



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
(COUNCIL RETREAT)**

June 23, 2016, at 8:30 am

City Council Chamber

101 N. 2nd Street, Guthrie, OK 73044

1. Call to Order.
2. Discussion of Finance
 - a. Discussion of Fiscal Year 2017 Budget
3. Discussion of Airport
4. Discussion of Cemetery
5. Discussion of Community Development
6. Discussion of Convention and Visitors Bureau and Tourism
7. Discussion of Economic Development
8. Discussion of Emergency Management
9. Discussion of Engineering Projects
10. Discussion of Fire and Emergency Medical Services
11. Discussion of Human Resources
12. Discussion of Library
13. Discussion of Ordinances
14. Discussion of Police
15. Discussion of Public Works / Municipal Services
 - a. Parks
 - b. Sewer
 - c. Streets
 - d. Water
16. Discussion of City of Guthrie Goals, Vision for Community and Strategic Plan
17. Discussion of Boards, Commissions, and Committees
18. Mayor's Update
19. Council Member Comments
20. Adjournment.



To: Guthrie City Council
From: Bruce Johnson, City Manager
Date: 6/23/2016

CITY MANAGER'S UPDATE

Airport

- **Parking:** Current setup (no markings) is ineffective and needs revision; Additional parking is needed. Myers Engineering is working on a sketch of improvements to the parking lot in front of the terminal building.
- **Name / Brand:** The airport currently goes by three titles – Guthrie Edmond Regional Airport, GERA, and Geoport. We are considering renaming the airport something else recognizable and relevant to the regions it serves.
- **Entrance:** The sign does not identify the airport well, nor is there adequate signage or clean views of signage. Messy vegetation and dumpsters are located along the entryway.
- **Comprehensive Plan:** We are beginning to work on a comprehensive plan to address many issues and opportunities at the airport.
- **OAC – FAA - Edmond**

Cemetery

- **Fence:** Our plans are to install new fence as discussed in the CIP. We are currently searching for companies who can implement these plans. Myers Engineering has met with Blue and Maxine and is formatting a budget.
- **Street Paving:** Public Works are working to identify where street paving needs to be laid in the cemetery to improve traffic flow and surface.
- **12 Acres:** The additional 12 acres have been purchased, but will need to be developed (clearing and plotting). A legal description of the land has been provided to Myers Engineering.
- **Interment policy:** The current interment policy is out of date and needs revision.

City Council

- **Contracts / Agreements / Etc.:** A master list of contracts and agreements is attached.
- **Commissions / Committees / Boards:** We will continue to review the requirements for these. A copy of the creation documents for each City board, commission or committee are attached, along with an updated 1-page summary.
- **Grants:** A master list of grants from the past two years is attached.

Community Development

- **Downtown TAP Grant:** We have submitted this grant, and are awaiting approval from ODOT.
- **State Capital Publishing Museum Building:** We're working with Dr. Blackburn regarding SB 1573 (see attached bill summary)

- **Not-for-profit Downtown Façade Grant Program:** We're considering a program to help local not-for-profit entities seek funding to restore their original brick façades
- **Permit Cost Study:** We are currently conducting a study of how Guthrie compares in permitting new construction. Guthrie is less expensive than Oklahoma City and Edmond based on a 1500 sf home.
- **Excelsior Library:** The building will be renovated this fall with an estimated occupation date of June 2017. Local non-profits will be utilizing the building.
- **Neighborhood Solutions:** We have drafted a contract with Neighborhood Solutions and intend on proposing use of the warehouse at 19th & Warner
- **Highway Zoning:** We are looking at what materials may be used for buildings along Noble & Division.
- **Noble Ave. Resurfacing & Parking:** We are speaking with ODOT to schedule resurfacing of Noble Ave. through town from the viaduct to the new portion on the east side of town by the SH-33/I-35 junction. We intend to request no parking on Noble Ave. through town to facilitate the creation of a turn lane.
- **YMCA Youth Center:** The YMCA has renovated the 2nd floor of its building and has an estimated opening date of July 1st. We will announce a date of the opening ceremony once it has been scheduled. The City matched local donations for equipment and furniture, and the center will offer after-school activities this fall and possibly full teen programming next summer.
- **Guthrie Chamber:** Heady Coleman announced his resignation the week of May 23rd, so the Chamber will be seeking new leadership soon. The City is researching ways to help stabilize Chamber membership and support.
- **Robinson Dirt Bike:** Information will be presented at the next Council meeting.
- **Oil & Natural Gas Ordinance:** We will develop a draft Ordinance to present in at a July or August meeting after holding discussions with interested 3rd parties.
- **Certified Local Government (CLG):** Guthrie is receiving a \$12,000 grant with a 40% match as a part of our CLG status with the State Historic Preservation Office. Part of the qualifications for receiving this grant is having an active Historic Preservation Commission.
- **Accessory Buildings:** The Planning Commission is tabled amending guidelines for accessory buildings at their Thursday, June 9th meeting. They are looking at a proposal that will allow metal buildings on 5 acres or more or any property abutting agricultural or industrial uses. The next meeting is July 14th.
- **IBTS & Review Process:** Institute for Building Technology and Safety has a different function in Community Development. This would allow us to create a plan to privatize inspections. We will look at this in the upcoming budget process. Staff meeting with IBTS over the next couple of weeks.
- **ATV Agreement**

CVB & Tourism

- **Infrastructure v. Promotion:** We need to clarify the purpose of the CVB to help direct funds.
- **Tourism Study:** City staff are arranging four focus groups – one of businesses, hotel, and restaurant owners; one of residents, one of festival/event organizers, and finally, one of City staff, CVB and Chamber members - to provide in-depth feedback about tourism in Guthrie.

OSU's study facilitators have developed a draft questionnaire for use at events. The dates of the project have been adjusted so the project covers all the events as outlined in the original agreement.

- **Itinerant Merchants:** Changes to this ordinance will have a big impact on smaller events around town that utilize food trucks, such as the Chamber Cash Mob. We will need to discuss this further in a workshop.
- **Red Brick Nights:** The next Red Brick Nights is Saturday night, July 2nd, and will be accompanied by a fireworks display.
- **Fireworks:** The City of Guthrie has spoken with Calvin Hoover, owner of "Fireworks A Poppin," and with Dr. Mike Simpson of Guthrie Public Schools about hosting the public fireworks show on July 2nd of this year at the school athletic fields.
- **Measurement Tools & Data:** The City of Guthrie needs to create a plan for how we want to measure and collect data going forward to determine the return on tourism efforts and expenditures.
- **Marketing:** The City's contract with Staplegun has ended and was not renewed. We are planning to look at branding and a logo to use on signs around downtown that direct guests where to go and give information on things to do here in Guthrie.
- **Signage:** The City is considering several types of signs, including signs with logos, digital signs, and using "Guthrie First"
- **BFAC:** BFAC is an award-winning mobile app company. They will be creating an app for digital devices that will feature City of Guthrie tourism.
- **Downtown WiFi:** The Chamber is still working with a company with the goal of offering WiFi in the Guthrie downtown area.

Economic Development

- **LCRWD #1:** The City created a map of City and LCRWD #1 water customers as decreed by the lawsuit. Bruce has been speaking with a member of the board about this map to determine what customers each party can serve and then to create a proposal that he hopes will be acceptable to both parties.
- **Plans:** Over the next several months, staff would like to create plans for Business Retention & Expansion, Downtown, Lakes, Health, and more.
- **Strategic Plan:** An outline of Guthrie's Economic Development Strategic Plan has been created and is attached.
- **160 Acres:** The City owns around 160 acres west of Guthrie by the Job Corps/Mercy Hospital/etc. We can begin to look at options for this land.
- **80 Acres:** We need to determine a plan for use of the 80 acres on the east side of Guthrie.
- **Business Incubator:** We are working with Meridian Technology Center, GuthrieAmerica, and possibly the Logan County Economic Development Council to create an incubator. One option is the little Victor building on 1st Street in downtown. USDA Microloan Program.
- **Vo-tech:** We will begin meetings to attract a Vo-tech within the corporate limits of Guthrie
- **Guthrie Public Schools Fiscal Year 2016 (24 teachers):** We are considering a comprehensive Economic Development plan that would utilize utility rates to assist the public schools in saving teachers' jobs. We also provide School Resource Officers to the local schools.

- **Guthrie Public Schools**
- **Cimarron Aerospace:** They have been funding to purchase equipment and plan to begin operations this August.
- **Project Northwest:** The Oklahoma Department of Commerce is evaluating available land sites across the state including areas in Guthrie for an iron foundry project that will create 90 jobs in year 1 and up to 180 jobs in year three. Project specifications are attached.
- **Local 501(c)3 – Banks, Etc.**
- **Lazy E Crossing Guards**

Emergency Management

- **Emergency Notifications:** Currently the City contracts with Blackboard platform for local emergency notifications. We are looking at other options for the future.

Engineering Projects

- **Street Plan:** A comprehensive streets plan is currently in development.
- **Wastewater Treatment Plant:** We will have a proposed contract for work to begin on this in the near future after we tour some wastewater treatment facilities in and out of state.
- **Pool:** This month, a concept will presented to the Park Board. A design and contract will be proposed after this, including size, height of play structures, the existing pool facility, etc.
- **Collections**
- **Distribution**

Finance & Purchasing / City Clerk / Utilities

- **Business / Occupation License:** We will be creating a City business/occupation license for the future.
- **Reports:** The City Clerk/Treasurer already sends monthly reports, the budget, audits. etc. Are there any other reports you would like?

Fire / EMS

- **District:** Some county residents are paying funds for services received by others in the county who are not paying funds; therefore, it would benefit the City to define the district. Bruce spoke with the City Manager of Crescent, who may be interested in a takeover.
- **Comprehensive Plan:** We need to create a comprehensive plan that addresses Fire/EMS equipment, personnel, and locations.
- **Director Position:** We will be returning to you in the near future about a Fire/EMS director.
- **Crescent**

Human Resources

- **Non-profit Policy:** We would like to create a policy on City services and resources offered to non-profits and not-for-profits

- **GTV20 Policies:** We currently don't have solid policies that we follow on what we show and what we can advertise (government, non-profit, religious, not-for-profit, etc.)
- **Update GTV 20**
- **Ordinances**

Library

- **Five year plan:** Suzette Chang, Library Director, has created and provided a 5-year plan for the Guthrie Public Library.
- **Multi-County Library System:** Guthrie Public Library could gain advantages to joining a library district. Being part of a district could maximize use of facilities and programming, provide better business and educational opportunities, and save money. We are researching processes and creating a plan to move forward with this idea.
- **Grant:** The Guthrie Public Library applies to several grants each year. A spreadsheet of grants applied to and awarded is attached.

Ordinances

- **Itinerant Merchants:** Changes to this ordinance will have a big impact on smaller events around town that utilize food trucks, such as the Chamber Cash Mob. We will need to discuss this further in a workshop.
- **Beer Garden / Special Event:** The current ordinance is confusing, unclear, and does not fully address the original goals of the ordinance to safely regulate the sale and consumption of alcohol at local events. We will be redeveloping this Ordinance going forward.

Police

- **Centralized Dispatching:** We are having conversations with Logan County, Rural Fire Departments, and Crescent about combining dispatch services into a centralized entity.
- **Range Public Policy:** We are looking at the possibility of opening the Guthrie Police Department firing range to the public.
- **Vehicle Rotation:** We are developing a plan to rotate a certain number of vehicles out every year to help ensure a working fleet of police vehicles.
- **Collective Bargaining Agreement:** City Manager

Public Works / Municipal Services

Fleet

- **Fleet Services**
- **Fleet Plan**

Parks

- **Infrastructure Assessment**
- **Highland Park Pool:** This month, a concept will be presented to the Park Board. A design and contract will be proposed after this, including size, height of play structures, the existing pool facility, etc.
- **ATV Facility:** This project is still in progress. A rental agreement with the Round Up Club for use of the property is pending.
- **Disc Golf:** We are still awaiting funding from the Girl Scouts, and are hoping for some movement on this by the end of the month. We may wish to set a drop-dead date.
- **Orchard:** A community orchard is being considered on Prairie Grove Road south of the Airport. We are checking our ability to pursue this type of project.
- **Comprehensive Plan:** We need to develop a comprehensive plan for the Parks and Lakes going forward.
- **Youth Sports Complex:** We need to identify potential land for this.
- **Girl Scout House:** The Territorial Squares have vacated the building, and their agreement officially ended May 31, 2016.
- **Cottonwood Flats:** We are looking at money from the Land and Water Conservation Fund to develop this area.

Sewer

- **Wastewater Treatment Plant:** We will have a proposed contract for work to begin on this in the near future after we tour some wastewater treatment facilities in and out of state.
- **Utility Rates:** These are pending discussion through the Rate & Fee Committee.
- **Collection System**

Streets

- **Downtown TAP Grant:** We have applied for a Federal Transportation Alternatives Program grant for improvements to the intersections of Division and Oklahoma and Division and Harrison.
- **Division TAP Grant:** We have applied for a secondary Federal Transportation Alternatives Program grant to fund sidewalks along S. Division (sidewalk Harrison to S. Industrial on east side)
- **Oklahoma & Wentz:** We are considering replacing the traffic signals at Oklahoma and Wentz with a 4-way stop
- **Plan:** Myers Engineering is now developing a Streets plan
- **John Dawes Stormwater Runoff:** We are looking at a drainage ordinance.
- **FY '15-'16 User Fee:** There is likely to be money left over from this fee. What do we want to use it for at the end of the Fiscal Year?
- **Midwest Blvd. and SH-33 Signalization:** ODOT and Logan County recommend placing a traffic signal at Midwest Blvd. and SH-33. To do this, the City would need to annex the area and agree to pay for the installation and maintenance. Is there support for this?
- **Noble Ave. Resurfacing & Parking:** We are speaking with ODOT to schedule resurfacing of Noble Ave. through town from the viaduct to the new portion on the east side of town by the SH-33/I-

35 junction. We intend to request no parking on Noble Ave. through town to facilitate the creation of a turn lane.

- **Adopt a Street Program:** This program has begun, and we have advertised on our website, through the Guthrie Chamber, and through a press release to local media. So far, no groups have come forward to adopt a street. Please pass the word along to anyone who might wish to get involved.
- **Viaduct Project:** Notes from the most recent meeting of ODOT regarding the Viaduct were distributed at the Tuesday, June 7th City Council meeting; a copy is attached.
- **Lighting Fee:** We are considering a lighting fee for future budget cycles.

Water

- **Low Water Dam:** The City is currently looking at the feasibility of the location, as well as looking at a 2nd location based on funding from the Department of the Interior.
- **Department of the Interior Flood Mitigation:**
- **Oklahoma City Rates:** We will be examining Oklahoma City's water rate structure.
- **Utility Rates:** These are pending discussion through the Rate & Fee Committee.
- **Liberty & Guthrie Lake Dam Projects:** Both dams are currently under review, and may need upgrades or improvements.

CITY OF GUTHRIE
MONTHLY TREASURER'S REPORT
 May 31, 2016

	BANK OR DEPOSITORY	ACCT. TYPE	RATE	DATE OF MATURITY	BEGINNING BALANCE	DEPOSITS	WITH-DRAWALS	ENDING CASH BALANCE
General	InterBank	MM	0.15		\$125,738.29	\$29,292.06	\$100,000.00	\$55,030.35
	F & M Bank	MM	0.25		\$494,017.80	\$697,668.26	\$618,249.67	\$573,436.49
		Total: General Fund			\$819,756.19	\$728,960.32	\$718,249.67	\$628,466.84
Stabilization Fund	F & M Bank	MM	0.50		\$861,507.11	\$18,578.66	\$0.00	\$880,085.77
Cemetery Care	F & M Bank	MM	0.25		\$33,768.45	\$1,444.85	\$0.00	\$35,213.30
Hotel/Motel Tax	F & M Bank	MM	66.67%	Tourism	\$36,916.39	\$3,591.99	\$35,589.88	\$4,918.50
		MM	33.33%	Parks	\$67,710.93	\$1,795.73	\$45.00	\$69,461.66
		MM	5.00%	Admin Fee	\$25,619.51	\$283.57	\$0.00	\$25,903.08
		Total: Hotel/Motel Tax			\$130,246.83	\$5,671.29	\$35,634.88	\$100,283.24
Sinking Fund	InterBank	MM	0.00		\$455.05	\$0.00	\$0.00	\$455.05
GIDA	F & M Bank	MM	0.25		\$19,528.13	\$3.72	\$3,124.98	\$16,406.87
Airport Grant	InterBank	MM	0.00		\$45,257.66	\$0.00	\$0.00	\$45,257.66
Airport Fund	F & M Bank	MM	0.25		\$184,913.04	\$5,662.37	\$15,819.08	\$174,758.35
USDA Rural Devel	InterBank	MM	0.15		\$65,773.59	\$11.13	\$0.00	\$65,784.72
Fire/EMS Fund	F & M Bank	MM	0.50		\$121,787.44	\$193,599.03	\$198,849.98	\$116,536.49
Capital Projects	F & M Bank	MM	0.25		\$228,140.26	\$62,465.82	\$68,868.04	\$221,738.04
Grants Fund	InterBank	MM	0.15		\$58,616.14	\$19,955.71	\$37,000.00	\$41,571.85
	F & M Bank	MM	0.25		\$145,191.20	\$41,255.85	\$5,657.43	\$180,789.72
		Total: Grants			\$203,807.34	\$61,211.66	\$42,657.43	\$222,361.57
Fed Equitable Sharing	InterBank	MM	0.25		\$1,598.01	\$0.07	\$0.00	\$1,598.08
GPWA	InterBank	MM	0.15		\$140,501.46	\$47,854.11	\$100,835.11	\$87,520.46
	F & M Bank	MM	0.50		\$482,625.77	\$522,531.84	\$673,064.56	\$342,093.05
	Bancfirst -Drafts	MM	0.05		\$174,883.65	\$69,056.19	\$100,388.38	\$143,551.46
		Total: GPWA Operating			\$808,010.88	\$639,442.14	\$874,288.05	\$573,164.97
Stabilization Fund	F & M Bank	MM	0.50		\$413,739.95	\$8,927.53	\$0.00	\$422,667.48
Meter Deposits	InterBank	SN	0.15		\$9,047.78	\$1.53	\$0.00	\$9,049.31
	F & M Bank	MM	0.50		\$387,421.94	\$10,226.74	\$12,642.28	\$385,006.42
	InterBank	CD	0.30	5/26/2016	\$99,000.00	\$0.00	\$0.00	\$99,000.00
		Total: Meter Deposits			\$495,469.72	\$10,228.27	\$12,642.28	\$493,055.73
WTP Fund	Bancfirst - WTP	MM	0.05		\$97,050.05	\$4.12	\$0.00	\$97,054.17
	F & M Bank	MM	0.50		\$112,663.24	\$86,182.44	\$174,110.16	\$24,735.52
		Total: Water Treatment Plant			\$209,713.29	\$86,186.56	\$174,110.16	\$121,789.69
CMOM Fund	F & M Bank	MM	0.50		\$226,251.85	\$23,271.59	\$28,538.16	\$220,985.28
	F & M Bank	MM	0.50		\$40,586.97	\$17.24	\$0.00	\$40,604.21
		Total: CMOM			\$266,838.82	\$23,288.83	\$28,538.16	\$261,589.49
OWRB-Coyle Project	F & M Bank	MM	0.25		\$0.00	\$0.00	\$0.00	\$0.00
Trusts								
OKC Waterline	Bank of Oklahoma	TR	0.01		\$1,458,848.95	\$1,412.45	\$0.00	\$1,458,059.40

FY 2015-2016

GENERAL FUND

STATEMENT OF ESTIMATE - ACTUAL REVENUES

May-16

66.67%

Revenue Source	Annual Budget	YTD Estimate	Current Month Collected	YTD Actual	YTD Variance	Percent Variance	Percent Total Collected
Sales Tax Revenue	\$4,775,000	\$3,183,333.33	\$395,421	\$3,160,507	(\$22,826)	-0.72%	66.19%
Use Tax	\$185,000	\$123,333.33	\$19,438	\$191,859	\$68,525	55.56%	103.71%
Cigarette Tax Revenue	\$56,000	\$37,333.33	\$4,681	\$36,949	(\$384)	-1.03%	65.98%
Franchise Taxes	\$530,000	\$353,333.33	\$59,766	\$315,784	(\$37,549)	-10.63%	59.58%
Licenses & Permits	\$137,180	\$91,453.33	\$6,717	\$101,847	\$10,394	11.37%	74.24%
Com. Vehicle Tax	\$82,000	\$54,666.67	\$6,498	\$52,757	(\$1,909)	-3.49%	64.34%
Gas Excise Tax	\$30,000	\$20,000.00	\$1,988	\$14,635	(\$5,365)	-26.83%	48.78%
Alcoholic Beverage Tax	\$95,000	\$63,333.33	\$8,108	\$63,880	\$547	0.86%	67.24%
Rents & Royalties	\$27,500	\$18,333.33	\$2,111	\$23,208	\$4,875	26.59%	84.39%
Cemetery Revenue	\$70,000	\$46,666.67	\$10,481	\$84,131	\$37,465	80.28%	120.19%
Court Fines/Forfeiture	\$275,500	\$183,666.67	\$20,795	\$255,168	\$71,501	38.93%	92.62%
Interest	\$2,200	\$1,466.67	\$234	\$1,973	\$506	34.51%	89.68%
Library Fines & Fees	\$15,000	\$10,000.00	\$1,298	\$8,279	(\$1,721)	-17.21%	55.19%
Lake Fees/Permits/Store	\$52,500	\$35,000.00	\$5,146	\$14,771	(\$20,229)	-57.80%	28.14%
School Resource Officer	\$64,000	\$42,666.67	\$0	\$64,000	\$21,333	50.00%	100.00%
Reimb Rev/Misc. Income	\$151,808	\$101,205.33	\$12,512	\$52,967	(\$48,239)	-47.66%	34.89%
Planning/Bd of Adjustments	\$3,000	\$2,000.00	\$255	\$2,980	\$980	48.98%	99.32%
Oil/Gas Inspect/Leases	\$19,500	\$13,000.00	\$0	\$3,500	(\$9,500)	-73.08%	17.95%
Sale of Property	\$20,000	\$13,333.33	\$0	\$0	(\$13,333)	0.00%	0.00%
Weed Abatement	\$15,000	\$10,000.00	\$740	\$5,219	(\$4,781)	-47.81%	34.79%
Subtotal	\$6,606,188	\$4,404,125	\$556,190	\$4,454,414	\$50,289	1.14%	67.43%
Transfer from GPWA	\$1,941,887	\$1,294,444.67	\$160,974	\$1,257,514	(\$36,931)	-2.85%	64.76%
Transfer from Hotel/Motel	\$20,560	\$13,706.67	\$20,560	\$20,560	\$6,853	50.00%	100.00%
Budgeted Fund Balance	\$220,000	\$148,666.67	\$0	\$215,333	\$68,666	0.00%	0.00%
TOTALS	\$8,788,415	\$5,858,943	\$737,724	\$5,947,821	\$88,878	1.52%	67.68%

GENERAL FUND

DEPARTMENT EXPENDITURE SUMMARY

May-16

66.67%

Department	Annual Budget	YTD Estimate	Current Month Expend	% of Budget	YTD Expend	% of Budget	Remaining Budget
General Government	\$976,491	\$650,994.00	\$54,930	5.63%	\$584,429	59.85%	\$392,062
Administration	\$514,412	\$342,941.33	\$38,930	7.57%	\$345,272	67.12%	\$169,140
Finance	\$134,712	\$89,808.00	\$10,030	7.45%	\$92,054	68.33%	\$42,658
Planning	\$247,259	\$164,839.33	\$18,450	7.46%	\$155,938	63.07%	\$91,321
Library	\$229,754	\$153,169.33	\$14,661	6.38%	\$150,041	65.31%	\$79,713
Police	\$2,166,527	\$1,444,351.33	\$196,578	9.07%	\$1,669,608	77.06%	\$496,919
Street	\$608,988	\$404,658.67	\$39,398	6.49%	\$342,485	56.42%	\$264,503
Vehicle Maintenance	\$158,243	\$105,495.33	\$11,364	7.18%	\$104,575	66.09%	\$53,668
Parks & Public Grounds	\$463,827	\$309,218.00	\$50,279	10.84%	\$340,523	73.42%	\$123,304
Transfer to GPWA Fund	\$1,591,667	\$1,061,111.33	\$131,807	8.28%	\$1,024,180	64.35%	\$567,487
Transfer to Grants Fund	\$50,620	\$33,746.67	\$4,218	8.33%	\$33,747	66.67%	\$16,873
Transfer to Fire/EMS Fund	\$1,177,995	\$785,330.00	\$98,070	8.33%	\$791,234	67.17%	\$386,761
Transfer to Capital Project	\$187,411	\$124,940.67	\$16,865	9.00%	\$125,394	66.91%	\$62,017
Transfer to Airport Fund	\$64,001	\$42,667.33	\$5,333	8.33%	\$42,667	66.67%	\$21,334
Transfer to Stabilization Fund	\$218,508	\$145,672.00	\$18,209	8.33%	\$145,672	66.67%	\$72,836
TOTALS	\$8,788,415	\$5,858,943	\$709,123	8.07%	\$5,947,821	67.68%	\$2,840,594

FY 2015-2016

GUTHRIE PUBLIC WORKS AUTHORITY

STATEMENT OF ESTIMATE - ACTUAL REVENUES

May-16

66.67%

Revenue Source	Annual Budget	YTD Estimate	Current Month Collected	YTD Actual	YTD Variance	Percent Variance	Percent Total Collected
Water	\$2,624,075	\$1,656,316.14	\$218,988	\$1,728,816	\$72,500	4.38%	65.88%
Sewer	\$800,000	\$533,333.33	\$65,528	\$558,975	\$25,642	4.81%	69.87%
Sanitation	\$1,190,000	\$793,333.33	\$101,323	\$807,150	\$13,817	1.74%	67.83%
Convenience Center	\$55,000	\$36,666.67	\$8,738	\$49,158	\$12,491	34.07%	89.38%
Inter-Governmental ODOT	\$938,959	\$625,972.67	\$0	\$0	(\$625,973)	-100.00%	0.00%
Interest	\$1,750	\$1,166.67	\$200	\$1,624	\$457	39.21%	92.81%
Rents & Royalties	\$10,000	\$6,666.67	\$250	\$2,908	(\$3,759)	-56.38%	29.08%
Transfer-Other Funds	\$1,593,567	\$1,062,378.00	\$132,132	\$1,025,293	(\$37,085)	-3.49%	64.34%
Miscellaneous	\$136,281	\$90,854.00	\$16,652	\$119,578	\$28,724	31.62%	87.74%
Late Charges	\$48,000	\$32,000.00	\$3,990	\$32,640	\$640	2.00%	68.00%
Extension Charges	\$4,500	\$3,000.00	\$545	\$3,310	\$310	10.33%	73.56%
Service Initiation	\$20,000	\$13,333.33	\$2,325	\$19,875	\$6,542	49.06%	99.38%
Sale of Station/Park Barn	\$21,000	\$14,000.00	\$0	\$12,250	(\$1,750)	-12.50%	58.33%
Subtotal	\$7,443,132	\$4,869,021	\$550,671	\$4,361,577	(\$507,444)	-10.42%	58.60%
Budgeted Fund Balance	\$216,009	\$144,006.00	\$240,169	\$233,064	\$89,058	0.00%	0.00%
TOTALS	\$7,659,141	\$5,013,027	\$790,840	\$4,594,641	(\$418,386)	-8.35%	59.99%

FY 2015-2016

GUTHRIE PUBLIC WORKS DEPARTMENT

DEPARTMENT EXPENDITURE SUMMARY

May-16 66.67%

Department	Annual Budget	YTD Estimate	Current Month Expend	% of Budget	YTD Expend	% of Budget	Remaining Budget
General Government	\$1,652,124	\$1,101,416.00	\$291,226	17.63%	\$642,580	38.89%	\$1,009,544
Administration	\$288,274	\$192,182.67	\$24,149	8.38%	\$207,134	71.85%	\$81,139
Water Plant	\$678,602	\$452,401.33	\$61,785	9.10%	\$382,106	56.31%	\$296,496
Wastewater Plant	\$310,467	\$206,978.00	\$27,377	8.82%	\$230,088	74.11%	\$80,378
Convenience Center	\$110,835	\$73,890.00	\$14,623	13.19%	\$84,089	75.87%	\$26,745
Line Maintenance	\$587,847	\$391,898.00	\$34,795	5.92%	\$405,982	69.06%	\$181,864
Sanitation Contract	\$880,000	\$586,666.67	\$75,302	8.56%	\$590,766	67.13%	\$289,234
Swimming Pool	\$18,500	\$12,333.33	\$0	0.00%	\$0	0.00%	\$18,500
Transfer-General Fund	\$1,591,667	\$1,061,111.33	\$131,807	8.28%	\$1,024,180	64.35%	\$567,486
Transfer-General Fund	\$350,000	\$233,333.33	\$29,167	8.33%	\$233,333	66.67%	\$116,666
Transfer-Capital Project	\$340,965	\$227,310.00	\$29,789	8.74%	\$227,810	66.81%	\$113,154
Transfer-WTP Fund	\$744,860	\$496,573.33	\$62,072	8.33%	\$496,573	66.67%	\$248,286
Transfer-Stabilization	\$105,000	\$70,000.00	\$8,750	8.33%	\$70,000	66.67%	\$34,999
TOTALS	\$7,659,141	\$5,106,094	\$790,840	10.33%	\$4,594,641	59.99%	\$3,064,492

FY 2015-2016

FIRE/EMS FUND

STATEMENT OF ESTIMATE - ACTUAL REVENUES & EXPENDITURES

REVENUE SUMMARY

May-16 66.67%

Revenue Source	Annual Budget	YTD Estimate	Current Month Collected	YTD Actual	YTD Variance	Percent Variance	Percent Total Collected
FEMA Reimbursable	\$63,625	\$42,417	\$0	\$63,625	\$21,208	50.00%	
Interest Income	\$300	\$200	\$64	\$227	\$27	13.46%	0.00%
Miscellaneous Income	\$5,360	\$3,573	\$2,600	\$7,837	\$4,263	119.31%	146.21%
Ambulance Fees	\$660,000	\$440,000	\$56,613	\$487,374	\$47,374	10.77%	73.84%
EMS Contract	\$345,000	\$230,000	\$29,201	\$233,606	\$3,606	1.57%	67.71%
EMS - Ambulance	\$114,375	\$76,250	\$0	\$95,806	\$19,556	25.65%	83.76%
Fire Run Charges	\$2,500	\$1,667	\$250	\$450	(\$1,217)	-73.00%	18.00%
Fire Subscriptions	\$10,000	\$6,667	\$61	\$11,829	\$5,163	77.44%	118.29%
BB&T Loan Proceeds	\$175,725	\$117,150	\$0	\$175,725	\$58,575	50.00%	100.00%
Subtotal	\$1,376,885	\$917,924	\$88,789	\$1,076,480	\$158,556	17.27%	78.18%
Transfer from General Fund	\$1,177,515	\$785,010.00	\$98,070	\$791,234	\$6,224	0.79%	67.20%
Budgeted Fund Balance	\$0	\$0.00	\$0	\$0	\$0	0.00%	0.00%
TOTALS	\$2,554,400	\$1,702,934	\$186,859	\$1,867,714	\$164,780	9.68%	73.12%

EXPENDITURE SUMMARY

Department	Annual Budget	YTD Estimate	Current Month Expend	% of Budget	YTD Expend	% of Budget	Remaining Budget
Fire Suppression	\$937,388	\$624,925.51	\$71,019	7.58%	\$677,761	72.30%	\$259,627
Emergency Medical (EMS)	\$1,516,061	\$1,010,707.33	\$102,840	6.78%	\$1,103,154	72.76%	\$412,907
Fire Prevention	\$100,951	\$67,300.67	\$8,341	8.26%	\$72,167	71.49%	\$28,784
TOTALS	\$2,554,400	\$1,702,934	\$182,200	7.13%	\$1,853,082	72.54%	\$701,318

FY 2015-2016

AIRPORT FUND

STATEMENT OF ESTIMATE - ACTUAL REVENUES & EXPENDITURES

REVENUE SUMMARY

May-16

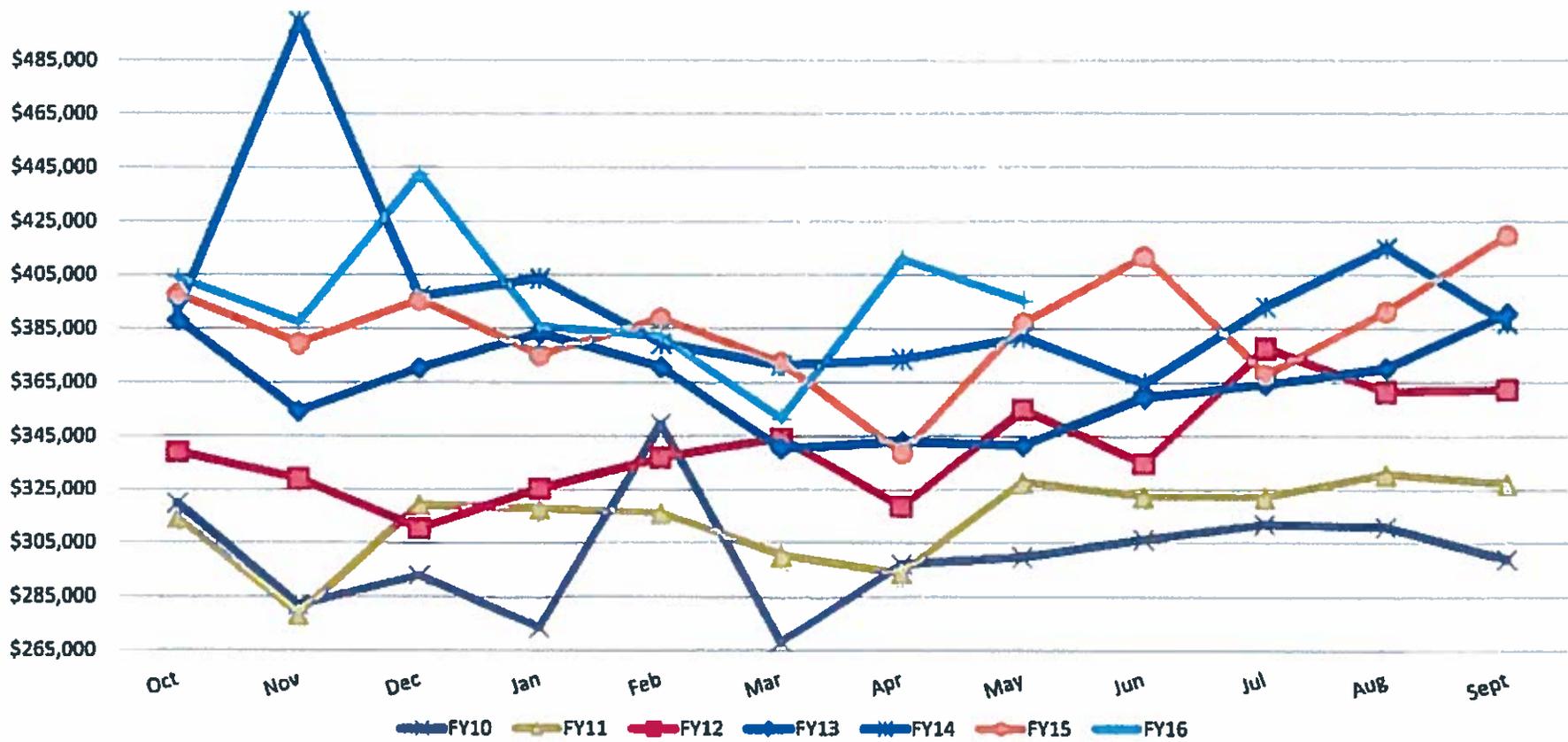
66.67%

Revenue Source	Annual Budget	YTD Estimate	Current Month Collected	YTD Actual	YTD Variance	Percent Variance	Percent Total Collected
Interest Income	\$0	\$0	\$38	\$337	\$337	0.00%	0.00%
Miscellaneous Income	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%
Lease/Rent, Airport	\$25,959	\$17,306	\$227	\$26,530	\$9,224	0.00%	0.00%
Airport Fuel	\$11,000	\$7,333	\$962	\$5,898	(\$1,435)	-19.57%	0.00%
FAA-Snow Equipment	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%
State Grants	\$0	\$0	\$0	\$0	\$0	0.00%	0.00%
Reimbursement-City of Edmond	\$109,000	\$72,667	\$0	\$44,556	(\$28,110)	-38.68%	40.88%
Subtotal	\$145,959	\$97,306	\$1,227	\$77,322	(\$19,984)	-20.54%	52.98%
Transfer from General Fund	\$84,001	\$42,667.33	\$5,333	\$42,667	\$0	0.00%	66.67%
Transfer from FAA Grant Fund	\$0	\$0.00	\$0	\$0	\$0	0.00%	0.00%
Budgeted Fund Balance	\$0	\$0.00	\$0	\$0	\$0	0.00%	0.00%
TOTALS	\$209,960	\$139,973	\$6,561	\$119,990	(\$19,984)	-14.28%	57.15%

EXPENDITURE SUMMARY

Department	Annual Budget	YTD Estimate	Current Month Expend	% of Budget	YTD Expend	% of Budget	Remaining Budget
Airport Maintenance & Operations	\$209,960	\$139,973.33	\$15,343	7.31%	\$139,103	66.25%	\$70,857
Airport Improvements	\$0	\$0.00	\$0	0.00%	\$0	0.00%	\$0
TOTALS	\$209,960	\$139,973	\$15,343	7.31%	\$139,103	66.25%	\$70,857

Monthly Sales Tax Net Payment



	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	August	Sept	Total
FY10	\$319,745	\$281,954	\$292,943	\$273,582	\$349,723	\$268,222	\$297,278	\$299,815	\$306,161	\$311,865	\$310,885	\$299,022	3,611,194.83
FY11	\$314,336	\$278,586	\$319,195	\$318,008	\$316,227	\$300,630	\$293,949	\$327,993	\$322,418	\$322,249	\$331,039	\$327,508	3,772,139.24
FY12	\$339,165	\$328,984	\$310,410	\$325,391	\$337,025	\$344,397	\$318,524	\$355,183	\$334,864	\$378,085	\$361,614	\$362,446	\$4,096,089.03
FY13	\$388,273	\$354,465	\$370,407	\$383,386	\$370,842	\$340,607	\$343,333	\$341,839	\$359,703	\$364,339	\$370,401	\$390,849	\$4,378,443.40
FY14	\$392,062	\$499,587	\$397,062	\$403,794	\$379,647	\$371,494	\$373,833	\$382,019	\$364,788	\$393,218	\$415,441	\$387,305	\$4,760,249.94
FY15	\$397,836	\$379,665	\$396,019	\$375,253	\$388,933	\$372,476	\$338,997	\$387,380	\$412,193	\$368,109	\$391,622	\$420,145	\$4,628,628.94
FY16	\$404,179	\$387,402	\$442,598	\$385,845	\$382,190	\$351,864	\$411,007	\$395,421					\$3,160,507.11

Fiscal	Projects				Youth and Senior					
	Year	Collections	Streets	WWTP*	Remaining \$	Activities	Remaining \$	Ladder Truck	Remaining \$	
2017	\$ 1,150,000	\$ 250,000	\$ 900,000	\$ 16,000	\$ 884,000	\$ 100,000	\$ 684,000	\$ 100,000	\$ 784,000	
2018	\$ 1,167,250	\$ 50,000	\$ 1,117,250	\$ 34,000	\$ 1,083,250		\$ 983,250	\$ 100,000	\$ 983,250	
2019	\$ 1,184,759	\$ 50,000	\$ 1,134,759	\$ 34,000	\$ 1,100,759	\$ 225,000	\$ 775,759	\$ 100,000	\$ 1,000,759	
2020	\$ 1,202,530	\$ 50,000	\$ 1,152,530	\$ 360,000	\$ 792,530	\$ 225,000	\$ 467,530	\$ 100,000	\$ 692,530	
2021	\$ 1,220,568	\$ 50,000	\$ 1,170,568	\$ 360,000	\$ 810,568	\$ 225,000	\$ 485,568	\$ 100,000	\$ 710,568	
2022	\$ 1,238,877	\$ 50,000	\$ 1,188,877	\$ 360,000	\$ 828,877	\$ 225,000	\$ 503,877	\$ 100,000	\$ 728,877	
2023	\$ 1,257,460	\$ 50,000	\$ 1,207,460	\$ 360,000	\$ 847,460	\$ 225,000	\$ 522,460	\$ 100,000	\$ 747,460	
2024	\$ 1,276,322	\$ 50,000	\$ 1,226,322	\$ 360,000	\$ 866,322	\$ 225,000	\$ 541,322	\$ 100,000	\$ 766,322	
2025	\$ 1,295,466	\$ 50,000	\$ 1,245,466	\$ 360,000	\$ 885,466	\$ 225,000	\$ 560,466	\$ 100,000	\$ 785,466	
2026	\$ 1,314,898	\$ 50,000	\$ 1,264,898	\$ 360,000	\$ 904,898	\$ 225,000	\$ 579,898	\$ 100,000	\$ 804,898	
2027	\$ 1,334,622	\$ 50,000	\$ 1,284,622	\$ 360,000	\$ 924,622	\$ 225,000	\$ 699,622		\$ 924,622	
2028	\$ 1,354,641	\$ 50,000	\$ 1,304,641	\$ 360,000	\$ 944,641	\$ 225,000	\$ 719,641		\$ 944,641	
2029	\$ 1,374,961	\$ 50,000	\$ 1,324,961	\$ 360,000	\$ 964,961		\$ 964,961		\$ 964,961	
2030	\$ 1,395,585	\$ 150,000	\$ 1,245,585	\$ 360,000	\$ 885,585		\$ 885,585		\$ 885,585	
2031	<u>\$ 1,416,519</u>	<u>\$ 250,000</u>	<u>\$ 1,166,519</u>	<u>\$ 360,000</u>	<u>\$ 806,519</u>		<u>\$ 806,519</u>		<u>\$ 806,519</u>	
	\$ 19,184,458	\$ 1,250,000	\$ 17,934,458	\$ 4,404,000	\$ 13,530,458	\$ 2,350,000	\$ 10,180,458	\$ 1,000,000	\$ 12,530,458	

Projects

8. 14. 16. 17.

Year	Pool & Splash	Remaining \$	Cemetery	Remaining \$	Fleet & Equip	Remaining \$	18. 20. 22. 23.	Remaining \$	Cash on Hand
2017	\$ 45,000	\$ 639,000	\$ 350,000	\$ 289,000	\$ 100,000	\$ 189,000		\$ 189,000	\$ 189,000
2018	\$ 185,000	\$ 798,250		\$ 798,250	\$ 100,000	\$ 698,250	\$ 175,000	\$ 523,250	\$ 712,250
2019	\$ 185,000	\$ 590,759		\$ 590,759	\$ 100,000	\$ 490,759	\$ 175,000	\$ 315,759	\$ 1,028,009
2020	\$ 235,000	\$ 232,530		\$ 232,530	\$ 100,000	\$ 132,530	\$ 175,000	\$ (42,470)	\$ 985,539
2021	\$ 235,000	\$ 250,568		\$ 250,568	\$ 100,000	\$ 150,568	\$ 175,000	\$ (24,432)	\$ 961,107
2022	\$ 235,000	\$ 268,877		\$ 268,877	\$ 100,000	\$ 168,877	\$ 175,000	\$ (6,123)	\$ 954,984
2023	\$ 235,000	\$ 287,460		\$ 287,460	\$ 100,000	\$ 187,460	\$ 175,000	\$ 12,460	\$ 967,443
2024	\$ 235,000	\$ 306,322		\$ 306,322	\$ 100,000	\$ 206,322	\$ 175,000	\$ 31,322	\$ 998,765
2025	\$ 235,000	\$ 325,466		\$ 325,466	\$ 100,000	\$ 225,466	\$ 175,000	\$ 50,466	\$ 1,049,231
2026	\$ 235,000	\$ 344,898		\$ 344,898	\$ 100,000	\$ 244,898	\$ 175,000	\$ 69,898	\$ 1,119,130
2027	\$ 235,000	\$ 464,622		\$ 464,622	\$ 100,000	\$ 364,622	\$ 175,000	\$ 189,622	\$ 1,308,752
2028	\$ 235,000	\$ 484,641		\$ 484,641	\$ 100,000	\$ 384,641		\$ 384,641	\$ 1,693,393
2029	\$ 235,000	\$ 729,961		\$ 729,961	\$ 125,000	\$ 604,961		\$ 604,961	\$ 2,298,354
2030	\$ 188,000	\$ 697,585		\$ 697,585	\$ 150,000	\$ 547,585		\$ 547,585	\$ 2,845,939
2031	<u>\$ 188,000</u>	<u>\$ 618,519</u>		<u>\$ 618,519</u>	<u>\$ 150,000</u>	<u>\$ 468,519</u>		<u>\$ 468,519</u>	<u>\$ 3,314,458</u>
	\$ 3,141,000	\$ 7,039,458	\$ 350,000	\$ 6,689,458	\$ 1,625,000	\$ 5,064,458	\$ 1,750,000	\$ 3,314,458	

DEBT LISTING SPREAD SHEET

General Fund	Int.Rate	Vendor	No. Paymts	Account No.	FY 2016	FY 2017	FY 2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	Expires	
On-Budget (FY 13 thru FY 33)																								
General Fund																								
Standby System - General/GPWA	0.00%	same	\$ 1,800.00	54-54-02-8705	\$ 28,950.00																		Expires: 09/2011	
BAM Lease/fee	1.0%	same	\$ 308.00	54-54-02-8703	\$	\$																	Expires: 12/2015	
Police - 2009 Dodge Charger	4.00%		\$ 441.86	54-56-07-8707																			Expires: 12/2013	
10-Wheel Dump Truck	3.99%	OSB	\$ 2,031.00	54-56-12-8708	\$	\$																	Expires: 06/2011	
Backhoe, Grader, Loader		OSB	\$ 2,887.82	54-56-12-8718	\$ 32,254.00	\$ 32,254.00	\$ 32,254.00	\$ 32,254.00	\$ 32,254.00	\$ 32,254.00	\$ 32,254.00	\$ 32,254.00	\$ 32,254.00	\$ 32,254.00	\$ 32,254.00	\$ 32,254.00	\$ 32,254.00	\$ 32,254.00	\$ 32,254.00	\$ 32,254.00	\$ 32,254.00	\$ 32,254.00	\$ 32,254.00	Expires: 06/2011
3 police cars, F150 truck, excavator	2.19%	BB&T	\$ 2,371.83	54-56-07-8707	\$ 28,467.00	\$ 28,467.00	\$ 28,467.00	\$ 28,467.00	\$ 28,467.00	\$ 28,467.00	\$ 28,467.00	\$ 28,467.00	\$ 28,467.00	\$ 28,467.00	\$ 28,467.00	\$ 28,467.00	\$ 28,467.00	\$ 28,467.00	\$ 28,467.00	\$ 28,467.00	\$ 28,467.00	\$ 28,467.00	Expires: 10/2011	
2013 Dump Truck	1.79%	SynTrust		54-56-12-8708	\$ 28,467.00	\$ 28,467.00	\$ 28,467.00	\$ 28,467.00	\$ 28,467.00	\$ 28,467.00	\$ 28,467.00	\$ 28,467.00	\$ 28,467.00	\$ 28,467.00	\$ 28,467.00	\$ 28,467.00	\$ 28,467.00	\$ 28,467.00	\$ 28,467.00	\$ 28,467.00	\$ 28,467.00	\$ 28,467.00	Expires: 11/2016	
3/4 truck, 3/4 truck, 3/4 ton truck, 1 police unit				54-56-12-8710	\$ 27,126.97	\$ 27,126.97	\$ 27,126.97	\$ 27,126.97	\$ 27,126.97	\$ 27,126.97	\$ 27,126.97	\$ 27,126.97	\$ 27,126.97	\$ 27,126.97	\$ 27,126.97	\$ 27,126.97	\$ 27,126.97	\$ 27,126.97	\$ 27,126.97	\$ 27,126.97	\$ 27,126.97	\$ 27,126.97	Expires: 2019	
30 Dell computers	1.75%			54-54-02-8706	\$ 9,783.00																		Expires: 2017	
9 Dell Computers	4.40%			54-54-02-8706	\$ 2,860.46	\$ 2,860.46	\$ 2,860.46	\$ 2,860.46	\$ 2,860.46	\$ 2,860.46	\$ 2,860.46	\$ 2,860.46	\$ 2,860.46	\$ 2,860.46	\$ 2,860.46	\$ 2,860.46	\$ 2,860.46	\$ 2,860.46	\$ 2,860.46	\$ 2,860.46	\$ 2,860.46	\$ 2,860.46	Expires: 2017	
ShoreTel Phone System		ATT		54-54-02-8710	\$ 11,108.00	\$ 11,108.00	\$ 11,108.00	\$ 11,108.00	\$ 11,108.00	\$ 11,108.00	\$ 11,108.00	\$ 11,108.00	\$ 11,108.00	\$ 11,108.00	\$ 11,108.00	\$ 11,108.00	\$ 11,108.00	\$ 11,108.00	\$ 11,108.00	\$ 11,108.00	\$ 11,108.00	\$ 11,108.00	Expires: 2018	
Total for General Fund			\$ 8,940.51		\$ 170,913.43	\$ 130,278.37	\$ 60,704.43	\$ 66,497.87	\$ 32,254.00															
Guthrie Public Works Authority																								
Langston Waterline - AMR	2.78%	BB&T	\$ 24,205.00	54-55-23-8714	\$ 294,000.00	\$ 294,000.00	\$ 294,000.00	\$ 294,000.00	\$ 294,000.00	\$ 294,000.00	\$ 294,000.00	\$ 294,000.00	\$ 294,000.00	\$ 294,000.00	\$ 294,000.00	\$ 294,000.00	\$ 294,000.00	\$ 294,000.00	\$ 294,000.00	\$ 294,000.00	\$ 294,000.00	\$ 294,000.00	Expires: 2025	
WTP, WWTP, Swimming Pool	2.42%	JPMorgan	366,320.93		\$ 331,804.87	\$ 1,429,723.50	\$ 1,424,878.50	\$ 1,424,145.50	\$ 1,422,948.00	\$ 1,421,208.00	\$ 1,420,741.00	\$ 1,420,688.00	\$ 1,418,992.00	\$ 1,417,569.00	\$ 1,417,520.50	\$ 1,418,728.00	\$ 1,419,288.00	\$ 1,419,060.00	\$ 1,419,060.00	\$ 1,419,167.50	\$ 1,419,167.50	\$ 1,419,167.50	\$ 1,419,167.50	10/1/2030
Total for GPWA Fund					\$ 628,804.87	\$ 1,723,723.50	\$ 1,719,878.50	\$ 1,718,145.50	\$ 1,716,949.00	\$ 1,715,208.00	\$ 1,714,741.00	\$ 1,714,688.00	\$ 1,712,992.00	\$ 1,711,569.00	\$ 1,711,520.50	\$ 1,712,728.00	\$ 1,713,288.00	\$ 1,713,060.00	\$ 1,713,060.00	\$ 1,713,167.50	\$ 1,713,167.50	\$ 1,713,167.50	\$ 1,713,167.50	
Fire																								
Ambulance - 2012	1.70%	SynTrust	\$ 32,188.24	09-09-92-8709	\$ 37,098.88	\$ 37,098.88	\$ 37,098.88	\$ 37,098.88	\$ 37,098.88	\$ 37,098.88	\$ 37,098.88	\$ 37,098.88	\$ 37,098.88	\$ 37,098.88	\$ 37,098.88	\$ 37,098.88	\$ 37,098.88	\$ 37,098.88	\$ 37,098.88	\$ 37,098.88	\$ 37,098.88	\$ 37,098.88	Expires: 8/2017	
Ambulance	1.86%	BB&T	\$ 37,098.88	09-09-92-8709	\$ 37,098.88	\$ 37,098.88	\$ 37,098.88	\$ 37,098.88	\$ 37,098.88	\$ 37,098.88	\$ 37,098.88	\$ 37,098.88	\$ 37,098.88	\$ 37,098.88	\$ 37,098.88	\$ 37,098.88	\$ 37,098.88	\$ 37,098.88	\$ 37,098.88	\$ 37,098.88	\$ 37,098.88	\$ 37,098.88	Expires: 8/2020	
Guthrie Industrial Development Authority																								
Sport Wing Lease	0.90%	ODOC	\$ 1,041.87	00-00-00-8702	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00	Expires: 12/2023	
Total IDA Fund			\$ 1,041.87		\$ 12,500.00																			
Oklahoma Water Resources Board																								
Digester Rehab (Series 2004 SRF)	2.17%			54-55-24-8714	\$ 38,572.88	\$ 38,572.88	\$ 38,572.88	\$ 38,572.88	\$ 38,572.88	\$ 38,572.88	\$ 38,572.88	\$ 38,572.88	\$ 38,572.88	\$ 38,572.88	\$ 38,572.88	\$ 38,572.88	\$ 38,572.88	\$ 38,572.88	\$ 38,572.88	\$ 38,572.88	\$ 38,572.88	\$ 38,572.88	Expires: 09/2027	
CMOM Project (Series 2010 CW SRF)	3.15%			55-55-05-8714	\$ 178,000.00	\$ 178,000.00	\$ 178,000.00	\$ 178,000.00	\$ 178,000.00	\$ 178,000.00	\$ 178,000.00	\$ 178,000.00	\$ 178,000.00	\$ 178,000.00	\$ 178,000.00	\$ 178,000.00	\$ 178,000.00	\$ 178,000.00	\$ 178,000.00	\$ 178,000.00	\$ 178,000.00	\$ 178,000.00	Expires: 03/2030	
Total OWRB Notes					\$ 214,872.88																			
Airport																								
Total All Funds					\$ 1,022,860.78	\$ 2,061,074.86	\$ 2,034,467.91	\$ 2,031,716.86	\$ 1,976,379.88	\$ 1,974,834.88	\$ 1,972,987.88	\$ 1,973,996.88	\$ 1,972,518.88	\$ 1,968,416.88	\$ 1,970,774.88	\$ 1,971,888.00	\$ 1,973,020.00	\$ 1,973,234.00	\$ 1,973,361.88					
*Payments to begin 03/15/2011			\$1,300,000 Annual Payments + Administrative Charge																					

2014-2015 Grants				
Police Department				
2015	JAG	\$10,000	Body cameras	Awarded
2016	JAG	\$10,000	Body cameras	Awarded
2015	COPS	\$222,422.50	Personnel	Not awarded
2015	VOCA	\$42,318	Victim advocate/some equipment	Awarded
2016	VOCA	\$240,825	2nd victim advocate/some additional equipment	Pending (June 2016)
2015	VAWA	\$54,712.50	Sexual Assault/Domestic Violence/Stalking Investigator	Awarded
2015	OHSO	\$28,000	Overtime	Not awarded
2016	OHSO	\$54,000	Overtime, training, equipment	Pending (July 2016)
2015	CCAW	\$6,500	Crimes against children conference (Dallas)	Awarded
2016	CCAW	\$6,500	Crimes against children conference (Dallas)	Pending
2015	P4C	\$2,500	Partners for change conference (Norman)	Awarded
2016	P4C	\$2,500	Partners for change conference (Norman)	Awarded
2015	Wal-Mart	\$2,300	School stuff	Awarded
2016	Wal-Mart	\$2,650	School stuff	Awarded
Awarded:		\$133,480.50	Not Awarded: \$250,422.50	Pending: \$301,325
Community Development				
2014	National Arts Foundation	\$700,000+	Arts Grant	Not awarded
2014	Safe Routes to School	\$161,529.50	Awarded (80%)	Awarded
2015	Healthy Communities TSET	\$37,000		Awarded
2015	Safe Routes to School	Received engineer's contract from ODOT		Awarded
Economic Development				
	FHLB Topeka	\$25,000	JOBS grant	Not awarded
	Total Funding:	\$62,000		
Fire Department				
	Oklahoma Office of Homeland Security	\$10,975	Interoperable Communications Grant - 2 mobile Dual band radios	Awarded
	FEMA	\$50,135	Assistance to Firefighters Grant - hoses, nozzles, racks	Awarded
	Total Funding:	\$61,110		

Guthrie Public Works			
	Oklahoma Department of Wildlife	\$46,929.44	Boating/Fishing Access Facility Development; 75/25 match
	Safe Routes to School (SRTS)	<\$200,000	sidewalk in the Fogarty School area; 80/20 match
	Safe Routes to School (SRTS)	<\$200,000	sidewalk in the Guthrie Upper Elementary School (GUES) area
	Coyle Water Line Project	<\$610,000	Project #P40-1020903-02, Loan #ORF-13-0008DW. ODEQ provided principle forgiveness of OWRB loan
	Total Funding:	\$783,523.96	
Guthrie Public Library			
	State Aid	\$18,747.00	Awarded
	Oklahoma Humanities Council	\$921.20	Awarded
	Oklahoma Humanities Council	\$942.48	Awarded
	Oklahoma Humanities Council	\$925.96	Awarded
	Children's Reading Charitable Trust	\$17,961.00	Awarded
	State Aid	\$3,852.00	Awarded
	Total Funding:	\$43,349.44	Awarded
Guthrie Edmond Regional Airport			
2015	ODALS	\$689,681.00	Awarded: \$655,196 state; \$34,485 local (cities matching)
2015	Rehab runway & taxiway	\$496,080.00	Awarded; \$150,00 federal; \$321,276 state; \$24,804 local (cities matching)
	Total Funding:	\$1,185,761.00	

AGREEMENTS/CONTRACTS

Franchise:

1. Oklahoma Gas & Electric Company at 3% – expires 5/12/2023

Inspection Fee:

1. Oklahoma Natural Gas at 2% - no expiration date
2. Telephone at 2% - no expiration date

Expires: June 7, 2016

1. Agreement with Myers Engineering for engineering services

Expires: June 30, 2016

1. School Resource Officers w/Guthrie Public Schools (2 officers)
2. Emergency Management Agreement with Logan County Commissioners
3. Lease of Facility for Logan County Aging Services with Sodexo Operations, LLC for use of Highland Hall to prepare and serve meals and rental of Highland Hall Annex (done)
4. Lease Agreement for use of the Armory with Neighborhood Solutions
5. Guthrie-Edmond Regional Airport Wildlife Management Services Agreement with USDA

Expires: June 30, 2016

1. Husmann Lease for Water Pumping Structure & Station from Cottonwood Creek to Liberty Lake

Expires: July 31, 2016

1. Sports Field Use Agreement with Guthrie Little League Baseball Association (Kiwanis Field)

Expires: August 2016

1. Interlocal Agreement for brush removal on Prairie Grove Road with Logan County

Expires: August 1, 2016

1. Lease Agreement with Duke Energy Field Services, LP for the location of the Forrest Hills Compressor Station

Expires: August 28, 2016

1. Agreement with YMCA for operation of Highland Park Pool during 2016 season

Expires: September 30, 2016

1. Lease Agreement with American Legion Post No. 58 regarding the maintenance, repair and operation of Honor Park
2. EMS Contract with Logan County Emergency Medical Services District Board of Trustees to supplement the cost of operating emergency medical services

3. Civil Defense Siren Maintenance Agreement with Joe Goddard to maintain and repair the sirens
4. HBC CPAs & Advisors for auditing services
5. Agreement with Logan Community Services, Inc. to provide temporary shelter care for juveniles and youths and drug/alcohol counseling for those individuals determined to be appropriate for temporary shelter care or drug/alcohol counseling by the City
6. Occupancy Agreement with Ryan and Jessica Friesen for the Liberty Lake Caretaker House
7. Occupancy Agreement with Don Sweger for the Highland Hall Caretaker House
8. Lease Agreement with North American Shooting Academy for use of the Guthrie Gun Range
9. Agreement with Crawford & Associates for auditing consultant
10. Employment Agreement for Municipal Judge with David Hood
11. Employment Agreement for City Attorney with Randel Shadid
12. IT services with NORPS LLC
13. Lease-purchase of vehicles through F&M Bank
14. International Association of Fire Fighters Local 2145 (IAFF) Contract
15. Fraternal Order of Police Lodge 105 (FOP) Contract

Expires: December 1, 2016

1. ATT Oklahoma Agreement – phone services

Expires: February 2017

1. Mowing Agreement with Billy Longnecker (80 acres located at East College and Midwest Blvd)
2. Lease agreement with TJ Campbell (8 acres) – not an annual agreement

Expires: April 1, 2017

1. Sports Field Use Agreement with Guthrie Little League Baseball Association (Cottonwood Flats)
2. Sports Field Use Agreement with Guthrie Girls Softball Association (Owens Field)

Expires: April 2017

1. Agreement for notification services with Blackboard Connect

Expires: June 30, 2017

1. City-County Civil Defense Agreement

Expires: September 30, 2017

1. Lease Agreement with Territorial Squares Square Dance Club for use of the property known as the “Girl Scout Cabin” – *lease ended in writing May 31, 2016, at the request of the Territorial Squares*
2. Agreement Intermedix Technologies, Inc. for ambulance billing and collections
3. Engagement Agreement to review usage and expense for cost reduction with VyBranz LLC

Expires: December 31, 2017

1. Lease agreement with Guthrie Chamber of Commerce

Expires: March 2018

1. Lease-purchase of Dell Computers (City will have purchased)

Expires: June 30, 2018

1. Agricultural Lease Agreement with Hugh Plagg for property at the Old Landfill

Expires: July 2, 2018

1. Cable Franchise – CoxCom Inc.

Expires: July 15, 2018

1. Lease Agreement with John Beck for the sole purpose of operating a Tree Farm on West Washington between North 8th & 9th Streets

Expires: October 1, 2018

1. Lease Agreement with Oklahoma International Bluegrass Festival, Inc. for use of Cottonwood Flats from the week before through and including the first full weekend in the month of October. The LEASE shall automatically renew for substantially the same period and duration in each of the subsequent years

Expires: March 31, 2019

1. Cartegraph Master Agreement (\$15,750 per year or \$58,450 total)

Expires: June 30, 2019

1. Airport Agreement with the City of Edmond

Expires: August 31, 2019

1. Agreement with Waste Connections of Oklahoma, Inc. for the collection and disposal of trash and garbage

Expires: September 24, 2019

1. EMI Response Agreement for Environmental Services

Expires: March 2020

1. Developer Agreement with Loves Travel Stops & Country Stores, Inc. (sales tax repayment \$30,000 per year)

Expires: April 2021

1. Mowing Agreement with Richard Martin for the Convenience Center

Expires: June 1, 2021

1. Managed Print Services Agreement with OneSource

Expires: October 1, 2023

1. Agreement to Manage Rural Business Enterprise Grant CFDA No. 10-769 with Logan County Economic Development Council to administer and monitor the distribution of funds pursuant to the terms of the grant

Expires: January 1, 2025

1. Lease Agreement with Guthrie Golf and Country Club, Inc. for recreational lake purposes for the property known as "Santa Fe Lake"

Expires: June 30, 2025

1. Take or Pay Water Purchase Agreement with Langston University

Expires: August 31, 2025

1. Logan County Economic Development Council – Lease Agreement for use of property known as "Fairgrounds Racetrack"

Expires: June 30, 2035

1. Take or Pay Water Purchase Agreement with Coyle Public Works Authority

Thirty Day Written Termination:

1. AMS Collection Services (Court and Utility)
2. Guthrie Housing Authority for a special rate to use the Convenience Center – three truck loads per month at \$10 per load (November 2005)
2. Agreement with Neighborhood Solutions for the Operation/Maintenance of Community Gardens
3. Agreement with DHH for collection and disposal of trash and garbage on Southwest 21st Street
4. Agreement with DHH for collection and disposal of trash and garbage on Johndoll Drive
5. Water Service Agreement with Guthrie Public Works Authority and Guthrie Public Schools for irrigation of Jelsma Stadium / Squires Field

Sixty Day Written Termination:

1. Agreement with CivicPlus for Annual Support, Maintenance & Hosting services for the website
2. Agreement with the Town of Cedar Valley for water and solid waste/trash pickup service.

Agreements/Contracts that have expired, but staff is working on:

1. Special Lease Agreement with Logan County Soccer Club for use of property located at the corner of Academy Road and West College (expired March 4, 2008)

Airport Leases:

1. There are numerous Airport Ground Hangar Leases with different expiration dates. Also, the City of Guthrie has incorporated within the Ground Hangar Leases to increase the annual rental by the Consumer Price Index every five years.

2. Expires December 31, 2026: Hangar Ground Lease Agreement with Glenn Crabtree and Crabtree Aircraft Company (Fixed Base Operator)

06/17/2016

The List below are estimates of just some of the items taken from the "Airport Improvement Recommendations List", which were all requested by Airport Board Members and Users of the Airport (businesses, tenants, and transients).

This list is a work in progress and will continually be updated to get estimates for as many of the items as possible.

Please note the total at the bottom is a sum of all the estimates in red, depending on high and low, new and used. Some items in this list may not be high priority but they are easily attainable low-hanging fruit.

Item #2 (1 highest priority –2 Part) Part #1 Concrete/Asphalt Patch on Taxi lane (15' x 23').

- Still waiting on one more estimate.
- **Concrete - \$2600.00**
- Asphalt - \$2800.00

Item #2 (1 highest priority –Part #2) 90 x90 Crack & Sealcoat in front of Hangar 3.

- **\$8,000.00** estimate – still waiting on two more estimates.

Item #4 (1 highest priority) Gate Controller on FBO gate. **\$6889.00 does not include electrical.**

Item #5 (1 highest priority) –Golf Cart for Passengers & Luggage Transfer (4 Frontward Facing Seats and Luggage in the Back, with Roof and Windshield.

- Estimate 1. ABS Golf Car – 6 Passenger (Back Folds Down for a Flat Bed).
 - New - \$9600
 - Used - \$6900
- Estimate 2. Justice Golf Car 4 (Frontward facing and luggage container – Transporter).
 - New - \$11,400
 - Used - \$7500
- Estimate 3. Four Wheeler Golf Car
 - New - \$9300
 - Used - \$5500
- **Overall Rough Estimate**
 - New (\$9300-\$11400)
 - Used (\$5500-**\$7500**)

Item #7 (1 highest priority) Parking Lot Crack & Seal Coat with Striping – still waiting on estimates.

- **Guessing Estimates to be between \$15,000 & \$21,000. (Quotes were given prior to Meyers sketch of parking lot.) NOT INCLUDED IN TOTAL**

Item #15 (2 high priority) All-Terrain Vehicle to access all areas of airport during emergencies and inclement weather.

- **Used \$5,500.00**
- New \$11,000-\$15,000

Item #16 (2 high priority) –Flag Pole and Flag

- Estimate 1. 20 Foot Pole \$309 with no flag and installation.
- Estimate 2. 30 Foot Pole **\$1342.72 with no flag and installation.**

Item #17 (2 high priority) FOD BOSS – attaches to airport vehicle to sweep up FOD off ramp.

- Estimate **\$8,000**

Item #19 (1 highest priority) – New Reel on Self Service Fuel Pump.

- Parts \$550.00/ Labor \$250.00 **Total \$750.00**

Item #21 (2 high priority) –Phone Charging Station **(\$125.00)**

- (\$30-50 with no cords and just for the dock)
- (10 chargers, approx \$87)
- (6 chargers, approx \$64)

Item #23 (2 high priority) –Outside sitting bench **(\$400.00 - wooden bench- Averaged)**

- Wooden Bench - \$300-\$500
- Metal Bench - \$700-900

Item #24 (2 high priority) –Storm Shelter

- Estimate 1. Ground Zero - **\$2550**
- Estimate 2. Oklahoma Shelters - \$3700 with installation and delivery
- Estimate 3. Storm Safe \$2750

Item #25 (2 high priority) Unicom in Airport Managers Office

- ICOM IC – A120 Air Band Transceiver-Base station Variant **\$1,049.00** (does not include antenna).
- Base Station antenna system (B-ANT) **\$279.00**

Item #38 (4 low priority) –Lobby TV

- 32 Inch (\$200-275)
- 40 Inch (\$250-**\$300**)

Item #43 (4 low priority) –Popcorn Machine

- Put on Table (No Mount) (**\$450-600**)
- Mounted (520-800)

Item #45 (4 low priority) –Ramp Red Carpet

- Estimate 1. 3"x5" (\$35-60)
- Estimate 2. 4"x6" (\$40-**\$75**)

TOTAL OF ABOVE ITEMS IN RED - \$45,810.00
Parking Lot added + \$21,000.00 (this estimate could be lower)

NEW TOTAL \$66,810.00

MYERS *Engineering*

CONSULTING ENGINEERS, INC.

INFRASTRUCTURE ASSESSMENT

GUTHRIE PUBLIC WORKS AUTHORITY
GUTHRIE, OKLAHOMA

SEPTEMBER 2012

MECE 211135.62



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CA 121 OKLAHOMA RENEWAL DATE 6/30/13



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Appendix I – WWTP Calculations

I. INTRODUCTION

A. Purpose

The purpose of this report is to evaluate the current condition and capacity of the City of Guthrie's infrastructure and make prioritized recommendations for proposed upgrades with respect to budget availability and perceived needs. The systems to be evaluated include water supply and treatment, water distribution, sanitary sewer, and wastewater treatment. This report will aid the City of Guthrie in allocating resources and determining the needs for public improvements.

B. General

The City of Guthrie is located in central Oklahoma approximately 33 miles north of Oklahoma City in Logan County. The city provides water and sewer service to residents within the city limits and water service to Langston University in Langston, Oklahoma which is located approximately 12 miles northeast of Guthrie on State Highway 33. Guthrie is in negotiations with the Town of Coyle to extend water service from Langston University to Coyle. Coyle is located approximately 2 miles east-northeast of Langston University on State Highway 33. Figure 1, from <http://maps.google.com>, shows the location of Guthrie (Label "B"), Langston University (Label "C"), and the Town of Coyle (Label "D") with respect to Oklahoma City (Label "A").

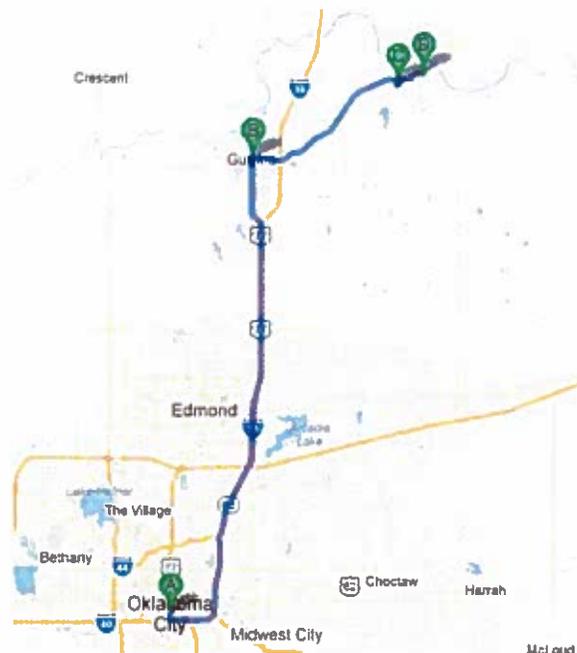


Figure 1: Location Map



C. Disclaimer

The data presented in this infrastructure assessment is a general overview of observations of the available data collected by Myers Engineering, Consulting Engineers, Inc. (MECE) and is neither a total nor comprehensive evaluation of the infrastructure as a whole or in part. Changing conditions beyond the control of the City of Guthrie and the engineer may have an impact on any proposed plan. Proposed improvement projects should be analyzed extensively prior to making any major alterations to existing infrastructure.

This report was created to assist in the identification and prioritization of the needs of the City of Guthrie.

II. POPULATION

City and county population trends are crucial for determining future infrastructure needs. Population was analyzed for the City of Guthrie, Langston University, the Town of Coyle, and Logan County. Langston University and Coyle were included in the population discussion only for the water supply and treatment analysis because wastewater collection and treatment are not provided by the City of Guthrie. An assessment of Logan County’s population was included in this discussion because the county has experienced a greater amount of growth than Guthrie. This fact indicates the possibility of future growth that could significantly impact the capacity requirements of Guthrie’s infrastructure systems.

A. Guthrie Population

The City of Guthrie’s population increased 2.7% between April 2000 and April 2010, from 9,925 to 10,191 people, respectively. Population projections for Guthrie were computed using the compound growth formula and census data from 2000 and 2011 (Oklahoma Department of Commerce 2011b). These values were compared to population projections from Oklahoma Department of Commerce (2000). The results from the calculated population projections can be found in Appendix A. The population projections from the Department of Commerce (2000) were used for future population estimates because they produced more conservative results than those calculated with the compound growth formula, and the results are shown in Table 1.

Table 1: Guthrie Population Projections

Year	Projected Population
2010	11,320
2015	12,020
2020	12,730
2025	13,370
2030	13,980

B. Langston University Population

Because the City of Guthrie provides water to Langston University, population at the university was analyzed for the water supply and distribution systems. According to U.S. News & World Report (2012) the total enrolment at Langston University is 2,794 students. Projected population of the university was estimated because historical enrollment was not available. U.S. News & World Report (2012) estimated that 40% of the students at Langston University live off-campus; therefore, the effective 2012 population served by the water system is approximately 1,118 people. Projected on-campus population was assumed to

grow from 1,118 people to 2,794 between the years 2012 to 2030. Table 2 shows the results of the compound growth calculations based on this conservative assumption.

Table 2: Langston University Population Projections

Year	Projected Population
2010	1,010
2015	1,303
2020	1,680
2025	2,167
2030	2,795

C. Coyle Population

Coyle’s population decreased 3.6% between April 2000 and April 2010, from 337 to 325 people, respectively. Population projections for the Town of Coyle were computed using the compound growth formula and census data from 2000 and 2011 (Oklahoma Department of Commerce 2011b). These values were compared to population projections from Oklahoma Department of Commerce (2000). The results from the calculated population projections can be found in Appendix A. The population projections from the Department of Commerce (2000) were used for future population estimates because they produced more conservative results than those calculated with the compound growth formula, and the results are shown in Table 3.

Table 3: Coyle Population Projections

Year	Projected Population
2010	380
2015	410
2020	430
2025	450
2030	470

D. Logan County Population

Logan County experienced considerable growth between April 2000 and April 2010. According to the Oklahoma Department of Commerce (2011a), the population of Logan County was 33,924 in 2000 and 41,848 in 2010. This equates to a population increase of 23.4% over a ten-year period, ranking Logan County as the fourth fastest growing county in

the state. Over the same time period, the population of the state of Oklahoma increased by a total of 8.7%.

The growth in southern Logan County was determined to be significant enough that population analysis for the county should be included. Population projections for Logan County were computed using the compound growth formula and census data from 2000 and 2011 (Oklahoma Department of Commerce 2011a). The compound growth calculations used to project Logan County’s population can be found in Appendix A. Table 4 shows the projected population of Logan County based on the compound growth formula.

Table 4: Logan County Population Projections

Year	Projected Population
2010	41,848
2015	46,479
2020	51,623
2025	57,336
2030	63,681

III. WATER SUPPLY AND TREATMENT

The Water Supply and Treatment section of this Infrastructure Assessment addresses the City of Guthrie's raw water supply and drinking water treatment.

A. Existing Infrastructure

The raw water transmission line and the water treatment plant were recently upgraded in a combined project that was completed in 2011. The project included upgrades to the intake structures at Guthrie Lake, Liberty Lake, and the Cottonwood Creek, a new 24" raw water supply line from the intake structures to the water treatment plant, and a new 6 million gallon per day (MGD) water treatment plant.

The three sources of raw water, Guthrie Lake, Liberty Lake, and Cottonwood Creek, and the 24" raw waterline are capable of providing up to 7 MGD safely. The maximum capacity of the water treatment plant is 6 MGD, thus the limiting factor for the analysis of the City of Guthrie's water supply and treatment is 6 MGD.

The engineering report for MECE Job No. 27050 includes a complete discussion of the improvements to the water supply, transmission, and treatment systems (Myers 2008).

B. Demand

The analysis of water supply and treatment was completed based on existing and projected water demands for the City of Guthrie, Langston University, and the Town of Coyle. Langston University was included because it receives its treated water from Guthrie through a 12" waterline. Guthrie and the Town of Coyle are currently negotiating plans to extend the 12" waterline from Langston University to Coyle, thus the projected demands from Coyle were also included in the analysis.

The assumption of Langston University's population from Section II.B was verified by comparing its peak water demand of 200,000 gallons per day to the assumed on-campus population of 1,118 people. This equates to an approximate peak usage of 179 gallons per capita per day (gpc/d). By comparison, Guthrie's peak water demand of 2 MGD is approximately 177 gpc/d. The closeness of these values confirms the practicality of using the assumption that Langston University's current population served by the water system is restricted to the population living on-campus.

The projected water demand on Guthrie's water supply and treatment systems was based on the combined population projections shown in Table 5. The projections from Guthrie, Langston University, and Coyle are listed individually, and the total combined projection is shown in the last column.

Table 5: Combined Population Projections for Water Supply and Treatment Analysis

Year	Projected Populations			Total
	Guthrie	Langston Univ.	Coyle	
2010	11,320	1,010	380	12,710
2015	12,020	1,303	410	13,733
2020	12,730	1,680	430	14,840
2025	13,370	2,167	450	15,987
2030	13,980	2,795	470	17,245

Assuming 250 gpc/d peak water use, the demand on the water supply and treatment system was determined. The peak demand for the years 2010 through 2030 are shown in Table 6.

Table 6: Guthrie, Langston University, & Coyle Projected Peak Water Demand

Year	Projected Peak Demand (gpd)
2010	3,177,500
2015	3,433,250
2020	3,710,000
2025	3,996,750
2030	4,311,250

South Logan County has experienced a large amount of growth in recent years as discussed in Section II.D. Even though the City of Guthrie does not currently provide water for the southern part of Logan County, the future possibility of providing water to some of the residents outside the city limits requires consideration. Table 7 lists the projected peak demand of all of Logan County, including Guthrie, Langston University, and Coyle. It also lists the projected amount of water that the City of Guthrie could provide to residents outside its service area while remaining at or below the supply and treatment maximum of 6 MGD.

Table 7: Logan County Projected Peak Demand and Projected Available Water

Year	Projected Peak Demand (gpd)	Projected Water Available (gpd)
2010	10,462,000	2,822,500
2015	11,619,750	2,566,750
2020	12,905,750	2,290,000
2025	14,334,000	2,003,250
2030	15,920,250	1,688,750

C. Recommendations

The City of Guthrie's water supply and treatment systems do not require any immediate attention. The new intake structures at Guthrie Lake, Liberty Lake, and Cottonwood Creek and the new transmission lines are capable of providing up to 7 MGD of raw water. The limiting factor is the water treatment plant which can safely treat 6 MGD. The 2030 maximum demand on the system is conservatively projected to be approximately 4.3 MGD. The system can be expected to safely handle an additional 1.7 MGD in the year 2030.

If growth continues in southern Logan County, the City of Guthrie may have the opportunity to provide water to areas outside the city limits, Langston University, and Coyle. If the city expands its service area, and the growth continues, it may be necessary for the city to explore options for expanding its water supply and treatment processes. Two possible options are discussed below.

1. Purchase Water from Oklahoma City

The first option involves purchasing water from Oklahoma City. If the City of Guthrie opted for purchasing water, the city would be required to construct a 24" waterline from the nearest point on Oklahoma City's water system to the existing water treatment plant in Guthrie. The new waterline would tie in to a 36" main at approximately one-half mile north of 206th St. along Western Ave and stretch approximately 17.5 miles to tie into Guthrie's existing water system at Industrial Rd. and U.S. 77. Figure 2 shows a preliminary alignment if this option is pursued in the future. The total project cost for 17.5 miles of 24" waterline from Oklahoma City to Guthrie, including construction, contingencies, engineering, survey, inspection and all other associated costs was estimated at \$21,735,000 in 2008 dollars (Myers 2008). Using an inflation calculator (Coin News Media Group 2012) the present, inflation-adjusted cost of the waterline is estimated at \$23,128,221. A detailed cost estimate from Myers (2008) is included in Appendix B of this report.

If future system demands necessitate exploration of additional water sources, purchasing water from Oklahoma City should be considered as a viable option pending an in-depth cost-benefit analysis.

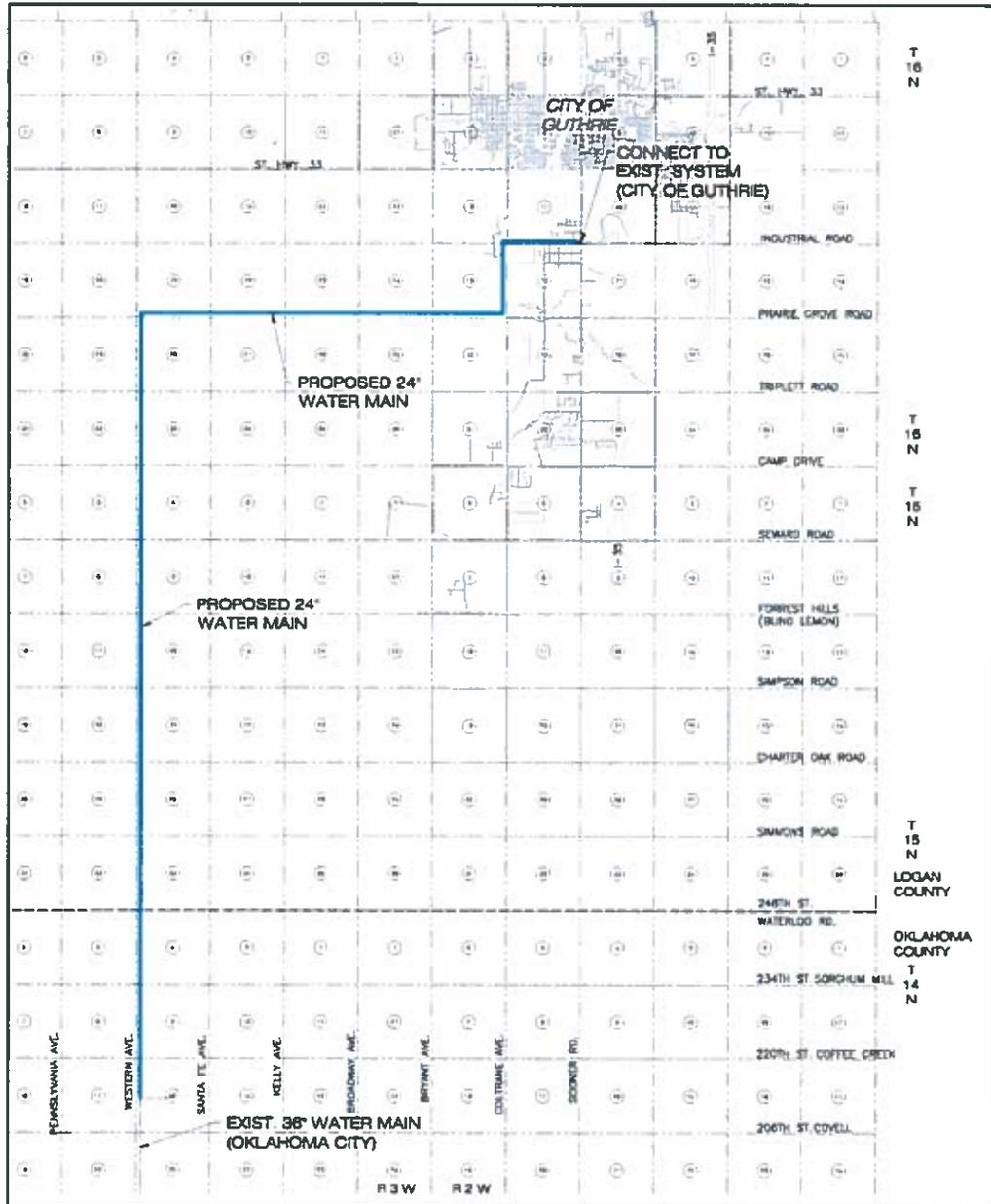


Figure 2: Alignment of 24" Waterline from Oklahoma City to Guthrie

2. Drill Water Wells along the Cimarron River

If expansion of Guthrie’s water supply capacity is deemed necessary, another option is to drill water wells in alluvium deposits of the Cimarron River where yields range from 25 to 50 gpm per well. Figure 3 is a section of a map obtained from the Board of

Regents of the University of Oklahoma (1975), prepared in cooperation with the U.S. Geological Survey. Figure 4 is a clip of the original map legend. If the city's water demand exceeds 6 MGD, a well field could be drilled in the alluvium deposits of the Cimarron River. Approximately 5 miles of waterline would be constructed to tie into the water treatment plant. Groundwater typically does not require the same amount of treatment as surface water. After drilling test wells and determining the actual quality and yield of the groundwater, the city could further investigate supplementing its water supply through wells.

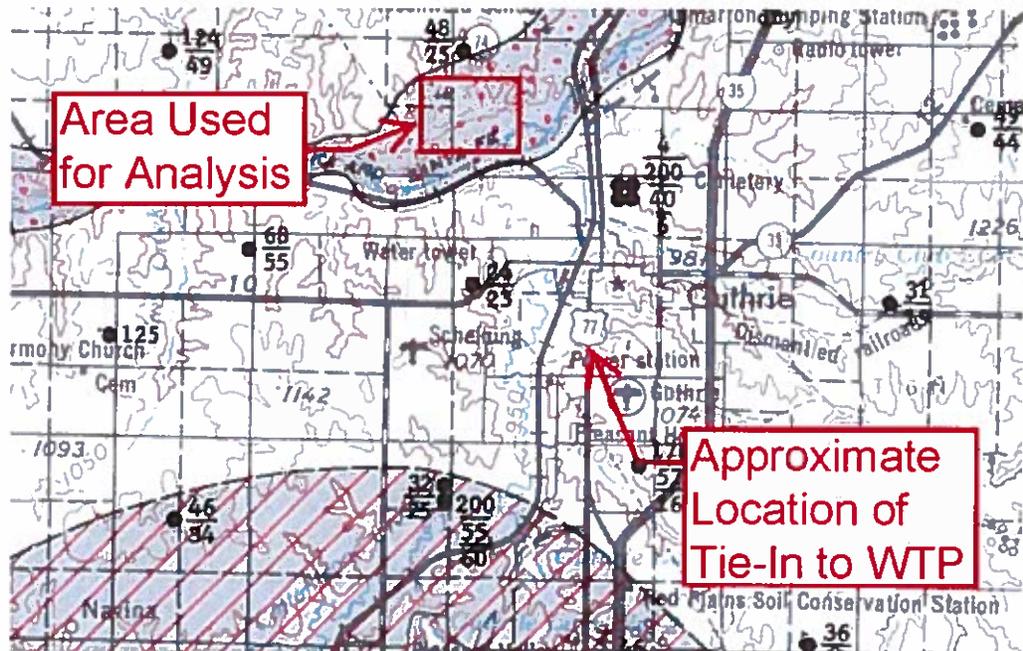


Figure 3: Alluvium Deposits along Cimarron River

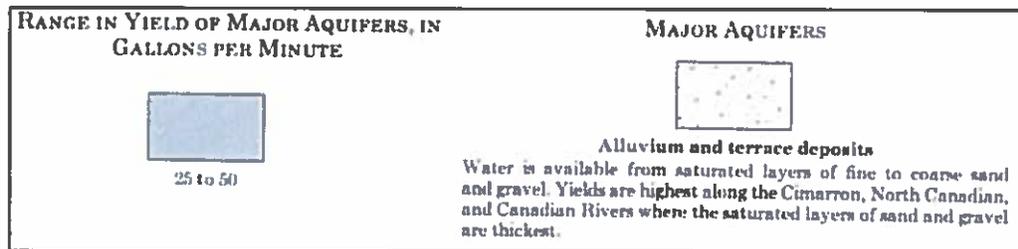


Figure 4: Legend for Groundwater Map

IV. WATER DISTRIBUTION

The Water Distribution section of this Infrastructure Assessment addresses the condition of the City of Guthrie’s water distribution network. The system includes water mains throughout the city limits and a 12” main line that supplies Langston University. The waterlines throughout the system include PVC, Cast Iron, and some Ductile Iron pipe. The city’s waterlines are currently in relatively good working condition. However, there are several consistently problematic areas within the system. Through a program of replacing the worst waterlines and performing regular maintenance, the system should require minimal capital cost.

A. Lines Previously Scheduled for Replacement

The project that upgraded the raw water supply lines and constructed the new water treatment plant included several water mains in the distribution system. However, the lines were not replaced as planned. The waterlines proposed in MECE Job No. 27050 (Myers 2008) that were not replaced are listed in Table 8 with pipe diameters and approximate lengths shown. The lines that were scheduled for replacement were determined to be in poor condition or in need for greater capacity.

Table 8: Waterlines Scheduled for Replacement in MECE 27050

Location	Proposed Diameter (in)	Approximate Length (ft)
Division St. from Sigma Pl. to Harrison Ave.	18	6,660
Noble Ave. from 16 th St. to 7 th St.	12	3,370
Division St. from Warner Ave. to College Ave.	12	1,520
College Ave. from 4 th St. to Wentz St.	12	1,870
Wentz St. from College Ave. approx. 3-blocks to north	12	1,100

Figure 5 shows the lines that were scheduled to be replaced highlighted in blue on a map of Guthrie’s water system. A larger map and the plans developed for the waterlines are included in Appendix C.

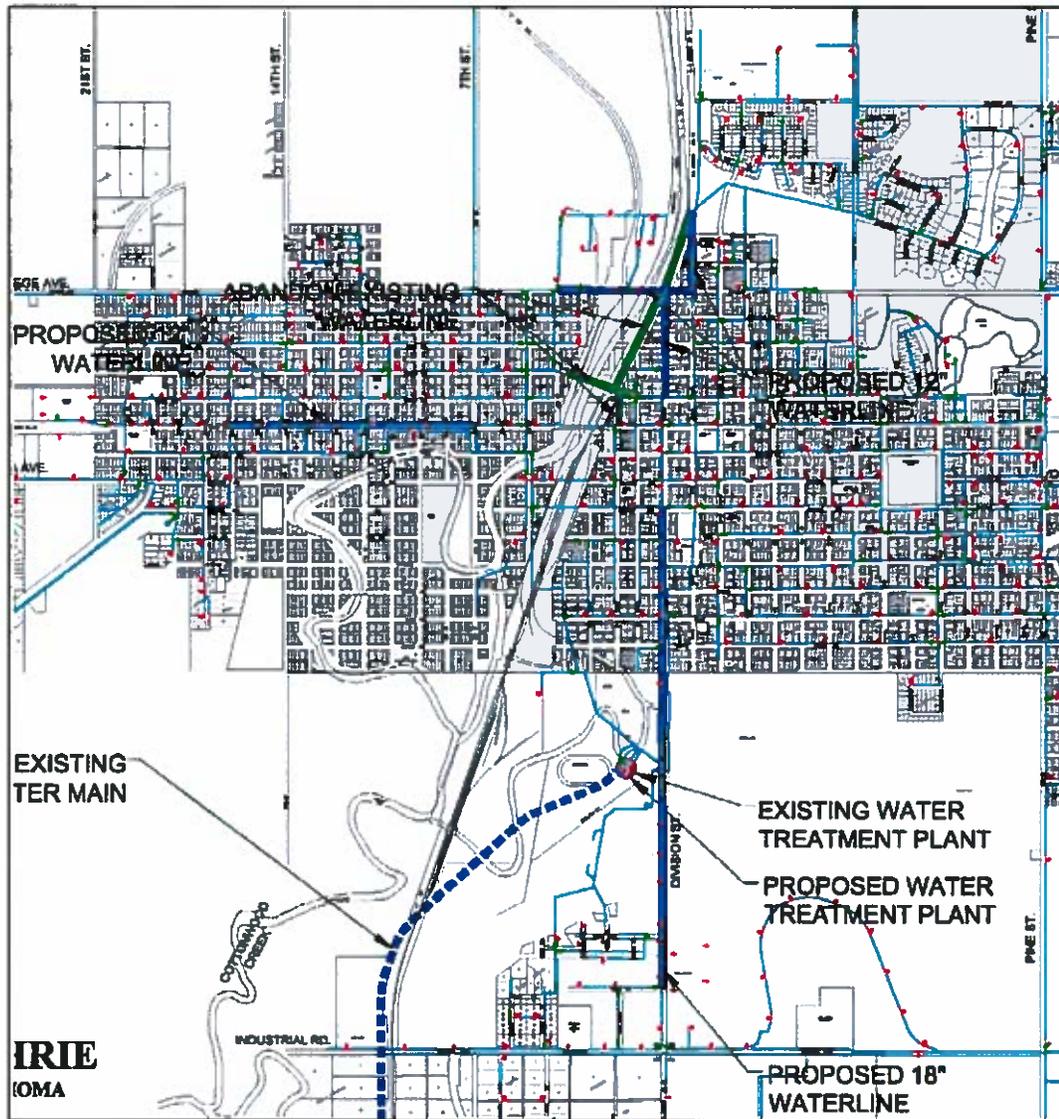


Figure 5: Water System Map Showing Lines Not Replaced in MECE 27050

A model of Guthrie’s water distribution system was created in WaterCAD to verify that pressure requirements were maintained throughout the system. Scenarios were created in the model to represent a 2,000 gpm fire demand at the high school, a 1,500 gpm fire demand at the Masonic Temple, and a 1,500 gpm fire demand at the post office. These scenarios were each modeled with the existing water distribution system and with the proposed improvements included, thus giving a total of six different scenarios. The results of the system with the proposed improvements showed that pressure in all scenarios would

be maintained at or above 25 psi throughout the system. Appendix D contains the complete results from the WaterCAD analyses.

The cost of construction for the replacement of the waterlines was estimated at \$2,477,960 in 2008 dollars (Myers 2008). The construction cost adjusted to 2012 dollars would be approximately \$2,636,798 (Coin News Media Group 2012).

B. Creek Crossing Along U.S. 77

An additional waterline within the distribution system that continues to be problematic is an 8" line that runs north-south along U.S. Highway 77. The waterline has been patched numerous times by the Line Maintenance Department. Moreover, Line Maintenance has been unable to locate shut-off valves to isolate the creek crossing for repairs. This line runs under the creek at the approximate location shown in Figure 6.



Figure 6: Waterline Creek Crossing along U.S. 77

Replacement of this waterline should be a priority, as this is one of the main distribution lines supplying water to the high school. The total length of the line would be

approximately 900 feet. Because this waterline crosses underneath a creek, it requires shutoff valves to isolate the crossing per OAC 252:626-19-2(i)(2).

C. Waterlines Along Cleveland Avenue

In a conversation with Guthrie's Line Maintenance Superintendent, it was revealed that the water distribution lines along Cleveland Ave. from approximately 12th St. to 14th St. require attention. This area of the distribution system is one that regularly experiences leaks and line breaks. Moreover, there are four separate waterlines of various sizes that are all active. This fact greatly complicates the repairs that are regularly needed. When a waterline leak or break is discovered in this area, the line maintenance employees rarely know exactly which line requires repair or the size of fittings to be used. It is recommended that these waterlines be replaced by a single waterline of sufficient size to meet demand requirements and abandon the four existing waterlines of various sizes.

D. Recommendations

While the water distribution system is in relatively good working condition, several lines require upgrades and/or replacement. Recommendations for the water distribution system are as follows:

- Replace waterlines scheduled for replacement in MECE Job No. 27050 (Myers 2008)
- Replace creek crossing along U.S. 77 including shutoff valves to isolate the crossing
- Replace the four waterlines along Cleveland Ave. from approximately 12th St. to 14th St. with one of sufficient size to meet the required demand
- Continue regular maintenance
 - Replace/repair distribution lines as needed and as budget allows
 - Continue flushing dead-ends every 90 days per OAC 252:631-3-16

V. SANITARY SEWER

Guthrie’s sanitary sewer collection system consists of approximately 295,000 feet of gravity sewer line, 9,230 feet of force main, and 925 manholes. The collection system still contains many vitrified clay pipe (VCP) gravity lines and brick and mortar manholes, which do not meet modern standards.

A. Consent Order and CMOM

In May 2004 the City of Guthrie and the Oklahoma Department of Environmental Quality (DEQ) entered into Consent Order Case No. 04-103 which addressed multiple unauthorized discharges of untreated wastewater from the collection system between August 2001 and April 2004. Part of the agreement between the city and DEQ involved developing and implementing a Capacity, Management, Operation, and Maintenance (CMOM) program. In October 2010 Consent Order Case No. 10-254 became effective, requiring Guthrie to construct upgrades to the wastewater collection system and submit annual CMOM audits. MECE Job No. 28082 was developed to address the sewer mains and manholes in the greatest need for repair/replacement (Myers 2010).

MECE Job No. 28082 replaced a total of approximately 41,255 feet of sewer line, replaced 169 manholes, and repaired 9 additional manholes at a total construction cost of approximately \$3,626,690. Construction on the sanitary sewer improvements began in February 2011, and construction on base contract work and additional sewer line added by Change Order No. 2 was completed in August 2012. Table 9 shows the length and size of sewer line that was replaced. Appendix E contains a copy of Guthrie’s sewer system atlas with the sewer mains and manholes replaced by MECE Job No. 28082 highlighted.

Table 9: Sewer Line Replaced in MECE Job No. 28082

Diameter (in)	Length (ft)
8	21,558
10	2,677
12	7,642
15	5,257
24	4,121
Total Length	41,255

The engineering report for MECE 28082 contains three separate lists of sewer lines and manholes that require replacement (Myers 2010). In prioritized order, the lists are Phase I Repair/Replacement, Phase II Failed Rating, and Phase II Poor Rating. The lists were each compared to the work completed in MECE Job No. 28082. Appendix F contains each of the aforementioned lists with every sewer main and manhole that was replaced and/or

repaired labeled accordingly. Table 10 summarizes the prioritized lists of sewer mains and manholes from MECE Job No. 28082 that still need replaced.

Table 10: Summary of Sewer Mains and Manholes that Need Replaced

Priority	Length of Sewer Requiring Replacement (ft)	Number of Manholes Requiring Replacement
1. Phase I	8,505	63
2. Phase II - Failed	28,221	158
3. Phase II - Poor	81,562	411
Totals	118,288	632

B. 15" Sewer Main 6L-124-5L-112A

An additional sewer main that is not on the aforementioned lists but requires work is located along Bird Creek on the south side of Guthrie Greenhouses between U.S. 77 and Walker Dr. This is a 15" sewer main, approximately 1,830 feet in length, that flows generally west from manhole 6-124, through manholes 6-125, 6-126, 5-108, 5-109, and to 5-112A. Figure 7 is an aerial photo with an overlay of the sewer system atlas showing the location of the sewer main in solid red and the approximate path of Bird Creek in dotted red.

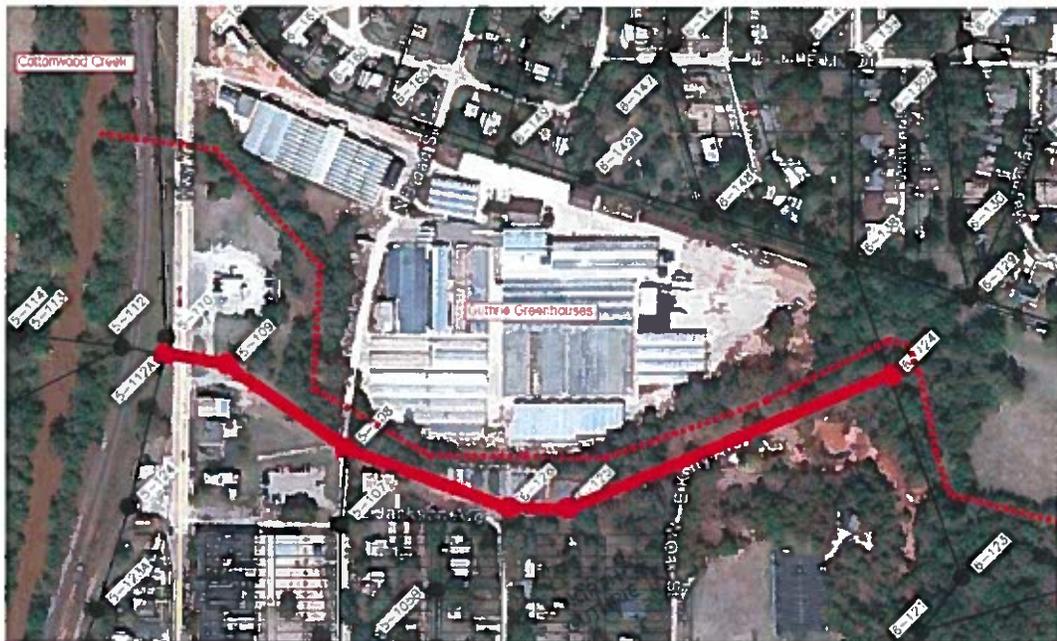


Figure 7: 15" Sewer Main 6L-124-5L-112A

The sewer main follows very closely to the bank of the creek. Whenever a heavy rain event occurs, the Cottonwood Creek on the left side of Figure 7 fills, and creek water spills over into Bird Creek (marked by the dotted line). Conversations with the owner of Guthrie Greenhouses and Guthrie's Line Maintenance revealed that this section of sewer main continues to become exposed in the creek bank during heavy rain events. The section of sewer line from manhole 6-124 to 6-125 has repeatedly been damaged and subsequently repaired.

C. Recommendations

While the CMOM program has been very successful in addressing the worst of Guthrie's sewer collection mains, over 120,000 feet of sewer is still known to be in either "failed" or "poor" condition (Myers 2010). It is recommended that the City of Guthrie implement an ambitious plan to replace sewer collection mains and manholes over the next twenty years, so it can focus its future resources more on maintenance than emergency repairs.

An analysis was performed to determine an estimated annual budget that should be allocated toward sewer collection main and manhole replacement. The cost for sewer replacement, including construction incidentals, manholes, engineering, surveying, financing, and all other associated costs, in 2012 dollars was assumed as \$125 per linear foot. Annual inflation was assumed to be 3% over the next twenty years. If the City of Guthrie allocated \$500,000/year and adjusted the amount for inflation, by the year 2032, the city will have replaced 80,000 feet of sewer mains (4,000 feet/year). This would only account for two-thirds of the known sewer lines that are deemed "failed" or "poor" (Myers 2010). Though replacing this amount of sewer line within a twenty-year period is a tremendous task, this amount does not take into consideration the fact that many sewer mains not currently needing replacement may begin to become deteriorated.

An even more ambitious annual budgetary allocation would allow for all currently "failed" and "poor" sewer mains to be replaced. If the city invested \$750,000/year and adjusted the amount for inflation, by the year 2032, the city will have replaced all 120,000 feet of sewer (6,000 feet/year) deemed necessary for replacement by Myers (2010). Table 11 lists the two annual investment scenarios recommended for the city to replace the worst sewer mains and manholes within the system.

Table 11: Inflation-Adjusted Annual Cost to Replace Sewer Lines

Year	Cost / ft Sewer	Annual Investment for 4,000 ft/yr	Annual Investment for 6,000 ft/yr
2013	128.75	515,000	772,500.00
2014	132.61	530,450	795,675.00
2015	136.59	546,364	819,545.25
2016	140.69	562,754	844,131.61
2017	144.91	579,637	869,455.56
2018	149.26	597,026	895,539.22
2019	153.73	614,937	922,405.40
2020	158.35	633,385	950,077.56
2021	163.10	652,387	978,579.89
2022	167.99	671,958	1,007,937.28
2023	173.03	692,117	1,038,175.40
2024	178.22	712,880	1,069,320.67
2025	183.57	734,267	1,101,400.29
2026	189.07	756,295	1,134,442.29
2027	194.75	778,984	1,168,475.56
2028	200.59	802,353	1,203,529.83
2029	206.61	826,424	1,239,635.72
2030	212.80	851,217	1,276,824.80
2031	219.19	876,753	1,315,129.54
2032	225.76	903,056	1,354,583.43

It is recommended that the city continues investing in the sewer system to bring it to modern standards and avoid costly penalties. By replacing the sewer lines that continue to be problematic, the city can eventually focus its resources on maintenance of the sewer system, rather than performing costly emergency repairs and facing fines from regulatory agencies for unauthorized discharges.

VI. WASTEWATER TREATMENT

This section of the infrastructure assessment addresses Guthrie’s wastewater treatment plant (WWTP), its current condition, the problems it currently faces and will likely face in the future, and its options for improvement.

A. Existing Facilities

The City of Guthrie owns and operates a 1.0 MGD WWTP that uses a trickling filter process. The plant was originally built in 1955. Other than a new digester in 2008, it has not had any major upgrades since 1986 (Myers 2010). Overall, the existing facilities are old and require significant repair, replacement, or upgrades. Figure 8 is a general flow diagram of the existing WWTP facilities. Appendix G contains a comprehensive flow diagram. The following subsections briefly describe the individual unit operations and areas of concern.

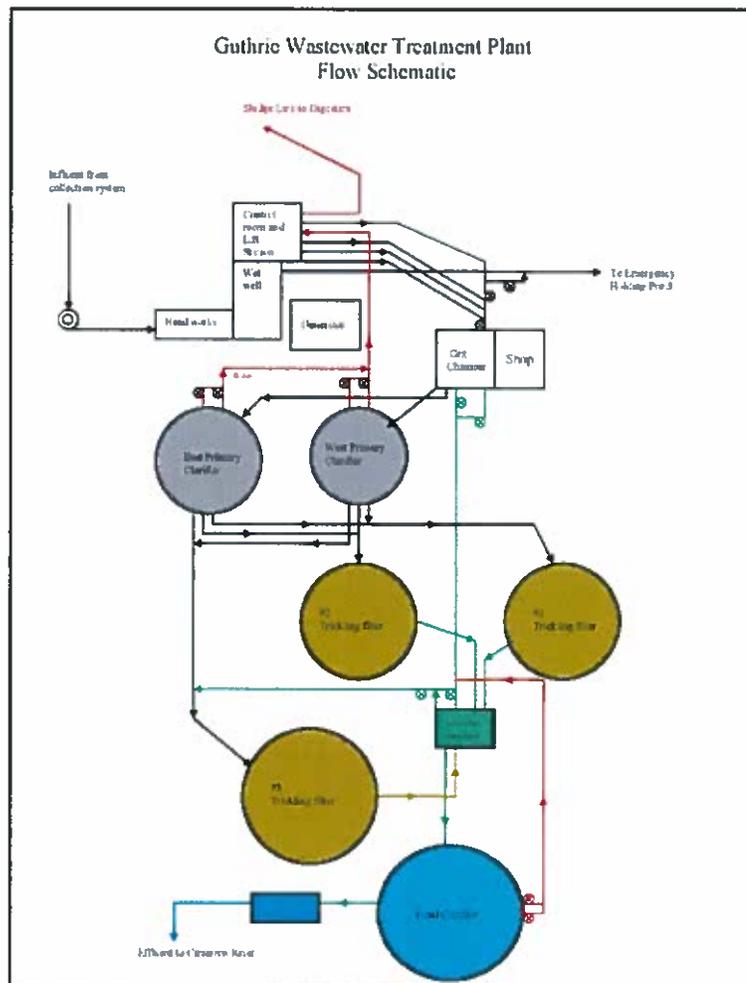


Figure 8: General Flow Diagram for Guthrie WWTP

1. Pumps

Guthrie's WWTP has four raw lift pumps, two raw sludge pumps, and one storm water feed pump that automatically powers on and feeds raw influent to the storm water holding ponds when pumps 1-4 cannot maintain. The greatest problem facing the pumps is that non-sewage trash and debris continue to damage the impellers. Overloading is generally not a concern. The goal for pump maintenance is to rebuild each of the influent and storm water pumps a minimum of once per two years. At an approximate cost of \$5,000/pump, the city should expect to allocate an average of \$12,500/year to influent pump maintenance. This amount could decrease if the issues with influent trash can be fixed, thus slowing the damage to the impellers.

2. Bar Screen

In a letter dated June 26, 2012, several violations and deficiencies were cited by DEQ during its May 31, 2012 NPDES Compliance Sampling Inspection. A copy of this letter and the Guthrie Public Works Authority's response are included in Appendix H. The bar screen was specifically cited for having large debris passing through it.

3. Grit Chamber

The grit removal auger's drive shaft was broken at the time of DEQ's inspection. The drive shaft was replaced in June 2012 as required by DEQ. The grit chamber is downstream from the pumps in the current WWTP's layout. To be in accordance with OAC 252:656-13-2(a) the grit chamber should be located ahead of the pumps to better protect them from damage.

4. Primary Clarifiers

The WWTP has two primary clarifiers. The newer of the two is about 25 years old, and signs of concrete scaling and seepage are visible from the outside as shown in Figure 9. This problem was cited by DEQ in its June 26, 2012 letter to the city.



Figure 9: Concrete Scaling and Seepage from East Primary Clarifier

5. Trickling Filters

The existing plant has three trickling filters. DEQ cited the WWTP for signs of leakage from cracks in the wall of trickling filter #1. The plant was also cited for leakage of wastewater from the distribution arms of trickling filter #2 which caused pooling of wastewater in the center of the filter medium.

6. Secondary Clarifier

The secondary clarifier was upgraded with a new rake in 2011, and has not had any major issues.

7. Chlorine Contact Basin & Chemical Storage

The WWTP utilizes gaseous chlorine disinfection at the contact basin where baffles allow for the required contact time to be achieved. Aqueous sodium bisulfite is injected to de-chlorinate the treated water before it is discharged to the Cimarron River. The chlorine gas is stored outside where it is exposed to the weather and possible vandalism, thus raising safety concerns.

8. Anaerobic Digesters

The mixer on the primary digester is inoperable, thereby creating a septic environment in the digester. The amount of solids handled by the WWTP has not been high enough for this to pose a capacity problem; however, if the influent continues to increase, this digester will need to be in full operation.

9. Emergency Generator

The emergency generator is a 115kW natural gas generator that can power the entire plant. Though it is operable, it has not had any work completed on it since 1985. The generator has bad seals, a leaking head, and overall needs to be rebuilt.

B. Influent & Capacity

The WWTP typically experiences 0.9 – 1.0 MGD influent, but this is steadily increasing. There is not any major industrial discharge into the sewer system; most of the system's demand is a result of housing development in Guthrie. During periods of rain, the WWTP regularly exceeds the 1.0 MGD allowed by its permit.

The increased influent is likely a combination of several factors; however, a few possible causes have been identified. The completion of the Sewer System Improvements, MECE Job No. 28082 (Myers 2010), has likely increased flow to the WWTP, as unauthorized discharges from the collection system have drastically decreased. This could also be exacerbating the problem with influent trash and debris, as many of the replaced sewer mains had chronic blockages that are now capable of flowing freely. Another possible reason for the increased flow to the WWTP is from the new water treatment facility, MECE Job No. 27050 (Myers

2008). On average, the water treatment plant is discharging approximately 120,000 gallons/day to the sewer system from filter backwash operations, accounting for approximately 12% of the WWTP’s influent. This volume is diminishing with time as the water treatment plant is obtaining longer filter runs. The third cause of increased influent is simple population growth in the area. Guthrie and south Logan County are currently experiencing dramatic growth. If this continues, the WWTP will be unable to handle the amount of wastewater that is discharged to the collection system.

C. Options to Expand WWTP Capacity

Based on an average daily per capita flow of 100 gpd into the sewer system and the population projections for Guthrie in Section II.B of this report, the WWTP needs to be expanded in the near future. Table 12 shows the projected influent properties of the WWTP based on these parameters.

Table 12: Projected WWTP Daily Influent

Year	Projected Population	WWTP Influent (mgd)	Organic Loading (lb BOD ₅ /day)
2010	11,320	1.13	1,924
2015	12,020	1.20	2,043
2020	12,730	1.27	2,164
2025	13,370	1.34	2,273
2030	13,980	1.40	2,377

The following subsections discuss options that could be investigated further to expand Guthrie’s WWTP capacity.

1. Expand Existing Trickling Filter Process

The first option involves expanding the existing plant to handle additional capacity. Allowable hydraulic loading and organic loading rates from DEQ were compared to the 2030 expected influent. Based on the assumption that the primary clarifiers remove 30% of the influent BOD per OAC 252:656-17-2(b), the trickling filters are expected to experience a load of 1,664 lb BOD₅/day in 2030. For redundancy purposes, the large trickling filter was the limiting factor, and the two smaller filters were analyzed together as one unit. Table 13 lists the expected 2030 organic loading compared to the allowable loading of the trickling filters. This analysis was based on a maximum allowable organic loading of 75 lb BOD₅ per 1,000 ft³ media/day instead of the 100 lb BOD₅ per 1,000 ft³ media/day allowed by DEQ, thereby providing an extra factor of safety. From these results, the trickling filters are expected to be sufficient through the year 2030.

Table 13: Organic Loading on Trickling Filters @ 75 lb BOD₅ per 1,000 ft³ media/day

2030 Projected Organic Loading	Maximum Loading on Small Filters	Maximum Loading on Large Filter
1,664 lb BOD ₅ /day	2,460 lb BOD ₅ /day	1,947 lb BOD ₅ /day

Hydraulic loading requirements for the primary and secondary clarifiers were determined from DEQ maximum surface overflow rates. The results from these capacity calculations are shown in Table 14, and they represent the maximum allowable loading per DEQ requirements. From these calculations, it was determined that the clarifiers are capable of meeting the expected hydraulic loading in 2030. However, DEQ has a generic requirement in OAC 252:656-3-5(e) that requires redundancy for all unit operations in a WWTP. Because the secondary clarifier does not have a redundant unit, it is the limiting factor in the WWTP’s capacity. By constructing an additional secondary clarifier, the plant can safely handle the projected 2030 influent. Appendix I contains detailed calculations used in the WWTP analysis.

Table 14: DEQ Maximum Allowable Loading on Clarifiers

Unit	DEQ Max	Max Capacity
Primary Clarifier	1,000 gal/ft ² /day	1.59 mgd each
Secondary Clarifier	600 gal/ft ² /day	1.93 mgd

The option of expanding the existing trickling filter process includes upgrading the headworks and raw lift pumps. Due to the problems with debris in the wastewater, it is recommended that a new, modern bar screen be built. Because the grit chamber is old and unreliable, it should also be replaced and relocated such that influent wastewater flows through the chamber before reaching the pumps per OAC 252:656-13-2(a). The raw wastewater pumps should also be replaced by new submersible pumps.

The estimated cost for the headworks, including the bar screen, grit chamber, and pumps, is approximately \$1,500,000 total. The estimated cost for the additional secondary clarifier is approximately \$600,000.

2. Convert WWTP to Sequencing Batch Reactor Process

The second option is to convert the existing plant to a sequencing batch reactor (SBR) process. This would require construction of a four-cell SBR and abandoning the trickling filters. The WWTP would still require a redundant secondary clarifier. Each cell would be sized to complete one cycle every 6 hours and be designed in accordance with OAC 252:656-16-1(f).

One of the main advantages of an SBR is that the process is very versatile. The retention times in the reactor cells can be adjusted to meet varying influent flow patterns and wastewater quality. SBR plants are also effective for nutrient removal. In the event that DEQ modifies Guthrie's discharge permit into the Cimarron River to include removal of nutrients such as ammonia and nitrogen, the city would likely be required to convert to an SBR process. However, preliminary discussions with DEQ revealed that there are not any plans in the foreseeable future to require Guthrie to remove ammonia or nitrogen from its treated wastewater. According to DEQ, only streams and lakes known to be impaired due to nutrients will require removal. The Oklahoma 303(d) list of impaired waters was reviewed, and the Cimarron River was not listed to be impaired due to nutrients.

The greatest disadvantage of using an SBR process is that the process would produce a greater amount of sludge than the current system does. The SBR process would produce approximately 1 lb sludge/lb BOD removed, thus, based on projected 2030 loading, the WWTP would produce approximately 2,377 lb sludge/day. A sludge treatment train, including a gravity belt thickener and a belt filter press, would need to be constructed to handle the additional sludge.

The total estimated cost for Guthrie to convert its WWTP to an SBR process, including the reactors, digesters, post-equalization basin, gravity belt thickener, and belt filter press, is approximately \$12,000,000.

3. Construct Side Stream to Golf Course

The third option is limited to the unlikely event that Guthrie's WWTP exceeds the limits for discharge to the Cimarron River. This option will not increase the treatment capacity of the WWTP except that it would still require that a redundant secondary clarifier be constructed. If the city begins to exceed the discharge limits to the Cimarron River, a side stream of reclaimed wastewater can be delivered to and sold to the two 18-hole golf courses at Cedar Valley. The wastewater would fall under DEQ's Category 3 Reclaimed Water requirements summarized below.

- Wastewater must undergo secondary suspended growth mechanical treatment, or in Guthrie's case, a variance must be approved by DEQ to use its existing trickling filter process.
- An exemption for nutrient removal must be granted based on a study that verifies that nutrients are utilized by agronomic uptake rates.
- The reclaimed water must be disinfected by chlorination at the point of entry into the irrigation system.

This option would also require approximately five-miles of reclaimed water distribution piping and a new irrigation system at the golf courses.

D. Recommendations

Guthrie's WWTP has faced several problems that individually are not major; however, it will require some improvements and expansion in the near future. By constructing an additional secondary clarifier to meet DEQ's redundancy requirement, the plant is expected to be capable of meeting the expected demand through the year 2030. If the WWTP's discharge permit into the Cimarron River changes significantly, particularly in regard to nutrient discharge, the city will likely be required to convert to an SBR process. As of the time of this report, nutrient removal does not appear to be in the foreseeable future.

Recommendations for Guthrie's WWTP are as follows:

- Construct a redundant secondary clarifier as required by OAC 252:656-3-5(e)
- Upgrade to a new bar screen
- Construct a new grit chamber before the pumps per OAC 252:656-13-2(a)
- Replace the raw influent pumps with submersible pumps
- Convert to liquid chlorine and construct facility for safer chlorine storage
- Rebuild emergency generator

VII. SUMMARY

This section of the infrastructure assessment summarizes the recommendations for each of the systems analyzed: Water Supply & Treatment, Water Distribution, Sanitary Sewer, and Wastewater Treatment. The following recommendations are based on expected future infrastructure demands and the existing condition of the systems analyzed.

A. Water Supply & Treatment

- No major infrastructure upgrades necessary in the near future – supply and treatment capacities are sufficient for expected demand through 2030
- If water demand exceeds supply and treatment capacities the following options can be explored:
 - Purchasing water from Oklahoma City
 - Drill water wells along the Cimarron River

B. Water Distribution

- Replace distribution lines scheduled for replacement in MECE Job No. 27050 (Myers 2008)
- Replace the creek crossing along U.S. 77 including addition of shutoff valves to isolate the crossing
- Replace the four waterlines along Cleveland Ave. from approximately 12th St. to 14th St. of sufficient size to meet the demand required
- Continue regular maintenance:
 - Replace/repair distribution lines as needed and as budget allows
 - Continue flushing dead-ends in the system every 90 days per OAC 252:631-3-16

C. Sanitary Sewer

- Allocate \$500,000 to \$750,000 per year in 2012 dollars to continue replacing sewer mains with “failed” or “poor” rating
- Continue regular maintenance of collection lines through flushing/vacuuming lines to prevent backups

D. Wastewater Treatment

- Construct additional secondary clarifier as a redundant unit as required by OAC 252:656-3-5(e)
- Upgrade to a new bar screen
- Construct a new grit chamber before the pumps per OAC 252:656-13-2(a)
- Replace the raw influent pumps with submersible pumps
- Convert to liquid chlorine and construct facility for safer chlorine storage
- Rebuild emergency generator

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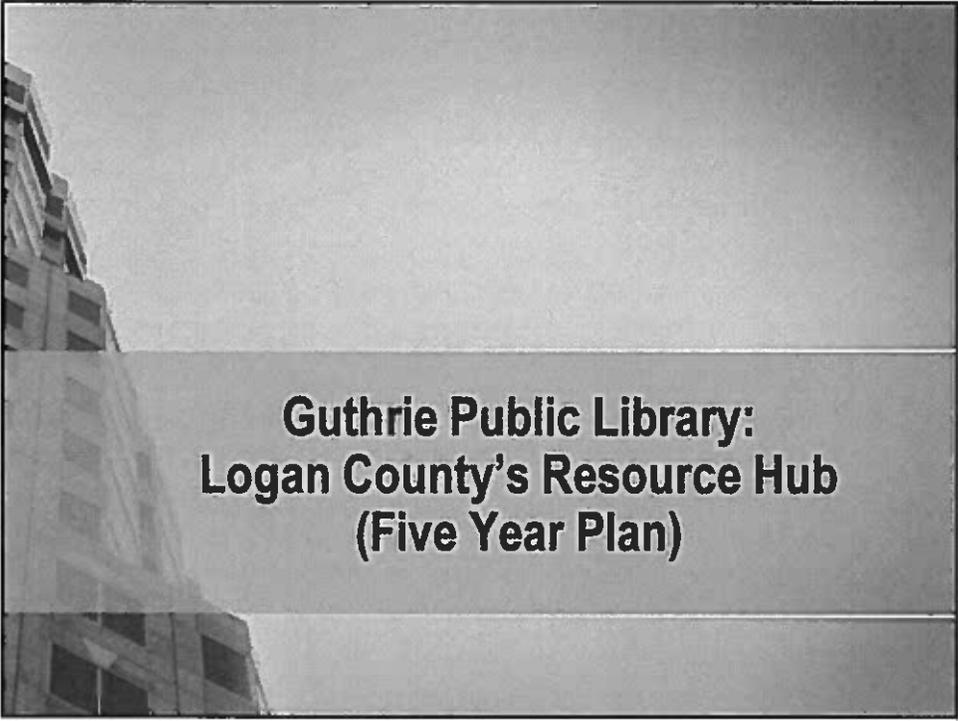
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Guthrie Public Library: Logan County's Resource Hub (Five Year Plan)

Vision Statement

- The Guthrie Public Library (GPL) will transform into resource hubs for City of Guthrie and Logan County residents, as well as for private/public/non-profit sector innovations, public administration and capacity building. In addition, GPL will invest in tween, teen, adult and senior programming while continuing to enhance GPL children's programming.

Goals and Objectives

- GPL will offer business related databases and company supportive library items.
 - * This unique and new-themed approach allows GPL to stay focused on excellence in collections and service to Guthrie/ Logan County customers.
 - * This reorganization will also allow GPL to better engage our developing and growing community at large. Whether it's a local nonprofit pursuing grant funding, an entrepreneur researching a business startup, or a resident with questions about voting and elections, the transformed GPL enables us to meet information and programming needs.

Goals and Objectives Continued

- Children and seniors will experience invested programming.
 - * S.T.E.A.M. (science, technology, engineering, art/anthropology and math) themed programs for juveniles.
 - * Creativity and engagement programs for seniors.
 - * Trained staff/volunteers to support these programs.

Today's Situation

- Currently, GPL offers stellar programming for children and an excellent collection of library items.
- However, GPL overlooks the informational and educational needs of tweens, teens, seniors and Guthrie/Logan County's growing population of entrepreneurs and new residents.

First Year Time Line (Spring 2016 – Fall 2017)

- Re-organize staff responsibilities (Spring 2016).
- Attain funding to support vision (Spring 2016 – Winter 2017).
- Begin conversations with library customers regarding their desire(s) for future programs (Spring 2016).
- Identify and partner with local, county and state organizations for funding, volunteers and supplies (Spring 2016 – Fall 2017).
- Begin GPL re-branding process (Spring 2016).
- Continue conversations with library customers regarding their desire(s) for future programs and collection items (Summer 2016).
- Execute 2016 Summer Reading Program and conduct Outreach Services regarding new approach of GPL (Summer 2016).
- Begin/conclude library collection modification. This modify will support new business development in Guthrie/Logan County (Fall 2016).
- Execute S.T.E.A.M. programming for tweens (Fall 2016 – Fall 2017).
- Develop new library positions and propose new pay ranges (Fall 2016)
- Evaluate services offered/changes made between January 2016 – September 2016. Determine if adjustments are needed and if necessary, implement changes (October 2016 – December 2016).

Year Two Time Line (Fall 2017 – Fall 2018)

- Complete rebranding process for GPL (Spring 2017).
 - Develop a marketing plan to encourage more involvement between GPL and Guthrie/Logan County seniors (Spring 2017)
 - Identify new/additional GPL location(s) (Spring 2017).
 - Continue conversations with library customers regarding their desire(s) for future programs and collection items (Summer 2017).
 - Execute marketing plan that attracts Guthrie/Logan County seniors to GPL (Summer 2017).
 - Execute 2017 Summer Reading Program and conduct Outreach Services regarding new approach of GPL (Summer 2017).
 - Maintain partnerships (Summer 2017)
 - Strengthen S.T.E.A.M. programming for tweens and teens (Summer 2017).
 - Continue conversations with library customers regarding their desire(s) for future programs and collection items (Summer 2017)
 - Fund an additional library branch in Logan County (Fall 2017).
- Evaluate services offered/changes made between January 2017 – September 2017. Determine if adjustments are needed (October 2017 – December 2017).

Year Three Time Line – (Fall 2018 – Fall 2019)

- Move to or add new GPL location (Spring 2018)
- Continue conversations with library customers regarding their desire(s) for future programs and collection items (Summer 2018).
- Attain additional funding to support vision (Fall 2018).

Year Four Time Line – (Fall 2019 – Fall 2020)

- Continue conversations with library customers regarding their desire(s) for future programs and collection items (Summer 2019).
- Attain additional funding to support vision (Fall 2019)

Year Five Time Line – (Fall 2020 – Fall 2021)

- Continue conversations with library customers regarding their desire(s) for future programs and collection items (Summer 2020).
- Attain additional funding to support vision (Fall 2020)



Oklahoma Department of Transportation

Project Management Division Room C9 Third Floor Office 522-7601 Fax 522-7612

DATE: June 1, 2016
TO: Meeting Attendees
FROM: Daniel Nguyen, Project Manager
SUBJECT: Combo Preliminary and Right-of-Way and Utilities Review **Minutes**

Project Number: ACSTP-242C(046)SS
Job Piece Number: 21860(04)
Division - County: Logan
Highway Number: SH-33
Description: Bridge and Approaches over Cottonwood Creek and railroad in Guthrie

Program Estimate: \$15,200,000.00
Program Date: 2016

Scope

This project is to replace the structurally deficient in Guthrie over Cottonwood Creek and the BNSF Railroad. This will also widen the roadway from beginning at 10th St and keep the 4 lane section to 1st St. At 8th St, the roadway will be widened to include a left turn lane north onto 8th St. All streets between 11th to 1st St will be closed on the south side. The bridge will start at 7th St and span about 1700' to 1st St and will be offset slightly to the south. Sidewalks will be along SH-33 on both sides of the roadway and bridge. There will be an approximately 20' retaining wall across 2nd St which will eliminate access to SH-33, but an at-grade intersection will be maintained at 1st. A cul-de-sac has been designed on the south side of SH-33 at 2nd St. The roadway will go back to existing alignment between 1st and Division St.

City of Guthrie

The city of Guthrie asked that the roadway that has been disturbed by the utility relocation be restored. It was decided that the utility contractors are still working in the area and will be looking into completing the work. If that does not happen, ODOT is committed to ensuring the roadway is in sufficient condition.

Guthrie asked about the aesthetic treatments to the bridge and sidewalks. ODOT is going to prepare overall aesthetic ideas for the facility and present them to the city of Guthrie and to Scott Sundermeyer for his coordination with SHPO. These aesthetics will include ashlar stone form liners, a landrun shield in ODOT's possession, brick pattern for the sidewalks and an assortment of muted colors that will be acceptable to both SHPO and Guthrie.

The decorative lighting that the city of Guthrie chose will run from 12th St to 1st Street and over the new bridge

The city of Guthrie also requested that the bricks that are being removed from the area be delivered to their yard at 407 Commerce between 7-5 on the weekdays. A note will be added to the plans for this delivery and to contact Tenny Maker at (405)282-8400. This will also be used for the old light poles along SH-33.

The sidewalks along SH-33 will have a 7' width with a 2' buffer which will be stamped in a brick pattern and stained red.

SHPO

Scott Sundermeyer discussed our commitments to SHPO including using muted colors for the aesthetics and having the city of Guthrie agree to the aesthetic treatments. The colors are muted as to not distract from the National Historic District in downtown Guthrie. In addition, Scott has been working with the city of Guthrie to develop the Interpretive Kiosk which will have information about the existing bridge, pictures and history. This kiosk is being designed by CP&Y and will be included in the plans. Bridge Division should include some placeholders to be able to include the kiosk. It was also discussed that the best location for the kiosk will be the northeast corner of the cul-de-sac on 2nd St. The location should be shown on the PnPs and have a description on the detail sheets of the kiosk.

Review Pay Items and Notes and Typical Sections

A list of revisions by Stillwater Res can be found attached

Typical Sections on sheet 6 show longitudinal barrier. This needs to be changed to portable median barrier

The variable widths on the typical sections are vague as to amount and location. Roadway will add a table for all areas that fall under these variable widths

Agg Base Type B will be changed to Agg Base Type A

In lieu of showing variable slopes off of the sidewalk, add a note to match the existing terrain

Change cementitious stabilized subgrade to Stabilized Subgrade and eliminate the fly ash/lime. This will have the contractor test the soil to determine the best method for stabilization.

Remove Prime Coat

Add Field Office with Wifi and cell phone capable of texting

On some typical sections it states "appropriate slopes" Roadway will review

The street returns show as variable. Stillwater Residency requested that all street returns go in at a standard width and tie in to existing.

Jessica named items a number of traffic items to be pay plan quantity including the items 803A, 804A 804B, and 811

The bridge sheets will carry the construction items including field office, SWPPP and staking

A note is to be added for the cost of routine maintenance on the facility, including the existing bridge, is the responsibility of the contractor and the cost is included in other items of work

Jessica Prince requested that the cost of mechanical splices be included in the correlating items of work (parapets, abutments) Bridge Division will review this and try to accommodate.

For all pipe items, Jessica requested that the trenching, bedding material and other items of work be included in the cost for the pipe.

The contact for the service poles for the highway lighting will be Maxine Pruitt

Jessica Prince requested that the flex tabs not be listed as a pay item but instead have a note that the flex tabs will be used on new concrete in lieu of traffic paint. The flex tabs will be paid for in other items of work and should be placed according to the standard.

Rail

Justin Garrison explained that the BNSF has the plans and have agreed to the horizontal clearance.

Justin confirmed that the boring for the sanitary sewer line will be covered under the agreement with the BNSF. Justin will have this drafted by the end of this week.

A railroad flagging pay item will be added.

Discuss Any Environmental Commitments

Jeff and David are working on the Contaminated Material Management Plan

The CLOMR is ongoing, but was due yesterday

More clarification is needed for the LUST sites

Discuss Erosion Control

Remove vegetative mulching

Discuss Unresolved Issues

Need to have aesthetics to be decided

Review Construction Sequencing

This project will be constructed by first building half of the new bridge on the south side of the existing bridge. The traffic will then be shifted to the new bridge while the existing bridge is being demo'd and reconstructed.

Roadway will send the stations that they will require temporary earth retaining to Bridge

The general sequence of construction needs to be modified to discuss the new bridge and the sidewalks

All of the bridge sheets show the phasing backwards. This will be corrected

Review Traffic Control

Traffic Division is updating their traffic control sheets
The pspeed limits in the work zone should show 20 mph

Discuss Contract Time

460 days pending review by Phil Lofman

Discuss Special Provisions

5 month flex time
Need a 30 day submittal

Cost Estimate

Approximately \$22.5M. Daniel to revise to \$24M

Misc

No significant discussion

List of Attendees

Date 5/18/2016 Location Ward Hall, Division 4 HQ, Perry, OK

Project Number: ACSTP-242C(046)SS
 Job Piece Number: 21860(04)
 Highway Number: SH-33
 Description: Bridge and Approaches over Cottonwood Creek and railroad in Guthrie

Name	Representing	Phone	Email Address
Brian Taylor	ODOT Div. 4	(580)336-7340	BTaylor@odot.org
Joe Echelle	ODOT Div. 4	(580)336-7340	Jechelle@odot.org
Daniel Nguyen	ODOT-PMO	(405)522-7602	Dnguyen@odot.org
Gene Thomas	ODOT-Bridge	(405)521-6294	gthomas@odot.org
Maxine Pruitt	City of Guthrie	405-232-8400	mpruitt@cityofguthrie.com
Tenny Baker	City of Guthrie	405-232-8400	tbaker@cityofguthrie.com
Charles Downey	City of Guthrie	405-232-8400	cdownea@cityofguthrie.com
Justin Garrison	ODOT / Rail	405-521-4299	justin.garrison@odot.com
Cody Mosley	City of Guthrie	405-232-0190	cmosley@cityofguthrie.com
Scott Sundermeyer	ODOT-CP	405-325-7201	ssundermeyer@odot.org
Rudi Soliz	ODOT-OKC	405-522-2678	rsoliz@odot.org
Michael Pearson	ODOT-Bridge	405-521-4240	mpearson@odot.org
Wm. Walton	ODOT	580-336-7340	wwalton@odot.org
TAREK MAAROUF	ODOT	405-522-2584	tmaarouf@odot.org
Joab Fox	ODOT-Traffic	405-522-3504	JFox@odot.org
DESY ABRAHAM	TRAFFIC	405-522-1816	labraham@odot.org
TERRY ESHTEVE	ODOT-Div 4	580-336-7340	teshteve@odot.org
Brian Johnson	City of Guthrie	918-791-1012	bjohnson@cityofguthrie.com
Tori Raines	CPY	405-835-2838	vraines@cpy.com
Matt Mitchell	ODOT-Div 4	405-436-5173	mmitchell@odot.org
Randy Woods	ODOT-Roadway	405-521-4898	rwoods@odot.org
Mike Dickert	ODOT Roadway	405-521-6769	mdickert@odot.org
Angel Gonzalez	ODOT Roadway	405-521-6780	agonzalez@odot.org
SABRINA GREEN	ODOT-Roadway	405-521-6767	srgreen@odot.org
Eduardo Eldece	ODOT-Roadway	(405)521-2625	eeeldece@odot.org
Tia Vermillion	ODOT Div 4 PMO	521-2676	tvermillion@odot.org

TITLE PAGE

- Remove "s" from NBIS.
- Is the Federal Aid Project number correct?
- Separate "End Project" and "End Incidental", they run together.
- Include Bridge information and extents.
- Move location map showing county to top left.

TYPICALS

- On all Typicals where variable widths are called out, include a table showing stations and width changes.
- On all Typicals remove Cementitious Stabilized subgrade and Fly Ash, replace with "Stabilized Subgrade".
- On all Typicals remove prime coat.
- On all Typicals that have agg base, should this be Type B or Type A? Currently shows Type B.
- On all Typicals that show a variable foreslope or backslope, we need more information than that. Will the slope grade be provided on every cross-section?
- On all Typicals, make sure the backfill note states how it is getting paid. Sometimes it says paid for in unclassified borrow and other times it doesn't say.
- On Typical 1, remove pattern on left edge drain pipe.
- On Typical 2, is it intended to not have a 3' flat area on the left side? If so, why?
- On Typical 2, do design standards require the 16'-4" to the ditch bottom? I think we require the 2' measured from the top of the subgrade to the ditch bottom but is that required for a curbed section as well?
- Sheet 0004, the detail in the upper left corner does not show stamped concrete – should there be? If the stations on that detail are correct, please copy this detail and place on sheet 0003 as well. Also, please dimension this detail (agg base, subgrade) and remove "approx." from the 1:4. They won't know what approx. means (how much +/- from 1:4 is intended).
- Typical 4, The bridge sheets call the "Texas Style PR3 Rail" "42" Parapet"... It's very confusing. Please use the same nomenclature and add a note telling what sheet number to reference for the detail of this rail.
- Typical 4, bridge sheets call the "Texas Style C411" a "Pedestrian Rail", please clarify that this is the pedestrian rail and add a note telling which sheet shows the detail for that rail.
- Sheet 0006, Cross-sections do not show temporary widening but the "Typical Temporary Widening Left" states they do.
- Sheet 0006, why are we using the bituminous curb? What kind of asphalt do we pay for this with? Make sure to tie a note to the corresponding asphalt item stating the item includes tonnage for the curb.
- Sheet 0006, Temporary Overbuild Right Typical does not show removing existing curb and gutter like the temp. widening left does. There is existing curb there and will need to be removed. This same typical has a note giving the order in which to remove and build but the description here

does not match the sequence of construction and is confusing... can we change it to read something to the effect of "After new pavement construction is complete, remove temporary overbuild and replace concrete curb and gutter". Point to the paving section that is not the overbuilt portion and call it out as "new permanent paving" or something like that.

- The PNP's look like the temp. widening left starts before Sta. 1559+00.
- Sheet 0007, do the street widths vary because they need to match the existing? If so, please add a note saying so because the PNP's show 30' width for all street returns.
- Sheet 0007, should we address the street return with this typical for 12th Street? We will be removing temporary widening there. If not, show replacing the street return back to the radius on the PNP.
- Sheet 0007, remove the -2%, should just read 2%.
- Sheet 0008, right typical the PNP shows POE as 3+25.27 does not match this typical.
- Sheet 0008, remove "finished grade" arrow and note.
- Sheet 0009, remove note under the stations and add note saying "Construct Sidewalk from Sta. 0+00 to Sta. 4+50 Left".
- Sheet 0009, match text sizes.
- Add a typical for the additional sidewalk area between 2nd and 1st street.

GENERAL NOTES AND SUMMARY OF PAY QUANTITIES (BRIDGE)

- Sheet AB01, drilled shaft note – no double casing is correct?
- Add note for contractor to maintain existing bridge during construction.
- Include mechanical splices included in the cost with pay item for parapet?
- There is a Staking, SWPP, and Mob. Item on Roadway's pay items as well. Remove one set.
- Sealer Crack prep and resin do not need to be BR-1.

GENERAL NOTES AND SUMMARY OF PAY QUANTITIES (ROADWAY)

- Add "Roadway" to sheets title block
- Add field office and associated notes – include in the note that wifi must be provided?
- Add note that all usable bricks to become property of the City of Guthrie and that reasonable care should be taken when removing them. Require the contractor to make arrangements with the City for them to get the bricks.
- Tie R notes to pay items.
- Include the cost of trenching, backfilling, and bedding material in the unit price for RC Pipe Pay Items.
- Staking should be Level II.

SEQUENCE OF CONSTRUCTION

- Phase 1 is a little out of order.
- Remove the last sentence of phase 1.
- 4th line on phase 1, lanes is misspelled.

- 2nd from bottom line on phase 1 and 2, should translate more to the effect of construct all lifts of asphalt, excluding the surface coarse.
- Phase 2, second line, add "and existing pavement on north side of roadway".
- Phase 3, first line, add to install new curb and gutter for overbuild extents.

SUMMARY OF PAY QUANTITIES AND NOTES (TRAFFIC)

- Add railroad flagger?
- What are the calendar days?

SUMMARY OF PAY QUANTITIES AND NOTE (LIGHTING)

- Make the following items PPQ: all 802(A) items, 804(A), 804(B), both 811 items.

SUMMARY SHEET

- Remove Fly Ash and Prime Coat columns.
- Revise the Stabilized Subgrade column to reflect correct item (not cementitious).
- Put stations in numerical order.
- Typical Lower Noble Avenue should end at Sta. 3+05.00
- Typical Fifth Street ending station should be checked.
- There is additional sidewalk between 2nd and 1st street, that should be called out on this summary with a quantity.
- Use either all caps or don't. The text is all mixed.
- Typical Mainline Sta. 1159+47 to Sta. 1561+35 summary shows stamped concrete but typical sections do not show it.
- Add a column for slope% on summary of driveways.
- Remove vegetative mulch column.
- Summary of Storm Sewers and Drainage Structures, the descriptions do not match the PNP and a lot of the pipe lengths do not match. Many elevations do not match the PNP, both TOG and flowline. Pipe lengths are not very "realistic" with their decimal values.
- Check concrete and steel quantities for Structure 12. Check to make sure the design standards called out are correct too.

GENERAL PLAN AND ELEVATION

- Alignment is missing tick marks. Most likely due to Roadway file.
- "Survey Existing State Highway 33" ... should this just be call CL Survey? Put that as a note with a leader arrow and point to the line. It's hard to tell which line is the CL Survey.
- The absolute biggest concern is all elevations are incorrect or unreproducible. Every pier and both abutments.
- Second biggest concern is that the phasing backwards. Constructing westbound lanes first. Bridge sheets do not reflect that.

- Title block is not showing the correct number of spans with the correct associated span length.
- What sheet number is the form liner detail on? Include it in the note on GPE 1 of 4.
- Sheet 3 of 4, Add "end/begin approach".
- Sheet 4 of 4, Foundation Data, add HP 10 x 42.
- Itemized Quantities, phase 1 and 2 beam quantities should not be the same.

SUBSTRUCTURE STAKING DIAGRAM

- All span lengths do not match the GPE.
- Phases are backwards.
- Pier 15 and 16 stations are wrong.

MISCELLANEOUS BRIDGE SHEETS

- Sheet B016, confused by what this sheet is showing for the substructure excavation and the grading limits for the grading contractor. What is this detail saying? Fix title block.
- Pier sheets – phasing is backwards and the pedestal elevations are wrong. Need pedestal heights for some piers.
- Sheet B042, are the dimensions of the column intended to be 6'-1/16"? Fix top right dimension on elevation view to read 7 1/2"
- Sheet B049, sheet number almost off title block. Is the 100'-10" span the same standard with the same beam length of 99'-8"?
- Sheet B054, Beam Haunch Detail last line of note reads B011 but is not correct. Replace CL Bridge A with CRL.
- B055, add "with fence" to the Texas Style PR3 Rail note.
- Sheet B056, it looks like there is decorative concrete that come down over the side of the beam ends a bit. Is there a detail for this? Not sure what that's all about.
- Sheet B068-70, state which Texas Style Rail this is in the title block.
- Sheet B071-72, state which Texas Style Rail this is.

SWMP

- Remove vegetative mulching.

SIDEWALK PLAN AND PROFILE SHEET

- Stations are off in plan view. 1559+00 should be 1560+00.
- Remove horizontal divider line from plan vs. profile view.
- Show off set distance of sidewalk in cross-sections.

GEOMETRIC DETAIL SHEETS

- These are really just PNP sheets and would be clearer if called PNP's.
- Lower Noble: Profile is backwards, does not follow plan view and is very confusing.

- Fade out (gray scale or lighten) the other parts of the plan view that are not with the relevant alignment or construction for that sheet. Pattern the area of construction darker.
- 5th Street, Rotate plan view so 5th Street alignment is left to right and matches elevation view.
- 5th Street, ending stations don't match from plan to profile view.
- 5th street, unsure how the SH-33 ditch and 5th street ditch will tie into each other on the northwest corner.
- 2nd Street can just be called a "PLAN" sheet.

EROSION CONTROL DETAIL

- Remove veg. mulch

PNP'S

- Sheet numbers do not match sheet index.
- Grayscale or lighten a lot of levels to make this readable.
- Missing station ticks.
- Can we zoom in on plan view? Everything is very small and difficult to see... text, details, driveways, etc. there is a lot shown north and south of the project that we do not need to show (close to warner ave. and Cleveland ave.)
- Note showing "begin detour" should say "begin temp widening"... also include notes of where the temp widening/overbuild ends.
- Make beginning and ending notes/text larger than the rest of the text.
- Add elevations to structure notes. It can be difficult to know which FL elevation is at which structure since the plan and profile are separated.
- Get different elevations when hand calculated using the PI's and elevations given on the profile.
- Note saying 1522+09 end taper... not sure what that refers to?
- Label CRL on all applicable sheets.
- Profile view, text sizes are all different.
- Have stations on the plan view with the tick marks larger and heavier weight.
- Sta. 1558+65 begin taper, for what???
- Label lower noble avenue.

GENERAL WALL PLAN

- Add north arrow.
- Sheet RW07, has RW-3 on title block but the other sheets do not call out the retaining wall number on the title block. Can we add the retaining wall numbers to all title blocks for these sheets? It was helpful.

DETAILS OF FORMLINER

- What kind of formliner?

ODOT Meeting Notes
Final Plan Field Review
Wednesday, June 01, 2016
Ward Hall, Division 4 HQ, Perry, OK

**Bridge and Approaches over Cottonwood Creek, Guthrie, OK
SH 33**

Reviewed Scope

1. 90% Plan Review
2. Bid letting to take place in August, 2016.
3. Bridge will be 1,600 – 1,700 feet, 4 lanes with sidewalks sides.
4. Widening to 4 lanes, transitioning from 12th Street eastward with a left-turn lane at 8th Street.
5. There will be a retaining wall at 2nd Street which will transition back to 2 lanes nearing 1st Street.
6. There will be a sidewalk that doubles back from 1st Street to 2nd Street's cul-de-sac. (Sht. T015)
7. Bridge will start just east at 7th Street.
8. Sidewalks will be stamped brick and will be 7 ft. wide with a 2 ft. buffer.
9. A notation will be added to Sheet 7 regarding the existing brick sidewalks that any brick removed belongs to the City of Guthrie and will be delivered to 407 Commerce.
10. There will be 2 lanes of traffic during construction.
11. Sheet 15 shows right-Of-way measurements for railroad, approx. 100 ft.
12. BNSF Agreement with ODOT is 50% complete. Needs to be done by July 1, 2016.

Reviewed Pay Items and Notes and Typical Sections

13. Jessica Prince gave several items that needed to be clarified.
14. Plan Sheets are due on June 17, 2016.
15. Period style lighting will be installed from 12th Street to Division Street. (Drawing shows 2 lights between 1st Street and Division St.)
16. I will be the contact for the electrical service and Tarek Maarouf will be contacting me with an agreement between ODOT and the City of Guthrie for maintaining the lighting once the project is complete.

Non-Participating Items – None

Aesthetics

17. Stamped stone pattern to be used for the abutment with possibly a "Land Run" Circle in panels for the 2nd Street dead end. This will be presented to the City Manager and Council along with other pattern options for the wall. Styles and colors will be included in a formal presentation so a decision can be made.
18. Kiosk with the old bridge pictures and history will be placed in an area of the cul-de-sac.

Discuss Any Environmental Commitments

19. Still outstanding items on the Environmental Assessment.

The remaining nine items listed on the Plan Review were concerned with the construction, time lines, traffic control, special provisions and cost estimates. So, the City of Guthrie representatives were excused.

Strategic Plan

Goals

The intent of the City of Guthrie Economic Development Strategic Plan is to identify specific actions and programs to enable the City of Guthrie to achieve their stated goal:

To improve the economic viability and attractiveness of the city of Guthrie proper, as well as strengthen its status one of America's most livable cities. To do so by creatively and realistically utilizing the City of Guthrie's strengths and identifiable current and future development opportunities.

To reach the above goal, the plan seeks to build upon the City's economic assets and overcome its challenges. Optimal means to do so are to increase employment and educational opportunities, facilitate the growth and expansion of industry and business, improve the quality of life of all residents, grow the tax base and position the city as a great place to live, work, and develop wealth.

The Strategic Plan is organized by 18 key economic development topics. Each topic is identified by goal(s) followed by objectives and strategies for implementation. Each topic also includes defined performance measures and benchmarks, along with the key agency or agencies to oversee implementation. The strategies presented in this plan are directives, and as such the plan is written for adoption in its current form.

Updating the Plan

The Economic Development Strategic Plan is not a static document. The plan often discusses projects, programs, or actions that will be developed in the future. As such, these sections serve as the framework for the implanting agency and their partners to build upon. Also, as economic and social conditions evolve in the City, so must the plan. The City and Economic Development Authority will establish a schedule for reviewing and updating the plan on an annual or bi-annual basis.

Publicizing the Plan

The success of the strategic plan relies on the participation of City agencies, municipal leaders, business leaders, community representatives, and all of Guthrie's residents. The strategic plan can be a unifying force in the county, one that brings together citizens at all levels to forward a shared vision for economic growth. To do so, the plan must reach a wide audience, requiring the City to publicize the plan.

The following pages present an outline of the goals, objectives, and strategies of the Economic Development Strategic Plan. These are further explained and are accompanied by performance measures in the body of the document.

Strategic Plan Outline

1. Business Retention and Expansion Program

Goal : Establish and/or maintain good working relationships with businesses in the City through a coordinated business call and visitation program designed to:

- (1) Keep quality firms and jobs in Guthrie, and
- (2) Facilitate the expansion of growing firms.

Objective - Develop and implement a program between the City and the Chamber of Commerce, Logan County Economic Development Council to identify firms, make contact, and respond to feedback.

Strategy 1: Create and maintain a business registry and database

Strategy 2: Coordinate with the Chamber on a systematic business visitation and call program.

Strategy 3: Establish an annual business survey

2. Economic Development Funding

Goal: Secure funds to support economic development initiatives and strategies.

Objective - Garner opportunities to fund economic development in the City of Guthrie

Strategy 1: Pass resolution transferring revenue funds from Use Tax to Guthrie Economic Development Authority

Strategy 2: Strengthen incentive potential of TIF districts

Strategy 3: Work with state to diversify and reconfigure local tax sources

Strategy 4: Improve the City's grants portfolio related to economic and community development

Strategy 5: Develop working relationships with State of Oklahoma Department of Commerce and surrounding communities with economic development organizations to help foster partnership opportunities.

3. Organizational Development

Goal Create the entity, process, and secure professional staff for the implementation of this economic development strategic plan.

Objective - Establish one department or organization to oversee economic development for the City

- Strategy 1: Establish a single economic development entity*
- Strategy 2: Identify Economic Development Department manager/director*
- Strategy 3: Economic Development Entity will establish formal compacts with key agencies.*

4. Industrial Development

Goal: Enhance usable industrial space or redeploy obsolete space for more productive uses.

Objective 1 - Inventory and evaluate vacant industrial space and create plans and promote use

- Strategy 1: Inventory and evaluate vacant industrial space*
- Strategy 2: Identify areas for infill and complete small area plans for potential use as Industrial areas*
- Strategy 3: Extend infrastructure to industrial park land*

Objective 2 - Partner with private developers to stimulate development to meet growing aviation tenant needs at airport

- Strategy 1: Support development of Guthrie's Airport Layout Plan*
- Strategy 2: Work with City of Edmond and Guthrie Edmond Regional Airport board to establish long-term goals that will make our airport THE regional airport in north-central Oklahoma.*

5. Marketing

Goal Strengthen the community's competitive position.

Objective – Enhance the image and raise the profile of Guthrie, Oklahoma.

- Strategy 1: Establish Web 3.0 presence*
- Strategy 2: Formulate procedure for submitting Requests for Proposals*
- Strategy 3: Develop brand to establish a community identity and enhanced sense of destination*
- Strategy 4: Develop community marketing materials*

6. Retail Development

Goal: Build and develop a diverse retail base, with a focus on unique and specialty businesses.

Objective - Develop attraction, retention, and expansion efforts for the retail industry, with a focus on those businesses and facilities with a strong, competitive product or service niche

- Strategy 1: Dedicate staff to conduct business retention & expansion calls on retailers, and support retail prospecting*
- Strategy 2: Develop City resources and incentives plan*

7. Downtown Revitalization

Goal: Build upon the downtown’s architectural and historical resources along with prospects for new infill development to create a livable and pedestrian friendly downtown that offers diverse entertainment, recreation, residential, and business opportunities.

Objective - Increase access, livability, activities, and the business base of the downtown through:

- (1) Stimulating housing, green space, and pedestrian/bike transportation development, and**
- (2) Attracting businesses to downtown.**

- Strategy 1: Stimulate private development of market rate housing*
- Strategy 2: Develop pedestrian/bike connections to all four corners of the community*
- Strategy 3: Program additional cultural and entertainment facilities and events*
- Strategy 4: Encourage appropriate retail and mixed-use development*
- Strategy 5: Support efforts to obtain Oklahoma Department of Transportation Enhancement Funding Phase I Downtown Revitalization Grant*
- Strategy 6: Purchase of vacant buildings for rehabilitation by Guthrie Economic Development Authority*

8. Tourism Development

Goal - Recognize existing needs, challenges and conditions of the City while planning for future tourism needs and opportunities.

Objective – Create Tourism Development Plan

- Strategy 1: Support the continued growth and operations of museums, non-profits and Masonic Temple*
- Strategy 2: Conduct study with Oklahoma State University to assess the visitor’s profile and to solicit the perceptions on the image of the city of Guthrie as a travel destination.*
- Strategy 3: Grow the number of travelers coming to and staying in Guthrie Hotels/Motels and Bed and Breakfasts.*
- Strategy 4: Help the development of events and activities in the City of Guthrie and Lazy-E Arena*

9. Infrastructure Plan

Goal – Advancement of infrastructure which acts as the fundamental building blocks of future growth and development

Objective – Compose needs and circulate to appropriate Federal, State and Local agencies responsible for infrastructure improvements.

Strategy 1: Construction of transportation infrastructure for the City of Guthrie

Strategy 2: Construction of additional wastewater where needed for additional industrial, commercial and retail development.

Strategy 3: Construction waterlines to replace existing aged infrastructure.

10. Real Estate Packaging and Development Process

Goal: Increase development through the creation of fair, consistent, and timely public review processes and enhance communication with the builder and developer community.

Objective 1 - Create roles and a process for communicating with developers that provides a consistent public position with regard to major projects

Strategy 1: Commit to one department or agency and one senior level person to lead negotiations with private development proponents on major projects

Strategy 2: Create a Development Policy to determine when to provide incentives

Strategy 3: Develop a marketing strategy geared toward the development and builder community to promote the City's resources and services

11. Lakefront Development

Goal: Increase downtown linkages to the lake and stimulate development on the Lakefront.

Objective - Connect the Lakefront to key areas in the City with pedestrian/bike trails, and promote the area for development

Strategy 1: Develop and fund pedestrian/bike connections around the lake

Strategy 2: Stimulate private development

Strategy 3: Develop remediation plan and funding for sites

12. Capital Facility Plan

Goal – Employ capital budgeting as a tool for planning, control, and allocation of scarce resources among competing demands.

Objective – Develop long-term capital facility plan

Strategy 1: Determine facility needs

Strategy 2: Determine funding mechanisms for long-term capital facility plan

Strategy 3: Execute ¼ cent capital improvement plan presented to citizens in February 2016

13. Workforce Development

Goal: Create, attract and maintain a competitive workforce to meet Guthrie industry needs and stimulate business development.

Objective - Direct the upgrading of competencies and qualifications of the workforce through a regional strategic plan.

Strategy 1: Collaborate with Vocational and Technical schools to help train existing workforce

Strategy 2: Develop presence of Vocational and Technical school within the corporate limits of the City of Guthrie.

14. Neighborhood & Infill Nonresidential Development

Goal: Attract businesses and employees to existing neighborhoods and increase the urban tax base.

Objective 1 - Analyze small areas and create small area plans based on neighborhood resources, needs, and values.

Strategy 1: Define and inventory infill commercial opportunities

Strategy 2: Establish a systematic process to select neighborhoods for small area plans, conduct plans, and revise land use plan

15. Cluster Development

Goal: Increase the competitiveness of Guthrie City enterprises through the development and growth of industry clusters.

Objective - Develop existing clusters and affiliations among cluster businesses

- Strategy 1: Enhance effectiveness and/or scope of existing cluster organizations and activities.*
- Strategy 2: Create and implement a call program to mobilize and establish cluster associations*

16. Entrepreneurship

Goal: Support and stimulate the growth of entrepreneurs.

Objective - Grow seed and venture capital funds, create channels to direct funds to entrepreneurs.

- Strategy 1: Maintain Seed Capital fund for Guthrie Area Firms*
- Strategy 2: Enhance and expand Logan County Economic Development Council loan products*
- Strategy 3: Establish an Angel investor network to provide additional seed capital for promising ventures*
- Strategy 4: Establish Incubator Center*
- Strategy 5: Partner with OSU and Vo-Techs to help with product development*

17. Annexation

Goal: Continue to extend city boundaries to ensure a strong, competitive, and diverse regional economy and tax base.

Objective - Develop plans, policies, and infrastructure for future expansion

- Strategy 1: Fenceline Plan for future annexation.*
- Strategy 2: Work with county to encourage good quality infrastructure in unincorporated fenced land*

<p>Guthrie-Edmond Regional Airport Board (GERA) Membership: 7; 4 appointed by Guthrie City Council - 2 from within Guthrie City Limits, 2 from Logan County or Guthrie, 3 appointed by Edmond City Council Term: 3 years in rotating terms. Guthrie-appointed terms begin in June Meetings: 2nd Tuesday; 6:00 pm at Airport Established: 2004 by Agreement; amended 2009 and renewed every 5 years</p>	<p>Housing Authority Membership: 5 appointed by the Mayor & City Council; Guthrie resident or live within one mile of City limits Term: 3 years, begins August Meetings: 3rd Thursdays, 3:30 pm at Housing Authority (1524 E. Perkins) Established: 8/3/1965 by Resolution No. 61</p>
<p>Board of Adjustment Membership: 5 Guthrie residents, Mayor appointed & City Council confirmed Term: 3 years (3 terms begin in April, 1 begins in November) Meetings: 3rd Thursdays, 5:30 pm at City Hall Established: 2/4/1964 by Ordinance No. 2422</p>	<p>Library Board Membership: 5 Guthrie residents; Mayor appointed & City Council confirmed Term: 3 years, begins May Meetings: 3rd Thursdays of Jan, Apr, Jul, Oct; 5:30 pm at Guthrie Public Library Established 4/7/1981 by Ordinance No. 2678</p>
<p>Citizens Rate and Fee Advisory Committee Membership: 7 Guthrie residents, one appointed by each council member and one by the Mayor Term: Each committee member's term coincides with the council member which appointed them Meetings: Wednesdays at 12:00pm (noon) as needed Established 6/15/2010 by Resolution No. 2010-10</p>	<p>Park Board Membership: 5 City of Guthrie residents (Mayor appointed & City Council approved) Term: 2 years, begins June, staggered terms Meetings: 3rd Thursdays of Jan, Mar, May, Jul, Sept, Nov; 6:30 pm, City Hall Established: 6/3/1997 by Ordinance No. 3020, Amended 3/20/12, Ordinance No. 3229</p>
<p>Forestry Advisory Board Membership: 7; 5 Mayor appointed & City Council confirmed and 2 ex-officio non-voting members appointed by the City Manager from City departments Qualifications: Interest, expertise in urban forestry Term: Council appointed terms are 3 years beginning in June, staggered terms; City Manager appointees have indefinite terms Meetings: 4th Tuesdays of Jan, Apr, Jul, Oct; 5:30 pm at City Hall Established: 12/16/1997 by Ordinance No. 3032, Amended 3/18/14, Ordinance No. 3249</p>	<p>Planning Commission Membership: 5 City of Guthrie residents (Mayor appointed & City Council approved) Term: 3 years, begins March Meetings: 2nd Thursdays; 5:30 pm at City Hall Established: 2/21/1978 by Ordinance No. 2590</p>
<p>Historic Preservation Commission Membership: 7; Mayor appointed & City Council confirmed - 2 Logan County Historical Society members; 1 Municipal Planning Commission member; 2 with Special Knowledge/ Background preferred with city residency not required, 2 who own property within a Historic District; 1 ex-officio Councilmember Preferred Qualifications: Training, experience in a preservation-related profession Term: 3 years, begins April Meetings: 1st Mondays; 5:30 pm at City Hall Established: 3/20/2001 by Ordinance No. 3075</p>	<p>Convention & Visitors Bureau Board Membership: 7 Guthrie residents OR business owners appointed by the Mayor and confirmed by the City Council; 1 from each ward and 4 at-large Term: 3 years after the initial cycle of appointees, begins in October Meetings: 3rd Monday; 5:30 pm at City Hall Established: 10/7/2014 by Ordinance No. 3263</p>
<p style="text-align: center;">Council Committees and Trusts</p> <p>Finance – 3 members Street – 3 members Transportation Authority – 7 residents; 3 year terms starting in March; meets 2nd Tuesdays at 6:00 pm Guthrie Public Works Authority (GPWA) Guthrie Industrial Development Authority (GIDA)</p>	

Commented [AP1]: No known/defined residency requirement

Commented [AP2]: No known/defined residency requirement

Boards, Commissions, Committees

**AGREEMENT RENEWAL BETWEEN THE CITY OF GUTHRIE,
OKLAHOMA AND THE CITY OF EDMOND, OKLAHOMA
FOR THE GUTHRIE-EDMOND REGIONAL AIRPORT**

THIS AGREEMENT is entered into as hereafter set forth by and between The City of Guthrie, Oklahoma, a municipal corporation, organized and existing under its Charter and the laws of the State of Oklahoma (hereinafter also referred to as "Guthrie") and The City of Edmond, Oklahoma, a municipal corporation, organized and existing under its Charter and the laws of the State of Oklahoma (hereinafter also referred to as "Edmond").

WHEREAS Oklahoma law, 3 O.S. (1995 Supp.) Section 65.1, et seq. codifies the Municipal Airport Act of 1947, authorizes municipalities to plan, establish, develop, construct, enlarge, improve, maintain, equip, operate, regulate, protect and police airports and air navigation facilities, either within or without the territorial limits of the municipality; and

WHEREAS, Oklahoma law, 3 O.S. (1995 Supp.) Section 65.1 specifically authorizes municipalities to enter into agreements with each other for joint operation of a municipal airport and air navigation facilities; and

WHEREAS, Guthrie and Edmond initially entered into an Agreement effective July 1, 2004 through June 30, 2009, and renewed that Agreement effective July 1, 2009 through June 30, 2014, and now desire to renew said Agreement to allow for the continued joint operation and development and expansion of the Guthrie airport, subject to the amended terms as set out herein.

NOW, THEREFORE, BE IT RESOLVED, the parties agree to the following provisions:

DURATION

1. This agreement entered into by and between The City of Guthrie Oklahoma and The City of Edmond, Oklahoma effective on the 1st day of July, 2009 and continuing until June, 30, 2014, shall be renewed for an additional five year term from July 1, 2014 until June 30, 2019 and may be renewed for successive five year terms upon the mutual written agreement of both parties.

TERMINATION

2. This Agreement may be terminated prior to the expiration of the five (5) year term by either party without cause at least ninety (90) days prior to the beginning of each city fiscal year.

PURPOSE

3. The purpose of this renewal Agreement is to permit Guthrie and Edmond to continue to work cooperatively to jointly operate and to facilitate expansion and development to the Guthrie airport. The parties agree that the growth and success of the airport is a vital element for the continued vitality and economic growth of both municipalities. Further, that citizens from both Guthrie and Edmond own aircraft that operate currently from the airport and the continuation of this agreement will allow for increased usage by Edmond citizens. The operation of the airport is expressly declared as a public purpose and proper municipal function for both Guthrie and Edmond.

4. The parties acknowledge that the Guthrie Municipal Airport has been renamed to the Guthrie-Edmond Regional Airport.
5. The airport will continue to be owned and maintained by Guthrie until such time as the parties would mutually agree to a change in ownership.
6. The airport, pursuant to its Long Range Plan, has current plans for the expansion of its facilities, which include runway and taxiway extensions, land acquisition, and other capital improvements. The airport currently has existing agreements for airport operations, hangar ground leases agreements and fuel sales, which provide revenue to the airport.
7. That Guthrie has previously received governmental grants that have allowed for the operations and improvements to the airport and that to enable that continued expansion and improvement of the airport, additional governmental grants have been applied for and are pending completion. Edmond has also previously provided financial assistance in the amount of \$300,000 as the local matching share for capital improvements. Both parties agree to share in the costs of capital improvements to the airport. Each city will be responsible for providing funds for the maintenance, operation and capital improvements of the airport, and will share in the revenue, in any resulting from the operation of the airport. All revenue received will remain at the airport, per the FAA grant assurances.
8. The parties agree to reestablish the Guthrie-Edmond Regional Airport Advisory Board (Board) which will consist of seven members, three members appointed

by the Edmond City Council and four members appointed by the Guthrie City Council, two of said Guthrie members from within the corporate city limits of the City of Guthrie, Oklahoma and the other two either from the corporate city limits of City of Guthrie, Oklahoma or the unincorporated portion of Logan County, Oklahoma. The members will serve three year terms with a three term limit, and do not need to be residents of the cities from which they are appointed and serve without compensation. No member of the Board shall have a direct interest in the airport or in any entity located at the airport, or its hangars, except that this section shall not prohibit an airplane owner who houses their plane at the airport or an employee who works for the owner of a business or hangar located at the airport from being on the Board. An owner of a hangar or lessee of a hangar is allowed to serve on the Board but is specifically prohibited from voting on any hangar related economic or proprietary issues. The Board shall have power to make recommendations to the respective city councils regarding the planning, operations and development of the airport facility. The Board shall have the power to plan, acquire, establish, operate, develop and protect the airport facility, subject to the City of Guthrie's and the City of Edmond's approval. The total expenditures to be made by the Board for any purpose in any fiscal year shall be determined by budget approved by the city councils of Guthrie and Edmond and without such approval, this agreement will terminate. Any resolutions, rules, regulations or orders of the Board shall become effective only upon the approval of the city councils of Guthrie and

Edmond. The Board may not acquire or dispose of airport property, real or personal, enter into contracts, leases or other agreements without the consent of the city councils of Guthrie and Edmond. The Board shall have no employees, but will be assisted by the airport manager who will be an employee of the City of Guthrie and serve under the direction of the City Manger. The City Attorney for the City of Guthrie shall serve as legal counsel for the Board.

NOT ASSIGN

9. This Agreement is not assignable except upon the prior written consent of all parties hereto.

NO THIRD PARTY BENEFICIARIES

10. It is not the intent of this Agreement to create any rights in any third parties.

EQUIPMENT/PERSONNEL

11. All equipment used by Guthrie and Edmond in carrying out this Agreement will, at the time of the action hereunder, be owned by or under the jurisdiction of each City, respectively; and all personnel acting for Guthrie and Edmond under this Agreement will, at the time of such action, be an employee or agent of their respective City.

AMENDMENT

12. This Agreement may not be amended except by express written agreement of all parties hereto.

CAPTIONS

13. The captions, titles, and headings contained herein are for convenience of reference only.

INTERPRETATION

14. When any word in the Agreement is used in the singular number, it shall include the plural and the plural, the singular, except where a contrary intention plainly appears. When any word in this Agreement is used in masculine, it shall include the feminine, and the feminine, the masculine, except where a contrary intention plainly appears.

PRESERVATION OF DEFENSE AND RIGHT

15. Neither party hereto waives any defenses or rights available pursuant to the Governmental Tort Claims Act at 51 O.S. §151, et seq., common law, statutes, or constitutions of the United States or the State of Oklahoma by entering into this Agreement.

WHOLE AGREEMENT

16. It is mutually understood and agreed by the parties hereto that this agreement contains all of the covenants, stipulations, and provisions agreed upon by said parties and no agent or other hereof, except as provided herein, and no party is or shall be bound by any statements or representation not in conformity herewith.

APPROVED by the MAYOR and City Council of the City of Guthrie this 17th day of June, 2014.


MAYOR

Attest:

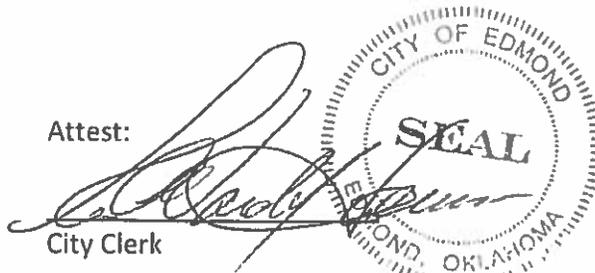
City Clerk

APPROVED as to form and legality this the 17th day of June, 2014.


CITY ATTORNEY

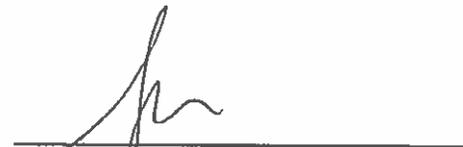
APPROVED by the MAYOR and City Council of the City of Edmond this 30th day of June, 2014.


MAYOR

Attest:

City Clerk



APPROVED as to form and legality this the 30th day of June, 2014.


CITY ATTORNEY

Ord # 2422

2/4/1964

ARTICLE VII

BOARD OF ADJUSTMENT

SECTION 1

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 decision 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 by 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 by 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.

The Board of Adjustment shall fix a reasonable time for the hearing of the appeal, giving public notice thereof, as well as due notice to the parties in interest, and decide the same within a reasonable time. Exceptions and/or variances may be allowed by the Board of Adjustment only after notice and hearing as provided in Section 44-108 of Title 11 of the Oklahoma Statutes. The minutes of the meeting at which the variance or special exception was granted shall show that each element of a variance or special exception was established at the public hearing on the question, otherwise, said variance or special exception shall be voidable on appeal to the district court. At the hearing any party may appear in person or by agent or by attorney.

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 of 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.

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 any 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 decision 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.

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

ORDINANCE NO. 3249

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

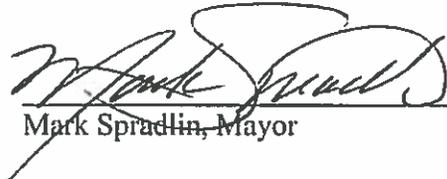
BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF GUTHRIE, OKLAHOMA:

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

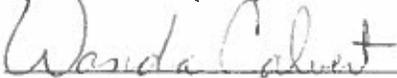
SECTION 19-86 FORESTRY ADVISORY BOARD.

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

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


Mark Spradlin, Mayor

ATTEST: (Seal)


Wanda Calvert, City Clerk

Approved as to form and legality on March 18, 2014


Randel Shadid, City Attorney

ORDINANCE NO. 3163

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

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

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

“ARTICLE 4”

URBAN FORESTRY

SECTION 19-85 PURPOSE AND SCOPE.

- A. It is the purpose of this Article to promote and protect the public health, safety, and general welfare by providing for the development of a community forestry plan and for the promotion, preservation, enhancement and improvement of the urban forest resources within the City.
- B. Except as specifically provided in this Article or the community forestry plan, it is not the intent of this Article to relieve property owners of the responsibility for the planting, care, maintenance or removal of trees and shrubbery in the public rights-of-way abutting their properties.

SECTION 19-86 FORESTRY ADVISORY BOARD.

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

SECTION 19-87. ORGANIZATION.

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

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

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

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

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

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

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

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

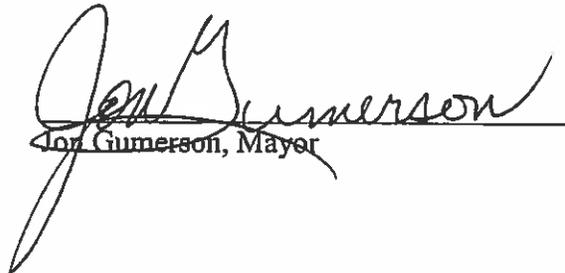
1. Recycling of leaves, chips, firewood and other by-products of tree maintenance.
2. Development and use of a tree-bank, in cooperation with other public and private agencies.
3. Encouraging and soliciting donations, grants and other funding for community forestry programs and for "special projects."

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

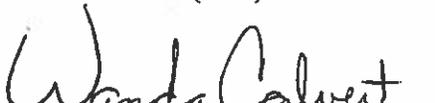
Section 3. If any part, article, section, or subsection of this ordinance shall be held invalid or unconstitutional for any reason, such holding shall not be construed to impair or invalidate the remainder of this ordinance, notwithstanding such holding.

END

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


Jon Gumerson, Mayor

ATTEST: (Seal)


Wanda Calvert, City Clerk

Approved as to form and legality on August 16, 2005


Randel Shadid, City Attorney

SITE. The location of a significant event, a prehistoric or historic occupation or activity, or a building, structure, or cluster, whether standing, ruined, or vanished, where the location itself maintains historical value regardless of the value of any existing structure.

SPECIAL MERIT. A new building, object, site or structure having significant benefits to the city by virtue of exemplary architecture, specific features of land planning, or social, cultural or other benefits having a high priority for community services.

STABILIZATION. The act or process of applying measures designed to reestablish a weather-resistant enclosure and the structural stability of an unsafe or deteriorated property while maintaining the essential form as it exists at present.

STOP WORK ORDER. A written notice from the city that work on any building, structure or site is being implemented contrary to the provisions of this article, contrary to the conditions of an approved certificate of appropriateness, or in an unsafe and dangerous manner.

STREET ACCESSORIES. Those sidewalk or street fixtures which provide cleanliness, comfort, direction, or safety, and are compatible in design to their surroundings, and include, but are not limited to, trash receptacles, benches, signs, lights, hydrants, and landscaping, including but not limited to trees, shrubbery and planters.

STRUCTURAL INTEGRITY. The state of being unimpaired; sound.

STRUCTURE. Anything constructed or erected.

UNREASONABLE ECONOMIC HARDSHIP. An economic burden imposed upon the owner which is unduly excessive and prevents a realization of a reasonable rate of return upon the value of his property.

UNUSUAL AND COMPELLING CIRCUMSTANCES. Those uncommon and extremely rare instances, factually detailed, which would warrant a Commission recommendation for relief due to the evidence presented.

VISUAL FACADE CHANGES. Any modification to the appearance of a facade caused by alteration, construction or demolition.

WORKMANSHIP. Skill as a workman, craftsmanship or artistry or evidence of this skill in something produced.

(Ord. 3075, passed 3-20-01)

§ 4-214 HISTORIC PRESERVATION COMMISSION ESTABLISHED.

(A) There is hereby established in the city a Historic Preservation Commission, which shall be referred to hereinafter as the Commission.

(B) The Commission shall consist of seven appointed members. When possible, the members shall include persons with training or experience in a preservation-related profession. Any vacancy, whether from expiration of term, resignation, or removal shall be filled as follows: Members shall be appointed by the Mayor and confirmed by the City Council. Available positions shall be advertised in the newspaper, and interested citizens shall be given the opportunity to complete an application. Appointments shall be made from the list of applicants available at the time of the appointment. Where such member is required to have special qualifications, such vacancy shall be filled in the manner herein prescribed with a person having such qualifications. Appointed members of the Commission shall be comprised as follows:

- (1) Two members of the County Historical Society;
- (2) One member of the Municipal Planning Commission;
- (3) Two persons having special knowledge or background of the history and architecture of the city; and
- (4) Two persons who own property that is designated as a landmark or a landmark site or located within a historic district as defined herein.

(C) City Council shall appoint one of its members to serve as an ex-officio member of the Commission.

(D) Members of the Commission appointed under division(B)(3) need not be residents of the city although preference will be given to those residing in the city.

(E) All members shall serve without compensation.

(F) The appointment of members to the Historic Preservation Commission shall be for three years.

(G) The Commission shall elect a chair and a vice-chair during the first meeting in January each year.

(H) A vacancy shall be deemed to exist when a Commission member dies, resigns, fails to attend three consecutive or four cumulative meetings in one year, is convicted of a felony or is otherwise legally disqualified, or upon the expiration of the member's term. Council members may also remove Commission members in accordance with § 2-21 of the City Charter.

(I) The Commission shall have the authority to perform all of the duties hereinafter enumerated and provided in this article.
(Ord. 3075, passed 3-20-01)

§ 4-215 POWERS AND DUTIES OF COMMISSION.

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

(A) To establish such rules and procedures as are necessary for the efficient conduct of the business of the Commission;

(B) To adopt specific guidelines for selection of landmarks, landmark sites and historic districts, which guidelines shall be adopted subject to the approval of the City Council;

(C) To recommend to the City Council properties for designation as a landmark or landmark site or a historic district;

(D) To regulate new construction within a historic district and exterior alterations to landmarks, landmark sites and properties within defined historic districts in the manner described herein;

(E) To regulate the design and placement of all permanent signs within a historic district and on landmarks and landmark sites;

(F) To recommend to Council specific guidelines to use in making decisions for approval or denial of certificates of appropriateness;

(G) To recommend to City Manager to direct staff to stop work on projects that do not have the proper authorization by the Commission or do not conform to the conditions of issued certificates of appropriateness;

(H) To prepare and place on landmarks and landmark sites a suitable plaque or other marker declaring that such resource is a designated landmark. Such plaque shall be installed with the owner's permission and shall contain information deemed appropriate by the Commission. Any expenditure of funds provided for this purpose by the city shall be subject to the approval of the City Council;

(I) To request funds from City Council and other funding organizations through the city and to recommend expenditure of such funds in order to accomplish the stated purpose of the Commission;

(J) To recommend to City Council specific application fees and other related fees;

(K) To prepare and present an annual report on the Commission's activities to City Council;

(L) To recommend to City Council for contracting with the county, state or federal government or any agency or division of the governments or with any other organization, which contract is necessary or advisable for the accomplishment of the goals of the Commission;

(M) To cooperate with federal, state, county and local governments in the pursuit of the objectives of historic preservation and to work with city departments on projects or departmental plans that have the potential to impact historic resources;

(N) To promote and conduct educational and interpretive programs on historic properties;

(O) To conduct a survey of local properties within the boundaries of the city complying with all applicable standards and criteria of the Oklahoma Statewide Survey undertaken by the State Historic Preservation Office;

(P) To establish and maintain a detailed inventory of property within historic districts and of landmarks and landmark sites within the city;

(Q) To prepare a historic preservation plan for the city and to prepare a historic preservation chapter for inclusion in the city's comprehensive plan;

(R) To retain consultants and conduct additional studies as deemed desirable or necessary by the Commission, except that any expenditure of city funds or of any funds administered by the city, shall be subject to the prior approval of the City Council;

(S) To perform all other duties, responsibilities and other functions enumerated in this article.
(Ord. 3075, passed 3-20-01)

§ 4-216 LANDMARK DESIGNATION.

(A) Any property within the city may be designated as a landmark or landmark site and thus be covered by this article if the City Council determines, pursuant to procedures set forth in this section, that the property meets the following criteria:

(1) It exemplifies or reflects elements of the cultural, social, economic, engineering, political, or other heritage of the city;

(2) It has any special aesthetic or artistic interests or values;

(3) It is identified with any historic persons or important events in the history of the city, the state, Indian Territory and Oklahoma Territory, or the nation in general;

(4) It embodies distinguished architectural characteristics which are valuable for a study of any period, style, or method of construction; or if it is a valuable example of the use of native or indigenous materials or craftsmanship; or

(5) It is representative of a notable work of a master builder, designer, or architect.

(B) Landmarks and landmark sites shall be designated in the following manner:

Oklahoma Housing Authorities Act

State of Oklahoma, possessing all powers, rights, and functions herein specified for city and county authorities created pursuant to this act: Provided that said Indian housing authority shall not transact any business nor exercise its powers hereunder until or unless the governing council of said tribe, band, or nation, as the case may be, by proper resolution, declares that there is a need for an authority to function for said tribe, band, or nation.

Except as otherwise provided in this act, all the provisions of law applicable to housing authorities created for cities and counties and the commissioners of such authorities shall be applicable to Indian housing authorities and the commissioners thereof, unless a different meaning clearly appears from the context. The Chief or other governing head of an Indian tribe, band, or nation is hereby authorized to exercise all appointing and other powers with respect to an Indian housing authority that are vested by this act in the mayor of a city relating to a City Housing Authority.

Laws 1965, c. 251, § 7, emerg. eff. June 18, 1965.

§63-1058. Appointment, qualifications, tenure and meetings of authority commissioners.

A. When a housing authority is authorized to transact business and exercise powers hereunder, five (5) persons shall be appointed as commissioners of the authority as follows:

1. In the case of a city, by the mayor with the advice and consent of the governing body; or
2. In the case of a county, by the board of county commissioners, and at least one of the persons so appointed shall be a tenant in a housing project under the jurisdiction of such authority.

The term of office of each commissioner shall be for three (3) years, except that of the commissioners first appointed one shall serve for a term of one (1) year and two shall serve for terms of two (2) years. All vacancies shall be filled for the unexpired term. Each commissioner shall qualify by taking the official oath of office prescribed by statute or ordinance for elected officials of the county or city, as the case may be.

B. A commissioner shall receive no compensation for his services, but may be entitled to the necessary expenses, including traveling expenses, incurred in the discharge of his duties or receive a per diem payment of not to exceed Thirty-five Dollars (\$35.00) plus mileage as provided by the State Travel Reimbursement Act, Section 500.1 et seq. of Title 74, for expenses incurred in attending meetings of the housing authority. Each commissioner shall hold office until his

uses and purposes for which public money may be spent and private property acquired and are governmental functions of state concern;

(f) that residential construction activity is closely correlated with general economic activity and that the undertakings authorized by this act to aid the provision of better housing and more desirable neighborhood and community development at lower costs will make possible a more stable and larger volume of residential construction activity which will assist materially in maintaining full employment; and

(g) that it is in the public interest that preparations for such projects and activities be made now, and that the necessity in the public interest for the provisions hereinafter enacted is hereby declared as a matter of legislative determination.

Laws 1965, c. 251, § 3, emerg. eff. June 18, 1965.

§63-1054. Definitions.

The following terms, wherever used or referred to in this act, shall have the following respective meanings, unless a different meaning clearly appears from the context:

(a) "Authority" means any public body corporate and politic created by this act.

(b) "City" means any incorporated city or town in the state. "County" means any county in the state.

(c) "Governing body" means, in the case of a city, the council or other governing body of the city in which is vested legislative authority customarily imposed on the city council, and, in the case of a county, the board of county commissioners.

(d) "Mayor" means the mayor of the city or the officer thereof charged with the duties customarily imposed on the mayor or executive head of a city.

(e) "Clerk" means the city clerk or the county clerk, as the case may be.

(f) "Area of operation" means:

(1) in the case of an authority of a city, the city and the area within one (1) mile of the territorial boundaries thereof, except that the area of operation of an authority of any city shall not include any area which lies within the territorial boundaries of some other city;

(2) in the case of an authority of a county, all of the county for which it is created: Provided, that a county authority shall not undertake any project within the boundaries of any city unless a resolution shall have been adopted by the governing body of the city and by any authority which shall have been theretofore established and authorized to exercise its

deemed to have become established and authorized to transact business and exercise its powers upon proof of the adoption of the resolution and proof of the approval by a majority of the voters as herein prescribed. A copy of this resolution duly certified by the clerk shall be admissible in evidence in any suit, action or proceeding.

SECTION 8. APPOINTMENT, QUALIFICATIONS, TENURE AND MEETINGS OF AUTHORITY

COMMISSIONERS. When a housing authority is authorized to transact business and exercise powers hereunder, five persons shall be appointed as commissioners of the authority (1) in the case of a city, by the mayor with the advice and consent of the governing body, or (2) in the case of a county, by the board of county commissioners. The term of office of each commissioner shall be for three years, except that of the commissioners first appointed one shall serve for a term of one year and two shall serve for terms of two years. All vacancies shall be filled for the unexpired term. Each commissioner shall qualify by taking the official oath of office prescribed by statute or ordinance for elected officials of the county or city, as the case may be.

A commissioner shall receive no compensation for his services, but shall be entitled to the necessary expenses, including traveling expenses, incurred in the discharge of his duties. Each commissioner shall hold office until his successor has been appointed and qualified. A certificate of appointment or reappointment of any commissioner shall be filed with the authority and this certificate shall be conclusive evidence of the due and proper appointment of the commissioner.

The powers of each authority shall be vested in the commissioners thereof in office from time to time. A majority of the commissioners of an authority shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, notwithstanding the existence of any vacancies. Action may be taken by the authority upon a vote of a majority of the commissioners present, unless in any case the bylaws of the authority shall require a larger number. Meetings of the commissioners of an authority may be held anywhere within the area of operation of the authority or within any additional area in which the authority is authorized to undertake a project. Providing that the time and place of said meeting shall be published in a newspaper of general circulation at least ten (10) days prior to said meeting.

The commissioners of an authority shall elect a chairman and vice chairman from among the commissioners. An authority may employ an executive director,

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ORDINANCE NO. 2678

AN ORDINANCE CREATING A LIBRARY BOARD FOR THE CITY OF GUTHRIE, OKLAHOMA; PROVIDING FOR APPOINTMENT AND TERM OF SERVICE FOR THE MEMBERS OF SAID BOARD, PROVIDING DUTIES OF THE BOARD; REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS; PROVIDING FOR SEVERABILITY AND DECLARING AN EMERGENCY.

BE IT ORDAINED by the Mayor and Councilmen of the City of Guthrie, Oklahoma:

Section 1: There is hereby created a Library Board for the City of Guthrie, Oklahoma. The Library Board shall be composed of five (5) members, to be appointed as provided in Section 2 hereof.

Section 2: The Mayor of the City of Guthrie, Oklahoma shall, with the approval of the City Council, appoint five (5) members of the Library Board. For the initial appointments, one member shall serve a term of one (1) year, two members shall serve a term of two (2) years, and two members shall serve a term of three (3) years. These terms shall begin May 1, 1981 and the Mayor shall designate the length of each member's term, as provided above. On or before May 1, 1982, the Mayor shall appoint, with the approval of the City Council, one member for a term of three years; on or before May 1, 1983, the Mayor shall appoint, with the approval of the City Council, two members for a term of three (3) years; on or before May 1, 1984, the Mayor shall appoint, with the approval of the City Council, two members for a term of three (3) years; thereafter all appointments shall be for a term of three (3) years, and shall be subject to City Council approval.

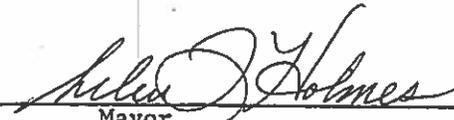
Section 3: The Library Board shall make recommendations to the Mayor, City Council and City Manager on the operation, functions, maintenance, policies of and all matters concerning, the public library system of the City of Guthrie.

Section 4: All ordinances or resolutions in conflict with any provision of this Ordinance are hereby repealed, as of the effective date of this Ordinance.

Section 5: If any part of this Ordinance shall be declared unconstitutional or void for any cause, such part shall not affect the remaining parts or provisions of this Ordinance.

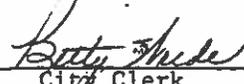
Section 6: For the preservation of the public peace, health and safety, an emergency is hereby declared to exist by reason whereby this Ordinance shall be in full force and effect from and after its passage, approval, and publication as provided by law.

PASSED by the Council and APPROVED by the Mayor this 7th day of April, 1981.



Mayor

ATTEST: (Seal)



City Clerk

APPROVED AS TO FORM:

City Attorney

ORDINANCE NO. 3229

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

THE CITY OF GUTHRIE HEREBY ORDAINS:

SECTION 1.

Amending Guthrie Municipal Code as follows:

CHAPTER 15: PARKS AND RECREATION

Article

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

Article 1: Administration and Control

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

Article 2: Lake Guthrie and Liberty Lake

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

Article 3: Intentionally Omitted

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

Article 4: Travel Over Guthrie Lake Dam

- 15-45. Speed limits
- 15-46. Enforcement

Article 5: Park Board

- 15-60. Creation and membership
- 15-61. Organization
- 15-62. Powers and duties

- 15-75. Penalty

ARTICLE 1: ADMINISTRATION AND CONTROL

§ 15-1 COUNCIL AUTHORITY TO MAKE RULES.

The City Council or Guthrie Parks Board shall promulgate, invoke, create, amend and enforce rules, regulations and other requirements, as they deem necessary or expedient in connection with fishing, fishing privileges, swimming and the use of all other recreational facilities owned or operated by the city.
('90 Code, § 15-1)

§ 15-2 FEES TO BE DETERMINED.

The city shall provide by rules, from time to time, the fees charged for any recreational privileges on any property or facility for recreational purpose owned or operated by the city.
('90 Code, § 15-2)

ARTICLE 2: LAKE GUTHRIE AND LIBERTY LAKE

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

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

(B) Section A above applies to the present rules and regulations adopted as may be changed from time to time.

('90 Code, § 15-3) (Ord. 2404, passed - - ; Am. Ord. 3104, passed 7-16-02)

§ 15-16 FEES ESTABLISHED.

The City Council shall establish a schedule of Fees by Resolution.

('90 Code, § 15-4) (Ord. 2633, passed - - ; Am. Ord. 3104, passed 7-16-02)

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

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

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

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

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

ARTICLE 3: Available

§ 15-30

§ 15-31

ARTICLE 4: TRAVEL OVER GUTHRIE LAKE DAM

§ 15-45 SPEED LIMITS.

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

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

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

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

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

§ 15-46 ENFORCEMENT.

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

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

ARTICLE 5: PARK BOARD

§ 15-60 CREATION AND MEMBERSHIP.

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

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

§ 15-61 ORGANIZATION.

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

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

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

§ 15-62 POWERS AND DUTIES.

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

- (1) The acquisition or disposal of public property for parks and recreation purposes;
- (2) The development of short and long range goals for parks and recreation, including the formulation of a master plan;
- (3) The beautification and enhancement of parks, including proposed capital improvements;
- (4) The creation, implementation and expansion of city sponsored recreation programs; and
- (5) The adoption, amendment and enforcement of rules, regulations, fees, charges and policies for and governing the use of city park properties and facilities and recreation programs.

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

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

§ 15-75 PENALTY.

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

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

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

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

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

Cross-reference:

Arraignment; pleading, see § 12-24

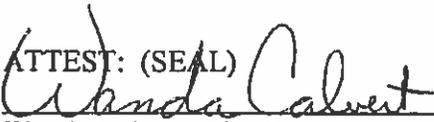
SECTION 2.

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

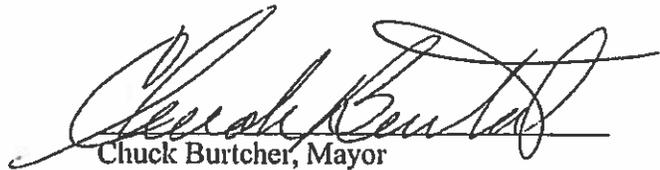
SECTION 3.

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

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

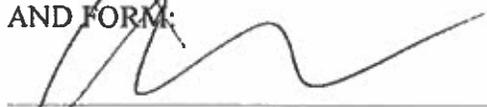
ATTEST: (SEAL)


Wanda Calvert, City Clerk



Chuck Burtcher, Mayor

APPROVED AS TO SUBSTANCE
AND FORM:



Randel Shadid, City Attorney

Article 7: Special Use Permits

- 16-85. Permit may be granted on special review
 16-86. Uses permitted in zoning districts upon grant of special use permit
 16-87. Application and site plan review procedure for special use permit

Cross-reference:

Unoccupied and dilapidated structures, see §§ 13-60 through 13-71

ARTICLE 1: PLANNING COMMISSION

§ 16-1 CREATION; APPOINTMENT OF MEMBERS.

(A) The city, heretofore availed itself of the provisions of House Bill No. 905 of the 26th Legislature of the state, 19 O.S. §§ 866.1 to 866.35 inclusive, as may be amended, and the city heretofore entered into an agreement with the Board of Logan County Commissioners for the organization of a Metropolitan Area Planning Commission, as provided in the Act.

(B) In lieu of the Metropolitan Area Planning Commission, it is deemed expedient for the city to avail itself of the provisions of 11 O.S. § 14-101, as amended, and by the authority granted herein, there is hereby created the City Planning Commission, to be known as the Planning Commission.

(C) The Mayor shall be authorized to nominate five citizens of the city to serve as members of the Planning Commission, and to be confirmed by the City Council and provided that the Commission shall not be deemed to be created until this article is in full force and effect.

(D) All ordinances of the city now in full force and effect that contain the phrases "Planning Commission" or other "Zoning and Planning Commission," "Metropolitan Area Planning Commission," or other words and phrases that mean City/County Zoning and Planning Commission shall now and hereafter mean and be referred to as the "Planning Commission."

(E) If any section, word, clause or provision of this article shall be declared void, unenforceable or illegal or any cause whatsoever, such shall not affect the validity of the remainder of this article, or any part thereof.

('90 Code, § 16-1) (Ord. 2590, passed - -)

§ 16-2 POWERS AND DUTIES.

The City Planning Commission has and shall have all powers and duties prescribed by state law and all powers and duties possessed by the heretofore Metropolitan Area Planning Commission.

('90 Code, § 16-2)

ORDINANCE NO. 2590

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PASSED by the Council and APPROVED by the Mayor, this 21st day of February, 1976

John W. Dowdy

Mayor

(SEAL)

ATTEST:

Acty Kredo

ORDINANCE NO. 2614

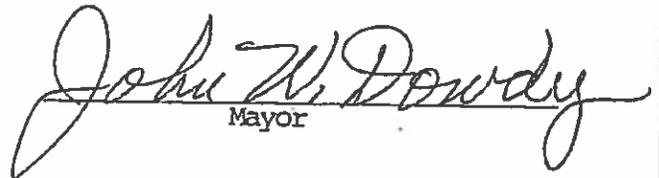
AN ORDINANCE RELATING TO THE CITY OF GUTHRIE, OKLAHOMA, AVAILING ITSELF OF THE REGIONAL PLANNING COMMISSION ACT AS PROVIDED IN SECTION 46-101 OF TITLE 11 OKLAHOMA STATUTES; AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE MAYOR AND COUNCILMEN OF THE CITY OF Guthrie, Oklahoma:

Section 1. That the City of Guthrie, Oklahoma, avail itself of the provisions of Sections 46-101 to 46-104 of Title 11. Oklahoma Statutes for the organization of a Regional Planning Commission as provided in said Act; that the Regional Planning Commission is hereby designated as the official Planning Commission for the City of Guthrie in accordance with the laws of the State of Oklahoma.

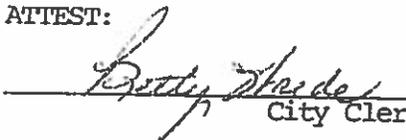
Section 2. For the preservation of the public peace, health and safety, an emergency is hereby declared to exist, whereby the Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

PASSED by the Council and APPROVED by the Mayor, this 15 day of August, 1978


Mayor

(SEAL)

ATTEST:


City Clerk

ORDINANCE NO. 3263

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

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

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

**ARTICLE X
Convention and Visitor Bureau**

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

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

§ 7-177 Purpose.

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

§ 7-178 Contract.

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

§ 7-179 Convention and Visitor Board.

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

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

§ 7-180 Term of office.

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

§ 7-181 Quorum.

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

§ 7-182 Meetings.

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

§ 7-183 Powers and duties.

The Convention and Visitor Bureau shall:

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

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

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

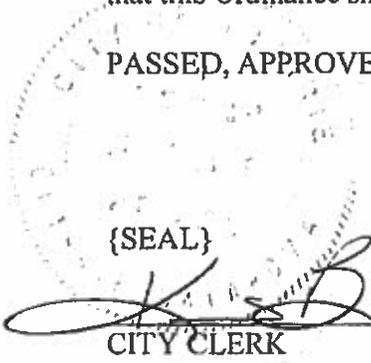
SECTION 3. If any one or more of the sections, sentences, clauses or parts of this ordinance, chapter, or section shall for any reason be held invalid, the invalidity of such section, clause or part shall not affect or prejudice in any way the applicability and validity of any other provision of this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

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

PASSED, APPROVED and ADOPTED THIS 7th DAY OF October, 2014.



 MAYOR

{SEAL} 


 CITY CLERK

APPROVED LEGAL AS TO FORM THIS 7th DAY OF October, 2014



 CITY ATTORNEY



TO: Bruce Johnson, City Manager
FROM: Maxine Pruitt, Municipal Services Director
DATE: June 17, 2016
SUBJECT: Update Week Ending 06/17/2016

Administration

Shelby Inda:

- Continues to handle the phones giving great customer service.
- Entered daily logs for all departments and works with any data that must be entered into the Cartegraph tracking system.
- Utility locates have slowed to about 20 per day.
- Assists superintendents and Utilities Dept. on various tasks.

Annette LeGrande:

- Assisted superintendents with various tasks.
- Assisted in answering phones and other duties as needed.
- Continued vacation and sick leave tracking.
- Research on items for budget.
- Entering new employee into cartegraph system
- Attend Logan County Economic development lunch.

Maxine Pruitt:

- Maxine out on vacation.

Street Department

- Typed weekly report checked boxes for locates & w/o @ GMS Office .
- continued abatements for disc golf @ Highland Park,
- Worked C.C. all week due to Joe being off.
- Mowed GMS grounds,
- Removed debris from the edge of the roadway @ Seward Rd. & Liberty Lake
- Vehicle maintenance on bobcat @ Street Shop.

- Continued disc golf project @ Highland Park.
- Repaired sunk in area with rock @ 408 N. Broad,
- 33384 graded rock in the alleyway in the 500 Blk. E. Oklahoma.
- Distributed insect control around the camp grounds & swimming area @ Liberty Lake.
- Mowed @ Highland Park for disc golf project.
- Mowed & weeded @ GMS Complex.
- Placed out barricades for car show @ Mineral Wells Park.
- Placed out barricades for See Spot Run event 2nd & Harrison Broad & Harrison.
- Worked on small jobs in Street Shop
- Packed & moved @ C.C.
- Removed debris from the edge of the roadway @ 12th & Cleveland.
- Reclaimed barricades from the car show @ Mineral Wells Park.
- Reclaimed barricades from See Spot Run event Downtown.
- Training over equipment & went through sheds & barns @ GMS Complex.
- shop maintenance. @ Street Shop.
- Placed welcome to Guthrie signage @ Sooner & Seward.
- General patching patched potholes @ (100-200 Blks. S. 5th, 400 Blk. N. 6th, 8th & Warner., 9th & Warner, 10th & Warner, 11th & Warner, 5th & Warner north & south corners , 1500 Blk. E. Oklahoma, Springer & Capital east & west corners)
- 33226 filled in pot holes @ Pine & Noble.

Fleet Maintenance

The Fleet Maintenance Shop continues to be full of vehicles and equipment for repair. Bennie and crew are working hard to keep all the departments in good running equipment and vehicles.

Parks and Public Grounds

- Saturday 6-11-16: Trash removal, cleaning pavilion, restrooms Highland and Mineral Wells. Cemetery removal of Memorial Day decorations.
- Monday 6-13-16: Trash removal parks and lakes. Mowing and trimming ions, Mockingbird, 927 and Kiwanis. Mowing Highway 33 east, North Pine. Weed eating Highland. Weed control downtown and north pine. Cemetery mowing.
- Tuesday 6-14-16: Trash removal parks and lakes. Liberty Lake mowing. Cemetery mowing, grave opening for Wednesday interment. Highland mowing, weed eating and

trimming trees. Mineral Wells power washed and removal nails, staples from pavilion with staff from Mercy Hospital.

- Wednesday 6-15-16: Trash removal parks and lakes. Cemetery mowing, weed eating, tent set up and closing. Liberty Lake brush hogging, mowing. Guthrie Lake mowing.
- Thursday 6-16-16: Trash removal parks and lakes. Cemetery mowing and weed eating. Mineral Wells clean pond fountain and flower bed. Guthrie Lake weed eating. Liberty Lake mowing, weed eating, spraying for hornets on and under the caretaker's house.
- Friday 6-17-16: Trash removal parks and lakes. Cemetery mowing, weed eating, grave opening for Monday cremation.

Line Maintenance Dept.

- Move equipment from Logan Ave to Kiawanis Park.
- Video line for service connection under Viaduct.
- Repair leak at setter at 1108 W. Noble.
- Replace ¾" setter at 1009 Cherrywood.
- Repair 2" water line at 111 W. Cleveland.
- Replace setter at 2101 S. Division.
- Move meter box outside fence at 206 N. 13th.
- (callout) Jet line 300' west to unblock sewer main at 1224 W. College.
- Disconnect service at 1120 W. Washington for house demo..
- Yard repair at 206 N. 13th. Repair 8" main leak at 320 N. 2nd.
- Prep holes for concrete at 200 E. Logan,
- 111 W. Cleveland, 1200 block of W. Cleveland, and 713 S. Locust. Locate water valves on west side for contractors.
- Concrete holes at 713 S. Locust, 1200 block of W. Cleveland, 111 W. Cleveland, and 200 block of E. Logan

Water Treatment Plant

- **Drawing water from Guthrie Lake since 12/8/15.**
- **100% of water from Cottonwood is being pumped to fill Liberty Lake.**
- Guthrie Lake is at Full ft.
- Liberty Lake is at Full ft.
- Average flow is 1.27 MGD
- Peak Flow 1.36 MGD
- Flushed 15 hydrants this week.
- We have 3 hydrants that need work because they are hard to open for flushing. 423 S. Capital, End of Allen Rd., and E. College at East Ridge Dr. This work on the Line Maintenance when list to be done.

- Performed routine lab work and plant operations.
- Continuing to work with Richard preparing for the changes. Looking for a good maintenance program.

Wastewater Treatment Plant

- Performed daily readings and conducted routine maintenance and lab tests which are performed daily.
- Composited BOD and TSS samples from the automatic samplers.
- Picked up E. coli samples for testing.
- Collected samples from the holding ponds to be sent to Accurate Lab for metals and fecal coliforms.
- Shoveled some of the sludge to the center of drying beds 8 and 9.
- Shoveled some of the sludge to the center of drying bed #7 and finished shoveling sludge to the center of drying beds 8 and 9.
- Called out to lift station #4 for a high level alarm.
- Picked up the Do-All from the street department and hauled sludge in drying bed #9 to the laydown field.
- Shoveled the concrete runners to the center of drying beds 7, 8, and 9. Reopened the west primary clarifier sludge valve.
- Took the weekly generator readings.
- Shoveled sludge from drying bed #5 to the center and hauled beds 8 and 9 to the laydown field.
- Put the end gates back in drying beds 7, 8, 9, and 10. Poured sludge from the primary digester to drying beds 7, 8, 9, and 10.
- Mowed grass.
- Shoveled sludge to the center of drying bed #3, then hauled the sludge from drying beds 3 and 5 to the laydown field.



GUTHRIE POLICE DEPARTMENT

W. Don Sweger, Chief of Police

306 West Oklahoma Avenue / PO Box 908
Guthrie, Oklahoma 73044

dsweger@cityofguthrie.com

Telephone 405.282.3535 Facsimile 405.282.0473

10 June 2016

FROM: Chief of Police W. Don Sweger

TO: City Manager Bruce Johnson

RE: Weekly Report (03Jun16 to 10Jun16)

Mr. Johnson,

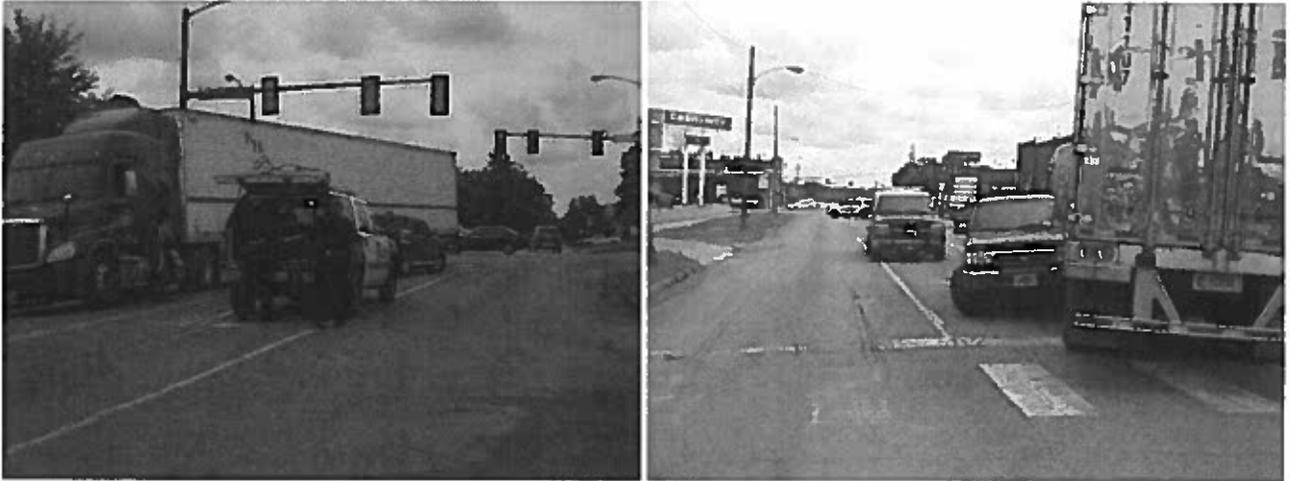
Here is my weekly report.

ITEMS OF NOTE

- We located a new (old) department shoulder patch for our collection.



- Working an accident.



- National Police Week was Sunday, May 15, 2016 through Saturday, May 21, 2016. Our department was decorated by local school children who wrote notes of support and encouragement for our officers.



- The second Red Brick Nights event at Wentz/Oklahoma was a success with no incidents reported. Officers are becoming concerned about the alcohol being served without permits or council approval.



TRAINING

- Lt. Friesen, Sgt. Gibbs, Sgt. Thorne and Off. Friesen finished their first week, of three, attending the International Association of Chiefs of Police *Leadership in Police Organizations* training in Norman, OK. They have reported back the training is excellent and hope to start using the material to the betterment of our department immediately. The class consists of other Law Enforcement officers from multiple agencies around Oklahoma and Arkansas, with over 35 attending.

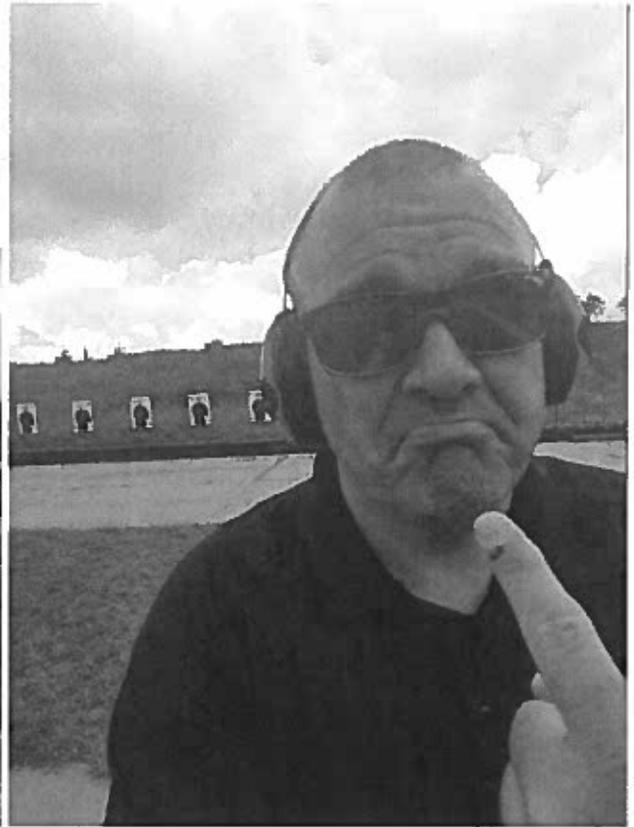


- Continuation of Spring qualification.



OUR GOALS:

Protection and Prevention ♦ **R**esponsibility and Respect ♦ **I**ntegrity and Ideals ♦ **D**edication to Duty ♦ **E**mployee Excellence
City of Guthrie June 23, 2016



PERSONNEL

- Our two newest officers, Aaron Bailey and Michael Schmit.





FLEET

CODE ENFORCEMENT

ANIMAL CONTROL

- While getting Animal Control's computer ready, I noticed the hard drive was double taped into the machine. Ordered the correct part to allow for a second hard drive to be installed.



GRANT

Victim Advocate (VOCA)

- I defended my 2016 VOCA grant last week. On Friday, I was notified that we received 100% of the funding that I applied for. This breaks down as:
 - \$133,945 Personnel and benefits (retain the advocate I have and hire an additional advocate)
 - \$17,760 Training and travel for the advocates to Norman, Dallas (twice) and Washington DC
 - \$11,030 Laptop, copier lease, projector, camera

OUR GOALS:

- \$3,750 Office rent
- \$40,851 Lease for two vehicles
- \$12,960 Care and maintenance for two vehicles
- \$1,999 Office supplies
- \$1,350 Wireless subscription
- \$18,180 Administration of grant
- 239,825 TOTAL

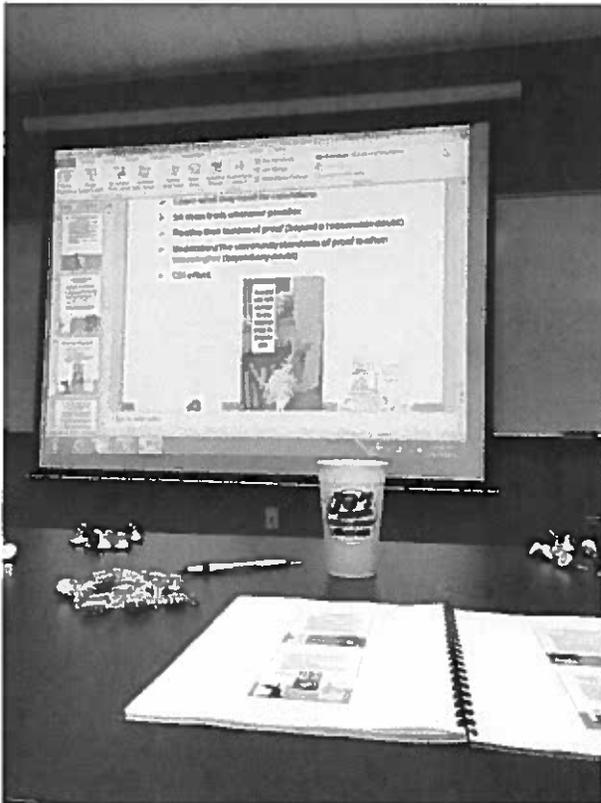
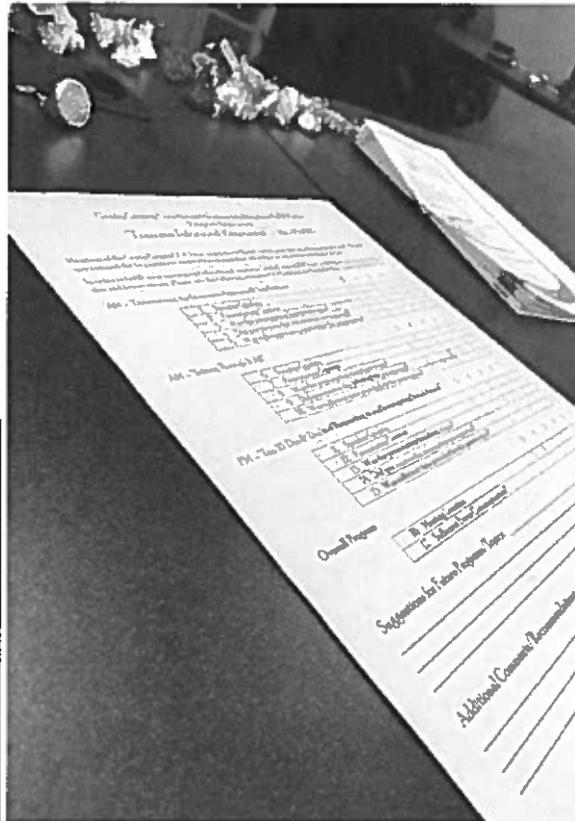
Domestic Violence, Sexual Assault Investigator (VAWA)

- **Taking the Initial Call.** This class was held at the Guthrie City Hall and was taught by Detective Ronnie Johnson from the Cleveland County Sheriff's Office. Logan County, Langston University PD and Guthrie PD all sent dispatchers to the training. It was well received and will be offered again.



- **Trauma Informed Services in abuse cases.** On 05/25/2016 this class was held in Chickasha and was hosted by the Grady County CCR Team. Ronnie Johnson Was one of the instructors as well as Gary Stansil Tulsa PD (Ret).

OUR GOALS:



- Reid Technique training. Investigating and interviewing & positive Persuasion for Child Abuse Investigations. This class was held on 06/01-03/2016 at the Office of the Attorney General. Across from the Oklahoma State

Capitol. The class consisted of mostly Oklahoma State Bureau of Investigation Agents as well as multiple Violence Against Women Act Investigators.



- Meetings and planned events
- Met with Detective Chris Cook from Edmond PD and observed victim interviews.
- Case review with Logan County Asst. District Attorney Rebecca Ross.
- Violence Against Women Act audit.
- Tamara Hudgins of the District Attorney's Council regarding possible training events.
- Trauma Informed services for Abuse of Adults Later in Life. Class is to be hosted here in the City Council Chambers. There have been 50 reserved spots for the class.

OUR GOALS:

Protection and Prevention ♦ **R**esponsibility and Respect ♦ **I**ntegrity and Ideals ♦ **D**edication to Duty ♦ **E**mployee Excellence
City of Guthrie

June 23, 2016

SCHOOL

09 June 2016

To: Dr. Mike Simpson
From: W. Don Sweger, Chief of Police
Re: School report

Dr. Simpson,

For the dates of May 1, 2016 – May 20, 2016, Guthrie Police Department SRO's performed the following activities on/near school grounds or in conjunction with school related duties:

Students counseled/mentored: 95

Citations: 3

Arrests: 1

Hallway patrols: 283

Perimeter checks: 150

Presentations: 6

Motorist assists: 1

Accident investigations: 1

Notes:

1. Off. Williams and Off. Hamilton performed police department tours for Central Elementary School classes. Each student received a bag containing a coloring book, toy and crayons.
2. Off. Williams and Off. Hodam performed 4 bicycle safety presentations at the Upper Elementary School.
3. Det. Hader, Off. Menzel, Off. Hodam and Off. Vasquez volunteered to fill in for SROs who were attending mandatory training during this reporting period. Staff at the facilities had good things to say about their performance.
4. Off. Williams and members of the Guthrie Fire Department made a career day presentation at Central Elementary.
5. Off. Williams and Sgt. Gibbs responded to a residence before school on 05/03/2016 to speak with a mother and a 9 YOA student who refused to go to school.
6. Lt. Loya, Sgt. Wellington, and Off. Williams made a presentation to the local Boy Scouts.
7. Off. Williams read a book to a class at Cotteral Elementary.
8. Off. Williams assisted with the Upper Elementary's reenactment of the land run.
9. Guthrie Junior High Counselor Teresa Barbour and Sgt. Gibbs picked up food for the Guthrie Junior High Food Pantry from God's Food Bank. Counselor Barbour began the program and provides food to needy children weekly.

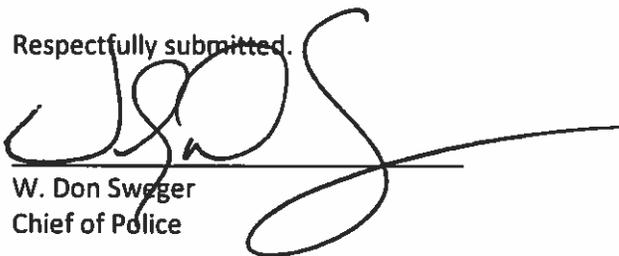
OUR GOALS:

10. Police Records Clerk/Admin. Asst. Shelly Clemons, Off. Hodam, Off. Friesen, Sgt. Thorne and Sgt. Gibbs presented Fogarty Elementary student Madison Grindle with her reward for obtaining 10 anti-drug/alcohol abuse pledges for the Guthrie Police Department HERO Challenge. Madison was unable to walk with the group during the 89er parade.
11. On 05/16/2016, Lt. Loya and Off. Hodam responded to the High School where students had toilet papered, moved desks and tied doors closed with string. The school was notified and stated they would handle it administratively as they knew which students had performed the acts. No report was taken.
12. On 05/17/2016, Det. Lamb, Lt. Haddock, Off. Vasquez, Off. Edelen, Off. Williams, Off. Menzel, and Off. Hodam attended Cake with Cops at the Fogarty Elementary School where they were treated to a song and video prepared by students and teachers.
13. Several notable cases/incidents were worked during this time period:
 - a. 20160647: Sgt. Gibbs investigated an assault at the Junior High School.
 - b. 20160653: Lt. Haddock arrested a subject for DUI and possession of paraphernalia in reference to a hit and run with a school bus. Sgt. Gibbs assisted with the field sobriety portion of the arrest. No children were injured.
 - c. 20160656, 664, 666, 667, 668, 669, 687, 688: Sgt. Gibbs investigated reports of truancy.
 - d. 20160676: Allegation of child abuse investigated by Sgt. Thorne, Det. Hader, Off. Pinley and Off. Speckman
 - e. 20160672: Off. Menzel and Off. Hamilton arrested a subject for possession of CDS in the presence of a child.
 - f. 20160680: Sgt. Gibbs investigated a burglary at the Junior High.
 - g. 20160691: Sgt. Gibbs and school staff counseled a student who was cutting.
 - h. 20160700: Off. Vasquez and Off. Williams investigated an assault at the Junior High.
 - i. 20160731: Off. Hodam and Off. Williams investigated a threat made by a student at the Junior High.
 - j. 20160732: Sgt. Gibbs investigated a theft at the Junior High. A suspect was identified and property was recovered.

Please do not hesitate to contact me if you have any questions or concerns.

FACEBOOK

Respectfully submitted,



W. Don Swager
Chief of Police

OUR GOALS:

Protection and Prevention ♦ Responsibility and Respect ♦ Integrity and Ideals ♦ Dedication to Duty ♦ Employee Excellence
City of Guthrie June 23, 2016

Bruce Johnson

From: Eric Harlow
Sent: Friday, June 03, 2016 8:02 PM
To: Bruce Johnson
Subject: Fire-EMS weekly report
Attachments: image1.JPG; ATT00001.txt

Fire-EMS weekly report for week of May 30, 2016:

- Crews responds to 55 incidents within the past 7 days.
- Personnel conducted training on flammable liquid firefighting, foam equipment/application techniques, reviewed ropes and knot tying and auto extrication dealing with electric/hybrid vehicles.
- Work continues on storm shelter database uploads.
- Personnel demo'd new electronic patient care reporting system for possible implementation in next FY.
- Repairs were finally completed on SW overhead door and it is now full operational again.
- Crews conducted EMS training on post resuscitation care of cardiac arrest patients, infant/child respiratory distress patients and -Driver training was conducted on Engine 1 with probationary firefighter.
- Numerous car seat installations were done this week.

Airport Report for City Manager May 2016

1. Airport Development Update:

- A. **Hangar 6A** – Ramp connecting taxiway to hangar has been completed.
- B. **Hangar 20B & 20C** – Construction of two large private hangars, 55' x 50' are complete and ready to rent. The owner is renting them for \$600.00 each monthly.
- C. **Inquiry** – I received a call of interest in doing business on the airport, sent a copy of our Minimum Standards. Type of business is maintenance and repair of aircraft.
- D. **T-Hangar Rental** – I receive at least three to four calls a week asking about availability and prices. There is a great need and desire to base aircraft here at the airport.

2. Airport Buildings, Grounds and Equipment:

- A. **CIP Projects – Funding Source AIP (Airport Improvement Program) Funds**
As of 2016, Non Primary Entitlement Funds (NPE) Available \$226,666. Each year the airport receives \$150,000 of NPE funds.
 - FY2016 Design Only for Rehabilitate Runway Lights. Cost \$51,500; NPE Funds \$46,350; Sponsor Match \$5,150 (all sponsor matches will be split between Guthrie & Edmond).
 - FY2017, Rehabilitate Runway Lights. Cost \$313,280; NPE Funds 281,952; Sponsor Match \$31,328.
- B. **Asphalt Deteriorating** – Taxi Lane in front of Hangar 5 & 6 is in need of a repair/temporary fix. The area is 22' x 15'. This asphalt area has a couple of spots starting to form holes approximately 12 to 18 inches in diameter. It is also creating a lot of FOD (foreign object debris), which can be dangerous and costly to moving aircraft. I'm getting cost estimates for asphalt and concrete. I've received two bids and waiting on a third. This area is included in the CIP Project Planning for FY2020 Rehabilitate Terminal Apron. However in the meantime it will need a temporary fix.
- C. **OG&E Preparing to Relocate Overhead Facilities** from Overhead (OH) to Underground (UG). (West side of Airport behind Hangar 20B & 20C) Airport Cost for Project is \$5,480. Cost to relocate facilities OH is \$22,974, total cost for total project for UG is \$28,454. Airport pays the difference. This cost will be split between Guthrie and Edmond.
- D. **Airport Parking** – The parking lot in front of terminal building is in need of a crack and sealcoat repair with striping. Meyers Engineering produced a sketch of the parking lot with easy flow through access and more parking spaces. The sketch did not include option for future gate controller, which will require a keypad placed at least 15' from the gate. Meyers should be sending an updated sketch within the

Suzette V. Chang
Week of May 27, 2016 – Monthly Activity Report
GPL Vision: Read, Learn, Connect

GPL Mission: “To provide and encourage the use of library resources, services for the City of Guthrie and Logan County residents, thus enhancing individual and community life.”

1) Administrative Responsibilities

- a) Review 1000 Code of the City of Guthrie Personnel Policy. Considering uniforms for Guthrie Public Library staff.
- b) Met with City Manager. Discussed:
 - 1) Meeting with Cody/Economic Development. Talked about an additional GPL site near Edmond/Guthrie border. Cody referred me to a site/contact. Sent an email to owner of site. Waiting for a response.
 - 2) My six month probation ends next month.
 - 3) Status of Crescent Library.
 - 4) Parking signs at the library. Bruce agreed to put signs up. Advised Kevin/Maintenance of the same.
 - 5) Attained approval from Bruce to hire a part-time Circulation Clerk.
- c) Provide weekly update to GPL staff. This includes:
 - 1) Status of GPL staffing.
 - 2) Status of new/old copy machines.
 - 3) Damaged items list sent to collection agency.
- d) Discussed security options with City Manager. Bruce recommends that GPL partner with the GPD. Hopefully GPL can link to GPD security system. Met with Sgt. Thorn. He advised this will not work. Will look at other security options in the future.

2) Staffing

- a) Reviewed 21 applications for Associate Librarian position. Interviewed six candidates. Hired a full-time Associate Librarian, a part-time Circulation Clerk and a part-time Library Aide.

3) Outreach

- a) Host Chamber Coffee.
- b) Met with and began training OU-Intern. This internship is a requirement for intern’s Library and Information Studies Master’s Degree.
- c) Met with Historical Society, Langston and Lucy (Guthrie Arts Council) regarding Civil Rights Project (February 2017) at the Masonic Temple.
- d) Hired Summer Reading Volunteers (SRV) for Summer Reading Program. Host SRV training.
- e) Continue looking for opportunities to engage Guthrie businesses. Specifically looking at opportunities to invest, educate and engage Logan County community members.
- f) Identified a potential partnership with the YMCA, local yoga instructor and the Logan County Health Department for a healthy grant proposal. Cannot pursue this opportunity; Logan County does not qualify.
- g) Purchase new banner for GPL.

4) Budget

- 1) Developing budget for upcoming year.

5) Funding

- 1) Received \$1,000.00 from Kiwanis to support SRP.

6) Training

- a) GPL staff learned how to use the new copy machine.

Bruce Johnson

From: Cody Mosley
Sent: Tuesday, June 14, 2016 8:08 AM
To: Bruce Johnson
Subject: Weekly Update Draft

Goodwill has secured the former Carl's Junior parking lot and will be demolishing the existing building to build an 18,000 sf retail store. Here are some key dates for the project:

- July 14th- Planning Commission will hear rezoning
- July 19th- Council will hear PC's rezoning recommendation
- July 21st- Board of Adjustment will hear a parking variance. The site is currently required to have 120 but plans call for only 70 (4 handicap- meets expectations)
- August 11th- Planning Commission will vote on the final plat
- August 16th- City Council will hear PC's recommendation on the final plat

KFC will be remodeling and we will see a new paint job in the next few months

Fox 25 will bring their Road Trippin' series to Guthrie June 23rd and will air on June 30th as a tourism promotion. Angela Newby joined staff at the Chamber Coffee meeting to inform business owners of what they will be doing. Following Chamber Coffee, Fox 25 toured the Masonic temple and a special "Living Oklahoma" segment was scheduled for Guthrie based on their impression of the temple.

Planning Commission heard the Special Use application for the Publishing Museum. They recommended denying the use based on inadequate parking. The use would require at least 51 parking spots for the residences, with only 15 dedicated at this point. They (Bywater Development- applicant) have not secured funding from the Oklahoma Housing Finance Authority which has historically been a tremendous hurdle.

Historic Preservation Commission met and discussed colors of railing in the downtown, as well as the Downtown Improvements Project. We have applied for the ODOT Transportation Alternatives Program grant money, and will likely hear something before the end of the fiscal year concerning the grant.

Cierra Graham started in her role as Tourism Intern to replace Laurie Fuller's position. Laurie's last day was Friday, June 10th.

Galleria Furniture has completed half of the air conditioning updates and has begun to bring furniture into the store, the goal is to open as soon as possible.

Tractor Supply is making great progress and look to be on schedule to open up in early fall 2016. All inspections have gone according to plan so far.

Guthrie Summer Streets will be taking place on August 14, 2016. This is in partnership with the Chamber and the Logan County Health Department as our take on the "Open Streets" events that have been a huge hit worldwide. #ChooseGuthrie is promoting all Guthrie businesses to come out and introduce themselves to the community.

Cody Mosley
The City of Guthrie, Oklahoma
Community & Economic Development Director
(405) 282-0190
www.cityofguthrie.com