



60<sup>th</sup> City Council

Mayor Chuck Burtcher

Ward I – Trey Ayers, John Wood    Ward II – Mary Coffin, Patty Hazlewood

Ward III – Ellen Gomes, Gaylord Z. Thomas

GUTHRIE PUBLIC WORKS AUTHORITY MEETING

101 N. 2<sup>nd</sup> Street, Guthrie, OK 73044

November 2, 2010, 7:00pm

Agenda

- 1. Call to Order
2. Public Comments
3. Consent Agenda

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

- A. Consider approval of minutes of the Regular Guthrie Public Works Authority Meeting held October 21, 2010..... 3
B. Consider approval of claims..... 5
C. Consider approval to accept the contract with Oklahoma Department of Commerce, State Energy Office (SEO) for Phase II of the grant with the purpose of installing a wind turbine to provide electric power to the Waste Water Treatment Plant. Phase II contract grant amount is \$710,700.00..... 13
D. Consider approval of Budget Amendment No. 5 increasing GPWA Fund, Grants Fund, 2010 Airport Escrow Fund, Water Treatment Plant Fund, GPWA Revenue Bond Trust Fund, CMOM Fund, Utility Deposit Fund, OKC Waterline Fund, Airport Grant Fund and GIDA Fund for FY 2010 Year End ..... 29
E. Consider approval of Agreement with YMCA for management of Municipal Pool ..... 33

- 4. Adjourn

\*\*AMENDED\*\*
CITY COUNCIL MEETING

- 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 councilmember or member of the audience, in which case, the item(s) will be removed from the Consent Agenda and considered separately following this portion of the agenda.

- A. Consider approval of minutes of the Special City Council Workshop held on October 19, 2010..... 37
B. Consider approval of minutes of the Regular City Council Meeting held on October 19, 2010..... 41
C. Consider approval of minutes of the Special City Council Workshop (Street Committee Meeting) held on October 25, 2010 ..... 45
D. Consider approval of claims..... 49
E. Consider approval to accept the contract with Oklahoma Department of Commerce, State Energy Office (SEO) for Phase II of the grant with the purpose of installing a wind turbine to provide electric power to the Waste Water Treatment Plant. Phase II contract grant amount is \$710,700.00..... see pg 13

- F. Consider approval of Budget Amendment No. 5 increasing GPWA Fund, Grants Fund, 2010 Airport Escrow Fund, Water Treatment Plant Fund, GPWA Revenue Bond Trust Fund, CMOM Fund, Utility Deposit Fund, OKC Waterline Fund, Airport Grant Fund and GIDA Fund for FY 2010 Year End..... see pg 29
- G. Consider approval of the recommendation of the Street Committee for the FY2011 Street Capital Improvements Program ..... 51
- 3. Consider approval of Treasurer’s Report..... 55
- 4. Public Hearing and consider action of a request by Jeff Rhodes for a Special Use Permit to provide for an Auto Body Repair Shop at 511 N. 11<sup>th</sup> Street ..... 63
- 5. New business as authorized by Title 25, O.S. Section 311(9) to consider authorizing amendment to agreement to purchase additional land at Guthrie Edmond Regional Airport to pay costs of oil well removal up to \$25,000 (Gross Property).

**Resolution**

- 6. Discussion and possible consideration of Resolution No. 2010-17 designating Honor Park as a Monument Park ..... 75
- 7. City Manager’s Report
- 8. Requests/comments from members of the City Council
- 9. Consider convening an Executive Session pursuant to the Authority of Title 25, O.S. 2001, Section 307(B)(1) for the Purpose of Discussing the Employment, Hiring, Appointment, Promotion, Demotion, Disciplining, Resignation or Termination of council-appointed employee (Alternate Municipal Judge, Brian Pierson).
- 10. Consideration of action regarding the Employment, Hiring, Appointment, Promotion, Demotion, Disciplining, Resignation or Termination of council-appointed employee (Alternate Municipal Judge, Brian Pierson).
- 11. Adjourn

**SPECIAL GUTHRIE INDUSTRIAL DEVELOPMENT AUTHORITY MEETING**

- 1. Call to Order
- 2. Consider approval of minutes of the Special Guthrie Industrial Development Authority Meeting held on April 20, 2010..... 77
- 3. Consider convening an executive session pursuant to the Authority of Title 25, O.S. 2001, Sections: 307 (C)(10) for purposes of conferring on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to remain or to locate within their jurisdiction.
- 4. Consideration of action regarding matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to remain or to locate within their jurisdiction.
- 5. Adjourn.

**\*\*Agenda Amended 11/2/2010 2:40p.m.**

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Agenda posted on the bulletin board in the lobby of City Hall before 5:00 pm on Friday, October 29, 2010. The City of Guthrie encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the city clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The city may waive the 48 hours rule if signing is not the necessary accommodation.

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MINUTES

GUTHRIE PUBLIC WORKS MEETING

October 19, 2010

The regular meeting of the Guthrie Public Works Authority was posted on Friday, October 15, 2010 before 5:00 p.m. and held October 19, 2010 in the Guthrie City Hall Council Chambers.

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

Pledge of Allegiance was led by Chairman Chuck Burtcher.

Chairman Chuck Burtcher called the meeting to order at 7:03 p.m.

Members Present:	Chuck Burtcher	Trey Ayers	Patty Hazlewood
	Ellen Gomes	John Wood	Gaylord Z. Thomas

Members Absent: Mary Coffin

Staff Present:	Matt Mueller	Randel Shadid	Wanda Calvert
	Lance Crenshaw	Rene Spineto	Jim Ahlgren
	Maxine Pruitt	Lee Ivie	

Chairman Burtcher declared a quorum with six (6) Trustees in attendance.

**Public Comments.** None.

**Consent Agenda.** Motion by Trustee Ayers, seconded by Trustee Thomas, moved approval of the Consent Agenda as follows:

A. Consider approval of the minutes from the Regular Guthrie Public Works Authority Meeting held on October 5, 2010.

B. Consider approval of Claims:

GPWA Fund:	<u>\$ 9,056.47</u>
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TOTAL CLAIMS: \$9,056.47

C. Consideration of approval of Employee Assistance Agreement (EAP) between Logan Community Services, Inc. and the City of Guthrie.

D. Consider approval of Professional Services Agreement with Wind Energy Consulting and Contracting Services LLC (WECC) and the City of Guthrie for the purpose of installing a wind turbine to provide electric power to the Wastewater Treatment Plant.

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

Aye: Burtcher, Ayers, Gomes, Wood, Hazlewood, Thomas  
Nay: None

Chairman Burtcher declared the motion carried unanimously.

**Executive Session.** Motion by Trustee Ayers, seconded by Trustee Thomas, moved approval to convene into Executive Session pursuant to the authority of Title 25, O.S. 2001, Section 307(B)(3) for the purpose of discussing the purchase or appraisal of real property (Bross property). Trustees entered their votes and the votes were displayed with the following results:

Aye: Burtcher, Ayers, Gomes, Wood, Hazlewood, Thomas  
Nay: None

Chairman Burtcher declared the motion carried unanimously at 7:05 p.m. Attending Executive Sessions were – Chairman Burtcher, Trustees Ayers, Gomes, Wood, Hazlewood, Thomas, City Manager Mueller, City Attorney Shadid and Airport Manager Lee Ivie.

**Reconvened.** Chairman Burtcher reconvened the Guthrie City Council Meeting at 7:10 p.m. and stated no action was taken in Executive Session.

**Consideration of purchase or appraisal of real property (Bross property).** Motion by Trustee Ayers, seconded by Trustee Hazlewood, moved approval to enter into a contract to purchase 10.5 acres owned by Bross Enterprises, Inc. for \$235,000 contingent on Oklahoma Aeronautics Commission (OAC) approval and subordination agreement from the Four-O-One Company pertaining to oil, gas and mineral rights. Trustees entered their votes and the votes were displayed with the following results:

Aye: Burtcher, Ayers, Gomes, Wood, Hazlewood, Thomas  
Nay: None

Chairman Burtcher declared the motion carried unanimously.

**Adjournment.** Motion by Trustee Ayers, seconded by Trustee Thomas, moved approval to adjourn. Trustees entered their votes and the votes were displayed with the following results:

Aye: Burtcher, Ayers, Gomes, Wood, Hazlewood, Thomas  
Nay: None

Chairman Burtcher declared the motion carried unanimously at 7:11 p.m.



GUTHRIE PUBLIC WORKS AUTHORITY

CLAIMS

November 2, 2010

I hereby certify the purchase orders listed have been issued and encumbered against the available balance of the authorized appropriated accounts and that the department head and/or officer in charge of those accounts has certified that the procurements were necessary to the proper conduct of activities; that the merchandise and/or services have been satisfactorily received or utilized; and that the purchase orders are now a true and just debt of the Guthrie Public Works Authority. These purchase orders are therefore presented to you to be presented to the governing body for consideration as claims for payment.



Kim Biggs  
Purchasing Agent

Monthly Claims Approved as per Ordinance No. 2973 by General Manager.



Matt Mueller  
General Manager

**City of Guthrie**  
**A/P Claims List**

Invoice #	Vendor	Description	Account	Cost
3RD QUARTER 83594	OKLA EMPLOYMENT SECURITY CIVICPLUS 22473	Quarterly Unemployment Assessment 3rd Qu	01-01-00-6040	\$336.93
712543	SMART TECHNOLOGIES (21652)	Facebook and Twitter Setup Fees for CityofG	01-01-00-6311	\$450.00
7201592	SMART TECHNOLOGIES (21652)	Wireless Access Reconfigure	01-01-00-6311	\$100.00
8420110040	SMART TECHNOLOGIES (21652)	Trend Micro Support for Server	01-01-00-6311	\$718.50
8420110040	RISK MANAGEMENT DIVISION(1	Auto Physical Damage APD Premium FY201	01-01-00-6326	\$1,327.23
336277ER	AFLAC(20180)	URM Fees for September 2010	01-01-00-6346	\$25.00
383190ER	AFLAC(20180)	Service Fee for October 2010	01-01-00-6346	\$25.00
		<b>Total</b>		<b>\$2,982.66</b>
		<b>Total GENERAL GOVERNMENT</b>		<b>\$2,982.66</b>
ANIMAL TECH C	GUTHRIE NEWS LEADER (1578)	Classified Ads for Human Resources Fiscal Y	01-02-24-6334	\$19.40
EQUIP OPERAT	GUTHRIE NEWS LEADER (1578)	Classified Ads for Human Resources Fiscal Y	01-02-24-6334	\$19.40
POLICE CLASSI	GUTHRIE NEWS LEADER (1578)	Classified Ads for Human Resources Fiscal Y	01-02-24-6334	\$19.40
PUBLIC NOTICE	GUTHRIE NEWS LEADER (1578)	Classified Ads for Human Resources Fiscal Y	01-02-24-6334	\$15.50
		<b>Total HUMAN RESOURCES</b>		<b>\$73.70</b>
		<b>Total ADMINISTRATION</b>		<b>\$73.70</b>
ZA11008674	SENSUS METERING SYSTEM (21	Sensus System Support Program Yearly Ren	01-03-30-6347	\$1,320.00
		<b>Total FINANCE</b>		<b>\$1,320.00</b>
		<b>Total FINANCE</b>		<b>\$1,320.00</b>
113224	TRIANGLE A & E(586)	Plotter Paper for Planning Department	01-05-50-6308	\$87.31
		<b>Total COMMUNITY DEVELOPMENT</b>		<b>\$87.31</b>
		<b>Total PLANNING</b>		<b>\$87.31</b>
0031053-IN CPI012503	ACE FINGERPRINTS LAB (21438)	Finger Print Ink - plus Shipping	01-07-70-6106	\$36.00
	CREATIVE PRODUCT SOURCE	Junior Police Badges for Kids, plus shipping	01-07-70-6122	\$1,050.62
		<b>Total POLICE ADMINISTRATION</b>		<b>\$1,086.62</b>
42313947	REMINGTON ARMS CO. (21532)	Parts and Supplies for Police Department	01-07-71-6105	\$86.18
		<b>Total POLICE OPERATIONS</b>		<b>\$86.18</b>
		<b>Total POLICE</b>		<b>\$1,172.80</b>
014384	BRANCH'S HEAT & AIR(75)	Capacitor and Labor	01-09-90-6112	\$129.90
2353458	OKLA HOME CENTERS, INC. (203	Misc. Parts and Supplies for Fire Department	01-09-90-6112	\$11.97
016247	WADE'S HARDWARE (607)	Misc. Supplies for Fire Department	01-09-90-6112	\$15.78
87484	RON'S MOBILE TIRE 506	Tires and Repairs for Fire Department	01-09-90-6316	\$10.00
		<b>Total SUPPRESSION</b>		<b>\$167.65</b>
865890	ALLMED (21869)	EMS Supplies for Fire Department	01-09-92-6104	\$171.61
877225	ALLMED (21869)	EMS Supplies for Fire Department	01-09-92-6104	\$17.22
877234	ALLMED (21869)	EMS Supplies for Fire Department	01-09-92-6104	\$17.22
879960	ALLMED (21869)	EMS Supplies for Fire Department	01-09-92-6104	\$651.94
880244	ALLMED (21869)	EMS Supplies for Fire Department	01-09-92-6104	\$182.04
880407	ALLMED (21869)	EMS Supplies for Fire Department	01-09-92-6104	\$7.30
PE71680	LAMPTON WELDING SUPPLY(32	Welding Supplies	01-09-92-6104	\$73.66
R434264	LAMPTON WELDING SUPPLY(32	Welding Supplies	01-09-92-6104	\$40.32
4002049677	STERICYCLE (1463)	EMS Supplies Disposal for Fire Department	01-09-92-6104	\$227.57
10-10-10 WREC	D & S WRECKER(382)	Wrecker Service took Ambulance to GMS	01-09-92-6316	\$154.00
SEPTEMBER 20	INTERMEDIX (22025)	EMS Billing - Fire Department	01-09-92-6373	\$8,788.71
		<b>Total EMS</b>		<b>\$10,331.59</b>

**City of Guthrie**  
**A/P Claims List**

Invoice #	Vendor	Description	Account	Cost
01447	CHIEF KENNY'S FIRE EXTINGUIS	Fire Extinguisher Service for Fire Department	01-09-96-6114	\$120.00
		<b>Total PREVENTION</b>		<b>\$120.00</b>
		<b>Total FIRE</b>		<b>\$10,619.24</b>
825 0588513	UNIFIRST(20865)	Uniform and Shop Towel Service	01-14-00-6016	\$27.55
825 0590171	UNIFIRST(20865)	Uniform and Shop Towel Service	01-14-00-6016	\$27.55
825 0591863	UNIFIRST(20865)	Uniform and Shop Towel Service	01-14-00-6016	\$27.55
825 0593531	UNIFIRST(20865)	Uniform and Shop Towel Service	01-14-00-6016	\$27.55
0218-412168	O'REILLY AUTO PARTS (952)	Misc Replacement Hand Tools	01-14-00-6102	\$4.94
127810	STILLWATER MILLING(1386)	Steel Toed Boots for Dan Vogan and Bennie	01-14-00-6110	\$127.95
		<b>Total</b>		<b>\$243.09</b>
0532251676	AZ COMMERCIAL (1556)	Misc. Automotive Parts and Supplies	01-14-41-6116	\$111.99
0532252391	AZ COMMERCIAL (1556)	Misc. Automotive Parts and Supplies	01-14-41-6116	\$25.59
0532255074	AZ COMMERCIAL (1556)	Misc. Automotive Parts and Supplies	01-14-41-6116	\$27.80
42223	COUNTRY FORD-MERCURY (130	Misc Ford Parts and Supplies for Fleet Mainte	01-14-41-6116	\$111.67
42224	COUNTRY FORD-MERCURY (130	Misc Ford Parts and Supplies for Fleet Mainte	01-14-41-6116	\$5.07
42230	COUNTRY FORD-MERCURY (130	Misc Ford Parts and Supplies for Fleet Mainte	01-14-41-6116	\$20.30
42274	COUNTRY FORD-MERCURY (130	Misc Ford Parts and Supplies for Fleet Mainte	01-14-41-6116	\$175.20
MUNICIPAL SER	EIGHT BALL CAR WASH(20776)	GPWA - Wash Vehicles	01-14-41-6116	\$64.89
124286	JOHN VANCE MOTORS(602)	Misc. GM and Chrysler Parts for Fleet Mainte	01-14-41-6116	\$78.16
124407	JOHN VANCE MOTORS(602)	Misc. GM and Chrysler Parts for Fleet Mainte	01-14-41-6116	\$49.27
124423	JOHN VANCE MOTORS(602)	Misc. GM and Chrysler Parts for Fleet Mainte	01-14-41-6116	\$110.40
252408	JOHN VANCE MOTORS(602)	Misc. GM and Chrysler Parts for Fleet Mainte	01-14-41-6116	\$79.95
9673101	LAWSON PRODUCTS, INC.(316)	Misc. Shop Supplies, Fasteners, Wire, Conne	01-14-41-6116	\$122.96
167952	NAPA (30)	Misc. Auto Repair Parts and Supplies	01-14-41-6116	\$19.10
167992	NAPA (30)	Misc. Auto Repair Parts and Supplies	01-14-41-6116	\$6.42
168234	NAPA (30)	Misc. Auto Repair Parts and Supplies	01-14-41-6116	\$14.24
168697	NAPA (30)	Misc. Auto Repair Parts and Supplies	01-14-41-6116	\$3.34
169388	NAPA (30)	Misc. Auto Repair Parts and Supplies	01-14-41-6116	\$4.79
K28467	OCT EQUIPMENT, INC.(404)	Case Tractor & Backhoe Parts	01-14-41-6116	\$984.62
2352427	OKLA HOME CENTERS, INC. (203	Misc. Fasteners, Adhisives, Abrasives for Fle	01-14-41-6116	\$24.14
0218-408488	O'REILLY AUTO PARTS (952)	Misc Automotive Parts for Fleet Maintenance	01-14-41-6116	\$96.68
0218-409260	O'REILLY AUTO PARTS (952)	Misc Automotive Parts for Fleet Maintenance	01-14-41-6116	\$52.43
0218-409561	O'REILLY AUTO PARTS (952)		01-14-41-6116	(\$86.96)
0218-409668	O'REILLY AUTO PARTS (952)	Misc Automotive Parts for Fleet Maintenance	01-14-41-6116	\$193.36
0218-409692	O'REILLY AUTO PARTS (952)	Misc Automotive Parts for Fleet Maintenance	01-14-41-6116	\$11.15
0218-409705	O'REILLY AUTO PARTS (952)	Misc Automotive Parts for Fleet Maintenance	01-14-41-6116	\$11.15
0218-409706	O'REILLY AUTO PARTS (952)		01-14-41-6116	(\$11.15)
0218-409769	O'REILLY AUTO PARTS (952)		01-14-41-6116	(\$24.00)
0218-409852	O'REILLY AUTO PARTS (952)	Misc Automotive Parts for Fleet Maintenance	01-14-41-6116	\$5.29
0218-409854	O'REILLY AUTO PARTS (952)	Misc Automotive Parts for Fleet Maintenance	01-14-41-6116	\$462.15
0218-409933	O'REILLY AUTO PARTS (952)	Misc Automotive Parts for Fleet Maintenance	01-14-41-6116	\$3.53
0218-4100598	O'REILLY AUTO PARTS (952)	Misc Automotive Parts for Fleet Maintenance	01-14-41-6116	\$22.99
0218-410466	O'REILLY AUTO PARTS (952)	Misc Automotive Parts for Fleet Maintenance	01-14-41-6116	\$3.34
0218-410633	O'REILLY AUTO PARTS (952)	Misc Automotive Parts for Fleet Maintenance	01-14-41-6116	\$11.99
0218-410638	O'REILLY AUTO PARTS (952)		01-14-41-6116	(\$12.49)
0218-410731	O'REILLY AUTO PARTS (952)	Misc Automotive Parts for Fleet Maintenance	01-14-41-6116	\$61.62
0218-411081	O'REILLY AUTO PARTS (952)	Misc Automotive Parts for Fleet Maintenance	01-14-41-6116	\$105.02
0218-411134	O'REILLY AUTO PARTS (952)	Misc Automotive Parts for Fleet Maintenance	01-14-41-6116	\$30.10
0218-411137	O'REILLY AUTO PARTS (952)	Misc Automotive Parts for Fleet Maintenance	01-14-41-6116	\$33.98

**City of Guthrie**  
**A/P Claims List**

Invoice #	Vendor	Description	Account	Cost
0218-411407	O'REILLY AUTO PARTS (952)	Misc Automotive Parts for Fleet Maintenance	01-14-41-6116	\$26.56
0218-411967	O'REILLY AUTO PARTS (952)	Misc Automotive Parts for Fleet Maintenance	01-14-41-6116	\$3.22
0218-411991	O'REILLY AUTO PARTS (952)	Misc Automotive Parts for Fleet Maintenance	01-14-41-6116	\$4.94
0218-412111	O'REILLY AUTO PARTS (952)	Misc Automotive Parts for Fleet Maintenance	01-14-41-6116	\$8.90
0218-412147	O'REILLY AUTO PARTS (952)	Misc Automotive Parts for Fleet Maintenance	01-14-41-6116	\$59.81
0218-412207	O'REILLY AUTO PARTS (952)	Misc Automotive Parts for Fleet Maintenance	01-14-41-6116	\$27.42
0218-412295	O'REILLY AUTO PARTS (952)	Misc Automotive Parts for Fleet Maintenance	01-14-41-6116	\$3.49
0218-412323	O'REILLY AUTO PARTS (952)	Misc Automotive Parts for Fleet Maintenance	01-14-41-6116	\$56.69
0218-412398	O'REILLY AUTO PARTS (952)	Misc Automotive Parts for Fleet Maintenance	01-14-41-6116	\$14.92
0218-412755	O'REILLY AUTO PARTS (952)	Misc Automotive Parts for Fleet Maintenance	01-14-41-6116	\$7.63
2031675	STEVE'S MUFFLER(379)	Exhaust Repairs for Fleet Vehicles	01-14-41-6116	\$75.00
IN.1894125	THERMO FLUID, INC.(20741)	Waste Oil, Antifreeze and Filter Removal	01-14-41-6116	\$91.62
NP26909484	FLEETCOR TECHNOLOGIES (219	Fleet Fueling Operations #NP21421742	01-14-41-6118	\$12,827.21
E7811	JIM JOHNSON OIL CO. (21480)	Lubricants and Fluids	01-14-41-6118	\$535.00
		<b>Total FLEET MAINTENANCE</b>		<b>\$16,752.49</b>
		<b>Total FLEET MAINTENANCE</b>		<b>\$16,995.58</b>
		<b>Total GENERAL FUND</b>		<b>\$33,251.29</b>
LEASE 11/2010	BNSF RAILWAY COMPANY (25)	Lease for Water Pumping Facility in Guthrie	20-21-00-6382	\$100.00
		<b>Total</b>		<b>\$100.00</b>
		<b>Total PUBLIC WORKS GENERAL</b>		<b>\$100.00</b>
398	MID AMERICA HYDRO TECH (211	Water Plant Chemicals	20-23-00-6104	\$6,770.88
0J06024	ACCURATE ENVIRONMENTAL,LL	Chemical Testing	20-23-00-6303	\$195.00
0J06026	ACCURATE ENVIRONMENTAL,LL	Chemical Testing	20-23-00-6303	\$145.00
247143	USABLUEBOOK - UTILITY SUPPL	Chem Tech Chemical Pump ME69265	20-23-00-6317	\$397.18
		<b>Total</b>		<b>\$7,508.06</b>
		<b>Total WATER PLANT</b>		<b>\$7,508.06</b>
0130014	ACCURATE ENVIRONMENTAL,LL	Testing for Waste Water Treatment Plant	20-24-00-6109	\$200.00
2031639	WILLOBY'S WHOLESALE (631)	Coveralls for Larry Nelson - WWTP	20-24-00-6110	\$112.00
9364799545	GRAINGER, INC.(220)	1 Ton Electric Hoist and Estimated Freight	20-24-00-6112	\$492.59
2031683	BALSIGER TIRE (907)	Flat Tire Repairs - WWTP	20-24-00-6316	\$11.00
169669	NAPA (30)	Misc Supplies for Waste Water Treatment Pla	20-24-00-6317	\$246.09
2353541	OKLA HOME CENTERS, INC. (203	Misc. Supplie for Waste Water Treatment Pla	20-24-00-6317	\$32.56
2353668	OKLA HOME CENTERS, INC. (203	Misc. Supplies for Waste Water Treatment Pl	20-24-00-6317	\$14.99
2353767	OKLA HOME CENTERS, INC. (203	Misc. Supplie for Waste Water Treatment Pla	20-24-00-6317	\$31.99
39428	BIO-AQUATIC TESTING, INC.(64)	Bi-Monthly September, October and Novemb	20-24-00-6357	\$140.00
39434	BIO-AQUATIC TESTING, INC.(64)	Bi-Monthly September, October and Novemb	20-24-00-6357	\$450.00
		<b>Total</b>		<b>\$1,731.22</b>
		<b>Total WASTE WATER TREATMENT PLANT</b>		<b>\$1,731.22</b>
0295386-IN	OKLA CONTRACTORS(240)	Hip Boots Size(s) 13, 11 and 9	20-27-00-6110	\$204.00
0295667-IN	OKLA CONTRACTORS(240)	Contractors Supplies and Parts for Line Maint	20-27-00-6119	\$3,730.80
0295745-IN	OKLA CONTRACTORS(240)	Contractors Supplies and Stock for Line Main	20-27-00-6119	\$2,781.00
2348878	OKLA HOME CENTERS, INC. (203	Small Plumbing Parts and Small Tools	20-27-00-6119	\$27.98
2352146	OKLA HOME CENTERS, INC. (203	Small Plumbing Parts and Small Tools	20-27-00-6119	\$8.99
2352429	OKLA HOME CENTERS, INC. (203	Small Plumbing Parts and Small Tools	20-27-00-6119	\$58.22
2352563	OKLA HOME CENTERS, INC. (203	Small Plumbing Parts and Small Tools	20-27-00-6119	\$6.49
016164	WADE'S HARDWARE (607)	Small Plumbing Supplies	20-27-00-6119	\$7.10

**City of Guthrie**  
**A/P Claims List**

Invoice #	Vendor	Description	Account	Cost
168550	NAPA (30)	Oil, Grease and Misc Supplies	20-27-00-6317	\$329.77
1873	WESTERN SALES LLC (22151)	Packing for the Pump on Jet Truck - plus ship	20-27-00-6317	\$250.85
		<b>Total</b>		<b>\$7,405.20</b>
		<b>Total LINE MAINTENANCE</b>		<b>\$7,405.20</b>
FUEL @ 1402 S	PETTY'S PIT STOP (22340)	Card Reader/PitStop Not Working/ET for Fuel	20-28-00-6118	\$58.02
FUEL AT 1402 S	PETTY'S PIT STOP (22340)	ET Vick/Fuelman Card	20-28-00-6118	\$6.94
		<b>Total</b>		<b>\$64.96</b>
		<b>Total METER DEPARTMENT</b>		<b>\$64.96</b>
		<b>Total GPWA OPERATING FUND</b>		<b>\$16,809.44</b>
2031760	OKLA LIBRARY ASSOC.(422)	Registration Costs for OLA Programs-Festival	30-30-06-6541	\$280.00
		<b>Total LIBRARY</b>		<b>\$280.00</b>
		<b>Total GRANTS</b>		<b>\$280.00</b>
		<b>Total GRANTS FUND</b>		<b>\$280.00</b>
APPLICATION 2	HCCC Co, LLC. 22368	Guthrie Water Treatment Plant - Section A 20	50-50-00-6373	\$412,673.78
2010695	MYERS ENGINEERING CORPOR	WTP Engineering - Water Supply Treatment	50-50-00-6373	\$14,078.90
2010709	MYERS ENGINEERING CORPOR	Inspection Services - Water Treatment Facilit	50-50-00-6373	\$10,700.00
		<b>Total</b>		<b>\$437,452.68</b>
		<b>Total WATER TREATMENT PLANT IMPROVEMENT</b>		<b>\$437,452.68</b>
		<b>Total WATER TREATMENT PLANT FUND</b>		<b>\$437,452.68</b>
73854040	DELL FINANCIAL (21623)	Lease Payment on Service October 2010	54-54-04-6706	\$493.78
73897476	DELL FINANCIAL (21623)	Monthly Lease Payment for Admin/Payroll 81	54-54-04-6706	\$77.99
73905555	DELL FINANCIAL (21623)	Lease Payment on Finance Desktops	54-54-04-6706	\$471.76
		<b>Total INFORMATION SERVICES</b>		<b>\$1,043.53</b>
		<b>Total FACILITIES</b>		<b>\$1,043.53</b>
		<b>Total CAPITAL PROJECTS</b>		<b>\$1,043.53</b>
2010769	MYERS ENGINEERING CORPOR	Partial Payment of Engineering Services CM	55-55-00-6547	\$21,323.22
		<b>Total</b>		<b>\$21,323.22</b>
		<b>Total INFRASTRUCTURE</b>		<b>\$21,323.22</b>
		<b>Total CMOM Fee</b>		<b>\$21,323.22</b>
87512	RON'S MOBILE TIRE 506	New Tire for Golf Cart - GERA	98-98-00-6316	\$59.00
6820	HOMETOWN RENTAL & FEED(16	Repair Red Max Weed Eater and Spool of Cu	98-98-00-6317	\$65.10
		<b>Total</b>		<b>\$124.10</b>
7-257-59425	FEDERAL EXPRESS (20255)	Overnight Package Deliver of EPD Packet	98-98-94-6373	\$55.64
		<b>Total NPE GRANTS</b>		<b>\$55.64</b>
		<b>Total AIRPORT FUND</b>		<b>\$179.74</b>
		<b>Total AIRPORT FUND</b>		<b>\$179.74</b>
		<b>Total All Funds</b>		<b>\$510,339.90</b>

**City of Guthrie  
A/P Claims List**

Invoice #	Vendor	Description	Account	Cost
SEPTEMBER 20	C.I.E.E.T.(125)	Municipal Court Collection of CLEET Assess	01-00-00-2012	\$1,230.96
SEPT AFIS FEE	O.S.B.I. (820)	Municipal Court Collections for OSBI 2010-20	01-00-00-2012	\$674.04
SEPT FORENSI	O.S.B.I. (820)	Municipal Court Collections for OSBI 2010-20	01-00-00-2012	\$655.50
		<b>Total</b>		<b>\$2,560.50</b>
		<b>Total</b>		<b>\$2,560.50</b>
2031110	BLAIR SIGNS (1749)	Recycling Bin Sign at the Fire Department	01-01-00-6114	\$175.00
		<b>Total</b>		<b>\$175.00</b>
		<b>Total GENERAL GOVERNMENT</b>		<b>\$175.00</b>
JOHN CAIN INT	NATIONAL REGISTRY EMT 2264	John Cain - Intermediate Exam	01-09-92-6048	\$100.00
JOHN CAIN INT	OKLA STATE DEPT OF HEALTH (	John Cain, Intermediate Practical Exam	01-09-92-6048	\$160.00
		<b>Total EMS</b>		<b>\$260.00</b>
		<b>Total FIRE</b>		<b>\$260.00</b>
		<b>Total GENERAL FUND</b>		<b>\$2,995.50</b>
		<b>Total All Funds</b>		<b>\$2,995.50</b>

**EARLY PAY**

**City of Guthrie  
A/P Claims List**

Invoice #	Vendor	Description	Account	Cost
OCTOBER 2010	WALMART COMMUNITY BRC(207	GCA Class Fire Department	01-09-96-6121	\$17.96
OCTOBER 2010	WALMART COMMUNITY BRC(207	Kitchen Supplies	01-09-96-6121	\$53.28
		<b>Total PREVENTION</b>		<b>\$71.24</b>
		<b>Total FIRE</b>		<b>\$515.67</b>
OCTOBER 2010	WALMART COMMUNITY BRC(207	Street Uniforms	01-12-00-6016	\$125.00
OCTOBER 2010	WALMART COMMUNITY BRC(207	Streets Supplies	01-12-00-6112	\$10.00
OCTOBER 2010	WALMART COMMUNITY BRC(207	Streets Supplies	01-12-00-6114	\$14.56
		<b>Total</b>		<b>\$149.56</b>
		<b>Total STREET</b>		<b>\$149.56</b>
OCTOBER 2010	WALMART COMMUNITY BRC(207	Fleet Maintenance Supplies	01-14-41-6116	\$147.93
		<b>Total FLEET MAINTENANCE</b>		<b>\$147.93</b>
		<b>Total FLEET MAINTENANCE</b>		<b>\$147.93</b>
OCTOBER 2010	WALMART COMMUNITY BRC(207	Concrete Repair Supplies	01-15-11-6112	\$32.85
OCTOBER 2010	WALMART COMMUNITY BRC(207	52 Inch Ceiling Fan - Parks and Grounds	01-15-11-6112	\$99.94
		<b>Total PARKS</b>		<b>\$132.79</b>
		<b>Total PARKS &amp; PUBLIC GROUNDS</b>		<b>\$132.79</b>
		<b>Total GENERAL FUND</b>		<b>\$23,271.89</b>
2031776	OCTOBER OG&E 405	Monthly Billing for Electric Service GPWA	20-21-00-6305	\$9,146.22
2031761	OCTOBER OKLA NATURAL GAS COMPANY	GPWA Monthly Gas Payments	20-21-00-6307	\$477.23
CNIN081397	BMI SYSTEMS, INC. 664	Monthly Maintenance for GPWA Copier (JJM	20-21-00-6317	\$119.22
OCTOBER WAT	COX COMMUNICATIONS(20698)	Water Treatment Plant Internet Services	20-21-00-6318	\$59.95
CASHIERS CHE	CITY OF GUTHRIE	** EPA REQUIRES A CASHIERS CHECK	20-21-00-6373	\$1,380.00
		<b>Total</b>		<b>\$11,182.62</b>
		<b>Total PUBLIC WORKS GENERAL</b>		<b>\$11,182.62</b>
OCTOBER 2010	WALMART COMMUNITY BRC(207	HP Black Ink	20-23-00-6114	\$43.50
		<b>Total</b>		<b>\$43.50</b>
		<b>Total WATER PLANT</b>		<b>\$43.50</b>
OCTOBER 2010	WALMART COMMUNITY BRC(207	9 ft Cord	20-24-00-6114	\$9.47
		<b>Total</b>		<b>\$9.47</b>
		<b>Total WASTE WATER TREATMENT PLANT</b>		<b>\$9.47</b>
OCTOBER 2010	WALMART COMMUNITY BRC(207	Line Maintenance Supplies	20-26-00-6102	\$87.08
OCTOBER 2010	WALMART COMMUNITY BRC(207	Line Maintenance Supplies	20-26-00-6114	\$86.35
		<b>Total</b>		<b>\$173.43</b>
		<b>Total CONVENIENCE CENTER</b>		<b>\$173.43</b>
OCTOBER 2010	WALMART COMMUNITY BRC(207	Gorilla Tape	20-27-00-6317	\$25.82
		<b>Total</b>		<b>\$25.82</b>
		<b>Total LINE MAINTENANCE</b>		<b>\$25.82</b>
		<b>Total GPWA OPERATING FUND</b>		<b>\$11,434.84</b>
OCTOBER 2010	WALMART COMMUNITY BRC(207	Library Supplies	30-30-06-6541	\$63.34
OCTOBER 2010	WALMART COMMUNITY BRC(207	Library Supplies	30-30-06-6541	\$104.97

**EARLY PAY**

**City of Guthrie  
A/P Claims List**

Invoice #	Vendor	Description	Account	Cost
OCTOBER 2010	WALMART COMMUNITY BRC(207	Library Supplies	30-30-06-6541	\$41.82
		<b>Total LIBRARY</b>		<b>\$210.13</b>
		<b>Total GRANTS</b>		<b>\$210.13</b>
		<b>Total GRANTS FUND</b>		<b>\$210.13</b>
CNIN080287BMI	BMI SYSTEMS, INC. 664	Copier Lease for 6 Copiers (JJM00477), (JJM 54-54-02-6705		\$179.00
CNIN080697BMI	BMI SYSTEMS, INC. 664	Copier Lease for 6 Copiers (JJM00477), (JJM 54-54-02-6705		\$574.39
CNIN081312BMI	BMI SYSTEMS, INC. 664	Copier Lease for 6 Copiers (JJM00477), (JJM 54-54-02-6705		\$574.39
CNIN081386BMI	BMI SYSTEMS, INC. 664	Copier Lease for 6 Copiers (JJM00477), (JJM 54-54-02-6705		\$260.00
CNIN081398BMI	BMI SYSTEMS, INC. 664	Copier Lease for 6 Copiers (JJM00477), (JJM 54-54-02-6705		\$308.00
CNIN081400BMI	BMI SYSTEMS, INC. 664	Copier Lease for 6 Copiers (JJM00477), (JJM 54-54-02-6705		\$260.00
		<b>Total ADMINISTRATION</b>		<b>\$2,155.78</b>
		<b>Total FACILITIES</b>		<b>\$2,155.78</b>
		<b>Total CAPITAL PROJECTS</b>		<b>\$2,155.78</b>
1624 S. DIVISIO	RED SKYE WIRELESS LLC 2266	Overpayment of Utility Deposit for 1624 South	71-00-00-2074	\$50.00
02-023070-005 R	MISCELLANEOUS		71-00-00-5555	\$21.68
04-040300-005 R	MISCELLANEOUS		71-00-00-5555	\$35.35
05-051420-007 R	MISCELLANEOUS		71-00-00-5555	\$75.00
05-051840-007 R	MISCELLANEOUS		71-00-00-5555	\$19.35
06-060470-018 R	MISCELLANEOUS		71-00-00-5555	\$103.88
06-060590-004 R	MISCELLANEOUS		71-00-00-5555	\$35.60
07-070660-006 R	MISCELLANEOUS		71-00-00-5555	\$59.68
08-081583-011 R	MISCELLANEOUS		71-00-00-5555	\$129.27
08-081960-002 R	MISCELLANEOUS		71-00-00-5555	\$10.15
09-091500-011 R	MISCELLANEOUS		71-00-00-5555	\$75.00
15-150115-010 R	MISCELLANEOUS		71-00-00-5555	\$345.70
15-150211-011 R	MISCELLANEOUS		71-00-00-5555	\$55.67
		<b>Total</b>		<b>\$1,016.33</b>
		<b>Total</b>		<b>\$1,016.33</b>
		<b>Total UTILITY DEPOSIT FUND</b>		<b>\$1,016.33</b>
2031776	OCTOB OG&E 405	Monthly Billing for Electric Serice Airport (GE	98-98-00-6305	\$538.35
		<b>Total</b>		<b>\$538.35</b>
		<b>Total AIRPORT FUND</b>		<b>\$538.35</b>
		<b>Total AIRPORT FUND</b>		<b>\$538.35</b>
		<b>Total All Funds</b>		<b>\$38,627.32</b>

**EARLY PAY**



Agenda Item Cover Letter

Meeting: [X] City Council, [X] GPWA, [ ] Other:
Date of Meeting: November 2, 2010
Contact: Jim Ahlgren

Agenda Item

Staff is requesting permission to accept the contract with Oklahoma Department of Commerce, State Energy Office (SEO) for Phase II of the grant with the purpose of installing a wind turbine to provide electric power to the Waste Water Treatment Plant. Phase II contract grant amount is \$710,700.00.

Summary

On November 6, 2009 the Oklahoma Department of Commerce notified the City that the wind turbine project for our Waste Water Treatment Plant was recommended for approval for funding under the State Energy Program American Recovering and Reinvestment Act (SEP ARRA) program. The project is divided in Two Phases. Phase I, Environmental Studies and Compliance reviews are completed. Phase 2 is the actual construction and installation of the turbine. (\$710,700)

Funding Expected: [X] Revenue, [ ] Expenditure, [ ] N/A
Budgeted: [ ] Yes, [X] No, [ ] N/A
Account Number: [ ], Amount: [ ]
Legal Review: [ ] N/A, [ ] Required, Completed Date: [ ]
Mayor's Appt.: [ ], [X] No

Supporting documents attached
Contract Number 14402 SSEP 09

Recommendation

Staff requests council approval for accepting the contract Phase II.

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



SSEP 09 (Phase II)

I - 1 of 1

FEI #73-6005239

PART I  
SUMMARY

Contracting Agency: Oklahoma Department of Commerce  
State of Oklahoma  
Contractor: City of Guthrie  
Contract Title: Stimulus State Energy Program (SSEP)  
Contract Number: 14402 SSEP 09

	<u>Allocation</u>	<u>Total Match</u>	<u>Total</u>
Amount:	\$710,700.00	\$0.00	\$710,700.00

Source: Stimulus Department of Energy (DOE). Catalog of Federal Domestic Assistance (CFDA) Number 81.041.

Funding Period: April 1, 2009 through March 31, 2012

Submit Requisitions to:	Issue Payment to:
Community Development Oklahoma Department of Commerce 900 North Stiles Oklahoma City, OK 73104-3234	City of Guthrie 101 North 2 <sup>nd</sup> Street Guthrie, OK 73044-3135

Agreement Components: Part I - Summary and Signatures  
Part II - Terms and Conditions

SIGNATURES - EXECUTION OF CONTRACT

The rights and obligations of the parties to this contract are subject to and governed by Part II--Terms and Conditions. To the extent of any inconsistency between the general and the specific, the specific governs.

City of Guthrie Oklahoma Department of Commerce

_____ Signature	_____ Vaughn Clark, Director Community Development
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_____ Typed Name & Title	_____ Date
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\_\_\_\_\_  
Date

(City Seal)



## PART II - GENERAL TERMS AND CONDITIONS

## INTRODUCTION

This contract represents Phase II of work for the City of Guthrie. Phase II consists of the installation and completion of activities for the full installation of the wind turbine and project activities as proposed. The contract budget attached hereto will set forth the eligible activities for Phase II work. The contract herein sets forth contract conditions that may not be applicable to all of the Phase II activities, but full disclosure is being made herein of all contract conditions to assist the Contractor in the successful completion of the project. Funding for Phase II, which will constitute the remainder of project activities as proposed, based upon funds availability, is conditional upon successful completion of Phase I and approval of the project by the U.S. Department of Energy.

1. AVAILABILITY OF FUNDS

Payments pursuant to this contract are to be made only from monies made available to the Oklahoma Department of Commerce (ODOC) for activities by the source identified in Part I. Notwithstanding any other provisions, payments to the Contractor by ODOC are subject to the availability of such funds to ODOC as determined by federal and/or State action and/or law. ODOC may take any action necessary in accord with such determination.

2. MODIFICATION (AMENDMENT)

- a. This contract is subject to such modification as may be required by federal or State law or regulations. Any such modification may be done unilaterally by ODOC.
- b. Except as otherwise provided in this contract, the work and services to be performed and the total contract amount may be modified only upon written agreement of the duly authorized representatives of both parties.
- c. A waiver by ODOC of any provision of this contract must be in writing and signed by the Director of ODOC or his designee.

3. ODOC

- a. ODOC will provide funding for the program up to the total contract amount less any required match.
- b. ODOC will perform monitoring and evaluation activities to assess the Contractor's financial and program compliance and progress.

4. THE CONTRACTOR

- a. The Contractor will provide the necessary personnel, facilities, supplies, equipment and/or related sources and skills to accomplish the program described in your Proposal, which is incorporated herein by reference. All of the work and services required shall be performed by the Contractor or under the Contractor's supervision and all personnel engaged therein must be fully qualified and authorized under State and local law to perform such work and



services.

- b. None of the work and services covered by this contract may be subcontracted without prior written approval of ODOC.
- c. In no event will any subcontractor incur obligation on the part of ODOC.
- d. Contractor shall perform all activities under this contract in accordance with:
  - (1) All ODOC and DOE guidance including Attachment "A 'State Energy Program American Recovery and Reinvestment Act Special Terms and Conditions'" and all forthcoming guidance applicable to ARRA funds.

5. EMPLOYEE BENEFITS

The Contractor has full responsibility for payment of Workers' Compensation insurance, unemployment insurance, social security, State and federal income tax and any other deductions required by law for its employees.

6. CERTIFICATIONS BY THE CONTRACTOR

- a. The Contractor certifies and expressly agrees to be solely responsible to ensure that the use of monies received under this contract complies with all federal, State and local statutes, regulations and other legal authority, including ODOC policies and procedures that affect the use of said monies. The Contractor recognizes that it is responsible for assuring financial and programmatic compliance by its subcontractors.
- b. The Contractor certifies that it has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in the procuring of this contract.
- c. The Contractor certifies that it is in compliance with 25 O.S. §1313(B).

7. HOLD HARMLESS CLAUSE

The Contractor shall, within limitations placed on such entities by State law, save harmless the State of Oklahoma, its agents, officers and employees from all claims and actions and all expenses defending same that are brought as a result of any injury or damage sustained by any person or property in consequence of any act or omission by the Contractor. The Contractor shall, within limitations placed on such entities by State law, save harmless the State of Oklahoma, its agents, officers and employees from any claim or amount recovered as a result of infringement of patent, trademark or copyright or from any claim or amounts arising or recovered under Workers' Compensation Law or any other law. In any agreement with any subcontractor or any agent for the Contractor, the Contractor will specify that such subcontractors or agents shall hold harmless the State of Oklahoma, its agents, officers and employees for all the hereinbefore-described expenses, claims, actions or amounts recovered.



8. POLITICAL ACTIVITY

- a. All employees of the Contractor shall observe the limitations on political activities to which they may be subject under the Hatch Act, 5 USC§1501, et seq., 18 USC§595 and 18 USC§1913.
- b. No contract funds may be used for any political activity or to further the election or defeat of any candidate for public office.
- c. No contract funds may be used to provide voters or prospective voters with transportation to the polls or similar assistance in connection with an election or any voter registration activity (42 USC§9904(c)(7)).
- d. No portion of the contract funds may be used for lobbying activities.

9. NO-CONFLICT COVENANTS

- a. The Contractor covenants that no members or employees of any governing board of the Contractor have any interest, direct or indirect, and that none shall acquire any such interest that would conflict with the full and complete execution of this contract. The Contractor further covenants that in the performance of this contract no person having any such interest will be employed.
- b. The Contractor shall establish safeguards to prohibit employees from using their positions for purposes that are or give the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.

10. PUBLICATIONS AND OTHER MATERIALS

- a. No material produced, in whole or in part, under this contract shall be subject to copyright in the United States or any other country. ODOC shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data or other materials prepared under this contract.
- b. In accordance with Public Law 103-333; Section 508: "When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money contractors shall state the following:
  - (1) the percentage of the total costs of the program or project which will be financed with Federal money,
  - (2) the dollar amount of Federal funds for the project or program, and
  - (3) percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources."



11. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

a. Administrative Requirements

- (1) The administrative requirements for DOE grants and cooperative agreements are contained in 10 CFR part 600 and 10 CFR part 420 (see <http://ecfr.gpoaccess.gov>).

b. American Recovery and Reinvestment Act (ARRA) 2009 Award Administration Information

- (1) Special Provisions relating to work funded under American Recovery and Reinvestment Act of 2009, Pub. L. 111-5 shall apply. Also, the Office of Management and Budget may be promulgating additional provisions or modifying existing provisions. Those additions and modifications will be incorporated into the Special Provisions as they become available. A draft of these Special Provisions are located at [http://management.energy.gov/business\\_doe/business\\_forms.htm](http://management.energy.gov/business_doe/business_forms.htm).

c. Special Terms and Conditions and National Policy Requirements

- (1) The DOE Special Terms and Conditions for Use in Most Grants and Cooperative Agreements are located at [http://management.energy.gov/business\\_doe/business\\_forms.htm](http://management.energy.gov/business_doe/business_forms.htm).
- (2) The National Policy Assurances to Be Incorporated as Award Terms are located at DOE [http://management.energy.gov/business\\_doe/business\\_forms.htm](http://management.energy.gov/business_doe/business_forms.htm).

d. Intellectual Property Provisions

- (1) The standard DOE financial assistance intellectual property provisions applicable to the various types of recipients are located at [http://www.gc.doe.gov/techtrans/sipp\\_matrix.html](http://www.gc.doe.gov/techtrans/sipp_matrix.html).

e. Legal Authority

- (1) SEP is authorized under PL 94-385, PL 94-163, PL 95-619, PL 94-580, PL 101-440, PL 102-486, PL 109-58, and PL 111-5. All grant awards made under this program must comply with applicable legislation.
- (2) SEP is governed by program regulations (10 CFR part 420) published in the Federal Register on July 8, 1996, and amended in the Federal Registers dated May 14, 1997, August 24, 1999, and May 1, 2000, and the DOE Financial Assistance Rules (10 CFR part 600). DOE published a Final Rule on October 2, 2006, which amends 10 CFR 420 to incorporate the provisions of the Energy Policy Act of 2005, as described above.

12. CONTRACT ADMINISTRATION

- a. The Contractor shall comply with Treasury Circular 1075,



concerning cash management of federal funds and with ODOC requirements pursuant thereto.

- b. Contractor shall comply with 10 CFR 600 and OMB Circular A-122 or A-87 except as directed otherwise by ODOC as they relate to the application, acceptance and use of federal funds and with ODOC requirements pursuant thereto.
- c. The Contractor shall give ODOC immediate notice in writing of any actions or suits filed against the Contractor or any subcontractor in connection with implementation and administration of this contract.

13. COMPENSATION TO THE CONTRACTOR

- a. Funds made available pursuant to this contract shall be used only for expenses incurred during the period funded as specified in Part I for the purposes and activities approved and agreed to by ODOC. No contract funds may be used for expenses incurred either prior to or after the time period specified.
- b. ODOC shall disburse funds to the Contractor upon receipt and approval by ODOC of properly executed Monthly Expenditure Reports. The Contractor may submit reports as often as necessary to meet its financial obligation.
- c. If a question arises as to the validity of any claim made under this contract and the parties are unable to resolve such question by negotiation, then the Contractor may request a resolution of the question pursuant to the terms of this contract and the administrative procedures available through ODOC rules promulgated pursuant to the Oklahoma Administrative Procedures Act, 75 O.S. §251, et seq.
- d. All requests for funds should be submitted to ODOC during the period funded. A final claim may be submitted no later than forty-five (45) days after the final date of the period funded. Funding under this contract can be drawn as expenses are incurred and payment is due to the vendor. At the discretion of the Oklahoma Department of Commerce, copies of invoices or other supporting documentation may be required to be included with requests for contract funds. Any claim submitted after the forty-five (45) days may be disallowed by ODOC.

14. PROCUREMENT

Procurement, management and disposition of personal property acquired with contract funds shall be governed by the Oklahoma Central Purchasing Act, 74 O.S. §85.1, et seq., and in accordance with OMB Circular A-110 for non-profits and Higher Education and A-87 for Units of Government.

15. TRAVEL AND PER DIEM

All payments for travel-related costs, including per diem, incurred in performing this contract shall be by reimbursement only and shall be in accordance with the State Travel Reimbursement Act, 74 O.S. §§500.1, et seq.



16. RECORDS, REPORTS, DOCUMENTATION

- a. The Contractor shall maintain complete, up-to-date files containing:
  - (1) This contract and all subsequent revisions or modifications;
  - (2) Policies and procedures issued by ODOC.
- b. The Contractor shall maintain records and accounts, including property, personnel and financial records that properly document and account for all project funds. Some specific types and forms of records may be required by ODOC.
- c. All records and accounts shall be made available on demand by the Oklahoma State Auditor and Inspector or ODOC, its agents and designees for inspection and use in carrying out its responsibilities for administration of the funds.
- d. ODOC requires that a quarterly report be submitted by the 10th day of the month following each quarter, regardless of the amount of activity in the program. Failure could result in the termination of the contract.
- e. The Contractor shall furnish ODOC other reports related to this contract in the forms and at such times as may be required by ODOC.
- f. The Contractor shall retain all books, documents, papers, records and other materials involving all activities and transactions related to this contract for at least three (3) years from the date of submission of the final expenditure report or until all audit findings have been resolved, whichever is later, or as otherwise required by law. The Contractor shall permit authorized representatives of the State of Oklahoma and the federal government to have full access to and the right to fully examine all such materials.

17. REPORTING

- a. Management Reporting
  - (1) Progress Report – The Progress Report must provide a concise narrative assessment of the status of work and include information identified under Special Instructions on the Federal Assistance Reporting Checklist available at [http://www.whitehouse.gov/omb/grants/grants\\_forms.aspx](http://www.whitehouse.gov/omb/grants/grants_forms.aspx).
- b. Financial Reporting
  - (1) Recipients must complete the SF-425 as identified on the Reporting Checklist in accordance with the report instructions. A fillable version of the form is available at [http://www.whitehouse.gov/omb/grants/grants\\_forms.aspx](http://www.whitehouse.gov/omb/grants/grants_forms.aspx).
- c. Closeout Reports
  - (1) Property Certification – The recipient must provide the Property Certification, including the required inventories of non-exempt property, located at <http://grants.pr.doe.gov>.



d. Other Reporting

(1) Annual Indirect Cost Proposal and Reconciliation

- (a) Requirement - In accordance with the applicable cost principles, the recipient must submit an annual indirect cost proposal, reconciled to its financial statements, within six months after the close of the fiscal year, unless the award is based on a predetermined or fixed indirect rate(s), or a fixed amount for indirect or facilities and administration (F&A) costs.
- (b) Cognizant Agency - The recipient must submit its annual indirect cost proposal directly to the cognizant agency for negotiating and approving indirect costs. If the DOE awarding office is the cognizant agency, submit the annual indirect cost proposal to the address on the Reporting Requirements Checklist.

e. SEP Performance Metrics

- (1) President Obama has committed to transparency and accountability in the use of the funds provided through ARRA. It is important therefore that the activities carried out and the results achieved with those funds are tracked carefully and reported clearly and quantifiably. The results achieved with SEP ARRA funding will be assessed according to the following performance metrics:

- (a) Jobs Created
- (b) Energy (kwh/therms/gallons/BTUs/etc.) saved
- (c) Renewable energy installed capacity and generated
- (d) GHG emissions reduced (CO<sub>2</sub> equivalents)
- (e) Energy cost savings
- (f) Funds leveraged (refer to Section 5.9)

- f. The State has adopted a centralized reporting option for the delivery of 1512 information to federal reporting.gov.

In compliance with the States reporting requirements all contractors receiving stimulus funding will be required to submit ARRA reports on sub-recipient and vendor data. These reports will be sent via email to ODOC. Reports must be submitted by the determined deadline and completed in its entirety.

Submit contact information to include name, phone number, agency name, and email address to [arra@okcommerce.gov](mailto:arra@okcommerce.gov).

18. CLOSING OUT PERIOD FUNDED

- a. The Contractor shall promptly return to ODOC any funds received under this contract that are not obligated as of the final date of the period funded. Funds shall be considered obligated only if goods and services have been received as of the final date of the period funded.
- b. The Contractor shall submit closeout documents in accordance with



the form furnished by ODOC no later than ninety (90) days after the final date of the period funded.

- c. When actual expenditures total less than the contract amount, the contract will be automatically de-obligated to the actual expenditures as shown in the closeout.

19. AUDITING, DISALLOWED COSTS

- a. The Contractor shall comply with ODOC's Audit Policies and Audit Procedures, which are incorporated herein and made a part hereof.
- b. The Contractor shall not pay audit costs as an expense to this contract. Audit costs may be used as a match expense but are not reimbursable.
- c. In the event auditing results in the determination that the Contractor has expended contract funds on unallowable costs, the Contractor shall reimburse ODOC in full for all such costs.
- d. Contractor awarded proceeds from this contract will be required to procure the following type of audit over the contract and submit the audit results to ODOC:

- (1) For contractors expending \$500,000 or more of total federal awards, including awards under this contract, during a fiscal year, the contractor will be required to procure a single audit (financial statement audit and compliance audit over federal awards) pursuant to the requirements of the Single Audit Act Amendments of 1996 and Office of Management and Budget Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*. This contract must be included in the contractor's required supplementary information schedule of expenditures of federal awards, and **separately identified from other contracts and awards**.

- (2) For contractors expending less than \$500,000 of total federal awards, during a fiscal year, that are otherwise by law, regulation, or contract (exclusive of this contract) required to undergo an annual financial statement audit, the contractor may meet its audit requirements through procuring a financial statement audit performed in accordance with *Government Auditing Standards* (yellow book), and must include a supplemental information schedule within the financial report that **separately identifies and reports the revenues and expenditures related to this contract**.

- (3) For contractors expending less than \$500,000 of total federal awards, during a fiscal year, that are "not" otherwise by law, regulation, or contract required to undergo an annual financial statement audit, the contractor may meet its audit requirements through procuring a special-purpose audit of a schedule of contract revenues and expenditures specific to this contract. The form and minimum content of the schedule of contract revenues and expenditures will be determined by ODOC. Such audit will be performed in accordance with the financial audit requirements of *Government Auditing Standards* and include tests of compliance with the allowable



costs and activities in relation to the contract. The auditor will be required to report on the financial schedule as a special-purpose financial presentation pursuant to AICPA AU Section 623.22-.30, *Special-Purpose Financial Presentations to Comply with Contractual Agreements or Regulatory Provisions*. In addition, the auditor will report on contract compliance pursuant to the provisions of AICPA AU section 623.19-.21, *Compliance with Aspects of Contractual Agreements or Regulatory Requirements Related to Audited Financial Statements*.

- e. All contractors awarded proceeds from this contract are required to have designed and implemented appropriate internal controls over the receipt and expenditure of contract monies to ensure the following control objectives are met:
- (1) Protection of contract assets,
  - (2) Reliability of contract financial information and;
  - (3) Adherence to applicable organizational policies, governmental regulations, and other compliance requirements, including those compliance requirements specifically applicable to this contract.

These internal requirements and objectives apply to the contractor regardless as to whether the contract resources are expended directly by the contractor or passed through to sub-contractors.

As a by-product of the audits performed over the contract financial information as noted in item (d) above, the auditor will be required to communicate and report significant deficiencies and material weaknesses identified in conducting the audits to those charged with governance within the contractor's entity. Such communication may be in the form of the internal control and compliance reports required pursuant to *Government Auditing Standards* and OMB Circular A-133, where applicable, or may be in a separate written communication consistent with AICPA AU Section 325, *Communicating Internal Control Related Matters Identified in an Audit*.

These written reports and communications on internal control will be provided by the contractor to ODOC, along with the audited financial statements or financial schedule, upon completion of the audits.

## 20. PROGRAM INCOME

The Contractor shall account to ODOC for all program income resulting from this contract. Disposition of program income will be determined by ODOC.

## 21. INTERPRETATION REMEDIES

- a. In the event the terms or provisions of this contract are breached by either party or in the event a dispute shall arise between the parties regarding the meaning, requirements or interpretation of the terms and provisions of this contract, then such breach or dispute shall be



resolved pursuant to the terms of this contract and the administrative procedures available through ODOC rules promulgated pursuant to the Oklahoma Administrative Procedures Act, 75 O.S. §§250.1, et seq.

- b. Neither forbearance nor payment by ODOC shall be construed to constitute waiver of any remedies for any default or breach by the Contractor that exists or occurs later.

22. RECAPTURE

- a. ARRA funds were granted to projects that could be started and completed expeditiously. Contractor will be monitored closely on the expenditure rate of Recovery Act funding to ensure the targets and purposes set out by ARRA are met. This is a requirement that is mandated upon the Oklahoma Department of Commerce.
- b. Contractors must demonstrate that they are in compliance with federal programmatic goals and financial requirements. This will be accomplished by the Contractor reporting to ODOC on the accountability objectives in the OMB Guidance: which state: (1) the recipients and uses of all funds are transparent to the public, and the public benefits of these funds are reported clearly, accurately, and in a timely manner; and (2) funds are used for authorized purposes and instances of fraud, waste, error, and abuse are mitigated. ODOC will provide the forms and the deadlines for the reporting, which shall also include reporting on the progress of the project. ODOC reserves the right to recapture and redistribute funds distributed to a Contractor if these requirements are not met, or if project completion is delayed.

23. TERMINATION OR SUSPENSION

- a. This contract may be terminated or suspended in whole or in part at any time by written agreement of the parties.
- b. This contract may be terminated or suspended by ODOC in whole or in part at any time for cause, after notice and an opportunity for Contractor to present reasons why such action should not be taken. Procedures for such a process shall be in accordance with the General Rules of Practice and Procedure of ODOC. Grounds constituting cause include but are not limited to:
  - (1) The Contractor fails to comply with provisions of this contract or with any applicable laws, regulations, guidelines or procedures, including ODOC policies and issuances, or is unduly dilatory in executing its commitments under this contract;
  - (2) Purposes for the funds have not been or will not be fulfilled or would be illegal to carry out;
  - (3) The Contractor has submitted incorrect or incomplete documentation pertaining to this contract;
  - (4) The Contractor is unduly dilatory in executing its commitments under a prior contract with ODOC, including but not limited to submission of any audits due, resolution of



audit findings and monitoring results.

- c. In the event of termination or suspension, the Contractor shall be entitled to payment for otherwise valid and allowable obligations incurred in good faith prior to notice of such action and to reimbursement for reasonable and necessary expenses. The Contractor shall reduce to the minimum possible all obligations, prepaid expenses and other costs.
- d. The Contractor shall not be relieved of liability to ODOC for damages sustained by ODOC by virtue of any breach of this contract by the Contractor. ODOC may withhold payments due under this contract pending resolution of the damages.

24. SEVERABILITY CLAUSE

If any provision under this contract or its application to any person or circumstance is held invalid by any court of competent jurisdiction, such invalidity does not affect any other provision of this contract or its application that can be given effect without the invalid provision or application.

25. SPECIAL CONDITIONS

- a. Contractor shall segregate obligations and expenditures related to funding under the Recovery Act. Financial and accounting systems should be revised as necessary to segregate, track and maintain these funds apart and separate from other revenue streams.
- b. None of the funds provided under the ARRA may be used for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.
- c. Assurance of Compliance
  - (1) Davis-Bacon Act – The Contractor will assure that all laborers and mechanics on projects funded directly by or assisted in whole or in part by and through funding appropriated by the American Recovery and Reinvestment Act of 2009 are paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by subchapter IV of Chapter 31 of title 40, United States Code (Davis-Bacon Act), under this program in which the Contractor receives financial assistance from the Oklahoma Department of Commerce.

For more information on Davis/Bacon requirements go to <http://www.dol.gov/esa/whd/programs/dbra/index.htm>.

- d. Section 1605, Buy American
  - (1) Under Section 1605 of the ARRA, no funds appropriated by the Act may be used for a public buildings/works project unless “all iron, steel and manufactured goods used are produced in the U.S.”

Exceptions are allowed for cases



- where the head of the federal agency concerned determines adherence would be "inconsistent with the public interest",
- where iron/steel/manufactures are not produced in the U.S. in sufficient and available quantities, or
- inclusion of U.S. products would increase overall project cost by 25%

Notice of a waiver of the ARRA Buy American requirements must be noticed and justified in *Federal Register*.

e. NEPA

- (1) All Projects receiving financial assistance from DOE must be reviewed under the National Environmental Policy Act (NEPA) of 1969 – 42 U.S.C. Section 4321 et seq. The first step in DOE's NEPA review process requires financial assistance recipients to submit information to DOE regarding the potential environmental impacts of the project receiving DOE funds. Applicants must complete the Environmental Checklist (DOE PMC EF-1) on-line at the following site: <https://www.eere-pmc.energy.gov/NEPA.asp>

f. Historical Preservation

- (1) Section 106 of the National Historic Preservation Act requires entities using federal funds in historic properties or potentially historic properties to submit appropriate documentation to the State Historic Preservation Office (SHPO) prior to completion of work to ensure that there is no adverse affect on the property. A historic property is identified as on or eligible for the National Register of Historic Places. There are levels of significance required for eligible properties, but the minimum requirement is an age of 50 years or older.

Contractor: City of Guthrie - Phase II

Date: October 15, 2010

Contract # / Funding Source: SSEP 09

Budget for Planned Expenditures  
for the Period of: 4/1/09 - 3/31/12

Budget Categories	Account Number	Contract Budget
Salaries and Wages	551300	\$ -
Fringe	551301	\$ -
Contractual	551302	\$ 250,700.00
Travel	551310	\$ -
Space Cost	551311	\$ -
Consumable Supplies	551312	\$ -
Lease/Purchase Equipment	551313	\$ 460,000.00
Other Direct	551314	
Total SEP Budget		\$ -
Leverage (Matching funds)	555900	
Total Project Amount		\$ 710,700.00

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

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Agenda Item Cover Letter

Meeting: [X] City Council, [X] GPWA, Other: \_\_\_\_\_
Date of Meeting: November 2, 2010
Contact: Wanda Calvert, City Clerk/Treasurer

Agenda Item

Consider approval of Budget Amendment No. 5 increasing GPWA Fund, Grants Fund, 2010 Airport Escrow Fund, Water Treatment Plant Fund, GPWA Revenue Bond Trust Fund, CMOM Fund, Utility Deposit Fund, OKC Waterline Fund, Airport Grant Fund and GIDA Fund for FY 2010 Year End.

Summary

FY 2010 Year End Budget Amendment is increasing the (1) Grants Fund for funds received for the Wind Turbine Grant; (2) created the 2010 Airport Escrow Fund per FAA/OAC requirements; (3) GPWA Revenue Bond Trust Fund and OKC Waterline Fund to pay the Series 2001 and 2002 Revenue Bonds in full; (4) created CMOM Fund; (5) voided outstanding checks in the Utility Deposit Fund per State Law; and (6) Airport Grant Fund received funds from OAC not budgeted.

Funding Expected: [X] Revenue, [X] Expenditure, \_\_\_ N/A
Budgeted: [X] Yes, [X] No, \_\_\_ N/A
Account Number: See Attached, Amount: See Budget Revision Report
Legal Review: [X] N/A, \_\_\_ Required, Completed Date: \_\_\_\_\_
Mayor's Appt.: \_\_\_ Yes, [X] No

Supporting documents attached

- Request for Budget Amendment
Budget Revision Report

Recommendation

Staff recommends approval.

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

**CITY OF GUTHRIE  
GUTHRIE PUBLIC WORKS AUTHORITY**

**REQUEST FOR BUDGET AMENDMENT**

Type of Amendment:

Date: November 2, 2010

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

Amendment No. 5

\*\*\*\*\*

**Funds Effected:**

GPWA Fund.....	\$	25,354
Grants Fund.....	\$	14,300
2010 Airport Escrow Fund.....	\$	42,020
WTP Fund.....	\$	20,854
GPWA Revenue Bond Trust Fund.	\$	5,269,765
CMOM Fund.....	\$	131,794
Utility Deposit Fund.....	\$	10,750
OKC Waterline Fund.....	\$	4,136,842
Airport Grant Fund.....	\$	7,970
GIDA Fund.....	\$	3

**Comments:**

Year End Budget Amendment: (1) increase to pay Series 2001 and 2001 Revenue Bonds in full; (2) voided checks in the Utility Deposit Fund per State Law; (3) created CMOM Fund; (4) received grants fund; (5) created 2010 Airport Escrow Fund per agreement with FAA/OAC

\*\*\*\*\*

**APPROVAL**

Date: \_\_\_\_\_

Purchasing Agent: \_\_\_\_\_ City Manager: \_\_\_\_\_

\*\*\*\*\*

Council Approval Needed? Yes Date Posted: 09-30-10

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

**City of Guthrie 10/26/2010 4:47pm**  
**Unposted Budget Revisions**

Number	Fiscal Year	Fiscal Period	Budget Amendment #5	Reason	Line Number	Account Number	Increase	Decrease
188	2010	12			1	20-21-00-6908	4,500.00	0.00
					2	20-00-00-5479	4,500.00	0.00
					3	99-00-00-5465	3.00	0.00
					4	99-99-00-6702	1.00	0.00
					5	99-99-00-6703	1.00	0.00
					6	99-99-00-6704	1.00	0.00
					7	99-00-00-5402	4,500.00	0.00
					8	99-00-00-5464	0.00	4,500.00
					9	20-21-00-6939	20,854.00	0.00
					10	20-00-00-5479	20,854.00	0.00
					11	50-00-00-5403	20,854.00	0.00
					12	50-50-00-6373	20,854.00	0.00
					13	30-00-00-5453	14,300.00	0.00
					14	30-30-02-6589	14,300.00	0.00
					15	40-00-00-5402	42,020.00	0.00
					16	98-98-00-6907	42,020.00	0.00
					17	98-98-00-6508	0.00	42,020.00
					18	52-52-00-6380	10.00	0.00
					19	52-52-00-6703	181,385.00	0.00
					20	52-52-00-6936	476.00	0.00
					21	52-52-00-6937	840,777.00	0.00
					22	52-52-00-6939	771,020.00	0.00
					23	52-52-00-6941	1,268,567.00	0.00
					24	52-00-00-5410	3,631,308.00	0.00
					25	52-00-00-5412	275,000.00	0.00
					26	52-00-00-5414	770,648.00	0.00
					27	52-00-00-5416	7,414.00	0.00
					28	52-00-00-5419	26,411.00	0.00
					29	52-00-00-5424	558,984.00	0.00
					30	55-00-00-5418	58.00	0.00
					31	55-00-00-5488	131,736.00	0.00
					32	55-55-00-6346	500.00	0.00
					33	55-55-00-6373	64,461.00	0.00
					34	71-00-00-5450	10,750.00	0.00
					35	71-71-00-6900	10,750.00	0.00
					36	90-00-00-5401	4,136,842.00	0.00

**City of Guthrie 10/26/2010 4:47pm**  
**Unposted Budget Revisions**

Number	Fiscal Year	Fiscal Period	Reason	Line Number	Account Number	Increase	Decrease
188	2010	12	Budget Amendment #5	37	90-90-00-6906	3,125,778.00	0.00
				38	90-90-00-6939	1,011,064.00	0.00
				40	96-00-00-5503	7,970.00	0.00
				41	96-96-00-6900	7,970.00	0.00
<b>Totals:</b>						<b>17,049,441.0</b>	<b>46,520.00</b>



Agenda Item Cover Letter

Meeting: City Council, Date of Meeting: November 2, 2010, Contact: Matt Mueller, City Manager

Agenda Item: Discussion and possible consideration Agreement with YMCA for management of Municipal Pool.

Summary: City staff has been in negotiation for the past few months regarding a partnership with the YMCA for the Y to take over management operations of the municipal swimming pool.

Funding Expected: Revenue, Expenditure, Budgeted: Yes, No, Account Number, Amount, Legal Review: N/A, Required, Completed Date: Sept. 2010, Mayor's Appt.: Yes, No

Supporting documents attached: YMCA Agreement

Recommendation: Staff Recommends approval.

Action Needed: Public Hearing, Motion, Emergency Clause

## CONTRACT

### CONTRACT BETWEEN THE CITY OF GUTHRIE AND THE YMCA OF GREATER OKLAHOMA CITY THROUGH ITS GUTHRIE YMCA CENTER FOR THE OPERATION OF THE MUNICIPAL SWIMMING POOL FOR THE 2011 SEASON.

The YMCA will hire certified lifeguards and pool manager to properly manage the Guthrie City Pool for the recreational swimming for the summer of 2011. All lifeguards are to be YMCA certified or equivalent. When the manager is not on site, a YMCA employee will be named to be in charge.

Inclusive dates shall be from May 28, 2011 through August 20, 2011 for recreational swim purposes. Pool will be operational by May 20, 2011 to ensure adequate training time.

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

The YMCA will be allowed to use the pool before 1:00 p.m. and after 6:00 p.m. for swim lessons and for other purposes. The pool shall be closed to the public after 10:00 p.m. YMCA employees only will be allowed in the pool area after 10:00 p.m. and only for cleaning purposes.

A fee of no more than \$4.00 will be charged for each non-YMCA member who comes to the pool to swim. A hand stamp or similar procedure will be used to enable the person(s) to leave the pool and return in the same day without being charged again. This fee shall be subject to change at the discretion of the YMCA, as it deems necessary to raise additional revenue during the summer to meet expenses.

The YMCA shall be granted exclusive morning use of the pool for aquatic programming Monday through Sunday until the pool opens in the afternoon for recreational swimming for the general public.

The YMCA will develop other schedules for special groups and special activities.

The YMCA may schedule groups in the pool for late evening classes or parties (6:00 p.m. - 10:00 p.m.). YMCA lifeguards and swim staff must be on duty when these groups use the pool.

The YMCA may collect a reasonable pool rental fee from the groups using the pool during non-scheduled hours.

The City of Guthrie will be responsible for:

\$5,000.00 Operating Fee

Chemicals, Pool supplies (Ring buoys, back boards, rescue tubes and any other safety device required) and pool equipment needed to operate the pool during the 2011 summer season.

Pool repairs

Pool Water Maintenance

Mowing

Inspect the pool at least once per week for compliance.

All toiletries and other normal cleaning supplies.

The YMCA will be responsible for:

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

Testing of water (YMCA will send a copy of testing results to the Guthrie Parks Department on Monday following each weeks testing)

Daily routine testing

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

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

Chlorine, test kits etc. two (2) day minimum.

YMCA will notify the Park Department if caustic soda is needed for the following week.

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

The YMCA has insurance coverage under its policy for liability/medical coverage, in the event such protection becomes necessary during the YMCA's operation of the pool during the 2011 season.

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

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

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

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

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

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

In witness thereof, the parties hereto have caused this agreement to be executed this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

CITY OF GUTHRIE

YMCA of Greater Oklahoma City

\_\_\_\_\_  
Chuck Burtcher, Mayor

Donald R Harris  
Donald R Harris, Vice President & CFO

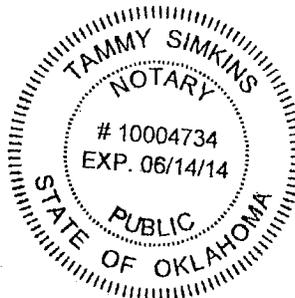
ATTESTED:

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

Tammy Simkins  
Notary

My commission expires: 6/14/14

(SEAL)



MINUTES

CITY COUNCIL MEETING

Council Workshop

October 19, 2010

The special meeting of the sixtieth City Council of Guthrie, Oklahoma, was posted on Friday, October 15, 2010 before 5:00 p.m. and held October 19, 2010 in the Guthrie City Hall Third Floor Conference Room.

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

Members Present:      Chuck Burtcher              Ellen Gomes              Patty Hazlewood  
   John Wood                      Gaylord Z. Thomas

Members Absent:      Trey Ayres                      Mary Coffin

Staff Present:              Matt Mueller                  Randel Shadid              Wanda Calvert  
   Lance Crenshaw              Rene Spineto              Maxine Pruitt  
   Jim Ahlgren                      Damon Devereaux

Mayor Burtcher declared a quorum with five (5) Councilmembers in attendance.

**Questions and discussion regarding agenda items.**

Employee Assistance Agreement - The City of Guthrie has a “Drug and Alcohol Free Workplace Policy” that states the City will provide drug and alcohol dependency evaluation and referral services for substance abuse counseling, treatment or rehabilitation. This required benefit has been provided by our previous medical insurance provider. The current provider, Principle, doesn’t offer such services; therefore, the City has reached an agreement with Logan Community Services Inc. for the required employee assistance services.

Wind Energy Consulting & Contracting Services - On November 6, 2009 the Oklahoma Department of Commerce (ODOC) notified the City the wind turbine project for our Wastewater Treatment Plant was recommended for approval for funding under the State Energy Program American Recovering and Reinvestment Act (SEP ARRA) program. The project is divided in Two Phases: Phase I, Environmental Studies and Compliance, the reviews have been completed and Phase II is the actual construction and installation of the turbine. Within the ODOC Agreement, professional services are required for Phase II. Wind Energy Consulting and Contracting Services Inc. (WECC) has been the provider of these specialized services to the City from pre-grant feasibility to completion of Phase I and staff recommended their expertise to proceed with Phase II. The cost of these services would be paid for from the SEP ARRA grant fund.

Chamber of Commerce Agreement - The proposed agreement is a renewal. The term of the agreement is for one year, October 1, 2010 through September 30, 2011. The City of Guthrie levied a four percent (4%) hotel/motel excise tax upon the gross proceeds or receipts derived from all rent for every occupancy of a room or rooms in a hotel, motel and other sleeping accommodations in the City of Guthrie. The City of Guthrie has determined it is necessary and in the best interest of the City to transfer to the Chamber two-thirds (2/3) of the proceeds to be used solely for the purpose of encouraging, promoting, fostering and administrating the tourism development of the City of Guthrie.

Arledge & Associates Agreement - Arledge & Associates has been the City of Guthrie auditors since the FY 2004 audit. The proposed Audit Engagement Letter is basically the same as last year and does not include performing a single audit. If a single audit is required (expenditures from federal awards exceed \$500,000), then a change order will be negotiated to perform the additional services. The proposed fee has been increased \$800 for a total not to exceed \$17,000 which is inclusive of out-of-pocket costs.

Ordinance No. 3215 – Sign and Awning Ordinance - Signs constitute a separate and distinct use of the land upon which they are placed and affect the use of adjacent streets, sidewalks, and other public places and adjacent private places open to the public. The unregulated construction, placement and display of signs constitute a public nuisance to the residents of the City. The purpose of this ordinance is to establish reasonable and impartial regulations for all exterior signs, not in the Historic District. Staff met with the Guthrie Planning Commission on numerous occasions to compose the Sign Ordinance and heard presentations by two sign vendors to gain a detailed understanding of current trends in the sign industry. The proposed Ordinance includes a provision that signs located within 1,000 feet of Interstate 35 are allowed to be 50 feet high and 100 square feet in size. The result of the proposed Ordinance will reduce the traffic hazards caused by such unregulated signs which may distract, confuse and impair the visibility of motorists, ensure the effectiveness of public traffic signs, protect property values by ensuring the compatibility of property with that surrounding it, provide an attractive visual environment throughout the City, and protect the character and appearance of various neighborhoods in the City.

General T. L. Daniels Corridor - A group of individuals who wish to honor General Tommy L. Daniels have been meeting since April of 2010 to determine an appropriate way to honor an accomplished individual who has contributed greatly to the community and the aviation industry. After looking at a variety of options, the group has formally requested the road leading into Guthrie-Edmond Regional Airport be designated as “General T.L. Daniels Corridor”.

Executive Sessions – There are two proposed executive sessions: (1) purchase or appraisal of real property (Bross property) and (2) the employment of the Municipal Judge.

**Request for future items of discussion.**

- a. Honor Park

**Adjournment.** There being no further business, Mayor Burtcher declared the meeting adjourned at 6:35 p.m.

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Wanda Calvert, City Clerk

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Chuck Burtcher, Mayor

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MINUTES

CITY COUNCIL MEETING

October 19, 2010

The regular meeting of the sixtieth City Council of Guthrie, Oklahoma was posted on Friday, October 15, 2010 before 5:00 p.m. and held October 19, 2010 in the Guthrie City Hall Council Chambers.

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

Members Present:	Chuck Burtcher	Trey Ayers	Patty Hazlewood
	Ellen Gomes	John Wood	Gaylord Z. Thomas

Members Absent: Mary Coffin

Staff Present:	Matt Mueller	Randel Shadid	Wanda Calvert
	Lance Crenshaw	Rene Spineto	Jim Ahlgren
	Lee Ivie	Maxine Pruitt	

Mayor Burtcher declared a quorum with six (6) Councilmembers in attendance.

**Consent Agenda.** Motion by Councilmember Wood, seconded by Councilmember Hazlewood, moved approval of the Consent Agenda as follows:

- A. Consider approval of the minutes from the Special City Council Workshop Meeting held on October 5, 2010.
- B. Consider approval of the minutes from the Regular City Council Meeting held on October 5, 2010.
- C. Consider approval of Claims:

General Fund:	\$50,601.27
Capital Projects Fund:	\$10,254.10
Airport Fund:	\$ 131.30
GIDA Fund	<u>\$10,763.58</u>
- TOTAL CLAIMS: \$71,750.25
- D. Consider approval of Employee Assistance Agreement (EAP) between Logan Community Services, Inc. and the City of Guthrie.
- E. Consider approval of Agreement between the City of Guthrie and Guthrie Chamber of Commerce for the purpose of encouraging, promoting and fostering tourism in the City of Guthrie to be funded by the Hotel/Motel Tax receipts.

- F. Consider approval of Audit Engagement Letter with Arledge & Associates, P.C. to provide auditing services for FY 2010.
- G. Consider approval of Professional Services Agreement with Wind Energy Consulting and Contracting Services LLC (WECC) and the City of Guthrie for the purpose of installing wind turbine to provide electric power to the Wastewater Treatment Plant.

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

Aye: Burtcher, Ayers, Gomes, Wood, Hazlewood, Thomas  
Nay: None

Mayor Burtcher declared the motion carried unanimously.

**Consider approval of Ordinance No. 3215 amending Chapter Four, Article Nine of the City of Guthrie Code of Ordinances, entitled Sign and Awning Ordinance, providing for severability and repealer and declaring an emergency.** Signs constitute a separate and distinct use of the land upon which they are placed and affect the use of adjacent streets, sidewalks, and other public places and adjacent private places open to the public. The unregulated construction, placement and display of signs constitute a public nuisance to the residents of the City. The purpose of this ordinance is to establish reasonable and impartial regulations for all exterior signs, not in the Historic District. Staff met with the Guthrie Planning Commission on numerous occasions to compose the Sign Ordinance and heard presentations by two sign vendors to gain a detailed understanding of current trends in the sign industry. The proposed Ordinance includes a provision that signs located within 1,000 feet of Interstate 35 are allowed to be 50 feet high and 100 square feet in size. The result of the proposed Ordinance will reduce the traffic hazards caused by such unregulated signs which may distract, confuse and impair the visibility of motorists, ensure the effectiveness of public traffic signs, protect property values by ensuring the compatibility of property with that surrounding it, provide an attractive visual environment throughout the City, and protect the character and appearance of various neighborhoods in the City. Motion by Councilmember Wood, seconded by Councilmember Thomas, moved approval of Ordinance No. 3215 amending Chapter Four, Article Nine of the City of Guthrie Code of Ordinances, entitled Sign and Awning Ordinance, with one amendment, to change Section 4-173 (B)(1)(f) to read "...The additional sign can have a maximum height of 50 feet." ...

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

Aye: Burtcher, Ayers, Gomes, Wood, Hazlewood, Thomas  
Nay: None

Mayor Burtcher declared the motion carried unanimously.

**Emergency Clause.** Motion by Vice Mayor Ayers, seconded by Councilmember Thomas, moved approval of the emergency clause in Ordinance No. 3215, being necessary for the immediate preservation of the public peace, health and safety, Ordinance No. 3215 shall be in full force and effect from and after its passage and approval. Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Burtcher, Ayers, Gomes, Wood, Hazlewood, Thomas  
Nay: None

Mayor Burtcher declared the motion carried unanimously.

**Discussion and consideration of Resolution No. 2010-15 designating Airport Road as General T. L. Daniels Corridor.** A group of individuals who wish to honor General Tommy L. Daniels have been meeting since April of 2010 to determine an appropriate way to honor an accomplished individual who has contributed greatly to the community and the aviation industry. After looking at a variety of options, the group has formally requested the road leading into Guthrie-Edmond Regional Airport be designated as "General T.L. Daniels Corridor". Motion by Vice Mayor Ayers, seconded by Councilmember Hazlewood, moved approval of Resolution No. 2010-15 designating Airport Road as General T. L. Daniels Corridor. Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Burtcher, Ayers, Gomes, Wood, Hazlewood, Thomas  
Nay: None

Mayor Burtcher declared the motion carried unanimously.

**Consideration of purchase or appraisal of real property (Bross property).** Motion by Vice Mayor Ayers, seconded by Councilmember Hazlewood, moved approval to enter into a contract to purchase 10.5 acres owned by Bross Enterprises, Inc. for \$235,000 contingent on Oklahoma Aeronautics Commission (OAC) approval and subordination agreement from the Four-O-One Company pertaining to oil, gas and mineral rights. Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Burtcher, Ayers, Gomes, Wood, Hazlewood, Thomas  
Nay: None

Mayor Burtcher declared the motion carried unanimously.

**City Manager's Report.** (1) Informed there were three very successful events that happened in Guthrie this last weekend and expressed a "Thank You" to the volunteers and Municipal Services staff and (2) reminded the Public Information Forum will be held on October 27<sup>th</sup> and the topic will be code enforcement.

**Requests/comments from members of the City Council.** Councilmember Gomes stated Guthrie is a great community.

Councilmember Hazlewood (1) expressed a "Thank You" to Airport Manager Lee Ivie on the Airport Open House; (2) informed St. Mary's Catholic Daughters is having a Garage Sale; and (3) encouraged donations to the God's Food Bank, there have been an increase of people.

Vice Mayor Ayers expressed "Thank You" to City Manager Mueller for being a great City Manager, to Community Development and Planning Director Rene Spineto on the Sign Ordinance and to the community for their support.

Councilmember Wood informed the Guthrie Public Library is holding book discussions in November and December; on October 29<sup>th</sup> Cab 4 Cats Merlot 4 Mutts event at the Acton Building; and gave an update regarding passenger rail.

Mayor Burtcher (1) expressed a "Thank You" to the volunteers helping with the United Way Day of Caring; (2) informed community Trick or Treat will be held on Saturday evening, and (3) the events this past weekend were very successful.

**Consider convening an Executive Session pursuant to the authority of Title 25, O.S. 2001, Section 307(B)(1) for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining, resignation or termination of Council-appointed employee (Municipal Judge).** The City Council did not convene into executive session.

**Consideration of the employment, hiring, appointment, promotion, demotion, disciplining, resignation or termination of Council-appointed employee (Municipal Judge).** Motion by Councilmember Wood, seconded by Councilmember Thomas, moved approval to retain David Hood as Municipal Judge. Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Burtcher, Ayers, Gomes, Wood, Hazlewood, Thomas  
Nay: None

Mayor Burtcher declared the motion carried unanimously.

**Adjournment.** Motion by Vice Mayor Ayers, seconded by Councilmember Hazlewood, moved approval to adjourn. Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Burtcher, Ayers, Gomes, Wood, Hazlewood, Thomas  
Nay: None

Mayor Burtcher declared the motion carried unanimously at 7:30 p.m.

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Wanda Calvert, City Clerk

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Chuck Burtcher, Mayor

MINUTES

CITY COUNCIL MEETING

Street Committee

October 25, 2010

The special meeting of the sixtieth City Council of Guthrie, Oklahoma, was posted on Thursday, October 21, 2010 before 4:30 p.m. and held October 25, 2010 in the Guthrie City Hall Third Floor Conference Room.

Street Committee Member Patty Hazlewood called the meeting to order at 6:00 p.m.

Street Committee Members Present:

Patty Hazlewood      John Wood

Street Committee Members Absent:

Gaylord Z. Thomas

City Council Members Present:

None

City Council Members Absent:

Chuck Burtcher      Trey Ayers      Ellen Gomes  
Mary Coffin

Staff Present:

Maxine Pruitt      Charles Downey

Street Committee Member Hazlewood declared a quorum with two (2) Street Committee Members in attendance.

**Discussion and consideration of installing stop signs at the intersection of West Harrison and South 16<sup>th</sup> Street to slow the flow of traffic.** The intersection of West Harrison and South 16<sup>th</sup> Street is an uncontrolled intersection. Yield Signs are located at the northbound and southbound intersections. The installation of Stop Signs at the northbound and southbound sides of the intersection of West Harrison and South 16<sup>th</sup> Street would accomplish the goal of slowing the traffic. Motion by Street Committee Member Hazlewood, seconded by Street Committee Member Wood, moved approval to install two stop signs, northbound and southbound, at the intersection of West Harrison and South 16<sup>th</sup> Street to slow the flow of traffic and if needed install two additional stop signs at the eastbound and westbound of the intersection. A roll call vote was taken.

Aye: Hazlewood, Wood

Nay: None

Street Committee Member Hazlewood declared the motion carried unanimously.

**Discussion and consideration of approving the FY 2011 Street Capital Improvement Plan priority schedule as recommended by staff.** City staff presented the Street Committee with their recommendation to utilize the FY 2011 Street Capital Improvement Program funds in the amount of \$100,000. Staff recommendation is to pave the Sigma Drive, the 1300 block of East Cleveland and Lakeside Drive from 400 feet north of Lakewood to Foster, at an estimated cost of \$81,517.54. The remaining \$18,482.46 to be used to patch two large areas on Lakewood, west of Guthrie Lake, in a similar manner as was done to Ash Street. Motion by Street Committee Member Hazlewood, seconded by Street Committee Member Wood, moved approval to stay with the present schedule and proceed with as much paving as the Street Capital Improvement Program funds will allow as following:

- **Ward I**

Due to the fact that such a large amount was accomplished in Ward I last year, no improvements are proposed for FY 2011. Pine Street and Walnut Street were the two major projects that were completed in FY2010.

- **Ward II**

Lakeside Drive, from Foster to 400 feet north of Lakewood (18ft wide)	\$41,430.54
Sigma Drive	<u>\$26,360.00</u>
Total for Ward II	\$67,790.54

- **Ward III**

1300 block of East Cleveland	<u>\$13,727.00</u>
Total for Ward III	\$13,727.00

Total estimate for FY 2011 Street CIP	\$81,517.54
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and use the remaining funds totaling \$18,482.46 to make large patch repairs to Lakewood, west of Guthrie Lake. A roll call vote was taken.

Aye: Hazlewood, Wood

Nay: None

Street Committee Member Hazlewood declared the motion carried unanimously.

**Adjournment.** Motion by Street Committee Member Hazlewood, seconded by Street Committee Member Wood, moved approval to adjourn. A roll call vote was taken.

Aye: Hazlewood, Wood

Nay: None

Street Committee Member Hazlewood declared the motion carried unanimously at 6:22 p.m.

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Wanda Calvert, City Clerk

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Gaylord Z. Thomas, Chairman

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CITY OF GUTHRIE

CLAIMS

November 2, 2010

I hereby certify the purchase orders listed have been issued and encumbered against the available balance of the authorized appropriated accounts and that the department head and/or officer in charge of those accounts has certified that the procurements were necessary to the proper conduct of activities; that the merchandise and/or services have been satisfactorily received or utilized; and that the purchase orders are now a true and just debt of the city of Guthrie. These purchase orders are therefore presented to you to be presented to the governing body for consideration as claims for payment.

A handwritten signature in black ink, appearing to read "Kim Biggs". The signature is written over a horizontal line.

Kim Biggs  
Purchasing Agent

Monthly Claims Approved as per Ordinance No. 2973 by City Manager.

A handwritten signature in black ink, appearing to read "Matt Mueller". The signature is written over a horizontal line.

Matt Mueller  
City Manager

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Agenda Item Cover Letter

Meeting: [X] City Council, [ ] GPWA, [ ] Other:
Date of Meeting: November 2, 2010
Contact: Street Committee

Agenda Item

Consider approval of the recommendation of the Street Committee for the FY2011 Street Capital Improvements Program utilizing the funds (\$100,000) appropriated in the FY2011 Budget to pave the Sigma Dr., the 1300 block of East Cleveland, and Lakeside Dr., from 400 ft North of Lakewood to Foster , with a total estimate of \$81,517.54.. The remaining \$18,482.46 to be used to patch two large areas on Lakewood, West of Guthrie Lake in a similar manner as was done to Ash Street. And, when the time is appropriate allow staff to solicit bids.

Summary

The Street Committee met with Staff on Monday, October 25, 1010, and reviewed the schedule for street paving in and around the City of Guthrie. It was determined to stay with the present schedule and proceed with as much paving as the Street CIP Fund will allow.

Funding Expected: [ ] Revenue, [X] Expenditure, [ ] N/A
Budgeted: [X] Yes, [ ] No, [ ] N/A
Account Number: 54-55-12-6521, Amount: \$100,000
Legal Review: [X] N/A, [ ] Required, Completed Date:
Mayor's Appt.: [ ] Yes, [X] No

Supporting documents attached

Recommendation

Staff recommends approval.

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



TO: Matt Mueller, City Manager  
FROM: Maxine Pruitt, Director of Municipal Services  
DATE: October 25, 2010  
SUBJECT: FY 2011 Street Department Capital Improvements Program (CIP) with Recommendations

**Amount Budgeted: Act # 54-55-12-6521 \$100,000**

**Agenda Item #1:** Installing stop signs at the intersection of West Harrison and 16<sup>th</sup> Street to slow the flow of traffic.

Recommendation: This is an uncontrolled intersection. There are "Yield" signs at two north and south intersections. The installation of "Stop" signs at the northbound and southbound sides of the intersection of West Harrison and S. 16<sup>th</sup> Street would accomplish the goal of slowing the traffic.

**Agenda Item #2:** The FY2011 Street Capital Improvement Plan priority schedule.

Recommendation: Streets for paving in the Street Capital Improvements budget:

- **Ward I**  
Due to the fact that such a large amount was accomplished in Ward I last year, nothing is proposed for FY2011. Pine Street and Walnut were the two major projects that were completed in FY2010.  

<b>Total for Ward I</b>	<b>\$0</b>
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- **Ward II**  
Lakeside Dr., from Foster to 400 ft. North of Lakewood (18ft wide) (400 ft. of Lakeside done in concrete FY2010)  

	<b>\$41,430.54</b>
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Sigma Drive	<u>\$26,360.00</u>
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<b>Total for Ward II</b>	<b>\$67,790.54</b>
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- **Ward III**  
Cleveland 1300 block \$13,727.00

<b>Total for Ward III</b>	<b>\$13,727.00</b>
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<b>Total estimate for FY 2011 Street CIP</b>	<b>\$81,517.54</b>
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Staff recommends using the remaining funds totaling \$18,482.46 to make large patch repairs to Lakewood west of Guthrie Lake. (Similar to the patches we did on Ash St. in FY2010)

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**CITY OF GUTHRIE  
TREASURER'S REPORT  
September 30, 2010**

	BANK OR DEPOSITORY	ACCT. TYPE	ACCT. NO.	RATE	DATE OF MATURITY	BEGINNING BALANCE	DEPOSITS	WITH- DRAWALS	ENDING BALANCE
General	First Capital	MM	13-416-3	0.50		\$15,926.63	\$343,848.47	\$316,756.26	\$43,018.84
	F & M Bank	MM	1022003929	0.60		\$116,689.54	\$258,028.68	\$276,273.47	\$98,444.75
						\$132,616.17	\$601,877.15	\$593,029.73	\$141,463.59
Cemetery Care	F & M Bank	MM	1022003996	0.60		\$39,752.22	\$754.24	\$0.00	\$40,506.46
						\$39,752.22	\$754.24	\$0.00	\$40,506.46
Hotel/Motel Tax	F & M Bank	MM	1022003937	66.67% Tourism		\$964.93	\$130.09	\$0.00	\$1,095.02
		MM	1022003937	33.33% Parks		\$43,540.59	\$87.01	\$0.00	\$43,627.60
			<b>Total: Hotel/Motel Tax</b>			\$44,505.52	\$217.10	\$0.00	\$44,722.62
Sinking Fund	First Capital	MM	13-925-4	0.65		\$452.47	\$0.24	\$0.00	\$452.71
GIDA	F & M Bank	MM	1022003953	0.60		\$1,520.06	\$9,644.24	\$5,891.04	\$5,273.26
Centennial	Bancfirst	MM	154027499	0.00		\$519.69	\$39,288.49	\$39,288.49	\$519.69
Airport Grant	First Capital	MM	21-965-7	0.65		\$160.99	\$0.09	\$0.00	\$161.08
Airport Escrow 2010	F & M Bank	MM	1022004577	0.60		\$42,020.00	\$2.76	\$0.00	\$42,022.76
USDA Rural Devel.	First Capital	MM	23-695-0	0.65		\$20,511.62	\$10.96	\$0.00	\$20,522.58
Capital Projects	F & M Bank	MM	1022003961	0.60		\$66,254.78	\$81,025.82	\$129,367.87	\$17,912.73
Grants Fund	First Capital	MM	25-045-7	0.50		\$2,949.64	\$1.21	\$0.00	\$2,950.85
	F & M Bank	MM	1022004038	0.60		\$19,704.18	\$16,686.40	\$27,277.22	\$9,113.36
						\$22,653.82	\$16,687.61	\$27,277.22	\$12,064.21
Fed Equitable Sharing	First Capital	MM	25-470-0	0.65		\$1,585.05	\$0.85	\$0.00	\$1,585.90
GPWA	First Capital	MM	13-415-5	0.50		\$29,042.62	\$14,468.87	\$470.57	\$43,040.92
	F & M Bank	MM	1022003864	0.60		\$105,076.33	\$348,350.28	\$251,151.01	\$202,275.60
	Bancfirst -Drafts	MM	150182648	0.50		\$247,364.17	\$48,991.01	\$89,599.07	\$206,756.11
			<b>Total: GPWA Operating</b>			\$381,483.12	\$411,810.16	\$341,220.65	\$452,072.63
Meter Deposits	First Capital	SN	01-842-2	0.50		\$654.27	\$3.67	\$0.00	\$657.94
	F & M Bank	MM	1022003880	0.60		\$236,357.36	\$5,105.54	\$5,514.78	\$235,948.12
	First Capital	CD	26772	1.05	2/25/2011	\$99,000.00	\$0.00	\$0.00	\$99,000.00
			<b>Total: Meter Deposits</b>			\$336,011.63	\$5,109.21	\$5,514.78	\$335,606.06
WTP Fund	First Capital	MM	25-143-7	0.50		\$286.40	\$453,132.31	\$403,041.03	\$50,377.68
	Bancfirst - WTP	MM	150182648	0.50		\$718,135.89	\$88,682.75	\$0.00	\$806,818.64
	F & M Bank	MM	1022003872	0.60		\$360,240.03	\$26,452.73	\$257,323.08	\$129,369.68
						\$1,078,662.32	\$568,267.79	\$660,364.11	\$986,566.00
CMOM Fund	F & M Bank	MM	1022004534	0.60		\$22,755.03	\$22,455.93	\$10,073.24	\$35,137.72
<b>Trusts</b>									
Job Corps/Fire	Bank of Oklahoma	TR	75-4036-01-0	0.18		\$12,483.46	\$1.45	\$0.00	\$12,484.91
OKC Waterline	Bank of Oklahoma	TR	75-4037-01-8	0.18		\$1,899,488.46	\$529.32	\$0.00	\$1,900,017.78

CITY OF GUTHRIE STATEMENT OF ESTIMATE - ACTUAL REVENUE

Sep-10 100.00%

Revenue Source	Annual Budget	YTD Estimate	Current			YTD Actual	YTD Variance	Percent Variance	Percent Total Collected
			Month Collected	Month Collected	Month Collected				
Sales Tax Revenue	\$3,982,700	\$3,982,700	\$299,022	\$3,611,195	(\$371,505)		-9.33%	90.67%	
Use Tax	\$150,000	\$150,000	\$13,110	\$141,509	(\$8,491)		-5.66%	94.34%	
Cigarette Tax Revenue	\$50,000	\$50,000	\$4,624	\$51,793	\$1,793		3.59%	103.59%	
Franchise Taxes	\$475,000	\$475,000	\$38,056	\$495,444	\$20,444		4.30%	104.30%	
Licenses & Permits	\$145,500	\$145,500	\$7,465	\$114,238	(\$31,262)		-21.49%	78.51%	
Com. Vehicle Tax	\$70,000	\$70,000	\$0	\$64,497	(\$5,503)		-7.86%	92.14%	
Gas Excise Tax	\$19,000	\$19,000	\$1,251	\$20,493	\$1,493		7.86%	107.86%	
Alcoholic Beverage Tax	\$70,000	\$70,000	\$0	\$69,925	(\$75)		-0.11%	99.89%	
Ambulance Collections	\$430,000	\$430,000	\$44,984	\$448,665	\$18,665		4.34%	104.34%	
EMS Contract	\$307,430	\$307,430	\$25,619	\$307,430	(\$0)		0.00%	100.00%	
Rents & Royalties	\$32,500	\$32,500	\$1,212	\$21,828	(\$10,672)		-32.84%	67.16%	
Cemetery Revenue	\$62,400	\$62,400	\$5,231	\$70,035	\$7,635		12.24%	112.24%	
Court Fines/Forfeiture	\$268,000	\$268,000	\$35,147	\$425,027	\$157,027		58.59%	158.59%	
Interest	\$7,000	\$7,000	\$236	\$3,330	(\$3,670)		-52.42%	47.58%	
Library Fines & Fees	\$13,500	\$13,500	\$1,533	\$13,584	\$84		0.62%	100.62%	
Lake Fees/Permits	\$24,000	\$24,000	\$1,898	\$18,170	(\$5,830)		-24.29%	75.71%	
Fire Runs	\$1,500	\$1,500	\$0	\$6,735	\$5,235		349.00%	449.00%	
Reimb Rev/Misc. Income	\$80,838	\$80,838	\$13,385	\$254,834	\$173,996		215.24%	315.24%	
Swim Pool Fees	\$10,000	\$10,000	\$0	\$10,675	\$675		0.00%	0.00%	
Plan/Bd of Adjustments	\$1,400	\$1,400	\$300	\$2,000	\$600		42.86%	142.86%	
Oil/Gas Inspect/Leases	\$13,750	\$13,750	\$0	\$15,631	\$1,881		13.68%	113.68%	
Weed Abatement	\$2,500	\$2,500	\$0	\$2,498	(\$2)		-0.07%	99.93%	
Fire Subscriptions	\$3,500	\$3,500	\$0	\$3,756	\$256		7.32%	107.32%	
<b>Subtotal</b>	<b>\$6,220,518</b>	<b>\$6,220,518</b>	<b>\$493,073</b>	<b>\$6,173,292</b>	<b>(\$47,226)</b>		<b>-0.76%</b>	<b>99.24%</b>	
Transfer from GPWA	\$4,478,809	\$4,478,809	\$299,022	\$3,721,195	(\$757,614)		-16.92%	83.08%	
Transfer from Grants Fund	\$20,400	\$20,400	\$0	\$0	(\$20,400)		-100.00%	0.00%	
Transfer from Utility Deposit	\$0	\$0	\$0	\$10,749	\$10,749		0.00%	0.00%	
Budgeted Fund Balance	\$218,823	\$218,823	\$23,656	\$154,831	(\$63,992)		0.00%	0.00%	
<b>TOTALS</b>	<b>\$10,938,550</b>	<b>\$10,938,550</b>	<b>\$815,751</b>	<b>\$10,060,067</b>	<b>(\$878,483)</b>		<b>-8.03%</b>	<b>91.97%</b>	

CITY OF GUTHRIE DEPARTMENT EXPENDITURE SUMMARY

Sep-10

100.00%

Department	Annual Budget	YTD Estimate	Current Month		% of Budget	YTD Expend	% of Budget	Encumbered Balance	Remaining Budget
			Expend	% of Budget					
General Government	\$924,781	\$924,781	\$71,036	7.68%	\$892,947	96.56%	\$0	\$31,834	
Administration	\$487,549	\$487,549	\$37,123	7.61%	\$462,073	94.77%	\$0	\$25,476	
Finance	\$213,201	\$213,201	\$7,871	3.69%	\$210,476	98.72%	\$0	\$2,725	
Planning	\$329,964	\$329,964	\$21,513	6.52%	\$317,527	96.23%	\$0	\$12,437	
Library	\$210,732	\$210,732	\$12,833	6.09%	\$196,399	93.20%	\$0	\$14,333	
Police	\$1,454,177	\$1,454,177	\$104,654	7.20%	\$1,415,731	97.36%	\$0	\$38,446	
Fire	\$1,551,339	\$1,551,339	\$108,268	6.98%	\$1,457,078	93.92%	\$0	\$94,261	
Street	\$526,962	\$526,962	\$52,492	9.96%	\$472,236	89.61%	\$0	\$54,726	
Vehicle Maintenance	\$147,071	\$147,071	\$7,655	5.20%	\$119,035	80.94%	\$0	\$28,036	
Parks & Public Grounds	\$458,277	\$458,277	\$33,857	7.39%	\$418,917	91.41%	\$0	\$39,360	
Swimming Pool	\$31,737	\$31,737	\$3,252	10.25%	\$21,092	66.46%	\$0	\$10,645	
Transfer to GPWA Fund	\$3,993,600	\$3,993,600	\$299,022	7.49%	\$3,611,195	90.42%	\$0	\$382,405	
Transfer to Airport Fund	\$217,000	\$217,000	\$0	0.00%	\$75,925	34.99%	\$0	\$141,075	
Transfer to Capital Project	\$361,935	\$361,935	\$56,175	15.52%	\$361,935	100.00%	\$0	\$0	
Transfer to Grants Fund	\$30,225	\$30,225	\$0	0.00%	\$27,500	90.98%	\$0	\$2,725	
<b>TOTALS</b>	<b>\$10,938,550</b>	<b>\$10,938,550</b>	<b>\$815,751</b>	<b>7.46%</b>	<b>\$10,060,067</b>	<b>91.97%</b>	<b>\$0</b>	<b>\$878,483</b>	

**GUTHRIE PUBLIC WORKS AUTHORITY STATEMENT OF ESTIMATE - ACTUAL REVENUE**

Sep-10 100.00%

Revenue Source	Annual Budget	YTD Estimate	Current Month Collected	YTD Actual	YTD Variance	Percent Variance	Percent
							Total Collected
Water	\$1,889,854	\$1,889,854	\$186,519	\$1,685,936	(\$203,918)	-10.79%	89.21%
Sewer	\$754,100	\$754,100	\$63,339	\$755,971	\$1,871	0.25%	100.25%
Sanitation	\$1,160,000	\$1,160,000	\$96,126	\$1,160,608	\$608	0.05%	100.05%
Convenience Center	\$55,000	\$55,000	\$4,416	\$46,301	(\$8,699)	-15.82%	84.18%
Interest	\$5,500	\$5,500	\$140	\$1,949	(\$3,551)	-64.57%	35.43%
Rents & Royalties	\$4,000	\$4,000	\$250	\$5,000	\$1,000	25.00%	125.00%
Transfer-Other Funds	\$3,998,400	\$3,998,400	\$299,022	\$3,611,195	(\$387,205)	-9.68%	90.32%
Miscellaneous	\$17,000	\$17,000	\$50	\$24,471	\$7,471	43.95%	143.95%
Late Charges	\$42,000	\$42,000	\$3,990	\$43,075	\$1,075	2.56%	102.56%
Extension Charges	\$1,900	\$1,900	\$170	\$2,240	\$340	17.89%	117.89%
Service Initiation	\$14,000	\$14,000	\$1,300	\$14,325	\$325	2.32%	102.32%
Sale of Station/Park Barn/LC Pr	\$21,000	\$21,000	\$1,750	\$21,000	\$0	0.00%	100.00%
<b>Subtotal</b>	<b>\$7,962,754</b>	<b>\$7,962,754</b>	<b>\$657,072</b>	<b>\$7,372,070</b>	<b>(\$590,684)</b>	<b>-7.42%</b>	<b>92.58%</b>
Budgeted Fund Balance	\$349,484	\$349,484	\$0	\$0	\$0	0.00%	0.00%
<b>TOTALS</b>	<b>\$8,312,238</b>	<b>\$8,312,238</b>	<b>\$657,072</b>	<b>\$7,372,070</b>	<b>(\$590,684)</b>	<b>-7.11%</b>	<b>88.69%</b>

GUTHRIE PUBLIC WORKS DEPARTMENT EXPENDITURE SUMMARY

Department	Annual Budget	YTD Estimate	Current Month			YTD Expend	% of Budget	Encumbered Balance	Remaining Budget
			Expend	% of Budget	YTD Expend				
General Government	\$267,203	\$267,203	\$20,618	7.72%	\$235,112	87.99%	\$0	\$32,091	
Administration	\$221,389	\$221,389	\$21,070	9.52%	\$203,816	92.06%	\$0	\$17,573	
Water Plant	\$378,696	\$378,696	\$26,406	6.97%	\$297,211	78.48%	\$0	\$81,485	
Wastewater Plant	\$238,694	\$238,694	\$22,867	9.58%	\$218,861	91.69%	\$0	\$19,833	
Convenience Center	\$115,596	\$115,596	\$10,447	9.04%	\$108,164	93.57%	\$0	\$7,432	
Line Maintenance	\$706,280	\$706,280	\$47,661	6.75%	\$616,417	87.28%	\$0	\$89,863	
Meter Department	\$65,599	\$65,599	\$2,948	4.49%	\$52,837	80.55%	\$0	\$12,762	
Sanitation Contract	\$776,940	\$776,940	\$65,009	8.37%	\$776,937	100.00%	\$0	\$3	
Swimming Pool	\$38,864	\$38,864	\$0	0.00%	\$38,863	100.00%	\$0	\$1	
Transfer-General Fund	\$4,478,809	\$4,478,809	\$299,022	6.68%	\$3,721,195	83.08%	\$0	\$757,614	
Transfer-GIDA	\$62,002	\$62,002	\$4,500	7.26%	\$62,002	100.00%	\$0	\$0	
Transfer-Grants	\$41,950	\$41,950	\$0	0.00%	\$36,500	87.01%	\$0	\$5,450	
Transfer-Capital Project	\$491,362	\$491,362	\$0	0.00%	\$491,362	100.00%	\$0	\$0	
Transfer-WTP Fund	\$428,854	\$428,854	\$88,532	20.64%	\$428,853	100.00%	\$0	\$1	
<b>TOTALS</b>	<b>\$8,312,238</b>	<b>\$8,312,238</b>	<b>\$609,080</b>	<b>7.33%</b>	<b>\$7,288,131</b>	<b>87.68%</b>	<b>\$0</b>	<b>\$1,024,107</b>	

OCTOBER 07, 2010

CITY OF GUTHRIE

SALES TAX

DEAR TREASURER;

FUNDS HAVE BEEN ELECTRONICALLY TRANSFERRED TO YOUR BANK ACCOUNT, EFFECTIVE 10/08/10, FOR YOUR CITY SALES TAX COLLECTIONS RECEIVED BY THE OKLAHOMA TAX COMMISSION DURING THE MONTH OF SEPTEMBER.

THIS PAYMENT REPRESENTS COLLECTIONS FROM SALES MADE THE PREVIOUS MONTH AND MAY INCLUDE INTEREST, PENALTY, AND DELINQUENT REMITTANCES DUE FROM AN EARLIER MONTH. SEE DETAILS BELOW.

IF THERE ARE ANY QUESTIONS CONCERNING THIS PAYMENT, PLEASE CALL OR WRITE DAVE FRANCIS, (405) 522-6600, SALES AND USE TAX SECTION, TAXPAYER ASSISTANCE DIVISION, OKLAHOMA TAX COMMISSION.

TOTAL TAX, PENALTY AND INTEREST COLLECTED	\$317,133.56
LESS AMOUNT REFUNDED TO TAXPAYERS	\$ .00
LESS AMOUNT SUSPENDED	\$ .00
LESS .010000 RETENTION TO OKLAHOMA TAX COMMISSION	\$3,171.34
PLUS INTEREST	\$373.86
TOTAL PAYMENT	\$314,336.08

Total Sales Tax: \$314,336.08

Last Month: \$299,022.23      Increase/Decrease: \$15,313.85

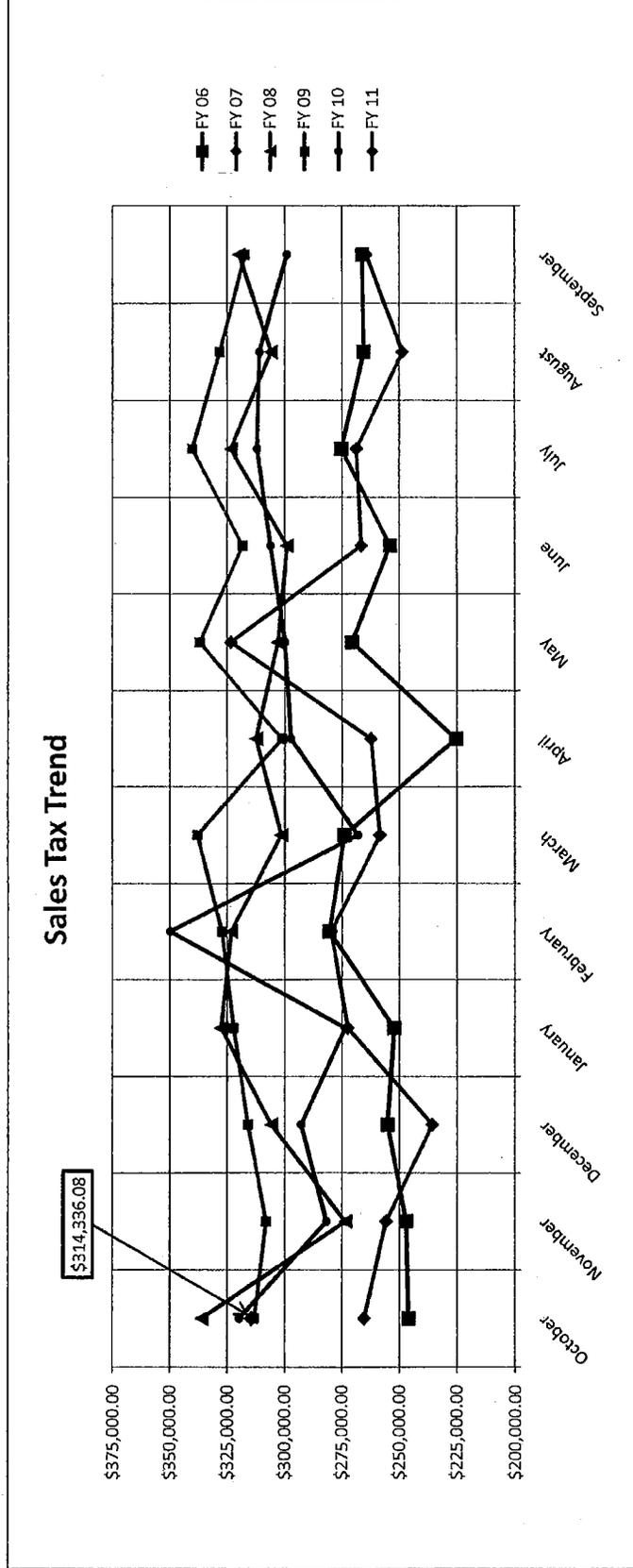
Last Year: \$319,745.40      Increase/Decrease: (\$5,409.32)

# Sales Tax Trend

	October	November	December	January	February	March	April	May	June	July	August	September	Total
FY 06	\$246,126.80	\$247,166.48	\$255,287.17	\$252,346.47	\$280,599.88	\$273,995.53	\$225,384.57	\$270,696.75	\$253,932.39	\$275,360.59	\$265,620.06	\$266,262.27	\$3,112,778.96
FY 07	\$265,544.71	\$255,866.27	\$235,736.87	\$272,647.08	\$279,826.90	\$258,521.60	\$262,435.69	\$323,454.97	\$266,759.41	\$268,835.24	\$248,729.13	\$264,594.42	\$3,202,952.29
+/-	\$19,417.91	\$8,699.79	(\$19,550.30)	\$20,300.61	(\$772.98)	(\$15,473.93)	\$37,051.12	\$52,758.22	\$12,827.02	(\$6,523.35)	(\$16,890.93)	(\$1,667.85)	\$90,173.33
FY 08	\$336,192.72	\$273,686.34	\$305,867.98	\$327,700.48	\$323,323.73	\$301,524.85	\$312,425.88	\$302,995.95	\$299,010.25	\$323,499.39	\$305,933.07	\$319,840.12	\$3,732,900.76
+/-	\$70,648.01	\$17,820.07	\$70,131.11	\$55,053.40	\$43,496.83	\$43,003.25	\$49,990.19	(\$20,459.02)	\$32,230.84	\$54,664.15	\$57,203.94	\$55,243.70	\$29,048.47
FY 09	\$313,045.38	\$34,365.99	\$308,052.33	\$315,833.60	\$327,243.02	\$337,888.81	\$301,080.66	\$336,363.96	\$318,282.56	\$340,158.44	\$328,216.24	\$317,273.63	\$3,866,077.05
+/-	(\$23,147.34)	\$34,365.99	\$9,965.62	(\$5,510.80)	\$37,919.29	\$36,363.96	(\$11,345.22)	\$33,816.75	\$19,272.31	\$16,659.05	\$22,283.17	(\$2,566.49)	\$134,076.29
FY 10	\$319,745.40	\$281,954.15	\$292,942.85	\$273,582.13	\$349,722.78	\$268,221.69	\$297,277.57	\$299,814.50	\$306,161.46	\$311,865.38	\$310,884.69	\$299,022.23	\$3,611,194.83
+/-	\$6,700.02	(\$26,098.18)	(\$22,890.75)	(\$48,607.55)	\$22,479.76	(\$69,667.12)	(\$3,803.09)	(\$36,998.20)	(\$12,121.10)	(\$28,293.06)	(\$17,331.55)	(\$18,251.40)	(\$254,882.22)
FY 11	\$314,336.08												\$314,336.08
+/-	(\$5,409.32)												

Year to Date  
2011 Projection YTD  
Under/Over

\$314,336.08  
\$300,000.00  
\$14,336.08



CITY SALES TAX  
COLLECTION BY CODE

Description	Oct-09	Nov-09	Dec-09	Jan-10	Feb-10	Mar-10	Apr-10	May-10	Jun-10	Jul-10	Aug-10	Sep-10
Agricultural Production Crops	\$ 47.40	\$ 21.65	\$ 23.99	\$ (3.96)	\$ 177.26	\$ 34.94	\$ (24.45)	\$ (7.46)	\$ 64.84	\$ (20.24)	\$ -	\$ 63.78
Livestock, Except Dairy/Poultry	\$ 511.13	\$ 772.53	\$ 77.83	\$ 66.82	\$ 42.27	\$ 51.93	\$ 50.47	\$ 43.34	\$ 44.39	\$ 61.81	\$ 45.97	\$ 49.60
Agricultural Services	\$ -	\$ -	\$ 439.89	\$ 346.79	\$ 64.09	\$ 693.01	\$ 516.86	\$ 614.79	\$ 535.62	\$ 663.51	\$ 688.65	\$ 500.45
Timber Tracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commercial Fishing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Oil/Gas Extraction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mining & Quarrying of Non-metallic minerals, exc fuels	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bldg. Construction-General Contractors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction other than Bldg.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction-Special Trade Contractors	\$ (144.37)	\$ 227.45	\$ 366.80	\$ 269.55	\$ (47.74)	\$ 808.28	\$ (172.09)	\$ 525.33	\$ 475.88	\$ 369.85	\$ 1,194.65	\$ 174.81
Food and Kindred Products	\$ 1,392.68	\$ 279.00	\$ 263.96	\$ 307.32	\$ 349.22	\$ 203.07	\$ 353.83	\$ 1,766.62	\$ 266.10	\$ 405.82	\$ 1,158.37	\$ 653.44
Textile Mill Products	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Apparel and other Finished Product Made from Fabrics	\$ 32.01	\$ 3.44	\$ 58.77	\$ 55.79	\$ 153.50	\$ 162.36	\$ 135.00	\$ 64.04	\$ 98.78	\$ 79.16	\$ 72.47	\$ 84.92
Lumber and Wood Products, except Furniture	\$ 802.86	\$ 441.61	\$ (110.02)	\$ 788.20	\$ (322.61)	\$ 360.16	\$ 650.70	\$ (56.80)	\$ 60.56	\$ 117.14	\$ (17.35)	\$ (0.73)
Furniture and Fixtures	\$ -	\$ -	\$ (6.43)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12.84	\$ 58.38	\$ (13.44)	\$ 38.47
Paper and Allied Products	\$ 545.89	\$ 136.47	\$ 471.37	\$ 232.34	\$ 663.99	\$ 493.80	\$ 240.69	\$ 211.12	\$ 136.58	\$ 118.50	\$ 8.52	\$ (3.20)
Printing, Publishing and Allied Industries	\$ (40.52)	\$ 3.49	\$ 4.71	\$ 10.50	\$ -	\$ -	\$ -	\$ -	\$ 3.83	\$ 3.83	\$ -	\$ 3.15
Chemicals and Allied Products	\$ (118.66)	\$ 431.67	\$ (1.19)	\$ (14.99)	\$ 378.16	\$ -	\$ 7.27	\$ 35.52	\$ (16.82)	\$ 358.46	\$ (25.44)	\$ (1.33)
Petroleum Remaining & Related Industries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.87	\$ -	\$ -	\$ -
Rubber & Miscellaneous Plastics Products	\$ 83.99	\$ 3.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.20	\$ -	\$ -	\$ -
Leather & Leather Products	\$ 3,129.24	\$ 842.57	\$ 4,499.11	\$ 1,862.50	\$ 1,290.83	\$ 1,828.11	\$ 1,130.64	\$ 2,787.88	\$ 3,328.42	\$ 7,003.05	\$ 3,569.74	\$ 3,670.70
Stone, Clay, Glass & Concrete Products	\$ 32.33	\$ (4.88)	\$ -	\$ -	\$ (20.88)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fabricated Metal Products, Except Machinery	\$ (5,156.43)	\$ (1,137.4)	\$ 8.24	\$ 21.55	\$ 76.30	\$ 36.94	\$ 13.03	\$ 76.60	\$ 47.01	\$ 293.04	\$ 37.70	\$ 27.31
Machinery, Except Electrical	\$ 646.79	\$ (121.10)	\$ 27,866.93	\$ 42,857.93	\$ 28,401.83	\$ 36,371.79	\$ 29,672.28	\$ 17,583.43	\$ 22,694.34	\$ 29,450.55	\$ 33,077.20	\$ 32,567.50
Electrical & Electronic Machinery	\$ 5,575.62	\$ 3,968.93	\$ 4,117.91	\$ 3,420.27	\$ 2,617.84	\$ 5,148.31	\$ 6,823.12	\$ 8,944.92	\$ 4,951.91	\$ 8,035.88	\$ 3,047.85	\$ 4,146.76
Transportation Equipment	\$ 87,577.81	\$ 97,414.27	\$ 15,222.69	\$ 10,989.38	\$ 3,099.74	\$ 3,599.54	\$ 5,818.14	\$ 8,139.81	\$ 1,193.81	\$ 1,478.12	\$ 9,878.12	\$ 3,799.70
General Merchandise Stores	\$ 26,022.91	\$ 25,886.91	\$ 23,832.72	\$ 25,580.34	\$ 10,796.20	\$ 9,688.14	\$ 14,403.88	\$ 19,428.28	\$ 15,278.03	\$ 11,478.75	\$ 9,462.22	\$ 12,898.13
Automotive Dealers & Gasoline Service Stations	\$ 13,147.56	\$ 11,484.75	\$ 10,924.76	\$ 9,729.89	\$ 22,867.06	\$ 22,280.67	\$ 24,685.30	\$ 27,637.49	\$ 28,213.21	\$ 26,958.19	\$ 26,060.01	\$ 24,296.05
Apparel & Accessory Stores	\$ 3,775.90	\$ 3,651.84	\$ 3,555.60	\$ 4,250.82	\$ 3,058.66	\$ 3,175.45	\$ 3,910.71	\$ 3,811.03	\$ 3,655.08	\$ 3,610.36	\$ 3,290.57	\$ 4,330.06
Furniture, Home Furnishings & Equipment Stores	\$ 5,627.61	\$ 3,591.83	\$ (293.33)	\$ 4,799.88	\$ 2,928.69	\$ 4,315.33	\$ 4,125.07	\$ 3,965.06	\$ 5,543.85	\$ 4,607.54	\$ 5,103.29	\$ 4,906.71
Food and Kindred Products	\$ 43,959.29	\$ 45,778.96	\$ 43,241.07	\$ 45,318.07	\$ 33,546.77	\$ 45,019.74	\$ 45,852.16	\$ 43,995.13	\$ 52,437.10	\$ 47,179.09	\$ 46,578.77	\$ 45,067.28
Miscellaneous Retail	\$ 13,993.95	\$ 17,636.15	\$ 17,275.76	\$ 20,611.63	\$ 13,828.99	\$ 16,263.57	\$ 17,591.78	\$ 16,446.33	\$ 18,942.88	\$ 14,527.10	\$ 16,067.01	\$ 16,957.23
Banking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Credit Agencies other than Banks	\$ (93.86)	\$ 308.76	\$ (109.16)	\$ 82.67	\$ 32.88	\$ 21.43	\$ 75.10	\$ (13.88)	\$ 16.57	\$ (10.87)	\$ 60.95	\$ 16.08
Security & Commodity Brokers, Dealers, Exchanges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Real Estate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Holding & Other Investments Offices	\$ 1.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hotel, Rooming Houses, Camps & other Lodging Places	\$ 4,446.28	\$ 6,324.94	\$ 4,066.21	\$ 4,277.23	\$ 3,666.06	\$ 3,814.42	\$ 6,662.29	\$ 5,430.80	\$ 8,653.82	\$ 5,694.44	\$ 6,670.96	\$ 6,328.03
Personal Services	\$ 2,008.34	\$ 2,203.67	\$ 1,844.57	\$ 2,301.05	\$ 1,545.91	\$ 1,713.62	\$ 2,692.50	\$ 3,561.27	\$ 1,743.97	\$ 2,434.14	\$ 1,224.88	\$ 2,441.12
Business Services	\$ 5,730.05	\$ 3,661.87	\$ 3,329.67	\$ 5,514.15	\$ 4,239.16	\$ 7,553.70	\$ 4,797.81	\$ 4,202.70	\$ 4,666.81	\$ 6,198.75	\$ 6,198.75	\$ 4,230.72
Automotive Repair Services & Garages	\$ 3,811.88	\$ 3,696.80	\$ 3,245.13	\$ 4,474.14	\$ 3,416.32	\$ 7,672.20	\$ 4,336.24	\$ 3,396.17	\$ 3,573.66	\$ 11,770.43	\$ 4,240.57	\$ 4,046.49
Miscellaneous Repair Services	\$ 312.72	\$ 285.06	\$ (140.37)	\$ 67.82	\$ 46.58	\$ 46.68	\$ 103.59	\$ 94.36	\$ 154.89	\$ 44.87	\$ 150.39	\$ 183.95
Motion Pictures	\$ 968.17	\$ 1,410.98	\$ 1,241.73	\$ 1,301.65	\$ 1,083.82	\$ 1,893.85	\$ 1,531.19	\$ (103.23)	\$ 718.72	\$ 991.49	\$ 566.97	\$ 1,202.01
Amusement & Recreation Services, Except Motion Pictures	\$ 542.61	\$ 1,184.48	\$ 85.81	\$ 75.84	\$ 105.79	\$ 165.79	\$ 64.63	\$ 2,980.82	\$ 366.91	\$ 322.94	\$ 126.62	\$ 203.58
Health Services	\$ 149.18	\$ 577.14	\$ (303.57)	\$ 182.61	\$ 146.58	\$ 197.47	\$ 160.74	\$ 224.46	\$ 173.56	\$ 136.31	\$ 164.08	\$ 161.21
Educational Services	\$ 0.21	\$ -	\$ -	\$ -	\$ -	\$ 0.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Social Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Museums, Art Galleries, Botanical, Zoological Gardens	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Membership Organizations	\$ 219.00	\$ 1,325.91	\$ 557.56	\$ 521.30	\$ 0.81	\$ 566.00	\$ 403.22	\$ 845.43	\$ 330.14	\$ 1,056.45	\$ 233.70	\$ 1,028.82
Engineering, Architectural, Surveying Services	\$ -	\$ -	\$ -	\$ (0.01)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous Services	\$ -	\$ -	\$ -	\$ 4.17	\$ 3.84	\$ (0.97)	\$ (0.45)	\$ 0.03	\$ 1.11	\$ 2.59	\$ 1.91	\$ (1.45)
Justice, Public Order & Safety	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Finance, Taxation, Monetary Policy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administration of Economic Programs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Nonclassifiable Services	\$ 2,248.24	\$ 1,512.35	\$ 793.90	\$ 1,300.92	\$ 2,454.18	\$ 4,756.83	\$ 1,970.84	\$ 1,337.96	\$ 1,077.06	\$ 1,763.82	\$ 1,164.66	\$ 2,412.08
	\$ 284,341.92	\$ 295,587.59	\$ 275,987.01	\$ 353,040.72	\$ 270,401.61	\$ 299,925.87	\$ 302,482.23	\$ 308,810.08	\$ 314,590.96	\$ 313,536.48	\$ 301,601.53	\$ 317,133.56



Agenda Item Cover Letter

Meeting

x City Council
GPWA
x Other: Public Hearing

Date of Meeting
November 2, 2010

Contact
Rene Spineto

Agenda Item

Consider action of a request by Jeff Rhodes for a Special Use Permit to provide for an Auto Body Repair Shop at 511 N. 11th Street.

Summary

Mr. Rhodes submitted a request for a Special Use Permit for his property located at 511 N. 11th Street, which is in an R-1 Zoning District, (Single Family Homes). The facility is a commercial structure and has been vacant for many years. Mr. Rhodes requests to use the facility as an auto body repair shop. Approximately one year ago, the Planning Commission and the City Council heard and approved an application to establish an auto repair garage located directly across the street from this location. (These are the only two commercial-type structures located in this neighborhood, which is an R-1 Residential Zone.)

It should be noted that the Code Enforcement office had received a complaint from a neighbor that the applicant had been using the structure for auto body and painting work. The Code Enforcement Officers made contact with the applicant, and he was told that the structure was illegally occupied and that a body shop was not allowed in a residential area, without a Special Use Permit. The applicant agreed to cease activities, and make application to the Planning Commission for the Special Use Permit.

Letters were mailed to 25 neighbors in the surrounding neighborhood regarding the request, and a notice was placed in the Guthrie NewsLeader on September 26th. There was one letter of support received.

The Planning Commission heard the request on October 14th. Discussion was held regarding the type of work that would be done at this location if a Special Use Permit was recommended and approved. The Planning Commission recommends approval with the following conditions:

- 1. No painting will be done at this location
2. All work must be done inside the building
3. Hours of operation and Mon-Sat 8:00 a.m. to 9:00 p.m. and Sun from 1:00 p.m. to 9:00 p.m.
4. No inoperable vehicles are to be kept on site
5. Maximum vehicle parking for three vehicles only

The Planning Commission recommends the City Council approve the request to issue a Special Use Permit to the applicant, with the above listed conditions.

Funding Expected Revenue Expenditure x N/A

Budgeted Yes No x N/A

Account Number Amount

Legal Review x N/A Required Completed Date:

**Mayor's Appt.**       Yes       No

**Supporting documents attached:**

- Planning Report from Planning Commission Meeting of October 14, 2010
- Minutes from Planning Commission Meeting of October 14, 2010

**Recommendation:**

Staff recommends approval.

**Action Needed**       Public Hearing       Motion       Emergency Clause



Community Development  
PO Box 908  
Guthrie, OK 73044  
phone (405) 282-1110 • fax (405) 282-0213

## PLANNING REPORT

**To:** Chairman and Members of the Planning Commission  
**From:** Jim Hanke, Chief Inspector of Construction Services  
**Date:** October 14, 2010  
**Subject:** Consideration of and recommendation to City Council to allow by "Special Use Permit", An "Auto Body Repair & Paint" shop in an R-1 Zoning District (Single Family Homes).

### RECOMMENDATION:

Staff does not recommend approval.

### ALTERNATIVE RECOMMENDATIONS:

- Approve the Request.
- Approve the Request with Conditions.
- Table consideration of this item until the next or a future meeting.

### GENERAL INFORMATION:

Applicant: Jeffery D. Rhodes

Requested Action: Consider approval of issuing a "Special Use Permit" to operate a "Auto Body Repair & Paint Shop", in an R-1 Zoned District (Single Family Homes).

Description: The subject property is located at 511 North 11<sup>th</sup> Street.

Surrounding Land Use and Zoning: This area is zoned for residential use.

Special Information: Approximately one year ago, the Planning Commission and City Council heard and approved an application to establish an auto repair garage located directly across the street from this location. Staff feels that yet another business or activity of this type would "saturate" the locale with commercial/industrial activities, and will be too intrusive for the adjacent family residences.

The code enforcement office had received a complaint that the applicant had been using the structure for auto body and painting work, and that the smell of paint was a nuisance, and that you could see paint overspray blowing out the overhead door onto the street. The code enforcement officers made contact with the applicant, and told him that the structure was illegally occupied and that the body shop was not allowed in a residential area. The applicant agreed to cease activities, and make application for a special use permit.

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Transportation: The property has immediate access to public roads.

Utilities: Public utilities are available.

History: This property has been vacant for over 10 years, and therefore does not qualify for any "nonconforming use" status that may have previously existed. There is no "public record" of any business or activities that this structure may have been used for, however the application contains a letter from an adjacent property owner stating that years ago the building was used as a self service laundry.

Notification: Notice was published in the Guthrie News Leader on September 26, 2010 and 25 notification letters were mailed to adjacent property owners, Utilities have been notified.

**ATTACHMENTS:** Applicant Information

Please advise if additional information is required.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Jim Hanke". The signature is written in black ink and is positioned above a horizontal line.

Jim Hanke  
Chief Inspector  
Construction Services

Cc: Rene' Spineto-Director of Community Planning & Development

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PLAN. Com. = 11/12/09  
COUNCIL = 12/1/09



**APPLICATION  
PLANNING COMMISSION REVIEW**

Jeffery D Rhodes  
Applicant Name  
1202 W Manser  
Address  
Guthrie OK 73044  
City, State, Zip  
2473 471-4909  
Home Phone Cell Phone Business Phone

We, the undersigned, being owners of more than fifty-one percent (51%) of the following described property do hereby agree to comply with all municipal, county and state laws and respectfully make application and petition the Planning Commission and City Council to:

Rezone \_\_\_\_\_ Review Preliminary Plat \_\_\_\_\_  
Amend Zoning Ordinance 2422 \_\_\_\_\_ Review Final Plat \_\_\_\_\_  
Vacate or Close Public Easement \_\_\_\_\_ Other X

Describe type of request (Rezone from C-1 to C-2, etc.):  
Special use permit to allow front & body

Legal Description:  
\_\_\_\_\_  
\_\_\_\_\_

(if additional space is needed, please attach separate sheet)

Street Address: \_\_\_\_\_

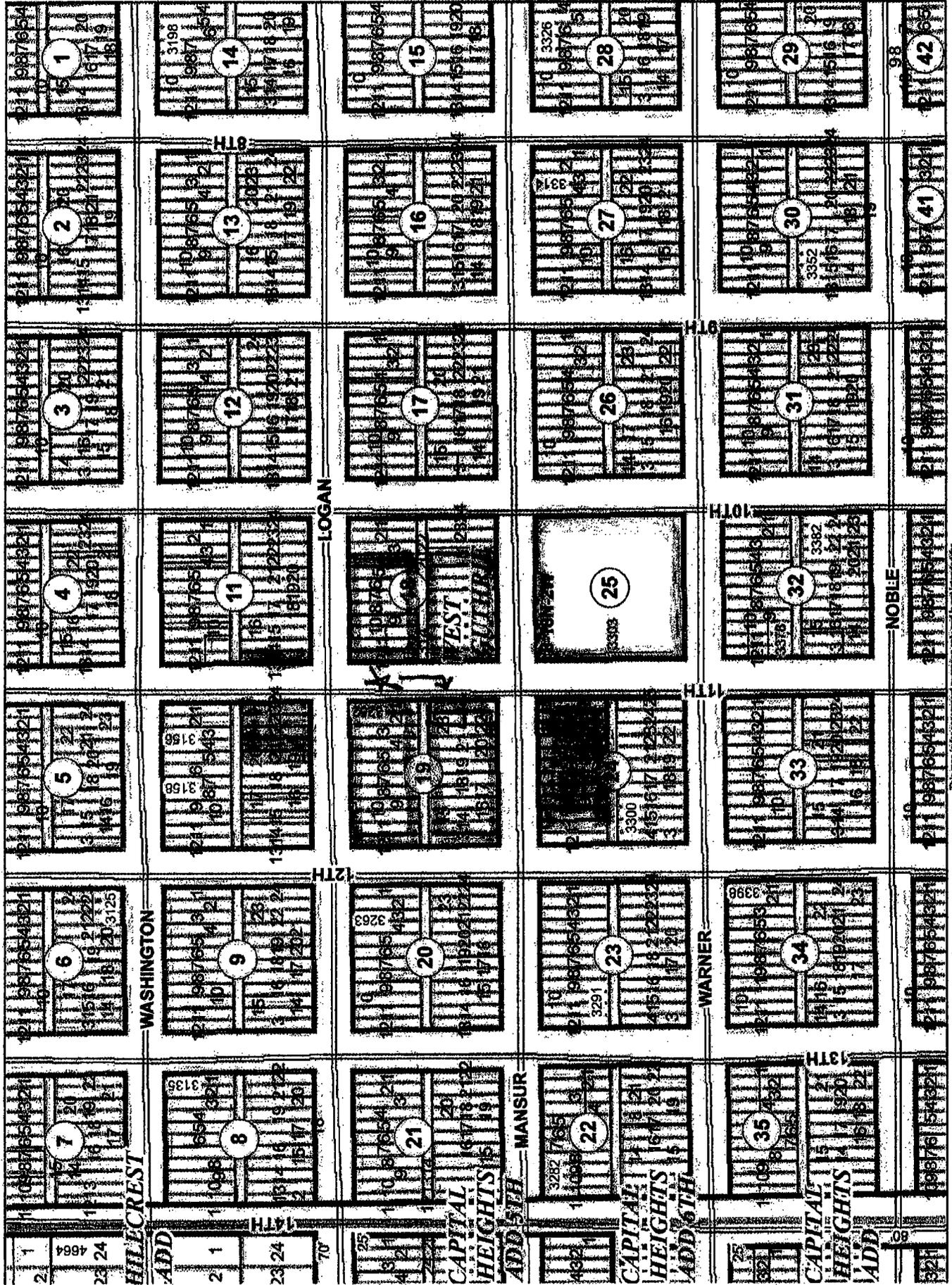
Describe the proposed use of the property:  
\_\_\_\_\_  
\_\_\_\_\_

- Required Attachments:**
1. A site drawing to scale of the property with all measurements present.
  2. Proof of ownership (Title, purchase contract or abstract certificate of ownership)
  3. List of all property owners within 300 feet of the exterior boundary of the proposed property affected by the change (Obtained from an abstractor) and typed mailing labels for each entity on the list.

ME  
JCT. 97K  
↙

Signature \_\_\_\_\_ Date \_\_\_\_\_

LOGAN COUNTY OWNERSHIP MAP  
LOGAN COUNTY ASSESSOR'S OFFICE



This map is for informational purposes only and is not intended to be used in making conveyances or other pending legal descriptions.  
Copyrighted 2008 by the LOGAN COUNTY ASSESSOR, Gaultlin, Oklahoma

9/17/40

To Whom It May Concern:

It is fine with me that Jeff Rhodes ~~has~~ operates a business in the building at 511 N 11<sup>th</sup> St.

To my knowledge it was used as a help-your-self laundry during 1950's.

Lance Hunter

**CITY OF GUTHRIE  
GUTHRIE PLANNING COMMISSION MEETING  
Regular Meeting  
Thursday, October 14, 2010**

**MINUTES**

A regular Meeting of the Guthrie Planning Commission will convene at 5:30 p.m. at Guthrie City Hall at 101 North 2<sup>nd</sup> Street.

Commissioners present:	Doug Powell	Commissioner	Absent
	Sharyl Padgett	Commissioner	
	Michael Smith	Commissioner	
	Vern Ogden	Commissioner	
	Ed Wood	Commissioner	

**OTHERS PRESENT:** Rene Spineto, Doug Weir, Jim Hanke, Jeff Rhodes.

**CALL TO ORDER** – This meeting is called to order on Thursday, October 14, 2010 at 5:30 p.m.

1. Consent Agenda

A. Minutes for August 12, 2010 meeting.

A motion was made by Comm. Padgett, seconded by Comm. Wood to Approve the minutes as written. All voted Aye.

2. Consideration of application concerning request for a Special use Permit, Auto Body Repair and Paint, in an R-1 Single Family Home District located at 511 N. 11<sup>th</sup> St.

Discussion was held regarding the type of work that would be done at this location if a special use permit was approved. The request will be approved with the following conditions: No painting will be done at this location, all work must be done inside the building, hours and days of operation are Mon-Sat 8:00 a.m. to 9:00 p.m. and Sun. 1:00 p.m. – 9:00 p.m. only, no inoperable vehicles are to be kept on site, max vehicle parking for 3 vehicles only. A motion was made by Comm. Ogden, seconded by Comm. Wood to *Approve* the application with modification. All voted Aye.

3. Consideration of amendment to Commercial Design Guidelines.

Discussion, consideration and a motion to amend the Design Guidelines to state: "All Structures which are visible from Hwy. 33, Division St., and I-35, must not have metal exterior coverings. The exterior coverings must be brick, stone, wood, or simulated wood product, i.e. hardi-board. A motion was made by Comm. Padgett, seconded by Comm. Wood to *Approve* the amendment. All voted Aye.

4. Workshop on Sign Ordinance revision.

Commission discussed the proposed need to change or amend the new proposed sign ordinance regarding sign height and/or size of sign display area. A motion was made by Comm. Wood, seconded by Comm. Padgett to *Deny* any change to the proposed sign ordinance.

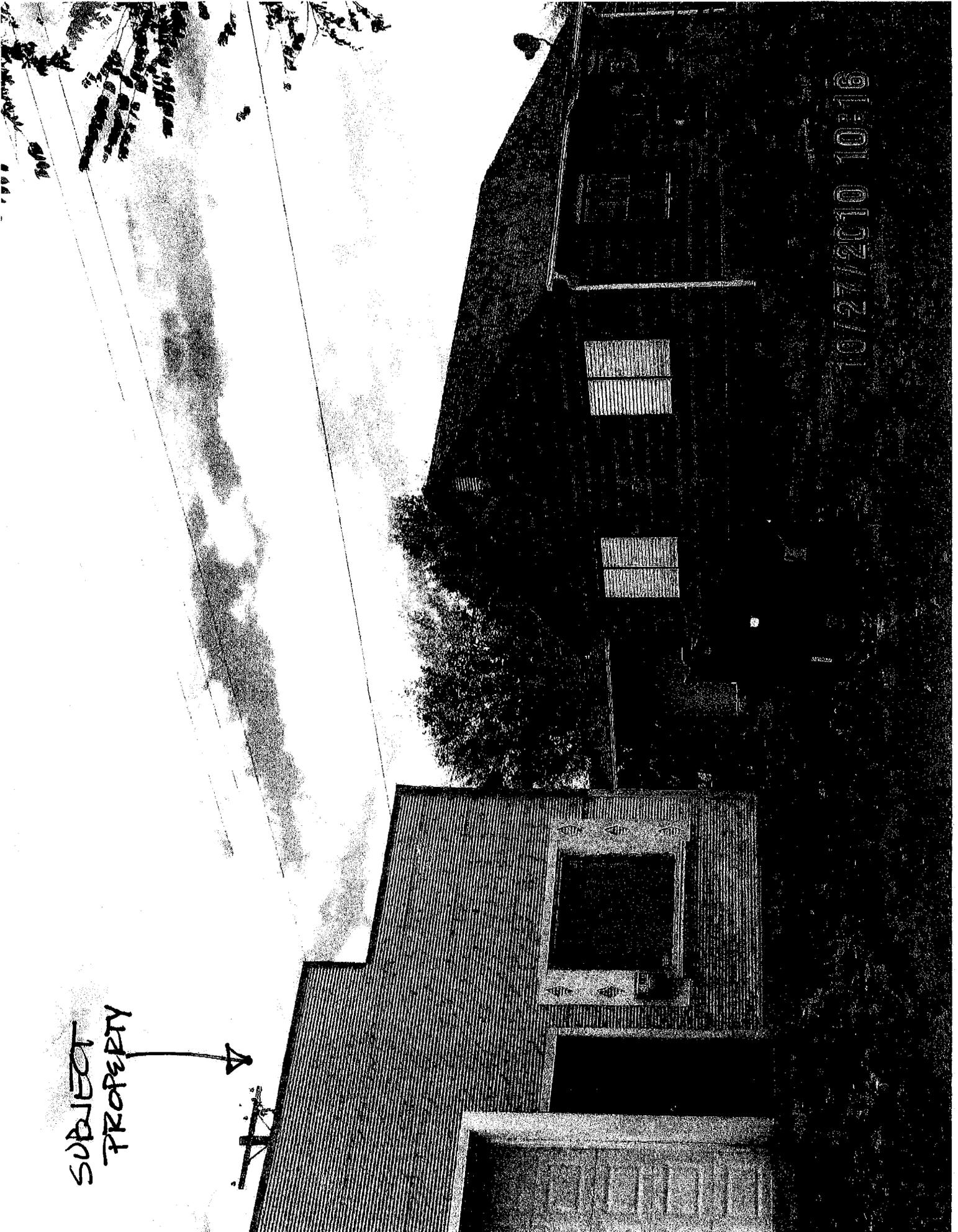
5. New Business: None.

6. Reports/Comments from Staff: None.

7. Comments from Commissioners: None.

The meeting adjourned at 6:45 p.m.

SUBJECT  
PROPERTY



10/27/2010 10:16

SUBJECT  
PROPERTY



10/27/2010 10:16



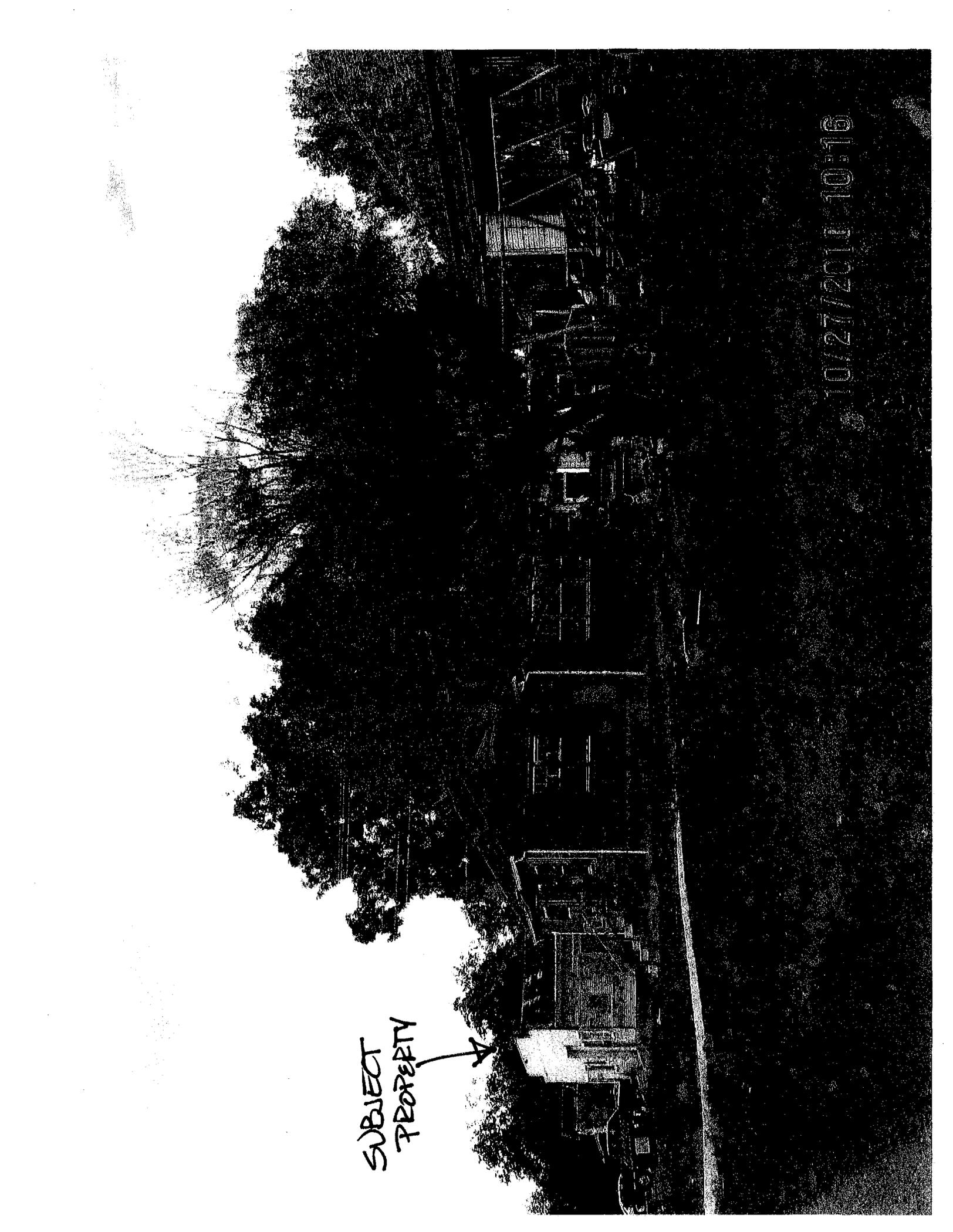
SUBJECT  
PROPERTY

10/27/2010 10:15

SUBJECT  
PROPERTY



10/27/2011 10:16





**Agenda Item Cover Letter**

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

**Date of Meeting**  
November 2, 2010

**Contact**  
Matt Mueller, City  
Manager

**Agenda Item**

Discussion and possible consideration of Resolution No. 2010-17 designating Honor Park as a Monument Park

**Summary**

Honor Park has been under the care of the American Legion since spring of 2009. Since that time, many improvements have been made. It was discovered by representatives from the Legion that money for park improvement could be obtained by the national chapter if the park was designated as a monument park rather than a recreational park. The parks board has approved this action with a unanimous vote.

**Funding Expected**     Revenue             Expenditure             N/A

**Budgeted**             Yes                     No                         N/A

**Account Number**    \_\_\_\_\_ **Amount**            \_\_\_\_\_

**Legal Review**         N/A                     Required            Completed Date: \_\_\_\_\_

**Mayor's Appt.**         Yes                     No

**Supporting documents attached**

- Resolution

**Recommendation**

Staff Recommends approval.

**Action Needed**         Public Hearing         Motion                 Emergency Clause

**RESOLUTION NO. 2010-17**

**DESIGNATING HONOR PARK AS A MONUMENT PARK**

WHEREAS, the park known as Honor Park has been designed and maintained as a setting for the Veterans and the Killed in Action monuments; and

WHEREAS, the park is a place for respectful reflection and ceremonial occasion;  
and

WHEREAS, the park does not lend itself to active recreation:

BE IS RESOLVED THAT IN HONOR OF THE MEN AND WOMEN WHO SERVE THIS COUNTRY THE HONOR PARK BE HENCEFORTH KNOWN AS A MONUMENT PARK RATHER THAN A RECREATIONAL PARK.

Executed by the Mayor of the City of Guthrie, Oklahoma, this \_\_\_\_ day of November, 2010 after approval by the Guthrie City Council.

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Mayor

MINUTES

GUTHRIE INDUSTRIAL DEVELOPMENT AUTHORITY

April 20, 2010

The special meeting of the Guthrie Industrial Development Authority was posted on Thursday, April 15, 2010 before 5:00 p.m. and held April 20, 2010 in the Guthrie City Hall Council Chambers.

Chairman Chuck Burtcher called the meeting to order at 7:32 p.m.

Members Present:	Chuck Burtcher	Trey Ayers	Ellen Gomes
	John Wood	Patty Hazlewood	Gaylord Z. Thomas
	Mary Coffin		

Members Absent: None

Staff Present:	Matt Mueller	Randel Shadid	Wanda Calvert
	Lance Crenshaw	Rene Spineto	Jim Ahlgren

Chairman Chuck Burtcher declared a quorum with all (7) Trustees in attendance.

**Consider approval of the minutes of the Special Guthrie Industrial Development Authority Meeting held on March 16, 2010.** Motion by Trustee Wood, seconded by Trustee Thomas, moved approval of the minutes of the Special Guthrie Industrial Development Authority Meeting held on March 16, 2010. Trustees entered their votes and the votes were displayed with the following results:

Aye: Burtcher, Ayers, Gomes, Hazlewood, Wood, Thomas, Coffin  
Nay: None

Chairman Burtcher declared the motion carried unanimously.

**Executive Session.** Motion by Trustee Ayers, seconded by Trustee Thomas, moved approval to convene into Executive Session pursuant to the Authority of Title 25, O.S. 2001, Section 307(B)(3) for the purpose of discussing the sale or purchase of real property. Trustees entered their votes and the votes were displayed with the following results:

Aye: Burtcher, Ayers, Gomes, Hazlewood, Wood, Thomas, Coffin  
Nay: None

Chairman Burtcher declared the motion carried unanimously at 7:33 p.m. Attending Executive Session was Chairman Burtcher, Trustees Ayers, Gomes, Thomas, Hazlewood, Coffin and Wood, City Manager Mueller and City Attorney Shadid.

**Reconvene.** Chairman Burtcher reconvened the Special Guthrie Industrial Development Authority Meeting at 7:43 p.m. and stated no action was taken in Executive Session.

**Consideration of action regarding the sale or purchase of real property.** Motion by Trustee Coffin, seconded by Trustee Wood, moved approval of the Real Estate Purchase Contract with the Guthrie Independent School District to sell the property located in the Southwest Quarter (SW/4) of Section 2, Township 16 North, Range 2 West of the Indian Meridian, Logan County, known as Industrial Park (80 acres). Trustees entered their votes and the votes were displayed with the following results:

Aye: Burtcher, Ayers, Gomes, Wood, Hazlewood, Thomas, Coffin  
Nay: None

Chairman Burtcher declared the motion carried unanimously.

**Adjournment.** Motion by Trustee Coffin, seconded by Trustee Thomas, moved approval to adjourn. Trustees entered their votes and the votes were displayed with the following results:

Aye: Burtcher, Ayers, Gomes, Hazlewood, Wood, Thomas, Coffin  
Nay: None

Chairman Burtcher declared the motion carried unanimously at 7:45 p.m.

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Wanda Calvert, City Clerk

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Chuck Burtcher, Chairman