



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

Council Chambers, 101 N. 2nd Street, Guthrie, OK 73044

April 5, 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 March 15, 2011..... 3
B. Consider approval of claims..... 5
C. Consider approval to award Bid No. 2011-07 Grass Management Services to the high bid of \$308.00 to Richard Martin, Guthrie, OK and authorize staff to execute a contract...21
D. Consider denial of Tort Claim #30303-BJ as recommended by the Oklahoma Municipal Assurance Group.....23
E. Consider approval for staff to submit for bid, RFP# 2011 - 3, for 100MW wind turbine generator, turn-key acquisition, installation and commissioning for the purpose of providing electric power to the City of Guthrie, Guthrie Public Works Authority Waste Water Treatment Plant.....27
F. Consider the emergency purchase of a replacement pump for the sludge removal at the Wastewater Treatment Plant in the amount of \$24,000, including freight and delivery charges, from D & S Electric Motors, Pryor, OK.....29
G. Consider approval to de-obligate \$1,500,000 from Series 2010 Clean Water State Revolving Fund Loan for Project No. ORF-10-0008-CW (CMOM Project)33
H. Consider approval of the Contract Financial Assistance Agreement between the Guthrie Public Works Authority and Oklahoma Water Resources Board for the CMOM Project.....35
I. Consider approval of a utility adjustment to a utility account for Elizabeth Newell at 606 East Oklahoma Avenue47

Resolution

- 4. Consider approval of Resolution No. 2011-05, revising the Purchasing Policy to reflect a \$500 incremental increase in the maximum allowable administratively approved purchase amount and providing step-by-step procurement procedures.....49
5. 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 Special City Council Workshop (Finance Committee Meeting) held on March 15, 201179

B. Consider approval of minutes of the Special City Council Workshop held on March 15, 2011	81
C. Consider approval of minutes of the Regular City Council Meeting held on March 15, 2011.....	85
D. Consider approval of claims	89
E. Consider denial of Tort Claim #30303-BJ as recommended by the Oklahoma Municipal Assurance Group.	(see pg 23)
F. Consider approval for staff to submit for bid, RFP# 2011 - 3, for 100MW wind turbine generator, turn-key acquisition, installation and commissioning for the purpose of providing electric power to the City of Guthrie, Guthrie Public Works Authority Waste Water Treatment Plant.....	(see pg 27)
G. Consider approval of the FY2011 Sports Field Use Agreement for the Guthrie Bluejays 12U Baseball Association.....	91
H. Consider authorizing staff to solicit bids for grass management of the City's 80 acres located at East College Street and Midwest Blvd	103
I. Consider re-appointment of Kay Wachtstetter to the Guthrie Transportation Authority, a Public Trust	105
J. Consider re-appointment of Mr. Bruce (Mike) Bunge, Mr. Joe Chappell, and Ms. Linda Tatom, to the Guthrie Park Board	107
K. Consider rejecting all bids received for Bid No. 2011-6, In-car Video System.....	111
L. Consider approval of the Airport Property Lease between Robert E. Conrad and Janet E. Conrad (Lessee) and the City of Guthrie, OK. (Lessor) for 1,600 square feet of property at a rate of \$.17 per square feet annually with a CPI rate adjustment every five years	113
M. Consider approval of City Manager's vacation Buy-back	115

Resolutions

3. Consider approval of Resolution No. 2011-05, revising the Purchasing Policy to reflect a \$500 incremental increase in the maximum allowable administratively approved purchase amount and providing step-by-step procurement procedures..... (see pg 49)
4. Consider approval of Resolution No. 2011-06, designating April 10-16, 2011 as National Telecommunicator Week
5. City Manager's Report
6. Requests/comments from members of the City Council
7. Adjourn

SPECIAL GUTHRIE INDUSTRIAL DEVELOPMENT AUTHORITY

1. Call to Order
2. Public Comments
3. Consent Agenda
 - A. Consider approval of minutes of the Special Guthrie Industrial Development Authority Meeting held on December 7, 2010..... 121
4. 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 Trustees and its Attorney concerning a pending investigation or claim (Excel Jet).
5. Consideration of action regarding a pending investigation or claim.
6. Adjourn

Agenda posted on the bulletin board in the lobby of City Hall before 5:00 pm on Friday, April 1, 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

March 15, 2011

The regular meeting of the Guthrie Public Works Authority was posted on Friday, March 11, 2011 before 5:00 p.m. and held March 15, 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 7:03 p.m.

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

Members Absent: None

Staff Present:	Matt Mueller	Randel Shadid	Wanda Calvert
	Lance Crenshaw	Rene Spineto	Maxine Pruitt
	Jim Ahlgren	Damon Devereaux	Kevin Dixon, Jr.

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

Public Comments: No comment.

Consent Agenda: Motion by Trustee Ayers, seconded by Trustee Coffin, moved approval of the Consent Agenda as follows:

- A. Consider approval of the minutes from the Regular Guthrie Public Works Authority Meeting held on March 1, 2011.
- B. Consider approval of claims:

GPWA Fund:	Claims	\$ 37,601.85
Water Treatment Plant Fund:	Claims	\$105,266.58
CMOM Fund:	Claims	\$362,803.81
Utility Deposit Fund:	Claims	<u>\$ 436.60</u>
	Total Claims	\$506,108.84

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

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

Chairman Burtcher declared the motion carried unanimously at 7:04 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Chairman



GUTHRIE PUBLIC WORKS AUTHORITY

CLAIMS

April 5, 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.


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
2032501	AETNA MEDICAL/ DENTAL	2205 Check sent to COG for credit amount and sen	01-00-00-5419	\$1,612.03
		Total		\$1,612.03
		Total		\$1,612.03
CNIN088519BMI	BMI SYSTEMS, INC. 664	Maintenance for 3rd Floor Copier JJM01895	01-02-23-6317	\$141.76
		Total PURCHASING/ACCOUNTS PAYABLE		\$141.76
		Total ADMINISTRATION		\$141.76
CNIN088499BMI	BMI SYSTEMS, INC. 664	Monthly Maintenance for Finance Canon Copi	01-03-30-6317	\$205.71
		Total FINANCE		\$205.71
		Total FINANCE		\$205.71
CNIN084956BMI	BMI SYSTEMS, INC. 664	Maintenance for Copier in Planning Departme	01-05-50-6317	\$26.40
		Total COMMUNITY DEVELOPMENT		\$26.40
		Total PLANNING		\$26.40
263643512763	AMAZON.COM 22641	Children's and Grown Up DVD's	01-06-60-6131	\$436.35
263646001345	AMAZON.COM 22641	Children's and Grown Up DVD's	01-06-60-6131	\$108.49
263648933183	AMAZON.COM 22641	Children's and Grown Up DVD's	01-06-60-6131	\$101.94
CNIN089458BMI	BMI SYSTEMS, INC. 664	Monthly Maintenance for Library Copier	01-06-60-6317	\$148.99
		Total LIBRARY		\$795.77
		Total LIBRARY		\$795.77
CNIN084610BMI	BMI SYSTEMS, INC. 664	Monthly Maintenance for Police Department	01-07-70-6317	\$287.98
CNIN089245BMI	BMI SYSTEMS, INC. 664	Monthly Maintenance for Police Department	01-07-70-6317	\$229.76
		Total POLICE ADMINISTRATION		\$517.74
		Total POLICE		\$517.74
8920481	RICOH AMERICAS CORPORATIO	Monthly Maintenance for Copier Fire Departm	01-09-90-6317	\$115.96
		Total SUPPRESSION		\$115.96
		Total FIRE		\$115.96
		Total GENERAL FUND		\$3,415.37
CNIN089418BMI	BMI SYSTEMS, INC. 664	Monthly Maintenance for GPWA Copier (JJM	20-21-00-6317	\$111.44
		Total		\$111.44
		Total PUBLIC WORKS GENERAL		\$111.44
		Total GPWA OPERATING FUND		\$111.44
CNIN084606BMI	BMI SYSTEMS, INC. 664	Copier Lease for 6 Copiers (JJM00477), (JJM	54-54-02-6705	\$308.00
CNIN084609BMI	BMI SYSTEMS, INC. 664	Copier Lease for 6 Copiers (JJM00477), (JJM	54-54-02-6705	\$260.00
CNIN084956BMI	BMI SYSTEMS, INC. 664	Copier Lease for 6 Copiers (JJM00477), (JJM	54-54-02-6705	\$179.00
CNIN088436BMI	BMI SYSTEMS, INC. 664	Copier Lease for 6 Copiers (JJM00477), (JJM	54-54-02-6705	\$308.00
CNIN088631BMI	BMI SYSTEMS, INC. 664	Copier Lease for 6 Copiers (JJM00477), (JJM	54-54-02-6705	\$574.39
CNIN089172BMI	BMI SYSTEMS, INC. 664	Copier Lease for 6 Copiers (JJM00477), (JJM	54-54-02-6705	\$574.39
CNIN089237BMI	BMI SYSTEMS, INC. 664	Copier Lease for 6 Copiers (JJM00477), (JJM	54-54-02-6705	\$260.00
CNIN089243BMI	BMI SYSTEMS, INC. 664	Copier Lease for 6 Copiers (JJM00477), (JJM	54-54-02-6705	\$308.00
CNIN089244BMI	BMI SYSTEMS, INC. 664	Copier Lease for 6 Copiers (JJM00477), (JJM	54-54-02-6705	\$260.00
		Total ADMINISTRATION		\$3,031.78

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

Invoice #	Vendor	Description	Account	Cost
		Total FACILITIES		\$3,031.78
		Total CAPITAL PROJECTS		\$3,031.78
16-161607-001 R	MISCELLANEOUS		71-00-00-5555	\$1,500.00
		Total		\$1,500.00
		Total		\$1,500.00
		Total UTILITY DEPOSIT FUND		\$1,500.00
		Total All Funds		\$8,058.59

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

Invoice #	Vendor	Description	Account	Cost
2032528	JULIE AVANTS 22708	January 26, 2011, J. Avants paid for the Inter	01-00-00-5440	\$175.00
		Total		\$175.00
		Total		\$175.00
2031 934	WALMART COMMUNITY BRC	(20 Misc. Supplies	01-01-00-6112	\$89.92
2032331	WALMART COMMUNITY BRC	(20 DVD Player for Video Acquisition	01-01-00-6311	\$118.00
		Total		\$207.92
		Total GENERAL GOVERNMENT		\$207.92
CNIN089712BMI	BMI SYSTEMS, INC. 664	Maintenance for Copier in Planning Departme	01-05-50-6317	\$26.40
		Total COMMUNITY DEVELOPMENT		\$26.40
		Total PLANNING		\$26.40
2032283	WALMART COMMUNITY BRC	(20 Jail Food for Prisoners	01-07-70-6106	\$87.44
2 032411	WALMART COMMUNITY BRC	(20 Misc. Supplies	01-07-70-6114	\$32.80
2032411.	WALMART COMMUNITY BRC	(20 Misc. Supplies	01-07-70-6114	\$3.48
2032411	WALMART COMMUNITY BRC	(20 Misc. Supplies	01-07-70-6114	\$54.86
		Total POLICE ADMINISTRATION		\$178.58
		Total POLICE		\$178.58
2032496	WALMART COMMUNITY BRC	(20 Misc Items and Supplies	01-09-90-6114	\$11.16
2 032496	WALMART COMMUNITY BRC	(20 Misc Items and Supplies	01-09-90-6114	\$38.40
203 2496	WALMART COMMUNITY BRC	(20 Misc Items and Supplies	01-09-90-6114	\$6.96
203249 6	WALMART COMMUNITY BRC	(20 Misc Items and Supplies	01-09-90-6114	\$50.14
2032496..	WALMART COMMUNITY BRC	(20 Misc Items and Supplies	01-09-90-6114	\$63.64
2032496	WALMART COMMUNITY BRC	(20 Misc Items and Supplies	01-09-90-6114	\$49.47
		Total SUPPRESSION		\$219.77
		Total FIRE		\$219.77
203 2386	WALMART COMMUNITY BRC	(20 Building and Grounds Supplies	01-15-11-6112	\$39.75
2031897.	WALMART COMMUNITY BRC	(20 Building Supplies - Paint, Paint Brushes, Thin	01-15-11-6112	\$39.26
2032386.	WALMART COMMUNITY BRC	(20 Building and Grounds Supplies	01-15-11-6112	\$119.00
2032386	WALMART COMMUNITY BRC	(20 Building and Grounds Supplies	01-15-11-6112	\$37.94
		Total PARKS		\$235.95
		Total PARKS & PUBLIC GROUNDS		\$235.95
		Total GENERAL FUND		\$1,043.62
2031839	WASTE CONNECTIONS, INC (210		20-00-00-5466	(\$250.00)
2032527	WILLIAM E. HILLHOUSE 22709	Overpayment of Final bill 1914 East Rutgers	20-00-00-5480	\$34.81
		Total		(\$215.19)
		Total		(\$215.19)
MARCH 2011.	COX COMMUNICATIONS(20698)	Water Treatment Plant Internet services	20-21-00-6318	\$59.95
FEBRUARY 201	WASTE CONNECTIONS, INC (210	Commerical Sanitation Monthly Service	20-21-00-6348	\$34,868.41
FEBRUARY 201	WASTE CONNECTIONS, INC (210	Residential Sanitation Monthly Service	20-21-00-6348	\$29,134.61
FEBRUARY 201	WASTE CONNECTIONS, INC (210	State Flow Fee	20-21-00-6348	\$871.36
FEBRUARY 201	WASTE CONNECTIONS, INC (210	Compactors (Autoquip & Wal-Mart)	20-21-00-6348	\$1,513.46
		Total		\$66,447.79
		Total PUBLIC WORKS GENERAL		\$66,447.79

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

Invoice #	Vendor	Description	Account	Cost
2032425	WALMART COMMUNITY BRC (20	Acer Notebook Laptop Computer	20-23-00-6114	\$248.00
		Total		\$248.00
		Total WATER PLANT		\$248.00
2031860..	WALMART COMMUNITY BRC (20	Misc. Supplies	20-24-00-6114	\$50.00
		Total		\$50.00
		Total WASTE WATER TREATMENT PLANT		\$50.00
FEBRUARY 201	WASTE CONNECTIONS, INC (210	Convenience Center	20-26-00-6375	\$1,135.32
FEBRUARY 201	WASTE CONNECTIONS, INC (210	Recycle	20-26-00-6375	\$943.87
		Total		\$2,079.19
		Total CONVENIENCE CENTER		\$2,079.19
		Total GPWA OPERATING FUND		\$68,609.79
2032522 COG-0	WIND ENERGY CONSULTING 2	Contractual Engineering Services - Wind Tur	30-30-02-6589	\$14,242.50
		Total ADMINISTRATION		\$14,242.50
2032109..	WALMART COMMUNITY BRC (20	Misc Supplies for Guthrie Library	30-30-06-6541	\$399.20
2032109.	WALMART COMMUNITY BRC (20	Misc Supplies for Guthrie Library	30-30-06-6541	\$54.04
		Total LIBRARY		\$453.24
		Total GRANTS		\$14,695.74
		Total GRANTS FUND		\$14,695.74
CNIN089712BMI	BMI SYSTEMS, INC. 664	Copier Lease for 6 Copiers (JJM00477), (JJM 54-54-02-6705		\$179.00
		Total ADMINISTRATION		\$179.00
		Total FACILITIES		\$179.00
		Total CAPITAL PROJECTS		\$179.00
01-013525-016 R	MISCELLANEOUS		71-00-00-5555	\$16.09
02-021580-004 R	MISCELLANEOUS		71-00-00-5555	\$71.28
02-021580-005 R	MISCELLANEOUS		71-00-00-5555	\$75.00
02-022130-004 R	MISCELLANEOUS		71-00-00-5555	\$175.94
02-023070-007 R	MISCELLANEOUS		71-00-00-5555	\$31.67
08-080255-001 R	MISCELLANEOUS		71-00-00-5555	\$33.61
09-090650-017 R	MISCELLANEOUS		71-00-00-5555	\$35.46
09-091200-010 R	MISCELLANEOUS		71-00-00-5555	\$43.82
10-103200-013 R	MISCELLANEOUS		71-00-00-5555	\$38.31
11-111890-004 R	MISCELLANEOUS		71-00-00-5555	\$19.55
12-121630-003 R	MISCELLANEOUS		71-00-00-5555	\$13.38
15-151030-014 R	MISCELLANEOUS		71-00-00-5555	\$24.09
15-151712-013 R	MISCELLANEOUS		71-00-00-5555	\$45.93
17-171020-001 R	MISCELLANEOUS		71-00-00-5555	\$25.51
		Total		\$649.64
		Total		\$649.64
		Total UTILITY DEPOSIT FUND		\$649.64
2032528	JULIE AVANTS 22708	January 26, 2011, J. Avants paid for the Inter	72-00-00-5440	\$25.00
		Total		\$25.00

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

Invoice #	Vendor	Description	Account	Cost
		Total		\$25.00
		Total CEMETERY CARE FUND		\$25.00
2032433	WALMART COMMUNITY BRC	(20 Misc Supplies	98-98-00-6315	\$24.84
		Total		\$24.84
		Total AIRPORT FUND		\$24.84
		Total AIRPORT FUND		\$24.84
		Total All Funds		\$85,227.63

City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
2960821	QUILL CORPORATION(489)	Misc Supplies	01-01-00-6100	\$1,223.15
240482687	AMSAN (21320)	Janitorial Supplies	01-01-00-6103	\$105.24
240482695	AMSAN (21320)	Janitorial Supplies	01-01-00-6103	\$105.24
241354828	AMSAN (21320)	Janitorial Supplies	01-01-00-6103	\$1,267.25
241525005	AMSAN (21320)	Janitorial Supplies	01-01-00-6103	\$37.00
5496	AIR TRON MECHANICAL INC (209	Misc. Air unit repairs	01-01-00-6112	\$1,029.84
2365270	OKLA HOME CENTERS, INC. (203	Misc. Supplies	01-01-00-6112	\$31.98
74230518	SIMPLEX-GRINNELL(20886)	Annual Test and Inspect of Fire Alarm Syste	01-01-00-6112	\$307.00
74230519	SIMPLEX-GRINNELL(20886)	Annual Test and Inspect of Fire Alarm Syste	01-01-00-6112	\$549.00
V. EPPERSON	FURROW FLOWERS & GIFTS (1	Condolences and Get Well Flowers and Plant	01-01-00-6114	\$65.00
420510	WALKER COMPANY (1975)	FIRE CHIEF LESTER BRANCH RETIREMEN	01-01-00-6114	\$257.50
58514A	USTI(763)	Annual Maintenance for Computer Software	01-01-00-6311	\$8,440.00
APRIL 2011	O.M.A.G.(21303)	Building and Property Insurance for Fiscal Ye	01-01-00-6326	\$3,431.42
APRIL 2011	O.M.A.G.(21302)	Workers' Compensation Insurance for Fiscal	01-01-00-6326	\$20,007.96
APRIL 2011	O.M.A.G.(425)	Liability/Automobile/Contractors Insurance Fi	01-01-00-6326	\$8,488.95
BID 2011-7 GRA	GUTHRIE NEWS LEADER (1578)	Public Notice for Bid #2011-7 - Grass Manag	01-01-00-6334	\$54.58
BID2011-01 TRE	GUTHRIE NEWS LEADER (1578)	Public Notice for Bid No. 2011-01 Tree Planti	01-01-00-6334	\$47.82
BID2011-05-FY1	GUTHRIE NEWS LEADER (1578)	Public Notice for Bid No. 2011-05 FY11 CIP -	01-01-00-6334	\$24.30
BID2011-8 GRA	GUTHRIE NEWS LEADER (1578)	Public Notice for Bid #2011-8 - Grass Manag	01-01-00-6334	\$54.58
APRIL 2011	GODDARD ENTERPRISES (798)	Siren Maintenance	01-01-00-6372	\$200.00
Total				\$45,727.81
Total GENERAL GOVERNMENT				\$45,727.81
00019257201103	THE OKLAHOMAN (786)	Classified Ad - Line Maintenance Supervisor -	01-02-24-6334	\$85.11
Total HUMAN RESOURCES				\$85.11
Total ADMINISTRATION				\$85.11
MILEAGE REIM	Annette LeGrande (22710)	Mileage Reimbursement for class held 3-8-11	01-03-30-6047	\$10.53
MILEAGE REIM	Shelby Lewis(22707)	Mileage Reimbursement for class held 3-8-11	01-03-30-6047	\$14.98
20323366	OKLA STATE UNIVERSITY(437)	2011 Oklahoma Municipal Clerks & Treasurer	01-03-30-6048	\$375.00
Total FINANCE				\$400.51
Total FINANCE				\$400.51
INV532	PANOPTO 22357	CourseCast Hosted Video - April 2011	01-04-45-6381	\$49.00
Total INFORMATION SERVICES				\$49.00
Total INFORMATION SERVICES				\$49.00
031411-WEB	VILLAGIS 22288	Villagis 2nd Qtr 2011 Web Hosting	01-05-50-6356	\$2,250.00
Total COMMUNITY DEVELOPMENT				\$2,250.00
244	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				\$3,500.00
16326471	GALE (20316)	Large Print Title	01-06-60-6130	\$24.17
201638A	MID AMERICA BOOKS(21393)	Juvenile Book Titles	01-06-60-6130	\$196.34
1766293	NOLO(21367)	24 Updated Legal Titles - Part Not Covered b	01-06-60-6130	\$47.99
380782	MICRO MARKETING LLC. (1721)	5 Audiobooks by Bestselling Authors	01-06-60-6131	\$19.95
381547	MICRO MARKETING LLC. (1721)	5 Audiobooks by Bestselling Authors	01-06-60-6131	\$59.97
503708506	MOTION PICTURE LICENSING C	Movie Licensing Renewal	01-06-60-6131	\$78.00
1080975719	RANDOM HOUSE, INC (21561)	Standing Order - 2 Adult per Month/2 Ch/J/Y/	01-06-60-6131	\$34.00

City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
1081025766	RANDOM HOUSE, INC (21561)	Standing Order - 2 Adult per Month/2 Ch/J/Y/	01-06-60-6131	\$38.25
1081087904	RANDOM HOUSE, INC (21561)	Standing Order - 2 Adult per Month/2 Ch/J/Y/	01-06-60-6131	\$42.50
		Total LIBRARY		\$541.17
		Total LIBRARY		\$541.17
CGA 3RD SESSI	MISSY'S DONUTS & BAKERY 22	2 Dozen Donuts for CGA 3rd Session	01-07-70-6107	\$13.14
511234423	GALLS INC.(202)	Keson Dual Wheel, Measuring Wheel - plus s	01-07-70-6114	\$214.95
169694	LAW ENFORCEMENT SYSTEMS(Warning Citations - plus shipping	01-07-70-6308	\$123.00
169845	LAW ENFORCEMENT SYSTEMS(Red Tags - Forms L-9 and shipping	01-07-70-6308	\$109.00
32493	MIDWEST PUBLISHING COMPAN	Over Time Cards	01-07-70-6308	\$87.00
347	RESCUE TECH 22635	Hard Drive for Video System - plus labor	01-07-70-6311	\$169.99
CAR WASH FEB	SHINEY BAYS (22581)	Car Wash - February	01-07-70-6316	\$209.20
73358	BOLAY COMMUNICATIONS(106)	Repair to Radio	01-07-70-6318	\$670.73
178054	ONE CALL 22702	Ace Recording Jacks - plus shipping	01-07-70-6318	\$52.00
7683	AMERICAN MUNICIPAL SERVICE	February Collection Fees	01-07-70-6340	\$703.25
APRIL 2011	LOGAN COMMUNITY SERVICES,	Shelter Service	01-07-70-6345	\$125.00
		Total POLICE ADMINISTRATION		\$2,477.26
158378	SPECIAL-OPS UNIFORMS, INC.(5	#75813 (10) Stinger DS LED and # 306-11-9 (01-07-71-6019	\$1,200.00
		Total POLICE OPERATIONS		\$1,200.00
820391	SOUTHPOINT VET CLINIC (734)	1/27, 2/2, 2/15, 2/17 and 2/25 Euth	01-07-72-6104	\$159.00
30272649	TERMINEX 22413	Pest Control	01-07-72-6112	\$40.00
0029834-2176-5	WASTE MANAGEMENT (22106)	DEY-Dead Animals - Fuel and Fuel Surcharg	01-07-72-6114	\$91.56
		Total ANIMAL CONTROL		\$290.56
04-1107255	OKLA DEPARTMENT OF PUBLIC	OLETS User Fee	01-07-79-6304	\$350.00
		Total COMMUNICATIONS		\$350.00
		Total POLICE		\$4,317.82
1049500	WAYEST SAFETY, INC.(1024)	Supplies	01-09-90-6110	\$255.00
1049629	WAYEST SAFETY, INC.(1024)	Supplies	01-09-90-6110	\$102.10
1050735	WAYEST SAFETY, INC.(1024)	Supplies	01-09-90-6110	\$60.00
7132-11-020	GODDARD ENTERPRISES (798)	Siren Repairs	01-09-90-6316	\$600.00
177316	NAPA (30)	Misc. Supplies for Fire Department	01-09-90-6316	\$4.90
		Total SUPPRESSION		\$1,022.00
904713	ALLMED (21869)	EMS Supplies for Fire Department	01-09-92-6104	\$350.84
905233	ALLMED (21869)	EMS Supplies for Fire Department	01-09-92-6104	\$67.25
R44345	LAMPTON WELDING SUPPLY(32	Welding Supplies	01-09-92-6104	\$37.83
4002402474	STERICYCLE, INC. (1463)	EMS Supplies Disposal for Fire Department	01-09-92-6104	\$234.32
FEBRUARY 201	INTERMEDIX (22025)	EMS Billing - Fire Department	01-09-92-6373	\$3,945.93
		Total EMS		\$4,636.17
		Total FIRE		\$5,658.17
13946	LOGAN COUNTY ASPHALT(1543)	Misc Patching, Sand and Gravel	01-12-00-6113	\$332.50
13983	LOGAN COUNTY ASPHALT(1543)	Misc Patching, Sand and Gravel	01-12-00-6113	\$682.20
14008	LOGAN COUNTY ASPHALT(1543)	Misc Patching, Sand and Gravel	01-12-00-6113	\$1,060.20
14032	LOGAN COUNTY ASPHALT(1543)	Misc Patching, Sand and Gravel	01-12-00-6113	\$495.90
14046	LOGAN COUNTY ASPHALT(1543)	Misc Patching, Sand and Gravel	01-12-00-6113	\$317.37
14069	LOGAN COUNTY ASPHALT(1543)	Misc Patching, Sand and Gravel	01-12-00-6113	\$276.53
14089	LOGAN COUNTY ASPHALT(1543)	Misc Patching, Sand and Gravel	01-12-00-6113	\$415.50

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

Invoice #	Vendor	Description	Account	Cost
2364593	OKLA HOME CENTERS, INC. (203	Misc Supplies for Street Projects	01-12-00-6113	\$47.40
2364927	OKLA HOME CENTERS, INC. (203	Misc Supplies for Street Projects	01-12-00-6113	\$27.98
2365847	OKLA HOME CENTERS, INC. (203	Misc Supplies for Street Projects	01-12-00-6113	\$64.26
2365850	OKLA HOME CENTERS, INC. (203	Misc Supplies for Street Projects	01-12-00-6113	\$6.98
TI-0230308	NEWMAN SIGNS, INC.(399)	Misc. Sign Orders	01-12-00-6115	\$307.37
TI-0231276	NEWMAN SIGNS, INC.(399)	Misc Signs for Street Maintenance	01-12-00-6115	\$1,017.70
89252	RON'S MOBILE TIRE 506	Misc. Tire Repair	01-12-00-6317	\$25.00
89283	RON'S MOBILE TIRE 506	Misc. Tire Repair	01-12-00-6317	\$25.00
89321	RON'S MOBILE TIRE 506	Misc. Tire Repair	01-12-00-6317	\$10.00
		Total		\$5,111.89
		Total STREET		\$5,111.89
825 0624322	UNIFIRST(20865)	Uniform and shop Towel Service	01-14-00-6016	\$33.05
825 0626081	UNIFIRST(20865)	Uniform and shop Towel Service	01-14-00-6016	\$33.05
825 0627779	UNIFIRST(20865)	Uniform and shop Towel Service	01-14-00-6016	\$33.05
177864	NAPA (30)	Hand Tool Replacements	01-14-00-6102	\$11.97
177948	NAPA (30)	Hand Tool Replacements	01-14-00-6102	\$159.00
2365569	OKLA HOME CENTERS, INC. (203	Supplies for Building, Lights, etc.	01-14-00-6112	\$27.15
		Total		\$297.27
0532309361	AZ COMMERCIAL (1556)	Misc. Automotive Parts	01-14-41-6116	\$39.99
0532309745	AZ COMMERCIAL (1556)	Misc. Automotive Parts	01-14-41-6116	\$4.79
327383C	BRUCKNER TRUCK SALES, INC.	Parts and Supplies for Mack Truck #128	01-14-41-6116	\$147.79
S38229	C. L.BOYD COMPANY, INC.(71)	Rebuild 4 Cylinders from 670A John Deere M	01-14-41-6116	\$5,843.79
4621	CARS & PARTS BY TIM(21616)	Used Ford Parts	01-14-41-6116	\$20.00
157188	COUNTRY FORD-MERCURY (130	Misc. Ford Parts	01-14-41-6116	\$79.95
158944	COUNTRY FORD-MERCURY (130	Misc. Ford Parts	01-14-41-6116	\$91.94
43106	COUNTRY FORD-MERCURY (130	Misc. Ford Parts	01-14-41-6116	\$36.23
FEBRUARY 201	EIGHT BALL CAR WASH(20776)	Car Wash GPWA	01-14-41-6116	\$78.32
2032233.	GUTHRIE AUTO TRIM(232)	Vehicle Seat and Upholstery Repairs	01-14-41-6116	\$225.00
2032458	GUTHRIE AUTO TRIM(232)	Vehicle Seat and Upholstery Repairs	01-14-41-6116	\$175.00
0214527	LAWSON PRODUCTS, INC.(316)	Misc. Shop Supplies, Fasteners, Wire, Conne	01-14-41-6116	\$149.96
176149	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$34.33
176334	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$11.32
176491	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$38.38
176502	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$10.02
176694	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	(\$10.02)
176741	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$8.73
176765	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$43.65
176983	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$40.94
177014	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$261.48
177066	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$91.34
177139	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$62.05
177141	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	(\$60.18)
177187	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$4.87
177230	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$4.09
0218-436938	O'REILLY AUTO PARTS (952)	Misc Automobile Parts	01-14-41-6116	\$10.98
0218-436940	O'REILLY AUTO PARTS (952)	Misc Automobile Parts	01-14-41-6116	\$2.28
0218-436945	O'REILLY AUTO PARTS (952)	Misc Automobile Parts	01-14-41-6116	\$476.86
0218-436996	O'REILLY AUTO PARTS (952)	Misc Automobile Parts	01-14-41-6116	\$27.44
0218-437038	O'REILLY AUTO PARTS (952)	Misc Automobile Parts	01-14-41-6116	(\$125.00)

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

Invoice #	Vendor	Description	Account	Cost
0218-437090	O'REILLY AUTO PARTS (952)	Misc Automobile Parts	01-14-41-6116	\$16.39
0218-437978	O'REILLY AUTO PARTS (952)	Misc Automobile Parts	01-14-41-6116	\$7.99
0218-437987	O'REILLY AUTO PARTS (952)	Misc Automobile Parts	01-14-41-6116	\$47.68
0218-437989	O'REILLY AUTO PARTS (952)	Misc Automobile Parts	01-14-41-6116	\$3.42
0218-438025	O'REILLY AUTO PARTS (952)		01-14-41-6116	(\$11.48)
0218-438062	O'REILLY AUTO PARTS (952)	Misc Automobile Parts	01-14-41-6116	\$80.99
0218-438223	O'REILLY AUTO PARTS (952)		01-14-41-6116	(\$80.99)
0218-438297	O'REILLY AUTO PARTS (952)	Misc Automobile Parts	01-14-41-6116	\$14.38
0218-438503	O'REILLY AUTO PARTS (952)	Misc Automobile Parts	01-14-41-6116	\$14.57
0218-438517	O'REILLY AUTO PARTS (952)		01-14-41-6116	(\$1.84)
0218-438542	O'REILLY AUTO PARTS (952)	Misc Automobile Parts	01-14-41-6116	\$8.16
0218-439077.	O'REILLY AUTO PARTS (952)	Misc Automobile Parts	01-14-41-6116	\$39.43
0218-439155	O'REILLY AUTO PARTS (952)	Misc Automobile Parts	01-14-41-6116	\$42.18
0218-439417	O'REILLY AUTO PARTS (952)	Misc Automobile Parts	01-14-41-6116	\$22.96
0218-439541	O'REILLY AUTO PARTS (952)	Misc Automobile Parts	01-14-41-6116	\$19.19
0218-439598	O'REILLY AUTO PARTS (952)	Misc Automobile Parts	01-14-41-6116	\$176.46
0218-439611	O'REILLY AUTO PARTS (952)	Misc Automobile Parts	01-14-41-6116	\$4.82
0218-439645	O'REILLY AUTO PARTS (952)	Misc Automobile Parts	01-14-41-6116	\$6.80
0218-439659	O'REILLY AUTO PARTS (952)	Misc Automobile Parts	01-14-41-6116	\$13.46
0218-439661	O'REILLY AUTO PARTS (952)	Misc Automobile Parts	01-14-41-6116	\$106.30
0218-439665	O'REILLY AUTO PARTS (952)	Misc Automobile Parts	01-14-41-6116	\$27.78
0218-439670	O'REILLY AUTO PARTS (952)	Misc Automobile Parts	01-14-41-6116	\$69.79
0218-439691	O'REILLY AUTO PARTS (952)		01-14-41-6116	(\$69.79)
0218-439797	O'REILLY AUTO PARTS (952)	Misc Automobile Parts	01-14-41-6116	\$78.13
0218-439800	O'REILLY AUTO PARTS (952)	Misc Automobile Parts	01-14-41-6116	\$251.74
0218-439904	O'REILLY AUTO PARTS (952)	Misc Automobile Parts	01-14-41-6116	\$15.30
0218-439913	O'REILLY AUTO PARTS (952)		01-14-41-6116	(\$155.21)
0218-440664	O'REILLY AUTO PARTS (952)	Misc Automobile Parts	01-14-41-6116	\$20.92
0218-440672	O'REILLY AUTO PARTS (952)		01-14-41-6116	(\$157.68)
0218-440842	O'REILLY AUTO PARTS (952)	Misc Automobile Parts	01-14-41-6116	\$17.85
89317	RON'S MOBILE TIRE 506	Tire Repairs	01-14-41-6116	\$12.50
IN.1895644	THERMO FLUID, INC.(20741)	Waste Oil, Antifreeze and Filter Removal	01-14-41-6116	\$70.14
F2257	JIM JOHNSON OIL CO. (21480)	Lubricants and Fluids	01-14-41-6118	\$604.74
F2556	JIM JOHNSON OIL CO. (21480)	Lubricants and Fluids	01-14-41-6118	\$545.00
Total FLEET MAINTENANCE				\$9,688.40
Total FLEET MAINTENANCE				\$9,985.67
000056106714	WINFIELD SOLUTIONS formerly E	Chemicals for Killing Weeds	01-15-11-6104	\$895.83
000056114399	WINFIELD SOLUTIONS formerly E	Chemicals for Killing Weeds	01-15-11-6104	\$671.00
000056114483	WINFIELD SOLUTIONS formerly E	Chemicals for Killing Weeds	01-15-11-6104	\$330.00
000056114488	WINFIELD SOLUTIONS formerly E		01-15-11-6104	(\$330.00)
73627	WYLIE SPRAYERS(1876)	Parts for Sprayers	01-15-11-6104	\$405.10
01-284274-80	CROSSLAND'S RENTAL(134)	Portable Toilet Rental at Guthrie Lake and Lib	01-15-11-6112	\$73.00
01-284275-79	CROSSLAND'S RENTAL(134)	Portable Toilet Rental at Guthrie Lake and Lib	01-15-11-6112	\$73.00
01-425908-22	CROSSLAND'S RENTAL(134)	Portable Toilet Rental at Guthrie Lake and Lib	01-15-11-6112	\$83.00
2360884	OKLA HOME CENTERS, INC. (203	Building Supplies	01-15-11-6112	\$6.58
2362467	OKLA HOME CENTERS, INC. (203	Building Supplies	01-15-11-6112	\$127.96
2363188	OKLA HOME CENTERS, INC. (203	Building Supplies	01-15-11-6112	\$73.11
2363473	OKLA HOME CENTERS, INC. (203	Building Supplies	01-15-11-6112	\$7.45
2363475	OKLA HOME CENTERS, INC. (203	Building Supplies	01-15-11-6112	\$50.94

City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
2364008	OKLA HOME CENTERS, INC. (203	Building Supplies	01-15-11-6112	\$172.61
2364268	OKLA HOME CENTERS, INC. (203	Building Supplies	01-15-11-6112	\$56.41
2365377	OKLA HOME CENTERS, INC. (203	Building Supplies	01-15-11-6112	\$25.96
2365450	OKLA HOME CENTERS, INC. (203	Building Supplies	01-15-11-6112	\$18.92
2365821	OKLA HOME CENTERS, INC. (203	Building Supplies	01-15-11-6112	\$55.39
2365909	OKLA HOME CENTERS, INC. (203	Building Supplies	01-15-11-6112	\$20.98
2366068	OKLA HOME CENTERS, INC. (203	Building Supplies	01-15-11-6112	\$63.90
2366070	OKLA HOME CENTERS, INC. (203	Building Supplies	01-15-11-6112	\$31.94
2366198	OKLA HOME CENTERS, INC. (203	Building Supplies	01-15-11-6112	\$26.43
2366705	OKLA HOME CENTERS, INC. (203	Building Supplies	01-15-11-6112	\$14.64
619260	FENTRESS OIL COMPANY (2147	Oil, Anit Freeze, Degreaser	01-15-11-6118	\$286.21
65812	J & I TRAILER HITCH 898	Parts to Repair Trailers	01-15-11-6316	\$143.00
176850	NAPA (30)	Misc. Vehicle Parts	01-15-11-6316	\$21.90
176884	NAPA (30)	Misc. Vehicle Parts	01-15-11-6316	\$26.84
S14342	WALKER TIRES(160)	Tires for Vehilce #131	01-15-11-6316	\$245.50
0218-434997	O'REILLY AUTO PARTS (952)	Parts for Mowers and Power Equipment for P	01-15-11-6317	\$26.47
0218-439356	O'REILLY AUTO PARTS (952)	Parts for Mowers and Power Equipment for P	01-15-11-6317	\$43.88
626798-0001	PIONEER EQUIPMENT RENTAL,	Parts for Hustler Mowers	01-15-11-6317	\$130.45
626800-0001	PIONEER EQUIPMENT RENTAL,	Parts for Hustler Mowers	01-15-11-6317	\$71.40
		Total PARKS		\$3,949.80
		Total PARKS & PUBLIC GROUNDS		\$3,949.80
		Total GENERAL FUND		\$79,326.95
032826659	TERMINEX 22413	Pest Control	20-21-00-6112	\$65.00
302564654	TERMINEX 22413	Pest Control	20-21-00-6112	\$65.00
13864724	HASLER INC. (280)	Quarterly Rental on Postage Meter	20-21-00-6309	\$168.00
		Total		\$298.00
		Total PUBLIC WORKS GENERAL		\$298.00
BSW238301	BRENNTAG SOUTHWEST, INC. (WC7338 Polymer - plus fuel charge	20-23-00-6104	\$917.75
BSW241934	BRENNTAG SOUTHWEST, INC. (Sodium Hypochlorite	20-23-00-6104	\$2,370.46
BSW242141	BRENNTAG SOUTHWEST, INC. (Brennfloc AP2659 Polymer	20-23-00-6104	\$810.00
BSW245332	BRENNTAG SOUTHWEST, INC. (Sodium Hypochlorite	20-23-00-6104	\$4,640.88
91080	SOUTHWEST CHEMICAL (20977)	Sodium Chlorite	20-23-00-6104	\$19,238.40
91125	SOUTHWEST CHEMICAL (20977)	Blanket (Chorine Gas)	20-23-00-6104	\$285.00
SU13514	ACCURATE ENVIRONMENTAL, L	Lab Supplies	20-23-00-6109	\$634.23
349289	USABlueBook - UTILITY SUPPLY	Safety Supplies	20-23-00-6110	\$765.36
IB08024	ACCURATE ENVIRONMENTAL, L	Testing	20-23-00-6303	\$195.00
IB17033	ACCURATE ENVIRONMENTAL, L	Testing	20-23-00-6303	\$100.00
IB17034	ACCURATE ENVIRONMENTAL, L	Testing	20-23-00-6303	\$40.00
IC02023	ACCURATE ENVIRONMENTAL, L	Testing	20-23-00-6303	\$125.00
IC02025	ACCURATE ENVIRONMENTAL, L	Testing	20-23-00-6303	\$145.00
IC09046	ACCURATE ENVIRONMENTAL, L	Testing	20-23-00-6303	\$40.00
IC09047	ACCURATE ENVIRONMENTAL, L	Testing	20-23-00-6303	\$100.00
146571	EVANS ENTERPRISES, INC. (64	Service Call (install spare pump and trouble s	20-23-00-6335	\$1,523.74
		Total		\$31,930.82
		Total WATER PLANT		\$31,930.82
2355826	OKLA HOME CENTERS, INC. (203	Misc. Tools	20-24-00-6102	\$17.98
2365263	OKLA HOME CENTERS, INC. (203	Misc. Tools	20-24-00-6102	\$34.99

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

Invoice #	Vendor	Description	Account	Cost
2365429	OKLA HOME CENTERS, INC. (203	Misc. Tools	20-24-00-6102	\$25.46
2366050	OKLA HOME CENTERS, INC. (203	Misc. Tools	20-24-00-6102	\$21.99
IB17027	ACCURATE ENVIRONMENTAL, L	Testing	20-24-00-6109	\$150.00
IB24088	ACCURATE ENVIRONMENTAL, L	Testing	20-24-00-6109	\$150.00
IC03014	ACCURATE ENVIRONMENTAL, L	Testing	20-24-00-6109	\$150.00
SU13511	ACCURATE ENVIRONMENTAL, L	Soldium Hydroxide 0.050 Normality - plus shi	20-24-00-6109	\$57.10
SU13545	ACCURATE ENVIRONMENTAL, L	Supply Pump (Hach #306-3900) plus shippin	20-24-00-6109	\$355.78
SU13580	ACCURATE ENVIRONMENTAL, L	Total Chlorine Reagent Set plus shipping	20-24-00-6109	\$59.75
1104667	AM SUPPLY (21856)	2" Discharge Multi-Quip Pump - plus shipping	20-24-00-6312	\$1,084.70
1574	CJ & SON MACHINE SHOP (2084	Estimate for Emergency Repair on Grit Cham	20-24-00-6312	\$400.00
178708	NAPA (30)	Misc. Supplies Blanket	20-24-00-6312	\$5.31
2366509	OKLA HOME CENTERS, INC. (203	Misc. Supplies	20-24-00-6312	\$29.94
2080	S & D ELECTRIC MOTOR SHOP (Repair of 2.4 Flygt Pump	20-24-00-6312	\$1,675.50
2720	S & D ELECTRIC MOTOR SHOP (Lift Pump Packing Gland Bolts	20-24-00-6312	\$57.00
348743	USABlueBook - UTILITY SUPPLY	50 Feet of 7/16 Graphite Packing - plus shippi	20-24-00-6312	\$811.78
177165	NAPA (30)	Misc. Supplies	20-24-00-6317	\$20.09
177387	NAPA (30)	Misc. Supplies	20-24-00-6317	\$23.01
177588	NAPA (30)	Misc. Supplies	20-24-00-6317	\$98.72
2366324	OKLA HOME CENTERS, INC. (203	Misc Supplies	20-24-00-6317	\$39.98
00040060	BIO-AQUATIC TESTING, INC. (64	Bio-Monitoring	20-24-00-6357	\$450.00
		Total		\$5,719.08
		Total WASTE WATER TREATMENT PLANT		\$5,719.08
2032327	WILLOBY'S WHOLESALE (631)	Coat	20-26-00-6110	\$80.00
		Total		\$80.00
		Total CONVENIENCE CENTER		\$80.00
32473	MIDWEST PUBLISHING COMPAN	Door Signs Reading "Service Interruption"	20-27-00-6114	\$281.00
029824-IN	OKLA CONTRACTORS (240)	Contractors Supplies	20-27-00-6119	\$314.00
0298822-IN	OKLA CONTRACTORS (240)	Contractors Supplies	20-27-00-6119	\$959.00
0298823-IN	OKLA CONTRACTORS (240)	Contractors Supplies	20-27-00-6119	\$339.00
0298972-IN	OKLA CONTRACTORS (240)	Contractors Supplies	20-27-00-6119	\$102.00
2364509	OKLA HOME CENTERS, INC. (203	Small Plumbing Fittings	20-27-00-6119	\$35.98
2364695	OKLA HOME CENTERS, INC. (203	Small Plumbing Fittings	20-27-00-6119	\$3.21
2365446	OKLA HOME CENTERS, INC. (203	Small Plumbing Fittings	20-27-00-6119	\$36.99
2365667	OKLA HOME CENTERS, INC. (203	Small Plumbing Fittings	20-27-00-6119	\$32.25
2365852	OKLA HOME CENTERS, INC. (203	Small Plumbing Fittings	20-27-00-6119	\$2.29
2366503	OKLA HOME CENTERS, INC. (203	Small Plumbing Fittings	20-27-00-6119	\$39.80
2031506..	BALSIGER TIRE (907)	Tire Repairs for Line Maintenance	20-27-00-6317	\$12.00
0117938-IN	DELCO DIESEL SERVICES (1057)	Repairs on the Vactor Truck	20-27-00-6317	\$801.61
14698	J&R EQUIPMENT(21216)	Contractors Supplies, plus freight and handlin	20-27-00-6317	\$1,894.26
172468	NAPA (30)	Oil, Grease and Misc Supplies	20-27-00-6317	\$104.50
175146	NAPA (30)	Oil, Grease and Misc Supplies	20-27-00-6317	\$3.83
176629	NAPA (30)	Oil, Grease and Misc Supplies	20-27-00-6317	\$125.55
177457	NAPA (30)	Oil, Grease and Small Parts	20-27-00-6317	\$142.13
177634	NAPA (30)	Oil, Grease and Misc Supplies	20-27-00-6317	\$1.21
177644	NAPA (30)	Oil, Grease and Misc Supplies	20-27-00-6317	\$9.90
177865	NAPA (30)	Oil, Grease and Misc Supplies	20-27-00-6317	\$8.96
88036	RON'S MOBILE TIRE 506	Tire Repairs and Replacements for Line Main	20-27-00-6317	\$203.50
88037	RON'S MOBILE TIRE 506	Tire Repairs and Replacements for Line Main	20-27-00-6317	\$10.00

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

Invoice #	Vendor	Description	Account	Cost
031711	PRIMARY STRUCTURE(20526)	Manhole Grade Rings and Manhole Rings an	20-27-00-6392	\$1,184.00
		Total		\$6,646.97
		Total LINE MAINTENANCE		\$6,646.97
		Total GPWA OPERATING FUND		\$44,674.87
B1664096	BRODART(289)	Juvenile and Grown Up Books, Standing Ord	30-30-06-6541	\$122.79
B1664097	BRODART(289)	Juvenile and Adult books Standing Order	30-30-06-6541	\$595.57
B1667778	BRODART(289)	Juvenile and Adult books Standing Order	30-30-06-6541	\$56.07
B1667779	BRODART(289)	Juvenile and Adult books Standing Order	30-30-06-6541	\$91.91
B1672128	BRODART(289)	Juvenile and Adult books Standing Order	30-30-06-6541	\$16.19
B1672129	BRODART(289)	Juvenile and Adult books Standing Order	30-30-06-6541	\$42.12
B1677178	BRODART(289)	Juvenile and Adult books Standing Order	30-30-06-6541	\$30.18
B1677179	BRODART(289)	Juvenile and Adult books Standing Order	30-30-06-6541	\$28.87
B1681802	BRODART(289)	Juvenile and Grown Up Books, Standing Ord	30-30-06-6541	\$16.18
5	CHICKASAW REGIONAL LIBRAR	ILL Damaged Book - Beneath a Marble Sky:	30-30-06-6541	\$14.00
XF7XD21J9	DELL, INCORPORATED (20591	(4) Memory Module Upgrades	30-30-06-6541	\$246.46
2451459	MIDWEST TAPE(21369)	Replacement CD - "Shadow of your Smile"	30-30-06-6541	\$14.99
PB12-5687	PUMPKIN BOOKS 22553	37 Juvenile Titles	30-30-06-6541	\$471.48
2032474	ROB BRIAN - LOGAN COUNTY T	12 Month Subscription to Newspaper "Logan	30-30-06-6541	\$24.00
		Total LIBRARY		\$1,770.81
		Total GRANTS		\$1,770.81
		Total GRANTS FUND		\$1,770.81
74468823	DELL FINANCIAL (21623)	Monthly Lease Payment on Server	54-54-04-6706	\$486.48
74505545	DELL FINANCIAL (21623)	Monthly Lease Payment for Admin/Payroll 81	54-54-04-6706	\$77.99
2060629	SUSQUEHANNA COMM. FINANC	Lease BroadCastPix	54-54-04-6706	\$523.38
		Total INFORMATION SERVICES		\$1,087.85
APRIL 2011	BANCFIRST(884)	Loan for Upgrade for both Cameras trucks	54-54-27-6706	\$1,116.00
		Total LINE MAINTENANCE		\$1,116.00
		Total FACILITIES		\$2,203.85
APRIL 2011	FARMERS & MERCHANTS BANK(Dodge Charger (Police Vehicles)	54-56-07-6707	\$641.86
APRIL 2011	FARMERS & MERCHANTS BANK(2009 Chevrolet Tahoe (Police Vehicles)	54-56-07-6707	\$720.30
APRIL 2011	OKLA STATE BANK (22069)	Four - 2009 Dodge Chargers (Police Vechicle	54-56-07-6707	\$3,232.30
		Total POLICE DEPARTMENT		\$4,594.46
APRIL 2011	OKLA STATE BANK (22069)	10 Wheel Dump Truck with Attachments	54-56-12-6708	\$2,031.00
		Total STREET DEPARTMENT		\$2,031.00
APRIL 2011.	OKLA STATE BANK (22069)	3 New Chevrolet Truck Silverado	54-56-23-6711	\$715.00
		Total PURCHASING/ACCOUNTS PAYABLE		\$715.00
APRIL 2011.	OKLA STATE BANK (22069)	3 New Chevrolet Truck Silverado	54-56-27-6708	\$835.00
APRIL 2011.	OKLA STATE BANK (22069)	3 New Chevrolet Truck Silverado	54-56-27-6711	\$634.00
		Total LINE MAINTENANCE		\$1,469.00
		Total VEHICLES & EQUIPMENT		\$8,809.46
		Total CAPITAL PROJECTS		\$11,013.31
7-420-62247	FEDERAL EXPRESS (20255)	FedEx Services	55-55-00-6547	\$41.64
APPLICATION #	JORDAN CONTRACTORS INC. 2	SANTITARY SEWER SYSTEM IMPROVEME	55-55-00-6547	\$334,295.18

City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
2011298	MYERS ENGINEERING CORPOR	Resident Inspection Services for S.S. CMOM	55-55-00-6547	\$13,500.00
		Total		\$347,836.82
		Total INFRASTRUCTURE		\$347,836.82
		Total CMOM Fee		\$347,836.82
10287537	STAR LIGHTING & SUPPLY(1965)	2 Each Electronic Ballasts for the Airport	98-98-00-6112	\$54.12
302826648	TERMINEX 22413	Pest Control	98-98-00-6112	\$50.00
		Total		\$104.12
		Total AIRPORT FUND		\$104.12
		Total AIRPORT FUND		\$104.12
APRIL 2011	OKLAHOMA DEPARTMENT OF C	Sprittit Wing Loan	99-99-00-6702	\$1,041.67
APRIL 2011	LOGAN COUNTY ECON. DEV. CO	EDA Grant Loan	99-99-00-6703	\$4,872.54
APRIL 2011	LOGAN CO. ECON. DEV. COUNCI	LCEDC Excel Jet Loan	99-99-00-6704	\$2,786.37
APRIL 2011	BANCFIRST(884)	Excel Jet Loan	99-99-00-6705	\$2,063.00
		Total		\$10,763.58
		Total GUTHRIE INDUSTRIAL DEVLEOPMENT		\$10,763.58
		Total GUTHRIE INDUSTRIAL DEVELOPMENT		\$10,763.58
		Total All Funds		\$495,490.46

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

Invoice #	Vendor	Description	Account	Cost
PR3337-1	AETNA - MIDDLETOWN 22051		01-00-00-2031	\$109.80
PR3343-1	AETNA - MIDDLETOWN 22051		01-00-00-2031	\$109.80
PR3337-1	PRINCIPAL FINANCIAL GROUP 2		01-00-00-2031	\$1,657.09
PR3343-1	PRINCIPAL FINANCIAL GROUP 2		01-00-00-2031	\$1,657.09
PR3337-1	AETNA - MIDDLETOWN 22051		01-00-00-2032	\$266.55
PR3343-1	AETNA - MIDDLETOWN 22051		01-00-00-2032	\$291.58
PR3337-1	PRINCIPAL FINANCIAL GROUP 2		01-00-00-2032	\$13,603.70
PR3343-1	PRINCIPAL FINANCIAL GROUP 2		01-00-00-2032	\$16,756.90
PR3337-1	AETNA MEDICAL/ DENTAL 2205		01-00-00-2033	\$944.67
PR3343-1	AETNA MEDICAL/ DENTAL 2205		01-00-00-2033	\$976.17
PR3337-1	AETNA MEDICAL/ DENTAL 2205		01-00-00-2034	\$603.54
PR3343-1	AETNA MEDICAL/ DENTAL 2205		01-00-00-2034	\$603.54
		Total		\$37,580.43
		Total		\$37,580.43
		Total GENERAL FUND		\$37,580.43
PR3337-2	AETNA - MIDDLETOWN 22051		20-00-00-2031	\$23.90
PR3343-2	AETNA - MIDDLETOWN 22051		20-00-00-2031	\$23.90
PR3337-2	PRINCIPAL FINANCIAL GROUP 2		20-00-00-2031	\$26.56
PR3343-2	PRINCIPAL FINANCIAL GROUP 2		20-00-00-2031	\$26.56
PR3337-2	AETNA - MIDDLETOWN 22051		20-00-00-2032	\$65.73
PR3343-2	AETNA - MIDDLETOWN 22051		20-00-00-2032	\$65.73
PR3337-2	PRINCIPAL FINANCIAL GROUP 2		20-00-00-2032	\$3,441.90
PR3343-2	PRINCIPAL FINANCIAL GROUP 2		20-00-00-2032	\$3,441.90
PR3337-2	AETNA MEDICAL/ DENTAL 2205		20-00-00-2033	\$233.52
PR3343-2	AETNA MEDICAL/ DENTAL 2205		20-00-00-2033	\$233.52
PR3337-2	AETNA MEDICAL/ DENTAL 2205		20-00-00-2034	\$69.87
PR3343-2	AETNA MEDICAL/ DENTAL 2205		20-00-00-2034	\$69.87
		Total		\$7,722.96
		Total		\$7,722.96
		Total GPWA OPERATING FUND		\$7,722.96
PR3337-1	AETNA - MIDDLETOWN 22051		98-00-00-2032	\$3.13
PR3343-1	AETNA - MIDDLETOWN 22051		98-00-00-2032	\$3.13
PR3337-1	PRINCIPAL FINANCIAL GROUP 2		98-00-00-2032	\$163.90
PR3343-1	PRINCIPAL FINANCIAL GROUP 2		98-00-00-2032	\$163.90
PR3337-1	AETNA MEDICAL/ DENTAL 2205		98-00-00-2033	\$11.12
PR3343-1	AETNA MEDICAL/ DENTAL 2205		98-00-00-2033	\$11.12
		Total		\$356.30
		Total		\$356.30
		Total AIRPORT FUND		\$356.30
		Total All Funds		\$45,659.69

EARLY PAY

(This page intentionally left blank)



Agenda Item Cover Letter

Meeting <input type="checkbox"/> City Council <input checked="" type="checkbox"/> GPWA <input type="checkbox"/> Other: _____	Date of Meeting April 5, 2011	Contact Kim Biggs, Purchasing Agent
--	---	--

Agenda Item

Consider approval to award Bid No. 2011-07 Grass Management Services to the high bid of \$308.00 to Richard Martin, Guthrie, OK and authorize staff to execute a contract.

Summary

On February 15, 2011, the Guthrie Trustees authorized 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.

The bid was published in the Guthrie News Leader and six (6) bid packets were mailed to interested parties. Only one response was received:

<u>Vendor</u>	<u>Total Bid Price</u>
Richard Martin:	\$308.00

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	<u>20-00-00-5466</u>	Amount	<u>\$308.00</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

Bid Tabulation Sheet

Recommendation

Staff recommends approval.

Action Needed Public Hearing Motion Emergency Clause



**BID #2011-7
GRASS MANAGEMENT SERVICES
BID TABULATION SHEET**

CONVENIENCE CENTER PROPERTY - MOWING (only)

Richard Martin	5-year Term	\$308 per year
----------------	-------------	----------------



Agenda Item Cover Letter

Meeting: [x] City Council, [x] GPWA, Other: _____
Date of Meeting: April 5, 2011
Contact: Jim Ahlgren, Human Resources

Agenda Item

Consider denial of Tort Claim #30303-BJ as recommended by the Oklahoma Municipal Assurance Group.

Summary

February 4, 2011, the property at 311 East Mansur suffered a sewer back up. Sewage came into the home from the basement causing sewer water damage to the interior of the home.

Funding Expected: Revenue, Expenditure [x] N/A
Budgeted: Yes, No [x] N/A
Account Number: [00-00-00-0000], Amount
Legal Review: [x] N/A, Required, Completed Date
Mayor's Appt.: Yes, [x] No

Supporting documents attached

- Notice of tort claim from Shirley Ingram - Owner
Letter of Recommendation to City of Guthrie for this claim to be denied.

Recommendation

Motion to deny Tort Claim #30303-BJ to begin the 180-day statute of limitations, as recommended by the Oklahoma Municipal Assurance Group.

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

NOTICE OF TORT CLAIM

OKLAHOMA MUNICIPAL ASSURANCE GROUP - MUNICIPAL LIABILITY PROTECTION PLAN

A. CLAIMANT REPORT

To the City of Guthrie
Public entity you are filing this claim against.

PLEASE PRINT OR TYPE AND SIGN

IMPORTANT NOTICE: The filing of this form with the City Clerk's office is only the initial step in the claim process and does not indicate in any manner the acceptance of responsibility by the City or its related entities. Written notice is required by law and shall be filed with the City Clerk within one (1) year from the date of occurrence. It will then be sent to OMAG Claims Dept. for investigation. You may expect them to contact you. Failure to file within such time frame may result in the claim being barred in its entirety. Other limitations to your claim may apply [See Oklahoma Statutes Title 51, Section 151-172].

CLAIMANT(S) Shirley A. Ingram CLAIMANT(S) SOCIAL SECURITY NO. _____
ADDRESS 311 E. Mansur CLAIMANT(S) DATE OF BIRTH _____
Guthrie, OK 73044 PHONE: HOME (405) 282-5380 BUS. () _____

Continue on another sheet if needed

- 1. DATE AND TIME OF INCIDENT 2-4-11 11 a.m. (5:00)p.m. for any information requested)
- 2. LOCATION OF INCIDENT 311 E. Mansur, Guthrie, OK 73044
- 3. DESCRIBE INCIDENT See exhibit A

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

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

Describe injury _____

WERE YOU ON THE JOB AT THE TIME OF INJURY? YES ___ NO ___ If so, please give name, address and phone number of company _____

NAME OF DOCTOR OR HOSPITAL _____

ALL MEDICAL BILLS (attach Copies) \$ _____

LIST OTHER DAMAGES CLAIMED \$ _____

TOTAL BODILY INJURY \$ _____

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

VEHICLE NAME _____ BODY TYPE _____ YEAR _____

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

IF NOT A VEHICLE, DESCRIBE PROPERTY AND LOSS _____

PROPERTY DAMAGE (Attach repair bills or two estimates) \$ 11,337.04

LIST OTHER DAMAGES CLAIMED \$ 3,015.00

TOTAL PROPERTY \$ 14,352.04

5. NAME OF YOUR INSURANCE CO. Allstate Insurance POLICY NO. _____ AMOUNT CLAIMED _____ AMOUNT RECEIVED 0

6. The names of any witnesses known to you.

Bryan Berland 530 S. Academy Rd, Guthrie, OK 282-1174
Name Address Phone Number

Marcio White 530 S. Academy Rd Guthrie, OK 282-1174
Name Address Phone Number

STATE THE EXACT AMOUNT OF COMPENSATION YOU WOULD ACCEPT AS FULL SETTLEMENT ON THIS CLAIM.
TOTAL CLAIM \$ 14,352.04 plus Asphalt Repair.
Shirley A. Ingram 3-9-11 DATE
SIGNATURE(S)

March 8th 2011

A

To the City of Guthrie:

Please find the enclosed incident report and documentation to support the damage to my home at 311 E Mansur Ave. Exhibit A describes the description of the sewer backup incident which occurred on Friday (02/04/11), where the city sewer lines backed up and flooded my basement with black water.

I called the fire department when I heard a loud popping sound coming from the television downstairs, and at that time I recognized the basement had sewer water in it about a foot deep. I called the fire department and they were able to disconnect and unplug all appliances, TV, etc. They then called the city dispatcher, who sent someone out with their equipment and unstopped the sewer line. Then the water backup began to drain.

Exhibit B is a report from two plumbers explaining what has to be done to prevent this disaster from happening again. Their estimates do not include the replacement of the asphalt driveway. I have made arrangements to get an estimate from a company who does that kind of work, or possibly the city prefers to do the asphalt repairs once the plumbing work is completed.

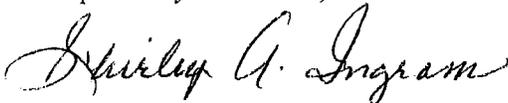
Exhibit C is an itemized statement from Above and Beyond Cleaning Services for their black water services removal—cleaning and disinfecting.

Exhibit D is one itemized statement from a craftsman to repair damages to the walls, the outside door and wood cabinets that had been saturated with the sewage water.

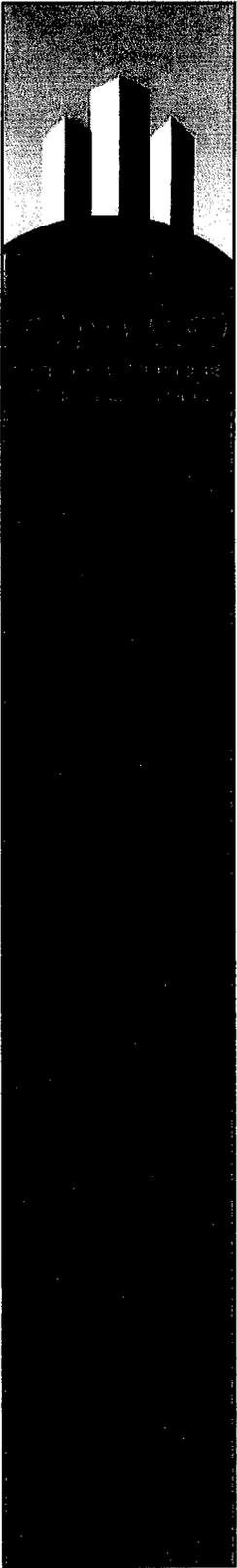
Exhibit E is a disc with pictures showing the damage, and I have included a list of the damaged items and their respective values.

Exhibit F is a notice from my Allstate home insurance stating they are unable to provide coverage for damages as the result of the city's sewer backup.

Respectfully submitted,



Shirley A. Ingram. 405-282-5380



March 21, 2011

City of Guthrie
Attn: Wanda Calvert
P.O. Box 908
Guthrie, OK 73044-2489

RE: Member : City of Guthrie
Claimant : Shirley Ingram
Claim No. : 30303-BJ
Date of Loss : 02/4/11

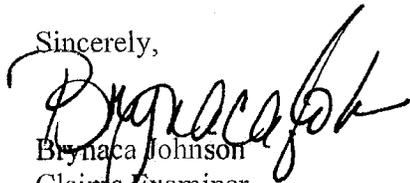
Dear Ms. Calvert:

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

Under the Governmental Tort Claims Act, 51 Okla. Sec 157(A), these claims will be deemed denied ninety (90) days after they were received by the City of Guthrie. Stat. Sec. 157 (B) requires any lawsuit under the Act to be commenced within one hundred eighty (180) days after denial of the claim. Thus to begin the 180-day statute of limitations before the passage of ninety days, we suggest you docket this claim for denial at the next meeting of your municipal governing body. For the 180-day period to start running, the claimant must be notified at the address on the claim within five (5) days of the denial. To document compliance with the Act, we recommend that you send notice of denial of the claim by certified mail.

Please advise us as soon as possible of any official action taken by the municipal governing body on denial of this claim.

Sincerely,


Brynaca Johnson
Claims Examiner

4130 N. Lincoln Blvd.
Oklahoma City, OK
73105-5209
405-525-6624
1-800-234-9461
fax: 405-525-0009
www.omag.org



Agenda Item Cover Letter

Meeting: [X] City Council, [X] GPWA, [] Other:
Date of Meeting: April 5, 2011
Contact: Jim Ahlgren

Agenda Item

Staff is requesting permission to submit for bid, RFP# 2011 - 3, for 100MW wind turbine generator, turn-key acquisition, installation and commissioning for the purpose of providing electric power to the City of Guthrie, Guthrie Public Works Authority Waste Water Treatment Plant.

Summary

On November 2, 2010 the City accepted the contract with Oklahoma Department of Commerce, State Energy Office (SEO) for Phase II of the Wind Turbine Grant with the purpose of installing a wind turbine to provide electric power to the Waste Water Treatment Plant. Wind Energy Consulting and Contracting Services LLC. (WECC) has worked with the City to develop RFP# 2011 - 3.

Funding Expected: [X] Revenue, [X] Expenditure, [] N/A
Budgeted: [X] Yes, [] No, [] N/A
Account Number: 30-30-02-6589, Amount:
Legal Review: [] N/A, [] Required, Completed Date: June 7, 2011
Mayor's Appt.: [] Yes, [X] No

Supporting documents attached

Recommendation

Staff requests council approval for bidding RFP# 2011 - 3

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

(This page intentionally left blank)



Agenda Item Cover Letter

Meeting <input type="checkbox"/> City Council <input checked="" type="checkbox"/> GPWA <input type="checkbox"/> Other: _____	Date of Meeting April 5, 2011	Contact Maxine Pruitt, M S Director
--	---	--

Agenda Item

Consider the emergency purchase of a replacement pump for the sludge removal at the Wastewater Treatment Plant in the amount of \$24,000, including freight and delivery charges, from D & S Electric Motors, Pryor, Ok.

Summary

One of the large pumps (10 HP) that pump the raw sludge from the clarifiers has failed and we have no spare. We have 2 clarifiers that operate with 2 pumps. They work independently of one another. One pump has failed and the other on is weak with the impellers worn down so that it is barely pumping. The emergency is warranted because if we cannot get the sludge out we take the chance of not meeting our compliance requirements and the possibility of being fined by the ODEQ.

The failed pump has been sent for rebuilding, with a 3-4 week timeline for its repairs. The life of a rebuilt pump is about 3 years.

We are requesting the purchase of a new pump because we have no backup in the event both pumps should fail. This new pump has a delivery time of 18 – 24 weeks. The life of a new pump is about 10 years.

Because this is related to sewer, the funding is available in the CMOM line item addressed in the Line Maintenance Budget.

Solicited Bids from Evans Electric, OKC with no response; Southwest Fluid Systems, LLC, Tulsa, see attachment; and S & D Electric Motors, LLC, see attachment.

Funding Expected	<input type="checkbox"/> Revenue	<input checked="" type="checkbox"/> Expenditure	<input type="checkbox"/> N/A
Budgeted	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
Account Number	<u>20-27-00-6392</u>	Amount	<u>\$100,000</u>
Legal Review	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Required	Completed Date: _____
Mayor's Appt.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

Supporting documents attached

Attachment #1 and #2:

- Quote from Southwest Fluid Systems, LLC

- Quote from S & D Electric Motors, LLC

Recommendation

Mayor recommends approval.

Action Needed Public Hearing Motion Emergency Clause



Southwest Fluid Systems, LLC

4815 South Harvard Ave., # 298
Tulsa, OK 74135
(918) 398-7047 FAX: (918) 398-7048

Quote No. C-032911



Quotation

Customer

Name City of Guthrie
Address Attn: Richard Romine
City _____ State _____ ZIP _____
Phone Fax: 405-282-0198

Date 3/29/2011
Order No. _____
Rep _____
FOB _____

Qty	Description	Unit Price	TOTAL
1	CHICAGO Scru-Peller Pump Model SII4 with a RH rotation and 12" Impeller. NOTE: Existing Motor, Base Plate, and Couplings are to be re-used.	\$25,389.00	\$25,389.00

NOTES:

LEAD TIME: 17-18 Weeks

SubTotal	\$25,389.00
Shipping & Handling	Plus Freight
Taxes	State
TOTAL	

pumpguy@swfluids.com

**** THANK YOU ****
Page 1 of 1

arron@swfluids.com

S & D Electric Motors LLC

2712 W 530 RD
 Pryor, OK 74361
 PO BOX 1296
 (918)824-1701 FAX (918)824-1702

Estimate

Date	Estimate #
3/30/2011	2734

Name / Address
CITY OF GUTHRIE PO BOX 908 GUTHRIE OK. 73044

W. O. #	P.R. #	Project

Item	Description	Qty	Total
new	Chicago Pump FR. SLL4 Mod. SES3182 SER. 9803578 (18-20 Week Del.)	1	24,000.00

Thank you for your business.

Total	\$24,000.00
--------------	-------------



Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
<input type="checkbox"/> City Council	April 5, 2011	Wanda Calvert
<input checked="" type="checkbox"/> GPWA		City Clerk/Treasurer
<input type="checkbox"/> Other: _____		

Agenda Item

Consider approval to de-obligate \$1,500,000 from Series 2010 Clean Water State Revolving Fund Loan for Project No. ORF-10-0008-CW (CMOM Project).

Summary

On March 9, 2011 the Oklahoma Water Resources Board (OWRB) approved the Guthrie Public Works Authority's request for a Contract Financial Assistance (CFA) Grant in the amount of \$1,500,000 for repairing and rehabilitation of approximately 33,333 linear feet of sanitary sewer line, associated service connections, manholes and a comminutor station as well as other related and necessary appurtenances (CMOM Project). With the CFA Grant, the Guthrie Public Works Authority will not need to borrow the entire Series 2010 CWSRF loan (\$4,375,000) from OWRB and de-obligating the funds will allow the OWRB to make other CWSRF loans.

Funding Expected	<input checked="" type="checkbox"/> Revenue	<input checked="" type="checkbox"/> Expenditure	<input type="checkbox"/> N/A
Budgeted	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
Account Number	<u>CMOM Fund</u>	Amount	<u>\$1,500,000</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

- Letter to de-obligate funds.

Recommendation

Staff recommends approval.

Action Needed Public Hearing Motion Emergency Clause



Chuck Burtcher
GPWA Chairman
PO Box 908
Guthrie, OK 73044
405-282-0496 Office
405-282-0192 Fax

April 5, 2011

Oklahoma Water Resources Board
%Joe Freeman
3800 North Classen Boulevard
Oklahoma City, OK 73118

REF: Series 2010 Clean Water State Revolving Fund (CWSRF) Loan for Project No.
ORF-10-0008-CW, Guthrie Public Works Authority

Dear Mr. Freeman:

On March 9, 2011 the Oklahoma Water Resources Board approved the Guthrie Public Works Authority's request for a Contract for Financial Assistance (CFA) Grant in the amount of \$1,500,000 for repairing and rehabilitation of approximately 33,333 linear feet of sanitary sewer line, associated service connections, manholes and a comminutor station as well as other related and necessary appurtenances, for the project known as the CMOM Project.

Due to the receipt of the CFA Grant, the Guthrie Public Works Authority is requesting to de-obligate \$1,500,000 from the OWRB approved total for the Series 2010 Clean Water State Revolving Fund (CWSRF) Loan in the amount of \$4,375,000.

If you have any questions or need additional information, I can be reached at 405-282-0496.

Sincerely,

Chuck Burtcher
GPWA Chairman

WWW.CITYOFGUTHRIE.COM

INTEGRITY, SERVICE, QUALITY OF LIFE



34 TREE CITY USA



Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
<input type="checkbox"/> City Council	April 5, 2011	Wanda Calvert
<input checked="" type="checkbox"/> GPWA		City Clerk/Treasurer
<input type="checkbox"/> Other: _____		

Agenda Item

Consider approval of the Contract Financial Assistance Agreement between the Guthrie Public Works Authority and Oklahoma Water Resources Board for the CMOM Project.

Summary

On March 9, 2011 the Oklahoma Water Resources Board (OWRB) approved the Guthrie Public Works Authority's request for a Contract Financial Assistance (CFA) Grant in the amount of \$1,500,000 for repairing and rehabilitation of approximately 33,333 linear feet of sanitary sewer line, associated service connections, manholes and a comminutor station as well as other related and necessary appurtenances (CMOM Project). The proposed agreement acknowledges and GPWA agrees to comply with the requirements of all applicable federal and state statutory provisions and all OWRB rules, regulations and grant policies.

Funding Expected	<input checked="" type="checkbox"/> Revenue	<input checked="" type="checkbox"/> Expenditure	<input type="checkbox"/> N/A
Budgeted	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
Account Number	<u>CMOM Fund</u>	Amount	<u>\$1,500,000</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

- Contract Financial Assistance Agreement

Recommendation

Staff recommends approval.

Action Needed Public Hearing Motion Emergency Clause

OKLAHOMA WATER RESOURCES BOARD

**CONTRACT FINANCIAL ASSISTANCE AGREEMENT
between Guthrie Public Works Authority, Logan County
and Oklahoma Water Resources Board**

I, Chuck Burtcher, duly authorized Chairman of the Guthrie Public Works Authority, Logan County (hereinafter "Applicant"), do hereby accept and acknowledge said financial assistance according to the terms of this Agreement. Receipt of the subject funds shall be acknowledged by separate receipt instrument at the time the same shall be received by an authorized representative of said applicant.

In accepting said financial assistance, applicant duly acknowledges and agrees that in all regards and respects, applicant must and shall comply with the requirements of all applicable federal and state statutory provisions, appropriate legislation and executive orders, and all Oklahoma Water Resources Board (the "Board") rules, regulations and financial assistance policies. Without limiting the generality of the foregoing, the applicant agrees as follows:

ARTICLE I

**TERMS AND CONDITIONS OF CONTRACT FINANCIAL ASSISTANCE;
COVENANTS AND REPRESENTATIONS OF AUTHORITY**

- 1.1 This financial assistance agreement has been approved by the Board for the applicant's project consisting of repairing and rehabilitating approximately 33,333 linear feet of sanitary sewer line, associated service connections, manholes and a comminutor station and related appurtenances (the "Project"), as provided in the Board's Order Approving Contract Financial Assistance Application attached hereto as "Attachment 1" and incorporated by reference herein.
- 1.2 The amount of this financial assistance shall not exceed the amount of \$1,500,000.00. The financial assistance amount originally approved by the Board may be lowered by the Board staff, based upon actual Project costs, prior to delivering the financial assistance money to the applicant. If the financial assistance money awarded to applicant turns out thereafter to be more than whichever is less between (a) and (b) specified in the first sentence of this paragraph, then the applicant shall return and refund the excess amount to the Board within thirty (30) days after the date of written notice from the Board.
- 1.3 As a prerequisite to receiving financial assistance money from the Board, applicant shall establish to the satisfaction of the Board staff an account through which the financial assistance proceeds shall be administered and accounted for by the applicant ("Contract Financial Assistance Account"). Upon receipt of financial assistance money from the Board, applicant shall deposit the financial

**OWRB Contract Financial Assistance Agreement
Guthrie PWA, Logan County
Page 2**

assistance money in this Contract Financial Assistance Account and shall expend money from the account only as permitted in this Contract Financial Assistance Agreement and Board rules.

- 1.4 Applicant shall disburse or expend money from the Contract Financial Assistance Account only toward eligible and authorized purposes for the Project approved by the Board as noted in Exhibit A attached hereto. Authorized Project costs include project construction labor pursuant to contract (except force account labor), construction materials, soil testing, engineering, and inspections. Any amount of financial assistance money expended from the Contract Financial Assistance Account for unauthorized purposes shall be repaid by the applicant to the Board, together with payment of interest accrued from the date of the expenditure at the maximum rate allowed by law, no later than thirty (30) days after the date of written demand from Board staff. Applicant shall maintain proper books, records, and supporting documentation (such as invoices, billing statements, and canceled checks drawn on the Contract Financial Assistance Account) showing to the satisfaction of the Board staff the amounts and purposes of all expenditures from the Contract Financial Assistance Account, and shall make the same available for inspection and examination by the Board. Any disbursement of financial assistance money without adequate supporting documentation shall be deemed to be an unauthorized expenditure of financial assistance money which applicant shall repay to the Board with interest as provided above. The applicant shall direct to the Board any and all questions regarding whether an expenditure is authorized prior to making the expenditure.
- 1.5 The applicant will timely and expeditious proceed with and complete the Project in accordance with the Project plans and specifications approved by OWRB. Upon completion of the Project, the Authority agrees to forward to OWRB appropriate documentation of the Consulting Engineer's certification of the Project completion, plus the applicant's acceptance of the Project, within 30 days of the date(s) of the respective documents. The Authority shall permit the OWRB, acting by and through its duly authorized representatives, to inspect any and all projects, incidental works, facilities and premises otherwise pertaining to the Project.
- 1.6 The applicant shall return to the Board any unexpended financial assistance money, including any unexpended contingencies funds, within thirty (30) days after completion of the construction of the Project or within thirty (30) days from the applicant's receipt of all invoices, whichever is later.
- 1.7 If applicant has raised water and/or sewer rates resulting in an advancement in position of priority for assistance, applicant shall not modify those rates after receipt of the financial assistance without the prior written consent of the Board, which consent shall not be withheld unless Board staff find such modification, if in effect at the time the application was approved, would have changed the

applicant's position of priority relative to other financial assistance applications pending at the time.

1.8. As further conditions of the OWRB providing the Contract Financial Assistance, the Authority covenants, agrees and represents as follows:

(A) The Authority agrees to operate and maintain the completed Project in good condition;

(B) The Authority shall submit to the OWRB such other documents and information as the OWRB may reasonably require in connection with the administration of the Project and Contract Financial Assistance;

(C) The Authority hereby represents, covenants and acknowledges that all requisite action required on its part to have been taken or performed prior or requisite to the execution of this Contract and construction and accomplishment of the Project have happened, occurred and been performed, according to law and that this Contract is the valid, legal and enforceable obligation of the Authority. The Authority has obtained all requisite authorizations, orders and approvals necessary for the execution of this Contract and the construction or accomplishment of the Project;

(D) The Authority hereby irrevocably covenants and agrees to comply with all of the terms, conditions and requirements of this Contract;

(E) (1) The Authority will carry such insurance covering the Project as is customarily carried with respect to works and properties similar to such Project and as is reasonably acceptable to the OWRB;

(2) The Authority agrees, acknowledges and warrants that it currently provides for and shall continue to provide for, in full force and effect during the duration of this Contract, such workers compensation insurance and liability coverage as is due, sufficient and required by law (including but not limited to 85 O.S.1991, §1 et seq. as amended) and as may be necessary to meet and satisfy any and all acts incidental to the accomplishment of the Project by the Authority hereunder. The Authority shall provide to the OWRB an acceptable written certification of workers' compensation insurance coverage. The Authority shall also require a similar written certification from any contractor it may use to perform work on the Project;

(F) No litigation of any nature is now pending or, to the best of the Authority's knowledge, threatened which would restrain or enjoin the execution or delivery of this Contract, the construction and accomplishment of the Project, or the provision of the Contract Financial Assistance;

(G) The Authority agrees to indemnify, defend and save harmless the State, the OWRB, and the officers, agents, and employees of each, against and from any and all claims, demands, damages, losses, costs, expenses, or liability accruing or resulting to any and all contractors, subcontractors, employees, and any other person, firm, or corporation furnishing or supplying services, materials, or supplies in connection with the construction of the Project, and from any and all claims, demands, damages, losses, costs, expenses, or liability occurring or resulting to any person, firm, or corporation, as a result of or incident to, either in whole or in part, whether directly or indirectly, the construction of the Project; and

(H) The Authority hereby warrants and represents that all information provided to the OWRB in this Contract, in the Authority's Application for Contract Financial Assistance, or in any other document or instrument with respect to funding the Project was at the time provided, and is now true, correct and complete, and such information does not omit to state any material fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading.

ARTICLE II ADDITIONAL CONSTRUCTION REQUIREMENTS

2.1 The Authority shall provide that each construction contractor furnish a performance bond, a maintenance bond and a payment bond each in an amount at least equal to one hundred percent (100%) of the contract price of the portion of the Project covered by the particular contract, as security for the faithful performance of such contract.

2.2 The Authority shall require each of its contractors to maintain during the life of the construction contract, worker's compensation coverage, public liability insurance, property damage insurance and vehicle liability insurance in amounts and on terms satisfactory to the Consulting Engineer. Until the Project facilities are completed and accepted by the Authority, the Authority or (at the option of the Authority) the contractor, shall maintain builders risk insurance (fire and extended coverage) on a one hundred percent (100%) basis (completed value form) on the insurable portion of the Project, such insurance to be made payable to the order of the Authority and the prime contractor, as their interests may appear.

2.3 The Authority shall provide and maintain competent and adequate engineering services regarding the supervision and inspection of the development and construction of the Project, and bearing the responsibility of assuring that construction conforms to the plans, specifications and designs prepared by the Consulting Engineer and approved by all necessary governmental bodies. The provider of such engineering services shall certify to the OWRB as to various stages of completion as Payment Requisitions are submitted and shall further certify to the OWRB and the Authority at the completion of construction that construction is in accordance with the approved plans, specifications and designs, or amendments thereto, and has been approved by all necessary governmental bodies.

ARTICLE III

DEFAULTS AND REMEDIES

3.1. In the event that (A) this Contract is terminated or for any reason declared invalid or unenforceable in any material respect by or against the Authority, or (B) the Authority fails in the due and punctual performance of any of the covenants, conditions, agreements and provisions contained in this Contract on the part of the Authority to be performed, and such failure shall continue for 30 days after written notice specifying such failure and requiring the same to be remedied shall have been given to the Authority by the OWRB, then the OWRB shall have all the rights and remedies at law or equity as may be allowed by law, or pursuant to the provisions of this Contract, including but not limited to, suit for specific performance of any or all of the covenants of the Authority contained in this Contract; or suit at law or equity to enforce or enjoin the action or inaction of parties under the provisions of this Contract; or suit at law or in equity to compel the repayment of monies expended for any unauthorized purpose plus interest, as set forth in Section 2.3 (B) (2) herein.

3.2 No remedy by the terms of this Contract conferred upon or reserved to the OWRB is intended to be exclusive of any other remedy, but each and every remedy shall be cumulative and shall be in addition to every other remedy given under this Contract or existing at law or in equity or by statute on or after the date of execution and delivery hereof.

ARTICLE IV MISCELLANEOUS

4.1 The parties mutually agree and acknowledge that this Contract is subject, in all respects, to the applicable provisions of the Constitution and laws of the State of Oklahoma and the provisions of the Executive Order. It is further agreed that this Contract and payments to the Authority by the OWRB are subject to and contingent upon the conditions precedent of OWRB receiving the monies specified in the Appropriation Legislation for this purpose. It is further agreed and understood that said appropriation from State monies is the sole and exclusive funding source for payments to be made hereunder, and that if such funding is terminated, reduced or otherwise not available to the OWRB in whole or in part, then the respective obligations of the parties under this Contract shall cease or be modified accordingly.

4.2 If any portion less than the whole of this Contract shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such provision shall not affect any of the remaining provisions of this Contract not held invalid or unenforceable and this Contract may be construed and enforced as if such invalid or unenforceable portion had not been contained herein.

4.3 This Contract may be executed in one or more counterparts, any of which shall be regarded for all purposes as an original and all of which constitute but one of the same instrument. Each party agrees that it will execute any and all other and further documents or other instruments, and take such other action as may be necessary to give effect to the terms and intent of this Contract.

**OWRB Contract Financial Assistance Agreement
Guthrie PWA, Logan County
Page 6**

4.4 This Contract shall become effective as of the date of execution and delivery by both parties and shall remain in full force and effect until the completion of construction, final payment, and acceptance of the Project by the Authority.

4.5 This Contract may be amended by mutual written agreement executed by the parties.

4.6 This Contract supersedes all prior negotiations, representations and agreements between the parties hereto relating to the Contract Financial Assistance and constitutes the entire agreement between the parties hereto in respect thereof.

In consideration of the applicant's agreement to these terms and conditions, applicant has entered into and signed this Contract Financial Assistance Agreement this ____ day of _____, 2011.

**Guthrie Public Works Authority, Logan
County, Oklahoma**

By: _____
Chairman

ATTEST:

By: _____

Title: _____
(BOARD SEAL)

* * * * *

STATE OF OKLAHOMA)
) ss.
COUNTY OF _____)
(county in which signed)

The foregoing instrument was acknowledged before me this ____ day of _____, _____ by Chuck Burtcher, as Chairman, and _____ as _____, on behalf of Guthrie Public Works Authority, Logan County, Oklahoma.

Notary Public
My Commission Expires: _____
Commission Number: _____
(NOTARY SEAL)

ATTACHMENT 1
BOARD ORDER APPROVING CONTRACT FINANCIAL ASSISTANCE
APPLICATION

(Retain the following Board Order for your records.)

**BEFORE THE OKLAHOMA WATER RESOURCES BOARD
STATE OF OKLAHOMA**

IN THE MATTER OF APPLICATION)
NO. CFA 10-0006 IN THE NAME OF)
GUTHRIE PUBLIC WORKS AUTHORITY,)
LOGAN COUNTY, OKLAHOMA)

ORDER APPROVING CONTRACT FINANCIAL ASSISTANCE APPLICATION

This matter came on for consideration before the Oklahoma Water Resources Board on the 9th day of March 2011. The Board finds that the application for contract financial assistance is sufficient in accordance with the criteria stated in OAC 785:50-7-4 and OAC 785:50-7-2 and that since sufficient funds are available for contract financial assistance, the application for an amount not to exceed \$1,500,000.00 should be approved for the following purpose and subject to the following conditions:

Purposes:

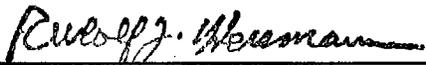
Repairing and rehabilitating approximately 33,333 linear feet of sanitary sewer line, associated service connections, manholes and a comminutor station and other related appurtenances.

Conditions:

1. The amount of the contract will be based on the actual total eligible cost of the project. The amount of the contract financial assistance shall not exceed \$1,500,000.00.
2. Assistance funds shall be disbursed to the applicant upon approval of invoices for work performed and costs incurred.
3. The Board's staff is authorized to determine any additional requirements, and shall prepare a contract for execution by proper officials of the applicant and by the Board Chairman or other member of the Board prior to disbursement of assistance.
4. The assistance shall be subject to the provisions of the contract and applicable provisions of law and executive order.

SO ORDERED this 9th day of March 2011, in regular and open meeting of the Oklahoma Water Resources Board.

OKLAHOMA WATER RESOURCES BOARD


Rudolf J. Herrmann, Chairman

ATTEST:

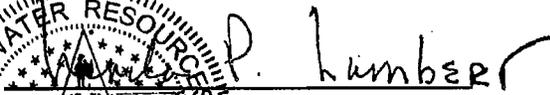

Linda P. Lambert, Secretary



EXHIBIT A

PROPOSED CONSTRUCTION ITEMS

**PROPOSED
CONSTRUCTION ITEMS**

ORF-43

Date: November 17, 2010

Name of Project: Guthrie Public Works Authority, Sanitary Sewer System Improvements

Project Loan No.: ORF-10-0008-CW

Minor variations within an item are to be expected and will not affect its eligibility. Any changes in the items, or substantial changes within an item, however, will be considered ineligible unless reconsideration is specifically required and approved by the Oklahoma Water Resources Board.

<u>DESCRIPTION OF ITEMS</u>	Eligible for SRF Participation	
	Yes	No
Based on Engineering Report submitted on July 27, 2010 to Oklahoma Water Resources Board and Engineering Report approval issued by Oklahoma Department of Environmental Quality on June 30, 2010		
Sanitary Sewer Manholes	X	
Sanitary Sewer Line Replacement	X	
Embedment	X	
Post Construction Video	X	
Service Connections	X	
Erosion Control	X	
Construction Traffic Control	X	
Deflection Testing and/or Pressure Testing	X	
Comminutor Station	X	

(This page intentionally left blank)



Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
<input type="checkbox"/> City Council	April 5, 2011	Trey Ayers
<input checked="" type="checkbox"/> GPWA		Finance Committee
<input type="checkbox"/> Other: _____		Chairman

Agenda Item

Consider approval of a utility adjustment to a utility account for Elizabeth Newell at 606 East Oklahoma Avenue.

Summary

On March 15, 2011 the Finance Committee unanimously approved to recommend to the Guthrie Public Works Authority Trustees to adjust Elizabeth Newell's utility account at 606 East Oklahoma in the amount of \$83.50 for the January and February 2011 water charge to the rate established by resolution for major water leak.

Information given on March 1, 2011

Ms. Newell received a utility bill for 50,000 gallons of water between the time period of December 13, 2010 through January 14, 2011 totaling \$312.54 with water being \$264.58. Her sanitary sewer is on an average.

I have spoken with the Line Maintenance Meter Tech and the ladies in the Utility Office. Ms. Newell did call the Utility Office to inform us her neighbor had a leak. We proceeded to call the neighbor she was referring to, with the result being her neighbor indicating Ms. Newell had the leak. We asked the Meter Tech to check to see who had the leak. The Meter Tech indicated the leak belonged to Ms. Newell and he asked for a phone number to contact her. He was unable to make contact with Ms. Newell, because we did not have a good phone number for her. As of February 10, 2011, we have a good phone number.

I was trying to incorporate the resolution that adopted criteria for a major water leak adjustment, but the criteria were not met. The criteria for a major water leak adjustment is:

1. Determination of minor/major leak by the City's Plumbing Inspector.
2. Evidence from a registered/certified local plumber stating the location and repair of leak.
3. Copy of the City's Plumbing Permit and action taken by the Plumbing Inspector.

Planning Inspector Doug Weir indicated that a permit was not purchased by Ms. Newell nor her plumber, Plumb Genius, therefore, the job was not inspected. Doug did make contact with the Plumber and the plumber stated he did not need a permit because he bored the new water line instead of digging to replace the water line.

Additional Information Requested - March 15, 2011

Mid December – Meter Tech inquired who lived at 606 East Oklahoma – needed to contact the homeowner of a leak. He was unable to contact Ms. Newell. The Utility Office tried the contact numbers she listed on her application and was unable to contact the individuals listed due to non-working numbers. The Utility Office researched on the internet and found a working number for Ms. Newell and made contact regarding the leak. She advised the leak was coming from her next door neighbor. The Utility Office made contact with Ms. Newell’s neighbor who advised the leak was Ms. Newell.

January 14, 2011 – Meter was read for the January’s billing – Reading 429 – 50,000 gallons of water

January 18, 2001 – Received the meter reading in the Utility Office

January 20, 2011 – Re-read order was sent

January 21, 2011 – Re-read order was returned with a reading of 445 – 16,000 gallons of water since January 14, 2011

January 24, 2011 – The readings and re-reads was reviewed

January 25, 2001 – Readings and re-reads were reviewed

January 26, 2001 – Red Tag were processed

January 27, 2011 – Non-Payments were disconnected

January 27, 2011 – Ms. Newell called GPWA indicating the house next door has a water leak and the water is coming to her property. Also, on this day, Ms. Newell requested someone in charge to call her and wanted to know why she was not notified about her leak and wants to know if her bill can be adjusted. Line Maintenance Superintendent Tommy Bross talked with Ms. Newell and explained that the water leak was on her service line not at 604 East Oklahoma.

January 28, 2011 – Bills were printed

Funding Expected	<input type="checkbox"/> Revenue	<input type="checkbox"/> Expenditure	<input checked="" type="checkbox"/> N/A
Budgeted	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Account Number	<u>20-00-00-5480</u>	Amount	<u>\$83.50</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

- N/A

Recommendation

Action Needed Public Hearing Motion Emergency Clause



Agenda Item Cover Letter

Meeting

X City Council

X GPWA

Other: _____

Date of Meeting

April 5, 2011

Contact

Kim Biggs
Purchasing Agent

Agenda Item

Consider Resolution No. 2011-05, revising the Purchasing Policy to reflect a \$500 incremental increase in the maximum allowable administratively approved purchase amount and providing step-by-step procurement procedures.

Summary

The current Purchasing Policy was last updated in January 2008. Due to the rising cost in supplies and materials, staff recommends increasing the maximum allowable administratively approved purchase amount by \$500. Increasing the limit will provide staff with more purchasing flexibility and allow more effective use of administrative time resources when procuring goods. The step-by-step procedure was developed to assist staff with their purchasing needs. In addition to these changes, the new policy also reflects the fact that Central Purchasing now falls under the responsibility of the Finance Department.

Funding Expected _____ Revenue _____ Expenditure X N/A

Budgeted _____ Yes _____ No X N/A

Account Number _____ Amount _____

Legal Review _____ N/A X Required Completed Date: 3/31/11

Mayor's Appt. _____ Yes X No

Supporting documents attached

- Purchasing Policy

Recommendation

Staff recommends approval.

Action Needed _____ Public Hearing X Motion _____ Emergency Clause

RESOLUTION NO. 2011-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUTHRIE AND THE GUTHRIE PUBLIC WORKS AUTHORITY REVISING THE PURCHASING POLICY.

WHEREAS, the City Council and Guthrie Public Works Authority has heretofore adopted a Purchasing Policy on March 19, 1996 and which has been revised on May 12, 1998, September 21, 1999, September 18, 2001, and January 29, 2008; and

WHEREAS, the City Council and Guthrie Public Works Authority desires to revise the Purchasing Policy; and

WHEREAS, the City Council and Guthrie Public Works Authority desires to authorize the implementation of such policies and procedures in connection with central purchasing.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Guthrie, Oklahoma and Trustees of the Guthrie Public Works Authority, respectively, that:

1. The Purchasing Policy, 2011 Edition, shown as “Exhibit A” is hereby revised and adopted for use and implementation.
2. Said policy shall become effective immediately.

****END****

The undersigned hereby certify that the foregoing Resolution was duly adopted and approved by the Mayor and City Council of the City of Guthrie, Oklahoma, on the 5th day of April, 2011, after compliance with the notice requirements of the Open Meeting Act (25 OSA, § 301, et. seq.)

Chuck Burtcher, Chairman

ATTEST: (Seal)

APPROVED AS TO FORM:

Wanda Calvert, City Clerk

Randel Shadid, City Attorney

(This page intentionally left blank)



DRAFT

**Purchasing Policy
2011 Edition**

Table of Contents

SECTION 1: CENTRAL PURCHASING.....	3
A. Purpose.....	3
B. Central Purchasing Responsibility	3
C. Using Department Responsibilities	4
SECTION 2: PURCHASING POLICIES	5
A. General	5
B. Competitive Bidding	7
1. Purchases up to \$1,500:.....	7
2. Purchases of \$1,501 to \$3,000	7
3. Purchases of \$3,001 to \$25,000:.....	7
4. Purchases of \$25,001 or more:	7
C. Professional Services.....	7
D. Emergency Purchases.....	8
E. Sole Source Purchases.....	8
F. Request for Proposals/Request for Qualifications.....	8
G. Blanket Purchase Orders	8
H. Other Procurement Methods.....	8
1. City Purchasing Card.....	8
2. Direct Payment Check Request (Incidental Fund).....	9
SECTION 3: PURCHASING PROCEDURES	9
A. Overview	9
1. Purchase Amount Procedure	9
B. Step-By-Step Procedure for Purchasing Equipment, Materials, and Services	9
1. Up to \$1,500.....	9
2. \$1,501 to \$3,000	10
3. \$3,001 to \$25,000	10
4. \$25,001 and Over (Sealed Bid Procedure)	11
5. \$25,001 and Over (Construction - Sealed Bid Procedure)	12
C. Step-By-Step Procedure for Purchasing Professional Services	13
1. Up to \$1,500.....	13

2.	\$1,501 to \$25,000	13
3.	\$25,001 and Over	14
D.	Step-By-Step Procedure for Emergency Purchases.....	15
1.	Up to \$1,500	15
2.	\$1,501 to \$25,000	15
3.	\$25,001 and Over	16
E.	Step-By-Step Procedure for Sole Source Purchases.....	16
1.	Up to \$1,500	16
2.	\$1,501 to \$25,000	17
3.	\$25,001 and Over	17
F.	Request for Proposal/Request for Qualification Procedure	18
G.	Step-by-Step Procedure for Blanket Purchase Orders.....	19
1.	Up to \$1,500	19
2.	\$1,501 to \$3,000	19
3.	\$3,001.00 to \$25,000	20
4.	\$25,001.00 and Over (Sealed Bid Procedure)	20
SECTION 4: DISPOSAL OF SURPLUS AND/OR OBSOLETE PROPERTY.....		22
A.	General	22
B.	Step-by-Step Procedure for Disposal of City Property	22
1.	Value Under \$1,000.....	22
2.	Value over \$1,001 - \$5,000.00	22
3.	Value over \$5,001.00	22
SECTION 5: E-REQUISITION AND PURCHASE ORDERS.....		23
A.	General:.....	23
B.	Step-by-Step Procedure for Processing E-Requisition	23
DEFINITIONS.....		25

SECTION 1: CENTRAL PURCHASING

A. Purpose

The Purchasing Manual provides the policies and procedures for City employees to follow when purchasing goods and services. Policy for handling the disposal of obsolete and/or surplus property is also outlined. The mission of Central Purchasing is to provide the highest level of customer service to requesting departments and vendors by maintaining good working relationships. The goal in purchasing is to obtain goods and services of the highest quality at the lowest cost and to assist all departments with any procurement needs.

B. Central Purchasing Responsibility

Central Purchasing's objective is to ensure that the purchase of all materials, supplies, equipment, and services required by the City departments meet the requirements of the Charter, Guthrie Municipal Code and all other applicable laws and regulations; generally accepted moral and ethical standards; and the specific needs of each department. Central Purchasing's responsibilities are derived from the need to serve in the best interests of the citizens of Guthrie. These responsibilities include, but are not limited to, the following:

1. Adhere to the various laws governing public purchasing and the policies, procedures and guidelines set forth herein;
2. Assist departments in the procurement and management of goods and services required to operate the City;
3. Develop and maintain current bid list, prospective vendor listing, and other such documents as needed for efficient operation;
4. Contract for supplies, equipment, and services required by any using department in accordance with the law and the purchasing procedures set forth herein, as needed;
5. Ensure full and open competition is possible on all purchases;
6. Be the division authorized to negotiate with suppliers on matters relating to bid items;
7. Solicit evaluations and recommendations from user departments on Bids/Requests for Proposals received; for recommendation of award/approval to City Council;
8. Dispose of all obsolete and/or surplus property as set forth herein;
9. Prepare and/or review Bid specifications, contracts and Requests for Proposals to assist in ensuring the document's sufficiency and compliance with the purchasing policies and procedures set forth herein;
10. Develop Purchasing policy and procedure, including but not limited to:

- a. The procedure for submitting requisitions for supplies, materials, equipment and services required by using departments.
 - b. The procedure for handling bids, opening and tabulation, rejection (if necessary) and the procedure for determining the lowest responsible bidder.
 - c. The procedure for making emergency purchases.
 - d. The procedure for the disposal of obsolete and/or surplus property.
11. Question purchases which do not appear to conform to the policies and procedures established herein.
 12. Review all requisitions to ensure completeness, which includes ensuring all back-up documentation has been provided.
 13. Update all electronic bid/RFQ/RFP data on the website.

C. Using Department Responsibilities

In the purchasing process, it is each department's responsibility to:

1. Adhere to the policies, procedures and guidelines set forth herein, particularly with respect to obligating the City for purchases of goods or services without a purchase order in place;
2. To recognize that, except in special cases, competition results in better value to the City and is required by law;
3. Process requisitions for materials, supplies, equipment and services according to the policies, procedures, and guidelines set forth herein;
4. Provide complete back-up documentation for all requisitions, as set forth herein;
5. Consider the lead time necessary for the Purchasing department to solicit bids, and plan accordingly to avoid increased costs;
6. To ensure that budgeted funds are available for item(s) requisitioned; and in the appropriate budget account(s);
7. Prepare technical specifications for Bids and Requests for Proposal;
8. Provide vendor sources for purchases when possible;
9. Promptly inform Central Purchasing of any unsatisfactory product or vendor performance;

10. Refer all interested vendors to Central Purchasing for inclusion in the Vendor/Bid list;
11. To inform Central Purchasing of any obsolete and/or surplus property;

SECTION 2: PURCHASING POLICIES

A. General

1. The responsibility for the implementation of the City's Purchasing Policies, has been delegated by the City Manager to the Purchasing Agent. All requirements for goods or services shall be processed through Central Purchasing. Funds of sufficient amount to cover required goods or services shall be budgeted and in the appropriate budget account prior to submitting requisition to Central Purchasing.
2. Funds must be encumbered, by properly authorized purchase order, prior to obtaining any goods or services.
3. Whenever any officer or employee of the City of Guthrie purchases or contracts for any goods, services or construction contrary to the provisions of this policy, such purchases or contract shall be void and shall not be considered an obligation of the City. Any officer or employee of the City of Guthrie may be held personally liable for the cost of such purchase or contract and may be subject to disciplinary action, including termination. If already paid out of City funds, the amount thereof may be recovered by the City by deduction from that person's compensation or by appropriate legal action.
4. The threshold for obtaining quotes or bids is \$1,501 and \$25,000, respectively. Under no condition shall requisitions be "split" into smaller requisitions in an attempt to circumvent stated Purchasing policies.
5. Specifications for vehicles and rolling stock must have Fleet Management approval, by providing a signature on the e-requisition, prior to submitting to Central Purchasing.
6. Specifications for computer or any type of technology equipment must have IT Management approval, by providing a signature on the e-requisition, prior to submitting to Central Purchasing.
7. Construction projects of any amount shall be approved by the City Engineer, if applicable, prior to submittal to Central Purchasing.
8. Members of the City Council or employees of the City shall not benefit or profit from any contract with the City. Also, no councilmember, employee, or business in which any councilmember, employee or spouse of same has a 25% or more proprietary interest shall engage in: selling, buying or leasing property, real or personal, to or from the City; contracting with the City; or buying or bartering for, or otherwise engaging in any bonds, warrants or other evidence of indebtedness of the City.

9. The City shall purchase from suppliers who have adequate financial, management and service capabilities, high ethical standards, and the ability to provide materials which meet the City's requirements.
10. No bidder may submit more than one bid for any contract. Reasonable grounds for believing that a bidder is interested in more than one bid for a contract will cause rejection of all bids in which the bidder is interested. Any bids may be rejected if there is reason for believing that collusion exists among bidders. Participants involved in such collusion may not be considered for future bids for the same contract. Each bidder, as a condition of submitting a bid, shall certify that the bidder is not a party to any collusion between bidders for the contract.
11. Purchasing of goods or services through the federal General Services Administration and/or State of Oklahoma Department of Central Services, Central Purchasing Division shall be exempt from the bidding and quotation requirements of this policy.
12. Purchases may be exempt from the bidding and quotation requirements of this policy where another political subdivision and/or a department or agency thereof, has followed bidding or quotation procedures which substantially comply with the procedures herein. The City of Guthrie may rely upon said procedures as having satisfied the process required herein and may make a purchase pursuant thereto same as if the City of Guthrie had been the one who initiated said bidding or quotation procedures.
13. The City of Guthrie may alter its purchasing procedures in order to participate in a reverse online auction for the purchase of goods, materials, or to award a contract for public improvements as allowed by state law. When participating in an online reverse auction, procedures shall follow that of the online reverse auction.
14. It may be necessary from time to time to complete major purchases by lease/purchase. Oklahoma statutes set out the authority and procedures for a lease/purchase. The City of Guthrie, when using a lease/purchase, shall follow the guidelines as set forth in the Oklahoma Statutes and the guidelines of this policy to the extent this policy is not in conflict with State Statutes, and in the event of conflict the applicable Oklahoma Statutes shall control.
15. A bidder in response to a request for bids may withdraw a bid from consideration at any time before the time set for the opening of bids.
16. The City of Guthrie reserves the right to reject any and all bids and proposals.
17. The following statement regarding the Oklahoma Taxpayer and Citizen Protection Act of 2007 must be included in all construction contracts:

The Contractor certifies that it and all proposed subcontractors, whether known or unknown at the time this contract is executed or awarded, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System

is defined in 25 O.S. §1312 and includes but is not limited to the free Employee Verification Program (E-Verify) available at www.dhs.gov/E-Verify.

B. Competitive Bidding

1. Purchases up to \$1,500:

Expenditures for goods or services \$1,500 or less do not require competitive bidding and may be purchased in the open market. However, departments are encouraged to compare for competitive prices.

2. Purchases of \$1,501 to \$3,000

Expenditures for goods, services, or construction where the estimated cost is between \$1,501 and \$3,000 shall only be made after obtaining a minimum of three (3) price quotations. Quotes may be solicited by phone, fax, or by mail (written is preferred). Quotes shall be for similar items that reflect the same quantity, and quality of item(s) specified

3. Purchases of \$3,001 to \$25,000:

Expenditures for goods, services, or construction where the estimated cost is between \$3,001 and \$25,000 shall only be made after obtaining a minimum of three (3) written price quotations. Quotes must be received on the quoting vendor's letter head with a signature, or must be received in an e-mail from the vendor. Quotes shall be for similar items that reflect the same quantity, and quality of item(s) specified.

4. Purchases of \$25,001 or more:

Expenditures for goods, services, or construction projects of \$25,001 or more shall be made after the solicitation of sealed bids or proposals and approval of award by the City Council or Purchasing Agent, as applicable.

C. Professional Services

Professional services are services performed by persons licensed as professionals such as attorneys, architects, etc. It is encouraged that procurement of professional services be made by solicitation of sealed proposal or by request for qualification as needed. Professional service contracts of \$25,001 or more shall be approved by the City Council. Professional services shall be initially selected based on the qualifications of the firm; however the availability to negotiate a fair price will be a factor in execution of an agreement.

D. Emergency Purchases

Competitive bids or quotes shall be required, except in the event of public calamity where immediate procurement of supplies or service is necessary to preserve City property, or to preserve or protect the life, health, or convenience of the citizens of Guthrie, or such other reasons as may be proclaimed by the City Council or the City Manager in amounts as provided by the City Charter. See Ordinance No. 3017, passed May 20, 1997. Emergency purchases of \$25,001 or more shall be approved by the City Council after the purchase has been made.

E. Sole Source Purchases

In the rare circumstance where there is only one supplier for a supply or service due to proprietary rights or other limitations, a purchase may be made to that vendor without competitive bidding. Sole source purchases of \$1,501 up to \$25,000 shall require a memo of justification and approval from the City Manager, and those \$25,001 or more shall be approved by the City Council prior to purchase.

F. Request for Proposals/Request for Qualifications

When the use of competitive sealed bidding is determined to be either not practicable or not advantageous, the purchase of goods and services may be made through solicitation of requests for proposals or qualifications. Award under the request for proposal procedure is made to the responsive and responsible offeror whose proposal is determined to be the most advantageous, taking into consideration price, demonstrated competence and qualifications for the service required. Awards of \$25,001 or more shall be approved by the City Council.

G. Blanket Purchase Orders

Blanket purchase orders enable departments to obtain recurring supplies or services without having to go through the requisition process each time. A blanket purchase order can be for any amount. However, if a department desires to exceed \$1,501 for an individual purchase then price quotes or competitive bidding is required in accordance with the policies and procedures. Purchases against a blanket purchase order should not exceed the encumbered amount, if funds have been depleted a new purchase order should be processed.

H. Other Procurement Methods

1. City Purchasing Card

City Purchasing Cards are the property of the City of Guthrie and issued to individuals for authorized purchases only. It is the responsibility of each Department Head to

properly control and monitor credit card use by employees. Purchasing card use is subject to normal Purchasing policies and procedures and a specific Purchase Card policy.

2. Direct Payment Check Request (Incidental Fund)

A Direct Payment Check Request may be used for payment for purchases of supplies or services when it is not practical to issue a purchase order or when a vendor will not accept a purchase order. The completed check request along with pertinent documentation should be forwarded to the Finance Department for approval and preparation of the check. Following are authorized Direct Payment expenditures: dues, registrations and seminar fees, police department special investigations, vehicle tags and titles, vehicle safety inspections, recording fees, and subscriptions.

SECTION 3: PURCHASING PROCEDURES

These purchasing procedures are intended to be followed for normal purchasing actions of the City of Guthrie. However, if the City is working through a grant process or with another governmental entity with more stringent purchasing requirements, the requirements of the grant or more stringent procedures shall be followed.

A. Overview

1. Purchase Amount Procedure

- Up to \$1,500 Open Market purchase
- \$1,501 to \$3,000 Minimum three (3) verbal quotes required
- \$3,001 to \$25,000 Minimum three (3) written quotes required
- \$25,001 and above Formal Bid/RFP process required as provided in the Guthrie City Charter and as amended by Ordinance No. 3007, Section 1, Chapter 7, Article 8, Section 7-150 through 7-154, and City Council approved and adopted March 19, 1996. Ordinance No. 3053 (as amended May 12, 1998) and Ordinance No. 3090 (as amended September 18, 2001.)

B. Step-By-Step Procedure for Purchasing Equipment, Materials, and Services

1. Up to \$1,500

- a. Department representative identifies equipment, supplies or services required, determines that cost will not exceed \$1,500.
- b. Department representative issues a purchase e-requisition. Department head or authorized representative approves e-requisition and transfers it to Central Purchasing.

- c. Central Purchasing receives the approved e-requisition and audits the e-requisition for accuracy, appropriate budget, and dollar amount, upon approval a purchase order is printed. Once a contract for goods has been awarded through Central Purchasing, items being purchased from another vendor must have approval from Central Purchasing.
 - d. The completed purchase order is then returned to the requesting department for distribution. Each department is responsible for mailing or faxing the vendor's copy of the purchase order to the vendor, unless prior arrangements have been made with Central Purchasing.
2. \$1,501 to \$3,000
- a. Department representative identifies equipment, supplies or services required, determines that cost will be \$1,501 to \$3,000
 - b. Department representative obtains a minimum of three (3) price quotes for the requirement. Representative shall contact prospective vendors by mail, phone or fax, (written is preferred) and shall document all quotes received, as well as "no quote" responses. If three (3) quotes cannot be obtained, a memo of justification shall be submitted in lieu of the three (3) quote minimum.
 - c. Department representative determines which vendor has the lowest and best quote based on their requirements, and issues a purchase e-requisition. Department head or authorized representative approves e-requisition and transfers it to Central Purchasing.
 - d. Quotes are then forwarded to Central Purchasing along with memo of justification if not accepting the lowest quote. Note: Purchase orders will not be processed until Central Purchasing has received the required quotes and/or justification.
 - e. Central Purchasing receives the approved e-requisition, audits the e-requisition for accuracy, appropriate budget, and dollar amount. Upon approval a purchase order is printed. Quotes shall be filed with the Central Purchasing copy of the purchase order.
 - f. The completed purchase order is then returned to the requesting department for distribution. Each department is responsible for mailing or faxing the vendor's copy of the purchase order to the vendor, unless prior arrangements have been made with Central Purchasing.
3. \$3,001 to \$25,000
- a. Department representative identifies equipment, supplies or services required, determines that cost will be \$3,001 to \$25,000.
 - b. Department representative obtains a minimum of three (3) written price quotes for the requirement. Representative shall contact prospective vendors by mail, phone or fax, and all quotes shall be received on the quoting vendor's letter head with a

signature, or in an e-mail. If a quote is not received from a requested vendor it shall be documented as a "no quote" response. If three (3) written quotes cannot be obtained, a memo of justification shall be submitted in lieu of the three (3) quote minimum.

- c. Department representative determines which vendor has the lowest and best quote based on their requirements, and issues a purchase e-requisition. Department head or authorized representative approves e-requisition and transfers it to Central Purchasing.
- d. Quotes are then forwarded to Central Purchasing, along with memo of justification if not accepting the lowest quote. Note: Purchase orders will not be processed until Central Purchasing has received the required quotes and/or justification.
- e. Central Purchasing receives the approved e-requisition, audits the e-requisition for accuracy, appropriate budget, and dollar amount. Upon approval a purchase order is printed. Quotes shall be filed with the Central Purchasing copy of the purchase order.
- f. The completed purchase order is then returned to the requesting department for distribution. Each department is responsible for mailing or faxing the vendor's copy of the purchase order to the vendor, unless prior arrangements have been made with Central Purchasing.

4. \$25,001 and Over (Sealed Bid Procedure)

- a. Department representative identifies equipment, supplies or services required, determines that cost will be \$25,001 or above and that a bid must be issued based on the cost of the requirement. For capital outlay purchases prior City Council approval is required.
- b. Department representative defines the scope of work and prepares specifications, and proposed bidders list for the requirement, ensuring that the specification is understandable and effectively communicates the City's needs, without being restrictive.
- c. Department representative forwards specifications to Central Purchasing via E-mail. Note: Vehicle or rolling stock e-requisitions shall have Fleet Management approval, by providing a signature on the e-requisition, prior to submitting specifications to Central Purchasing.
- d. Central Purchasing receives the specifications and reviews for compliance and completeness then makes any suggestions or correction recommendations to department representative, if required. Bid number is assigned and schedule is determined, normally closing twenty-one (21) days from issue date, and awarded at the next available City Council meeting.
- e. Central Purchasing then incorporates completed specification into the appropriate Solicitation to Bid boiler plate. Solicitation to Bid notice is placed in the

newspaper if necessary by Central Purchasing and the solicitation to bid package is placed on the City's website.

- f. All bids will be received by Central Purchasing and publicly opened at the closing time and place stated in the bid document.
- g. Bid tabulation and copies of the bids will be forwarded to the requesting department representative for evaluation and recommendation of award. Recommendation shall be submitted, in writing, to Central Purchasing along with the budget account to be charged and a memo of justification if awarding to other than low bidder.
- h. The requesting department will prepare an agenda item to present to the City Council for approval. Upon approval, the requesting department will issue the purchase e-requisition. Central Purchasing receives the approved e-requisition, audits the e-requisition for accuracy, appropriate budget, and dollar amount. Upon approval a purchase order is printed.
- i. The completed purchase order is then returned to the requesting department for distribution. Each department is responsible for mailing or faxing the vendor's copy of the purchase order to the vendor, unless prior arrangements have been made with Central Purchasing. A copy of all completed and signed documents shall be provided to the City Clerk's office. Copies of all successful and unsuccessful bid packets and all contracts and required bonds shall be placed in a file and maintained for a minimum of five (5) years from the date of bid opening or for a period of three (3) years from the date of completion of the contract, whichever is longer.

5. \$25,001 and Over (Construction - Sealed Bid Procedure)

- a. Department representative identifies project required, determines that cost will be \$25,001.00 or above and that a bid must be issued based on the cost of the requirement. For capital outlay purchases prior City Council approval is required.
- b. Department representative defines the scope of work and prepares specifications for the requirement, ensuring that the specification is understandable and effectively communicates the City's needs. Specification is then sent to the City Engineer to be incorporated into a construction bid packet, reviewed, and approved. Upon completion of this process the City Engineer and Central Purchasing will determine the bid schedule, at least twenty-one (21) days from the date of advertisement, with award being made at the next available City Council meeting. Advertisement shall be made in the local newspaper by Central Purchasing for two (2) consecutive weeks and placed on the City's website.
- c. All bids will be received by Central Purchasing and publicly opened at the closing time and place as stated in the bid document.
- d. Bid tabulation and copies of the bids will be forwarded to the requesting department representative (or the City Engineer if applicable) for evaluation and recommendation of award. Recommendation shall be submitted, in writing, to

Central Purchasing along with the budget account to be charged and a memo of justification if awarding to other than low bidder.

- e. The requesting department will prepare an agenda item to present to the City Council for approval, if applicable, within 45 days of the bid opening. Upon approval, the requesting department will issue the purchase e-requisition. The purchasing department receives the approved e-requisition, audits the e-requisition for accuracy, appropriate budget, and dollar amount. Upon approval a purchase order is printed.
- f. The completed purchase order will be forwarded to the requesting department for distribution. The City Engineer will secure the required signed contract (minimum of three copies), bonds and insurance documents within 60 days and prior to the start of the project. The requesting department shall coordinate with the City Engineer to determine project schedule. A copy of all completed and signed documents shall be provided to the City Clerk's office. Copies of all successful and unsuccessful bid packets and all contracts and required bonds shall be placed in a file and maintained for a minimum of five (5) years from the date of bid opening or for a period of three (3) years from the date of completion of the contract, whichever is longer.

C. Step-By-Step Procedure for Purchasing Professional Services

1. Up to \$1,500.

- a. Department representative identifies services required, determines that cost will not exceed \$1,500. Note: Engineering shall be consulted during the negotiating process to ensure City requirements are being met.
- b. Department representative issues a purchase e-requisition. Department head or authorized representative approves e-requisition and transfers it to Central Purchasing.
- c. Central Purchasing receives the approved e-requisition and audits the e-requisition for accuracy, appropriate budget, and dollar amount, upon approval a purchase order is printed.
- d. The completed purchase order is then returned to the requesting department for distribution. Each department is responsible for mailing or faxing the vendor's copy of the purchase order to the vendor, unless prior arrangements have been made with Central Purchasing.

2. \$1,501 to \$25,000

- a. Department representative identifies service required, determines that cost will be \$1,501 to \$25,000. Departments are encouraged to obtain quotes or statements of qualifications. Note: The Engineering department should be consulted during the negotiating process to ensure City requirements are being met.

- b. Department representative may obtain a minimum of three (3) price quotes or statements of qualifications for the requirement. Representative shall contact prospective vendors by mail, phone or fax, (written is preferred) and shall document all quotes or statements of qualifications received, as well as “no quote” responses. If three (3) quotes or statements of qualifications cannot be obtained, a memo of justification shall be submitted in lieu of the three (3) quotes or statement of qualification minimum.
- c. Department representative determines which vendor has the lowest and best quote based on their requirements, and issues a purchase e-requisition. Department head or authorized representative approves e-requisition and transfers it to Central Purchasing.
- d. Quotes or statement of qualifications are then forwarded to Central Purchasing, along with memo of justification if not accepting the lowest quote.
- e. Central Purchasing receives the approved e-requisition, audits the e-requisition for accuracy, appropriate budget, and dollar amount. If received, quotes shall be filed with the Central Purchasing copy of the purchase order.
- f. The completed purchase order is then returned to the requesting department for distribution. Each department is responsible for mailing or faxing the vendor’s copy of the purchase order to the vendor, unless prior arrangements have been made with Central Purchasing.

3. \$25,001 and Over

- a. Department representative identifies service required, determines that cost will be \$25,001 or above. Unless exceptional or legal circumstances justify differently, departments shall solicit for proposals or qualifications as set forth in the following Section F, items 1-9. City Council approval is required for all contracts that are \$25,001 or above, regardless of whether RFP/RFQ’s are solicited. Note: Engineering shall be consulted during the negotiating process to ensure City requirements are being met.
- b. The department representative will prepare an agenda item to present to the City Council for approval (copy should be forwarded to Central Purchasing). Upon Council approval, and/or execution of applicable contract, the requesting department will create a purchase e-requisition. Department head or authorized representative approves e-requisition and transfers it to Central Purchasing. Note: Council approval and date should be noted in the body of the e-requisition.
- c. Central Purchasing receives the approved e-requisition and audits the e-requisition for accuracy, appropriate budget, and dollar amount, upon approval a purchase order is printed.
- d. The completed purchase order is then returned to the requesting department for distribution. Each department is responsible for mailing or faxing the vendor’s copy of the purchase order to the vendor, unless prior arrangements have been made with Central Purchasing.

D. Step-By-Step Procedure for Emergency Purchases

1. Up to \$1,500

- a. Department representative identifies equipment, supplies or services required, determines that cost will not exceed \$1,500. During regular business hours department representative shall contact the Purchasing Agent for approval and place the order. After hours department representative shall make the required purchase and notify the Purchasing Agent as soon as possible.
- b. Department representative shall provide a memo of justification for the purchase and fill out a purchase e-requisition within twenty-four (24) hours and department head or authorized representative approves e-requisition and transfers it to Central Purchasing. Purchasing Agent approval should be noted in the body of the e-requisition.
- c. Central Purchasing receives the approved e-requisition and audits the e-requisition for accuracy, appropriate budget, and dollar amount, upon approval a purchase order is printed.
- d. The completed purchase order is then returned to the requesting department for distribution. Each department is responsible for mailing or faxing the vendor's copy of the purchase order to the vendor, unless prior arrangements have been made with Central Purchasing.

2. \$1,501 to \$25,000

- a. Written, competitive quotes shall be required, except in the event of emergency where immediate procurement of materials or service is necessary to preserve City property, or to preserve or protect the life, health, or safety of the citizens of Guthrie.
- b. Department representative identifies equipment, materials or services required, determines that cost will be \$1,501 to \$25,000. During regular business hours department representative shall contact the City Manager for approval and place the order. After hours, department representative shall make the required purchase and notify the Purchasing Agent as soon as possible. Department representative shall provide a memo of justification and fill out a purchase e-requisition within twenty-four (24) hours and transfer it to the Purchasing Department. City Manager approval shall be noted in the body of the e-requisition.
- c. Central Purchasing receives the approved e-requisition, audits the e-requisition for accuracy, appropriate budget, and dollar amount, upon approval a purchase order is printed.
- d. The completed purchase order is then returned to the requesting department for distribution. Each department is responsible for mailing or faxing the vendor's copy of the purchase order to the vendor, unless prior arrangements have been made with Central Purchasing.

3. \$25,001 and Over

- a. Competitive bids shall be required, except in the event of emergency where immediate procurement of materials or service is necessary to preserve City property, or to preserve or protect the life, health, or safety of the citizens of Guthrie.
- b. Department representative identifies equipment, materials or services required, determines that cost will be \$25,001 or above. During regular business hours department representative shall contact the City Manager for approval, notify the Purchasing Agent of approval, and place the order. After hours department representative shall make the required purchase, notify the City Manager, within twelve (12) hours for approval, and then notify the Purchasing Agent of approval. Department representative shall provide a memo of justification and complete a purchase e-requisition within twenty-four (24) hours and transfer it to Central Purchasing. City Manager approval shall be noted in the body of the e-requisition. The department representative will then prepare an agenda item to present to the City Council for approval of the emergency purchase at the next available City Council meeting (copy should be forwarded to Central Purchasing).
- c. Central Purchasing receives the approved e-requisition. Central Purchasing audits the e-requisition for accuracy, appropriate budget, and dollar amount, upon approval a purchase order is printed.
- d. The completed purchase order is then returned to the requesting department for distribution. Each department is responsible for mailing or faxing the vendor's copy of the purchase order to the vendor, unless prior arrangements have been made with Central Purchasing.

E. Step-By-Step Procedure for Sole Source Purchases

1. Up to \$1,500

- a. Department representative identifies equipment, supplies or services required, determines that cost will not exceed \$1,500.
- b. Department representative issues a purchase e-requisition. Department head or authorized representative approves e-requisition and transfers it to Central Purchasing.
- c. Central Purchasing receives the approved e-requisition and audits the e-requisition for accuracy, appropriate budget, and dollar amount, upon approval a purchase order is printed.
- d. The completed purchase order is then returned to the requesting department for distribution. Each department is responsible for mailing or faxing the vendor's copy of the purchase order to the vendor, unless prior arrangements have been made with Central Purchasing.

2. \$1,501 to \$25,000

- a. In the rare circumstance where there is only one supplier for supplies or service due to proprietary rights or other limitations, a purchase may be made to that vendor without competitive bidding. Sole source purchases of \$1,501 to \$25,000 shall require a memo of justification and approval by the City Manager.
- b. Department representative identifies equipment, supplies or services required, determines that the cost will be between \$1,501 to \$25,000. Department representative issues a purchase e-requisition. Department head or authorized representative approves e-requisition and transfers it to Central Purchasing along with sole source justification memo, and any supporting documentation. Note: Purchase orders will not be processed until Central Purchasing has received the required justification with City Manager's approval.
- c. Central Purchasing receives the approved e-requisition and audits the e-requisition for accuracy, appropriate budget, and dollar amount, upon approval a purchase order is printed.
- d. The completed purchase order is then returned to the requesting department for distribution. Each department is responsible for mailing or faxing the vendor's copy of the purchase order to the vendor, unless prior arrangements have been made with Central Purchasing.

3. \$25,001 and Over

- a. In the rare circumstance where there is only one supplier for supplies or service due to proprietary rights or other limitations, a purchase may be made to that vendor without competitive bidding. Sole source purchases of \$25,001 and above shall require City Council approval.
- b. Department representative identifies equipment, supplies or services required, determines that cost will be \$25,001 or above. The department representative will then prepare an agenda item to present to the City Council for approval of the sole source purchase at the next available City Council meeting (copy should be forwarded to Central Purchasing), along with any supporting documentation.
- c. Upon City Council approval, department representative issues a purchase e-requisition. Department head or authorized representative approves e-requisition and transfers it to Central Purchasing along with sole source justification memo, and any supporting documentation. Note: Council approval and date should be noted in the body of the e-requisition.
- d. Central Purchasing receives the approved e-requisition and audits the e-requisition for accuracy, appropriate budget, and dollar amount, upon approval a purchase order is printed.
- e. The completed purchase order is then returned to the requesting department for distribution. Each department is responsible for mailing or faxing the vendor's

copy of the purchase order to the vendor, unless prior arrangements have been made with Central Purchasing.

F. Request for Proposal/Request for Qualification Procedure

1. Department representative identifies equipment, supplies or services required, determines that a RFP or RFQ should be issued based on the cost and/or type of the requirement (i.e. project with multiple components, the inability to obtain firm price for product or service, or for professional services based on vendor qualification).
2. Department representative defines the scope of work and prepares specifications for the requirement, ensuring that the specification is understandable and effectively communicates the City's needs. Submission instructions and evaluation criteria should be included. All RFP/RFQ responses shall be submitted to Central Purchasing.
3. Department representative forwards specifications and list of proposed vendors that may not be in Central Purchasing's vendor database to Central Purchasing via E-mail.
4. Central Purchasing receives the specifications and reviews for compliance and completeness, and then makes recommendations to department representative, if required. RFP/RFQ number is assigned and schedule is determined, normally closing twenty-one (21) days from issue date, and awarded at the next available City Council meeting. Specifications are then incorporated into the appropriate boiler plate packet by Central Purchasing. Central Purchasing will send the information to qualified vendors, place the packet on the website and advertise appropriately. Department Head may e-mail the web link to RFQ/RFP information to interested vendors.
5. Responses will be forwarded to the requesting department after the time and date for submission has elapsed. The proposals shall be evaluated and, if applicable, a contract negotiated. Note: All contracts must have City Attorney approval before they go before the City Council.
6. A recommendation along with contract shall be submitted to Central Purchasing along with the budget account to be charged. Four (4) originals of the applicable contract shall be provided to the City Clerk's office for the purpose of obtaining the required signatures. Distribution of executed contract shall be one (1) for City Clerk's file, one (1) for requesting department, one (1) for vendor and one (1) for Central Purchasing.
7. The department representative will prepare an agenda item to present to the City Council for approval, if applicable, (copy should be forwarded to Central Purchasing). Upon Council approval, and/or execution of applicable contract, the requesting department representative issues a purchase e-requisition. Department head or authorized representative approves e-requisition and transfers it to the Central Purchasing along with any supporting documentation. Note: Council approval and date should be noted in the body of the e-requisition.
8. Central Purchasing receives the approved e-requisition and audits the e-requisition for accuracy, appropriate budget, and dollar amount, upon approval a purchase order is printed.

9. The completed purchase order is then returned to the requesting department for distribution. Each department is responsible for mailing or faxing the vendor's copy of the purchase order to the vendor, unless prior arrangements have been made with Central Purchasing.

G. Step-by-Step Procedure for Blanket Purchase Orders

1. Up to \$1,500

- a. Department representative identifies recurring supplies or services.
- b. Department representative issues a purchase e-requisition not to exceed \$1,500 and the words *Blanket Purchase Order* is noted in the body of the e-requisition. Department head or authorized representative approves e-requisition and transfers it to Central Purchasing.
- c. Central Purchasing receives the approved e-requisition. Central Purchasing audits the e-requisition for accuracy, appropriate budget, and dollar amount, upon approval a purchase order is printed.
- d. The completed purchase order is then returned to the requesting department. It is the department's responsibility to track all orders placed against a blanket purchase order. Purchases against a blanket purchase order should not exceed the encumbered amount, if funds have been depleted a new purchase order should be processed.

2. \$1,501 to \$3,000

- a. Department representative identifies recurring supplies or services required, determines that cost will be between \$1,501 and \$3,000.
- b. Department representative obtains a minimum of three (3) price quotes for the requirement. Representative shall contact prospective vendors by mail, phone or fax, (written is preferred) and shall document all quotes received, as well as "no quote" responses. If three (3) quotes cannot be obtained, a memo of justification shall be submitted in lieu of the three (3) quote minimum.
- c. Department representative determines which vendor has the lowest and best quote based on their requirements, then fills out a purchase e-requisition with an amount not to exceed \$3,000. Blanket Purchase Order is noted in the body of the e-requisition. Department head or authorized representative approves e-requisition and transfers it to Central Purchasing.
- d. Quotes are then forwarded to Central Purchasing, along with memo of justification if not accepting the lowest quote. Note: Purchase orders will not be processed until the Purchasing Department has received the required quotes and/or justification.

- e. Central Purchasing receives the approved e-requisition. Central Purchasing audits the e-requisition for accuracy, appropriate budget, and dollar amount. Upon approval a purchase order is printed. Quotes shall be filed with the Central Purchasing copy of the purchase order.
- f. The completed purchase order is then returned to the requesting department. It is the department's responsibility to track all orders placed against a blanket purchase order. Purchases against a blanket purchase order should not exceed the encumbered amount, if funds have been depleted a new purchase order should be processed.

3. \$3,001.00 to \$25,000

- a. Department representative identifies recurring supplies or services required, determines that cost will be between \$3,001 and \$25,000.
- b. Department representative obtains a minimum of three (3) written price quotes for the requirement. Representative shall contact prospective vendors by mail, phone or fax, and all quotes shall be received on the quoting vendor's letter head with a signature, or in an e-mail. If a quote is not received from a requested vendor it shall be documented as a "no quote" responses. If three (3) written quotes cannot be obtained, a memo of justification shall be submitted in lieu of the three (3) quote minimum.
- c. Department representative determines which vendor has the lowest and best quote based on their requirements, then fills out a purchase e-requisition with an amount not to exceed \$25,000. Blanket Purchase Order is noted in the body of the e-requisition. Department head or authorized representative approves e-requisition and transfers it to Central Purchasing.
- d. Quotes are then forwarded to Central Purchasing, along with memo of justification if not accepting the lowest quote. Note: Purchase orders will not be processed until Central Purchasing has received the required quotes and/or justification.
- e. Central Purchasing receives the approved e-requisition. Central Purchasing audits the e-requisition for accuracy, appropriate budget, and dollar amount. Upon approval a purchase order is printed. Quotes shall be filed with the Central Purchasing copy of the purchase order.
- f. The completed purchase order is then returned to the requesting department. It is the department's responsibility to track all orders placed against a blanket purchase order. Purchases against a blanket purchase order should not exceed the encumbered amount, if funds have been depleted a new purchase order should be processed.

4. \$25,001.00 and Over (Sealed Bid Procedure)

- a. Department representative identifies equipment, recurring supplies or services required, determines that cost will be \$25,001.00 or above and that a bid must be

issued based on the cost of the requirement. For capital outlay purchases prior City Council approval is required.

- b. Department representative defines the scope of work and prepares specifications, and proposed bidders list for the requirement, ensuring that the specification is understandable and effectively communicates the City's needs, without being restrictive.
- c. Department representative forwards specifications to Central Purchasing via E-mail.
- d. Central Purchasing receives the specifications and reviews for compliance and completeness then makes any suggestions or correction recommendations to department representative, if required. Bid number is assigned and schedule is determined, normally closing twenty-one (21) days from issue date, and awarded at the next available City Council meeting.
- e. Central Purchasing then incorporates completed specification into the appropriate Solicitation to Bid boiler plate. Solicitation to Bid notice is placed in the newspaper if necessary and the solicitation to bid package is placed on the City's website.
- f. All bids will be received by Central Purchasing and publicly opened at the closing time and place stated in the bid document.
- g. Bid tabulation and copies of the bids will be forwarded to the requesting department representative for evaluation and recommendation of award. Recommendation shall be submitted, in writing, to Central Purchasing along with the budget account to be charged and a memo of justification if awarding to other than low bidder.
- h. The requesting department will prepare an agenda item to present to the City Council, if applicable, for approval. Upon approval, the requesting department shall prepare a purchase e-requisition with a not to exceed dollar amount. Blanket Purchase Order is noted in the body of the e-requisition, and the purchase order is printed.
- i. The completed purchase order is then returned to the requesting department. It is the department's responsibility to track all orders placed against a blanket purchase order. Purchases against a blanket purchase order should not exceed the encumbered amount, if funds have been depleted a new purchase order should be processed.

SECTION 4: DISPOSAL OF SURPLUS AND/OR OBSOLETE PROPERTY

A. General

All property owned by the City/GPWA which is surplus or has become obsolete shall be reported to Central Purchasing prior to disposal, and must be declared surplus by the City Council/Trustees. All vehicles, rolling stock, and machinery type equipment determined as surplus must be processed through the Fleet Maintenance Department where a minimum value is determined and recommended prior to disposal. Disposal must be accomplished by public auction, internet auction, obtaining quotes from a minimum of three (3) vendors or by sealed bid.

B. Step-by-Step Procedure for Disposal of City Property

1. Value Under \$1,000

- a. Department representative identifies equipment or supplies that are surplus or obsolete and determines that value is under \$1,000. The department representative will prepare an agenda item to present to the City Council to declare the item as surplus and for approval to sell surplus/obsolete property.
- b. Upon Council approval, the department representative will hold a "surplus sale"; these sales will be ONLY for items valued at less than \$1,000. We will hold such items until there are enough to warrant a surplus sale.

2. Value over \$1,001 - \$5,000.00

- a. Department representative identifies equipment or supplies that are surplus or obsolete and determines that value is under \$5,000.00. The department representative will prepare an agenda item to present to the City Council to declare the item as surplus and for approval to sell surplus/obsolete property.
- b. Upon Council approval, the department representative will obtain a minimum of three (3) quotes with award being made to the highest and best bid.

3. Value over \$5,001.00

- a. Department representative identifies equipment or supplies that are surplus or obsolete and determines that value exceeds \$5,000.00. The department representative will prepare an agenda item to present to the City Council to declare the item as surplus and for approval to sell surplus/obsolete property.
- b. Upon Council approval, the department representative shall notify the Central Purchasing and, dependent on item, a public auction or internet auction shall be scheduled with award being made to the highest and best bid.

SECTION 5: E-REQUISITION AND PURCHASE ORDERS

A. General:

The use of e-requisitions is timesaving to all parties involved if properly utilized. The e-requisition/purchase order process shall be used for all purchases with the exception of emergency purchases that meet the emergency purchase criteria – see page 5.

B. Step-by-Step Procedure for Processing E-Requisition

1. The e-requisition is sent to the Central Purchasing of the Finance Department. Information required on the e-requisition is as follows:
 - A. Department Name
 - B. Account Number
 - C. Date
 - D. Vendor Name and Vendor Number
 1. If new vendor, provide complete name, address, phone/fax number, email address, and TIN number
 - E. Quantity
 - F. Description of goods or services
 - G. Price
 - H. Three (3) documented verbal price quotes, when applicable; or
 - I. Three (3) written price quotes, supplied by vendors, when applicable
 - J. Authorizing Signature
2. Two individuals in the Finance Department are capable of issuing purchase orders. The person receiving the e-requisition will print out a plain white cover copy which is maintained with the purchase order in the pending file in the Purchasing Department.
3. The person issuing the PO will enter the PO number in the appropriate space and enter their name or initials and date of the e-requisition's encumbrance space and return it to the using department via e-mail.
4. Upon receipt of goods or services, the using department will print out the e-requisition on yellow paper. The Department head or designated representative will sign and date the receiving verification at the bottom of the e-requisition and forward the yellow copy with the invoice and all signed packing slips, tickets or back-up documents to Central Purchasing for payment processing. Any changes should be reflected on the yellow copy for the accounting department. The using department maintains copies for their files, either by hard copy or computer. (Some departments elect to use pink paper for their files.)
5. When using blanket purchase orders you follow the same process only sending a white

copy of the e-requisition with supporting documents for payment. Only at the completion of the purchase order will you send the yellow copy.

6. When claims have been processed and checks issued, the check number and the City Council pay date are written on the purchase order. The purchase order with all its supporting documents are then maintained in a file in the purchasing office. All purchasing records are maintained for a period of five (5) fiscal years.

DRAFT

DEFINITIONS

Addendum: an addition or supplement for items or information added to a procurement document.

Advantageous: in the jurisdiction's best interest.

Advertise: to make public announcement, or legal notice, of forthcoming solicitation with the aim of increasing response and enlarging competition; often required by law.

Approval: official permission, consent.

Award: the presentation, after careful consideration, of a purchase agreement or contract to the selected bidder.

Bid: offer submitted by a prospective vendor in response to a solicitation to bid issued by a purchasing authority; becomes a contract upon acceptance by the buyer.

Bid Deposit: a sum of money or bond issued by a surety and deposited with a procurement activity guaranteeing the bidder will not withdraw the bid for a specified period of time, will furnish bonds as required, and will accept a contract, if awarded, or forfeit the deposit.

Bidder: one who submits a response to a solicitation to bid.

Bid Opening: the formal process in which sealed bids are opened, usually in the presence of one or more witnesses, at the time and place specified in the solicitation to bid. The amount of each bid is recorded and bids are made available for public inspection.

Bid Tabulation: a public document listing all vendors responding to a solicitation to bid, with a list of all items in the solicitation, and showing prices for each item for each bidder.

Boilerplate: a colloquialism, used in purchasing to identify standard terms and conditions incorporated in solicitations, contracts or purchase orders.

Budget: the authorization by the City Council to allocate funds for specified capital equipment, materials, supplies and services for City operation and projects during a specific fiscal year.

Capital Outlay: any item having a cost of \$2,000 or more and a useful life of at least two (2) years. This threshold amount should apply to individual fixed assets rather than to groups of fixed assets. All costs for construction projects of \$2,000 or more should be capitalized regardless of price paid for component parts.

Competitive Sealed Bidding: solicitation of three (3) or more qualified sources by invitation for the same requirement; must be submitted in a sealed envelope and in conformance with a prescribed format to be opened in public at a specified time; preferred method of acquiring

goods, services and construction for public use in which award is made to the lowest responsible bidder, based on the response criteria set forth in the solicitation to bid.

Construction (Public Works/Public Improvements): the process of building, altering, repairing, improving or demolishing any public structure, building, road, or other improvement or addition to real property; does not include routine repair or maintenance.

Contract: a legally binding agreement, enforceable by law, between parties usually exchanging goods or services for money or other consideration.

Decentralized Purchasing: an arrangement in which certain purchasing authority or functions are delegated to smaller units (departments) by a central authority which retains policy direction and responsibility.

Disposal: the act of getting rid of something unwanted by sale, trade-in, donation, transfer or destruction.

Disposal Value: the proceeds from a disposal.

Emergency Purchase: a purchase made to alleviate a situation in which there is a threat to health, welfare, or safety under certain conditions defined as an emergency by the jurisdiction, that does not allow time for normal, competitive purchasing procedures.

Equivalent Items: items that without actually being identical have sufficient in common to be capable of being used for the same purpose.

Evaluation of Bids: the examination of bids after opening to determine the bidder's responsibility, responsiveness to requirements, and other aspects of the bid to determine the successful bidder.

Guarantee: an expressed or implied assurance of the quality of goods offered for sale, or of how long the goods can be expected to give satisfactory use.

Negotiation: a bargaining process between two or more parties, each with its own view points and objectives, seeking to reach a mutually satisfactory agreement.

Non-Collusion Affidavit: a document signed by bidder affirming that the bid is made freely, without collusion or consultation with another vendor.

Obsolete Materials: material, supplies or equipment that are out of date or no longer in use.

Performance Bond: a bond executed subsequent to award by a successful bidder, to protect the buyer from loss due to the bidder's inability to complete the contract as agreed.

Policy: a governing principle of plan which establishes the general parameters for the organization to follow in carrying out its responsibilities.

Procedure: the detailed series of related activities that must be completed, and the order in which they must be done, to accomplish a given task.

Procurement: purchasing, renting, leasing, or otherwise acquiring any supplies, services, or construction.

Professional Services: services rendered by members of a recognized profession or possessing a special skill.

Proposal: in competitive negotiations, the document submitted by the offeror in response to the RFP to be used as the basis for negotiations for entering into a contract.

Purchase Order: a purchaser's written document to a vendor formalizing all the terms and conditions of a proposed transaction, such as description of items, delivery, and terms of payment.

Purchasing: the act and the function of the responsibility for the acquisition of equipment, materials, supplies and services.

Purchasing Manual: document which describes the rules, regulations, policies, and procedures to be followed by the purchasing activity and the using agencies.

Quote: informal solicitation method to obtain competitive price quotations for supplies, equipment or services, from a vendor, conveyed orally, by letter, telephone or fax when the estimated cost is less than the authorized limit.

Request for Proposal: all documents utilized for soliciting competitive proposals; a solicitation method used when it is expected that negotiation with bidder may be required with respect to any aspect of the requirements, or other factors will be considered in the selection of the contractor in addition to price.

Requisition: an internal document by which a using agency sends details of supplies, materials, or services required to the purchasing department and authority to commit funds to cover the purchase.

Scrap Material: salvageable material that is damaged, defective, or deteriorated to the extent that it has no value except for its basic material content.

Sole Source Procurement: where only one vendor possesses the unique and singularly available capability to meet a requirement, such as technical qualifications.

Supplies: all property, including but not limited to equipment, and materials.

Surplus Material: material for which there is no known requirement by the custodian or is in excess of the needs of the organization; items no longer having any use to the jurisdiction.

Term and Conditions: language in a contract including applicable standard clauses and special provisions; the rules under which bids must be submitted, and the stipulations, applicable to most contracts.

Vendor: one who sells goods or services.

Warranty: the representation either expressed or implied that certain facts regarding the subject matter of a contract are presently true or will be true.

DRAFT

MINUTES

CITY COUNCIL MEETING

Finance Committee

March 15, 2011

The special meeting of the sixtieth City Council of Guthrie, Oklahoma, was posted on Friday, March 11, 2011 before 5:00 p.m. and held on March 15, 2011 in the Guthrie City Hall 3rd Floor Conference Room.

Finance Committee Chairman Trey Ayers called the meeting to order at 5:35 p.m.

Finance Committee Members Present:	Trey Ayers	Ellen Gomes
Finance Committee Members Absent:	Mary Coffin	
City Council Present:	None	
City Council Absent:	Chuck Burtcher Patty Hazlewood	John Wood Gaylord Z. Thomas
Staff Present:	Matt Mueller Rene Spineto	Wanda Calvert Lance Crenshaw

Finance Committee Chairman Ayers declared a quorum with two (2) Committee members in attendance.

Consider approval of a utility adjustment to a utility account for Elizabeth Newell at 606 East Oklahoma Avenue. Ms. Newell received a utility bill for 50,000 gallons of water between the time period of December 13, 2010 through January 14, 2011 totaling \$312.54 with water being \$264.58. Her sanitary sewer is on an average. Ms. Newell did call the Utility Office to inform us her neighbor had a leak. We proceeded to call the neighbor she was referring to, with the result being her neighbor indicating Ms. Newell had the leak. The Utility Office asked the Meter Tech to check to see who had the leak. The Meter Tech indicated the leak belonged to Ms. Newell and he asked for a phone number to contact her. He was unable to make contact with Ms. Newell. Motion by Finance Committee Chairman Ayers, seconded by Finance Committee Member Gomes, moved approval to recommend to the Guthrie Public Works Authority Trustees to adjust the January and February 2011 water charge at 606 East Oklahoma to the rate established by resolution for major water leak in the amount of \$83.50. A roll call vote was taken.

Aye: Ayers, Gomes
Nay: None

Finance Committee Chairman Ayers declared the motion carried unanimously.

Adjournment. Motion by Finance Committee Chairman Ayers, seconded by Finance Committee Member Gomes, moved approval to adjourn. A roll call vote was taken.

Aye: Ayers, Gomes

Nay: None

Finance Committee Chairman Ayers declared the motion carried unanimously at 5:45 p.m.

Wanda Calvert, City Clerk

Trey Ayers, Finance Committee Chairman

MINUTES

CITY COUNCIL MEETING

Council Workshop

March 15, 2011

The special meeting of the sixtieth City Council of Guthrie, Oklahoma, was posted on Friday, March 11, 2011 before 5:00 p.m. and held March 15, 2011 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	Trey Ayers	Gaylord Z. Thomas
	Patty Hazlewood	Ellen Gomes	John Wood

Members Absent: Mary Coffin

Staff Present:	Matt Mueller	Randel Shadid	Wanda Calvert
	Lance Crenshaw	Rene Spineto	Maxine Pruitt
	Kim Biggs		

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

Evan Stair will present the potential of rail service from Oklahoma City through Guthrie to Newton, Kansas and the potential holiday train schedule. Evan Stair gave the history and updated the City Council on the railroad project from Oklahoma City to Newton, Kansas. Also, he is working on bringing rail service back to Guthrie during the Territorial Christmas.

Questions and discussion regarding agenda items.

Resolution No. 2011-04 – Expanded Railroad Operations. The City Council’s Strategic Plan states one of its Long Term Goals is to “*support expansion of passenger rail efforts that impact Guthrie.*” The proposed resolution affirms the City’s desire to promote actively the expansion of passenger rail services, during both festival events and permanent daily operations. The critical points of the Resolution include:

1. The City of Guthrie, Oklahoma requests that the Oklahoma Department of Transportation (ODOT) immediately enter into cooperative negotiations with Amtrak and the City of Guthrie/ Guthrie Chamber of Commerce to provide expanded passenger rail operations to the 2011 Guthrie Territorial Christmas and Victorian Walk Festival Events.

2. That Amtrak and ODOT schedule the Guthrie Territorial Christmas and Victorian Walk Train as an annual Heartland Flyer – City of Guthrie festival operation.
3. That ODOT continue efforts to expand daily passenger rail operations permanently through Guthrie from Texas to other North American cities.
4. That funding for this event be provided, as reasonable, through the Oklahoma Tourism and Passenger Rail Revolving Fund Number 211 in the event that Amtrak must charge for this event.

The proposed resolution was presented to the Guthrie Transportation Authority and they unanimously endorsed the Resolution at their March 8, 2011 meeting and recommended its approval to the Guthrie City Council.

Resolution No. 2011-03 – Partnership for the Safe Routes to School Program. The Safe Routes to School Program is a 100% federally funded reimbursement program established by the August 2005 SAFETEA-LU (Save, Accountable, Flexible, Efficient Transportation Equity Act) Transportation Bill. The legislation provides funding for State Departments of Transportation to create and administer SRTS programs which allows communities to compete for local safety projects. These funds are available for infrastructure and non-infrastructure projects that benefit elementary and middle school children in grades K-8. The intent of the program is (1) to enable and encourage children to walk and bicycle to school; (2) to make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age; and (3) to facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools. The Logan County Health Department is requesting a partnership be formed to also include the City of Guthrie and the Guthrie Public Schools; this partnership will then apply to ODOT for inclusion in the Safe Routes to School Program. Ratification of this Resolution will lead to the partnership developing a project which can then be submitted to ODOT for possible funding. The Guthrie Transportation Authority voted unanimously to recommend approval of the proposed Resolution at their meeting held on March 8, 2011.

Resolution No. 2011-02 – Complete Streets. The National Complete Streets Coalition is encouraging cities, counties and states to adopt a Complete Streets approach to planning and constructing transportation projects. By adopting a Complete Streets policy, communities direct that the entire right of way be designed and operated to enable safe access for all users, regardless of age, ability or mode of transportation. This means that every transportation project will make the street network better and safer for drivers, transit users, pedestrians, and bicyclists. To date, 223 entities have adopted a Complete Street policy; (this includes 28 states, 146 cities, and 49 counties). There is no singular design prescription for Complete Streets; each one is unique and responds to its local context. A complete street may include sidewalks, bike lanes (or wide paved shoulders), special bus lanes, comfortable and accessible public transportation stops, frequent and safe crossing opportunities, median islands, curb extensions, and narrower travel lanes. The purpose of the Complete Streets approach is to encourage that all transportation methods (not just cars) are addressed when

planning a new street layout. This approach will encourage that streets be designed for everyone – whether young or old, on foot or on bicycle, in a car or in a bus – and not designed only for speeding cars or creeping traffic jams. The Guthrie Transportation Authority met on February 17, 2011 and voted unanimously to recommend approval of the proposed Resolution to the City Council. Members of the Transportation Authority have researched this topic for several months and have worked diligently to draft this Resolution.

Budget Amendment No. 2. Budget Amendment No. 2 is increasing the following:

- (a) Increasing General Fund in the amount of \$17,656 for funds received for Library Supplies, from OSBI for Police Training, from D.A. Revolving Forfeitures for Drug Enforcement Program, and from EMS Board for Automatic External Defibrillators.
- (b) Increasing Grants Fund in the amount of \$3,213 for funds received for an overpayment on a purchase and an increase the City will receive from Oklahoma Department of Libraries.
- (c) Increasing Hotel/Motel Tax Fund in the amount of \$17,375 for the purchase of a flail cutter attachment and for improvements at Skate Park.

Lease Agreement – Honor Park. On February 22, 2011, the Guthrie Park Board voted unanimously to renew the Lease Agreement with the American Legion to continue the maintenance, repair and operation of the Honor Park. The City Council approved a Lease Agreement with American Legion regarding maintenance, repair and operation of Honor Park for a period of one year which commenced on March 16, 2010. The American Legion has made improvements to the park and will continue according to the CLS and Associates Landscape Architects Proposed Landscaping Plan as agreed and that any changes to the proposed landscaping plan or permanent improvements to Honor Park must be approved by the City. The Guthrie Park Board recommended the City Council approve leasing Honor Park to the American Legion for \$1.00 per year.

Bid No. 2011-01, Tree Planting Service. Bids were received from two (2) vendors in response to the solicitation for Bid No. 2011-01 for Tree Planting Services in connection with the Oklahoma Department of Transportation Tree Grant Program. The project consists of the installation of 36 – 15 gallon various species of crepe myrtles to be planted in the median on Highway 33 between Interstate 35 and Pine Street. The City Council approved the application for the above mentioned grant on July 6, 2010. The City requested funds to plant trees in the median on Highway 33 between Interstate 35 and Pine Street. The trees requested were to meet ODOT requirements and must not interfere with existing utility lines nor can the plantings impair the visibility of drivers. Our proposal was reviewed by the judges and the grant was awarded to the City with the stipulation that we use only a variety of crepe myrtle trees. The grant is a 75/25 match. The City was awarded \$7,400. The bid tabulation for the bidding vendors is as follows: (1) Marcum's Nursery in the amount of \$8,892 and (2) AAA Landscaping in the amount of \$16,802.

Linking Authorization Agreement – Commercial Purchasing Cards. Purchasing cards are used like a credit card by the cardholder to make purchases on behalf of the City. The City pays the balance on the card each month. Purchases are initiated in accordance and compliance with the City's purchasing procedures and payment is made with the purchasing

card. The use of the cards will allow purchases to be made by phone, over the internet, mail order, and fax. Payment will be made to Bank of America for all purchases which will reduce the need for multiple purchase orders and multiple checks being issued to the various vendors used by the departments. Cardholders will be responsible for keeping the receipts for all purchases, reconciling them to the monthly statement and forwarding to accounts payable for payment. Bank of America offers a transaction software system "Works" at no cost. This will allow for numerous reporting capabilities and a dashboard where we can see where most of the p/card spending is going by vendor, commodity, and agency. It also provides for accountability and is more user-friendly. The purchasing card also provides a rebate program to the City based on the volume of use. If approved, we will be joining a large number of other political subdivisions, higher education, and state agencies. The larger the total spent, the greater the rebate percentage back to the participants. Going by past figures, we can anticipate a possible 1.5% rebate (this is if payment is received within 14 days of the closing date – the faster the pay, the higher the rebate percentage).

Request for future items of discussion. Veterans Festival

Adjournment. There being no further business for the Guthrie City Council, Mayor Burtcher declared the meeting adjourned at 6:41 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Mayor

MINUTES

CITY COUNCIL MEETING

March 15, 2011

The regular meeting of the sixtieth City Council of Guthrie, Oklahoma was posted on Friday, March 11, 2011 before 5:00 p.m. and held March 15, 2011 in the Guthrie City Hall Council Chambers.

Mayor Chuck Burtcher called the meeting to order at 7:05 p.m.

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

Members Absent: None

Staff Present: Matt Mueller Randel Shadid Wanda Calvert
 Lance Crenshaw Rene Spineto Maxine Pruitt
 Jim Ahlgren Damon Devereaux Kevin Dixon, Jr.

Mayor Burtcher declared a quorum with all (7) 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-Finance Committee Meeting held on March 1, 2011.
- B. Consider approval of the minutes from the Special City Council Workshop Meeting held on March 1, 2011
- C. Consider approval of the minutes from the Regular City Council Meeting held on March 1, 2011.
- D. Consider approval of claims:

General Fund:	Claims	\$135,910.82
Grants Fund:	Claims	\$ 1,753.92
Capital Projects Fund:	Claims	\$418,924.82
Cemetery Card Fund:	Claims	\$ 3,769.11
Airport Fund:	Claims	<u>\$ 406.30</u>
	Total Claims:	\$560,764.97

- E. Consider approval of Treasurer Reports.
- F. Consider approval of appointing Ms. Barbara Robbins to the Guthrie Housing Authority Board of Commissioners to serve the unexpired term of Teresa Goss expiring August 2013.
- G. Consider approval of Budget Amendment No. 2 increasing the budget for the General Fund, Grants Funds and Hotel/Motel Tax Fund.
- H. Consider approval of renewing the Lease Agreement with American Legion regarding maintenance, repair and operation of Honor Park for \$1.00 annually as recommended by the Guthrie Park Board.
- I. Consider approval to award Bid No. 2011-01, Tree Planting Services, to the low bid of \$8,892 to Marcum's Nursery, Goldsby, Oklahoma and authorize staff to execute a contract.
- J. Consider approval of a Linking Authorization Agreement with the State of Oklahoma and Bank of America for Commercial Purchasing Cards.

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

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

Mayor Burtcher declared the motion carried unanimously.

Consider approval of Resolution No. 2011-04 supporting expanded railroad operations during the Guthrie Christmas Festival, as well as supporting the Oklahoma Department of Transportation's efforts to expand daily passenger rail operations through Guthrie. The City Council's Strategic Plan states one of its long term goals is to "support expansion of passenger rail efforts that impact Guthrie". The proposed resolution affirms the City's desire to promote actively the expansion of passenger rail services, during both festival events and permanent daily operations. On March 8, 2011 the Guthrie Transportation Authority unanimously endorsed Resolution No. 2011-04 and recommended approval to the Guthrie City Council. Motion by Councilmember Wood, seconded by Councilmember Coffin, moved approval of Resolution No. 2011-04 supporting expanded railroad operations during the Guthrie Christmas Festival, as well as supporting the Oklahoma Department of Transportation's efforts to expand daily passenger rail operations through Guthrie. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Burtcher declared the motion carried unanimously.

Consider approval of Resolution No. 2011-03 supporting a partnership with the City of Guthrie, the Guthrie Public Schools and the Logan County Health Department, to apply for the Oklahoma Department of Transportation's Safe Routes to School Program. The Safe Routes to School Program is a 100% federally funded reimbursement program established by the August 2005 SAFETEA-LU (Save, Accountable, Flexible, Efficient Transportation Equity Act) Transportation Bill. The legislation provides funding for State Departments of Transportation to create and administer Safe Routes to School (SRTS) programs which allows communities to compete for local safety projects. These funds are available for infrastructure and non-infrastructure projects that benefit elementary and middle school children in grades K-8. The Logan County Health Department is requesting a partnership be formed to also include the City of Guthrie and the Guthrie Public Schools; this partnership will then apply to Oklahoma Department of Transportation (ODOT) for inclusion in the Safe Routes to School Program. Ratification of this Resolution will lead to the partnership developing a project which can then be submitted to ODOT for possible funding. On March 8, 2011 the Guthrie Transportation Authority voted unanimously to recommend approval of Resolution No. 2011-03. Motion by Councilmember Wood, seconded by Councilmember Coffin, moved approval of Resolution No. 2011-03 supporting a partnership with the City of Guthrie, the Guthrie Public Schools and the Logan County Health Department, to apply for the Oklahoma Department of Transportation's Safe Routes to School Program. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Burtcher declared the motion carried unanimously.

Consider approval of Resolution No. 2011-02 supporting the Complete Streets philosophy to expand transportation choices within Guthrie. The National Complete Streets Coalition is encouraging cities, counties and states to adopt a Complete Streets approach to planning and constructing transportation projects. By adopting a Complete Streets policy, communities direct that the entire right of way be designed and operated to enable safe access for all users, regardless of age, ability or mode of transportation. This means that every transportation project will make the street network better and safer for drivers, transit users, pedestrians, and bicyclists. The purpose of the Complete Streets approach is to encourage that all transportation methods (not just cars) are addressed when planning a new street layout. This approach will encourage that streets be designed for everyone – whether young or old, on foot or on bicycle, in a car or in a bus – and not designed only for speeding cars or creeping traffic jams. Members of the Guthrie Transportation Authority have researched this topic for several months and have worked diligently to draft this Resolution. The Guthrie Transportation Authority met on February 17, 2011 and voted unanimously to recommend approval of Resolution No. 2011-02 to the City Council. Motion by Councilmember Wood, seconded by Councilmember Coffin, moved approval of Resolution No. 2011-02 supporting the Complete Streets philosophy to expand transportation choices within Guthrie. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Burtcher declared the motion carried unanimously.

City Manager's Report. Informed he has been working on legal issues and the selection of a new Fire Chief has been completed with the hiring of Eric Harlow with a starting date of March 21, 2011.

Requests/comments from members of the City Council. Councilmember Gomes expressed a "Thank You" to Phillip Moseley for his help on the railroad project and encouraged the community to visit the Animal Shelter to adopt an animal and to have their animals either neutered or spayed.

Councilmember Hazlewood informed the criteria for a major water leak adjustment will be published in the City's News and suggested there be a Veterans Festival established.

Councilmember Coffin informed the City Council and the community on the events happening in Guthrie.

Councilmember Wood expressed a "Thank You" to Evan Stair, Northern Flyer Alliance, on the update of the progress for the Amtrak extension from Oklahoma City, Oklahoma to Newton, Kansas; expressed a "Thank You" to Community Development and Planning Director Rene Spineto and Guthrie Transportation Authority Vice Chairman Justin Fortney for working on the Safe Routes to School application; and stated the Veterans Festival is a great idea.

Mayor Burtcher encouraged the community to support the American Red Cross Hero's Campaign to be held this week and informed the funds raised will stay in our community.

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

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

Mayor Burtcher declared the motion carried unanimously at 7:22 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Mayor



CITY OF GUTHRIE

CLAIMS

April 5, 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 black ink, appearing to read "Kim Biggs", written over a horizontal line.

Kim Biggs
Purchasing Agent

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

Matt Mueller
City Manager

(This page intentionally left blank)



Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
<input checked="" type="checkbox"/> City Council	April 05, 2011	Maxine Pruitt, M S
<input type="checkbox"/> GPWA		Director
<input type="checkbox"/> Other: _____		

Agenda Item

Consider approval of the FY2011 Sports Field Use Agreement for the Guthrie Bluejays 12U Baseball Association.

Summary

The Guthrie Bluejays 12U Association has acquired and completed the FY2011 sports agreement for the use of the Kiwanis Ball Field and is now ready for execution by the City.

Funding Expected	<input checked="" type="checkbox"/> Revenue	<input type="checkbox"/> Expenditure	<input type="checkbox"/> N/A
Budgeted	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
Account Number	_____	Amount	<u>\$100 deposit</u>
Legal Review	N/A	<input checked="" type="checkbox"/> Required	Completed Date: _____
Mayor's Appt.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Supporting documents attached

- Guthrie Bluejays 12U Assn. Sports Agreement
- Certificate of Insurance

Staff recommends approval.

Action Needed Public Hearing Motion Emergency Clause



SPORTS FIELD USE AGREEMENT

THIS USE AGREEMENT (the "Agreement") is made and entered into this 1st day of April, 2011 by and between the City of Guthrie, Oklahoma, a Municipal Corporation hereinafter known as the "LESSOR", and Guthrie Bluejays 12U Baseball, an unincorporated association, hereinafter known as the "LESSEE".

WITNESSETH:

1. PREMISES:

(a) That the LESSOR in consideration of the obligation of LESSEE to pay rent as herein provided, and in consideration of the other terms, provisions and covenants hereby leases from the LESSOR, the ball playing fields and practice fields which are collectively and commonly known as Kiwanis Fields Guthrie, Logan County, State of Oklahoma, more particularly described in "Exhibit A" attached hereto, and together with the other improvements situated or to be situated upon said premises, (the said real property, building and improvements being hereinafter referred to as the "Premises").

(b) LESSOR reserves the right of ingress and egress in, to, on, or over and across the Premises to inspect the condition of the Premises in a manner that will cause the least disruption to LESSEE'S quite enjoyment of the Premises.

TO HAVE AND TO HOLD the same for a term commencing on the 1st day of April, 2011 (the "Commencement Date"), and ending on the 31st day of July, 2011, subject to termination as provided herein (the "Lease Term").

2/22/2011

2. RENT: LESSEE will pay a deposit in the amount of \$100. LESSEE agrees to pick up all trash and debris and empty the trash cans into the dumpster and clean the restrooms (Owens and Soccer Fields only) after each use of the fields and to have volunteer work days in order to maintain concession stand(s), restrooms (Owens and Soccer Fields), and the Premises and as such to be considered as a portion of the rentals due hereunder. In addition, 5% of all net proceeds from concession sales, gate and entry fees will be payable to the LESSOR at the end of the season. Keys shall be checked out to the LESSEE who may distribute as needed; however, keys are not be copied, and all keys must be returned at the end of the contract. If additional keys are needed, LESSOR will provide. The deposit will be returned if all of the following requirements are accomplished within 15 days of the close of the season: 1) Upon inspection, the premises are determined to be in good condition; 2) All keys are returned; 3) A current contact list for the next season is provided in writing; and 4) 5% of all net proceeds are remitted to LESSOR. ("Exhibit B" Key Distribution Sheet)

3. PURPOSE AND USE: The Premises shall be used for **playing Baseball, practicing Baseball, conducting Baseball and Tournament games,** concession stand sales and related incidental purposes including fundraisers to directly benefit LESSEE, and for no other purpose, except such as shall be from time to time permitted in writing by the LESSOR. LESSEE shall comply with all governmental laws, ordinances, regulations applicable to the uses of the Premises, and shall promptly comply with all governmental orders and directives for the correction, prevention and abatement of nuisances in or upon or in connection with the Premises, all at LESSEE'S sole expense. All existing locks, gates, doors, etc. should remain intact (will not be cut, taken down or otherwise altered. LESSEE will not permit the Premises to be used for any purpose that would render the insurance thereon void or the insurance risk more hazardous, or which would increase the cost of insurance coverage with respect to the Premises. LESSEE shall provide activities to benefit City of Guthrie residents, within age groups designated by the LESSEE and LESSEE shall not engage in any discriminatory uses of the Premises on the basis of race, creed, color, sex, national origin, religion, or handicap. LESSEE shall control all scheduling of all games and practices upon the Premises and shall provide supervision of the concession stand and restrooms at all times by adults.

4. LESSOR PROVISIONS: LESSOR agrees to perform bi-weekly mowing and trimming of the premises from February to October. A mowing schedule, "Exhibit C" will be provided to the LESSEE. If additional mowing is desired by LESSEE, LESSEE will be responsible.

The LESSOR agrees to replace lamps (light bulbs) for the field lights, provide the electricity, perform fence repairs, maintain the parking area, and provide water and a dumpster for trash service at no additional charge.

2/22/2011

5. ALTERATION: LESSEE shall not make any alterations, improvements, changes or additions made in or to such Premises without written consent of LESSOR through the Municipal Services Director.

6. INSURANCE: LESSEE shall, at its own expense, keep in effect during the term of this Agreement the following general liability insurance in standard form policies with an insurance company or companies authorized to do business in Oklahoma and provide proof of insurance as "Exhibit D":

Comprehensive public liability insurance in the amount of at least One Hundred Thousand (\$100,000.00) Dollars to any one claimant for a claim arising out of a single act, occurrence or accident; and One Million Dollars (\$1,000,000.00) for any claims arising out of a single act, occurrence or accident.

The aforesaid insurance shall protect the LESSOR and THE CITY OF GUTHRIE from all liability, judgments, claims, damages, causes of action, loss, cost and expenses arising from or related to LESSEE'S use of the Premises, excluding participants who will not be covered during actual participation in practice, game or event.

7. LIABILITY: LESSOR shall not be liable to LESSEE or LESSEE'S members, officers, employees, agents, patrons, invitees, players, coaches, umpires, referees, league officials, visiting players, volunteer workers, concession workers, spectators or visitors, or to any other person whomsoever, for any injury to person or damage to property on or about the Premises, caused by the negligence or misconduct of LESSEE, or caused by the buildings and improvements located on the Premises, or due to any cause whatsoever, and LESSEE agrees to indemnify The City of Guthrie, its council-members, officers, agents, officials and employees and the LESSOR, its employees, officials, officers, council-members and agents and hold them and each of them harmless from any and all loss, cost, demands, expense, suits, actions, judgments, liability, damages, charges, causes of action of claims, including attorney's fees, arising out of or related to any such damage of whatsoever kind or nature or injury; except injury to persons or damage to property, the sole cause of which is gross negligence of Lessor.

8. HOLDING OVER: If any property not belonging to LESSOR remains on the Premises after the expiration or earlier termination of the term of this Lease, LESSEE hereby authorizes LESSOR to dispose of such property in such manner as LESSOR may desire, without liability to LESSEE. In the event that such property is the property of someone other than LESSEE, LESSEE agrees to indemnify and hold LESSOR harmless from all suits, actions, liability, loss, damages, and expenses in connection with or incidental to any removal, exercise of dominion over and/or disposition of such property by LESSOR.

2/22/2011

9. NO WASTE OR DAMAGE: LESSEE shall not commit any waste upon or do any damage to the Premises. LESSEE shall not use or permit the use of the Premises for any unlawful purpose or in violation of the City of Guthrie zoning laws. LESSEE shall not permit any rubbish, refuse, or garbage to accumulate or create a fire hazard in or about the Premises. In connection with its occupancy of the Premises, LESSEE shall not use the demised Premises in violation of any laws, ordinances, regulations or orders of any duly constituted authorities of the City, State, or Federal government. No storage of goods or merchandise shall be permitted except within the leased Premises. LESSOR has the right to charge LESSEE (after giving written notice to LESSEE for any expense LESSOR may incur to enforce the provisions of this paragraph.)

10. INDEMNIFICATION: LESSEE agrees that it will protect the LESSOR and indemnify it against any and all penalties, damages, or charges imposed for any violation of any rules, regulations, statutes, laws or ordinances, occasioned by the neglect of LESSEE, and that LESSEE will, at all times, protect, indemnify, save, keep and hold harmless The City of Guthrie, its council-members, officers, agents, officials, and employees and the LESSOR, its employees, council-members, officials, officers, and agents against and from any and all loss, cost, charges, causes of action, damage, claims, suits, liability, judgments or expense, arising out of or from the fault or negligence of LESSEE causing injury to any person or damage to property and will protect, indemnify, save, keep and hold harmless the LESSOR against and from any failure by LESSEE in any respect to comply with and perform all the requirements and provisions of this Lease. Provided, however, that LESSEE shall not be required to indemnify LESSOR for any damage, injury, loss, or expense arising as the result of LESSOR'S gross negligence.

11. ASSIGNMENT AND SUBLETTING: LESSEE shall not assign, sublease or transfer this lease, nor any portion thereof, nor any interest herein without the prior written consent of LESSOR, as given by the City Manager, of the City of Guthrie, and a consent to assign shall not be deemed to be a consent to any subsequent assignment. Any such assignment, without such consent, shall be void, and shall, at the option of LESSOR terminate this lease. Neither this lease nor the leasehold estate of LESSEE hereunder in the demised premises, or any building or improvements thereon, shall be subject to involuntary assignment, transfer or sale, or to assignment, transfer, or sale by operation of law in any manner whatsoever, and such attempted involuntary assignment, transfer, or sale shall be void and of no effect and shall, at the option of LESSOR, terminate this Lease.

Upon the occurrence of an "event of default" as hereinafter defined, if the Premises are then assigned or sublet, LESSOR, in addition to any other remedies provided by law, may at its option, collect directly from assignee or subtenant all rents that become due to LESSEE under such assignment or sublease and apply hereunder, and no such collection shall be construed to constitute a novation or

2/22/2011

release of LESSEE from the further performance of LESSEE's obligations hereunder. LESSOR shall have the right to assign the rents under this Lease, or the lease itself.

12. EVENTS OF DEFAULT: The following events shall be deemed to be events of default under the Lease:

- (a) LESSEE shall fail to comply with rental provisions outlined in paragraph 2, or shall fail to pay for the insurance described in paragraph 6, or any reimbursement to LESSOR required herein, and such failure shall continue for a period of fifteen (15) days from the date such installment or reimbursement was due.
- (b) LESSEE shall disband, become insolvent, or shall make transfer in fraud to creditors, or shall make an assignment for the benefit of creditors.
- (c) LESSEE shall file, or have filed against it, a petition, voluntary or involuntary, under any section or chapter of the Federal Bankruptcy Code, as amended, or under any similar law or statute of the United States or any state thereof, or LESSEE shall be adjudged bankrupt, a debtor in bankruptcy or insolvent in proceedings filed against LESSEE thereunder.
- (d) A receiver or trustee shall be appointed for all or substantially all of the assets of LESSEE and such appointment shall not be vacated within sixty (60) days thereafter.
- (e) LESSEE shall fail to comply with any term, provisions, or covenant of this Lease (other than the foregoing in this paragraph) and shall not cure such failure within fifteen (15) days after written notice thereof of LESSEE.
- (f) LESSEE shall fail to file any sales tax reports in a timely manner or fail to timely pay any sales tax receipts to the Oklahoma Tax Commission.

13. REMEDIES: Upon the occurrence of any such events of default as described in paragraph 11 hereof, LESSOR shall have the option to pursue any one or more of the following remedies without any notice or demand whatsoever:

- (a) Terminate this Lease and all rights of LESSEE hereunder, in which event LESSOR may recover from LESSEE the loss or damage which LESSOR may suffer as a result of termination of this Lease, including the expense of repossession, and any repairs or remodeling undertaken by LESSOR following repossession.

- (b) Declare any rental payments from the date of default until the end of this Lease to be immediately due and owing.
- (c) Enter upon and take possession of the Premises and expel or remove LESSEE and any other persons or property which may be occupying said Premises or any part thereof, by self-help, if necessary, without being liable for prosecution of any claim for damages therefore, and relet the Premises on such terms as LESSEE agrees to pay to LESSOR on demand for any deficiency that may arise by reason of such reletting.
- (d) Without terminating this Lease, terminate LESSEE's right to possession of the Premises.
- (e) Without terminating this Lease or the LESSEE's rights to possession hereunder, enforce all of its rights and remedies under this Lease, including the right to recover rent and other charges as they become due under the Lease.
- (f) LESSOR may perform for the account of LESSEE any term, covenant, or provision of the Lease that LESSEE has failed to perform.
- (g) Exercise any and all other remedies available to LESSOR at law or in equity, including, without limitation, injunctive relief of all varieties.

If LESSOR, at any time, is compelled to pay or elects to pay any sum of money to do any acts which would require the payment of any sum of money by reason of the failure of LESSEE to comply with any provision of this Lease, or if LESSOR is compelled to incur any expense, including reasonable attorney's fees, in instituting, securing, or defending any action or proceeding instituted by reason of any default of LESSEE hereunder, the sum or sums so paid by LESSOR with all interest, costs, and damages, shall be deemed to be additional rent hereunder and shall be due from LESSEE to LESSOR on the first day of the month following the incurring of such respective expenses.

Election of any of the foregoing remedies shall not preclude pursuit of any of the other remedies herein provided or any other remedies provided by law or in equity, nor shall pursuit of any remedy herein provided constitute a forfeiture or waiver of any rent due to LESSOR hereunder or of any damages accruing to LESSOR by reason of the violation of any of the terms, provisions and covenants herein contained. No act or thing done by the LESSOR or its agents during the term hereby granted shall be deemed a termination of this Lease or an acceptance of the surrender of the Premises, and no agreement to terminate this Lease or to accept a surrender of said Premises shall be valid unless in writing and signed by

2/22/2011

LESSOR. No waiver by LESSOR of any violation or breach of any of the terms, provisions, and covenants herein contained shall be deemed to constitute a waiver of any future default. Forbearance by LESSOR to enforce one or more of the remedies herein provided upon an event of default shall not be deemed or construed to constitute a waiver of such default.

IN WITNESS WHEREOF, this agreement was executed by the parties hereto on the date and year first above written.

“LESSOR”
City of Guthrie

ATTEST:

By: _____

City Clerk

“LESSEE”

ATTEST:

By: _____

Secretary

- Note: Exhibit A: Property Description
- Exhibit B: Key Distribution Sheet
- Exhibit C: Mowing Schedule
- Exhibit D: Proof of Insurance

2/22/2011

<!--[if supportMisalignedColumns]-->
<!--[endif]-->

CERTIFICATE OF INSURANCE					Issue Date: 3/12/2011	
Producer: James C Jenkins Ins Srvc Concd License No. 0545478 P.O.Box 5668 Concord CA 94524 888-880-3602		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.				
INSURERS AFFORDING COVERAGE						
Insured: United States Specialty Sports Association 611 Line Drive Kissimmee, FL 34744 800-741-3014		INSURER A: National Casualty Company INSURER B: Nationwide Life Insurance Company INSURER C: INSURER D: INSURER E:				
COVERAGES						
The policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Aggregate limits shown may have been reduced by paid claims.						
INSR LTR	Type of Insurance	Policy Number	Policy Effective Date	Policy Expiration Date	Limits	
A	General Liability Commercial General Liability Occurrence Basis	KR00000001334500	2/1/2011	8/1/2011	Each Occurrence Damage to Rented Premises(ea occ) Med Exp (any one person) General Aggregate Personal and Adv Injury Products - Comp/OP Agg Participant Legal Liability	\$2,000,000 \$1,000,000 \$ Excluded \$ None \$2,000,000 \$2,000,000 \$2,000,000
B	Participant Accident	SPX0000003908400	12:01 AM 2/1/2011	12:01 AM 8/1/2011	AD&D Primary Medical Excess Medical * Weekly Indemnity	\$ None \$ None \$100,000 \$ None
Description of operations / vehicles / exclusions added by endorsements / special provisions: Coverage includes amateur play and practice in the insured sport for : Guthrie Bluejays Certificate holder shall be an additional insured but only with respect to liability caused by the negligent acts or omissions of the named insured and only with respect to losses resulting from the team / league listed and occurring between the coverage effective date listed below and the policy expiration date. *\$100.00 Deductible for excess medical						
Certificate Holder:			Coverage Effective Date:		3/12/2011 12:17:00	
Guthrie Bluejays Ryan Coddling 1121 N Walnut Guthrie OK 73044			Cancellation: Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 30 days written notice to the certificate holder named to the left, under Certificate Holder, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives.			

Certificate #	USSSA-129424	Authorized Representatives:	<input checked="" type="checkbox"/>
---------------	--------------	-----------------------------	-------------------------------------

<!--[if supportMisalignedColumns]-->
<!--[endif]-->

CERTIFICATE OF INSURANCE	Issue Date: 3/12/2011
--------------------------	---------------------------------

Producer: James C Jenkins Ins Srvc Concd License No. 0545478 P.O.Box 5668 Concord CA 94524 888-880-3602	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURERS AFFORDING COVERAGE	

Insured: United States Specialty Sports Association 611 Line Drive Kissimmee, FL 34744 800-741-3014	INSURER A: National Casualty Company INSURER B: INSURER C: INSURER D: INSURER E:
---	--

COVERAGES

The policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Aggregate limits shown may have been reduced by paid claims.

INSR LTR	Type of Insurance	Policy Number	Policy Effective Date	Policy Expiration Date	Limits														
A	General Liability Commercial General Liability Occurrence Basis	KR00000001334500	2/1/2011	8/1/2011	<table style="width:100%; border: none;"> <tr><td style="width:80%;">Each Occurrence</td><td style="text-align: right;">\$2,000,000</td></tr> <tr><td>Damage to Rented Premises(ea occ)</td><td style="text-align: right;">\$1,000,000</td></tr> <tr><td>Med Exp (any one person)</td><td style="text-align: right;">\$ Excluded</td></tr> <tr><td>General Aggregate</td><td style="text-align: right;">\$ None</td></tr> <tr><td>Personal and Adv Injury</td><td style="text-align: right;">\$2,000,000</td></tr> <tr><td>Products - Comp/OP Agg</td><td style="text-align: right;">\$2,000,000</td></tr> <tr><td>Participant Legal Liability</td><td style="text-align: right;">\$2,000,000</td></tr> </table>	Each Occurrence	\$2,000,000	Damage to Rented Premises(ea occ)	\$1,000,000	Med Exp (any one person)	\$ Excluded	General Aggregate	\$ None	Personal and Adv Injury	\$2,000,000	Products - Comp/OP Agg	\$2,000,000	Participant Legal Liability	\$2,000,000
Each Occurrence	\$2,000,000																		
Damage to Rented Premises(ea occ)	\$1,000,000																		
Med Exp (any one person)	\$ Excluded																		
General Aggregate	\$ None																		
Personal and Adv Injury	\$2,000,000																		
Products - Comp/OP Agg	\$2,000,000																		
Participant Legal Liability	\$2,000,000																		

Description of operations / vehicles / exclusions added by endorsements / special provisions:
 Coverage includes amateur play and practice in the insured sport for : **Guthrie Bluejays**
 Certificate holder shall be an additional insured but only with respect to liability caused by the negligent acts or omissions of the named insured and only with respect to losses resulting from the team / league listed and occurring between the coverage effective date listed below and the policy expiration date.

Certificate Holder:	Coverage Effective Date:	3/12/2011 12:17:00
Cancellation: Should any of the above described policies be		

<p>City of Guthrie / Kiwanis Field</p> <p>701 N. Pine Street Guthrie OK 73044</p>	<p>cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 30 days written notice to the certificate holder named to the left, under Certificate Holder, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives.</p>	
<p>Certificate #</p>	<p>USSSA-129424-69804</p>	<p>Authorized Representatives: <input checked="" type="checkbox"/></p>



Agenda Item Cover Letter

Meeting: [X] City Council, [] GPWA, [] Other:
Date of Meeting: April 5, 2011
Contact: Kim Biggs, Purchasing Agent

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

On February 15, 2011, Council authorized staff to solicit bids for grass management services for the 80 acres located at East College Street and Midwest Blvd. A bid notice was published in the Guthrie News Leader on February 20 and 27, 2011, and six (6) bid packets were mailed to interested parties. No bids were received; however, staff recommends rebidding for this service due to the cost of maintaining the property.

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 plus the individual 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.

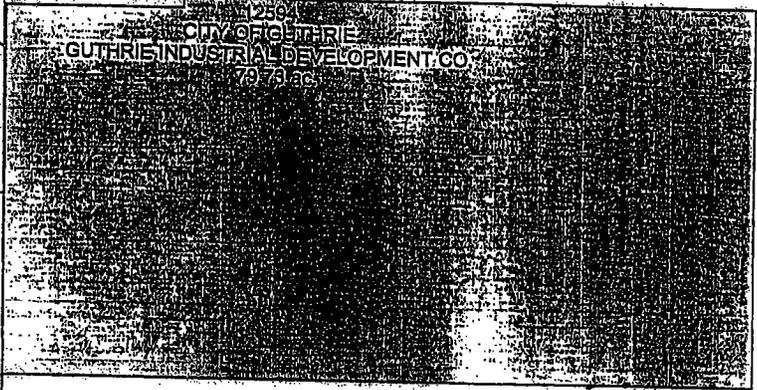
Funding Expected: [X] Revenue, [] Expenditure, [] N/A
Budgeted: [X] Yes, [] No, [] N/A
Account Number: [], Amount: To be determined by the bid
Legal Review: [X] N/A, [] Required, Completed Date: []
Mayor's Appt.: [] Yes, [X] No

Supporting documents attached
Map

Recommendation
Staff recommends approval.

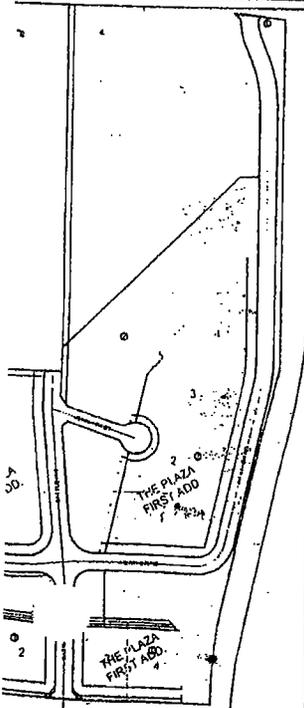
Action Needed: [] Public Hearing, [X] Motion, [] Emergency Clause

MIDWEST BLVD



CITY OF GETTIE
GUTHRIE INDUSTRIAL DEVELOPMENT CO
79.73 ac

COLLEGE
AVE





Agenda Item Cover Letter

Meeting <input checked="" type="checkbox"/> City Council <input type="checkbox"/> GPWA <input type="checkbox"/> Other: _____	Date of Meeting April 5, 2011	Contact Rene Spineto Community Development Director
--	---	---

Agenda Item

Re-appoint Kay Wachtstetter to the Guthrie Transportation Authority, a Public Trust.

Summary

The By-Laws of the Guthrie Transportation Authority state that any vacancies shall be filled by appointment from the Guthrie City Council per the Declaration of Trust. Membership consists of seven citizens of the City of Guthrie who reside within the corporate limits.

Two commissioner positions are expiring. The notice for the vacancy was posted on the City of website beginning early February. Applications were submitted by Kay Wachstetter (for re-appointment) and Trey Woods. Mr. Woods lives outside of City limits and is therefore not eligible to serve on the Authority. One position on the Authority is still vacant.

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

Supporting documents attached:

- Planning Commissioner application

Recommendation:
 Staff recommends approval.

Action Needed Public Hearing Motion Emergency Clause



City of Guthrie
Standard Application Form for all Volunteer Boards or Commissions

Please answer all questions completely and attach a resume.

Desired Position: Member, Trans. Auth.
Name of Applicant: M. Kay Wachtstetter
Educational Level: Masters
Phone Number (day): 405 882 4422
Tenure of Position:
Address: 707 S. Drexel
Occupation: Dir. NSTI - Langston Univ.
School Currently Attending:
How long have you lived in Guthrie: Since 2000

CIVIC BACKGROUND

List/describe the civic, municipal, community opportunities you have been involved in the last 3 years.

Member GIA; Director Nat. Summer Trans. Program

SKILLS OR EXPERIENCE

Briefly describe the skills and/or experience that you bring to this position. Grant writing, Project Mgmt, Asst. Dir. Trans Center

REFERENCES

Three names (including addresses and phone numbers) of non-relatives who have known you for at least 3 years.

Evelyn nephews - 282-2083 -
Sandy Wade-Parr - 740-6164
Nick and Christy Persol - 282-7959

I understand this is a volunteer position appointed by the Mayor and confirmed by Council.

I understand all volunteer boards meet on a regular basis and will follow the rules set forth in the appropriate governing ordinance or resolution:

Table with 3 columns: Board/Commission, Meeting Date/Time, Ordinance/Resolution. Rows include Airport Zoning Board, Board of Adjustment, Forestry Board, Guthrie Historic Preservation Commission, Library Board, Park Board, Planning Commission, Transportation Authority.

In the event that I cannot effectively serve my term, I will tender my resignation in writing to the Mayor.

Signature: [Handwritten Signature] Date: Mar 23, 2011

If you have questions regarding this form, please call City Hall at (405) 282-0493.



Agenda Item Cover Letter

Meeting <input checked="" type="checkbox"/> City Council <input type="checkbox"/> GPWA <input type="checkbox"/> Other: _____	Date of Meeting April 5, 2011	Contact Maxine Pruitt, M S Director
--	---	--

Agenda Item

Re-appoint Mr. Bruce (Mike) Bunge, 1001 E. Cherrywood Dr., Guthrie, OK; Mr. Joe Chappell, 111 S. Ash, Guthrie, OK; and Ms. Linda Tatom, 320 S. Pine, Guthrie, OK, to the Guthrie Park Board.

Summary

Ordinance No. 3174 Section 15-60 states that the Mayor will appoint five (5) members, all of whom are residents of the City of Guthrie and are appointed At-Large with the approval of the City Council.

The terms of these board members have expired and all three have expressed a desire to continue serving on the Guthrie Park Board. All three have shown dedication by attending the scheduled meetings and actively participating in all park concerns.

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

Supporting documents attached

Attachment #1:

- Application - Bruce M.(Mike) Bunge
- Application - Joe Chappell
- Application - Linda Tatom

Recommendation

Mayor recommends approval.

Action Needed Public Hearing Motion Emergency Clause

City of Guthrie
Application for Boards and Commissions



Please print legibly.

Name Bruce M. Bunge^{sr} (mike) Day Phone 260-0227
Address 1001 E. Cherrywood Dr. Evening Phone same
Occupation Retired Education Some college
How long have you lived in Guthrie? — Years 4 ~~Months~~

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

1. Which board or commission interests you? Parks
2. Why are you interested in serving on this board/commission? my background may be helpful.
3. In what civic activities have you been involved during the past 3 years? None other than being an active shiner
4. What skills and/or experience will you contribute? I am a Commercial Construction estimator for the past 50 years. A vet of the Korean conflict (A very young age of 72)
5. List 3 non-relatives who have known you at least 3 years for references.

Name	Address	Phone Number
<u>Wendell Kluge</u>	<u>4749 Crest Pl, OKC 73117</u>	<u>cell 990-1928 670-5493</u>
<u>Dr. Mike Tignor</u>	<u>10328 S.E. 10th Ave, OKC 73130</u>	<u>cell 517-4537 737-3980</u>
<u>Charles Sharp</u>	<u>10708 S.E. 5th, OKC 73150</u>	<u>250-3011</u>
<u>Stan Gale</u>	<u>Edmond</u>	<u>office 848-6879</u>

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

B. Mike Bunge, Jr.
Signature

12/3/08
Date

6-30-09
Original File
Scan sent to Maxine
Copy to Butcher

City of Guthrie
Application for Boards and Commissions



Please print legibly.

Name Joe Chappell
Address 111 S. Ash
Occupation Ash Street Adm.
How long have you lived in Guthrie? 50 Years _____ Months

Day Phone 405-826-9080
Evening Phone N.A.
Education Nursing Home Administration
O.U.

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

- Which board or commission interests you? Forestry Adv. Board
- Why are you interested in serving on this board/commission? Tree Hugger
- In what civic activities have you been involved during the past 3 years? None
- What skills and/or experience will you contribute?
people skills
Landscaper
- List 3 non-relatives who have known you at least 3 years for references.

Name	Address	Phone Number
<u>John Kellogg</u>	<u>113 N Division</u>	<u>282-4422</u>
<u>Allan Jobe</u>	<u>1009 W Wanda</u>	<u>282-3761</u>
<u>Linda Miller</u>		<u>282-0144</u>

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

Joe Chappell
Signature

6-30-09
Date

City of Guthrie
Application for Boards and Commissions



Please print legibly.

Name Linda Tatom Day Phone 471-9307 cell
Address 320 S. Pine Guthrie Evening Phone 282-3161
Occupation Certified Secondary Teacher Education Bachelor's Arts & Science
How long have you lived in Guthrie? 3 Years _____ Months

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

- Which board or commission interests you? Planning and Historic
~~Park Board, Forestry Board~~
- Why are you interested in serving on this board/commission?
I teach Government and am interested in city planning
- In what civic activities have you been involved during the past 3 years?
• Soroptimist International - Business Women's Club
• Women's Forum
- What skills and/or experience will you contribute?
Organizational, People skills, love of OK and Guthrie!!
- List 3 non-relatives who have known you at least 3 years for references.

Name	Address	Phone Number
<u>Trey Ayers</u>	<u>417 W. Elm Guthrie</u>	<u>818-5891</u>
<u>Johann RubINETTE</u>	<u>1111 magnolia Street Guthrie</u>	<u>282-2109</u>
<u>Bobbie McDonald</u>	<u>1321 E. Springer Guthrie</u>	<u>513-0673</u>

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

Linda Tatom
Signature

8-11-09
Date



Agenda Item Cover Letter

Meeting
 City Council
 GPWA
 Other: _____

Date of Meeting
April 5, 2011

Contact
Kim Biggs
Purchasing Agent

Agenda Item

Consider rejecting all bids received for Bid No. 2011-6, In-car Video System.

Summary

On January 18, 2011, the City Council authorized staff to solicit bids for In-Car Video System Equipment for the Guthrie Police Department. The bids that were received for the In-Car Video System were either higher than the amount budgeted (not including the additional equipment required to complete the system) or did not meet all of our specifications. Please refer to the attached bid tabulations for more information.

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

- Bid tabulation sheet

Recommendation

Staff recommends rejecting the bids.

Action Needed Public Hearing Motion Emergency Clause

BID TABULATION SHEET

**OPENED: Thursday, 10:00 a.m.
February 24, 2011**

**In-Car Video System
BID #2011-6**

VENDOR	TOTAL BID PRICE	MEET SPECS
DIGITAL ALLY OVERLAND PARK, KS	\$32,810	Yes. 5 cameras; VideoManager II Software; 2 wireless access points; installation and training are included - verbally verified.
FEDERAL SIGNAL UNIVERSITY PARK, IL	\$26,000 - Bid A \$30,406.90 - Bid B	No. 5 cameras; Basic Viewer Software; Bid A allows for no wireless access point; Bid B allows for 1 wireless access point; both proposals include a \$3200 cost for installation & training - we requested this to be at no charge.
KUSTOM SIGNALS LENEXA, KS	\$26,444	No. 5 cameras; Basic Viewer Software; not clear if a wireless access point was included in the original bid; and their proposal includes an \$800 installation fee - we requested this to be at no charge.
L-3 COMM MOBILE VISION BOONTON, NJ	\$25,665	No, unless we clarify. 5 cameras; unclear on the "no charge" for basic viewer software; 2 wireless access points; and a note that says pricing does not include installation. Need to clarify.
WATCHGUARD VIDEO ALLEN, TX	\$32,020	Yes. 5 cameras; Basic Viewer Software; 2 wireless access points; and n/c for installation/training at Guthrie's Service Center



Agenda Item Cover Letter

Meeting <input checked="" type="checkbox"/> City Council <input type="checkbox"/> GPWA <input type="checkbox"/> Other: _____	Date of Meeting April 5, 2011	Contact Lee Ivie 282-2312
--	---	-------------------------------------

Agenda Item

Approval of the Airport Property Lease between Robert E. Conrad and Janet E. Conrad(Lessee) and the City of Guthrie, OK. (Lessor) for 1,600 square feet of property at a rate of \$.17 per square feet annually with a CPI rate adjustment every five years. The term of the lease is twenty years with an option for an additional five (5) year term at the end of the lease term and a second option to renew for another five (5) year term after expiration of the of the first option period if the first option to extend is exercised by Lessee.

Summary It is the intent of Mr. and Mrs. Conrad to build a forty foot by forty foot box hangar to store their private aircraft. The building will be property of the Lessee until the end of the lease, and when the lease has expired the building will become property of the City of Guthrie, OK.

Funding Expected	<input checked="" type="checkbox"/> Revenue	<input type="checkbox"/> Expenditure	<input type="checkbox"/> N/A
Budgeted	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Account Number	<u>N/A</u>	Amount	_____
Legal Review	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Required	Completed Date: <u>3/8/2011</u>
Mayor's Appt.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Supporting documents attached

Recommendation

Approval of property lease between The City of Guthrie OK and Mr. and Mrs. Conrad.

Action Needed Public Hearing Motion Emergency Clause

(This page intentionally left blank)



Agenda Item Cover Letter

Meeting
[X] City Council
___ GPWA
___ Other: _____

Date of Meeting
April 5, 2011

Contact
Matt Mueller, City
Manager

Agenda Item
Approval of City Manager's vacation Buy-back.

Summary

The Personnel Policy and Procedures Manual 5002.d. states that "Employees will be given the option to sell back to the City one week (40 hours) of vacation time per fiscal year utilizing the vacation request form." This is something that is available to all City of Guthrie employees and I am requesting to use the buy-back option.

Funding Expected ___ Revenue [X] Expenditure ___ N/A
Budgeted ___ Yes ___ No ___ N/A
Account Number 01-02-20-6010 Amount \$1,615.38
Legal Review [X] N/A ___ Required Completed Date: ___
Mayor's Appt. ___ Yes [X] No

Supporting documents attached

Recommendation

Action Needed ___ Public Hearing [X] Motion ___ Emergency Clause

(This page intentionally left blank)



Agenda Item Cover Letter

Meeting
[X] City Council
GPWA
Other:

Date of Meeting
April 5, 2011

Contact
Matt Mueller
City Manager

Agenda Item

Consider approval of Resolution No. 2011-06, designating April 10-16, 2011 as National Telecommunicator Week.

Summary

The staff at 9-1-1 ACOG is encouraging all City Councils in their region to adopt a formal resolution recognizing the week of April 10-16, 2011 as National Telecommunicator Week. In 1991, U.S. Congress passed a resolution designating the second full week in April every year National Telecommunicator Week. Public safety dispatchers provide critical services to the community and all emergency personnel while performing their duties with integrity, quality, accountability and respect. As the first person on the scene of nearly every crime, fire and medical emergency, the 9-1-1 dispatcher continues to be an invaluable resource for agencies of all sizes. National Telecommunicator Week is celebrated in an effort to help empower these individuals and demonstrate our appreciation of all their hard work.

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

Supporting documents attached

- Resolution No. 2011-06

Recommendation

Staff recommends approval.

Action Needed Public Hearing X Motion Emergency Clause

RESOLUTION NO. 2011-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUTHRIE DESIGNATING APRIL 10 – 16, 2011 AS NATIONAL TELECOMMUNICATOR WEEK.

WHEREAS, a 1991 Congressional resolution named the second full week in April of every year, National Telecommunicator Week; and

WHEREAS, emergencies can occur at anytime or any place and require the assistance of police, fire or emergency medical services; and

WHEREAS, 9-1-1 is the Hotline for Help for people in emergency situations, and the 9-1-1- call taker's voice is the first assurance that help is on the way; and

WHEREAS, 9-1-1 professionals regularly meet the challenges of extremely stressful situations with calmness and efficiency; and

WHEREAS, when an emergency occurs, the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and

WHEREAS, the safety of these emergency responders is dependent upon the quality and accuracy of information obtained from citizens who telephone the 9-1-1 communications center; and

WHEREAS, Public Safety Dispatchers are the "heart of public safety," providing assistance before any other emergency services arrive on scene; and

WHEREAS, Public Safety Dispatchers are a vital link for our emergency responders by monitoring their activities by radio, providing them information and insuring their safety; and

WHEREAS, Public Safety Dispatchers contribute substantially to the apprehension of criminals, suppression of fires and treatment of injuries and illnesses on a daily basis; and

WHEREAS, each dispatcher has exhibited compassion, understanding and professionalism during the performance of his or her daily job duties.

NOW, THEREFORE, BE IT RESOLVED that the City of Guthrie declares the week of April 10th through 16th, 2011 to be National Telecommunicator Week in honor of the men and women whose diligence and professionalism keep our region's citizens and emergency responders safe.

The foregoing Resolution was duly adopted and approved by the Mayor and City Council of Guthrie, Oklahoma, on the 5th day of April, 2011, after compliance with notice requirements of the Open Meeting Law (25 OSA, Sections 301, et seq.).

Chuck Burtcher, Mayor

ATTEST: (Seal)

Wanda Calvert, City Clerk

APPROVED AS TO FORM
AND LEGALITY:

Randel Shadid, City Attorney

01

(This page intentionally left blank)

MINUTES

GUTHRIE INDUSTRIAL DEVELOPMENT AUTHORITY

December 7, 2010

The special meeting of the Guthrie Industrial Development Authority was posted on Friday, December 3, 2010 before 5:00 p.m. and held December 7, 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	Gaylord Z. Thomas
	Ellen Gomes	Mary Coffin	Patty Hazlewood
	John Wood		

Members Absent: None

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

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

Public Comments. Rev. Don Riepe expressed a “Thank You” to this great community.

Wendell Mack, Wayne Nephew and Doris Nephew Washington addressed the Trustees concerning a public nuisance in their neighborhood.

Consent Agenda: Motion by Trustee Ayers, seconded by Trustee Wood, moved approval of the Consent Agenda as follows:

- A. Consider approval of the minutes from the Special Guthrie Industrial Development Authority Meeting held on November 2, 2010.
- B. Consider approval of the Agreement between Guthrie Industrial Development Authority and LPW Enterprises for economic development incentive agreement.

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, Hazlewood, Wood

Nay: None

Chairman Burtcher declared the motion carried unanimously at 7:20 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Chairman