



60th 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. 2nd Street, Guthrie, OK 73044

February 15, 2011, 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 February 1, 2011..... 3
B. Consider approval of minutes of the Regular Guthrie Public Works Authority meeting held February 3, 2011..... 5
C. Consider approval of claims..... 7
D. Consider authorizing staff to solicit bids for grass management services for one (1) property located at the Guthrie Convenience Center, in the NW 1/4 Section 1, T16N, R3W, 13.48 acres mol. 19
4. Adjourn

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 Regular City Council Meeting held on February 1, 201121
B. Consider approval of minutes of the Regular City Council Meeting held on February 3, 201123
C. Consider approval of claims..... 27
D. Consider approval of Treasurer’s Report..... 29
E. Consider authorizing staff to solicit bids for grass management of the City’s 80 acres located at East College Street and Midwest Blvd 37

Ordinances

- 3. Discussion and possible action regarding Ordinance 3218 which was adopted January 18, 2011 regarding annexation..... 39
4. City Manager’s Report
5. Requests/comments from members of the City Council.

6. Consider convening an Executive Session pursuant to the Authority of Title 25, O.S. 2001, Section 307 (B)(4) for the purpose of discussing confidential communications between the Council and their Attorney concerning a pending investigation or claim involving Logan County Rural Water District #1 Lawsuits.
7. Consideration of action regarding Logan County Rural Water District #1 Lawsuits.
8. Adjourn.

Agenda posted on the bulletin board in the lobby of City Hall before 5:00 pm on Friday, February 11, 2011. 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.

MINUTES

GUTHRIE PUBLIC WORKS MEETING

February 1, 2011

The regular meeting of the Guthrie Public Works Authority was posted on Friday, January 28, 2011 before 5:00 p.m. and was to be held February 1, 2011 in the Guthrie City Hall Council Chambers.

Due to inclement weather, there was not a quorum. A Special Meeting has been scheduled for Thursday, February 3, 2011.

Wanda Calvert, City Clerk

Chuck Burtcher, Chairman

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MINUTES

GUTHRIE PUBLIC WORKS MEETING

February 3, 2011

The special meeting of the Guthrie Public Works Authority was posted on Tuesday, February 1, 2011 before 5:00 p.m. and held February 3, 2011 in the Guthrie City Hall Council Chambers.

Invocation was given by Chairman Chuck Burtcher.

Pledge of Allegiance was led by Chairman Chuck Burtcher.

Chairman Chuck Burtcher called the meeting to order at 6:03 p.m.

Members Present: Chuck Burtcher Trey Ayers Gaylord Z. Thomas
 Ellen Gomes Mary Coffin

Members Absent: John Wood Patty Hazlewood

Staff Present: Matt Mueller Wanda Calvert Lance Crenshaw
 Lee Ivie

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

Public Comments: None

Consent Agenda: Consent Agenda B, Approval of Claims, was removed for further discussion. 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 January 18, 2011.

- C. Consider approval of the Finance Committee's recommendation regarding a utility adjustment in the amount of \$1,002.50 to a utility account for Carothers Holding Group, LLC at 105 East Oklahoma Avenue.

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

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

Chairman Burtcher declared the motion carried unanimously.

Trustee Coffin temporarily left the Council Chambers.

Consent Agenda B. Motion by Trustee Ayers, seconded by Trustee Thomas, moved approval of Consent Agenda B, Approval of Claims.

GPWA Fund:	Claims	\$119,152.07
Water Treatment Plant Fund:	Claims	\$178,480.34
CMOM Fund:	Claims	\$ 11,723.80
Utility Deposit Fund:	Claims	<u>\$ 545.60</u>

TOTAL CLAIMS: \$309,901.81

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

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

Chairman Burtcher declared the motion carried unanimously.

Trustee Coffin returned to the Council Chambers.

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, Thomas, Coffin
Nay: None

Chairman Burtcher declared the motion carried unanimously at 6:08 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Chairman



GUTHRIE PUBLIC WORKS AUTHORITY

CLAIMS

February 15, 2011

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.

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

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
PR3303-1	AETNA - MIDDLETOWN 22051		01-00-00-2031	\$117.10
PR3314-1	AETNA - MIDDLETOWN 22051		01-00-00-2031	\$109.80
PR3303-1	AETNA MEDICAL/ DENTAL 2205		01-00-00-2031	\$47.48
PR3303-1	PRINCIPAL FINANCIAL GROUP 2		01-00-00-2031	\$1,743.28
PR3314-1	PRINCIPAL FINANCIAL GROUP 2		01-00-00-2031	\$1,876.10
PR3314-1	PRINCIPAL FINANCIAL GROUP 2		01-00-00-2031	\$4,272.27
PR3303-1	AETNA - MIDDLETOWN 22051		01-00-00-2032	\$293.67
PR3314-1	AETNA - MIDDLETOWN 22051		01-00-00-2032	\$263.42
PR3303-1	AETNA MEDICAL/ DENTAL 2205		01-00-00-2032	\$3.13
PR3314-1	AETNA MEDICAL/ DENTAL 2205		01-00-00-2032	\$3.13
PR3303-1	PRINCIPAL FINANCIAL GROUP 2		01-00-00-2032	\$13,931.50
PR3314-1	PRINCIPAL FINANCIAL GROUP 2		01-00-00-2032	\$13,603.70
PR3303-1	AETNA MEDICAL/ DENTAL 2205		01-00-00-2033	\$955.79
PR3314-1	AETNA MEDICAL/ DENTAL 2205		01-00-00-2033	\$933.55
PR3303-1	AETNA MEDICAL/ DENTAL 2205		01-00-00-2034	\$626.83
PR3314-1	AETNA MEDICAL/ DENTAL 2205		01-00-00-2034	\$626.83
		Total		\$39,407.58
		Total		\$39,407.58
203.2062	OFFICE DEPOT,INC. (286)	Calendar Refill 2011	01-01-00-6100	\$20.83
2032.062	OFFICE DEPOT,INC. (286)	Calendar Refill 2011	01-01-00-6100	\$21.99
2032602	OFFICE DEPOT,INC. (286)	Calendar Refill 2011	01-01-00-6100	\$32.98
203.19.34	WALMART COMMUNITY BRC(207	Misc. Supplies	01-01-00-6112	\$9.98
203.1934	WALMART COMMUNITY BRC(207	Misc. Supplies	01-01-00-6112	\$19.00
417748	WALKER CO.(1975)	Employee Service and Achievement Awards	01-01-00-6114	\$474.20
2032063.	WALMART COMMUNITY BRC(207	Food and Supplies for City of Guthrie Employ	01-01-00-6114	\$339.73
2032063	WALMART COMMUNITY BRC(207	Food and Supplies for City of Guthrie Employ	01-01-00-6114	\$29.74
JANUARY 2011	VERIZON WIRELESS (21875)	Cell Phone Monthly Services 2010-2011	01-01-00-6318	\$287.56
5520110000520	RISK MANAGEMENT DIVISION(1	15 Units Auto Liability Coverage for Schedule	01-01-00-6326	\$765.00
5492	CRAWFORD & ASSOCIATES,P.C.	Professional Services-Accounting and Consul	01-01-00-6330	\$1,607.50
		Total		\$3,608.51
		Total GENERAL GOVERNMENT		\$3,608.51
5377	STRATEGIC GOVERNMENT RES	Collaborative Training for Employees with: Ci	01-02-24-6373	\$1,044.25
		Total HUMAN RESOURCES		\$1,044.25
		Total ADMINISTRATION		\$1,044.25
JAN2011	COX COMMUNICATIONS(20698)	City Hall and Fire Dept. Internet services	01-04-45-6381	\$274.95
JANUARY 2011.	COX COMMUNICATIONS(20698)	City Hall and Fire Dept. Internet services	01-04-45-6381	\$39.90
		Total INFORMATION SERVICES		\$314.85
		Total INFORMATION SERVICES		\$314.85
2032179	WALMART COMMUNITY BRC(207	Jail Food for Prisoners	01-07-70-6106	\$45.42
203-2179	WALMART COMMUNITY BRC(207	Jail Food for Prisoners	01-07-70-6106	\$95.16
CONTRACT BO	JEREMY THORNE 22569	Reimbursement for Boots - Per FOP Contract	01-07-70-6110	\$225.00
2032178	WALMART COMMUNITY BRC(207	Miscellaneous Supplies	01-07-70-6114	\$23.40
2032138	OFFICE DEPOT,INC. (286)	X-ternal Harddrives for ODIS - Back Up Drives	01-07-70-6311	\$249.93
		Total POLICE ADMINISTRATION		\$638.91
		Total POLICE		\$638.91

EARLY PAY

City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
203.1955	WALMART COMMUNITY BRC(207	Misc. Supplies	01-09-96-6114	\$25.00
		Total PREVENTION		\$25.00
		Total FIRE		\$25.00
2031897	WALMART COMMUNITY BRC(207	Building Supplies - Paint, Paint Brushes, Thin	01-15-11-6112	\$111.75
		Total PARKS		\$111.75
		Total PARKS & PUBLIC GROUNDS		\$111.75
		Total GENERAL FUND		\$45,150.85
PR3303-2	AETNA - MIDDLETOWN 22051		20-00-00-2031	\$23.90
PR3314-2	AETNA - MIDDLETOWN 22051		20-00-00-2031	\$23.90
PR3303-2	PRINCIPAL FINANCIAL GROUP 2		20-00-00-2031	\$26.56
PR3314-2	PRINCIPAL FINANCIAL GROUP 2		20-00-00-2031	\$26.56
PR3303-2	AETNA - MIDDLETOWN 22051		20-00-00-2032	\$62.60
PR3314-2	AETNA - MIDDLETOWN 22051		20-00-00-2032	\$62.60
PR3303-2	PRINCIPAL FINANCIAL GROUP 2		20-00-00-2032	\$3,278.00
PR3314-2	PRINCIPAL FINANCIAL GROUP 2		20-00-00-2032	\$3,278.00
PR3303-2	AETNA MEDICAL/ DENTAL 2205		20-00-00-2033	\$222.40
PR3314-2	AETNA MEDICAL/ DENTAL 2205		20-00-00-2033	\$222.40
PR3303-2	AETNA MEDICAL/ DENTAL 2205		20-00-00-2034	\$69.87
PR3314-2	AETNA MEDICAL/ DENTAL 2205		20-00-00-2034	\$69.87
		Total		\$7,366.66
		Total		\$7,366.66
2031850.	WALMART COMMUNITY BRC(207	Misc Supplies	20-21-00-6114	\$4.97
JANUARY 2011	VERIZON WIRELESS (21875)	Cell Phone Monthly Services 2010-2011	20-21-00-6318	\$216.93
		Total		\$221.90
		Total PUBLIC WORKS GENERAL		\$221.90
2031860.	WALMART COMMUNITY BRC(207	Misc. Supplies	20-24-00-6114	\$8.34
2031860	WALMART COMMUNITY BRC(207	Misc. Supplies	20-24-00-6114	\$5.97
		Total		\$14.31
		Total WASTE WATER TREATMENT PLANT		\$14.31
2031849.	WALMART COMMUNITY BRC(207	Items used in the Camera Truck	20-27-00-6392	\$30.62
		Total		\$30.62
		Total LINE MAINTENANCE		\$30.62
		Total GPWA OPERATING FUND		\$7,633.49
2032109	WALMART COMMUNITY BRC(207	Misc Supplies for Guthrie Library	30-30-06-6541	\$101.40
		Total LIBRARY		\$101.40
		Total GRANTS		\$101.40
		Total GRANTS FUND		\$101.40
FEBRUARY 201	FARMERS & MERCHANTS BANK(2009 Chevrolet Tahoe (Police Vehicles)	54-56-07-6707	\$720.30
FEBRUARY 201	OKLA STATE BANK (22069)	Four - 2009 Dodge Chargers (Police Vehicle	54-56-07-6707	\$3,232.30
		Total POLICE DEPARTMENT		\$3,952.60
FEBRUARY .201	OKLA STATE BANK (22069)	10 Wheel Dump Truck with Attachments	54-56-12-6708	\$2,031.00

EARLY PAY

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

Invoice #	Vendor	Description	Account	Cost
Total STREET DEPARTMENT				\$2,031.00
Total VEHICLES & EQUIPMENT				\$5,983.60
Total CAPITAL PROJECTS				\$5,983.60
01-011711-003 R	MISCELLANEOUS		71-00-00-5555	\$2.15
03-031680-002 R	MISCELLANEOUS		71-00-00-5555	\$75.00
07-070877-005 R	MISCELLANEOUS		71-00-00-5555	\$29.09
09-092300-004 R	MISCELLANEOUS		71-00-00-5555	\$39.20
09-092445-011 R	MISCELLANEOUS		71-00-00-5555	\$75.00
13-130680-001 R	MISCELLANEOUS		71-00-00-5555	\$75.00
14-142350-002 R	MISCELLANEOUS		71-00-00-5555	\$2.65
14-142422-002 R	MISCELLANEOUS		71-00-00-5555	\$73.51
Total				\$371.60
Total				\$371.60
Total UTILITY DEPOSIT FUND				\$371.60
PR3303-1	AETNA - MIDDLETOWN 22051		98-00-00-2032	\$3.13
PR3314-1	AETNA - MIDDLETOWN 22051		98-00-00-2032	\$3.13
PR3303-1	PRINCIPAL FINANCIAL GROUP 2		98-00-00-2032	\$163.90
PR3314-1	PRINCIPAL FINANCIAL GROUP 2		98-00-00-2032	\$163.90
PR3303-1	AETNA MEDICAL/ DENTAL 2205		98-00-00-2033	\$11.12
PR3314-1	AETNA MEDICAL/ DENTAL 2205		98-00-00-2033	\$11.12
Total				\$356.30
Total				\$356.30
OAOA CONFER	OAOA (21194)	Membership Dues 7/1/2010 - 6/30/2011	98-98-00-6048	\$275.00
2032168	WALMART COMMUNITY BRC(207	Master Locks	98-98-00-6315	\$10.44
Total				\$285.44
APPLICATION #	SANDSTONE CONSTRUCTION C	Construction of Taxi Lane Ext. North of Delta	98-98-95-6588	\$30,860.28
RETAINAGE340	SANDSTONE CONSTRUCTION C	Construction of Taxi Lane Ext. North of Delta	98-98-95-6588	\$27,725.40
Total TAXI LANE EXTENSION-NORTH OF DELTA				\$58,585.68
Total AIRPORT FUND				\$58,871.12
Total AIRPORT FUND				\$59,227.42
FEBRUARY 201	BANCFIRST(884)	Excel Jet Loan	99-99-00-6705	\$2,063.00
Total				\$2,063.00
Total GUTHRIE INDUSTRIAL DEVLEOPMENT				\$2,063.00
Total GUTHRIE INDUSTRIAL DEVELOPMENT				\$2,063.00
Total All Funds				\$120,531.36

EARLY PAY

City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
JANUARY 2011	C.L.E.E.T.(125)	Municipal Court Collection of CLEET Assess	01-00-00-2012	\$1,300.32
ASIS FEES JAN	O.S.B.I. (820)	Municipal Court Collections for OSBI 2010-20	01-00-00-2012	\$726.16
FORENSIC FEE	O.S.B.I. (820)	Municipal Court Collections for OSBI 2010-20	01-00-00-2012	\$703.00
3800941	BLUE CROSS/BLUE SHIELD (202	Overpayment on Ambulance Invoice - Clayto	01-00-00-5435	\$735.79
3852571	OHCA - FINANCE (22111)	Overpayment on Ambulance Invoice - Dora C	01-00-00-5435	\$40.23
4240688	OHCA - FINANCE (22111)	Overpayment on Ambulance Invoice - Dora C	01-00-00-5435	\$66.21
JANUARY 2011	OK DEPT PUBLIC SAFETY VEHIC	Child Passenger Restraint System Collection	01-00-00-5497	\$150.00
		Total		\$3,721.71
		Total		\$3,721.71
RAYMOND SEA	FURROW FLOWERS & GIFTS (1	Condolences and Get Well Flowers and Plant	01-01-00-6114	\$65.00
JANUARY 2011	AT&T LONG DISTANCE(21268)	General Fund Monthly Long Distance Service	01-01-00-6301	\$47.26
484661069-002	Sprint Customer Service - 22683	Wireless Internet Card - (4 aircards) City	01-01-00-6301	\$168.96
		Total		\$281.22
		Total GENERAL GOVERNMENT		\$281.22
682481061-002	Sprint Customer Service - 22683	Wireless Internet Card - PD/Mark Bruning	01-07-70-6311	\$45.75
JANUARY 2011	SHINEY BAYS (22581)	January Car Wash	01-07-70-6316	\$210.30
		Total POLICE ADMINISTRATION		\$256.05
		Total POLICE		\$256.05
FEB.2011	RURAL WATER DISTRICT #1(206	Water service for 6512 S Coltrane and Mitcha	01-15-11-6112	\$40.00
FEB2011	RURAL WATER DISTRICT #1(206	Water service for 6512 S Coltrane and Mitcha	01-15-11-6112	\$13.00
FEBRUARY 201	RURAL WATER DISTRICT #1(206	Water service for 6512 S Coltrane and Mitcha	01-15-11-6112	\$111.90
		Total PARKS		\$164.90
		Total PARKS & PUBLIC GROUNDS		\$164.90
		Total GENERAL FUND		\$4,423.88
2032279	RIGOBERTO ZAMORA	Overpayment of Final Bill at 511 East Harris	20-00-00-5480	\$6.97
		Total		\$6.97
		Total		\$6.97
		Total GPWA OPERATING FUND		\$6.97
07-072450-003 R	MISCELLANEOUS		71-00-00-5555	\$64.94
07-072450-003 R	MISCELLANEOUS		71-00-00-5555	\$64.94
20-200003-001 R	MISCELLANEOUS		71-00-00-5555	\$89.54
20-200003-001 R	MISCELLANEOUS		71-00-00-5555	\$89.54
		Total		\$308.96
		Total		\$308.96
		Total UTILITY DEPOSIT FUND		\$308.96
JANUARY 2011	AT&T LONG DISTANCE(21268)	Airport Monthly Long Distance Service	98-98-00-6301	\$5.96
		Total		\$5.96
		Total AIRPORT FUND		\$5.96
		Total AIRPORT FUND		\$5.96
		Total All Funds		\$4,745.77

EARLY PAY

City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
JANUARY 2011	BURRELL INC.(21286)	Contract Meter Reading 2010-2011	20-28-00-6054	\$2,662.87
		Total		\$2,662.87
		Total METER DEPARTMENT		\$2,662.87
		Total GPWA OPERATING FUND		\$2,662.87
		Total All Funds		\$2,662.87

EARLY PAY

City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
2032191-COG-0	WIND ENERGY CONSULTING	2 Contractual Engineering Services - Wind Turb	30-30-02-6589	\$5,385.00
		Total ADMINISTRATION		\$5,385.00
		Total GRANTS		\$5,385.00
		Total GRANTS FUND		\$5,385.00
		Total All Funds		\$5,385.00

EARLY PAY

City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
2362216	OKLA HOME CENTERS, INC. (203	UPS Service for Mailing Damaged Police Dep	01-01-00-6114	\$7.70
XF6PW7KT9	DELL, INCORPORATED (20591	Dell Latitude E6510 - plus shipping	01-01-00-6311	\$1,374.15
FEBRUARY 201	O.M.A.G.(21303)	Building and Property Insurance for Fiscal Ye	01-01-00-6326	\$3,431.42
FEBRUARY 201	O.M.A.G.(21302)	Workers' Compensation Insurance for Fiscal	01-01-00-6326	\$20,007.96
FEBRUARY 201	O.M.A.G.(425)	Liability/Automobile/Contractors Insurance Fi	01-01-00-6326	\$8,488.95
526133ER	AFLAC(20180)	Service Fee for the Month of January 2011	01-01-00-6346	\$33.00
OCT THROUGH	LOGAN COUNTY CLERK(1135)	Civil Defense per Agreement	01-01-00-6371	\$104.31
OCT, NOV, DEC	LOGAN COUNTY CLERK(1135)	Civil Defense per Agreement	01-01-00-6371	\$1,500.00
FEBRUARY 201	GODDARD ENTERPRISES (798)	Siren Maintenance	01-01-00-6372	\$200.00
		Total		\$35,147.49
		Total GENERAL GOVERNMENT		\$35,147.49
038696	O.M.L.(426)	Oklahoma Municipal Judge Association - Fall	01-03-30-6048	\$150.00
CM162	O.M.L.(426)		01-03-30-6048	(\$20.00)
ORD. NO 3218	GUTHRIE NEWS LEADER (1578)	Legal Notices	01-03-30-6334	\$15.60
ORD. NO. 3217	GUTHRIE NEWS LEADER (1578)	Legal Notices	01-03-30-6334	\$15.60
RESOLUTION N	GUTHRIE NEWS LEADER (1578)	Legal Notices	01-03-30-6334	\$96.40
2032278	OK MUNICIPAL CLERK, TREASU	2011 Membership Dues for Kim Biggs	01-03-30-6355	\$25.00
		Total FINANCE		\$282.60
		Total FINANCE		\$282.60
226	RETAIL ATTRACTIONS, LLC(2216	Consultation for Retail Development, Per Agr	01-05-53-6054	\$1,250.00
		Total ECONOMIC DEVELOPMENT		\$1,250.00
		Total PLANNING		\$1,250.00
897434	CENTER POINT LARGE PRINT (2	Large Print Standing Order - General Fiction,	01-06-60-6130	\$127.02
102125	JUNIOR LIBRARY GUILD (1896)	Juvenile Sale Books - Standing Order	01-06-60-6130	\$105.00
16326471	MID AMERICA BOOKS(21393)	Large Print Title	01-06-60-6130	\$24.17
201638A	MID AMERICA BOOKS(21393)	Juvenile Book Titles	01-06-60-6130	\$196.34
308973	AMAZON.COM 22641	Children's and Grown Up DVD's	01-06-60-6131	\$28.99
		Total LIBRARY		\$479.52
		Total LIBRARY		\$479.52
109260	INTERSTATE ALL BATTERY CEN	Flashlight Batteries #NIC 0085	01-07-70-6110	\$54.18
000282	GHM ENTERPRISES (1097)	1/6/2011, 1/12/2011 and 1/26/2011 Laundry	01-07-70-6310	\$18.60
000286	GHM ENTERPRISES (1097)	1/6/2011, 1/12/2011 and 1/26/2011 Laundry	01-07-70-6310	\$16.02
000292	GHM ENTERPRISES (1097)	1/6/2011, 1/12/2011 and 1/26/2011 Laundry	01-07-70-6310	\$13.80
175369	NAPA (30)	Jump Box (Charger) for Units	01-07-70-6316	\$222.29
87857	RON'S MOBILE TIRE 506	Flat Fixed Unit 28, Tires for Unt 28 and Wast	01-07-70-6316	\$15.00
87888	RON'S MOBILE TIRE 506	Flat Fixed Unit 28, Tires for Unt 28 and Wast	01-07-70-6316	\$260.98
87926	RON'S MOBILE TIRE 506	Flat Fixed Unit 28, Tires for Unt 28 and Wast	01-07-70-6316	\$15.00
7465	AMERICAN MUNICIPAL SERVICE	December Collection Fees	01-07-70-6340	\$740.00
1090	BOARD OF TESTS (21950)	Requalifications for J. Thorne	01-07-70-6343	\$12.00
FEBRUARY 201	LOGAN COMMUNITY SERVICES,	Shelter Service	01-07-70-6345	\$125.00
		Total POLICE ADMINISTRATION		\$1,492.87
820389	SOUTHPOINT VET CLINIC (734)	1/7/2011 and 1/20/2011 Euth	01-07-72-6104	\$27.00
820390	SOUTHPOINT VET CLINIC (734)	1/7/2011 and 1/20/2011 Euth	01-07-72-6104	\$27.00
		Total ANIMAL CONTROL		\$54.00
203.2227	GUTHRIE NEWS LEADER (1578)	Invitation to Request for Proposal - Concessi	01-07-78-6114	\$37.57

City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
2032227	GUTHRIE NEWS LEADER (1578)	Invitation to Request for Proposal - Concessi	01-07-78-6114	\$37.57
		Total LAKE ENFORCEMENT		\$75.14
		Total POLICE		\$1,622.01
825 0614074	UNIFIRST(20865)	Uniform and Shop Towel Service	01-14-00-6016	\$33.05
825 0615790	UNIFIRST(20865)	Uniform and Shop Towel Service	01-14-00-6016	\$34.55
825 0617479	UNIFIRST(20865)	Uniform and Shop Towel Service	01-14-00-6016	\$33.05
2362086	OKLA HOME CENTERS, INC. (203	Hand Tool Replacements	01-14-00-6102	\$26.97
2032169	WILLOBY'S WHOLESALE (631)	Safety Boots	01-14-00-6110	\$247.92
2360927	OKLA HOME CENTERS, INC. (203	Supplies for Building, Lights, etc.	01-14-00-6112	\$66.97
2361135	OKLA HOME CENTERS, INC. (203	Supplies for Building, Lights, etc.	01-14-00-6112	\$21.99
		Total		\$464.50
0532289599	AZ COMMERCIAL (1556)	Misc. Automotive Parts	01-14-41-6116	\$9.59
0532293856	AZ COMMERCIAL (1556)	Misc. Automotive Parts	01-14-41-6116	\$20.79
0532293870	AZ COMMERCIAL (1556)	Misc. Automotive Parts	01-14-41-6116	\$11.80
0532293896	AZ COMMERCIAL (1556)	Misc. Automotive Parts	01-14-41-6116	\$79.99
0532293933	AZ COMMERCIAL (1556)		01-14-41-6116	(\$79.99)
0532295978	AZ COMMERCIAL (1556)	Misc. Automotive Parts	01-14-41-6116	\$107.99
0532295979	AZ COMMERCIAL (1556)	Misc. Automotive Parts	01-14-41-6116	\$107.99
42820	COUNTRY FORD-MERCURY (130	Misc Ford Parts and Supplies for Fleet Mainte	01-14-41-6116	\$9.30
42829	COUNTRY FORD-MERCURY (130		01-14-41-6116	(\$9.30)
42836	COUNTRY FORD-MERCURY (130	Misc Ford Parts and Supplies for Fleet Mainte	01-14-41-6116	\$506.40
42861	COUNTRY FORD-MERCURY (130		01-14-41-6116	(\$339.36)
42867	COUNTRY FORD-MERCURY (130	Misc Ford Parts and Supplies for Fleet Mainte	01-14-41-6116	\$37.69
124827	JOHN VANCE MOTORS(602)	Misc. GM and Chrysler Parts for Fleet Mainte	01-14-41-6116	\$3.33
0218-428764	O'REILLY AUTO PARTS (952)	Misc. Automotive Parts	01-14-41-6116	\$2.99
0218-428847	O'REILLY AUTO PARTS (952)		01-14-41-6116	(\$3.65)
0218-428919	O'REILLY AUTO PARTS (952)	Misc. Automotive Parts	01-14-41-6116	\$3.53
0218-429017	O'REILLY AUTO PARTS (952)	Misc. Automotive Parts	01-14-41-6116	\$11.98
0218-429024	O'REILLY AUTO PARTS (952)	Misc. Automotive Parts	01-14-41-6116	\$2.32
0218-429125	O'REILLY AUTO PARTS (952)	Misc. Automotive Parts	01-14-41-6116	\$4.76
0218-429298	O'REILLY AUTO PARTS (952)	Misc. Automotive Parts	01-14-41-6116	\$25.90
0218-429818	O'REILLY AUTO PARTS (952)	Misc. Automotive Parts	01-14-41-6116	\$9.48
0218-429864	O'REILLY AUTO PARTS (952)	Misc. Automotive Parts	01-14-41-6116	\$3.53
0218-429873	O'REILLY AUTO PARTS (952)	Misc. Automotive Parts	01-14-41-6116	\$41.62
0218-430083	O'REILLY AUTO PARTS (952)	Misc. Automotive Parts	01-14-41-6116	\$2.27
0218-430189	O'REILLY AUTO PARTS (952)	Misc. Automotive Parts	01-14-41-6116	\$2.79
0218-430283	O'REILLY AUTO PARTS (952)	Misc. Automotive Parts	01-14-41-6116	\$82.35
0218-430292	O'REILLY AUTO PARTS (952)	Misc. Automotive Parts	01-14-41-6116	\$59.21
0218-430595	O'REILLY AUTO PARTS (952)	Misc. Automotive Parts	01-14-41-6116	\$149.98
0218-431320	O'REILLY AUTO PARTS (952)	Misc. Automotive Parts	01-14-41-6116	\$24.38
0218-431335	O'REILLY AUTO PARTS (952)	Misc. Automotive Parts	01-14-41-6116	\$11.97
0218-431398	O'REILLY AUTO PARTS (952)		01-14-41-6116	(\$26.94)
0218-431697	O'REILLY AUTO PARTS (952)	Misc. Automotive Parts	01-14-41-6116	\$1.48
0218-431799	O'REILLY AUTO PARTS (952)	Misc. Automotive Parts	01-14-41-6116	\$103.79
0218-431818	O'REILLY AUTO PARTS (952)		01-14-41-6116	(\$103.79)
0218-431928	O'REILLY AUTO PARTS (952)		01-14-41-6116	(\$0.50)
2031675.	STEVE'S MUFFLER(379)	Exhaust Repairs for Fleet Vehicles	01-14-41-6116	\$175.00
F1100	JIM JOHNSON OIL CO. (21480)	Lubricants and Fluids	01-14-41-6118	\$136.00

City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
		Total FLEET MAINTENANCE		\$1,186.67
		Total FLEET MAINTENANCE		\$1,651.17
		Total GENERAL FUND		\$40,432.79
JANUARY 2011	USPS - UNITED STATES POSTAL	Postage Meter	20-21-00-6309	\$1,000.00
		Total		\$1,000.00
		Total PUBLIC WORKS GENERAL		\$1,000.00
1670	AMERICAN BUSINESS FINANCE	Flush and Replace Antifreeze and Coolant Te	20-24-00-6312	\$461.31
174798	NAPA (30)	Misc. Supplies	20-24-00-6317	\$53.79
		Total		\$515.10
		Total WASTE WATER TREATMENT PLANT		\$515.10
0298067-IN	OKLA CONTRACTORS(240)	Contractors Supplies	20-27-00-6119	\$545.00
0298068-IN	OKLA CONTRACTORS(240)	SB 317-00258009 24" X 1" CC TA - Tap Sad	20-27-00-6119	\$1,542.00
14491	J&R EQUIPMENT(21216)	Parts for Camera Truck	20-27-00-6317	\$676.72
14492	J&R EQUIPMENT(21216)	Parts for Camera Truck	20-27-00-6317	\$511.50
195289	P& K IMPLEMENT CO. (1491) (KI	Small Parts for JD Tractor	20-27-00-6317	\$142.38
		Total		\$3,417.60
		Total LINE MAINTENANCE		\$3,417.60
		Total GPWA OPERATING FUND		\$4,932.70
B1629880	BRODART(289)	Juvenile and Grown Up Books, Standing Ord	30-30-06-6541	\$105.89
B1629881	BRODART(289)	Juvenile and Grown Up Books, Standing Ord	30-30-06-6541	\$151.79
B1629882	BRODART(289)	Juvenile and Grown Up Books, Standing Ord	30-30-06-6541	\$62.50
B1636009	BRODART(289)	Juvenile and Grown Up Books, Standing Ord	30-30-06-6541	\$20.01
B1636010	BRODART(289)	Juvenile and Grown Up Books, Standing Ord	30-30-06-6541	\$47.08
		Total LIBRARY		\$387.27
		Total GRANTS		\$387.27
		Total GRANTS FUND		\$387.27
8436301	DELAGE LANDEN PUBLIC FINAN	Lease Payment on Antex 900 X2O	54-54-04-6706	\$328.64
2023215	SUSQUEHANNA COMM. FINANC	Lease BroadCastPix	54-54-04-6706	\$670.78
		Total INFORMATION SERVICES		\$999.42
FEBRUARY 201	BANCFIRST(884)	Loan for Upgrade for both Cameras trucks	54-54-27-6706	\$1,116.00
		Total LINE MAINTENANCE		\$1,116.00
		Total FACILITIES		\$2,115.42
FEBRUARY2011	FARMERS & MERCHANTS BANK	Dodge Charger (Police Vehicles)	54-56-07-6707	\$641.86
		Total POLICE DEPARTMENT		\$641.86
FEBRUARY 201	OKLA STATE BANK (22069)	3 New Chevrolet Truck Silverado	54-56-23-6711	\$715.00
		Total PURCHASING/ACCOUNTS PAYABLE		\$715.00
FEBRUARY 201	OKLA STATE BANK (22069)	3 New Chevrolet Truck Silverado	54-56-27-6708	\$835.00
FEBRUARY 201	OKLA STATE BANK (22069)	3 New Chevrolet Truck Silverado	54-56-27-6711	\$634.00
		Total LINE MAINTENANCE		\$1,469.00
		Total VEHICLES & EQUIPMENT		\$2,825.86

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

Invoice #	Vendor	Description	Account	Cost
		Total CAPITAL PROJECTS		\$4,941.28
FEBRUARY 201	LOGAN CO. ECON. DEV. COUNCI	LCEDC Excel Jet Loan	99-99-00-6704	\$2,786.37
		Total		\$2,786.37
		Total GUTHRIE INDUSTRIAL DEVLEOPMENT		\$2,786.37
		Total GUTHRIE INDUSTRIAL DEVELOPMENT		\$2,786.37
		Total All Funds		\$53,480.41

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Agenda Item Cover Letter

Meeting
 City Council
 GPWA
 Other: _____

Date of Meeting
February 15, 2011

Contact
Wanda Calvert, City
Clerk/Treasurer

Agenda Item

Consider authorizing staff to solicit bids for grass management services for one (1) property located at the Guthrie Convenience Center, in the NW ¼ Section 1, T16N, R3W, 13.48 acres mol.

Summary

The property is located on the old landfill and falls under EPA regulations. It cannot be used for grazing and must be mowed at least two (2) times during the growing season. The successful bidder will reap the cuttings; the City/GPWA will realize some monetary benefit.

Funding Expected Revenue Expenditure N/A

Budgeted Yes No N/A

Account Number _____ **Amount** To be determined by bid.

Legal Review N/A Required **Completed Date:** _____

Mayor's Appt. Yes No

Supporting documents attached
Map

Recommendation
Staff recommends approval.

Action Needed Public Hearing Motion Emergency Clause

12656
OUTIRIB PUBLIC WORKS
117.5 ac.



BANKER LAKE LN

BRYANT RD

N 21ST ST

N 18TH ST

34085
CITY OF OUTHIRIB
105.83 ac.

35212
OUTHIRIB
PUBLIC WORKS
6.64 ac.

FLORIDA BT

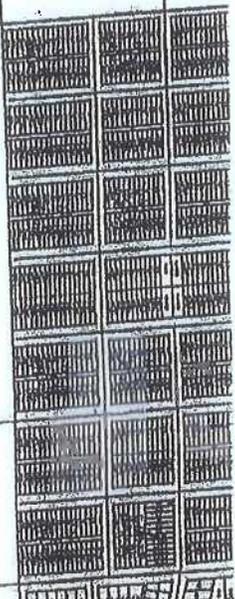
COMMERCE

35244
CITY OF OUTHIRIB
55.16 ac.

OWENS PK

N 18TH ST

GPW
WATER
TOWER



MINUTES

CITY COUNCIL MEETING

February 1, 2011

The regular meeting of the sixtieth City Council of Guthrie, Oklahoma was posted on Friday, January 28, 2011 before 5:00 p.m. and was to be held February 1, 2011 in the Guthrie City Hall Council Chambers.

Due to inclement weather, there was not a quorum. A Special Meeting has been scheduled for Thursday, February 3, 2011.

Wanda Calvert, City Clerk

Chuck Burtcher, Mayor

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MINUTES

CITY COUNCIL MEETING

February 3, 2011

The special meeting of the sixtieth City Council of Guthrie, Oklahoma was posted on Tuesday, February 1, 2011 before 5:00 p.m. and held February 3, 2011 in the Guthrie City Hall Council Chambers.

Mayor Chuck Burtcher called the meeting to order at 6:09 p.m.

Members Present:	Chuck Burtcher	Trey Ayers	Gaylord Z. Thomas
	Ellen Gomes	Mary Coffin	

Members Absent:	John Wood	Patty Hazlewood
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Staff Present:	Matt Mueller	Wanda Calvert	Lance Crenshaw
	Lee Ivie		

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

Consent Agenda: Consent Agenda D, Approval of Claims, was removed for further discussion. Motion by Vice Mayor Ayers, seconded by Councilmember Thomas, moved approval of the Consent Agenda as follows:

- A. Consider approval of the minutes from the Special City Council-Finance Committee Meeting held on January 18, 2011.
- B. Consider approval of the minutes from the Special City Council Workshop Meeting held on January 18, 2011.
- C. Consider approval of the minutes from the Regular City Council Meeting held on January 18, 2011.
- E. Consider approval of formal request to transfer the Guthrie Armory located at 720 East Logan Avenue from the Oklahoma National Guard to the City of Guthrie.
- F. Consider approval of Memorandum of Agreement between the City of Guthrie and Oklahoma Department of Environmental Quality for remediation of the Guthrie Armory located at 720 East Logan Avenue.
- G. Consider approval of the Consumer Price Index (CPI) Amendment to Hangar Ground Lease No. 9 with Zivko Aeronautics.

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

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

Mayor Burtcher declared the motion carried unanimously.

Councilmember Coffin temporarily left the Council Chambers.

Consent Agenda D. Motion by Vice Mayor Ayers, seconded by Councilmember Thomas, moved approval of Consent Agenda D, Approval of Claims.

General Fund:	Claims	\$31,045.43
Grants Fund:	Claims	\$ 444.96
Hotel/Motel Tax Fund:	Claims	\$15,810.94
Capital Projects Fund:	Claims	\$24,376.29
Airport Fund:	Claims	\$ 3,851.33
GIDA Fund:	Claims	<u>\$ 1,041.67</u>

TOTAL CLAIMS: \$76,570.62

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

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

Mayor Burtcher declared the motion carried unanimously.

Councilmember Coffin returned to the Council Chambers.

City Manager's Report. Expressed a "Thank You" to the City of Guthrie staff for their great job this week through the wildfire, snow storm, and the structure fire on East Harrison; I witnessed this organization working together to get the job done.

Requests/comments from members of the City Council. Councilmember Thomas echoed the City Manager's comments.

Councilmember Gomes stated Guthrie is a great community.

Vice Mayor Ayers informed there was great representation at the Mayor Congress held at the Capitol Building.

Councilmember Coffin informed she had received calls of appreciation on the snow removal on the downtown streets, informed of the events happening in Guthrie and encouraged the community to shop in Guthrie.

Mayor Burtcher stated we are blessed and proud of the City of Guthrie/Guthrie Public Works Authority employees.

Executive Session. Motion by Vice Mayor Ayers, seconded by Councilmember Thomas, moved approval to convene into Executive Session pursuant to the authority of Title 25 O.S. 2001, Section 307(B)(4) for the purpose of discussing confidential communications between the Council and their Attorney concerning a pending investigation or claim involving Logan County Rural Water District No. 1 lawsuits. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Burtcher declared the motion carried unanimously at 6:18 p.m. Attending Executive Session was Vice Mayor Ayers, Councilmembers Thomas, Coffin and Gomes and City Manager Mueller.

Reconvened the City Council Meeting. Vice Mayor Ayers reconvened the Guthrie City Council Meeting at 6:31 p.m. and stated no action was taken in Executive Session.

Consideration of action regarding Logan County Rural Water District No. 1 lawsuits. Motion by Councilmember Coffin, seconded by Councilmember Gomes, moved approval of appointing three (3) Councilmembers and give them authority over the Federal and State cases to continue negotiations with the Logan County Rural Water District No. 1, the three to attend is Vice Mayor Ayers, Councilmember Thomas and Hazlewood and alternates being Councilmember Coffin and Gomes and to give full settlement authority. Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Ayers, Gomes, Thomas, Coffin
Nay: None

Vice Mayor Ayers declared the motion carried unanimously.

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

Aye: Ayers, Gomes, Thomas, Coffin
Nay: None

Vice Mayor Ayers declared the motion carried unanimously at 6:35 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Mayor

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CITY OF GUTHRIE

CLAIMS

February 15, 2011

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 blue ink, appearing to read "Kim Biggs". The signature is written in a cursive style and is positioned above a horizontal line.

Kim Biggs
Purchasing Agent

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

Matt Mueller
City Manager

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**CITY OF GUTHRIE
TREASURER'S REPORT**

January 31, 2011

	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		\$34,548.25	\$40,685.46	\$74,000.00	\$1,233.71
	F & M Bank	MM	1022003929	0.50		\$21,415.77	\$557,925.00	\$537,061.10	\$42,279.67
						\$55,964.02	\$598,610.46	\$611,061.10	\$43,513.38
Cemetery Care	F & M Bank	MM	1022003996	0.50		\$42,128.34	\$521.19	\$0.00	\$42,649.53
Hotel/Motel Tax	F & M Bank	MM	1022003937	66.67%	Tourism	\$1,303.79	\$15,352.32	\$15,810.94	\$845.17
		MM	1022003937	33.33%	Parks	\$41,675.26	\$7,698.18	\$6,000.00	\$43,373.44
			Total: Hotel/Motel Tax			\$42,979.05	\$23,050.50	\$21,810.94	\$44,218.61
Sinking Fund	First Capital	MM	13-925-4	0.65		\$453.45	\$0.25	\$0.00	\$453.70
GIDA	F & M Bank	MM	1022003953	0.50		\$5,366.30	\$11,397.72	\$13,868.25	\$2,895.77
Centennial	Bancfirst	MM	154027499	0.00		\$519.69	\$0.00	\$0.00	\$519.69
Airport Grant	First Capital	MM	21-965-7	0.65		\$161.35	\$0.09	\$0.00	\$161.44
Airport Escrow 2010	F & M Bank	MM	1022004577	0.50		\$42,118.93	\$17.89	\$0.00	\$42,136.82
USDA Rural Devel.	First Capital	MM	23-695-0	0.65		\$25,557.29	\$14.11	\$0.00	\$25,571.40
Capital Projects	F & M Bank	MM	1022003961	0.50		\$94,601.09	\$108,313.63	\$78,579.98	\$124,334.74
Grants Fund	First Capital	MM	25-045-7	0.50		\$2,954.57	\$1.26	\$0.00	\$2,955.83
	F & M Bank	MM	1022004038	0.50		\$15,598.79	\$18,418.31	\$3,245.98	\$30,771.12
						\$18,553.36	\$18,419.57	\$3,245.98	\$33,726.95
Fed Equitable Sharing	First Capital	MM	25-470-0	0.65		\$1,588.50	\$0.88	\$0.00	\$1,589.38
GPWA	First Capital	MM	13-415-5	0.50		\$88,050.05	\$15,745.98	\$88,437.07	\$15,358.96
	F & M Bank	MM	1022003864	0.50		\$100,129.93	\$341,665.20	\$265,484.65	\$176,310.48
	Bancfirst -Drafts	MM	150182648	0.25		\$271,505.11	\$42,253.23	\$32,650.70	\$281,107.64
			Total: GPWA Operating			\$459,685.09	\$399,664.41	\$386,572.42	\$472,777.08
Meter Deposits	First Capital	SN	01-842-2	0.50		\$669.19	\$3.79	\$0.00	\$672.98
	F & M Bank	MM	1022003880	0.50		\$239,928.29	\$3,588.39	\$3,737.88	\$239,778.80
	First Capital	CD	26772	1.05	2/25/2011	\$99,000.00	\$0.00	\$0.00	\$99,000.00
			Total: Meter Deposits			\$339,597.48	\$3,592.18	\$3,737.88	\$339,451.78
WTP Fund	First Capital	MM	25-143-7	0.50		\$522,484.67	\$178,502.02	\$700,880.34	\$106.35
	Bancfirst - WTP	MM	154047848	0.25		\$884,922.62	\$32,580.92	\$0.00	\$917,503.54
	F & M Bank	MM	1022003872	0.50		\$186,416.99	\$723,438.84	\$474,902.87	\$434,952.96
						\$1,593,824.28	\$934,521.78	\$1,175,783.21	\$1,352,562.85
CMOM Fund	F & M Bank	MM	1022004534	0.50		\$44,373.80	\$113,805.24	\$34,484.42	\$123,694.62
Trusts									
Job Corps/Fire	Bank of Oklahoma	TR	75-4036-01-0	0.07		\$0.00	\$0.00	\$0.00	\$0.00
OKC Waterline	Bank of Oklahoma	TR	75-4037-01-8	0.07		\$1,900,449.34	\$120.28	\$0.00	\$1,900,569.62

FY 2010-2011

CITY OF GUTHRIE STATEMENT OF ESTIMATE - ACTUAL REVENUE

Jan-11 33.33%

Revenue Source	Annual Budget	YTD Estimate	Current Month		YTD Actual	YTD Variance	Percent Variance	Percent Total Collected
			Collected	Collected				
Sales Tax Revenue	\$3,600,000	\$1,200,000	\$318,008	\$1,230,125	\$30,125	2.51%	34.17%	
Use Tax	\$135,000	\$45,000	\$12,033	\$51,949	\$6,949	15.44%	38.48%	
Cigarette Tax Revenue	\$50,000	\$16,667	\$5,247	\$17,799	\$1,133	6.80%	35.60%	
Franchise Taxes	\$470,000	\$156,667	\$27,566	\$138,792	(\$17,874)	-11.41%	29.53%	
Licenses & Permits	\$106,255	\$35,418	\$5,589	\$22,170	(\$13,248)	-37.41%	20.86%	
Com. Vehicle Tax	\$67,000	\$22,333	\$0	\$22,371	\$38	0.17%	33.39%	
Gas Excise Tax	\$20,000	\$6,667	\$2,420	\$7,958	\$1,291	19.37%	39.79%	
Alcoholic Beverage Tax	\$72,000	\$24,000	\$0	\$26,169	\$2,169	9.04%	36.35%	
Ambulance Collections	\$425,000	\$141,667	\$27,881	\$123,640	(\$18,027)	-12.72%	29.09%	
EMS Contract	\$321,615	\$107,205	\$26,801	\$107,205	\$0	0.00%	33.33%	
Rents & Royalties	\$18,700	\$6,233	\$3,934	\$8,576	\$2,343	37.58%	45.86%	
Cemetery Revenue	\$53,900	\$17,967	\$3,582	\$19,662	\$1,695	9.44%	36.48%	
Court Fines/Forfeiture	\$337,000	\$112,333	\$23,235	\$99,780	(\$12,553)	-11.18%	29.61%	
Interest	\$2,500	\$833	\$256	\$764	(\$70)	-8.34%	30.55%	
Library Fines & Fees	\$12,000	\$4,000	\$787	\$3,064	(\$936)	-23.40%	25.53%	
Lake Fees/Permits	\$24,000	\$8,000	\$207	\$2,462	(\$5,538)	-69.22%	10.26%	
Fire Runs	\$7,500	\$2,500	\$945	\$1,015	(\$1,485)	-59.40%	13.53%	
Reimb Rev/Misc. Income	\$187,049	\$62,350	\$49,408	\$90,823	\$28,473	45.67%	48.56%	
Plan/Bd of Adjustments	\$1,050	\$350	\$325	\$1,124	\$774	221.14%	107.05%	
Oil/Gas Inspect/Leases	\$13,500	\$4,500	\$250	\$3,250	(\$1,250)	-27.78%	24.07%	
Weed Abatement	\$2,500	\$833	\$167	\$167	(\$667)	-80.02%	6.66%	
Fire Subscriptions	\$3,500	\$1,167	\$1,775	\$4,553	\$3,386	290.27%	130.09%	
Subtotal	\$5,930,069	\$1,976,690	\$510,416	\$1,983,419	\$6,729	0.34%	33.45%	
Transfer from GPWA	\$1,306,520	\$435,507	\$110,423	\$478,882	\$43,375	9.96%	36.65%	
Transfer from Hotel Tax	\$36,000	\$12,000	\$6,000	\$12,000	\$0	0.00%	33.33%	
Transfer from Capital Project	\$106,000	\$35,333	\$17,667	\$35,333	(\$0)	0.00%	33.33%	
Transfer from Grants Fund	\$18,000	\$6,000	\$2,614	\$4,070	(\$1,930)	-32.16%	22.61%	
Budgeted Fund Balance	\$5,051	\$1,684	\$0	\$0	(\$1,684)	0.00%	0.00%	
TOTALS	\$7,401,640	\$2,467,213	\$647,120	\$2,513,704	\$46,491	1.88%	33.96%	

CITY OF GUTHRIE DEPARTMENT EXPENDITURE SUMMARY

Jan-11

33.33%

Department	Annual Budget	YTD Estimate	Current Month		% of Budget	YTD Expend	% of Budget	Encumbered Balance	Remaining Budget
			Expend	% of Budget					
General Government	\$958,601	\$319,534	\$80,298	8.38%	\$275,512	28.74%	\$499,750	\$183,339	
Administration	\$491,009	\$163,670	\$35,835	7.30%	\$164,932	33.59%	\$8,137	\$317,940	
Finance	\$128,742	\$42,914	\$10,707	8.32%	\$45,128	35.05%	\$1,374	\$82,240	
Planning	\$280,648	\$93,549	\$18,030	6.42%	\$95,522	34.04%	\$26,906	\$158,220	
Library	\$188,376	\$62,792	\$18,705	9.93%	\$70,708	37.54%	\$8,175	\$109,494	
Police	\$1,427,352	\$475,784	\$114,895	8.05%	\$512,354	35.90%	\$5,543	\$909,455	
Fire	\$1,456,655	\$485,552	\$99,211	6.81%	\$479,436	32.91%	\$53,868	\$923,351	
Street	\$490,278	\$163,426	\$25,962	5.30%	\$130,524	26.62%	\$30,553	\$329,202	
Vehicle Maintenance	\$138,895	\$46,298	\$10,017	7.21%	\$39,534	28.46%	\$1,038	\$98,323	
Parks & Public Grounds	\$386,240	\$128,747	\$19,698	5.10%	\$117,013	30.30%	\$6,488	\$262,739	
Transfer to GPWA Fund	\$1,100,000	\$366,667	\$106,003	9.64%	\$410,042	37.28%	\$0	\$689,958	
Transfer to Airport Fund	\$69,945	\$23,315	\$17,486	25.00%	\$23,315	33.33%	\$0	\$46,630	
Transfer to Capital Project	\$284,074	\$94,691	\$47,346	16.67%	\$94,691	33.33%	\$0	\$189,383	
Transfer to Grants Fund	\$825	\$275	\$206	25.00%	\$275	33.33%	\$0	\$550	
TOTALS	\$7,401,640	\$2,467,213	\$604,398	8.17%	\$2,458,985	33.22%	\$641,832	\$4,300,823	

GUTHRIE PUBLIC WORKS AUTHORITY STATEMENT OF ESTIMATE - ACTUAL REVENUE

Jan-11 33.33%

Revenue Source	Annual Budget	YTD Estimate	Current Month Collected	YTD Actual	YTD Variance	Percent Variance	Percent Total Collected
Water	\$1,652,000	\$522,197	\$138,945	\$602,571	\$80,373	15.39%	36.48%
Sewer	\$754,000	\$251,333	\$63,059	\$253,290	\$1,956	0.78%	33.59%
Sanitation	\$1,158,000	\$386,000	\$96,789	\$386,307	\$307	0.08%	33.36%
Convenience Center	\$40,000	\$13,333-	\$1,651	\$9,766	(\$3,567)	-26.75%	24.42%
Interest	\$1,500	\$500	\$147	\$711	\$211	42.15%	47.38%
Rents & Royalties	\$4,400	\$1,467	\$250	\$1,000	(\$467)	-31.82%	22.73%
Transfer-Other Funds	\$1,102,900	\$367,633	\$106,387	\$410,634	\$43,000	11.70%	37.23%
Miscellaneous	\$2,000	\$667	\$197	\$4,002	\$3,335	500.23%	200.08%
Late Charges	\$40,000	\$13,333	\$3,380	\$15,260	\$1,927	14.45%	38.15%
Extension Charges	\$2,000	\$667	\$260	\$815	\$148	22.25%	40.75%
Service Initiation	\$13,600	\$4,533	\$1,050	\$4,650	\$117	2.57%	34.19%
Sale of Station/Park Barn/LC Pr	\$21,000	\$7,000	\$1,750	\$7,000	\$0	0.00%	33.33%
Subtotal	\$4,791,400	\$1,568,664	\$413,865	\$1,696,004	\$127,340	8.12%	35.40%
Budgeted Fund Balance	\$3,500	\$875	\$8,376	\$0	\$0	0.00%	0.00%
TOTALS	\$4,794,900	\$1,569,539	\$422,241	\$1,696,004	\$127,340	8.11%	35.37%

GUTHRIE PUBLIC WORKS DEPARTMENT EXPENDITURE SUMMARY

Jan-11

33.33%

Department	Annual Budget	YTD Estimate	Current Month		YTD Expend	% of Budget	Encumbered Balance	Remaining Budget
			Expend	% of Budget				
General Government	\$268,348	\$89,449	\$27,809	10.36%	\$79,906	29.78%	\$138,653	\$49,788
Administration	\$274,959	\$91,653	\$21,318	7.75%	\$95,341	34.67%	\$798	\$178,820
Water Plant	\$408,872	\$136,291	\$35,062	8.58%	\$113,367	27.73%	\$61,258	\$234,247
Wastewater Plant	\$218,431	\$72,810	\$16,885	7.73%	\$77,771	35.60%	\$22,764	\$117,896
Convenience Center	\$113,106	\$37,702	\$7,653	6.77%	\$35,609	31.48%	\$38,497	\$39,000
Line Maintenance	\$614,346	\$204,782	\$42,643	6.94%	\$178,685	29.09%	\$27,225	\$408,436
Meter Department	\$61,099	\$20,366	\$5,591	9.15%	\$17,287	28.29%	\$21,989	\$21,823
Sanitation Contract	\$776,500	\$258,833	\$67,990	8.76%	\$267,445	34.44%	\$509,055	\$0
Swimming Pool	\$20,000	\$6,667	\$0	0.00%	\$0	0.00%	\$150	\$19,850
Transfer-General Fund	\$1,306,520	\$435,507	\$110,423	8.45%	\$478,882	36.65%	\$0	\$827,638
Transfer-GIDA	\$60,159	\$20,053	\$10,053	16.71%	\$20,053	33.33%	\$0	\$40,106
Transfer-Capital Project	\$266,560	\$88,853	\$44,427	16.67%	\$88,853	33.33%	\$0	\$177,707
Transfer-WTP Fund	\$406,000	\$135,333	\$32,389	7.98%	\$109,968	27.09%	\$0	\$296,032
TOTALS	\$4,794,900	\$1,598,300	\$422,241	8.81%	\$1,563,167	32.60%	\$820,390	\$2,411,344

FEBRUARY 08, 2011

CITY OF GUTHRIE

SALES TAX

DEAR TREASURER;

FUNDS HAVE BEEN ELECTRONICALLY TRANSFERRED TO YOUR BANK ACCOUNT, EFFECTIVE 02/09/11, FOR YOUR CITY SALES TAX COLLECTIONS RECEIVED BY THE OKLAHOMA TAX COMMISSION DURING THE MONTH OF JANUARY.

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	\$319,048.38
LESS AMOUNT REFUNDED TO TAXPAYERS	\$.00
LESS AMOUNT SUSPENDED	\$.00
LESS .010000 RETENTION TO OKLAHOMA TAX COMMISSION	\$3,190.48
PLUS INTEREST	\$369.05
TOTAL PAYMENT	\$316,226.95

Total Sales Tax: \$316,226.95

Last Month: \$318,007.66 Increase/Decrease: (\$1,780.71) -0.56%

Last Year: \$349,722.78 Increase/Decrease: (\$33,495.83) -9.58%

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	(\$6,525.35)	(\$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	\$3,732,000.76
+/-	\$70,648.01	\$17,820.07	\$70,131.11	\$55,053.40	\$43,496.83	\$43,003.25	\$49,990.19	(\$20,459.02)	\$32,250.84	\$54,664.15	\$57,203.94	\$55,245.70	\$529,048.47
FY 09	\$313,045.38	\$308,052.33	\$315,833.60	\$322,189.68	\$327,243.02	\$337,888.81	\$301,080.66	\$336,812.70	\$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)	\$3,919.29	\$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)	(\$48,607.53)	\$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	\$278,585.70	\$319,195.49	\$318,007.66	\$316,226.95								\$1,546,351.88
+/-	(\$5,409.32)	(\$3,368.45)	\$26,252.64	\$44,425.53	(\$33,495.83)								\$28,404.57

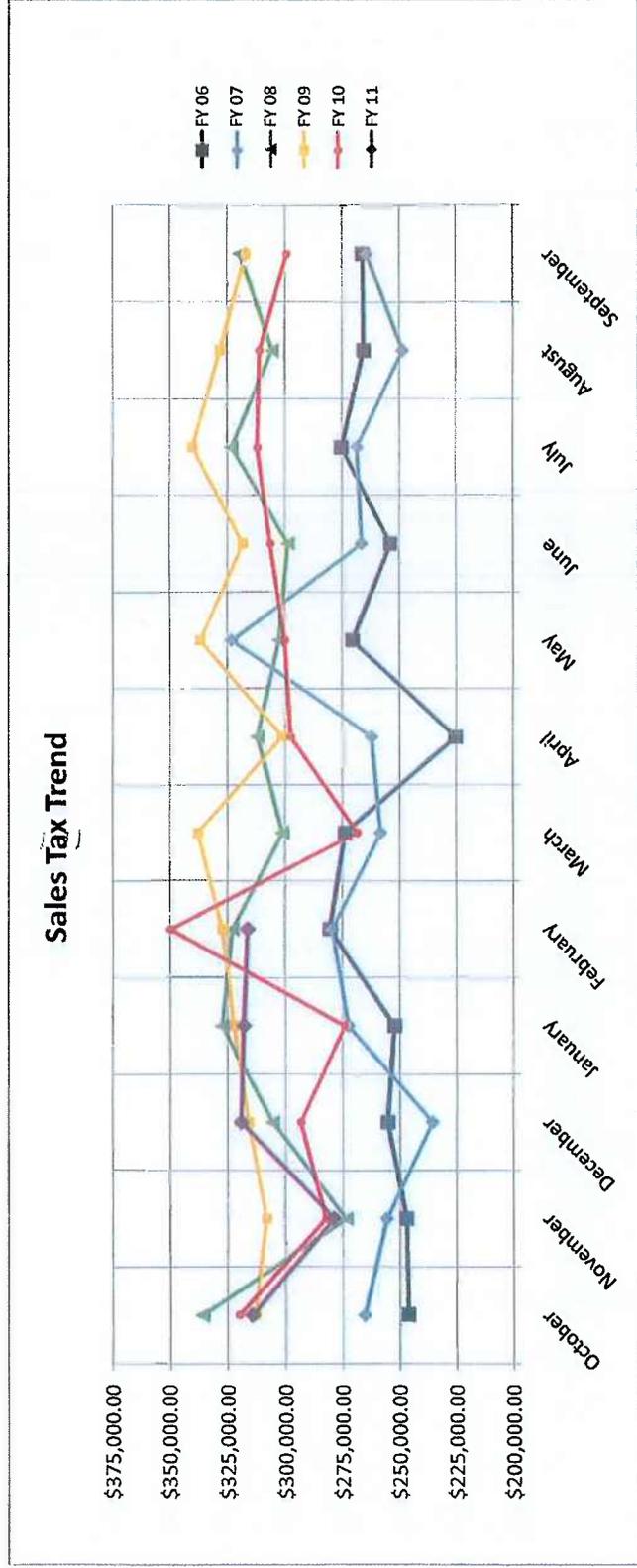
Comparison of FY10 / FY11 Sales Tax

-1.69% -1.19% 8.96% 16.24%

YTD Comparison to Projected Budget

2011 Year to Date \$1,546,351.88
 2011 Projected YTD \$1,500,000.00
 Under/Over \$46,351.88

3.09% overall increase/decrease



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Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
<input checked="" type="checkbox"/> City Council	February 15, 2011	Wanda Calvert, City Clerk/Treasurer
<input type="checkbox"/> GPWA		
<input type="checkbox"/> Other: _____		

Agenda Item

Consider authorizing staff to solicit bids for grass management of the City's 80 acres located at East College Street and Midwest Blvd.

Summary

The City of Guthrie's 80 acres is the area located at East College Street and Midwest Boulevard. It is described as located in the Southwest Quarter (SW/4) of Section Two (2), Township Sixteen (16) North, Range Two (2) West of the Indian Meridian, Logan County, Oklahoma as 80 acres mol.

The specifications are written to allow the City to contract with an individual who will mow the property at least two times each year or graze the property according to the specifications and will pay the City for the use of the property. The cost of maintaining this property by City Personnel is \$1,600 per year. The lease is for one (1) year and may be terminated without any notice or demand whatsoever.

Funding Expected	<input checked="" type="checkbox"/> Revenue	<input type="checkbox"/> Expenditure	<input type="checkbox"/> N/A
Budgeted	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Account Number	_____	Amount	<u>To be determined by the bid</u>
Legal Review	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Required	Completed Date: _____
Mayor's Appt.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Supporting documents attached

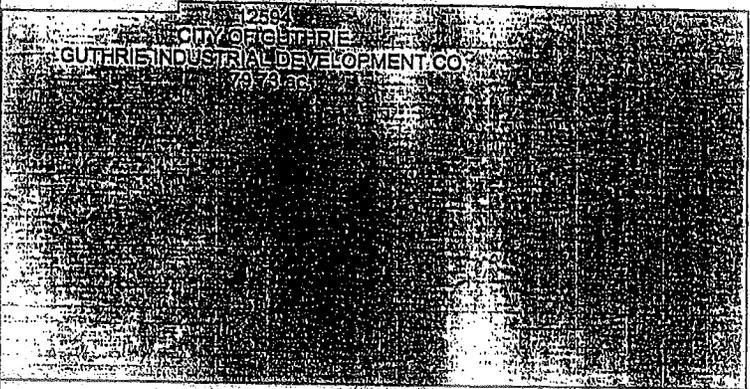
Map

Recommendation

Staff recommends approval.

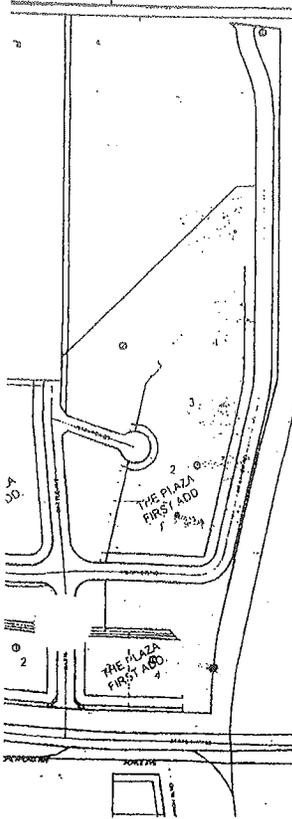
Action Needed Public Hearing Motion Emergency Clause

MIDWEST BLVD



12864
CITY OF BETHLEHEM
GUTHRIE INDUSTRIAL DEVELOPMENT CO.
79-73-35

COLLEGE
AVE





Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
<input checked="" type="checkbox"/> City Council	February 15, 2011	Matt Mueller, City Manager
<input type="checkbox"/> GPWA		
<input type="checkbox"/> Other: _____		

Agenda Item

Discussion and possible action regarding Ordinance 3218 which was adopted January 18, 2011 regarding annexation.

Summary

This item is to address some of the issues that have come up regarding the Annexation Ordinance passed on January 18, 2011, which would bring the $\frac{3}{4}$ acre tract of land on the northeast corner of Waterloo and I-35 into the City limits once it takes affect. The ordinance did not have an emergency clause attached to it, so it will not go into effect until February 18. The land will not be inside the City limits unless the ordinance takes effect. The annexation is tied to an economic development incentive agreement between the Guthrie Industrial Development Authority and the property owner which provides a 1% sales tax rebate from the sales tax collected on the property for a period of five years. The agreement also states that the property would be exempt from City of Guthrie Codes and clarifies that the City will not be able to provide utility service to the location. A letter was sent to the sales tax generating businesses along the City's 50 foot strip that has served as a fence line since the 1980's proposing similar agreements. Historically, annexations are very contentious and controversial endeavors and there was never a desire, nor is there a desire to pursue any type of program that would force a property owner into coming into the City limits against their will. There are many different scenarios that can relate to the ability to annex and keep a property annexed based on the ability to provide services. When reviewing these scenarios, we felt that this would not apply to annexation that occurs through petition by the property owner. Even though Waterloo is several miles from the core City limits, this 50 foot strip provides a section of City owned property that property owners can petition to be annexed from.

We received minimal feedback before the Annexation Ordinance was passed. Like everything we do, we attempted to be as transparent as possible about the issue. The incentive agreement was approved at a public meeting on December 7, 2010 and the Annexation Ordinance was approved on January 18, 2011 in a public meeting with a public hearing. Prior to that, all public notification and publication requirements were followed. The issue was addressed at least two times in my weekly update which is available on our website, sent directly to both local newspapers and anyone who signs up to receive them, and posted on the City's Facebook page where any of the 1,165 that follow the City of Guthrie can access it. Also, a letter was sent directly to the commercial business owners along a 50 foot fence line back in August notifying them of the possibility of discussing the program with them if they had any interest. Throughout all of this, the only feedback we received was from two property owners who were interested in the program, a business owner who was located at one of those properties who was fearful that the additional 3% sales tax would hurt her business, and County Commissioner Sharpton who stated he did not support the properties coming into the City limits.

After the annexation ordinance was approved, we received a call from a resident in south Logan County who was very upset that the City had approved this annexation and incentive package. He made accusatory statements about the City regarding the program and indicated that there were many ways to “get even” with the City for doing this. He indicated that he would be involved with planning a protest of the business and lead a grassroots campaign to disrupt the program and expressed great concern that the City of Guthrie would be setting a precedent that other communities would follow. He indicated that there would be legal challenges and he would be working with people at other levels of government to stop this. A few days after this, I met with our State Representative, who has been very helpful in working through this issue, and he indicated that one of the things he had been told was that if the annexation stood, the County would be forced to make the City take over maintenance of the road since the City would be annexed up to it. The intersection that would be in question would require significant costs to deal with future improvements due to the amount of traffic that it sees. Issues between the property and the ODEQ have also been brought to light with regard to the well water on the property. It was made very clear that in the original incentive agreement that the City did not have utilities at the location and would not be providing utility services to the location. However, through a conversation with the property owner, I do not think that this is clear to him and I fear that he may think that the City can assist and that is not the case.

The sales tax benefit to the City from the existing business located on the property would currently only be about \$8,000 per year after the economic development incentive is paid. It is safe to assume that if there are protests due to annexation into the City that could potentially hurt a business, there will not be a willingness for other properties along the fence line to participate in the program and therefore we now have a situation where the cost would outweigh the benefit. There has also been question as to the legality of using sales tax incentives and annexing the property into the City limits without providing City services. We have a written opinion from the City Attorney’s office saying that this program is legal and we have also had discussions with the legal counsel at the Oklahoma Municipal League who also feels that the City is within its legal right to offer the incentives and annex the property. We certainly would not have pursued a program that we did not think not was legal.

However, unknown to us until last Friday, the property owner had leased a portion of the property to a tenant who had begun the process of applying for a package store license. We learned of this when we sent the property owner notification that we would have an agenda item for the council to consider rescinding the Annexation Ordinance before it goes into effect on February 18. The property owner is now threatening legal action if the City rescinds the ordinance because he has acquired a tenant and spent money renovating a building on the property due to the use of a liquor store being prohibited unless it is located inside City limits. It is important to note that there was never communication with us regarding beginning work on a new business, nor did we issue him any notification indicating that he was inside City limits. He has asked that we delay any vote about his property until he can obtain legal advice.

At this point, we need to have discussion about the ordinance because if it is the Council’s desire to rescind it or delay its effective date, it should be done before it goes into effect and the property officially becomes part of the City. This was an issue that has become quite controversial and there are strong feelings on both sides. It is unfortunate that we did not get to discover these issues before any action was taken; we truly thought we had put ourselves in a position where we vetted all the issues before it was brought to Council.

Funding Expected	<input type="checkbox"/> Revenue	<input checked="" type="checkbox"/> Expenditure	<input type="checkbox"/> N/A
Budgeted	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A

Account Number	_____	Amount	_____
Legal Review	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Required	Completed Date: _____
Mayor's Appt.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Supporting documents attached

Recommendation

Due to the complexity of the issue and the potential for legal challenge either regardless of whether the ordinance is rescinded or not, it is staff's recommendation that the Council go with one of these two options: The **first** would be to seek a formal Attorney General's opinion on the program so that there is no question of the legality of the incentives and the annexation (which would delay the effective date of the ordinance until that opinion is received); and the **second** option would be to rescind the ordinance and seek an Attorney General's opinion. Both options would allow the City to clear up any questions regarding the legality of the issue and provide staff time to further explore the costs associated with the potential responsibility of road maintenance and DEQ issues.

Action Needed Public Hearing Motion Emergency Clause