



63rd City Council

Mayor Steven J. Gentling

Ward I – John Wood, Ed Wood **Ward II** – Jeff Taylor, Brian Bothroyd

Ward III – Gaylord Z. Thomas, Sharyl Padgett

SPECIAL CITY COUNCIL MEETING WORKSHOP

Tuesday, June 2, 2015 at 6:00p.m.

City Hall 3rd Floor Conference Room

101 N. 2nd Street, Guthrie, Oklahoma, 73044

1. Call to Order.
2. Public Comments.
3. Discussion regarding City-owned facilities.
4. Request for future items of discussion.
5. Adjournment.



63rd City Council

Mayor Steven J. Gentling

Ward I – John Wood, Ed Wood **Ward II** – Jeff Taylor, Brian Bothroyd

Ward III – Gaylord Z. Thomas, Sharyl Padgett

SPECIAL CITY COUNCIL MEETING WORKSHOP

Tuesday, June 2, 2015 at 6:30p.m.

City Hall – Lobby of Council Chambers

101 N. 2nd Street, Guthrie, Oklahoma, 73044

Agenda

RECEPTION FOR CITY MANAGER SERENIAH BRELAND



63rd City Council
Mayor Steven J. 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, June 2, 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 19, 2015..... 1
B. Consider approval of the receipt of Permit No. WL000042150365 for the construction of 1646 linear feet of twelve (12) inch PVC, 1121 linear feet of eight (8) inch PVC and 240 linear feet of six (6) inch PVC potable water lines will all appurtenances to serve Love's Travel Stops & Country Store, and to be noted in the minutes after which will be maintained as permanent record..... 2
C. Consider approval to deny Tort Claim #200150-ME as recommended by the Oklahoma Municipal Assurance Group (OMAG)..... 3
4. Adjournment.

CITY COUNCIL MEETING

63rd City Council
Tuesday, June 2, 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 Special City Council Meeting held on May 19, 201511
- B. Consider approval of minutes of the Regular City Council Meeting held on May 19, 201512
- C. Consider approval of minutes of the Special City Council Meeting held on May 27, 201517
- D. Consider approval to deny Tort Claim #200150-ME as recommended by the Oklahoma Municipal Assurance Group (OMAG)..... 3
- 3. Discussion and possible action on awarding Bid No. 2015-03, Information Technology Services, to NORPS, LLC and authorizing the Mayor to execute a contract.19
- 4. Discussion and possible action on Lease Agreement between the City of Guthrie and Taloa Music & Arts Festival.....25
- 5. Discussion and possible action on Council Member Ed Wood’s appointment to the Citizens Rate and Fee Advisory Committee39
- 6. Discussion and possible action on Mayor’s nomination(s) to the Board of Adjustment41
- 7. City Manager’s Report
- 8. Requests/comments from members of the City Council
- 9. Consider approval to convene into Executive Session pursuant to the Authority of Title 25, O.S. 2001, as follows:
 - A. 307(B)(1), for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of a public officer or employee (Interim City Manager)
 - B. 307(B)(1), for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of a public officer or employee (City Manager)
- 10. Consider action regarding Interim City Manager.
- 11. Consider action regarding City Manager.
- 12. Adjournment.

MINUTES

GUTHRIE PUBLIC WORKS AUTHORITY MEETING
May 19, 2015

The regular meeting of the Guthrie Public Works Authority was posted on Friday, May 15, 2015, before 5:00 p.m. and held Tuesday, May 19, 2015, in the Guthrie City Hall Council Chambers.

Chairman Gentling called the meeting to order at 7:00 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 Randel Shadid
Jim Ahlgren Maxine Pruitt Don Sweger
Eric Harlow Cyndi O Cody Mosley
Aaron Ryburn

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

Public Comments, Community Announcements and Recognition. None.

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

- A. Consider approval of minutes of the 62nd Regular Guthrie Public Works Authority Meeting held on May 5, 2015.
- B. Consider approval of minutes of the 63rd Regular Guthrie Public Works Authority Meeting held on May 5, 2015.

Adjournment. There being no business for the Guthrie Public Works Authority Trustees, Chairman Gentling declared the meeting adjourned at 7:01 p.m.

Kim Biggs, Secretary

Steven J. Gentling, Chairman



Agenda Item Cover Letter

Meeting
 City Council
 GPWA
____ Other: _____

Date of Meeting
June 2, 2015

Contact
Maxine Pruitt,
Municipal Services
Director

Agenda Item

Consider approval of the receipt of Permit No. WL000042150365 for the construction of 1646 linear feet of twelve (12) inch PVC, 1121 linear feet of eight (8) inch PVC and 240 linear feet of six (6) inch PVC potable water lines with all appurtenances to serve Love’s Travel Stops & Country Store, and to be noted in the minutes after which will be maintained as a permanent record.

Summary

This permit is issued by the Oklahoma Department of Environmental Quality as approval for the construction of 1646 linear feet of twelve (12) inch PVC, 1121 linear feet of eight (8) in PVC and 240 linear feet of six (6) inch PVC potable water lines with all appurtenances to serve the Love’s Travel Stops & Country Store, Logan County, Oklahoma.

DEQ requires that the receipt of this permit be noted in the minutes of a regular meeting of the City of Guthrie Council Meeting, after which it should be made a matter of permanent record.

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

Supporting documents attached

- Permit No. WL000042150365, Love’s Travel Stops & Country Store

Recommendation

Approve the receipt of Construction Permit No. WL000042150365.

Action Needed ____ Public Hearing Motion ____ Emergency Clause



SCOTT A. THOMPSON
Executive Director

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY

MARY FALLIN
Governor

Permit No. WL000042150365

WATER LINES

PWSID No. 1020903

PERMIT TO CONSTRUCT

May 19, 2015

Pursuant to O.S. 27A 2-6-304, the City of Guthrie is hereby granted this Tier I Permit to construct 1646 linear feet of twelve (12) inch PVC, 1121 linear feet of eight (8) inch PVC and 240 linear feet of six (6) inch PVC potable water lines with all appurtenances to serve the Loves Travel Stop & Country Stores, located in NE/4, Section 10, T-16-N, R-2-W, Logan County, Oklahoma, in accordance with the plans approved May 19, 2015.

By acceptance of this permit, the permittee agrees to operate and maintain the facility in accordance with the Public Water Supply Operation rules (OAC 252:631) and to comply with the State Certification laws, Title 59, Section 1101-1116 O.S. and the rules and regulations adopted thereunder regarding the requirements for certified operators.

This permit is issued subject to the following provisions and conditions.

- 1) That the recipient of the permit is responsible that the project receives supervision and inspection by competent and qualified personnel.
- 2) That construction of all phases of the project will be started within one year of the date of approval or the phases not under construction will be resubmitted for approval as a new project.
- 3) That no significant information necessary for a proper evaluation of the project has been omitted or no invalid information has been presented in applying for the permit.
- 4) That the Oklahoma Department of Environmental Quality shall be kept informed on occurrences which may affect the eventual performance of the works or that will unduly delay the progress of the project.
- 5) That wherever water and sewer lines are constructed with spacing of 10 feet or less, sanitary protection will be provided in accordance with Public Water Supply Construction Standards [OAC 252:626-19-2].
- 6) That before placing this facility into service, at least two samples of the water, taken on different days, shall be tested for bacteria to show that it is safe for drinking purposes.
- 7) That any deviations from approved plans or specifications affecting capacity, flow or operation of units must be approved by the Department before any such deviations are made in the construction of this project.
- 8) That the recipient of the permit is responsible for the continued operation and maintenance of these facilities in accordance with rules and regulations adopted by the Environmental Quality



SCOTT A. THOMPSON
Executive Director

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY

MARY FALLIN
Governor

Permit No. WL000042150365
WATER LINES
PWSID No. 1020903

PERMIT TO CONSTRUCT

Board, and that this Department will be notified in writing of any sale or transfer of ownership of these facilities.

- 9) The issuance of this permit does not relieve the responsible parties of any obligations or liabilities which the permittee may be under pursuant to prior enforcement action taken by the Department.
- 10) That the permittee is required to inform the developer/builder that a DEQ Storm Water Construction Permit is required for a construction site that will disturb one (1) acre or more in accordance with OPDES, 27A O.S. Section 2-6-201 *et. seq.* For information or a copy of the GENERAL PERMIT (GP-005) FOR STORM WATER DISCHARGES FROM CONSTRUCTION ACTIVITIES, Notice of Intent (NOI) form, Notice of Termination (NOT) form, or guidance on preparation of a Pollution Prevention Plan, contact the Storm Water Unit of the Water Quality Division at P.O. Box 1677, Oklahoma City, OK 73101-1677 or by phone at (405) 702-8100.
- 11) That any notations or changes recorded on the official set of plans and specifications in the Oklahoma Department of Environmental Quality files shall be part of the plans as approved.
- 12) That water lines shall be located at least fifteen (15) feet from all parts of septic tanks and absorption fields, or other sewage treatment and disposal systems.
- 13) That whenever plastic pipe is approved and used for potable water, it shall bear the seal of the National Sanitation Foundation and meet the appropriate commercial standards.
- 14) That when it is impossible to obtain proper horizontal and vertical separation as stipulated in Public Water Supply Construction Standards OAC 252:626-19-2(8)(A) and OAC 252:626-19-2(8)(B), respectively, the sewer shall be designed and constructed equal to water pipe, and shall be pressure tested to the highest pressure obtainable under the most severe head conditions of the collection system prior to backfilling in accordance with Water Pollution Construction Standard OAC 252:656-5-4(c)(3).

Failure to appeal the conditions of this permit in writing within 30 days from the date of issue will constitute acceptance of the permit and all conditions and provisions.

Rocky Chen, P.E., Engineering Manager, Construction Permit Section
Water Quality Division



Agenda Item Cover Letter

Meeting

X City Council
X GPWA
Other:

Date of Meeting

June 2, 2015

Contact

Jim Ahlgren,
Human Resource Director

Agenda Item

Consider approval to deny Tort Claim #200150-ME as recommended by the Oklahoma Municipal Assurance Group (OMAG).

Summary

On March 24, 2015 a tort claim was submitted alleging that claimant's white down comforter was discolored by City of Guthrie water. The claim was investigated and denied by our insurance carrier, OMAG.

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

- Notice of tort claim form
Letter of Recommendation to City of Guthrie for this claim to be denied. (Denise Eastin, Tort Claim #200150-ME)

Recommendation

Deny Tort Claim # 200150-ME to begin the 180-day statute of limitations, as recommended by the Oklahoma Municipal Assurance Group.

Action Needed Public Hearing X Motion Emergency Clause

NOTICE OF TORT CLAIM

OKLAHOMA MUNICIPAL ASSURANCE GROUP (OMAG) – MUNICIPAL LIABILITY PROTECTION PLAN

A. CLAIMANT REPORT

To the GPWA
Public entity you are filing the claim against.

PLEASE PRINT OR TYPE AND SIGN

IMPORTANT NOTICE: This notice will be sent to OMAG Claims Dept. for investigation. You may expect them to contact you.

CLAIMANT(S) Denise Eastin CLAIMANT(S) SOCIAL SECURITY NO. _____
ADDRESS Yuthrie OK 73044-3027 CLAIMANT(S) DATE OF BIRTH _____ Circle: I
PHONE: HOME (____) _____ BUS. _____

- DATE AND TIME OF INCIDENT 2/21/15 () a.m. () p.m. (Continue on another sheet if needed for any information requested)
- LOCATION OF INCIDENT my home magnolia Ct.
- DESCRIBE INCIDENT See attached

4. LIST ALL PERSONS AND/OR PROPERTY FOR WHICH YOU ARE CLAIMING DAMAGES:

BODILY INJURY: WAS CLAIMANT INJURED? YES ___ NO If yes, complete this section

Describe injury _____

WERE YOU ON THE JOB AT THE TIME OF INJURY? YES ___ NO ___ If so, please provide Employer info.

Employer's Name	Address	Phone
	ALL MEDICAL BILLS (attach copies)	\$ _____
	LIST OTHER DAMAGES CLAIMED	\$ _____

MEDICARE/MEDICAID/SOCIAL SECURITY DISABILITY:

Is there any Social Security Disability involvement ___ Yes ___ No

Has any medical bill been paid or will be paid by Medicare/Medicaid? ___ Yes ___ No. If so, list Medicare/Medicaid Number. Medicare/Medicaid Number _____

If the City is responsible for such bills, the City must report any settlement to Medicare/Medicaid.

I understand that the information requested is to assist the requesting insurance information arrangement to accurately coordinate benefits with Medicare/Medicaid and to meet its mandatory reporting obligation under Medicare Secondary Payer Act 42 U.S.C§1395y.

Medicare/Medicaid Beneficiary Name (please print) _____ Medicare/Medicaid Beneficiary Name Signature _____

PROPERTY DAMAGE: Proof that you are the owner of the vehicle or property allegedly damaged as specified in your claim will be required.

VEHICLE YEAR _____ MAKE _____ MODEL _____

NOTE: If damage is to a vehicle, a photocopy of your motor vehicle title is required.

IF NOT A VEHICLE, DESCRIBE PROPERTY AND LOSS White, King-sized alternative down Comforter - see attached photo

PROPERTY DAMAGE (Attach repair bills or estimates if available) \$ 63.46

LIST OTHER DAMAGES CLAIMED \$ _____

5. NAME OF YOUR INSURANCE CO.	POLICY NO.	AMOUNT CLAIMED	AMOUNT RECEIVED
_____	_____	\$ _____	\$ _____

6. The names of any witnesses known to you:

<u>Suzanne Breedlove</u>	<u>Yuthrie</u>
Name _____	Address _____ Phone Number _____
<u>Marilyn Jackson</u>	<u>Yuthrie</u>
Name _____	Address _____ Phone Number _____

STATE THE EXACT AMOUNT OF COMPENSATION YOU WOULD ACCEPT AS FULL SETTLEMENT ON THIS CLAIM.

TOTAL CLAIM.....\$ 63.46

Denise Eastin 3/20/15

SIGNATURE(S) DATE

CONTINUE ON THE BACK

B. THIS SECTION IS FOR USE BY THE PUBLIC ENTITY WHICH RECEIVES THE CLAIM To inquire about this claim you may write to OMAG Claims Dept. or call 1-800-234-9461

This Notice of Tort Claim was received by Andrea Post
(Title) Executive Assistant, on March 24, 20 15

For further information on this claim contact Jim Ahlgren
(Title) HR Admin Ser Director, by telephone at (405-282-0098)

The following reports, statements or other documentation, which support our understanding of the facts relating to this claim are attached:

Information for City Owned Vehicle Involved: NA

Year: _____ Make: _____ Model: _____ Last 4 Vin#: _____ Dept: _____

As a result of this incident, are there damages to the City vehicle? YES NO
If YES, please fill out an **OMAG Auto Loss Notice** to have it repaired.

Persons who have knowledge of the circumstances surrounding this claim are:

	Name	Title/Position	Telephone
1.	<u>Annell LeGrande</u>	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Submitted by: J Ahlen Date 3/25/15, 20 _____

Title: HR Administrative Director

AFTER THE PUBLIC ENTITY HAS RECEIVED THIS CLAIM, PLEASE PROVIDE INFORMATION REQUESTED ABOVE AND IMMEDIATELY SEND TO:

OMAG Claims Dept.
3650 S. Boulevard
Edmond, OK 73013
Phone (405) 657-1400
Fax (405) 657-1401
claimsdepartment@omag.org

Eastin, Denise

Subject: Notice of Tort Claim - Denise Eastin

Hi,

This will be more legible than what I could write on the form.

Incident: On 2/21/15, I woke up and started weekly laundry as usual. I washed my king sized, white, alternative down comforter as per fabric instructions. After washing, I took it from the machine to dry it and noticed very large, dark, rust colored (red/brown) splotches on the white fabric. By taking the comforter completely out of the machine, it was obvious that something had happened during the wash cycle.

So, I rewashed it with the same liquid laundry detergent that I always use, in cold water, and then re-washed it a total of 5 times, trying different solutions of bleach, vinegar, baking soda, and more laundry detergent. The splotches faded, but didn't go away. I even let it set outside in sunlight to try that. Nothing worked.

The splotches were rust red/brown colored, as was the water coming out of all faucets in my house as well as my bathtub. It took me over 14 hours to run the rust colored water out of my lines. So, not only did I NOT get the stains out, I wasted a LOT of water. Since then, I contacted the City Water Dept, they transferred me to several people, but I ended up with GTWA, Annette, I think, who sent me the tort claim form. The City will arrange for my lines to be flushed, so maybe this won't happen again. At least I will know to look at the water color before washing my laundry.

As my white comforter is no longer usable, enclosed is a photo of the same comforter that I purchased in 2013 or 2014 from Overstock.com, and the cost of the same size/item. Cost with applicable Logan Co sales tax (.085%) is \$63.46. I cannot find my receipt, but this shows the replacement cost for the same item. If the stains had come out without wasting any more water or electricity than I already had, there would be no need to file a claim. I would very much appreciate your positive consideration in settling this claim.

Thank you,



Denise Eastin

Guthrie OK 73044-2027

Thank you,
Denise



All-season Luxurious Down Alternative Hypoallergenic Striped Comforter

★ ★ ★ ★ Rating 4.3 | 52 reviews Write a review

Sale \$58.49 \$45.50 (44%) off

MSRP: ~~\$404.99~~

Item #: 15586201

Enjoy a perfect night's sleep under this fluffy, breathable down alternative striped comforter. The tight baffle box construction is specifically designed to prevent the soft hypoallergenic fill from shifting....more

Options:

King - \$58.49

Qty: 1

Add to Cart

- ★ Add to Wish List
- 📁 Add to Registry
- ✚ Save for Later
- 🔔 Get Product Alerts
- 🚚 Express Checkout

Delivery Estimate

Zip Code 73044

Update

- Standard: FREE
2-3 Business Days
- Upgraded: \$18.80
3-4 Business Days
- Expedited: \$25.61
2-3 Business Days
- Express: \$48.70
1-2 Business Days

Email

Print

Save

58.49
 4.97
 Logan Co
 Sales Tax 63.46
 .085%

Dennis Carter
 3/20/15



Oklahoma Municipal Assurance Group

P.O. Box 691719 • Tulsa, OK 74169 • 918/439-9442 • 800/234-9461 • fax: 918/439-9443 • www.omag.org

May 18, 2015

City of Guthrie
Attn: Jim Ahlgren
P.O. Box 908
Guthrie, OK 73044-0908

RE: Member : City of Guthrie
Claimant : Denise Eastin
Date of Loss : 2/21/2015
Claim No. : 200150-ME

Dear Mr. Ahlgren:

We have completed our investigation regarding the above referenced claim. It is our recommendation to the City of Guthrie that this claim be denied. We find no liability on the City's part regarding this incident.

Under the Governmental Tort Claims Act, 51 Okla. Sec. 157(A), this claim will be deemed denied ninety (90) days after it was received by the City of Guthrie. 51 Okla. Stat. Sec. 157 (B) requires any lawsuit under the Act to be commenced within one hundred eighty (180) days after denial of the claim.

Thus to begin the 180-day statute of limitations prior to 6/22/15, you must deny this claim in writing before 6/22/15. For the 180-day period to start running, the claimant **must be notified at the address on the claim within five (5) days of the denial.** To document compliance with the Act, we recommend that you send notice of denial of this claim by certified mail.

Please advise us as soon as possible of any official action taken by you on denial of this claim.

Sincerely,

Mary Ellis, CPCU, AIC
Claims Supervisor

MINUTES

CITY COUNCIL MEETING
Council Workshop
May 19, 2015

The special meeting of the sixty-third City Council of Guthrie, Oklahoma, was posted on Friday, May 15, 2015, before 4:00 p.m. and held May 19, 2015, at 4:30 p.m. in the City Hall Council Chambers.

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

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

Members Absent: Brian Bothroyd

Staff Present:	Sereniah Breland	Kim Biggs	Jim Ahlgren
	Don Sweger	Cyndi O	Eric Harlow

Mayor Gentling declared a quorum with six (6) Council Members in attendance.

Public Comments. None.

Tour city owned facilities and discussion of the same. Council Members and staff toured the Excelsior Building, blue house and external building at 927 East Prairie Grove Road, Armory, and the new Water Treatment Plant building.

Council Member Bothroyd arrived at 5:30 p.m.

Adjournment. There being no further business for the Guthrie City Council, Mayor Gentling declared the meeting adjourned at 6:50 p.m.

Kim Biggs, City Clerk

Steven J. Gentling, Mayor

MINUTES
CITY COUNCIL MEETING
May 19, 2015

The regular meeting of the sixty-third City Council of Guthrie, Oklahoma was posted on Friday, May 15, 2015, before 5:00 p.m. and held Tuesday, May 19, 2015, in the Guthrie City Hall Council Chambers.

Mayor Steven J. Gentling called the meeting to order at 7:02 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	Randel Shadid
	Jim Ahlgren	Maxine Pruitt	Don Sweger
	Eric Harlow	Cyndi O	Cody Mosley
	Aaron Ryburn		

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

Consent Agenda. Consent Agenda Item F, City of Guthrie’s vote for two trustees to the Board of Trustees of the Oklahoma Municipal Assurance Group was removed for further discussion. Motion by Vice Mayor J. Wood, seconded by Council Member E. Wood, moved approval of the Consent Agenda as follows:

- A. Consider approval of minutes of the City Council Workshop held on May 5, 2015.
- B. Consider approval of minutes of the Regular City Council Meeting for the 62nd City Council held on May 5, 2015.
- C. Consider approval of minutes of the Regular City Council Meeting for the 63rd City Council held on May 5, 2015.
- D. Consider approval of minutes of the Special City Council Meeting held on May 12, 2015.
- 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.

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.

Item 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. Motion by Vice Mayor J. Wood, seconded by Council Member Taylor, moved approval of the City of Guthrie's vote for the El Reno City Clerk, Lindsey Grigg, and the City Manager of Ponca City, Craig Stephenson, to the Board of Trustees of the Oklahoma Municipal Assurance Group for a three-year term commencing on July 1, 2015. 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. The City of Guthrie received a permit application for drilling of an oil and gas well on April 2, 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 the 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. Motion by Council Member Taylor, seconded by Council Member Thomas, moved approval of issuing a permit for oil and gas well drilling. 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.

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. Motion by Council Member Bothroyd, seconded by Council Member E. Wood, moved to table Resolution No. 2015-08 to be further discussed at the City Council Retreat in June. 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 Thomas left the Council Chambers at 7:20 p.m.

Appointments to the Citizens Rate and Fee Advisory Committee. Council Member E. Wood asked to defer his appointment to the next city council meeting. Motion by Vice Mayor J. Wood,

seconded by Council Member Taylor, moved approval to appoint Jim Case (J. Wood), Lauri White (Bothroyd), Andrea Welsh (Padgett), and Tina Heyveart (Gentling) to the Citizens Rate and Fee Advisory Committee. Council Members entered their votes and the votes were displayed with the following results:

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

Mayor Gentling declared the motion carried unanimously.

Council appointment of one Council Member to the Guthrie Transportation Authority.

Motion by Council Member Taylor, seconded by Council Member E. Wood, moved approval of appointing Council Member Bothroyd to the Guthrie Transportation Authority. Council Members entered their votes and the votes were displayed with the following results:

Aye: Gentling, J. Wood, 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.

Motion by Council Member Taylor, seconded by Council Member Bothroyd, moved approval of the Mayor's nomination of Doug Powell to serve as the Planning Commission representative on the Historic Preservation Commission. Council Members entered their votes and the votes were displayed with the following results:

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

Mayor Gentling declared the motion carried unanimously.

Mayor's nomination(s) to the Forestry Advisory Board. Motion by Council Member Bothroyd, seconded by Council Member E. Wood, moved approval of the Mayor's nomination of re-appointing Roberta Burns and Michael Friese to serve three-year terms expiring June 2018, appointing Randy Ellis to serve a vacated term expiring June 2016, and appointing Tim Poindexter to serve a vacated term expiring June 2017. Council Members entered their votes and the votes were displayed with the following results:

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

Mayor Gentling declared the motion carried unanimously.

Mayor's nomination(s) to the Guthrie Park Board. Motion by Vice Mayor J. Wood, seconded by Council Member E. Wood, moved approval of the Mayor's nomination of re-appointing Jean

Lacina to serve a two-year term expiring June 2017. Council Members entered their votes and the votes were displayed with the following results:

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

Mayor Gentling declared the motion carried unanimously.

City Manager's Report. Congratulated the graduating Class of 2015, congratulated the upcoming students on the passing of the school bond, updated the community on events happening in Guthrie, and announced that the City received its 2014 water quality report from the Department of Environmental Quality and it is available for viewing on the City's website.

Requests/comments from the members of the City Council. Congratulated the Class of 2015, thanked the staff for providing a tour of city-owned facilities, thanked the staff for their help with the recent and upcoming storms, and acknowledged the work provided by the three staff members at the Water Treatment Plant facility and how impressive the facility is in and of itself.

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, as follows:

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)

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)

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)

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)

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)

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

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

Mayor Gentling declared the motion carried unanimously at 7:35 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, City Attorney Shadid, and Attorney Jim Milton.

Reconvene. Mayor Gentling reconvened the Guthrie City Council Meeting at 9:27 p.m. and stated no action was taken in Executive Session.

Consider action regarding Logan County Rural Water District No. 1. Motion by Vice Mayor J. Wood, seconded by Council Member Taylor, moved that with the current status of the litigation with Logan No. 1, we don't know yet when the appeal will start, but we need to be prepared when that time comes. On this basis, I move that Guthrie and its Public Works Authority approve Hall Estill to continue as our counsel and represent us in the appeal with a budget to not exceed \$79,250. Counsel should come back to this Council if the budget needs to be modified. 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.

Consider action regarding initiative Petition case – Shandorff and Hazelwood v. City of Guthrie. No action.

Consider action regarding City v. Leon Spitz. No action.

Consider action regarding City v. Larry Ladd. No action.

Consider action regarding hiring of interim City Manager. No action.

Consider action regarding hiring of City Manager. Motion by Vice Mayor J. Wood, seconded by Council Member Padgett, moved approval of signing a contract with Strategic Government Resources (SGR) to bring us candidates for the permanent City Manager position. 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.

Adjournment. There being no further business for the Guthrie City Council, Mayor Gentling declared the meeting adjourned at 9:32 p.m.

Kim Biggs, City Clerk

Steven J. Gentling, Mayor

MINUTES
CITY COUNCIL MEETING
May 27, 2015

The special meeting of the sixty-third City Council of Guthrie, Oklahoma was posted on Friday, May 22, 2015, before 5:00 p.m. and held Wednesday, May 27, 2015, in the Guthrie City Hall 3rd Floor Conference Room.

Vice Mayor John Wood called the meeting to order at 6:00 p.m.

Members Present:	John Wood	Gaylord Z. Thomas	Jeff Taylor
	Sharyl Padgett	Brian Bothroyd	

Members Absent:	Steven J. Gentling	Ed Wood
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Staff Present:	Sereniah Breland	Kim Biggs	Jim Ahlgren
	Randel Shadid		

Vice Mayor J. Wood declared a quorum with five (5) Council Members in attendance.

Executive Session. Motion by Council Member Thomas, seconded by Council Member Padgett, 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 (Interim City Manager).

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

Vice Mayor J. Wood declared the motion carried unanimously at 6:02 p.m. Attending Executive Session were Vice Mayor J. Wood, Council Members Thomas, Taylor, Padgett, and Bothroyd, City Manager Breland, Human Resources Director Ahlgren, and City Attorney Shadid.

Reconvene. Vice Mayor J. Wood reconvened the Guthrie City Council Meeting at 6:50 p.m. and stated no action was taken in Executive Session.

Consider action regarding the interim City Manager. No action.

Consider action regarding the City Manager. Motion by Council Member Taylor, seconded by Council Member Thomas, moved approval of extending the application process to June 9, 2015. A roll call vote was taken with the following results:

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

Vice Mayor J. Wood declared the motion carried unanimously.

Adjournment. There being no further business for the Guthrie City Council, Vice Mayor J. Wood declared the meeting adjourned at 6:55 p.m.

Kim Biggs, City Clerk

Steven J. Gentling, Mayor



Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
<input checked="" type="checkbox"/> City Council	June 2, 2015	Jessie Bryan,
<input type="checkbox"/> GPWA		Purchasing Agent
<input type="checkbox"/> Other: _____		

Agenda Item

Discussion and possible action on awarding Bid No. 2015-03, Information Technology Services, to NORPS LLC and authorizing the Mayor to execute a contract.

Summary

The City of Guthrie entered into a contract with the City of Edmond in 2012 for Basic Information Technology (IT) Services. These services cost the City \$1,106. 86 per month. We were notified by the City of Edmond they would like to terminate the contract as soon as we can find a replacement. The City of Guthrie published an advertisement to solicit proposals for IT services in March 2015. We received eight proposals with a wide range of costs and services provided. A committee of staff members were assembled to review the proposals and decide which firm had the lowest and best price for the scope of work required. The committee recommends awarding the contract to NORPS LLC under the following terms:

- Fixed rate for preventative maintenance: \$850 due monthly for servers and Cisco network devices named in RFP 2015-03.
- NORPS, LLC will provide an assessment within 45 days of the contract commencement including an analysis of the City of Guthrie’s computer infrastructure, followed by recommendations to improve this entire computer network and recommendations for computer hardware, software and licenses agreements at a cost of \$3,500 per assessment.
- All services outside of the flat-rate preventive maintenance items and assessment in this contract will be billed at an hourly fee ranging from \$125.00 - \$85.00 per hour for the actual time NORPS spends performing services for Guthrie each month. The total number of hours billed in a month shall determine the rate paid per hour. For example, if the total number of hours billed in a month exceeds 32 hours, the rate shall be billed at \$85.00 per hour.
- The contract will be reviewed and renewed annually based on our fiscal year.

Funding Expected	_____ Revenue	<input checked="" type="checkbox"/> Expenditure	_____ N/A
Budgeted	<input checked="" type="checkbox"/> Yes	_____ No	_____ N/A
Account Number	<u>01-01-00-6373</u>	Amount	<u>\$ 6,900</u>
Legal Review	_____ N/A	<input checked="" type="checkbox"/> Required	Completed Date: <u>5/14/2015</u>

Supporting documents attached

- Bid Tabulation Sheet
- Contract

Recommendation

Approve to award Bid No. 2015-03, IT Services, to NORPS LLC and authorize the Mayor to execute a contract.

Action Needed _____ Public Hearing Motion _____ Emergency Clause

BID TABULATION SHEET**OPENED: Monday, 2:00 p.m.
March 30, 2015****IT Services
BID NO. 2015-03**

VENDOR	TOTAL BID PRICE
IT Guys Oklahoma City, OK	\$8735/mo
BIS Edmond, OK	Example 1 \$6655/mo Example 2 \$5935/mo
Dobson Tech Oklahoma City, OK	\$8450/mo
JMark Business Solutions Tulsa, OK	\$7800/mo
Ryan Rushing (NORPS LLC) Midwest City, OK	\$850/mo Plus \$125/hr
Orange People, LLC Irvine, California	\$17,500/mo \$150/hr
Smart Technologies Oklahoma City, OK	\$3750/mo
Standley Systems Oklahoma City, OK	\$4520/mo Plus \$200/hr

CONTRACT FOR SERVICES

This Contract for Services is made and entered into effective the _____ day of _____, 2015, by and between NORPS LLC (“NORPS”) and the City of Guthrie, a municipal corporation (“Guthrie”). The purpose of this contract is for Guthrie to secure technical services and consultation from NORPS or its authorized subcontractors (“team members”). The term of this contract shall end one year from the effective date or September 30, 2015 if funds are not available in the next fiscal year’s budget to satisfy this contract.

1. NORPS will provide an assessment within 45 day of the contract commencement including an analysis of the Guthrie’s computer infrastructure and provide recommendations to improve Guthrie’s entire computer network and provide recommendations for computer hardware, software and licenses agreements at a cost of \$3,500 per assessment. The recommendations will be based on the results of an inventory taken by NORPS team members that will contain all computer hardware, software, and IT devices. Additional information needed to make recommendations will be gathered by talking to key Guthrie employees during the inventory process. However, to reduce costs the inventory will not include peripheral PC devices and unlicensed, free to use software. To maintain the computer/software inventory, assessment and routine monitoring, a server will be placed onsite to analyze the network. The server will be placed onsite at NORPS expense for the term of this agreement to provide critical information to help meet the terms of this agreement. The server will remain the property of NORPS, yet reliable UPS power and network access will need to be provided by Guthrie.

Fixed rate for preventative maintenance - \$850 due monthly for servers and Cisco network devices named in RFP 2015-03. See Exhibit A for preventive maintenance tasks to be performed.

Exhibit A	Servers	Cisco Network Equipment
Tasks performed for preventative maintenance	<ul style="list-style-type: none"> • Data backup verification • Critical OS updates • Anti-Virus updates • Hardware health assessment • Storage, RAM & CPU Capacity • Log file review • Network efficiency and monitoring • External availability analysis *where Internet accessible 	<ul style="list-style-type: none"> • Configuration backup & Change Log • Configuration review and optimization • Hardware health assessment • Storage, RAM & CPU Capacity • Log file review • Interface efficiency and monitoring • External availability analysis *where internet accessible

All services outside of the scope of the flat rate preventative maintenance items and assessment in this contract will be billed at an hourly fee ranging from \$125.00 - \$85.00 per hour for the actual time NORPS spends performing services for Guthrie each month. The total number of hours billed in a month shall determine the rate paid per hour. If the total number of hours billed in a month exceeds 32, the hourly rate for all hours billed shall be \$85.00. (See Exhibit B for hourly rate schedule with quantity discounts.) The maximum discount is 32% off the standard rate and achieved at 32 billable hours per month. This hourly rate is for response time not to exceed 2 hours. The goal of the NORPS team is to handle each call as quickly as possible to ensure all issues are resolved in a timely manner. Issues marked critical will be given the highest priority. Requests will be prioritized and worked based on the severity of the issue. In the event a response time exceeds 2 hours, the maximum discount will be given for that service call. The minimum billing increment is 15 minutes. Time spent either onsite or remotely will be billed in 15 minutes increments and rounded to the nearest increment. For example if an on-demand request is solved in 7min to will be rounded to the minimum billing increment 15 minutes. After the initial minimum increment has passed minutes 1-7 will be rounded down and minutes 8-15 will be rounded,

up. For example, a remote support session that lasts 22 minutes will be rounded down to 15 minutes. However, if the session lasted 25 minutes it would be rounded up to 30 minutes. In the event an outage or project requires multiple team members onsite, the hours charged will be multiplied by the number of team members onsite. This hourly fee and NORPS's actual expenses associated with providing services to Guthrie shall be paid by Guthrie to NORPS within 30 days (net30) upon receiving an itemized invoice from NORPS. A trip charge consisting of one billable hour will be added to every onsite service call when NORPS travels to Guthrie at Guthrie's request. This includes service calls that can't be serviced remotely. If it is necessary for NORPS to spend the night during a requested trip to Guthrie, Guthrie shall be directly responsible for NORPS's lodging expenses.

<u>Exhibit B</u>				
<u>Monthly Billable Hours</u>			<u>Discount</u>	<u>Hourly Rate</u>
1	(Standard Rate)		0%	\$125.00
2			2%	\$122.50
3			3%	\$121.25
4			4%	\$120.00
5			5%	\$118.75
6			6%	\$117.50
7			7%	\$116.25
8			8%	\$115.00
9			9%	\$113.75
10			10%	\$112.50
11			11%	\$111.25
12			12%	\$110.00
13			13%	\$108.75
14			14%	\$107.50
15			15%	\$106.25
16			16%	\$105.00
17			17%	\$103.75
18			18%	\$102.50
19			19%	\$101.25
20			20%	\$100.00
21			21%	\$98.75
22			22%	\$97.50
23			23%	\$96.25
24			24%	\$95.00
25			25%	\$93.75
26			26%	\$92.50
27			27%	\$91.25
28			28%	\$90.00
29			29%	\$88.75
30			30%	\$87.50
31			31%	\$86.25
32			32%	\$85.00

2. NORPS shall immediately begin providing Guthrie with technical services, consultation and assistance by telephone or in person, verbally or in writing, as appropriate, to all Guthrie employees as needed.

3. NORPS will perform and complete the work under this contract in a good and workmanlike manner. NORPS carries no professional liability insurance and therefore Guthrie's sole remedy against NORPS for any perceived or actual errors or malpractice committed by NORPS shall be termination of this contract.

4. NORPS shall not, either during or after the term of this contract, disclose to any third party confidential information relative to the work or the business of Guthrie without the written consent of Guthrie.

5. In performance of the services under this contract, NORPS shall be an independent contractor with the sole authority to control and direct the performance of the details of the work performed. For purposes of this contract and its relationship with Guthrie, NORPS shall not purport to be an employee or an agent of Guthrie, and shall not have any right or power to bind Guthrie to any obligation not otherwise specifically authorized by Guthrie. NORPS shall provide its own tools and equipment for performance of its duties under this contract but shall have free access to the premises of Guthrie during reasonable working hours and have access to any information, records and other material relevant to its work performed under this contract. All professional services associated with this contract shall be performed by NORPS or its team members.

6. NORPS agrees to indemnify and hold harmless Guthrie and its officers, agents and employees of and from damages, injuries (including death), claims, property damages (including loss of use), losses, demands, suits, judgments and costs, including reasonable NORPS's fees and expenses, which directly arise out of NORPS's breach of any of the terms or provisions of this contract, or by any other act, error or omission of NORPS, its agents, servants, employees, sub-contractors, or any other persons or entities for whose acts NORPS is legally liable.

7. All documents prepared or furnished by NORPS pursuant to this contract are instruments of service with respect to the work performed under this contract. Guthrie shall retain ownership and a property interest in them, whether or not the work under this contract is completed.

8. Either party to this contract may terminate the agreement by giving to the other party sixty (60) days notice in writing. As soon as practical after receipt of notice of termination, originals of all completed or partially completed documents prepared under this contract shall be promptly delivered to Guthrie. The monthly fixed rate for preventative maintenance fees will still be owed during this time frame. Additionally, in the event NORPS receives notice of termination all hourly discounts for work performed after notice of termination are no longer applicable, thus defaulting to the standard rate.

9. This contract contains the entire agreement between the parties covering the subject matter. No modifications or amendments shall be valid unless in writing and signed by both parties.

10. In case any one or more of the provisions contained in this contract shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this contract, and this contract shall be construed as if such invalid, illegal or unenforceable provision had never been a part of this contract.

11. Neither Guthrie nor NORPS shall assign, sublet or transfer its interest in this contract without the written consent of the other party. Nothing in this contract shall be construed as creating any personal liability on the part of any officer, agent or employee of Guthrie.

PASSED AND APPROVED by Guthrie and NORPS on the _____ day of _____, 2015.

CITY OF GUTHRIE, OKLAHOMA

Mayor

ATTEST:

City Clerk

NORPS LLC

Ryan Rushing, Manager



Agenda Item Cover Letter

Meeting <input checked="" type="checkbox"/> City Council <input type="checkbox"/> GPWA <input type="checkbox"/> Other: _____	Date of Meeting June 2, 2015	Contact Cody Mosley, Community & Economic Development Director
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Agenda Item

Discussion and possible action on Lease Agreement between the City of Guthrie and Taloa Music & Arts Festival.

Summary

The Taloa Music & Arts Festival (Taloa) is organized through Dream Portal Productions. Taloa has requested to lease specific downtown streets for stage and performance areas and Mineral Wells Park for camping as part of planned concert activities on September 26th, 27th, and 28th, 2015.

The Guthrie Convention and Visitor Bureau Board supports Taloa Music & Arts Festival as a way to attract tourism and increase business for Guthrie merchants. Taloa hopes to attract as many as 5,000 visitors to Guthrie, and is expected to increase activity for local businesses.

Staff has provided a document with general information about the event, including a list of *frequently asked questions* regarding the activities associated with this music event.

Funding Expected	_____ Revenue	_____ Expenditure	_____ N/A
Budgeted	_____ Yes	<input checked="" type="checkbox"/> No	_____ N/A
Account Number	_____	Amount	_____
Legal Review	_____ N/A	<input checked="" type="checkbox"/> Required	Completed Date: <u>5/27/2015</u>

Supporting documents attached

- Lease Agreement between the City of Guthrie and Taloa Music & Arts Festival
- Exhibits A & B
- Letter of Support from Guthrie CVB Board
- Taloa Festival Information & FAQ

Recommendation

Approve the Lease Agreement between the City of Guthrie and Taloa Music & Arts Festival.

Action Needed _____ Public Hearing Motion _____ Emergency Clause

LEASE AGREEMENT

THIS AGREEMENT, made by and between the CITY OF GUTHRIE, OKLAHOMA, a municipal corporation, Lessor, hereinafter the "CITY," and the TALOA MUSIC & ARTS FESTIVAL, Lessee, hereinafter the "FESTIVAL."

WHEREAS, the CITY is interested in expanding tourism and economic development and wishes to develop and make available certain properties owned by the CITY, hereinafter the "PREMISES," that are suitable for use by the FESTIVAL; and

WHEREAS, the FESTIVAL desires to host the TALOA MUSIC & ARTS FESTIVAL, hereinafter the "EVENT," within the CITY, due to the historical appeal of the area, the spirit of cooperation and assistance expressed, and the quality of existing facilities available; and

WHEREAS, the parties wish to agree in advance on the terms and conditions of a Lease.

NOW, THEREFORE, for and in consideration of the mutual promises, covenant and conditions set forth herein, the CITY and the FESTIVAL agree that:

I. TERM AND RENEWAL

The term of the lease shall be the last weekend in September unless otherwise agreed upon by both parties. If the CITY ever fails or refuses to appropriate funds sufficient to satisfy its obligations under the LEASE, or if the FESTIVAL elects to hold the EVENT outside the CITY, then this LEASE shall terminate without the requirement of notice to either party and there shall be no further obligation for either party to abide by the covenants, terms, requirements or conditions herein stated. If the FESTIVAL ever fails or refuses to satisfy its obligations under the LEASE, the lease shall terminate effective immediately.

II. PREMISES

The CITY, in consideration of the obligation of FESTIVAL to pay the sums as provided in the LEASE, and in consideration of the other terms, provisions and covenants hereby leases to the FESTIVAL the PREMISES described in Exhibit "A" attached hereto and incorporated herein by reference. The FESTIVAL agrees that at the end of each EVENT, it shall deliver the PREMISES to the CITY in the same condition as it was at the inception of the LEASE, normal wear and tear excepted.

The CITY acknowledges that the FESTIVAL intends to utilize the PREMISES described in Exhibit "B" for the operation of a campground with both electrical hook-ups for recreational vehicles and unimproved or tent camping sites. In addition to camping use, the campground portion of said PREMISES, hereinafter the "CAMPGROUND," will contain portable restroom and shower facilities, concessions and support facilities provided by the FESTIVAL.

III. RENT AND RECOVERABLE COSTS

As rental for the use of the PREMISES, in addition to the other things required of the FESTIVAL, the FESTIVAL shall remit the rental provided herein, or so much of it that may be due after adjustments allowed in Part VI, and all other charges due under this LEASE, to the CITY no later than thirty (30) days after the close of the EVENT.

If the Event is canceled for any reason not the fault of the FESTIVAL and which is not covered by event insurance, neither the CITY nor the FESTIVAL shall be responsible to the other party for costs spent in preparation or fulfillment of the EVENT. If the EVENT is canceled for any other reason, the CITY shall be entitled to recover from FESTIVAL those reasonable costs incurred in connection with the services provided exclusively for the benefit of the FESTIVAL.

FESTIVAL agrees to make a donation in the amount of \$10,000 to the Guthrie Educational Foundation.

IV. IMPROVEMENTS TO PREMISES

The CITY agrees that the FESTIVAL may install improvements upon the PREMISES. The FESTIVAL agrees that prior to commencing any construction or installation of any improvements, it shall furnish the CITY with a site plan showing the type and location of facilities. The location of all improvements shall be subject to approval by the CITY, provided that said approval shall not be unreasonably withheld. The approved site plan shall be incorporated into this LEASE and identified as Exhibit "A" hereto.

Any improvements installed upon the PREMISES by the FESTIVAL, its employees, agents or contractors, shall remain the property of the FESTIVAL, subject to the provisions herein. Upon the termination of this LEASE, regardless of cause, the FESTIVAL shall, at its sole cost and expense, remove such improvements within a reasonable time. In the alternative, the parties may agree in writing that some or all of the improvements may remain on the PREMISES for use during future events. Should it become necessary for the CITY to direct the removal of some or all of the improvements, and should the FESTIVAL fail or refuse to remove the same within the time limits directed by the CITY, then such improvements shall become the property of the CITY. The FESTIVAL agrees to immediately reimburse the CITY for the cost or expense incurred in removing or having removed such improvements.

Except as provided in Part V of this LEASE, the CITY shall install, have installed, provide or maintain, at its expense, the following improvements or services to the PREMISES described in Exhibit "A":

- a) Adequate water distribution and hydrants in the CAMPGROUND.

- b) In cooperation with Oklahoma Gas and Electric Company, an adequate electrical supply and the use of group RV electrical distribution centers which the CITY intends to install in the CAMPGROUND.
- c) A location where lessee can place portable waste units near CAMPGROUND.

V. CHARGES FOR SERVICE

All monies collected by the FESTIVAL arising out of the EVENT conducted on the leased PREMISES, including but not limited to camping fees, concession fees or other charges or sources of income not otherwise specified in said LEASE, shall belong to the FESTIVAL. It is expressly agreed that the rent paid to the CITY as provided in Part III of said LEASE shall be in lieu of all charges and fees for water consumption for the CAMPGROUND and includes payment for use of the land and improvements. The FESTIVAL shall remit payment for all charges and fees for electrical consumption for the CAMPGROUND directly to CITY. FESTIVAL is responsible for all electricity costs up to \$15,000. Charges for solid waste services within the CAMPGROUND shall be the responsibility of the FESTIVAL.

The CITY reserves the right to charge the end users for all other services, including but not limited to sanitary sewer service, consumed on the PREMISES or at any such location where the CITY deems it appropriate to provide the service, and to collect and retain all charges and fees.

VI. RISK AND EFFECT OF FLOODING TO CAMPGROUND

The CITY hereby advises the FESTIVAL, and the FESTIVAL acknowledges, that the PREMISES described in Exhibit "B" including the CAMPGROUND, are located within the flood plain of Cottonwood Creek and are subject to periodic flooding. In the event of flooding prior to the LEASE term or any renewal thereof which inundates, damages or alters the CAMPGROUND such that it is not useable for its intended purpose, then in that case both the CITY and the FESTIVAL shall be relieved of their respective obligations to perform under this LEASE as to said CAMPGROUND. All other provisions of this LEASE shall continue in full force and effect. In the event of flooding during the LEASE term, the CITY may, in its sole discretion and judgment, order the FESTIVAL to vacate part or all of the CAMPGROUND, and upon receipt of said order, the FESTIVAL shall cooperate with the appropriate authorities to have all persons and personal property removed from the CAMPGROUND. In that case, the CITY promises and affirms to the FESTIVAL to use its best efforts to provide alternative locations for use as temporary camping facilities for the EVENT, if the FESTIVAL does not cancel the EVENT. Alternative locations may include, but shall not be limited to, municipal parks and other CITY owned properties which the CITY deems appropriate for use.

VII. INDEMNIFICATION AND INSURANCE

The FESTIVAL agrees to indemnify the CITY, its agents and employees from any injury to persons or damage to property of whatsoever nature and howsoever caused arising out of the

condition of the CAMPGROUND, or the FESTIVAL's use and occupancy of the PREMISES, including but not limited to the construction, operation or removal of any of the improvements or facilities installed by the FESTIVAL. The FESTIVAL agrees to save and hold the CITY harmless from any liability, judgments, causes of action, loss, expense or claims, including attorneys' fees, arising out of any such injury or damage.

The FESTIVAL shall, at its sole expense, keep in effect during the term of this LEASE the following insurance, in occurrence form, with an insurance company or companies authorized to do business in the State of Oklahoma:

- a) One Hundred Thousand Dollars (\$100,000.00) for any claim for bodily injury arising out of a single act, accident or occurrence; and
- b) One Million Dollars (\$1,000,000.00) for any number of claims for bodily injuries arising out of a single occurrence or accident; and
- c) Twenty-five Thousand Dollars (\$25,000.00) for any claim or to any claimant who has more than one claim for loss of property arising out of a single act, accident or occurrence.

The FESTIVAL shall furnish to the CITY a certificate of insurance showing compliance with the terms of this Part no less than sixty (60) days before the start of this LEASE.

The FESTIVAL shall furnish to the CITY a certificate of insurance coverage showing compliance with the terms of this Part, and providing for not less than ten (10) days notice to the CITY of cancellation or modification of the terms of coverage.

Each year, prior to occupancy of the leasehold, an inspection shall be done by a mutually agreed inspector selected by the CITY and the FESTIVAL. In the event of the discovery of a defect or hazard, if any, the CITY shall have ten (10) days within which to fix the defect or hazard, save those of a trivial, open and obvious nature.

The FESTIVAL may, but is not required, to obtain event insurance to protect the FESTIVAL from cancellation of the EVENT due to natural disaster or unforeseeable circumstances. Said insurance shall be paid for by the FESTIVAL.

VII. OTHER ASSURANCES AND CONDITIONS

The FESTIVAL agrees to cause itself and its employees, contractors, subcontractors, agents and volunteers to comply at all times during the term of this LEASE or any renewal thereof with all applicable federal, state and local laws, including environmental laws and regulations, and to avoid using the PREMISES in any manner that would constitute waste or nuisance. The FESTIVAL shall not permit open fires within the CAMPGROUND unless a Burn Permit has

been secured from the Guthrie Fire Department.

The CITY retains the right to enter the PREMISES at any time to assess compliance with the terms of this LEASE.

CITY personnel and vehicles shall at all times have unrestricted ingress and egress to the PREMISES for the purposes of protecting or preventing damage to its real or personal property or infrastructure, or for providing services to the EVENT or its patrons.

In the event the FESTIVAL fails to comply with the ordinances of the City of Guthrie or the provisions of this LEASE, or fails or neglects to maintain the PREMISES as required, the CITY may terminate this LEASE upon giving written notice of noncompliance to the FESTIVAL and a reasonable time which to remedy the noncompliance.

The FESTIVAL agrees to provide the volunteers, employees or workers sufficient to conduct the EVENT on the PREMISES. The CITY agrees to provide the employees or workers sufficient time to fulfill its obligations under this LEASE. Festival Promoter agrees to rebate all city personnel costs associated with and including promotion of Festival.

The FESTIVAL may enter into agreements with other parties for the installation of improvements and facilities, for the operation of concessions, for providing sanitary and restroom facilities and for other services deemed necessary or desirable by the FESTIVAL. Neither the permission granted herein to enter such agreements or arrangements, nor the instruments themselves, shall operate to release the FESTIVAL from any of its obligations under said LEASE.

The FESTIVAL shall not discriminate against persons or vendors on the basis of race, color, religion, sex, national origin, age or disability in admission to, or participation in, the activities of the EVENT.

This LEASE shall not be assigned by the FESTIVAL without the prior written consent of the CITY.

The CITY will provide or perform the following, but not limited to:

- a) City property located Downtown, specifically:
 - I. Wentz Street between Harrison Avenue and Oklahoma Avenue (vehicle access on Harrison Ave. and Oklahoma Ave.)
 - II. Second Street between Vilas Avenue and the Post Office Entrance on South Second Street (Post Office access for customers and staff will not be blocked)
 - III. Harrison Avenue between First Street and Third Street
 - IV. First Street between Harrison Avenue and Oklahoma Avenue and north of Oklahoma Avenue to Noble Avenue (vehicle access on Oklahoma)
 - V. Cleveland Avenue from First Street and Second Street

- b) Approve any street closures and/or public property access infringements
- c) Approve and/or review press releases, promotional, marketing, etc.
- d) City reserves right to call the event due to any severe weather

The FESTIVAL will provide or perform the following, but not limited to:

- a) Provide free booth space rental at festival site for Guthrie brick & mortar stores
- b) 500 tickets available for sale in local businesses
- c) Sales tax to be reported on all ticket sales with location of sale designated as Guthrie, Oklahoma
- d) Sales tax to be reported on all applicable merchandise, services, food, and taxable goods
- e) Reimburse City staff labor during work hours and overtime and provide adequate notice of needs
- f) Provide adequate fencing for event entry
- g) Any equipment that Municipal Services uses during prep will be reimbursed at FEMA rate by production team
- h) Fund mowing, tree trimming, land improvements, and all site preparation
- i) Fund all medical or law enforcement personnel, minimum needs will be set by the City
- j) Identify and coordinate adequate parking site

IX. NOTICE

Whenever notice is to be given under the terms of this LEASE, or payments are to be made, said notice or payment shall be deposited first-class, postage paid, with the United States Postal Service, and addressed to the following:

For the CITY: City Clerk
 City of Guthrie
 101 N. Second Street
 P.O. Box 908
 Guthrie, OK 73044-0908

For the FESTIVAL: Dream Portal Productions, LLC.
 P.O. Box 5174
 Edmond, OK 73083

IN WITNESS WHEREOF, the parties have caused the execution of this LEASE in the name and on behalf of their respective entities this ____ day of _____, 201__.

CITY OF GUTHRIE, OKLAHOMA

Mayor

ATTEST: (Seal)

City Clerk

APPROVED AS TO FORM:

City Attorney

For FESTIVAL:

President

ATTEST: (Seal)

Secretary

Exhibits A & B Att

Exhibit A

Wentz Street between Harrison Avenue and Oklahoma Avenue (vehicle access on Harrison Ave. and Oklahoma Ave.)

Second Street between Vilas Avenue and the Post Office Entrance on South Second Street (The Post Office access for customers and staff will not be blocked)

Harrison Avenue between First Street and Third Street

First Street between Harrison Avenue and Oklahoma Avenue, and north of Oklahoma Avenue to Noble Avenue (vehicle access on Oklahoma)

Cleveland Avenue from Division Street to Second Street



Exhibit B

Area known as “Mineral Wells Park” to be used for camping purposes



Council Members:

The Guthrie Convention and Visitor Bureau (CVB) Board voted unanimously to support the efforts of the Taloa Music Festival and looks forward to its cultural and economic contribution to the City of Guthrie. The CVB purpose is to “promote general interest in and for the City of Guthrie; to improve conditions of all types of businesses in and around Guthrie; by increasing visitors and tourism in Guthrie....” set forth by Ordinance 3263. This festival, we feel, has the opportunity to achieve results that are in accordance with the purpose of the CVB such as, but not limited to increasing visitors, promoting tourism, generating customers for merchants, and providing marketing for our community. We ask that you honor the current contract with the Oklahoma International Bluegrass Festival, and allow the opportunity for more music festivals to be held in Guthrie as long as they agree to meet the standards that ensure a quality production.

The festival anticipates to bring in no more than 5,000 patrons to the downtown area from September 25th-28th for a music and art festival that will welcome approximately 60 artists from multiple states.

There will be three stages located in the historic district:

- N. First and E. Cleveland (near American Legion)
- S. Wentz and E. Oklahoma (near Double Stop Fiddle Shop)
- West Harrison and S. Second (near Publishing Museum)

The applicant has requested that the following streets be blocked from vehicular traffic on 6:00 pm on Thursday, September 24 until 7:00 am Monday, September 28.

- Wentz between Harrison and Oklahoma (vehicle access on Harrison and Oklahoma)
- Second between Vilas and the Post Office Entrance on S. Second (The Post Office access for customers and staff will not be blocked)
- Harrison between First and Third Street
- First Street between Harrison and Oklahoma and north of Oklahoma to Noble (vehicle access on Oklahoma)
- Cleveland from Division to Second Street

Our recommendation is that there will be adequate medical and security staff contracted by the promoter. Additionally, the promoter will make a donation of \$10,000 to the Guthrie Education Foundation within 30 days of completing the festival.

We recognize the importance of the Oklahoma International Bluegrass Festival, which historically takes place on the first weekend in October in conjunction with Guthrie Art and Wine Escape, and its promotion of Guthrie over the past nineteen years. We feel that, though the two music events will be a week apart, both can be successful and productive, supporting the purpose of the CVB.

Sincerely,



Debbie Prather
Chairman, Convention and Visitors' Bureau Board

TALOA INFORMATION & FAQ

1. We will contract in a \$10,000 guarantee to the City of Guthrie for our first year (prefer total sum of donation to be allotted to Guthrie Educational Foundation). We intend to make a huge impact over the next several years on the local Guthrie economy and education system.
2. **Q:** Capacity of patrons for event?
A: 5,000 patrons max capacity.
3. **Q:** Time Frame?
A: Thursday 6:00pm Sept. 24th (see specific stage locations) – Monday, 7:00am, Sept. 28th
4. **Q:** Is it going to block off the post office?
A: No, see attached site map for street closures.
5. **Q:** Stage locations?
A: See stage locations on site map.
6. GUTHRIE LOCAL BUSINESS & MERCHANT MARKETING PLAN
 - a) If anybody is interest in carrying licensed TALOA merchandise please contact us at hello@taloafestival.com.
 - b) If your place of business will be open for business during the festival and is interested in selling products and/or services, we encourage you to do so and please contact us so we can help promote your business! We will include you in our marketing materials, including the information packet about the event and the City of Guthrie. We hope you can maximize any commerce opportunities from our event and we want to help you achieve your goals by giving you more information about what to expect regarding forecasted marketing expectations regarding how many goods to stock in your inventory for the weekend, helping development of a strategy to sell targeted products for the event to ensure your sales are maximized by product and customer strategies. We encourage merchant displays outside of storefronts and at preplanned satellite locations so that we may fill the need for consumer goods and services by local vendors and merchants alone. The goal is build a long term bond with patrons, artists and other guests with the City of Guthrie and community members for this event to maximize the experience for all parties. We all know the best business is good for all parties. And our patrons will have needs and wants regarding consumer needs. We are here to help you plan for this event.
 - c) Satellite merchant booths are encouraged and an opportunity to share Guthrie culture first-hand with the visitors. We believe Guthrie culture is much more than the history and one-of-a-kind architecture; we believe Guthrie culture is in the spirit of the people. Because of this, it is imperative to leave some Guthrie, OK with every visitor by interaction and commerce. The General Manager at Trotter Overhead Door always tells me to “leave a little Oklahoma with the people I visit.” This is because we are a friendly high-character culture that prides

TALOA INFORMATION & FAQ

ourselves in community and family first. Let's show these visitors the essence of Oklahoma culture here in the ORIGINAL Capital City of Oklahoma.

- d) Satellite merchants need to register by emailing hello@taloafestival.com with details of merchant plans. From there, we will ensure that your satellite location is available to all patrons by being listed in the directory as well as a map location on the site map in the info guide during and before the event.
 - e) Merchant booths outside of storefronts need to register by emailing hello@taloafestival.com ; however, like satellite merchants, sidewalk merchants are highly encouraged to have in-person meetings with TALOA marketing staff members regarding strategy for merchant sales and marketing efforts.
 - f) Property owners and landlords as well as other interested and authorized parties are encouraged to contact hello@taloafestival.com if interested in hosting VIP parties, venues for acoustic and local artists. Again, we want to utilize the beautiful structures in Downtown Guthrie as well as showcase Guthrie, OK culture and people.
 - g) Gift Packages for artists performing at the event will be given on behalf of the City of Guthrie, thanking them for performing. This gift package will consist of local Guthrie merchants
7. Local residents and community members interested in volunteering or getting involved please contact us at sam@taloafestival.com.
8. Local businesses and organizations interested in being a sponsor or partner please contact us at lauren@taloafestival.com.
9. **Q:** Where will people park for the event?
A: See attached site map for parking plans. (Downtown and rail yard?)
10. **Q:** What lodging options will be offered for artists, patrons and staff?
A: Lodging will be 100% local. Please email any lodging options available to collin@taloafestival.com as we intend to use Guthrie lodging options only.
11. **Q:** Who will be in charge of production?
A: OKC Backup, a local family company in business for 27 years, will be providing all stage, sound and other production needs. They have worked with Leon Russell over 100 times and they are Oklahomans for three generations. A father and two sons operate that business.
12. **Q:** Who will provide medical services?
A: JamCare Medical, a medical company specializing in festival and event medical needs, will have full-time event staff, EMT, on site doctors for the entire term of the event. (See contract)

13. **Q:** Who will provide security?

A: OKC Backup is contracting out local security options. We will have off-duty and on-duty police officers monitoring the entire event at all times.

14. **Q:** What is the projected community and economic impact for Guthrie?

A: We plan to set a new precedent for economic and community develop that will take place for the City of Guthrie in the City of Guthrie. Not including the \$10,000 donation, we are planning for the largest economic development plan in Guthrie history. The five year plan will be a product of our first year success. The theme of the development plan is to showcase Guthrie culture, community and the unique people that make Guthrie what it is. By intermingling the visitors with the local community, we are confident that we can make Guthrie a hallmark festival and arts destination because of the momentum Guthrie has already started and the exciting future ahead of us.



Agenda Item Cover Letter

Meeting <input checked="" type="checkbox"/> City Council <input type="checkbox"/> GPWA <input type="checkbox"/> Other: _____	Date of Meeting June 2, 2015	Contact Kim Biggs, City Clerk/Treasurer
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Agenda Item

Discussion and possible action on Council Member Ed Wood’s appointment 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.

New and/or reappointed committee members who were selected by the incoming councilmembers on May 19, 2015:

- Lauri White – Bothroyd (new)
- Andrea Welsh – Padgett (reappointed)
- Jim Case – J. Wood (new)
- Tina Heyvaert – Gentling (reappointed)
- Bob Davis – Thomas (current)*
- Jean Lacina – Taylor (current)*

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 one member 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

X City Council
GPWA
Other:

Date of Meeting

June 2, 2015

Contact

Cody Mosley,
Community & Economic
Development Director

Agenda Item

Discussion and possible action on Mayor's nomination(s) to the Board of Adjustment.

Summary

There is one vacant position on the Board of Adjustment. We have received one application at this time for volunteers to serve on this board. The Board of Adjustment is established through Ordinance No. 2422

The expiration date for this appointment will be March 31, 2017 completing the term of the current vacated position.

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

Supporting documents attached

- Application of Kathryn Porter
Board of Zoning Adjustment and Methods of Appeal Article VII, Section 1

Recommendation

Confirm Mayor's nomination(s) to the Board of Adjustment.

Action Needed Public Hearing X Motion Emergency Clause

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

Name:: Kathryn Porter

Daytime Phone Number:: 405-282-████

Evening Phone/Cell Phone:: 405-476-████

Address:: █████ Hamill lane, Guthrie

Occupation:: Retired Certified Dietary Mgr. Golden Age

Education Level::

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

Which board or commission interests you?: Board of Adjustments

Why are you interested in serving on this board or commission?: To be part of Guthrie's future development.

What civic activities have you been involved in during the past 3 years?: I am on the Highland Park Neighborhood Association Board

What skills and/or experience will you contribute?: Common sense, and a degree in Journalism

Reference 1:: Joe Chappell
405-826-████

Reference 2:: Rev. John Punni
West Guthrie Methodist Church
405-623-████

Reference 3:: Mark Doolittle
405-823-████

Reference 4:: Debbie Longnecker
282-████

Reference 5::

Please enter your name and current date to indicate you agree with the above statement:: Kathy Porter May 4, 2015

Additional Information:

Form submitted on: 5/4/2015 10:38:36 AM

Submitted from IP Address: 68.12.211.158

Referrer Page:

<http://cityofguthrie.com/Jobs.aspx?UniqueId=77&From=All&CommunityJobs=False&JobID=Board-of-Adjustment-Volunteer-17>

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

ARTICLE VII

BOARD OF ADJUSTMENT

SECTION I

BOARD OF ZONING ADJUSTMENT AND METHODS OF APPEAL

There is hereby created within the City of Guthrie a Board of Adjustment with the powers and duties as hereinafter set forth.

SECTION 2

MEMBERSHIP

2.1 The Board of Adjustment shall be composed of five (5) members, citizens of the City of Guthrie, each appointed by the Mayor and confirmed by the Council of the City of Guthrie for a term of three (3) years; provided, however, that for the first appointment under the provisions of this Ordinance one (1) member shall be appointed for a term of one (1) year; two (2) members shall be appointed for a term of two (2) years; and two (2) members shall be appointed for a term of three (3) years. All appointments thereafter shall be for a term of three (3) years.

2.2 The Board of Adjustment shall elect a chairman from its membership to serve for a term of two (2) years.

SECTION 3

PROCEDURE

The Board of Adjustment shall adopt rules in accordance with the provisions of this Ordinance. Meeting of the Board of Adjustment shall be held at the call of the chairman and at such other times as the Board of Adjustment shall determine. The chairman, or in his absence, the acting chairman, may administer oaths and compel the attendance of witnesses. All meetings of the Board shall be open to the public. The Board of Adjustment shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the office of the City Clerk and shall be a public record. The concurring vote of four (4) members of the Board of Adjustment shall be necessary to reverse

any order, requirement, decision or determination of any administrative official, or to decide in favor of the applicant on any matter upon which it is required to pass under any such ordinance, or to effect any variation in such ordinance.

SECTION 4

APPEALS

Appeals to the Board of Adjustment may be taken by any person aggrieved or by any officer, department, board or bureau of the City of Guthrie affected by any decisions of the Building Inspector. Such appeal shall be taken within thirty (30) days from the date of the decision by filing with the officer from whom the appeal is taken and with the City Clerk a notice of appeal specifying the grounds thereof, and by paying a filing fee of sixty dollars (\$60.00) at the office of the Clerk at the time the notice is filed. The officer from whom the appeal is taken shall forthwith transmit to the Board of Adjustment the papers constituting the record upon which the action appealed from was taken. An appeal stays all proceedings in furtherance of the action appealed from, unless the officer from whom the appeal is taken certifies to the Board of Adjustment, after the notice of appeal shall have been filed with him that be reason of facts stated in the certificate a stay, in his opinion, would cause imminent peril to life or property. In such cases, proceedings shall not be stayed otherwise than be a restraining order which may be granted by the Board of Adjustment or by a court of record on application and notice to the officer from whom the appeal is taken and on the cause shown.

SECTION 5

POWERS

The Board of Adjustment shall have the following powers as provided by law:

- A. To hear and decide appeals if it is alleged there is an error in any order, requirement, decision, or determination made by an administrative official in the interpretation or enforcement of this Ordinance.
- B. Powers Relative to Variances: Where, by reason of exceptional narrowness, shallowness, or shape of a specific piece of property at the time of the original adoption of the regulations, or by reason of exceptional topographic conditions or other extraordinary or exceptional situation or condition or a specific parcel of property, which condition is not generally prevalent in the area, the strict application of this Ordinance would result in peculiar and exceptional practical difficulties to or exceptional and undue hardship upon the owner of such property, the Board is hereby empowered to authorize upon an appeal relating to such property, a variance from such strict application so as to relieve such difficulties or hardship, but may establish such requirements relative to such property as would carry out the purpose and intent of this Ordinance.

On the following listed minor variances the application need only contain the names of the adjacent property owners, along with any other material pertinent to the request which the Board of Adjustment may require.

- (1) Yard coverage and front, side and rear yard setbacks
(Amended Ordinance 2907, 01/17/90)

C. Powers Relative to Exceptions: Upon appeal, the Board is hereby empowered to permit the following exceptions.

- (1) To permit the extension of a district where the boundary line of a district divides a lot in single ownership as shown of record.
- (2) To interpret the provisions of the Ordinance where the street layout actually on the ground varies from the street layout as shown on the map fixing the several districts, which map is attached to and made a part of this Ordinance.
- (3) To grant exceptions to the off-street parking requirements set forth in ARTICLE 5, Section 10, when it is determined that the size and shape of the lot to be built on is such that off-street parking provisions could not be complied with, and that the proposed use will not create undue traffic congestion in the adjacent streets.
- (4) To review the uses listed in ARTICLE 4 of the specific District Regulations as, "Uses Permitted on Review." These are so classified because they more intensely dominate the area in which they are located than do other uses permitted in the district; however, the nature of such uses may make it desirable that they be permitted to locate therein. The following procedure is established to relate properly the uses permitted on review with the other land uses located in the district. These uses shall be reviewed and authorized or rejected under the following procedure:
 - (a) An application shall be filed with the Board of Adjustment for review. Said application shall show the location and intended use of the site, the names of all the property owners and existing land uses within three hundred (300) feet, and any other material pertinent to the request which the Board of Adjustment may require.
 - (b) On the following minor exceptions the application need only contain the names of the adjacent property owners, along with any other material pertinent to the request which the Board of Adjustment may require.
 - (1) Location of home beauty parlor
 - (2) Family day care home (five (5) or less children)
 - (3) Location of a mobile home on five (5) acres or more
 - (c) The Board of Adjustment shall hold one or more Public hearings thereon.

- (d) The Board of Adjustment within forty-five (45) days of the date of application, shall study the effect of such proposed building or use upon the character of the neighborhood, traffic conditions, public utilities and other matters pertaining to the general welfare, and authorize or deny the issuance of a Permit for the use of land or buildings as requested.
- (e) Variances for mobile homes granted under authority of this subsection "C" shall be implemented within six (6) months from the effective date of approval and building construction shall be started within one (1) year of the effective date of approval. Variances not implemented within referenced time limits shall be null and void. (Ordinance 2841).

D. No new application for a variance or exception for review by the Board of Adjustment in the form of the previous application which was denied shall be made within twelve (12) months subsequent to the effective date of such denial, unless it can be shown that the conditions under which such denial were made have substantially changed as determined by the Community Development Director, or that the applicant has adopted the recommendations of the Board of Adjustment. (Ord. 3070, 8/15/2000)

In exercising the above mentioned powers the Board of Adjustment in conformity with the provisions of this Ordinance, may reverse or affirm, in whole or in part, or modify the order, requirement, decision, or determination from which appealed and may make such order, requirement, decision or determination as ought to be made. In considering all appeals from rulings made under this Ordinance, the Board of Adjustment, in making its findings on any specific case, shall determine the effect of the proposed change upon the supply of light and air to adjacent property, upon the congestion in the public streets, upon the public safety from fire and other hazards, upon the established property values within the surrounding area, and upon other factors relating to the public health, safety, comfort, morals and general welfare of the people of the City of Guthrie. Every ruling made upon any appeal to the Board shall be accompanied by a written finding of fact based upon the testimony received at the hearing afforded by the Board of Adjustment, and shall specify the reason for granting or denying the appeal. The concurring vote of at least three members of the Board of Adjustment shall be necessary to reverse and order, requirement, decision, or determination of any such administrative officer to decide in favor of the applicant, or to decide any matter upon which it is required to pass pursuant to this Ordinance or to effect any variation in this ordinance.

SECTION 6

APPEAL TO DISTRICT COURT

An appeal from any action, decision, ruling, judgment or order of the Board of Adjustment may be taken by any person or persons, jointly or severally, or any taxpayer, or any officer, department, board or bureau of the City of Guthrie to the District Court by filing notice of appeal

with the City Clerk and with the Board of Adjustment within ten (10) days from the filing of the decisions of the Board of Adjustment which notice shall specify the ground of such appeal. Upon filing of the notice of appeal as herein provided, the said Board of Adjustment shall forthwith transmit to the Court Clerk of the County the original or certified copy of all the papers constituting the record in the case, together with the order, decision or ruling of the Board of Adjustment.

An appeal to the District Court from the Board of Adjustment stays all proceedings in furtherance of the action appealed from unless the Chairman of the Board of Adjustment, from which the appeal is taken, certifies to the Court Clerk, after the notice of appeal shall have been filed, that by reason of facts stated in the certificate a stay, in his opinion, would cause imminent peril to life or property. In such case proceedings shall not be stayed otherwise than by a restraining order which may be granted by the District Court upon application or notice to the administrative officer in charge of the enforcement of the terms and provisions of the Ordinance, and upon notice to the Chairman of the Board of Adjustment from which the appeal is taken, and upon due cause being shown, the court may reverse or affirm, wholly or partly, or modify the decision brought up for review.

A/P Claims List

from 5/14/2015 to 5/14/2015

Invoice #	Vendor	Description	Account	Cost
2035338	MICHAEL JOHNS 22895	MEAL REIMBURSEMENT BRAUMS	01-07-70-6343	\$16.07
04-1507870	OKLA DEPARTMENT OF PUBLIC	OLETS MAINTENANCE	01-07-79-6304	\$350.00
13332	B & B LUMBER	LUMBER TO REPAIR BRIDGE	01-12-00-6113	\$150.00
		Total GENERAL FUND		\$516.07
2026552	MYERS ENGINEERING	REST. OF COTTONWOOD CREEK	20-21-00-6373	\$3,500.00
20265340	D.E.Q.(436)	DEQ PERMIT TO CONSTRUCT	20-21-00-6518	\$480.00
2305339	D.E.Q.(436)	DEQ PERMIT TO CONSTRUCT	20-21-00-6518	\$1,788.00
		Total GPWA OPERATING FUND		\$5,768.00
MAY2015	OKLA WATER RESOURCES	AMR and Langston Waterline System	54-55-23-6714	\$24,546.84
2026539	MYERS ENGINEERING	COYLE WATER LINE EXTENSION - TO #68	54-55-27-6373	\$8,147.27
APP3	Cherokee Pride Construction	6" WATERLINE EXTENSION TO COYLE	54-55-27-6587	\$18,035.75
APP4	Cherokee Pride Construction	6" WATERLINE EXTENSION TO COYLE	54-55-27-6587	\$34,140.00
APP4	NORTHERN EQUIPMENT CO.,	CHLORAMINE BOOSTER STATION TO	54-55-27-6587	\$5,604.00
APP5	NORTHERN EQUIPMENT CO.,	CHLORAMINE BOOSTER STATION TO	54-55-27-6587	\$9,246.45
1556002	SUNTRUST EQUIPMENT	STREETS DUMP TRUCK QUARERTLY	54-56-12-6708	\$7,116.70
		Total CAPITAL PROJECTS		\$106,837.01
APRIL/MAY2015	OKLA WATER RESOURCES/	CMOM Project Semi-Annual Payment	55-55-00-6714	\$29,071.12
		Total CMOM Fee		\$29,071.12
06-061465-003	UTILITY DEPOSIT REFUND		71-00-00-5555	\$110.80
07-072841-014	UTILITY DEPOSIT REFUND		71-00-00-5555	\$3.30
08-080460-003	UTILITY DEPOSIT REFUND		71-00-00-5555	\$45.31
08-080940-004	UTILITY DEPOSIT REFUND		71-00-00-5555	\$31.54
08-081680-005	UTILITY DEPOSIT REFUND		71-00-00-5555	\$4.84
08-083110-008	UTILITY DEPOSIT REFUND		71-00-00-5555	\$11.33
09-091730-008	UTILITY DEPOSIT REFUND		71-00-00-5555	\$103.73
12-121893-008	UTILITY DEPOSIT REFUND		71-00-00-5555	\$38.13
14-142419-003	UTILITY DEPOSIT REFUND		71-00-00-5555	\$31.36
14-144130-012	UTILITY DEPOSIT REFUND		71-00-00-5555	\$1.30
99-994590-002	UTILITY DEPOSIT REFUND		71-00-00-5555	\$39.67
		Total UTILITY DEPOSIT FUND		\$421.31
		Total All Funds		\$142,613.51

A/P Claims List

from 5/18/2015 to 5/18/2015

Invoice #	Vendor	Description	Account	Cost
APRIL2015	BANK OF AMERICA 22774	Central Office Supplies	01-01-00-6100	\$934.83
APRIL2015	BANK OF AMERICA 22774	Janitor/Chemicals Supplies	01-01-00-6103	\$4,492.24
APRIL2015	BANK OF AMERICA 22774	Safety Supplies	01-01-00-6110	\$0.00
APRIL2015	BANK OF AMERICA 22774	Building & Grounds	01-01-00-6112	\$536.24
APRIL2015	BANK OF AMERICA 22774	Miscellaneous Supplies	01-01-00-6114	\$110.84
APRIL2015	BANK OF AMERICA 22774	Telephone	01-01-00-6301	\$528.48
APRIL2015	BANK OF AMERICA 22774	Printing	01-01-00-6308	\$0.00
APRIL2015	BANK OF AMERICA 22774	Computer Operations	01-01-00-6311	\$228.12
APRIL2015	BANK OF AMERICA 22774	Council Travel/Training	01-01-00-6314	\$0.00
APRIL2015	BANK OF AMERICA 22774	Communications	01-01-00-6318	\$0.00
APRIL2015	BANK OF AMERICA 22774	Advertising - Legal Publications	01-01-00-6334	\$0.00
APRIL2015	BANK OF AMERICA 22774	Miscellaneous Services/Charges	01-01-00-6346	\$55.00
APRIL2015	BANK OF AMERICA 22774	Maintenance Agreement	01-01-00-6347	\$839.56
APRIL2015	BANK OF AMERICA 22774	Membership Dues	01-01-00-6350	\$0.00
APRIL2015	BANK OF AMERICA 22774	Professional Services	01-01-00-6373	\$1,609.80
APRIL2015	BANK OF AMERICA 22774	Internet Services	01-01-00-6381	\$598.91
APRIL2015 2	BANK OF AMERICA 22774	DOWNTOWN BEAUTIFCATION	01-01-00-6576	\$32.97
APRIL2015	BANK OF AMERICA 22774	Professional Development (City Manager)	01-02-20-6048	\$241.06
APRIL2015	BANK OF AMERICA 22774	Printing	01-02-20-6308	\$119.09
APRIL2015	BANK OF AMERICA 22774	Dues & Subscriptions	01-02-20-6355	\$0.00
APRIL2015	BANK OF AMERICA 22774	Professional Development (HR)	01-02-24-6048	\$0.00
APRIL2015	BANK OF AMERICA 22774	Supplies & Operating Expense - GTV 20	01-02-24-6126	\$250.99
APRIL2015	BANK OF AMERICA 22774	Advertising - Legal Publications	01-02-24-6334	\$15.00
APRIL2015	BANK OF AMERICA 22774	Dues & Subscriptions	01-02-24-6355	\$0.00
APRIL2015	BANK OF AMERICA 22774	Uniforms - Building Services	01-02-25-6016	\$0.00
APRIL2015	BANK OF AMERICA 22774	Professional Development (Building Services)	01-02-25-6048	\$0.00
APRIL2015	BANK OF AMERICA 22774	Safety Supplies	01-02-25-6110	\$0.00
APRIL2015	BANK OF AMERICA 22774	Fuel & Lube	01-02-25-6118	\$0.00
APRIL2015	BANK OF AMERICA 22774	Vehicle Maintenance	01-02-25-6316	\$0.00
APRIL2015	BANK OF AMERICA 22774	Professional Development (Finance)	01-03-30-6048	\$697.44
APRIL2015	BANK OF AMERICA 22774	Printing	01-03-30-6308	\$127.08
APRIL2015	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-03-30-6317	\$0.00
APRIL2015	BANK OF AMERICA 22774	Maintenance Agreements	01-03-30-6347	\$0.00
APRIL2015	BANK OF AMERICA 22774	Recording/Dues/Subscriptions	01-03-30-6355	\$0.00
APRIL2015	BANK OF AMERICA 22774	Professional Development (Planning)	01-05-50-6048	\$113.63
APRIL2015	BANK OF AMERICA 22774	Office Supplies	01-05-50-6100	\$0.00
APRIL2015	BANK OF AMERICA 22774	Safety Supplies/Apparel	01-05-50-6110	\$0.00
APRIL2015	BANK OF AMERICA 22774	Computer Supplies	01-05-50-6123	\$0.00
APRIL2015	BANK OF AMERICA 22774	Printing	01-05-50-6308	\$108.70
APRIL2015	BANK OF AMERICA 22774	Vehicle Maintenance	01-05-50-6316	\$0.00
APRIL2015	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-05-50-6317	\$0.00
APRIL2015	BANK OF AMERICA 22774	Advertising - Legal Publications	01-05-50-6334	\$0.00
APRIL2015	BANK OF AMERICA 22774	Dues & Subscriptions	01-05-50-6355	\$0.00
APRIL2015	BANK OF AMERICA 22774	Professional Services	01-05-50-6373	\$0.00
APRIL2015	BANK OF AMERICA 22774	Professional Development	01-05-51-6048	\$0.00
APRIL2015	BANK OF AMERICA 22774	Vehicle Maintenance	01-05-51-6316	\$0.00
APRIL2015	BANK OF AMERICA 22774	Advertising - Legal Publications	01-05-51-6334	\$0.00
APRIL2015	BANK OF AMERICA 22774	Dues & Subscriptions	01-05-51-6355	\$0.00
APRIL2015	BANK OF AMERICA 22774	Professional Development	01-06-60-6048	\$432.00
APRIL2015	BANK OF AMERICA 22774	Literacy Programming Supplies	01-06-60-6114	\$261.01

A/P Claims List

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Invoice #	Vendor	Description	Account	Cost
APRIL2015	BANK OF AMERICA 22774	Library Supplies	01-06-60-6117	\$60.60
APRIL2015	BANK OF AMERICA 22774	Library Materials - Print	01-06-60-6130	\$748.16
APRIL2015	BANK OF AMERICA 22774	Library Materials - Electronic	01-06-60-6131	\$68.73
APRIL2015	BANK OF AMERICA 22774	Printing	01-06-60-6308	\$215.77
APRIL2015	BANK OF AMERICA 22774	Dues & Subscriptions - Library	01-06-60-6355	\$0.00
APRIL2015	BANK OF AMERICA 22774	Uniforms - PD	01-07-70-6019	\$0.00
APRIL2015	BANK OF AMERICA 22774	Employee Physicals	01-07-70-6030	\$1,425.00
APRIL2015	BANK OF AMERICA 22774	Chemicals	01-07-70-6104	\$0.00
APRIL2015	BANK OF AMERICA 22774	Jail Supplies	01-07-70-6106	\$89.33
APRIL2015	BANK OF AMERICA 22774	K-9 Dog Food/Supplies	01-07-70-6108	\$87.38
APRIL2015	BANK OF AMERICA 22774	Safety Supplies/Apparel	01-07-70-6110	\$3,609.63
APRIL2015	BANK OF AMERICA 22774	Miscellaneous Supplies	01-07-70-6114	\$382.19
APRIL2015	BANK OF AMERICA 22774	Fuel & Lube	01-07-70-6118	\$0.00
APRIL2015	BANK OF AMERICA 22774	Photo/Video Supply	01-07-70-6120	\$0.00
APRIL2015	BANK OF AMERICA 22774	Crime Prevention Program	01-07-70-6122	\$397.95
APRIL2015	BANK OF AMERICA 22774	Printing	01-07-70-6308	\$442.30
APRIL2015	BANK OF AMERICA 22774	Computer Maintenance/Operations	01-07-70-6311	\$395.00
APRIL2015	BANK OF AMERICA 22774	Vehicle Maintenance	01-07-70-6316	\$2,070.73
APRIL2015	BANK OF AMERICA 22774	Communications	01-07-70-6318	\$579.45
APRIL2015	BANK OF AMERICA 22774	Collections	01-07-70-6340	\$0.00
APRIL2015	BANK OF AMERICA 22774	Special Events	01-07-70-6342	\$297.98
APRIL2015	BANK OF AMERICA 22774	Training Program	01-07-70-6343	\$146.80
APRIL2015 2	BANK OF AMERICA 22774	EMERGENCY NOTIFCATION SUBSCRIPTI	01-07-70-6346	\$7,966.00
APRIL2015	BANK OF AMERICA 22774	Dues & Subscriptions	01-07-70-6355	\$0.00
APRIL2015	BANK OF AMERICA 22774	Uniform Allowance - PD	01-07-71-6019	\$0.00
APRIL2015	BANK OF AMERICA 22774	Ammunition	01-07-71-6105	\$0.00
APRIL2015	BANK OF AMERICA 22774	Chemicals	01-07-72-6104	\$41.50
APRIL2015	BANK OF AMERICA 22774	Safety Supplies/Apparel	01-07-72-6110	\$0.00
APRIL2015	BANK OF AMERICA 22774	Kennel Supplies	01-07-72-6114	\$977.97
APRIL2015	BANK OF AMERICA 22774	Animal Cages	01-07-72-6132	\$0.00
APRIL2015 2	BANK OF AMERICA 22774	MED/VET	01-07-72-6133	\$396.50
APRIL2015	BANK OF AMERICA 22774	Uniform Allowance - CID	01-07-77-6019	\$0.00
APRIL2015	BANK OF AMERICA 22774	Photo/Video Supplies	01-07-77-6120	\$0.00
APRIL2015	BANK OF AMERICA 22774	Drug Enforcement Program	01-07-77-6124	\$0.00
APRIL2015	BANK OF AMERICA 22774	Property/Evidence Supplies	01-07-77-6323	\$0.00
APRIL2015	BANK OF AMERICA 22774	Special Investigation Operations	01-07-77-6336	\$0.00
APRIL2015	BANK OF AMERICA 22774	Uniform Allowance	01-07-78-6019	\$0.00
APRIL2015	BANK OF AMERICA 22774	Miscellaneous Supplies	01-07-78-6114	\$258.67
APRIL2015	BANK OF AMERICA 22774	Professional Development	01-08-80-6048	\$0.00
APRIL2015	BANK OF AMERICA 22774	Marketing Expenses	01-08-80-6123	\$0.00
APRIL2015	BANK OF AMERICA 22774	Printing	01-08-80-6308	\$25.00
APRIL2015	BANK OF AMERICA 22774	Special Events - Economic Development	01-08-80-6342	\$1,591.44
APRIL2015	BANK OF AMERICA 22774	Dues & Subscriptions	01-08-80-6355	\$0.00
APRIL2015	BANK OF AMERICA 22774	ED - Professional Development	01-08-80-6373	\$0.00
APRIL2015	BANK OF AMERICA 22774	Uniforms - Street Dept.	01-12-00-6016	\$0.00
APRIL2015	BANK OF AMERICA 22774	Minor Tools	01-12-00-6102	\$0.00
APRIL2015	BANK OF AMERICA 22774	Chemicals	01-12-00-6104	\$0.00
APRIL2015	BANK OF AMERICA 22774	Safety Supplies	01-12-00-6110	\$0.00
APRIL2015	BANK OF AMERICA 22774	Traffic Supplies	01-12-00-6111	\$0.00
APRIL2015	BANK OF AMERICA 22774	Street/Sidewalks/Bridges	01-12-00-6113	\$8,684.42

A/P Claims List

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Invoice #	Vendor	Description	Account	Cost
APRIL2015	BANK OF AMERICA 22774	Miscellaneous Supplies	01-12-00-6114	\$64.38
APRIL2015	BANK OF AMERICA 22774	Signs & Materials	01-12-00-6115	\$847.01
APRIL2015	BANK OF AMERICA 22774	Fuel & Lube	01-12-00-6118	\$26.34
APRIL2015	BANK OF AMERICA 22774	Vehicle Maintenance	01-12-00-6316	\$2,672.84
APRIL2015	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-12-00-6317	\$1,849.04
APRIL2015	BANK OF AMERICA 22774	Communications	01-12-00-6318	\$40.01
APRIL2015	BANK OF AMERICA 22774	Equipment Rental	01-12-00-6321	\$0.00
APRIL2015	BANK OF AMERICA 22774	License & Certification - Street	01-12-00-6365	\$0.00
APRIL2015	BANK OF AMERICA 22774	Uniforms - Fleet Maintenance	01-14-00-6016	\$220.78
APRIL2015	BANK OF AMERICA 22774	Professional Development (Fleet Maintenan	01-14-00-6048	\$0.00
APRIL2015	BANK OF AMERICA 22774	Minor Tools	01-14-00-6102	\$0.00
APRIL2015	BANK OF AMERICA 22774	Chemicals	01-14-00-6104	\$0.00
APRIL2015	BANK OF AMERICA 22774	Safety Supplies	01-14-00-6110	\$0.00
APRIL2015	BANK OF AMERICA 22774	Shop Supplies	01-14-00-6114	\$0.00
APRIL2015	BANK OF AMERICA 22774	Vehicle Maintenance	01-14-00-6316	\$0.00
APRIL2015	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-14-00-6317	\$0.02
APRIL2015	BANK OF AMERICA 22774	Computer Maintenance	01-14-00-6324	\$0.00
APRIL2015	BANK OF AMERICA 22774	Reference Books	01-14-00-6379	\$26.39
APRIL2015	BANK OF AMERICA 22774	Vehicle Maintenance	01-14-41-6116	\$212.17
APRIL2015	BANK OF AMERICA 22774	Fuel & Lube	01-14-41-6118	\$450.00
APRIL2015	BANK OF AMERICA 22774	Uniforms - Parks	01-15-11-6016	\$0.00
APRIL2015	BANK OF AMERICA 22774	Professional Development	01-15-11-6048	\$0.00
APRIL2015	BANK OF AMERICA 22774	Minor Tools	01-15-11-6102	\$0.00
APRIL2015	BANK OF AMERICA 22774	Chemicals	01-15-11-6104	\$0.00
APRIL2015	BANK OF AMERICA 22774	Safety Supplies	01-15-11-6110	\$323.13
APRIL2015	BANK OF AMERICA 22774	Buildings & Grounds	01-15-11-6112	\$1,686.87
APRIL2015	BANK OF AMERICA 22774	Fuel & Lube	01-15-11-6118	\$0.00
APRIL2015	BANK OF AMERICA 22774	Rec Supplies	01-15-11-6125	\$163.53
APRIL2015	BANK OF AMERICA 22774	Vehicle Maintenance	01-15-11-6316	\$330.48
APRIL2015	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-15-11-6317	\$2,570.49
		Total GENERAL FUND		\$54,774.97
APRIL2015	BANK OF AMERICA 22774	Uniforms - FD/Suppression	09-09-90-6016	\$645.90
APRIL2015	BANK OF AMERICA 22774	Professional Development (FD)	09-09-90-6048	\$1,640.90
APRIL2015	BANK OF AMERICA 22774	Minor Tools	09-09-90-6102	\$58.42
APRIL2015	BANK OF AMERICA 22774	Chemicals	09-09-90-6104	\$0.00
APRIL2015	BANK OF AMERICA 22774	Food/Humans	09-09-90-6107	\$142.61
APRIL2015	BANK OF AMERICA 22774	FD Safety Supplies	09-09-90-6110	\$60.28
APRIL2015	BANK OF AMERICA 22774	Building & Grounds	09-09-90-6112	\$445.89
APRIL2015	BANK OF AMERICA 22774	Vehicle Maintenance	09-09-90-6316	\$124.51
APRIL2015	BANK OF AMERICA 22774	Machine/Equipment Maintenance	09-09-90-6317	\$100.53
APRIL2015	BANK OF AMERICA 22774	Communications	09-09-90-6318	\$1,513.00
APRIL2015	BANK OF AMERICA 22774	Dues & Subscriptions	09-09-90-6355	\$0.00
APRIL2015	BANK OF AMERICA 22774	Certification Equipment	09-09-90-6362	\$675.00
APRIL2015	BANK OF AMERICA 22774	Uniforms - FD/EMS	09-09-92-6016	\$0.00
APRIL2015	BANK OF AMERICA 22774	Professional Development (EMS)	09-09-92-6048	\$37.78
APRIL2015	BANK OF AMERICA 22774	Chemicals/Ambulance Supplies	09-09-92-6104	\$10,518.90
APRIL2015	BANK OF AMERICA 22774	Safety Supplies/Apparel	09-09-92-6110	\$0.00
APRIL2015	BANK OF AMERICA 22774	Fuel & Lube	09-09-92-6118	\$0.00
APRIL2015	BANK OF AMERICA 22774	Vehicle Maintenance	09-09-92-6316	\$6,315.99
APRIL2015	BANK OF AMERICA 22774	Communications	09-09-92-6318	\$0.00

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Invoice #	Vendor	Description	Account	Cost
APRIL2015	BANK OF AMERICA 22774	Dues & Subscriptions	09-09-92-6355	\$0.00
APRIL2015	BANK OF AMERICA 22774	Professional Services	09-09-92-6373	\$20.48
APRIL2015	BANK OF AMERICA 22774	Uniforms - FD/Admin	09-09-96-6016	\$0.00
APRIL2015	BANK OF AMERICA 22774	Professional Development (Fire - Admin)	09-09-96-6048	\$159.98
APRIL2015	BANK OF AMERICA 22774	Office Supplies	09-09-96-6101	\$0.00
APRIL2015	BANK OF AMERICA 22774	Minor Tools	09-09-96-6102	\$0.00
APRIL2015	BANK OF AMERICA 22774	Food/Humans	09-09-96-6107	\$0.00
APRIL2015	BANK OF AMERICA 22774	Miscellaneous Supplies	09-09-96-6114	\$0.00
APRIL2015	BANK OF AMERICA 22774	Public Education	09-09-96-6121	\$163.42
APRIL2015	BANK OF AMERICA 22774	Vehicle Maintenance	09-09-96-6316	\$4,679.16
APRIL2015	BANK OF AMERICA 22774	Communications	09-09-96-6318	\$0.00
APRIL2015	BANK OF AMERICA 22774	Dues & Subscriptions	09-09-96-6355	\$0.00
		Total FIRE/EMS FUND		\$27,302.75
APRIL2015	BANK OF AMERICA 22774	Safety Supplies	20-21-00-6110	\$0.00
APRIL2015	BANK OF AMERICA 22774	Buildings & Grounds (GPWA)	20-21-00-6112	\$1,229.13
APRIL2015	BANK OF AMERICA 22774	Miscellaneous Supplies	20-21-00-6114	\$131.08
APRIL2015	BANK OF AMERICA 22774	Telephone	20-21-00-6301	\$580.83
APRIL2015	BANK OF AMERICA 22774	Printing	20-21-00-6308	\$80.28
APRIL2015	BANK OF AMERICA 22774	Postage	20-21-00-6309	\$1,600.00
APRIL2015	BANK OF AMERICA 22774	Computer Operations	20-21-00-6311	\$0.00
APRIL2015	BANK OF AMERICA 22774	Machine/Equipment Maintenance	20-21-00-6317	\$119.88
APRIL2015	BANK OF AMERICA 22774	Communications	20-21-00-6318	\$96.62
APRIL2015	BANK OF AMERICA 22774	Safety Program	20-21-00-6339	\$0.00
APRIL2015	BANK OF AMERICA 22774	Utilities Collection Fees	20-21-00-6340	\$0.00
APRIL2015	BANK OF AMERICA 22774	Maintenance Agreements	20-21-00-6347	\$0.00
APRIL2015	BANK OF AMERICA 22774	Professional Services	20-21-00-6373	\$0.00
APRIL2015	BANK OF AMERICA 22774	Professional Development (GPWA Admin)	20-22-00-6048	\$0.00
APRIL2015	BANK OF AMERICA 22774	Uniforms - WTP	20-23-00-6016	\$0.00
APRIL2015	BANK OF AMERICA 22774	Minor Tools	20-23-00-6102	\$0.00
APRIL2015	BANK OF AMERICA 22774	Chemicals/Medical	20-23-00-6104	\$0.00
APRIL2015	BANK OF AMERICA 22774	Lab Supplies	20-23-00-6109	\$0.00
APRIL2015	BANK OF AMERICA 22774	Safety Apparel & Supplies	20-23-00-6110	\$250.39
APRIL2015	BANK OF AMERICA 22774	Building & Grounds	20-23-00-6112	\$566.48
APRIL2015	BANK OF AMERICA 22774	Annual State Water Testing	20-23-00-6303	\$1,415.00
APRIL2015	BANK OF AMERICA 22774	Vehicle Maintenance	20-23-00-6316	\$19.90
APRIL2015	BANK OF AMERICA 22774	Machine/Equipment Maintenance	20-23-00-6317	\$1,329.96
APRIL2015	BANK OF AMERICA 22774	Computer Maintenance	20-23-00-6324	\$0.00
APRIL2015	BANK OF AMERICA 22774	Publishing Fees	20-23-00-6334	\$0.00
APRIL2015	BANK OF AMERICA 22774	Booster Station	20-23-00-6335	\$2,714.98
APRIL2015	BANK OF AMERICA 22774	License & Certification - Water Plant	20-23-00-6365	\$0.00
APRIL2015	BANK OF AMERICA 22774	Uniforms - WWTP	20-24-00-6016	\$0.00
APRIL2015	BANK OF AMERICA 22774	Minor Tools	20-24-00-6102	\$532.79
APRIL2015	BANK OF AMERICA 22774	Chemicals	20-24-00-6104	\$289.65
APRIL2015	BANK OF AMERICA 22774	Lab Supplies	20-24-00-6109	\$1,488.45
APRIL2015	BANK OF AMERICA 22774	Safety Apparel & Supplies	20-24-00-6110	\$0.00
APRIL2015	BANK OF AMERICA 22774	Buildings & Grounds	20-24-00-6112	\$326.20
APRIL2015	BANK OF AMERICA 22774	Fuel & Lube	20-24-00-6114	\$0.00
APRIL2015	BANK OF AMERICA 22774	Fuel & Lube	20-24-00-6118	\$0.00
APRIL2015	BANK OF AMERICA 22774	Lift Station Maintenance	20-24-00-6312	\$892.35
APRIL2015	BANK OF AMERICA 22774	Vehicle Maintenance	20-24-00-6316	\$29.98

A/P Claims List

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Invoice #	Vendor	Description	Account	Cost
APRIL2015	BANK OF AMERICA 22774	Machine/Equipment Maintenance	20-24-00-6317	\$2,143.83
APRIL2015 2	BANK OF AMERICA 22774	EQUIPEMENT CALIBRATION	20-24-00-6319	\$312.90
APRIL2015	BANK OF AMERICA 22774	Required/Mandatory Testing	20-24-00-6357	\$590.00
APRIL2015	BANK OF AMERICA 22774	License & Certification	20-24-00-6365	\$0.00
APRIL2015 2	BANK OF AMERICA 22774	NPDES DISCHARGE	20-24-00-6376	\$111.25
APRIL2015	BANK OF AMERICA 22774	Uniforms - Convenience Ctr.	20-26-00-6016	\$0.00
APRIL2015	BANK OF AMERICA 22774	Minor Tools	20-26-00-6102	\$0.00
APRIL2015	BANK OF AMERICA 22774	Safety Apparel & Supplies	20-26-00-6110	\$0.00
APRIL2015	BANK OF AMERICA 22774	Building & Grounds	20-26-00-6112	\$0.00
APRIL2015	BANK OF AMERICA 22774	Miscellaneous Supplies	20-26-00-6114	\$0.00
APRIL2015	BANK OF AMERICA 22774	Fuel & Lube	20-26-00-6118	\$0.00
APRIL2015	BANK OF AMERICA 22774	Vehicle Maintenance	20-26-00-6316	\$420.31
APRIL2015	BANK OF AMERICA 22774	Machine/Equipment Maintenance	20-26-00-6317	\$0.00
APRIL2015	BANK OF AMERICA 22774	Uniforms - Line Maintenance	20-27-00-6016	\$59.97
APRIL2015	BANK OF AMERICA 22774	Minor Tools	20-27-00-6102	\$16.99
APRIL2015	BANK OF AMERICA 22774	Chemicals	20-27-00-6104	\$0.00
APRIL2015	BANK OF AMERICA 22774	Safety Apparel & Supplies	20-27-00-6110	\$253.40
APRIL2015	BANK OF AMERICA 22774	Buildings and Grounds	20-27-00-6112	\$0.00
APRIL2015	BANK OF AMERICA 22774	Fuel & Lube	20-27-00-6118	\$0.00
APRIL2015	BANK OF AMERICA 22774	Water/Sewer Maintenance	20-27-00-6119	\$2,544.59
APRIL2015	BANK OF AMERICA 22774	Water Meters	20-27-00-6129	\$0.00
APRIL2015	BANK OF AMERICA 22774	Street/Sidewalks	20-27-00-6313	\$0.00
APRIL2015	BANK OF AMERICA 22774	Vehicle Maintenance	20-27-00-6316	\$820.43
APRIL2015	BANK OF AMERICA 22774	Machine/Equipment Maintenance	20-27-00-6317	\$3,357.33
APRIL2015	BANK OF AMERICA 22774	Miscellaneous Services/Charges	20-27-00-6346	\$85.51
APRIL2015	BANK OF AMERICA 22774	License & Certification - Line Maintenance	20-27-00-6365	\$39.96
APRIL2015	BANK OF AMERICA 22774	License & Certification	20-27-00-6365	\$0.00
APRIL2015	BANK OF AMERICA 22774	Chemicals	20-29-00-6104	\$0.00
APRIL2015	BANK OF AMERICA 22774	Building & Grounds	20-29-00-6112	\$0.00
APRIL2015	BANK OF AMERICA 22774	Machine/Equipment Maintenance	20-29-00-6317	\$0.00
		Total GPWA OPERATING FUND		\$24,450.42
APRIL2015	BANK OF AMERICA 22774	Library: State Aid (ODL)	30-30-06-6541	\$4,014.03
APRIL2015	BANK OF AMERICA 22774	Police: OSBI Grant	30-30-07-6357	\$0.00
APRIL2015	BANK OF AMERICA 22774	Bullet Proof Vest Grant	30-30-07-6597	\$0.00
		Total GRANTS FUND		\$4,014.03
APRIL2015	BANK OF AMERICA 22774	Promotion of Tourism	45-45-00-6367	\$199.00
APRIL2015	BANK OF AMERICA 22774	Pool Improvements	45-45-00-6509	\$0.00
APRIL2015	BANK OF AMERICA 22774	Highland Hall and Park Repairs	45-45-00-6531	\$0.00
APRIL2015	BANK OF AMERICA 22774	Park Improvements	45-45-00-6545	\$0.00
APRIL2015	BANK OF AMERICA 22774	Lake Improvents	45-45-00-6546	\$991.52
		Total HOTEL/MOTEL TAX FUND		\$1,190.52
APRIL2015	BANK OF AMERICA 22774	All Copier Lease	54-54-02-6705	\$2,067.04
APRIL2015	BANK OF AMERICA 22774	E911	54-54-07-6514	\$0.00
		Total CAPITAL PROJECTS		\$2,067.04
APRIL2015	BANK OF AMERICA 22774	Building & Grounds	72-72-00-6112	\$0.00
APRIL2015	BANK OF AMERICA 22774	Tent & Burial Supplies	72-72-00-6554	\$0.00
		Total CEMETERY CARE FUND		\$0.00
APRIL2015	BANK OF AMERICA 22774	Professional Development (Airport)	98-98-00-6048	\$0.00

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Invoice #	Vendor	Description	Account	Cost
APRIL2015	BANK OF AMERICA 22774	Office Supplies	98-98-00-6101	\$0.00
APRIL2015	BANK OF AMERICA 22774	Minor Tools	98-98-00-6102	\$0.00
APRIL2015	BANK OF AMERICA 22774	Safety Supplies/Apparel	98-98-00-6110	\$0.00
APRIL2015	BANK OF AMERICA 22774	Building & Grounds	98-98-00-6112	\$67.84
APRIL2015	BANK OF AMERICA 22774	Telephone & Internet	98-98-00-6301	\$322.49
APRIL2015	BANK OF AMERICA 22774	Printing	98-98-00-6308	\$3.31
APRIL2015	BANK OF AMERICA 22774	Airport Beacon	98-98-00-6315	\$0.00
APRIL2015	BANK OF AMERICA 22774	Vehicle Maintenance	98-98-00-6316	\$0.00
APRIL2015	BANK OF AMERICA 22774	Machine/Equipment Maintenance	98-98-00-6317	\$156.44
APRIL2015	BANK OF AMERICA 22774	Professional Services	98-98-00-6373	\$0.00
		Total AIRPORT FUND		\$550.08
		Total All Funds		\$114,349.81

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from 5/21/2015 to 5/21/2015

Invoice #	Vendor	Description	Account	Cost
5919	ADVANCE DOOR CONTROLS(20	REPAIR TO CITY HALL FRONT DOOR	01-01-00-6112	\$140.00
MAY2015	OG&E 405	GENERAL	01-01-00-6305	\$3,700.77
MAY2015	OG&E 405	STREET LIGHTING	01-01-00-6306	\$10,773.44
2035337	RANDEL C. SHADID (20656)	Monthly postage, copying costs and misc exp	01-02-20-6054	\$118.48
1886	A CUT ABOVE LAWN SERVICE 2	1205 E OKLAHOMA #1886	01-05-51-6353	\$650.00
2023	A CUT ABOVE LAWN SERVICE 2	524 E Cleveland	01-05-51-6353	\$60.00
2024	A CUT ABOVE LAWN SERVICE 2	409 S 2nd St	01-05-51-6353	\$50.00
2025	A CUT ABOVE LAWN SERVICE 2	309 S Broad	01-05-51-6353	\$110.00
2026	A CUT ABOVE LAWN SERVICE 2	1624 W Mansur	01-05-51-6353	\$100.00
2027	A CUT ABOVE LAWN SERVICE 2	1124 W Logan	01-05-51-6353	\$100.00
2028	A CUT ABOVE LAWN SERVICE 2	1214 E Vilas	01-05-51-6353	\$85.00
2029	A CUT ABOVE LAWN SERVICE 2	1001 E Vilas	01-05-51-6353	\$110.00
2030	A CUT ABOVE LAWN SERVICE 2	923 E Vilas	01-05-51-6353	\$90.00
20154099	C.O.P.S. PRODUCTS, L.L.C. 226	BALLISTIC VEST MEREDITH BALLISTIC V	01-07-70-6114	\$1,307.79
APRIL2015	LOGAN COMMUNITY SERVICES,	Logan County REF Program	01-07-70-6345	\$125.00
5903	RED DIRT CONSTRUCTION, L.L.C.	BODY WORK AND PAINT UNIT 126	01-12-00-6316	\$1,800.00
		Total GENERAL FUND		\$19,320.48
2035344	OKLA STATE DEPT OF HEALTH (EMT BASIC, EMT INTERMEDIATE & EMT	09-09-92-6048	\$260.00
		Total FIRE/EMS FUND		\$260.00
APRIL2015 CM	WASTE CONNECTIONS, INC (210		20-00-00-5466	(\$250.00)
MAY2015	OG&E 405	GPWA	20-21-00-6305	\$9,149.02
MAY2015	USPS - UNITED STATES POSTAL	POSTAGE	20-21-00-6309	\$2,000.00
1507582/150758	WASTE CONNECTIONS, INC (210	Sanitation Service Agreement with Waste Co	20-21-00-6348	\$73,067.76
2026562	MYERS ENGINEERING CORPOR	SERVICER FOR WALL MAP OF FIRE HYDR	20-21-00-6373	\$220.00
101822	SOUTHWEST CHEMICAL (20977)	CHEMICALS FOR TREATING WATER	20-23-00-6104	\$1,449.50
101839	SOUTHWEST CHEMICAL (20977)	CHEMICAL'S FOR TREATING WATER	20-23-00-6104	\$3,753.54
101837	SOUTHWEST CHEMICAL (20977)	PARTS FOR CLO2 GENERATOR	20-23-00-6317	\$687.60
1507582/150758	WASTE CONNECTIONS, INC (210	Sanitation Service Agreement with Waste Co	20-26-00-6375	\$3,954.32
		Total GPWA OPERATING FUND		\$94,031.74
2035331	REGINA BENNETT 23044	Presenter honorarium and mileage for LTAIO	30-30-06-6541	\$185.84
		Total GRANTS FUND		\$185.84
2220	HURLEY PLUMBING 267	LIBERTY LAKE HOUSE REPAIRS #2270 Y	45-45-00-6546	\$233.90
		Total HOTEL/MOTEL TAX FUND		\$233.90
2954999	AT&T CAPITAL SERVICES, INC.	PHONE SYSTEM MONTHLY PAYMENT	54-54-02-6710	\$925.62
		Total CAPITAL PROJECTS		\$925.62
1236	OKLAHOMA CORPORATION CO	REGISTRATION FEES FOR FUEL TANKS A	98-98-00-6112	\$75.00
MAY2015	OG&E 405	AIRPORT	98-98-00-6305	\$561.27
2035356	O.M.A.G. (22004)	AIRPORT INSURANCE FOR BOARD AND O	98-98-00-6329	\$3,954.14
		Total AIRPORT FUND		\$4,590.41
		Total All Funds		\$119,547.99