNOLOGIES (219	POLICE ADMINISTRATION	01-07-70-6118	\$2,996.62
000842	GHM ENTERPRISES (1097)	LAUNDRY	01-07-70-6310	\$9.60
836	GHM ENTERPRISES (1097)	LAUNDRY	01-07-70-6310	\$10.80
839	GHM ENTERPRISES (1097)	LAUNDRY	01-07-70-6310	\$0.60
840	GHM ENTERPRISES (1097)	LAUNDRY	01-07-70-6310	\$18.60
MAY2015 PD	SHINEY BAYS CAR WASH (225	CAR WASHES	01-07-70-6316	\$238.20
6688	SAM'S CLUB DIRECT COMMERC	FOOD, DRINKS, SNACKS 89ER'S DAY	01-07-70-6342	\$426.26
2035334	OSBVME	ANIMAL EUTH TECH RENEWAL CHIEF S	01-07-70-6355	\$40.00
41	GOOCH-SMITH ELECTRIC(1279)	VENDOR ELECTRICAL POWER INSTALLA	01-08-80-6342	\$225.00
NP44279848	FLEETCOR TECHNOLOGIES (219	STREET	01-12-00-6118	\$1,405.15
NP44279848	FLEETCOR TECHNOLOGIES (219	FLEET	01-14-00-6118	\$102.29
May2015	SHINEY BAYS CAR WASH (225	CAR WASH	01-14-41-6116	\$124.60
2217	HURLEY PLUMBING 267	EMERGENCY REPAIRS	01-15-11-6112	\$179.20
2218	HURLEY PLUMBING 267	EMERGENCY REPAIRS	01-15-11-6112	\$114.15
2221	HURLEY PLUMBING 267	EMERGENCY REPAIRS	01-15-11-6112	\$87.75
2224	HURLEY PLUMBING 267	EMERGENCY REPAIRS	01-15-11-6112	\$55.00
MAY2015	RURAL WATER DISTRICT #1(206	MONTHLY WATER SERVICES	01-15-11-6112	\$66.00
NP44279848	FLEETCOR TECHNOLOGIES (219	PARKS	01-15-11-6118	\$1,634.56
Total GENERAL FUND				\$55,148.37
021679	BRANCH'S HEATING & AIR (AIR CONDITIONER REPAIR	09-09-90-6112	\$154.00
NP44279848	FLEETCOR TECHNOLOGIES (219	SUPPRESSION	09-09-90-6118	\$564.01
NP44279848	FLEETCOR TECHNOLOGIES (219	EMS	09-09-92-6118	\$2,266.54
MAY2015	INTERMEDIX (22025)	EMS BILLING	09-09-92-6373	\$6,421.52
NP44279848	FLEETCOR TECHNOLOGIES (219	FIRE ADMINISTRATION	09-09-96-6118	\$256.94
Total FIRE/EMS FUND				\$9,663.01
7606	SAM'S CLUB DIRECT COMMERC	COFFEE SUPPLIES	20-21-00-6114	\$399.49
MAY2015	O.M.A.G.(21303)	MUNICIPAL PROPERTY PROTECTION PL	20-21-00-6326	\$3,696.02
MAY15	O.M.A.G.(21302)	WORKERS' COMP - GPWA	20-21-00-6326	\$15,359.59
May2015	O.M.A.G.(425)	MUNICIPAL LIABILITY PROTECTION PLAN	20-21-00-6326	\$4,034.09

A/P Claims List

from 5/8/2015 to 5/8/2015

Invoice #	Vendor	Description	Account	Cost
MAY2015	DHH DISPOSAL 22381	Sanitation Contract	20-21-00-6348	\$192.50
1610	MID AMERICA HYDRO TECH (211	CHEMICALS FOR TREATING WATER	20-23-00-6104	\$17,542.20
1612	MID AMERICA HYDRO TECH (211	CHEMICALS FOR TREATING WATER	20-23-00-6104	\$621.58
NP44279848	FLEETCOR TECHNOLOGIES (219	WTP	20-23-00-6118	\$238.29
NP44279848	FLEETCOR TECHNOLOGIES (219	WWTP	20-24-00-6118	\$81.51
NP44279848	FLEETCOR TECHNOLOGIES (219	CONVENIENCE CENTER	20-26-00-6118	\$838.34
NP44279848	FLEETCOR TECHNOLOGIES (219	LINE MAINTENANCE	20-27-00-6118	\$1,761.90
Total GPWA OPERATING FUND				\$44,765.51
MAY15	OKLA WATER RESOURCES/ BAN	Series 2009 Drinking Water Loan	50-50-00-6714	\$51,371.13
MAY2015	OKLA WATER RESOURCES/ BAN	Series 2008 Drinking Water Loan	50-50-00-6714	\$56,477.00
Total WATER TREATMENT PLANT FUND				\$107,848.13
10-103070-013 R	MISCELLANEOUS		71-00-00-5555	\$19.78
11-113210-005 R	MISCELLANEOUS		71-00-00-5555	\$12.13
Total UTILITY DEPOSIT FUND				\$31.91
2035318	ADVANCED SURVEILLANCE	8 CAMERAS & WIFI HOT SPOTS AT THE AI	98-98-00-6112	\$8,521.74
NP44279848	FLEETCOR TECHNOLOGIES (219	AIRPORT	98-98-00-6118	\$44.29
MAY2015	O.M.A.G.(21303)	MUNICIPAL PROPERTY PROTECTION PL.	98-98-00-6329	\$326.69
MAY15	O.M.A.G.(21302)	WORKERS' COMP - AIRPORT	98-98-00-6329	\$547.16
May2015	O.M.A.G.(425)	MUNICIPAL LIABILITY PROTECTION PLAN	98-98-00-6329	\$50.00
Total AIRPORT FUND				\$9,489.88
April/May	OKLAHOMA DEPARTMENT OF C	SPIRIT WING LOAN MONTHLY PAYMENT	99-99-00-6702	\$2,083.32
Total GUTHRIE INDUSTRIAL DEVELOPMENT				\$2,083.32
Total All Funds				\$229,030.13