



63rd City Council

Mayor Steven J. Gentling

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

Ward III – Gaylord Z. Thomas, Sharyl Padgett

SPECIAL CITY COUNCIL MEETING WORKSHOP

Tuesday, November 15, 2016 at 6:00p.m.

City Hall 3rd Floor Conference Room

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

1. Call to Order.
2. Discussion of low water dam.
3. Discussion of Excelsior building.
4. Adjournment.



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

GUTHRIE ECONOMIC DEVELOPMENT AUTHORITY MEETING

Tuesday, November 15, 2016 at 7:00pm
City Hall Council Chambers
101 N. 2nd Street, Guthrie, Oklahoma, 73044

- 1. Call to Order.
2. Public Comments, Community Announcements and Recognitions.
3. Consent Agenda.
All matters listed will be enacted by one motion unless a request is made for discussion by any Trustee or member of the audience, in which case, the item(s) will be removed from the Consent Agenda and considered separately following this portion of the agenda.
A. Consider approval of minutes of the Guthrie Industrial (Economic) Development Authority Meeting held May 17, 2016..... 1
B. Consider approval of minutes of the Guthrie Economic Development Authority Meeting held July 19, 2016..... 3
C. Consider approval of the Task Order with Myers Engineering for topographic surveying of the 80 acres of City owned land..... 5
D. Consider approval of Budget Amendment No. 3, amending the budgets for the General Fund, Fire Fund, Airport Fund, and GEDA Fund..... 9
4. Adjournment.

GUTHRIE PUBLIC WORKS AUTHORITY MEETING

Tuesday, November 15, 2016 at 7:00pm
City Hall Council Chambers
101 N. 2nd Street, Guthrie, Oklahoma, 73044

- 1. Call to Order.
2. Consent Agenda.
All matters listed will be enacted by one motion unless a request is made for discussion by any Trustee or member of the audience, in which case, the item(s) will be removed from the Consent Agenda and considered separately following this portion of the agenda.
A. Consider approval of minutes of the Regular Guthrie Public Works Authority Meeting held November 1, 2016.....12

- B. Consider approval of minutes of the Special Guthrie Public Works Authority Meeting held on November 5, 201614
- 3. Discussion and possible action of identifying the scope and size of project regarding the construction of a Cottonwood Creek Raw Water Intake Dam Refurbishment and approving the use of the Oklahoma City Waterline Fund.15
- 4. Adjournment.

CITY COUNCIL MEETING

63rd City Council

Tuesday, November 15, 2016, 7:00pm

City Hall Council Chambers

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

- 1. Call to Order.
- 2. Consent Agenda

All matters listed will be enacted by one motion unless a request is made for discussion by any council member or member of the audience, in which case, the item(s) will be removed from the Consent Agenda and considered separately following this portion of the agenda.

- A. Consider approval of minutes of the City Council Workshop held on November 1, 201619
- B. Consider approval of minutes of the Regular City Council Meeting held on November 1, 2016.....21
- C. Consider approval of minutes of the Special City Council Meeting – Retreat held on November 5, 2016.....26
- D. Consider approval to declare property that has reached its useful life, become obsolete and/or is not functioning as surplus property and allow the Purchasing Agent to dispose of said property in a way that is most beneficial to the City of Guthrie30
- E. Consider approval of agreement with the Board of County Commissioners of Logan County to reconstruct portions of Fairgrounds Road.31
- F. Consider approval of Task Order with Myers Engineering for preliminary engineering report for 80 acres of City owned land36
- G. Consider approval of Budget Amendment No. 3, amending the budgets for the General Fund, Fire Fund, Airport Fund, and GEDA Fund 9
- 3. Discussion and possible action to appoint René Spineto to the Guthrie Planning Commission.....40
- 4. City Manager’s Report
- 5. Requests/comments from members of the City Council
- 6. Consider approval to convene into Executive Session pursuant to the Authority of Title 25, O.S. 2001, as follows:
 - A. Section 307 (B)(1) for the Purpose of Discussing the Employment, Hiring, Appointment, Promotion, Demotion, Disciplining, Resignation or Termination of council-appointed employees (City Manager)
 - B. Section 307 (B)(4) for the purpose of discussing confidential communications between the City Council and its Attorney concerning a pending investigation or claim (Separation Pay)

7. Consider action regarding City Manager.
8. Consider action regarding the pending investigation or claim - Separation Pay.
9. Adjournment.

MINUTES
GUTHRIE INDUSTRIAL DEVELOPMENT AUTHORITY
May 17, 2016

The special meeting of the Guthrie Industrial Development Authority was posted on Friday, May 13, 2016 before 5:00 p.m. and held May 17, 2016 in the Guthrie City Hall Council Chambers.

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

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

Members Absent: John Wood

Staff Present:	Bruce Johnson	Randel Shadid	Kim Biggs
	Maxine Pruitt	Cody Mosley	Jim Ahlgren
	Don Sweger	Schellon Stanley	Eric Harlow

Chairman Gentling declared a quorum with six (6) Trustee Members in attendance.

Consent Agenda: Motion by Trustee Taylor, seconded by Trustee Thomas, moved approval of the Consent Agenda as follows:

- A. Consider approval of the minutes from the Special Guthrie Industrial Development Authority Meeting held on October 1, 2013.

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

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

Chairman Gentling declared the motion carried unanimously.

Resolution No. 2016-06. Motion by Trustee Thomas, seconded by Trustee Taylor, moved approval of Resolution No. 2016-06 approving the name change of the Guthrie Industrial Development Authority to the Guthrie Economic Development Authority, amending the Trust to reflect the same, and establishing a designation of principle office. Trustees entered their votes and the votes were displayed with the following results:

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

Chairman Gentling declared the motion carried unanimously.

Adjourn. There being no further business for the Guthrie Industrial Development Authority, Chairman Gentling declared the meeting adjourned at 7:16 p.m.

Kim Biggs, City Clerk

Steven J. Gentling, Chairman

MINUTES
GUTHRIE ECONOMIC DEVELOPMENT AUTHORITY
July 19, 2016

The special meeting of the Guthrie Economic Development Authority was posted on Friday, July 15, 2016 before 5:00 p.m. and held July 19, 2016 in the Guthrie City Hall Council Chambers.

Chairman Steven J. Gentling called the meeting to order at 9:16 p.m.

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

Members Absent: John Wood

Staff Present: Bruce Johnson Randel Shadid Kim Biggs
 Maxine Pruitt Cody Mosley Jim Ahlgren
 Don Sweger Schellon Stanley Eric Harlow

Chairman Gentling declared a quorum with six (6) Trustee Members in attendance.

Agreement with Guthrie Public Schools. Motion by Trustee Taylor, seconded by Trustee Padgett, moved approval of the agreement with Guthrie Public Schools. Trustees entered their votes and the votes were displayed with the following results:

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

Chairman Gentling declared the motion carried unanimously.

Executive Session. Motion by Council Member Thomas, seconded by Council Member Bothroyd, moved approval to convene into Executive Session pursuant to the Authority of Title 25, O.S. 2001, as follows:

A. 307(B)(3) for the purpose of discussing the purpose of discussing the purchase or appraisal of real property (land).

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

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

Chairman Gentling declared the motion carried unanimously at 9:17 p.m. Attending Executive Session were Mayor Gentling, Council Members Taylor, Padgett, and E. Wood, City Manager Johnson and City Attorney Shadid.

Reconvene. Chairman Gentling reconvened the Guthrie Economic Development Authority meeting at 9:20 p.m. and stated no action was taken in Executive Session.

Consider action regarding land. No action.

Adjourn. There being no further business for the Guthrie Economic Development Authority, Chairman Gentling declared the meeting adjourned at 9:21 p.m.

Kim Biggs, Secretary

Steven J. Gentling, Chairman



Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
<input type="checkbox"/> City Council	November 15, 2016	Cody Mosley,
<input type="checkbox"/> GPWA		Community & Economic
<input checked="" type="checkbox"/> Other: <u>GEDA</u>		Development Director

Agenda Item

Consider approval of the Task Order with Myers Engineering for topographic surveying of the 80 acres of City owned land.

Summary

This agreement will provide a topographic engineering survey of the City's 80 acre site. The preliminary engineering report is expected to take 30 days for completion. The price for this project is \$9,950.00 and will be taken out of the Guthrie Economic Development Authority's fund balance.

Funding Expected	<input type="checkbox"/> Revenue	<input checked="" type="checkbox"/> Expenditure	<input type="checkbox"/> N/A
Budgeted	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (Budget Amendment)	<input type="checkbox"/> N/A
Account Number	<u>99-99-00-6373</u>	Amount	<u>\$9,950.00</u>
Legal Review	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Required	Completed Date: _____

Supporting documents attached

- Task Order with Myers Engineering

Recommendation

Approve Task Order

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

TASK ORDER

This is Task Order No. 121
consisting of 3 pages,
MECE Project 216076

Task Order

In accordance with paragraph 1.01 of the Standard Form of Agreement between the Guthrie Public Works Authority, (Owner) and Myers Engineering, Consulting Engineers, Inc., (Engineer) for Professional Services – Task Order Edition, dated 6/07/2011 ("Agreement"), Owner and Engineer agree as follows:

1. Specific Project Data

Topographic Survey of the South 1/2 of the SW Quarter of Section 2 T16N, R2W

Description: Topographic Engineering Survey of the South 1/2 of the SW Quarter of Section 2 T16N, R2W and Preliminary Engineering Report for the Proposed Industrial Development in the South 1/2 of the SW Quarter of Section 2 T16N, R2W and

2. Services of Engineer

The ENGINEER shall provide the following services:

Topographic Engineering Survey of the South 1/2 of SW Qtr of Section 2 T16N, R2W

Preliminary Engineering Report - This report will include the following:

- i. Description of Project Components
- ii. A statement verifying the project components described in the engineering report are consistent with the EDA investment project description that is provided in Section A.2 of Form ED-900
- iii. Sketches of schematics showing the general layout and location of the existing site conditions and of the project components as well as location of project beneficiary(s) identified in Section B.5 of Form ED-900 that provide economic justification for the project, if any
- iv. A feasibility analysis for the constructability of the project
- v. The proposed method of construction
- vi. The number of construction contracts anticipated
- vii. A current detailed construction cost estimate for each of the project
- viii. A list of all permits required for the proposed project and their current status
- ix. An overall estimated project schedule

TASK ORDER

3. **Owner's Responsibilities**

Owner shall have those responsibilities set forth in Article 2 and in Exhibit B, subject to the following:

The Owner shall provide the Engineer copies of the property deeds, easements, zoning information and other related documentation available to the Owner.

4. **Times for Rendering Services**

<u>Phase</u>	<u>Completion Date</u>
<u>Topographic Engineering Survey</u>	<u>30 days</u>
<u>Preliminary Engineering Report</u>	<u>45 days</u>

5. **Payments to Engineer**

A. Owner shall pay Engineer for services rendered as follows:

Category of Service	Compensation Method	Compensation Amount
Topographic Engineering Survey	Lump Sum	\$9,950.00
Preliminary Engineering Report	Lump Sum	\$7,990.00

The terms of payment are set forth in Article 4 of the Agreement and in Exhibit C.

6. **Consultants:**

[N/A]

7. **Other Modifications to Agreement:**

[N/A]

8. **Attachments:**

[N/A]

9. **Documents Incorporated By Reference:**

[N/A]

TASK ORDER

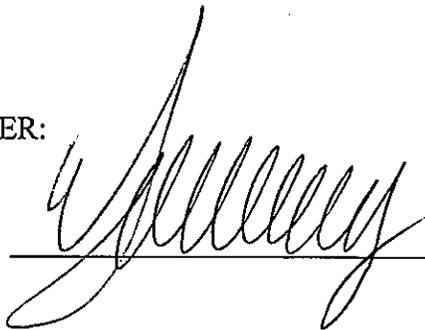
Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is _____.

OWNER:

ENGINEER:

By: _____

By:  _____

Name: Kim Biggs

Name: William T. Myers, P.E.

Title: Interim City Manager

Title: President

Engineer License or Firm's Certificate No. CA121
State of: Oklahoma

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Kim Biggs

Name: William T. Myers, P.E.

Title: Interim City Manager

Title: Principal Engineer

Address: PO Box 908, Guthrie, OK 73044

Address: 13911 Quail Pointe Drive Oklahoma City, OK 73134

E-Mail Address: kbiggs@cityofguthrie.com

E-Mail Address: billm@mece.us.com

Phone: 405-282-0495

Phone: 405-755-5325

Fax: 405-282-0091

Fax: 405-755-5373



Agenda Item Cover Letter

Meeting

City Council
 GPWA

Date of Meeting

November 15, 2016

Contact

Kim Biggs,
City Clerk/Treasurer

Other: GEDA

Agenda Item

Consider approval of Budget Amendment No. 3, amending the budgets for the General Fund, Fire Fund, Airport Fund, and GEDA Fund.

Summary

Budget Amendment No. 3 addresses unbudgeted revenue and expenditures:

1. General Fund – increasing General Miscellaneous Income in the amount of \$5,000 for donations received and increasing Safety Supplies for the same amount to purchase ballistic vests for the Police Department.
2. Fire Fund – increasing Fire Miscellaneous Income in the amount of \$11,500 due to receiving funds from an insurance claim of stolen radios and increasing Suppression Communications for replacement of the same.
3. Airport Fund - increasing Airport Miscellaneous Income in the amount of \$400 due to receiving funds for t-shirt sales and increasing Buildings & Grounds for the same amount. Creating a line item for Upfront Funding from City of Edmond in the amount of \$66,810 and creating expenditure line items for the same amount to purchase equipment and make minor improvements to the airport.
4. GEDA Fund – increasing Budgeted Fund Balance in the amount of \$9,950 and increasing Professional Services for the same amount to be used for a topography engineering report.

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

Supporting documents attached

- Request for Budget Amendment
- Budget Revision Report

Recommendation

Staff recommends approval.

Action Needed Public Hearing Motion Emergency Clause

**CITY OF GUTHRIE
GUTHRIE PUBLIC WORKS AUTHORITY**

REQUEST FOR BUDGET AMENDMENT

Type of Amendment:

Date: November 15, 2016

- 1. Transfer of Appropriations
- 2. Supplemental Appropriations --X--
- 3. Appropriation Decrease
- 4. Revenue Increase – X -

Amendment No. 3

Funds Effected:

- General Fund
- Fire Fund
- Airport Fund
- GEDA Fund

Comments:

Budget Amendment No. 3 addresses unbudgeted revenue and expenditures:

- 1. General Fund – increasing General Miscellaneous Income in the amount of \$5,000 for donations received and increasing Safety Supplies for the same amount to purchase ballistic vests for the Police Department.
- 2. Fire Fund – increasing Fire Miscellaneous Income in the amount of \$11,500 due to receiving funds from an insurance claim of stolen radios and increasing Suppression Communications for replacement of the same.
- 3. Airport Fund - increasing Airport Miscellaneous Income in the amount of \$400 due to receiving funds for t-shirt sales and increasing Buildings & Grounds for the same amount. Creating a line item for Upfront Funding from City of Edmond in the amount of \$66,810 and creating expenditure line items for the same amount to purchase equipment and make minor improvements to the airport.
- 4. GEDA Fund – increasing Budgeted Fund Balance in the amount of \$9,950 and increasing Professional Services for the same amount to be used for a topography engineering report.

APPROVAL

Date: _____

Purchasing Agent: _____ City Manager: _____

Council Approval Needed? Yes No Date Posted: _____

If yes, date approved: _____ City Clerk: _____

After amendment has been entered in the computer, copies are to be sent to the following:

- City Manager - 1 copy
- Purchasing Agent - 1 copy
- Department Head - 1 copy

MINUTES
GUTHRIE PUBLIC WORKS AUTHORITY MEETING
November 1, 2016

The regular meeting of the Guthrie Public Works Authority was posted on Friday, October 28, 2016, before 5:00 p.m. and held Tuesday, November 1, 2016, in the Guthrie City Hall Council Chambers.

Pledge of Allegiance was led by Chairman Steven J. Gentling.

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

Chairman Gentling called the meeting to order at 7:05 p.m.

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

Members Absent: Brian Bothroyd

Staff Present:	Kim Biggs	Jessie Bryan	Randel Shadid
	Don Sweger	Suzette Chang	Jim Ahlgren
	Cody Mosley		

Chairman Gentling declared a quorum with six (6) Trustee Members in attendance.

Public Comments, Community Announcements, and Recognition. Proclamation for Guthrie Job Corps was read aloud recognizing 50 years of service to our community. Proclamation for Animal Shelter Appreciation Week was read aloud and presented to Chief Sweger.

Evelyn Nephew invited the community to 18th Annual General Daniels Thanksgiving Feast at the American Legion from 11:30 to 1pm. On November 19th, First Baptist Church will host a musical benefit in support of the Thanksgiving feast.

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

- A. Consider approval of minutes of the Special Guthrie Public Works Authority Meeting – Budget Workshop held on September 30, 2016
- B. Consider approval of minutes of the Regular Guthrie Public Works Authority Meeting held October 4, 2016
- C. Consider approval of Change Order No. 2, which will reduce the contract amount with Downey Construction, LLC for sewer line relocation due to the reconciliation of final quantities

D. Consider approval of Budget Amendment No. 1, amending the budget for the General Fund, GPWA, Capital Projects, and Airport Grant Fund

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

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

Nay: None

Chairman Gentling declared the motion carried unanimously.

Adjournment. There being no further business for the Guthrie Public Works Authority Trustees, Chairman Gentling declared the meeting adjourned at 7:12 p.m.

Jessie Bryan, Secretary

Steven J. Gentling, Chairman

MINUTES
SPECIAL GUTHRIE PUBLIC WORKS AUTHORITY MEETING
November 5, 2016

The special meeting of the Guthrie Public Works Authority was posted on Wednesday, November 2, 2016, before 6:00 p.m. and held November 5, 2016 at Cimarron National Golf Club, 500 Duffy's Way, Guthrie, OK.

Chairman Steven J. Gentling called the meeting to order at 8:41 a.m.

Members Present: Steven J. Gentling John Wood Gaylord Z. Thomas
 Brian Bothroyd Ed Wood

Members Absent: Jeff Taylor Sharyl Padgett

Staff Present: Kim Biggs Randel Shadid Jessie Bryan
 Jim Ahlgren Eric Harlow Schellon Stanley
 Cody Mosley Don Sweger Maxine Pruitt
 Suzette Chang

Facilitator: Derrick Sier, One Mind One Spirit Teambuilding

Guest Speakers: Bill Myers, Myers Engineering
 Matt Coe, Myers Engineering
 Jon Wolff, Municipal Finance

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

Discussion and possible action on executing a mineral lease with Nichols Energy Services. Motion by Trustee Thomas, seconded by Trustee Bothroyd, moved approval of a paid-up oil and gas lease that provides for a 1/4th royalty interest with a primary term of three (3) years. A vote was taken with the following results:

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

Chairman Gentling declared the motion carried unanimously.

Adjournment. There being no further business for the Guthrie Public Works Authority, Chairman Gentling declared the meeting adjourned at 8:44 a.m.

Jessie Bryan, Deputy Secretary

Steve J. Gentling, Chairman



Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
<input type="checkbox"/> City Council	November 15, 2016	Kim Biggs,
<input checked="" type="checkbox"/> GPWA		City Clerk/Treasurer
<input type="checkbox"/> Other: _____		

Agenda Item

Discussion and possible action of identifying the scope and size of project regarding the construction of a Cottonwood Creek Raw Water Intake Dam Refurbishment and approving the use of the Oklahoma City Waterline Fund.

Summary

Matt Coe with Myers Engineering provided a brief summary of how the Cottonwood Creek is used to supplement both lakes. He stated that the overall base flow in the Cottonwood basin has decreased and will continue to decrease due to future reductions of other resources that flow into the water system. Mr. Coe presented three options to construct a dam to enhance the water surface elevation level that would then increase the amount of water transferred to Liberty Lake or directly to the Water Treatment Plant. Option 1 includes restoring the existing dam as a temporary fix in the amount of \$310,969; Option 2 would offer a more permanent structure in the amount of \$468,078.16; and Option 3 provides for long-term improvements in the amount of \$1,654,170.

The OKC Waterline Trust Agreement through its Amendments allows the Authority to use funds for capital improvements to the water supply, storage, treatment and distribution system and the sanitary sewer collection and treatment system. Approving the use of these funds will allow staff and its City Engineer to move forward with the development of bid specifications for the construction of a Cottonwood Creek Raw Water Intake Dam Refurbishment. The OKC Waterline fund has approximately \$1,459,142 available. Any amount over will be pulled from the Capital Projects Fund. Approval to solicit bids for the construction of this project will be presented in the near future. A budget amendment will be presented for approval if the project is awarded for construction.

Funding Expected	<input type="checkbox"/> Revenue	<input checked="" type="checkbox"/> Expenditure	<input type="checkbox"/> N/A
Budgeted	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
Account Number	<u>OKC Waterline Fund</u>	Amount	<u>Approximately \$310,969 to \$1,654,170</u>

Supporting documents attached:

- Engineer’s opinion of probable construction cost – Options 1, 2, and 3

Recommendation

Council’s discretion on identifying the scope and size of project regarding the construction of a Cottonwood Creek Raw Water Intake Dam Refurbishment and approval of the use of the Oklahoma City Waterline Fund.

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

Long Term Improvements

		Cottonwood Creek Raw Water Intake Dam Refurbishment Guthrie Public Works Authority MECE 2111135.80			
ITEM NO.	QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	8280	TON	RIP RAP	\$65.00	\$538,200.00
2	4000	CY	CHANNEL EXCAVATION	\$30.00	\$120,000.00
3	448	CY	STRUCTURAL CONCRETE	\$650.00	\$290,900.00
4	121	CY	CONCRETE PERS	\$450.00	\$54,450.00
5	1050	SY	CONCRETE PAVEMENT	\$80.00	\$84,000.00
6	1	LSUM	DEWATERING AND DIVERSION	\$85,000.00	\$85,000.00
6	1	LSUM	EROSION CONTROL	\$10,000.00	\$10,000.00
TOTAL CONSTRUCTION COST					\$1,181,550.00
CONTINGENCIES and FEES					\$472,620.00
TOTAL PROJECT ESTIMATE					\$1,654,170.00



Restore Existing Dam

 <p style="text-align: center;">Engineer's Opinion of Probable Construction Cost Cottonwood Creek Raw Water Intake Dam Refurbishment Guthrie Public Works Authority MECE 2111135.80</p> <p style="text-align: center;">Option 2 - Reduce Rip Rap Area</p>					
ITEM NO.	QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	1242	TON	RIP RAP	\$65.00	\$80,730.00
2	450	CY	CHANNEL EXCAVATION	\$45.00	\$20,250.00
3	615	CY	EARTHEN DAM	\$135.00	\$83,025.00
4	112	L.F.	54" HP STORM SEWER	\$278.00	\$31,136.00
5	650	CY	COFFERDAM	\$60.00	\$39,000.00
6	1	LSUM	EROSION CONTROL	\$5,000.00	\$5,000.00
TOTAL CONSTRUCTION COST					\$259,141.00
CONTINGENCIES (20%)					\$51,828.20



Earthen Dam with Rip-Rap

 <p style="text-align: center;">Engineer's Opinion of Probable Construction Cost Cottonwood Creek Raw Water Intake Dam Refurbishment Guthrie Public Works Authority MECE 2111135.80</p> <p style="text-align: center;">Option 1</p>					
ITEM NO.	QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	2872	TON	RIP RAP	\$65.00	\$186,688.13
2	2512	CY	CHANNEL EXCAVATION	\$18.00	\$45,216.00
3	615	CY	EARTHEN DAM	\$135.00	\$83,025.00
4	112	L.F.	54" HP STORM SEWER	\$278.00	\$31,136.00
5	650	CY	COFFERDAM	\$60.00	\$39,000.00
6	1	LSUM	EROSION CONTROL	\$5,000.00	\$5,000.00
TOTAL CONSTRUCTION COST					\$390,065.13
CONTINGENCIES (20%)					\$78,013.03



MINUTES
CITY COUNCIL MEETING
Council Workshop
November 1, 2016

The special meeting of the sixty-third City Council of Guthrie, Oklahoma was posted on Friday, October 28, 2016 before 5:00 p.m. and held Tuesday, November 1, 2016 in the Guthrie City Hall 3rd Floor Conference Room.

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

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

Members Absent: Brian Bothroyd

Staff Present:	Kim Biggs	Jessie Bryan	Cody Mosley
	Suzette Chang	Jim Ahlgren	Don Sweger
	Randel Shadid		

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

Discussion of Excelsior Library. Ms. Evelyn Nephew presented to the council a timeline of events which have transpired over the years with the Excelsior Library and the development of Friends of the Excelsior Library Foundation. Friends of the Excelsior Library Foundation (FOELF) is a 501C3 nonprofit organization. The FOELF asked the City Council to consider cleaning up the building in order for FOELF to host an event to raise money for the building restoration in February 2017. Plans for the Excelsior Library will be discussed at the Council Retreat on November 5th.

Discussion of requested funding from First Capital Trolley. Melissa Fesler shared trip statistics from the last four years regarding the operations of First Capital Trolley. The citizen survey indicated a desire to support public transportation. The FY2016 budget includes a line item for \$45,000 for public transportation. First Capital Trolley has requested to purchase vehicles or to receive funding to be able to bring back Sunday Service transportation which was cut due to budget constraints. The City may be able to purchase equipment by contract using CIP funds. The City Council will discuss this item further at the Council Retreat on November 5th.

Discussion of Logan County Economic Development Council's request to certify the 80 acres as a Light Industrial Park. Kay Wade from Logan County Economic Development Council (LCEDC) discussed the LCEDC board's interest in certifying the 80 acres owed by Guthrie Economic Development Authority. The land was purchased in 2002 to offer a space for a light industrial park. The Department of Commerce receives requests for proposals to build-to-suit sites or lease of an existing structure with access to major highways, electricity, natural gas, water, sewer, and telecommunications. The LCEDC Board is proposing a partnership between the LCEDC and the City of Guthrie in applying to certify the 80 acres as a certified light industrial park with the Department of Commerce. In order to get this certification, the City will

need to submit demographic and topographic information, a preliminary engineering report, and other measures of community resources to the Department of Commerce. Kim Biggs reported that funds have been budgeted for the initial topographic study. Mayor Gentling requested that Task Orders for these initial required reports be placed on a future agenda.

Discussion regarding Partnership Proposal with Meridian Technology Center for Entrepreneurial Development. Justin Hazzard, Director of Center for Business Development at Meridian Technology Center was present at the request of the council to discuss a partnership between Meridian Technology Center and the City of Guthrie to establish a virtual business incubator with remote learning tools to assist new and small local businesses in development and growth. The program will engage the entrepreneur and develop their business skills using business best practices. Justin stated the program has been successful in Stillwater with 85% survive 5 years after completing the program. The program will cost the city \$750.00 a month for 12 months regardless of the number of businesses participating.

Adjournment. There being no further business for the Guthrie City Council, Mayor Gentling declared the meeting adjourned at 7:00 p.m.

Jessie Bryan, Deputy City Clerk

Steven J. Gentling, Mayor

MINUTES
CITY COUNCIL MEETING
November 1, 2016

The regular meeting of the sixty-third City Council of Guthrie, Oklahoma was posted on Friday, October 28, 2016, before 5:00 p.m. and held Tuesday, November 1, 2016, in the Guthrie City Hall Council Chambers.

Mayor Gentling called the meeting to order at 7:12 p.m.

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

Members Absent: Brian Bothroyd

Staff Present:	Kim Biggs	Jessie Bryan	Randel Shadid
	Don Sweger	Suzette Chang	Jim Ahlgren
	Cody Mosley		

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

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

- A. Consider approval of minutes of the Special City Council Meeting – Budget Workshop held on September 30, 2016
- B. Consider approval of minutes of the City Council Workshop held on October 4, 2016
- C. Consider approval of minutes of the City Council meeting held on October 4, 2016
- D. Consider approval of FY17 Budget Amendment No. 1, amending the budgets for the General Fund, GPWA, Capital Projects, and Airport Grant Fund
- E. Consider approval to accept a \$125,000.00 Office of Community Oriented Policing Services (COPS Office) grant awarded by the United States Department of Justice (DOJ) to the Guthrie Police Department
- F. Consider approval to accept a \$12,000 Oklahoma Highway Safety Office (OHSO) grant awarded by the Oklahoma Department of Public Safety (DPS) to the Guthrie Police Department
- G. Consider approval to amend the contract with La Terra Studios for the design of streetscape project funded through the Transportation Alternatives Program (TAP)

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

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

Nay: None

Mayor Gentling declared the motion carried unanimously.

Resolution No. 2016-20. Motion by Council Member Taylor, seconded by Council Member E. Wood, moved to approve Resolution No. 2016-20. Council Members entered their votes and the votes were displayed with the following results:

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

Nay: None

Mayor Gentling declared the motion carried unanimously.

Resolution No. 2016-21. Motion by Council Member Thomas, seconded by Vice Mayor J. Wood, moved to approve Resolution No. 2016-21. Council Members entered their votes and the votes were displayed with the following results:

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

Nay: None

Mayor Gentling declared the motion carried unanimously.

Public Hearing, Discussion and Possible Action of Ordinance No. 3303. To close a portion of the north-south alley in Block 61 of Guthrie Proper located between Harrison Avenue and Vilas Avenue. Planning Commission made a recommendation to not approve. Motion by Council Member Thomas, seconded by Council Member E. Wood moved to approve Ordinance No. 3303. Council Members entered their votes and the votes were displayed with the following results:

Aye: Gentling

Nay: J. Wood, Taylor, Padgett, E. Wood, Thomas

Mayor Gentling declared the motion failed with a vote of 5 to 1.

Public Hearing, Discussion and Possible Action of Ordinance No. 3302. To close sections of a public right-of-way located in the Oak Park Addition. Planning Commission made a recommendation to approve. Motion by Council Member Taylor, seconded by Council Member Padgett moved to approve Ordinance No. 3302. Council Members entered their votes and the votes were displayed with the following results:

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

Nay: None

Mayor Gentling declared the motion carried unanimously.

Discussion and possible action to authorize the City to sell at auction the property located at 912 West Logan. William Lord, 1004 Shady Creek Circle, addressed the council regarding the history of this property and his desire to purchase the property. Mr. Lord stated over the past 30 years he and his neighbors have taken care of the property when the City has failed to do so. Motion by Council Member J. Wood, seconded by Council Member Thomas, moved to approve the sale of this property by auction. Council Members entered their votes and the votes were displayed with the following results:

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

Mayor Gentling declared the motion carried unanimously.

Discussion and possible action on amending the contract with First Capital Neighborhood Solutions. Motion by Council Member Thomas, seconded by Vice Mayor J. Wood, moved to approve the amendment to the contract. Council Members entered their votes and the votes were displayed with the following results:

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

Mayor Gentling declared the motion carried unanimously.

City Manager's Report: Council retreat will be held at Cimarron National Golf Course on November 5th beginning at 8:30am.

Requests/Comments from Members of the City Council: Mayor Gentling reminded and encouraged everyone to vote in the upcoming election. Council Member Thomas shared he was happy to Maxine back at work and also encouraged everyone to vote. Vice Mayor Wood echoed Council Member Thomas's sentiments. Council Member Taylor echoed other Council Members' sentiments, stated he was glad have Maxine back and mentioned another staff member about to be out due to surgery. Padgett said ditto.

Executive Session. Motion by Council Member Thomas, seconded by Vice Mayor J. Wood, moved approval to convene into Executive Session pursuant to the Authority of Title 25, O.S. 2001 as follows:

- A. Section 307 (B)(1) for the Purpose of Discussing the Employment, Hiring, Appointment, Promotion, Demotion, Disciplining, Resignation or Termination of council-appointed employees (City Manager)
- B. Section 307 (B)(3) for the purpose of discussing the purchase or appraisal of real property (State Capital Publishing Building)
- C. Section 307 (B)(3) for the purpose of discussing the purchase or appraisal of real property (Low Water Dam)

- D. Section 307 (B)(4) for the purpose of discussing confidential communications between the City Council and its Attorney concerning a pending investigation or claim (Separation Pay)

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

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

Nay: None

Mayor Gentling declared the motion carried unanimously at 7:34 p.m. Attending Executive Session were Mayor Gentling, Vice Mayor J. Wood, Council Members Thomas, Taylor, Padgett, and E. Wood, Interim City Manager Biggs, Human Resources Director Jim Ahlgren and City Attorney Shadid.

Reconvene. Mayor Gentling reconvened the Guthrie City Council Meeting at 8:14 p.m.

Consider action regarding the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of public officer or employee – City Manager. No action.

Consider action regarding the purchase or appraisal of real property – State Capital Publishing Building. No action.

Consider action regarding the purchase or appraise of real property – Low Water Dam. Motion by Vice Mayor J. Wood, seconded by Council Member Taylor to authorize staff to get a name for an appraiser.

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

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

Nay: None

Mayor Gentling declared the motion carried unanimously

Consider action regarding the pending investigation or claim - Separation Pay. Motion by Vice Mayor J. Wood, seconded by Council Member Thomas to authorize City Attorney to continue discussion with opposing counsel.

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

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

Nay: None

Mayor Gentling declared the motion carried unanimously.

Adjournment. There being no further business for the Guthrie City Council, Mayor Gentling declared the meeting adjourned at 8:16 p.m.

Jessie Bryan, Deputy City Clerk

Steven J. Gentling, Mayor

MINUTES
SPECIAL CITY COUNCIL MEETING
November 5, 2016

The special meeting of the sixty-third City Council of Guthrie, Oklahoma was posted on Wednesday, November 2, 2016, before 6:00 p.m. and held November 5, 2016 at Cimarron National Golf Club, 500 Duffy's Way, Guthrie, OK.

Mayor Steven J. Gentling called the meeting to order at 8:45 a.m.

Members Present: Steven J. Gentling John Wood Gaylord Z. Thomas
 Brian Bothroyd Ed Wood

Members Absent: Jeff Taylor Sharyl Padgett

Staff Present: Kim Biggs Randel Shadid Jessie Bryan
 Jim Ahlgren Eric Harlow Schellon Stanley
 Cody Mosley Don Sweger Maxine Pruitt
 Suzette Chang

Facilitator: Derrick Sier, One Mind One Spirit Teambuilding

Guest Speakers: Bill Myers, Myers Engineering
 Matt Coe, Myers Engineering
 Jon Wolff, Municipal Finance

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

Discussion and possible action of hiring an appraiser for the State Capital Building. Motion by Council Member Bothroyd, seconded by Council Member E. Wood, moved approval of hiring Richard Riley to appraise the State Capital Building for a fee not to exceed \$3,000. A vote was taken with the following results:

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

Mayor Gentling declared the motion carried unanimously.

Discussion of Low Water Dam. Matt Coe with Myers Engineering provided a brief summary of how the Cottonwood Creek is used to supplement both lakes. He stated that the overall base flow in the Cottonwood basin has decreased and will continue to decrease due to future reductions of other resources that flow into the water system. Mr. Coe presented three options to construct a dam to enhance the water surface elevation level that would then increase the amount of water transferred to Liberty Lake or directly to the Water Treatment Plant. Option 1 includes restoring the existing dam as a temporary fix in the amount of \$310,969; Option 2 would offer a more permanent structure in the amount of \$468,078.16; and Option 3 provides for long-term improvements in the amount of \$1,654,170.

The option to use the balance of the OKC Waterline Fund to pay for the construction of the low water dam was discussed. The OKC Waterline Trust Agreement through its Amendments allows the Authority to use funds for capital improvements to the water supply, storage, treatment and distribution system and the sanitary sewer collection and treatment system. Approving the use of these funds will allow staff and its City Engineer to move forward with the development of bid specifications for the construction of a Cottonwood Creek Raw Water Intake Dam Refurbishment. The OKC Waterline fund has approximately \$1,459,142 available. Any amount over will be pulled from the Capital Projects Fund.

Myers Engineering will provide additional information regarding the contingencies and fees at the November 15th Council Workshop with an action item on the Guthrie Public Works Authority agenda to identify the scope and size of project and approving the use of the Oklahoma City Waterline Fund.

Discussion of Waste Water Treatment Plant (WWTP). Bill Myers with Myers Engineering provided a presentation of a new facility including the cost and location of four options. Option 1 includes the rehab of the existing plant and alter floodway estimated at \$20,000,000; Option 2 includes a new plant on City-owned land estimated at \$13,002,495 plus \$110,000 increase per year in operations & maintenance (O&M); Option 3 includes a new plant on 14th Street to Southwest of existing plant estimated at \$16,879,212 plus \$98,612 increase per year in O&M; and, Option 4 includes a new plant to the East of the existing plant estimated at \$16,282,036 plus \$95,108 increase per year in O&M. A recommendation was made to pursue Option 2 which includes the construction of a new WWTP utilizing a Sequencing Batch Reactor process on City-owned land. The advantages of this location is that the new plant will be located outside of the floodplain, and it has the lowest capital cost and annual equivalent cost of all alternatives. The disadvantage is the additional operation and maintenance cost due to offsite lift station.

Jon Wolff with Municipal Finance provided funding analysis of two options for a loan from Oklahoma Water Resources Board Clean Water State Revolving Fund loan program in the amount of \$13,300,000. Option 1 includes a 30 year loan at less than 2.5% interest utilizing sewer revenue only for debt service through year 2030 with an increase in payment in years 2031 through 2043. Option 2 includes a 20 year loan at less than 2.5% interest using a combination of sewer revenue and sales tax (\$5M) for debt service through year 2037. A recommendation was made to pursue Option 1 for financing which will be brought back for approval in 2017.

Discussion of Capital Improvement Projects. City Council reviewed the items provided in the agenda packet and identified initial projects and equipment needs for FY17. Another workshop will be scheduled to prioritize the items identified. See attached.

Discussion of City of Guthrie Goals, Vision for Community and Strategic Plan. City Council discussed their visions, values, goals and accomplishments for the upcoming fiscal year. See attached.

Mayor's Update. None.

Council Member Comments: Council members stated that they enjoyed the process and thanked staff for participating and providing information to assist in the process.

Adjournment. There being no further business for the Guthrie City Council, Mayor Gentling declared the meeting adjourned at 5:25 p.m.

Jessie Bryan, Deputy City Clerk

Steve J. Gentling, Mayor

Proposed Capital Improvement Projects for FY2017 -- November 5, 2016

Business / Economic Development

Sewer line to 80 acres (\$300,000 – estimate)

Corporate Hangars (\$600,000 – estimate)

Youth Activities

Park Improvements

 Basketball Court

 Tennis Court

Disc Golf

Library ADA Upgrade (\$40,000 – estimate)

Gun Range Improvements (\$35,000 – estimate)

Splash Pad including parking (\$350,000 – estimate)

Sports Complex (identify location)

Fire/EMS

Ladder Truck (\$915,000 – estimate)

Storage Building (\$80,000 – estimate)

Law Enforcement

Fleet (10 police units \$725,000 – estimate)

Dispatch Improvements (\$40,000 – estimate)

Radio Upgrade (\$350,000 – estimate)

Senior Activities / Community Center

Highland Hall renovations (Kitchen and Lavatories)

Support of First Capital Trolley (\$45,000 – estimate)

Sidewalk Improvements

Sidewalk to Walmart (\$480,000)

Park / Cemetery Improvements

Cemetery Storage Building and Security Fencing (\$45,000 – estimate)

Playground Equipment

Downtown Improvements

Powder Coat the Vintage Light Poles (\$10,000 – estimate)

Lift Truck (\$110,000 – estimate) (checking with OG&E for used truck)



Agenda Item Cover Letter

Meeting <input checked="" type="checkbox"/> City Council <input type="checkbox"/> GPWA <input type="checkbox"/> Other: _____	Date of Meeting November 15, 2016	Contact Jessie Bryan, Purchasing Agent
--	---	---

Agenda Item

Consider approval to declare property that has reached its useful life, become obsolete and/or is not functioning as surplus property and allow the Purchasing Agent to dispose of said property in a way that is most beneficial to the City of Guthrie.

Summary

The following property should be claimed as surplus as it has become a liability to the City of Guthrie.

- DJI Phantom Drone 2 v2.0 Pre-Assembled Bundle which includes 2 batteries a set of propellers along with FPV Monitor with hard case, HERO3 Silver, & Hard Case with wireless transmission kit and Phantom 2.

In October of 2015, the drone was purchased to take pictures and film for GTV20 and Economic Development. When purchased the FAA only required for the Drone to be registered; since February 2016 FAA mandates that anyone flying a drone take a test to obtain a license in order to fly. Staff feel it would be in the City's best interest to surplus and sell the drone due to the new FAA mandates and liability that the City could face if something were ever to happen.

Funding Expected	<input checked="" type="checkbox"/> Revenue	<input type="checkbox"/> Expenditure	<input type="checkbox"/> N/A
Budgeted	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
Account Number	<u>01-00-00-5419</u>	Amount	<u>Unknown</u>
Legal Review	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Required	Completed Date: _____

Supporting documents attached

- None

Recommendation

Approve declaring surplus and allow the Purchasing Agent to dispose of said property in a way that is most beneficial to the City of Guthrie.

Action Needed Public Hearing Motion Emergency Clause



Agenda Item Cover Letter

Meeting

X City Council
GPWA
Other:

Date of Meeting

November 15, 2016

Contact

Street Committee
Recommendation

Agenda Item

Consider approval of agreement with the Board of County Commissioners of Logan County to reconstruct portions of Fairgrounds Road.

Summary

The Street Committee met on Thursday, November 3, 2016, and voted to recommend to the City Council the agreement for partnering with Logan County to reconstruct portions of Fairground Road. The City would provide the material and the County would provide the labor and equipment.

The cost for the materials will be \$24,934.00 and would come from the Street CIP.

The agreement with map is attached.

Funding Expected Revenue Expenditure N/A
Budgeted Yes No N/A
Account Number 54-55-12-6521 Amount \$24,934
Legal Review X N/A Required Completed Date:

Supporting documents attached

- Agreement
Map

Recommendation

Approve the Agreement to partner with Logan County to reconstruct portions of Fairground Road.

Action Needed Public Hearing Motion Emergency Clause

AGREEMENT

BETWEEN

THE CITY OF GUTHRIE

AND

THE BOARD OF COUNTY COMMISSIONERS OF LOGAN COUNTY

This Agreement entered into this ____ day of _____, 2016 by and between The City of Guthrie, hereinafter referred to as City and The Board of County Commissioners of Logan County, hereinafter referred to as the County.

WHEREAS, segments of the Fairgrounds Road belonging to the City and segments belonging to the County are in need of reconstruction from an area just east of Roundhouse Park Road to the Fairgrounds Road Terminus west, 1,025 feet; and

WHEREAS, additional parking is needed along both segments of Fairgrounds Road with some reconstruction on the current parking; and

WHEREAS, the City desires to retain the use of the County's equipment and personnel to correct this condition on Fairgrounds Road; and

WHEREAS, the County has historically assisted the City with maintenance, repair, and reconstruction of city streets; and

WHEREAS, it is in the mutual interest of the City and the County to share in the improvements to this segment of Fairgrounds Road; and

WHEREAS, such contract is authorized and provided for by the provisions in Oklahoma Statutes, Title 69, §603 and §1903 (B).

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties hereto agree as follows:

The County shall:

1. Furnish supervision, labor, and equipment as required.
2. Reconstruct the Fairground Road from an area just east of Roundhouse Park Road to the Fairgrounds Road Terminus west, 1,025 feet, as shown in the aerial photograph included.
3. Provide gravel for addition parking.

The City shall:

1. Provide the asphalt for paving reconstructing the Fairground Road from an area just east of Roundhouse Park Road to the Fairgrounds Road Terminus west, 1,025 feet, as shown in the aerial photograph included.
2. Purchased the asphalt from Haskell Lemon Paving who is the vendor chosen through Logan County District No. 3's bid process with a cost of \$54.80 per ton.

3. Provide 455 tons of asphalt to cover 1,025 ft. x 24 ft. of road at the cost of \$54.80 per ton totaling \$24,934.00.

The parties agree that upon completion of said project and opening of the same to traffic, the City shall be responsible for all needed maintenance and repairs to keep the project in good and safe condition for the use and benefit of the traveling public. Neither party shall be liable for the acts or omissions of the other or for failure to inspect or supervise the performance of the other.

This Agreement shall commence on the date of which this Agreement is executed by both parties and will continue through the duration of the project. Either party may sooner terminate this Agreement by prior written notice to the other party.

Each entity shall be liable for its own acts of negligence.

APPROVED by the MAYOR and CITY COUNCIL of the CITY OF GUTHRIE

This _____ day of _____, 2016.

MAYOR

ATTEST:

City Clerk

APPROVED as to form and legality this _____ day of _____, 2016.

City Attorney

APPROVED this _____ day of _____, 2016.

BOARD OF COUNTY COMMISSIONERS OF LOGAN COUNTY

Chairman

Member

Member

ATTEST:

County Clerk

APPROVED as to form and legality this _____ day of _____, 2016

District Attorney's Office



Google earth

feet
meters





Agenda Item Cover Letter

Meeting

City Council
 GPWA
 Other: _____

Date of Meeting

November 15, 2016

Contact

Cody Mosley,
Community & Economic
Development Director

Agenda Item

Consider approval of the Task Order with Myers Engineering for preliminary engineering report for 80 acres of City owned land.

Summary

This agreement is for a preliminary engineering study for the City's 80 acre property east of Interstate 35. The agreement will provide among other things, a description of project components, schematics showing general layout and location of the project, feasibility analysis for project's constructability, proposed method of construction, a list of all permits required for the project, and an overall estimated project schedule. The preliminary engineering report is expected to take 45 days for completion.

The price for this project is \$7,990.00 and is budgeted in the Economic Development budget in the General Fund.

Funding Expected	<input type="checkbox"/> Revenue	<input type="checkbox"/> Expenditure	<input checked="" type="checkbox"/> N/A
Budgeted	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Account Number	_____	Amount	<u>\$7,990.00</u>
Legal Review	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Required	Completed Date: _____

Supporting documents attached

- Task Order with Myers Engineering

Recommendation

Approve Task Order

Action Needed Public Hearing Motion Emergency Clause

TASK ORDER

This is Task Order No. 121
consisting of 3 pages,
MECE Project 216076

Task Order

In accordance with paragraph 1.01 of the Standard Form of Agreement between the Guthrie Public Works Authority, (Owner) and Myers Engineering, Consulting Engineers, Inc., (Engineer) for Professional Services – Task Order Edition, dated 6/07/2011 ("Agreement"), Owner and Engineer agree as follows:

1. Specific Project Data

Topographic Survey of the South 1/2 of the SW Quarter of Section 2 T16N, R2W

Description: Topographic Engineering Survey of the South 1/2 of the SW Quarter of Section 2 T16N, R2W and Preliminary Engineering Report for the Proposed Industrial Development in the South 1/2 of the SW Quarter of Section 2 T16N, R2W and

2. Services of Engineer

The ENGINEER shall provide the following services:

Topographic Engineering Survey of the South 1/2 of SW Qtr of Section 2 T16N, R2W

Preliminary Engineering Report - This report will include the following:

- i. Description of Project Components
- ii. A statement verifying the project components described in the engineering report are consistent with the EDA investment project description that is provided in Section A.2 of Form ED-900
- iii. Sketches of schematics showing the general layout and location of the existing site conditions and of the project components as well as location of project beneficiary(s) identified in Section B.5 of Form ED-900 that provide economic justification for the project, if any
- iv. A feasibility analysis for the constructability of the project
- v. The proposed method of construction
- vi. The number of construction contracts anticipated
- vii. A current detailed construction cost estimate for each of the project
- viii. A list of all permits required for the proposed project and their current status
- ix. An overall estimated project schedule

TASK ORDER

3. **Owner's Responsibilities**

Owner shall have those responsibilities set forth in Article 2 and in Exhibit B, subject to the following:

The Owner shall provide the Engineer copies of the property deeds, easements, zoning information and other related documentation available to the Owner.

4. **Times for Rendering Services**

<u>Phase</u>	<u>Completion Date</u>
<u>Topographic Engineering Survey</u>	<u>30 days</u>
<u>Preliminary Engineering Report</u>	<u>45 days</u>

5. **Payments to Engineer**

A. Owner shall pay Engineer for services rendered as follows:

Category of Service	Compensation Method	Compensation Amount
Topographic Engineering Survey	Lump Sum	\$9,950.00
Preliminary Engineering Report	Lump Sum	\$7,990.00

The terms of payment are set forth in Article 4 of the Agreement and in Exhibit C.

6. **Consultants:**

[N/A]

7. **Other Modifications to Agreement:**

[N/A]

8. **Attachments:**

[N/A]

9. **Documents Incorporated By Reference:**

[N/A]

TASK ORDER

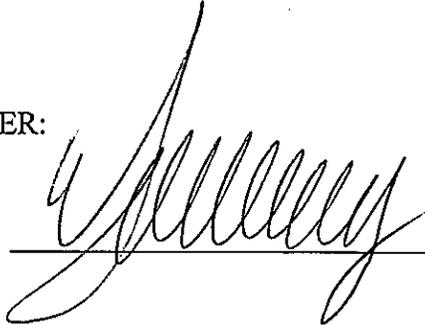
Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is _____.

OWNER:

ENGINEER:

By: _____

By:  _____

Name: Kim Biggs

Name: William T. Myers, P.E.

Title: Interim City Manager

Title: President

Engineer License or Firm's Certificate No. CA121
State of: Oklahoma

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Kim Biggs

Name: William T. Myers, P.E.

Title: Interim City Manager

Title: Principal Engineer

Address: PO Box 908, Guthrie, OK 73044

Address: 13911 Quail Pointe Drive Oklahoma City, OK 73134

E-Mail Address: kbiggs@cityofguthrie.com

E-Mail Address: billm@mece.us.com

Phone: 405-282-0495

Phone: 405-755-5325

Fax: 405-282-0091

Fax: 405-755-5373



Agenda Item Cover Letter

Meeting

X City Council
GPWA
Other:

Date of Meeting

November 15, 2016

Contact

Cody Mosley,
Community & Economic
Development Director

Agenda Item

Discussion and possible action to appoint René Spineto to the Guthrie Planning Commission.

Summary

The Guthrie Planning Commission has one vacancy on the board. The City has received two applications for appointment to the Guthrie Planning Commission. Members shall be appointed by the Mayor, and confirmed by the City Council.

This appointee will finish a three-year term that expires February 28, 2018.

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

Supporting documents attached

- Application of James Long
Application of René Spineto

Recommendation

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

Action Needed Public Hearing X Motion Emergency Clause



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

Name James Lowe Day Phone 627
Home Address E. Washington Evening Phone _____
Education B.A. Occupation Realtor
Email Address j...@energyforce.biz
How long have you lived in Guthrie? 37 Years _____ Months

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

- Which board or commission interests you? Planning Commission
- Why are you interested in serving on this board/commission?
Growing Guthrie is important to me.
- In what civic activities have you been involved during the past 3 years?
HP, CVB, Red Bank Nights
- What skills and/or experience will you contribute?
Realtor, investor, business owner.
- List 3 non-relatives who have known you at least 3 years for references:

Name	Address	Phone Number
<u>Sharyl Redgett</u>		<u>659-</u>
<u>Jeff Taylor</u>		<u>613-</u>
<u>Joe Chappell</u>		<u>826-</u>
<u>Brian Bottruff</u>		<u>210-</u>

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

[Signature]
Signature

10/12/16
Date

RECEIVED
09-19-2016
OFFICE OF
COMMUNITY
PLANNING &
DEVELOPMENT

City of Guthrie
Application for Boards and Commissions



Please print legibly.

Name Rene' Sprinto Day Phone (c) 405-590-~~344~~
Address N 13th GUTHRIE Evening Phone 405-282-
Occupation RETIRED Education MASTERS - ARCHITECTURE
How long have you lived in Guthrie? 25 Years _____ Months AND REGIONAL PLANNING

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

1. Which board or commission interests you? PLANNING -
2. Why are you interested in serving on this board/commission? MY BACKGROUND ENABLE ME TO BRING EXPERIENCE & A DEPTH OF KNOWLEDGE TO
3. In what civic activities have you been involved during the past 3 years? CITY PLANNING - GUTHRIE CITY PLANNER FOR EIGHT YEARS, SERVED ON PLANNING AND H.T. COMMISSION IN 1990's.
4. What skills and/or experience will you contribute? MASTER'S DEGREES IN ARCHITECTURE AND REGIONAL PLANNING. PLANNING DIRECTOR FOR IOWA TRIBE, THE LATE FOR CITY OF GUTHRIE
5. List 3 non-relatives who have known you at least 3 years for references.

Name	Address	Phone Number
<u>CODY MOSLEY</u>	<u>- City of Guthrie Community Development</u>	
<u>SHARYL PADGETT</u>	<u>- City of Guthrie City Council</u>	
<u>SUE PUCHARME</u>	<u>- NEIGHBORD SOLUTIONS</u>	

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

Rene' Sprinto
Signature

Sept 19, 2016
Date

A/P Claims List

from 10/28/2016 to 10/28/2016

Invoice #	Vendor	Description	Account	Cost
OCT2016	OG&E 405	GENERAL FUND	01-01-00-6305	\$8,098.55
OCT2016	OG&E 405	STREET LIGHTING	01-01-00-6306	\$11,159.74
10169	CRAWFORD &	ACCOUNTING AND AUDITING SERIVCES	01-01-00-6330	\$1,000.00
		Total GENERAL FUND		\$20,258.29
OCT2016	OG&E 405	GPWA FUND	20-21-00-6305	\$10,059.98
OCT2016	USPS - UNITED STATES POSTAL	MONTHLY POSTAGE	20-21-00-6309	\$2,000.00
presort	USPS - UNITED STATES POSTAL	PRESORT POSTAGE	20-21-00-6309	\$215.00
2027450	MYERS ENGINEERING	TASK ORDER#64 PEER REVIEW GPWA	20-21-00-6373	\$1,066.00
105848	SOUTHWEST CHEMICAL (20977)	REPLENISH STOCK BLEACH 150 CYL CL2	20-23-00-6104	\$3,764.88
		Total GPWA OPERATING FUND		\$17,105.86
2036144	Sara Richter	PRESENTER HONORARIUM & MILEAGE	30-30-06-6541	\$218.04
		Total GRANTS FUND		\$218.04
2995845	AT&T CAPITAL SERVICES, INC.	PHONE SYSTEM LEASE/PURCHASE	54-54-02-6710	\$925.62
		Total CAPITAL PROJECTS		\$925.62
04-040955-002	UTILITY DEPOSIT REFUND		71-00-00-5555	\$30.12
08-080610-010	UTILITY DEPOSIT REFUND		71-00-00-5555	\$58.02
09-092091-019	UTILITY DEPOSIT REFUND		71-00-00-5555	\$51.01
09-093241-019	UTILITY DEPOSIT REFUND		71-00-00-5555	\$66.11
12-121130-012	UTILITY DEPOSIT REFUND		71-00-00-5555	\$87.89
14-142442-002	UTILITY DEPOSIT REFUND		71-00-00-5555	\$10.90
14-142710-022	UTILITY DEPOSIT REFUND		71-00-00-5555	\$277.73
14-144032-003	UTILITY DEPOSIT REFUND		71-00-00-5555	\$60.55
15-151720-016	UTILITY DEPOSIT REFUND		71-00-00-5555	\$55.85
		Total UTILITY DEPOSIT FUND		\$698.18
OCT2016	OG&E 405	AIRPORT FUND	98-98-00-6305	\$599.63
		Total AIRPORT FUND		\$599.63
		Total All Funds		\$39,805.62

A/P Claims List

from 10/31/2016 to 10/31/2016

Invoice #	Vendor	Description	Account	Cost
OCT2016	BancFirst (23245)	SERIES 2016 REVENUE NOTE WWT, WWT	50-50-00-6714	\$101,628.42
		Total WATER TREATMENT PLANT FUND		\$101,628.42
OCT2016	BancFirst (23245)	SERIES 2016 REVENUE NOTE WWT, WWT	54-54-02-6714	\$18,222.00
OCT2016	OKLA WATER RESOURCES BOA	SERIES 2013 REV NOTE AMR AND LANGS	54-55-23-6714	\$24,609.67
NOV2016	COMMUNITY STATE BANK 2287	FRONT END LOADER CSB LOAN	54-56-12-6718	\$2,687.83
		Total CAPITAL PROJECTS		\$45,519.50
NOV2016	OKLAHOMA DEPARTMENT OF C	SPIRIT WING LOAN	99-99-00-6702	\$1,041.66
		Total GUTHRIE INDUSTRIAL DEVELOPMENT		\$1,041.66
		Total All Funds		\$148,189.58

A/P Claims List

from 11/3/2016 to 11/3/2016

Invoice #	Vendor	Description	Account	Cost
100347	C.L.E.E.T. (125)	Municipal Collection of CLEET	01-00-00-2012	\$24.08
NOV2016	C.L.E.E.T. (125)	Municipal Collection of CLEET	01-00-00-2012	\$1,029.72
NOV2016	O.S.B.I. (820)	Collection of AFIS and Forensic Fees	01-00-00-2012	\$1,119.74
NOV2016	OKLAHOMA UNIFORM BLDG CO	2016 STATE FEES	01-00-00-2013	\$80.00
NOV2016	OKLAHOMA DEPARTMENT OF P	DPS Vehicle Revolving Fund for Unrestrained	01-00-00-5497	\$50.00
NOV2016	OKLAHOMA NATURAL GAS COM	MONTHLY BILLING FOR NATURAL GAS Ge	01-01-00-6307	\$825.75
NOV2016	O.M.A.G.(21303)	PROPERTY PROTECTION PLAN - GENERA	01-01-00-6326	\$4,608.53
NOV2016	O.M.A.G.(21302)	WORKERS COMP - GENERAL	01-01-00-6326	\$12,747.16
NOV2016	O.M.A.G.(425)	AUTO LIABILITY PROTECTION PLAN - GE	01-01-00-6326	\$3,765.62
NOV2016	LOGAN COUNTY CLERK(1135)	Civil Defense Agreement	01-01-00-6371	\$3,354.31
2036159	MESO(126)	Quarterly Dues	01-01-00-6373	\$686.50
COG ANNUAL P	DERRICK SIER - OMOS Teambuil	COG ANNUAL PLANNING RETREAT FACILI	01-02-20-6048	\$2,000.00
NOV2016	RURAL WATER DISTRICT #1(206	MONTHLY WATER SERVICE	01-15-11-6112	\$66.00
		Total GENERAL FUND		\$30,357.41
SKT002	CITY OF EDMOND (21508)	DRIVER SKID AVOIDANCE PROGRAM - JE	09-09-90-6048	\$175.00
20258/13889	DeShields Truck Service	BRUSH 5 FRONT END REPAIR & ALIGN B	09-09-90-6316	\$2,496.35
272	TIGAR PHYSICIAN STAFFING 2	MEDICAL DIRECTOR SERVICES THROUG	09-09-92-6373	\$4,800.00
		Total FIRE/EMS FUND		\$7,471.35
NOV2016	OKLAHOMA NATURAL GAS COM	MONTHLY BILLING FOR NATURAL GAS G	20-21-00-6307	\$618.70
NOV2016	O.M.A.G.(21303)	PROPERTY PROTECTION PLAN - GPWA	20-21-00-6326	\$4,608.53
NOV2016	O.M.A.G.(21302)	WORKERS COMP - GPWA	20-21-00-6326	\$12,747.16
NOV2016	O.M.A.G.(425)	AUTO LIABILITY PROTECTION PLAN - GP	20-21-00-6326	\$3,765.63
NOV2016	DHH DISPOSAL 22381	DHH Trash Service Per Agreement	20-21-00-6348	\$192.50
16101643	BNSF RAILWAY COMPANY (25)	LEASE FOR WATER PUMPING FACILITY C	20-21-00-6382	\$119.41
2036158	DEWART- GUMERSON INSURAN	Jessica Bryan Notary Renewal and Stamp	20-22-00-6048	\$110.00
		Total GPWA OPERATING FUND		\$22,161.93
1605413	SUNTRUST EQUIPMENT FINANC	LEASE PURCHASE 10 WHEEL DUMP TRU	54-56-12-6708	\$7,116.70
		Total CAPITAL PROJECTS		\$7,116.70
NOV2016	OKLA WATER RESOURCES/ BA	CMOM PROJECTS LOAN (ORF100008CW)	55-55-00-6714	\$14,530.34
		Total CMOM Fee		\$14,530.34
NOV2016	O.M.A.G.(21303)	PROPERTY PROTECTION PLAN - AIRPOR	98-98-00-6329	\$326.69
NOV2016	O.M.A.G.(21302)	WORKERS COMP - AIRPORT	98-98-00-6329	\$454.09
NOV2016	O.M.A.G.(425)	AUTO LIABILITY PROTECTION PLAN - AIR	98-98-00-6329	\$75.00
		Total AIRPORT FUND		\$855.78
		Total All Funds		\$82,493.51