



60th City Council

Mayor Chuck Burtcher

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

Ward III – Ellen Gomes, Gaylord Z. Thomas

GUTHRIE PUBLIC WORKS AUTHORITY MEETING

101 N. 2nd Street, Guthrie, OK 73044

Tuesday, November 17, 2009 7:00 p.m.

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 November 3, 2009 3
B. Consider approval of claims 7
C. Consider approval of awarding Bid No. 2009-16, Water/Wastewater Treatment Chemicals to the lowest and best bidders..... 19
4. Consider and take action with respect to a Resolution authorizing the Guthrie Public Works Authority (the "Authority") to utilize Authority funds to optionally redeem the outstanding amount of (1) its Utility System Revenue Bonds, Refunding Series 2001 originally issued in the aggregate principal amount of \$2,750,000, and (2) its Refunding Revenue Bonds Series 2002 originally issued in the aggregate principal amount of \$5,345,000 (collectively, the "Bonds"); authorizing the execution and delivery of a Refunding Escrow Agreement; and containing other provisions relating thereto 21
5. Consider approval of accepting the Oklahoma Department of Commerce, State Energy Office Grant in the amount of \$725,000 for the purpose of installing a wind turbine at the Waste Water Treatment Plant..... 27
6. 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 Meeting held on October 29, 2009 31
B. Consider approval of minutes of the Special City Council/Finance Committee Meeting held November 3, 2009 33
C. Consider approval of minutes of the Regular City Council Meeting held on November 3, 2009..... 37

D. Consider approval of claims	43
E. Consider approval of Treasurer Reports.....	45
F. Consider approval of accepting the Oklahoma Department of Commerce, State Energy Office Grant in the amount of \$725,000 for the purpose of installing a wind turbine at the Waste Water Treatment Plant..... (see page 27)	
G. Consider approval of Councilman Wood's request to attend the Practical Guide to Everyday Municipal Problems on December 11, 2009 in Oklahoma City and to pay the registration fee in the amount of \$85.....	53
H. Consider approval of appointing Sheri Mueller as an Alternate City Judge.....	57
3. Consider approval of adopting Ordinance No. 3206, creating Chapter 4, Article 22 of the Guthrie Code of Ordinances, establishing Standards for Building Design for New Commercial and Residential Structures	63
4. Consider approval of the Occupancy Agreement with Kenneth and Terri McBane for occupancy of the Liberty Lake House.....	73
5. Consider approval of Finance Committee recommendation to amend the Lease of Facility for Logan County Aging Services/Sodexo regarding the rental.....	85
6. Consider approval of Finance Committee recommendation to waive the Highland Hall Rental Fee for the Highland Park Neighborhood Association	91
7. City Manager's Report	
8. Requests/comments from members of the City Council.	
9. Consider convening an Executive Session pursuant to the Authority of Title 25, O.S. 2001, Sections 307 (B)(1) to discuss the employment, hiring, appointment, promotion, demotion, discipline, resignation or termination of council-appointed employees (City Manager).	
10. Consideration of action regarding the employment, hiring, appointment, promotion, demotion, discipline, resignation or termination of council-appointed employees (City Manager).	
11. Adjourn	

Agenda posted on the bulletin board in the lobby of City Hall at 5:00 pm on Friday, November 13, 2009. 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 AUTHORITY

November 3, 2009

The regular meeting of the Guthrie Public Works Authority was posted on Friday, October 30, 2009 and held November 3, 2009 in the Guthrie City Hall Council Chambers.

Chairman Chuck Burtcher called the meeting to order at 7:07 p.m.

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

Members Absent: None

Staff Present:	Wanda Calvert	Randel Shadid	Kim Biggs
	Lance Crenshaw	Rene Spineto	Maxine Pruitt
	Jim Ahlgren	Aaron Barth	Damon Devereaux

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

Public Comments. Veronica Morava, representative from Guthrie Chamber of Commerce, presented the Chamber of Commerce Quarterly Report.

A.J. Griffin, Logan Community Services Executive Director, invited the Trustees to the Maudie Hirschi Children’s Shelter Annual Banquet.

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

A. Consider approval of the minutes from the Regular Guthrie Public Works Authority Meeting held on October 20, 2009.

B. Consider approval of Claims:

GPWA Fund:	Regular Claims	\$100,248.23
Utility Deposit Fund:	Regular Claims	\$ <u>641.40</u>
	TOTAL CLAIMS:	\$100,889.63

C. Consider approval of Budget Amendment No. 10 for Fiscal Year 2009 Year End.

- D. Consider approval of Requisition for Payment from the Guthrie Custodial Agency Account to Bank of Oklahoma for the Annual Administrative Fee in the amount of \$2,500.

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

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

Chairman Burtcher declared the motion carried unanimously.

Consider approval of granting utility easement to OG&E for service to the Water Treatment Plant. The proposed Utility Easement is to grant OG&E a ten foot wide easement located in the NE/4 of Section 17, Township 16 North, Range 2 West, Logan County, for the transmission and distribution of electrical current to the Water Treatment Plant. Motion by Trustee Thomas, seconded by Trustee Hazlewood, moved approval of granting utility easement to OG&E for service to the Water Treatment Plant. Trustees entered their votes and the votes were displayed with the following results:

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

Chairman Burtcher declared the motion carried unanimously.

Consider approval of Change Order No. 2 for Section E, Cottonwood Intake Structure, Water Systems Improvements, increasing the contract by \$52,478 for items #2, #3, #4, #5 and #6 and increasing the number of days due to waiting time for equipment. The proposed request is for an increase of the contract in the amount of \$52,478 as follows:

1. Item #2 for the additional wet well excavation in the amount of \$33,400
2. Item #3 for extended base, 12" floor, 13' additional wall at \$6,408
3. Item #4 for a 12" Magnetic Flow Meter with 48" CGMP and lid at \$8,365
4. Item #5 to extend 12" DIP flushing pipe to 30" DIP and attach to wet well wall at \$3,005
5. Item #6 for an aluminum roof to go over control panels at \$1,300

Items #2, #3 and #5 were added to lower the depth of the well due to poor soil conditions. Items #4 was added at the City of Guthrie's request for maintenance purposes. The proposed increases can be paid from the contingency balance. The increase of 196 days is due to the time spent waiting on delivery of equipment, changing the substantial completion date to December 31, 2009. Motion by Trustee Gomes, seconded by Trustee Wood, moved approval of Change Order No. 2 for Section E, Cottonwood Intake Structure, Water Systems Improvements, increasing the contract by \$52,478 for items #2, #3, #4, #5 and #6 and increasing the number of days due to waiting time for equipment. Trustees entered their votes and the votes were displayed with the following results:

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

Chairman Burtcher declared the motion carried unanimously.

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, Hazlewood, Wood, Thomas, Coffin
Nay: None

Chairman Burtcher declared the motion carried unanimously at 7:18 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Chairman

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GUTHRIE PUBLIC WORKS AUTHORITY

CLAIMS

November 17, 2009

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

A handwritten signature in blue ink, appearing to read "Kevin Dixon Jr.", written over a horizontal line.

Kevin Dixon Jr.
Senior Buyer
Administrative Services

Monthly Claims Approved As Per Ordinance #2973
By City Manager

City Manager

City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
2029734	OKLA EMPLOYMENT SECURITY	Quarterly Unemployment Assessment - 3rd Q	01-01-00-6040	\$2,616.67
1636245	AMERICAN STAMP & MARKING	Stamp Order Plus Shipping	01-01-00-6100	\$185.81
1081214	QUILL CORPORATION(489)	Misc. Office Supplies	01-01-00-6100	\$1,480.53
1095737	QUILL CORPORATION(489)	Misc. Office Supplies	01-01-00-6100	\$258.82
1133468	QUILL CORPORATION(489)	Misc. Office Supplies	01-01-00-6100	\$43.16
1134253	QUILL CORPORATION(489)	Misc. Office Supplies	01-01-00-6100	\$83.42
1136202	QUILL CORPORATION(489)	Misc. Office Supplies	01-01-00-6100	\$486.89
1176835	QUILL CORPORATION(489)	Misc. Office Supplies	01-01-00-6100	\$54.96
1410891	QUILL CORPORATION(489)	Misc. Office Supplies	01-01-00-6100	\$434.87
2029658	SAM'S CLUB DIRECT(516)	Misc Supplies	01-01-00-6100	\$189.82
211625140	EVE SUPPLY(21320)	Janitorial Supplies	01-01-00-6103	\$2,613.83
211625157	EVE SUPPLY(21320)	Janitorial Supplies	01-01-00-6103	\$4.14
211807664	EVE SUPPLY(21320)	Janitorial Supplies	01-01-00-6103	\$228.00
212064836	EVE SUPPLY(21320)	Janitorial Supplies	01-01-00-6103	\$83.00
212488035	EVE SUPPLY(21320)	Janitorial Supplies	01-01-00-6103	\$164.00
2029658	SAM'S CLUB DIRECT(516)	Misc. Supplies	01-01-00-6103	\$142.68
2029769	WALMART COMMUNITY BRC(207	Air Fresheners	01-01-00-6103	\$49.22
2029769	WALMART COMMUNITY BRC(207	Digital Camera and Supplies	01-01-00-6103	\$349.61
0419035443	CINTAS FIRST AID & SAFETY (21	First aid supplies	01-01-00-6110	\$67.30
2324227	OKLA HOME CENTERS, INC. (20	Misc. Supplies	01-01-00-6112	\$41.72
2029658	SAM'S CLUB DIRECT(516)	Coffee Supplies	01-01-00-6114	\$292.76
2029769	WALMART COMMUNITY BRC(207	Food	01-01-00-6114	\$31.00
2029769	WALMART COMMUNITY BRC(207	Food	01-01-00-6114	\$31.94
2029832OCT09	AT&T (569)	Phone Servies Oct. 2009	01-01-00-6301	\$2,361.67
2029831OCT09	AT&T LONG DISTANCE(21268)	Long Distance Service for Oct. 2009	01-01-00-6301	\$70.84
287017117468x1	AT&T Mobility (22528)	Wireless Internet Card - Oct.-09	01-01-00-6301	\$53.31
3201	FORMS PLUS (185)	Order Checks	01-01-00-6308	\$0.00
811356ER	AFLAC(20180)	Service Fee for October 2009	01-01-00-6346	\$29.25
SW090375	AT&T GLOBAL SERVICES, INC. (Telephone system maintenance	01-01-00-6347	\$211.24
320503	THYSSENKRUPP ELEVATOR(168	Elevtor Maintenance	01-01-00-6347	\$195.31
017781	O.M.L.(426)	Renewal OMUP Membership - January 2010	01-01-00-6350	\$100.00
OKC11090391	JANI-KING (21595)	Monthly Contract Billing	01-01-00-6373	\$1,514.00
		Total		\$14,469.77
		Total GENERAL GOVERNMENT		\$14,469.77
170518	HERO247/INVENTORY TRADING	Uniforms	01-02-23-6016	\$184.00
		Total PURCHASING/ACCOUNTS PAYABLE		\$184.00
170518	HERO247/INVENTORY TRADING	Uniforms	01-02-25-6016	\$129.75
		Total BUILDING SERVICES		\$129.75
		Total ADMINISTRATION		\$313.75
CNIN061999BMI	BMI SYSTEMS, INC. (664)	Maintenance for Finance Canon Copier and L	01-03-30-6317	\$198.68
FY2010 BUDGE	GUTHRIE NEWS LEADER (1578)	Legal Notices	01-03-30-6334	\$480.00
INSM017708	SUMMIT MAILING & SHIPPING S	Maintenance Agreement - Folder/Insert Mach	01-03-30-6347	\$1,095.00
		Total FINANCE		\$1,773.68
		Total FINANCE		\$1,773.68
73800	CIVICPLUS 22473	Final Set Up Fee for Website	01-04-45-6381	\$5,853.00
73801	CIVICPLUS 22473	Annual Hosting and Maintenance for WebSite	01-04-45-6381	\$3,000.00
2029468NOV09	COX COMMUNICATIONS(20698)	PD Internet services	01-04-45-6381	\$124.95

City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
Total INFORMATION SERVICES				\$8,977.95
Total INFORMATION SERVICES				\$8,977.95
2029769	WALMART COMMUNITY BRC(207	B&D Digital Coffeemaker	01-05-50-6114	\$32.96
COG756	TAPESTRY GRAPHICS(20241)	Rene Spineto, Jonathan Williams, Lester Bra	01-05-50-6308	\$0.00
Total COMMUNITY DEVELOPMENT				\$32.96
COG756	TAPESTRY GRAPHICS(20241)	Rene Spineto, Jonathan Williams, Lester Bra	01-05-51-6308	\$25.00
Total CODE COMPLIANCE				\$25.00
Total PLANNING				\$57.96
1009	MICHAEL CORLEY	Michael Corley Program "Halloween Magic"	01-06-60-6114	\$200.00
202976909	WALMART COMMUNITY BRC(207	CREDIT	01-06-60-6114	(\$8.00)
2029769	WALMART COMMUNITY BRC(207	Food	01-06-60-6114	\$124.26
2029769	WALMART COMMUNITY BRC(207	Candy	01-06-60-6114	\$48.32
2029769	WALMART COMMUNITY BRC(207	Food	01-06-60-6114	\$27.41
B610858	BRODART(289)	Juvenile and Adult Books Standing Order	01-06-60-6130	\$597.87
B610859	BRODART(289)	Juvenile and Adult Books Standing Order	01-06-60-6130	\$334.19
B618503	BRODART(289)	Juvenile and Adult Books Standing Order	01-06-60-6130	\$77.50
B648504	BRODART(289)	Juvenile and Adult Books Standing Order	01-06-60-6130	\$115.12
B664876	BRODART(289)	Juvenile and Adult Books Standing Order	01-06-60-6130	\$39.86
B664877	BRODART(289)	Juvenile and Adult Books Standing Order	01-06-60-6130	\$150.86
793651	CENTER POINT LARGE PRINT (2	Large Print-Standing Order, 12 per Month	01-06-60-6130	\$469.68
56727	JUNIOR LIBRARY GUILD (1896)	Juvenile and Teen Books - Standing Order 8	01-06-60-6130	\$49.00
J026955	JUNIOR LIBRARY GUILD (1896)	Juvenile and Teen Books - Standing Order 8	01-06-60-6130	\$101.76
800677	LARGE PRINT OVERSTOCKS (2	Large Print Sale Items	01-06-60-6130	\$116.38
J2100160975J00	THE OKLAHOMAN (786)	1 Year Subscription	01-06-60-6130	\$186.26
1087527267	RANDOM HOUSE, INC (21561)	Standing Order on Juvenile and Adult Books	01-06-60-6131	\$46.75
1087643692	RANDOM HOUSE, INC (21561)	Standing Order on Juvenile and Adult Books	01-06-60-6131	\$38.25
Total LIBRARY				\$2,715.47
Total LIBRARY				\$2,715.47
0419035442	CINTAS FIRST AID & SAFETY (21	First Aid Supplies	01-07-70-6104	\$71.35
2029769	WALMART COMMUNITY BRC(207	Food	01-07-70-6106	\$71.50
202976909	WALMART COMMUNITY BRC(207	CREDIT	01-07-70-6107	(\$1.65)
2029769	WALMART COMMUNITY BRC(207	Food	01-07-70-6107	\$32.51
29548	CALIFORNIA CONTRACTORS SU	Respirator Safety Masks	01-07-70-6110	\$179.40
2029769	WALMART COMMUNITY BRC(207	Sony 5 pk vhs tapes	01-07-70-6110	\$7.88
2029658	SAM'S CLUB DIRECT(516)	Coffee Supplies	01-07-70-6114	\$253.69
2029769	WALMART COMMUNITY BRC(207	Tape, Octane, Weiman Spray	01-07-70-6114	\$18.78
2029769	WALMART COMMUNITY BRC(207	Blk Emerson Microwave and Refridgerator	01-07-70-6114	\$144.92
10/14	GHM ENTERPRISES (1097)	9/23, 10/08, 10/14 and 10/22 Laundry	01-07-70-6310	\$33.30
10/22	GHM ENTERPRISES (1097)	9/23, 10/08, 10/14 and 10/22 Laundry	01-07-70-6310	\$21.60
10/8	GHM ENTERPRISES (1097)	9/23, 10/08, 10/14 and 10/22 Laundry	01-07-70-6310	\$18.60
SEPT2009	GHM ENTERPRISES (1097)	9/23, 10/08, 10/14 and 10/22 Laundry	01-07-70-6310	\$9.60
83067861X1108	AT&T MOBILITY (355)	Wireless Internet card for CID office	01-07-70-6311	\$69.74
2029798oct2009	EIGHT BALL CAR WASH(20776)	October Car Washes	01-07-70-6316	\$124.11
85930.	RON'S MOBILE TIRE (506)	Tires for Unit 28 and Waste Fee	01-07-70-6316	\$15.00
86022	RON'S MOBILE TIRE (506)	Tires for Unit 28 and Waste Fee	01-07-70-6316	\$364.00
86034	RON'S MOBILE TIRE (506)	Tires for Unit 28 and Waste Fee	01-07-70-6316	\$260.98
2029769	WALMART COMMUNITY BRC(207	Car Supplies	01-07-70-6316	\$8.28

City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
2029769	WALMART COMMUNITY BRC(207	Motorcraft Oil and 5 pk vhs tapes	01-07-70-6316	\$29.61
2029769	WALMART COMMUNITY BRC(207	Rubberhead and 2" Michelin Radius	01-07-70-6316	\$29.28
S0326751K	USA MOBILITY WIRELESS, INC.(Pager Servies for Oct. 2009	01-07-70-6318	\$105.15
4859	AMERICAN MUNICIPAL SERVICE	September Collection Fees	01-07-70-6340	\$72.50
1009	LOGAN COMMUNITY SERVICES,	Shelter Service	01-07-70-6345	\$125.00
		Total POLICE ADMINISTRATION		\$2,065.13
2029769	WALMART COMMUNITY BRC(207	Cleaning Supplies	01-07-71-6105	\$29.23
		Total POLICE OPERATIONS		\$29.23
655707	SOUTHPOINT VET CLINIC (734)	Euth - 9/29, 10/07 and 10/14	01-07-72-6104	\$30.00
655708	SOUTHPOINT VET CLINIC (734)	Euth - 9/29, 10/07 and 10/14	01-07-72-6104	\$30.00
655709	SOUTHPOINT VET CLINIC (734)	Euth - 9/29, 10/07 and 10/14	01-07-72-6104	\$30.00
655710	SOUTHPOINT VET CLINIC (734)	10/21 Euth, 10/23 Euth, 10/29 Euth and 10/3	01-07-72-6104	\$27.00
655711	SOUTHPOINT VET CLINIC (734)	10/21 Euth, 10/23 Euth, 10/29 Euth and 10/3	01-07-72-6104	\$3.00
655712	SOUTHPOINT VET CLINIC (734)	10/21 Euth, 10/23 Euth, 10/29 Euth and 10/3	01-07-72-6104	\$30.00
655713	SOUTHPOINT VET CLINIC (734)	10/21 Euth, 10/23 Euth, 10/29 Euth and 10/3	01-07-72-6104	\$9.00
0026616-2176-9	WASTE MANAGEMENT (22106)	DEY-Dead Animals and Evf8-Env Fees with	01-07-72-6114	\$86.69
		Total ANIMAL CONTROL		\$245.69
		Total POLICE		\$2,340.05
128691	SPECIAL-OPS UNIFORMS, INC.(5	Misc. Supplies & Uniforms	01-09-90-6016	\$139.78
2009-05675	INTEGRIS HEALTH (1603)	Pension Physical for Michael Nettles	01-09-90-6030	\$450.00
573349	O.S.U. FIRE SERVICE PUBLISHI	Books for Battalion Chief Test	01-09-90-6048	\$320.00
1028928	WAYEST SAFETY, INC.(1024)	Repair Bunker Coat	01-09-90-6110	\$157.65
1029708	WAYEST SAFETY, INC.(1024)	Helmet Fronts	01-09-90-6110	\$38.25
012796	BRANCH'S HEAT & AIR(75)	Repair AC Unit	01-09-90-6112	\$300.35
166992	DRABEK & HILL INC. (21528)	Diagnostic Fee	01-09-90-6112	\$79.00
2029769	WALMART COMMUNITY BRC(207	Comforter and Sheets	01-09-90-6112	\$40.42
2029769	WALMART COMMUNITY BRC(207	Laundry Products	01-09-90-6114	\$99.30
2029769	WALMART COMMUNITY BRC(207	Blk Distress 8 x 10	01-09-90-6114	\$9.96
R45370158017	MHC KENWORTH - OKLAHOMA	Repair E-1	01-09-90-6316	\$349.89
85782.	RON'S MOBILE TIRE (506)	Misc. Tires and Repairs	01-09-90-6316	\$147.36
407011582	RICOH AMERICAS CORPORATIO	Copy Machine Maintenance	01-09-90-6317	\$20.72
		Total SUPPRESSION		\$2,152.68
0423511	WORKRITE UNIFORM CO. INC(6	Uniforms	01-09-92-6016	\$275.50
1223539	EMERGENCY MEDICAL PRODUC	EMS Supplies	01-09-92-6104	\$779.69
PE69024	LAMPTON WELDING SUPPLY(32	Oxygen	01-09-92-6104	\$26.00
PE69072	LAMPTON WELDING SUPPLY(32	Oxygen	01-09-92-6104	\$26.00
PE69255	LAMPTON WELDING SUPPLY(32	Oxygen	01-09-92-6104	\$47.09
4001237098	STERICYCLE (1463)	EMS Trash	01-09-92-6104	\$273.59
2029769	WALMART COMMUNITY BRC(207	Soap Products	01-09-92-6104	\$99.60
2029769	WALMART COMMUNITY BRC(207	Precision Xtra Kit	01-09-92-6104	\$14.88
2029769	WALMART COMMUNITY BRC(207	Earloop Masks	01-09-92-6104	\$17.82
S0326751K	USA MOBILITY WIRELESS, INC.(Pager Servies for Oct. 2009	01-09-92-6318	\$43.86
		Total EMS		\$1,604.03
123901	PUBLIC AGENCY TRAINING COU	Phase 1, Arson Interview and Interrogation T	01-09-96-6048	\$295.00
159876	CHIEF FIRE & SAFETY(92)	Pito Guage	01-09-96-6114	\$295.00
4677227Y	N.F.P.A. (389)	Childrens Bags, Coloring Books and Activity	01-09-96-6114	\$578.95
2029769	WALMART COMMUNITY BRC(207	Sheets	01-09-96-6114	\$113.28

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

Invoice #	Vendor	Description	Account	Cost
2029769	WALMART COMMUNITY BRC(207	(2) 500 yrd ribbon	01-09-96-6121	\$4.00
COG756	TAPESTRY GRAPHICS(20241)	Rene Spineto, Jonathan Williams, Lester Bra	01-09-96-6308	\$25.00
2029755	INTEGRATED CIRCUITS (21906)	Radio Repair	01-09-96-6318	\$128.00
		Total PREVENTION		\$1,439.23
		Total FIRE		\$5,195.94
2029769	WALMART COMMUNITY BRC(207	Poison Ivy Prevention	01-12-00-6110	\$258.28
0918847	AM SUPPLY (21856)	Concrete Screeds and Broom	01-12-00-6113	\$294.27
10/10/2009	HOMETOWN RENTAL & FEED(16		01-12-00-6113	(\$1.56)
396104	HOMETOWN RENTAL & FEED(16	Repairs to Chainsaws	01-12-00-6113	\$559.00
5991207	HOMETOWN RENTAL & FEED(16	Repairs to Chainsaws	01-12-00-6113	\$85.75
5991208	HOMETOWN RENTAL & FEED(16	Repairs to Chainsaws	01-12-00-6113	\$32.95
5991224	HOMETOWN RENTAL & FEED(16	Repairs to Chainsaws	01-12-00-6113	\$52.20
CL56014	LAMPTON WELDING SUPPLY(32	Bottle Rental Fees	01-12-00-6313	\$149.90
		Total		\$1,430.79
		Total STREET		\$1,430.79
825050981	UNIFIRST(20865)	Uniform - Shop Towel Service	01-14-00-6016	\$33.65
8250511077	UNIFIRST(20865)	Uniform - Shop Towel Service	01-14-00-6016	\$33.65
147034	NAPA (30)	Hand Tool Replacments	01-14-00-6102	\$14.95
110694	STILLWATER MILLING(1386)	Steel Toe Work Boots	01-14-00-6110	\$144.95
		Total		\$227.20
40166	COUNTRY FORD-MERCURY (130	Misc. Ford Parts	01-14-41-6116	\$526.89
40194	COUNTRY FORD-MERCURY (130	Misc. Ford Parts	01-14-41-6116	\$284.10
40207	COUNTRY FORD-MERCURY (130	Misc. Ford Parts	01-14-41-6116	\$2.13
40210	COUNTRY FORD-MERCURY (130	Misc. Ford Parts	01-14-41-6116	\$23.02
40241	COUNTRY FORD-MERCURY (130	Misc. Ford Parts	01-14-41-6116	\$39.99
40252	COUNTRY FORD-MERCURY (130	Misc. Ford Parts	01-14-41-6116	\$58.21
40264	COUNTRY FORD-MERCURY (130		01-14-41-6116	(\$83.27)
10/30/2009	EIGHT BALL CAR WASH(20776)	Wash GPWA City Vehicles	01-14-41-6116	\$52.81
353631	GUTHRIE AUTO TRIM(232)	Seat Repairs on Fleet Vehicles	01-14-41-6116	\$100.00
353632	GUTHRIE AUTO TRIM(232)	Seat Repairs on Fleet Vehicles	01-14-41-6116	\$100.00
146915	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$139.70
146938	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$10.71
147001	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$101.12
147128	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$70.24
147175	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$5.02
147200	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$26.78
147205	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$17.76
147213	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$7.80
147221	NAPA (30)		01-14-41-6116	(\$5.49)
147264	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$61.80
147274.	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$35.52
147294	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$8.23
147323	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$15.32
147330	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$14.36
147390	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$55.76
147391	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$119.87
147438	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$5.27
0218-342505	O'REILLY AUTO PARTS (952)	Misc. Automotive Parts	01-14-41-6116	\$44.84

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

Invoice #	Vendor	Description	Account	Cost
0218-34301	O'REILLY AUTO PARTS (952)	Misc. Automotive Parts	01-14-41-6116	\$5.99
0218-343032	O'REILLY AUTO PARTS (952)	Misc. Automotive Parts	01-14-41-6116	\$70.48
0218-343043	O'REILLY AUTO PARTS (952)	Misc. Automotive Parts	01-14-41-6116	\$32.82
0218-343062	O'REILLY AUTO PARTS (952)	Misc. Automotive Parts	01-14-41-6116	\$4.99
0218-343075	O'REILLY AUTO PARTS (952)	Misc. Automotive Parts	01-14-41-6116	\$4.99
0218-343095	O'REILLY AUTO PARTS (952)	Misc. Automotive Parts	01-14-41-6116	\$12.00
0218-343105	O'REILLY AUTO PARTS (952)	Misc. Automotive Parts	01-14-41-6116	\$8.80
0218-343116	O'REILLY AUTO PARTS (952)	Misc. Automotive Parts	01-14-41-6116	\$46.02
0218-343132	O'REILLY AUTO PARTS (952)		01-14-41-6116	(\$4.99)
0218-343534	O'REILLY AUTO PARTS (952)	Misc. Automotive Parts	01-14-41-6116	\$24.72
0218-343547	O'REILLY AUTO PARTS (952)	Misc. Automotive Parts	01-14-41-6116	\$144.84
0218-343723	O'REILLY AUTO PARTS (952)	Misc. Automotive Parts	01-14-41-6116	\$12.99
0218-343741	O'REILLY AUTO PARTS (952)	Misc. Automotive Parts	01-14-41-6116	\$5.98
0218-343778	O'REILLY AUTO PARTS (952)	Misc. Automotive Parts	01-14-41-6116	\$3.99
0218-344001	O'REILLY AUTO PARTS (952)	Misc. Automotive Parts	01-14-41-6116	\$8.99
NP21864259	FLEETCOR TECHNOLOGIES (21	Fleet Fueling Operations	01-14-41-6118	\$11,549.37
D7602	JIM JOHNSON OIL CO. (21480)	Lubricants, Fluids	01-14-41-6118	\$150.00
Total FLEET MAINTENANCE				\$13,920.47
Total FLEET MAINTENANCE				\$14,147.67
170613	HERO247/INVENTORY TRADING	Work Shirst and Light Weight Jackets for Par	01-15-11-6016	\$2,071.50
GUTHRIEPARK	P.M. SHOE'S (22514)	Steel Toe Boots for Park Employees	01-15-11-6110	\$1,089.92
OCT2009202955	BLAIR SIGNS (1749)		01-15-11-6112	\$140.00
01-284274-64	CROSSLAND'S RENTAL(134)	Portable Toilet Rental at Guthrie Lake and Lib	01-15-11-6112	\$73.00
01-284275-63	CROSSLAND'S RENTAL(134)	Portable Toilet Rental at Guthrie Lake and Lib	01-15-11-6112	\$73.00
01-425908-06	CROSSLAND'S RENTAL(134)	Portable Toilet Rental at Guthrie Lake and Lib	01-15-11-6112	\$83.00
16014	DOLESE BROTHERS CO. (153)	Sand for Playgrounds and Cemetery	01-15-11-6112	\$6.42
16202	DOLESE BROTHERS CO. (153)	Sand for Playgrounds and Cemetery	01-15-11-6112	\$7.74
16359	DOLESE BROTHERS CO. (153)	Sand for Playgrounds and Cemetery	01-15-11-6112	\$14.31
2321210	OKLA HOME CENTERS, INC. (20	Building Supplies and Rope for Fencing	01-15-11-6112	\$43.99
2321783	OKLA HOME CENTERS, INC. (20	Building Supplies and Rope for Fencing	01-15-11-6112	\$235.50
2321800	OKLA HOME CENTERS, INC. (20	Building Supplies and Rope for Fencing	01-15-11-6112	\$90.96
2322537	OKLA HOME CENTERS, INC. (20	Building Supplies and Rope for Fencing	01-15-11-6112	\$19.98
2322570	OKLA HOME CENTERS, INC. (20	Building Supplies and Rope for Fencing	01-15-11-6112	\$16.99
2323115	OKLA HOME CENTERS, INC. (20	Building Supplies and Rope for Fencing	01-15-11-6112	\$102.67
2323582	OKLA HOME CENTERS, INC. (20	Building Supplies and Rope for Fencing	01-15-11-6112	\$23.94
2029769	WALMART COMMUNITY BRC(207	Cleaning Supplie	01-15-11-6112	\$75.96
S13610	WALKER TIRES(160)	Tires for ATZ Mowers	01-15-11-6316	\$600.00
S13622	WALKER TIRES(160)	Tires for Truck #107	01-15-11-6316	\$439.36
Total PARKS				\$5,208.24
Total PARKS & PUBLIC GROUNDS				\$5,208.24
Total GENERAL FUND				\$56,631.27
2029658	SAM'S CLUB DIRECT(516)	Coffee Supplies	20-21-00-6114	\$58.61
2029832OCT09	AT&T (569)	Phone Servies Oct. 2009	20-21-00-6301	\$416.76
287017117468x1	AT&T Mobility (22528)	Wireless Internet Card - Oct.-09	20-21-00-6301	\$78.66
3201	FORMS PLUS (185)	Utility Bills	20-21-00-6308	\$807.54
INSM017263	SUMMIT MAILING & SHIPPING S	Maintenance Agreement - Postage Machine	20-21-00-6309	\$290.00
2029465NOV09	USPS - UNITED STATES POSTAL	Post Meter	20-21-00-6309	\$1,055.00
2029464NOV09	TELETOUCH COMMUNICATIONS	Lift Station Tracker Service	20-21-00-6318	\$24.90

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

Invoice #	Vendor	Description	Account	Cost
S0326751K	USA MOBILITY WIRELESS, INC.(Pager Servies for Oct. 2009	20-21-00-6318	\$49.70
SW090382	AT&T GLOBAL SERVICES, INC. (Telephone system maintenance	20-21-00-6347	\$137.47
AMU10'0314	OKLA ONE-CALL SYSTEMS(658)	Membership Fees for 2010	20-21-00-6347	\$200.00
		Total		\$3,118.64
		Total PUBLIC WORKS GENERAL		\$3,118.64
OCT2029685	VALERIE EPPERSON (329)	Mileage Reimbursement for FY 2009 - 2010	20-22-00-6047	\$8.25
OCT2029814	MAXINE PRUITT (1915)	Mileage Reimbursement 2009-2010	20-22-00-6047	\$112.29
		Total		\$120.54
		Total PUBLIC WORKS ADMINISTRATION		\$120.54
161983	ALTIVIA(20798)	Chlorine Gas	20-23-00-6104	\$850.00
SU11275	ACCURATE ENVIRONMENTAL,LL	Lab Supplies	20-23-00-6109	\$302.86
9J02009	ACCURATE ENVIRONMENTAL,LL	Testing	20-23-00-6303	\$145.00
9J04048	ACCURATE ENVIRONMENTAL,LL	Testing	20-23-00-6303	\$145.00
9J07050	ACCURATE ENVIRONMENTAL,LL	Testing	20-23-00-6303	\$300.00
9J21030	ACCURATE ENVIRONMENTAL,LL	Testing	20-23-00-6303	\$100.00
9J21032	ACCURATE ENVIRONMENTAL,LL	Testing	20-23-00-6303	\$1,700.00
134727	EVANS ENTERPRISES, INC. (64	Replaced 2 VFDs at the Water Plant	20-23-00-6317	\$1,610.90
2324358	OKLA HOME CENTERS, INC. (20	Misc. Supplies	20-23-00-6317	\$13.55
2029744	HACH COMPANY(244)	Annual Service Contract for Laboratory Analy	20-23-00-6319	\$4,414.00
		Total		\$9,581.31
		Total WATER PLANT		\$9,581.31
10/07	GHM ENTERPRISES (1097)	Laundry	20-24-00-6016	\$3.60
10/14/	GHM ENTERPRISES (1097)	Laundry	20-24-00-6016	\$3.60
10/21	GHM ENTERPRISES (1097)	Laundry	20-24-00-6016	\$6.60
10/28	GHM ENTERPRISES (1097)	Laundry	20-24-00-6016	\$8.40
9/30	GHM ENTERPRISES (1097)	Laundry	20-24-00-6016	\$10.20
147594	NAPA (30)	6/12/24 Volt Battery Charger	20-24-00-6102	\$509.00
R10120K	BIO-CHEM RESOURCES 22467	Estimated Cost for 100 Pound Drum of BC R	20-24-00-6104	\$805.10
9J08062	ACCURATE ENVIRONMENTAL,LL	Estimated Annual Testing	20-24-00-6109	\$150.00
2029769	WALMART COMMUNITY BRC(207	12V Cyclonic Vac	20-24-00-6114	\$34.88
1451	CJ & SON MACHINE (20840)	Skid for Picking up Fuel Pump	20-24-00-6317	\$425.00
9108626749	GRAINGER, INC.(220)	Scrub Brushes plus Freight	20-24-00-6317	\$96.18
147028	NAPA (30)	Misc. Supplies	20-24-00-6317	\$32.67
147063	NAPA (30)	Misc. Supplies	20-24-00-6317	\$7.80
2233403	OKLA HOME CENTERS, INC. (20	Misc. Supplies	20-24-00-6317	\$19.99
2323537	OKLA HOME CENTERS, INC. (20	Misc. Supplies	20-24-00-6317	\$41.45
2323959	OKLA HOME CENTERS, INC. (20	Misc. Supplies	20-24-00-6317	\$32.94
2324444	OKLA HOME CENTERS, INC. (20	Misc. Supplies	20-24-00-6317	\$13.16
925798	USABLUEBOOK - UTILITY SUPPL	Windsock Replacments, plus Shipping	20-24-00-6317	\$74.37
00037766	BIO-AQUATIC TESTING, INC.(64)	Bio - Mon - August, September and October	20-24-00-6357	\$1,780.00
		Total		\$4,054.94
		Total WASTE WATER TREATMENT PLANT		\$4,054.94
2029769	WALMART COMMUNITY BRC(207	Medical Supplies	20-26-00-6110	\$98.29
2029769	WALMART COMMUNITY BRC(207	Computer Accessories	20-26-00-6311	\$100.66
		Total		\$198.95

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

Invoice #	Vendor	Description	Account	Cost
Total CONVENIENCE CENTER				\$198.95
2029769	WALMART COMMUNITY BRC(207	Dickie Utility Jeans	20-27-00-6016	\$546.00
OE 4519189	D.E.Q.(445)	Charlton House to take the C Water Exam	20-27-00-6048	\$62.00
30874	ROOT-X ROOT CONTROL CORP.	Chemical - Sewer Mains to Kill Tree Roots -0	20-27-00-6104	\$5,443.00
0288064-IN	OKLA CONTRACTORS(240)	Contractors Supplies	20-27-00-6119	\$855.60
189581	EASTON SOD FARM(20496)	Sod for Yard Repairs	20-27-00-6313	\$190.00
10750	J&R EQUIPMENT(21216)	Transporter and Camera Repairs	20-27-00-6317	\$274.63
10764	J&R EQUIPMENT(21216)	Transporter and Camera Repairs	20-27-00-6317	\$572.34
10804	J&R EQUIPMENT(21216)	Transporter and Camera Repairs	20-27-00-6317	\$793.49
Total				\$8,737.06
Total LINE MAINTENANCE				\$8,737.06
0288063-IN	OKLA CONTRACTORS(240)	5/8" x 3/4" Hersey Meter #VOG0201	20-28-00-6129	\$1,680.00
Total				\$1,680.00
Total METER DEPARTMENT				\$1,680.00
Total GPWA OPERATING FUND				\$27,491.44
APPLICATION #	WADES CONSTRUCTION 22431	Centennial Sidewalk Project FAP No. STP-14	44-44-00-6548	\$67,891.71
Total				\$67,891.71
Total GUTHRIE CENTENNIAL				\$67,891.71
Total GUTHRIE CENTENNIAL FUND				\$67,891.71
Application #5	DAVENPORT CONSTRUCTION (2	Cottonwood Intake Structure, Sec. E, 2009-2	50-50-00-6373	\$39,052.60
Application 10	HCCCo, LLC. 22368	Guthrie Water Treatment Plant - Sec. A 2009	50-50-00-6373	\$1,142,815.32
1946	METCO(21272)	Construction Testing - New Water Treatment	50-50-00-6373	\$6,866.60
27050(09)20296	MYERS ENGINEERING CORPOR	Inspection Services - Water Supply Treatmen	50-50-00-6373	\$10,640.00
Total				\$1,199,374.52
Total WATER TREATMENT PLANT IMPROVEMENT				\$1,199,374.52
Total WATER TREATMENT PLANT FUND				\$1,199,374.52
CNIN061877BMI	BMI SYSTEMS, INC. (664)	Copy Machine Lease for 6 copiers	54-54-02-6705	\$308.00
CNIN062143BMI	BMI SYSTEMS, INC. (664)	Copy Machine Lease for 6 copiers	54-54-02-6705	\$583.01
Total ADMINISTRATION				\$891.01
4256	R E C ENTERPRISES (21487)	Year Mainteance Agreement starting January	54-54-07-6514	\$1,700.00
Total POLICE DEPARTMENT				\$1,700.00
Total FACILITIES				\$2,591.01
2029467NOV09+	OKLA STATE BANK (22069)	Four - 2009 Dodge Chargers (Police Vehicles	54-56-07-6707	\$3,232.30
Total POLICE DEPARTMENT				\$3,232.30
2029470NOV09	OKLA STATE BANK (22069)	10 Wheel Dump Truck with Attachments	54-56-12-6708	\$2,031.00
Total STREET DEPARTMENT				\$2,031.00
2029469NOV09	OKLA STATE BANK (22069)	3 New Chevrolet Truck Silverado	54-56-23-6711	\$715.00
Total PURCHASING/ACCOUNTS PAYABLE				\$715.00
2029469NOV09	OKLA STATE BANK (22069)	3 New Chevrolet Truck Silverado	54-56-27-6708	\$835.00
2029469NOV09	OKLA STATE BANK (22069)	3 New Chevrolet Truck Silverado	54-56-27-6711	\$634.00
Total LINE MAINTENANCE				\$1,469.00

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

Invoice #	Vendor	Description	Account	Cost
Total VEHICLES & EQUIPMENT				\$7,447.30
Total CAPITAL PROJECTS				\$10,038.31
02-020770-002 R	MISCELLANEOUS		71-00-00-5555	\$43.49
07-070540-003 R	MISCELLANEOUS		71-00-00-5555	\$52.12
13-131870-003 R	MISCELLANEOUS		71-00-00-5555	\$33.26
99-999950-002 R	MISCELLANEOUS		71-00-00-5555	\$27.52
Total				\$156.39
Total				\$156.39
Total UTILITY DEPOSIT FUND				\$156.39
2029769	WALMART COMMUNITY BRC(207	Computer Supplies	98-98-00-6101	\$46.32
2029658	SAM'S CLUB DIRECT(516)	Water Supplies	98-98-00-6110	\$14.88
2029769	WALMART COMMUNITY BRC(207	Cutter	98-98-00-6110	\$10.00
2029742	BOWMAN'S WRECKER SERVICE	Had to Pull Tractor out of the Mud at Guthrie	98-98-00-6112	\$200.00
55169181	D.E.Q.(436)	General Storm Water Permit Annual Fees	98-98-00-6112	\$328.13
2029787	USDA-APHIS-WILDLIFE SERVICE	Wildlife Contract Renewal (10/1/2009 to 4/30/	98-98-00-6112	\$3,000.00
GOK-10694	BLUE GLOBES (21214)	Socket Lamp Quarts for GERA Airport plus S	98-98-00-6315	\$66.76
147752	NAPA (30)	Gear Case Lube for Tractor	98-98-00-6316	\$42.07
2029835	CITY OF EDMOND (21508)	City of Guthrie - Half Payment for the John D	98-98-00-6595	\$12,355.92
Total				\$16,064.08
Total AIRPORT FUND				\$16,064.08
Total AIRPORT FUND				\$16,064.08
2029462NOV09	LOGAN CO. ECON. DEV. COUNC	LCEDC Excel Jet Loan	99-99-00-6704	\$2,786.37
2029461NOV09	BANCFIRST(884)	Excel Jet Loan	99-99-00-6705	\$2,063.00
Total				\$4,849.37
Total GUTHRIE INDUSTRIAL DEVLEOPMENT				\$4,849.37
Total GUTHRIE INDUSTRIAL DEVELOPMENT				\$4,849.37
Total All Funds				\$1,382,497.09

City of Guthrie
A/P Claims List
 from 10/30/2009 to 10/30/2009

Invoice #	Vendor	Description	Account	Cost
100709	AETNA HEALTHCARE (22050)	HMO	01-00-00-2031	\$81.06
102009	AETNA HEALTHCARE (22050)	AETNA-HMO	01-00-00-2031	\$81.06
100709	AETNA HEALTHCARE (22051)	PPO	01-00-00-2031	\$590.80
102009	AETNA HEALTHCARE (22051)	AETNA-PPO	01-00-00-2031	\$590.80
100709	AETNA HEALTHCARE (22050)	HMO	01-00-00-2032	\$3,893.46
102009	AETNA HEALTHCARE (22050)	AETNA-HMO	01-00-00-2032	\$15,606.39
100709	AETNA HEALTHCARE (22051)		01-00-00-2032	\$12,582.36
100709	AETNA DENTAL (22490)	DENTAL	01-00-00-2033	\$1,107.36
102009	AETNA DENTAL (22490)	AETNA DENTAL	01-00-00-2033	\$974.28
100709	AETNA DENTAL (22490)	DENTAL	01-00-00-2034	\$487.96
102009	AETNA DENTAL (22490)	AETNA DENTAL	01-00-00-2034	\$487.96
		Total		\$36,483.49
		Total		\$36,483.49
		Total GENERAL FUND		\$36,483.49
100709	AETNA HEALTHCARE (22051)	PPO	20-00-00-2031	\$23.90
102009	AETNA HEALTHCARE (22051)	AETNA-PPO	20-00-00-2031	\$23.90
100709	AETNA HEALTHCARE (22050)	HMO	20-00-00-2032	\$2,996.75
102009	AETNA HEALTHCARE (22050)	AETNA-HMO	20-00-00-2032	\$2,996.75
100709	AETNA DENTAL (22490)	DENTAL	20-00-00-2033	\$180.03
102009	AETNA DENTAL (22490)	AETNA DENTAL	20-00-00-2033	\$180.03
100709	AETNA DENTAL (22490)	DENTAL	20-00-00-2034	\$66.54
102009	AETNA DENTAL (22490)	AETNA DENTAL	20-00-00-2034	\$66.54
		Total		\$6,534.44
		Total		\$6,534.44
		Total GPWA OPERATING FUND		\$6,534.44
100709	AETNA HEALTHCARE (22050)	HMO	98-00-00-2032	\$355.43
102009	AETNA HEALTHCARE (22050)	AETNA-HMO	98-00-00-2032	\$355.43
100709	AETNA DENTAL (22490)	DENTAL	98-00-00-2033	\$21.18
102009	AETNA DENTAL (22490)	AETNA DENTAL	98-00-00-2033	\$21.18
100709	AETNA DENTAL (22490)	DENTAL	98-00-00-2034	\$22.18
102009	AETNA DENTAL (22490)	AETNA DENTAL	98-00-00-2034	\$22.18
		Total		\$797.58
		Total		\$797.58
		Total AIRPORT FUND		\$797.58
		Total All Funds		\$43,815.51

EARLY PAY

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

Invoice #	Vendor	Description	Account	Cost
2029560	OCT200 C.L.E.E.T.(125)	Municipal Court Collection for CLEET Assess	01-00-00-2012	\$997.04
2029568	OCT200 O.S.B.I. (820)	MUNICIPAL COURT COLLECTION FOR OS	01-00-00-2012	\$517.75
2029568	Oct2009 O.S.B.I. (820)	MUNICIPAL COURT COLLECTION FOR OS	01-00-00-2012	\$549.04
2029724	oct2009 DIANA EDWARDS MOORMAN 22	Refund Animal Bond Adoption No. 0964	01-00-00-2017	\$25.00
2029749	oct2009 TRACY LANGSTON 22521	Refund Animal Bond Adoption No. 0925	01-00-00-2017	\$25.00
		Total		\$2,113.83
		Total		\$2,113.83
012950.	RURAL WATER DISTRICT #1(206	Water service for 3512 S Coltrane and Mitcha	01-15-11-6112	\$11.70
012951.	RURAL WATER DISTRICT #1(206	Water service for 3512 S Coltrane and Mitcha	01-15-11-6112	\$11.70
012952.	RURAL WATER DISTRICT #1(206	Water service for 3512 S Coltrane and Mitcha	01-15-11-6112	\$36.00
		Total PARKS		\$59.40
		Total PARKS & PUBLIC GROUNDS		\$59.40
		Total GENERAL FUND		\$2,173.23
2029801	oct2009 GUTHRIE HOUSING AUTHORITY	Overpayment on Utility Bill at 1500 East Sprin	20-00-00-5480	\$3,231.32
2029750	oct2009 JUANITA BROOKS 22522	Overpayment on Final Utility Bill at 918 Pineb	20-00-00-5480	\$40.38
		Total		\$3,271.70
		Total		\$3,271.70
inism016373	SUMMIT MAILING & SHIPPING S	Postage Machine - Full Tape and Freight	20-21-00-6309	\$28.95
		Total		\$28.95
		Total PUBLIC WORKS GENERAL		\$28.95
2029747	Oct2009 BURRELL INC.(21286)	Contractor Meter Reading 2009-2010	20-28-00-6054	\$2,649.87
		Total		\$2,649.87
		Total METER DEPARTMENT		\$2,649.87
		Total GPWA OPERATING FUND		\$5,950.52
01-011341-007 R	MISCELLANEOUS		71-00-00-5555	\$193.71
02-021035-003 R	MISCELLANEOUS		71-00-00-5555	\$3.51
03-031920-001 R	MISCELLANEOUS		71-00-00-5555	\$75.00
06-061030-004 R	MISCELLANEOUS		71-00-00-5555	\$15.45
07-070330-005 R	MISCELLANEOUS		71-00-00-5555	\$24.66
07-071042-008 R	MISCELLANEOUS		71-00-00-5555	\$5.80
09-093241-015 R	MISCELLANEOUS		71-00-00-5555	\$7.81
10-101960-006 R	MISCELLANEOUS		71-00-00-5555	\$38.52
12-123080-003 R	MISCELLANEOUS		71-00-00-5555	\$97.82
13-130750-008 R	MISCELLANEOUS		71-00-00-5555	\$54.59
13-130810-003 R	MISCELLANEOUS		71-00-00-5555	\$56.13
99-991300-002 R	MISCELLANEOUS		71-00-00-5555	\$11.68
		Total		\$584.68
		Total		\$584.68
		Total UTILITY DEPOSIT FUND		\$584.68
		Total All Funds		\$8,708.43

EARLY PAY

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Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
<input type="checkbox"/> City Council	November 17, 2009	Maxine Pruitt, M.S.
<input checked="" type="checkbox"/> GPWA		Director
<input type="checkbox"/> Other: _____		

Agenda Item

Consider approval of Bid No. 2009-16 for Water/Wastewater Treatment Chemicals to the lowest and best bidders.

Summary

Bids were received from four (4) vendors in response to the solicitation for water/wastewater treatment chemicals. The recommendation from staff is that the award of the bid is to the lowest and the best bid, which is as follows:

<u>CHEMICAL</u>	<u>VENDER</u>	<u>AMOUNT</u>
Sodium Fluorosilicate (Fluoride)-----	Southwest Chemicals ----	\$29.00/f0 lb. Bag
Chlorine Gas -----	Altivia -----	\$825.00/Ton
Aqueous Sodium Bisulfate -----	Southwest Chemicals ----	\$0.275/lb.
Liquid Polymer -----	Mid-Amer. Hydro-Tech---	\$0.72/lb.
Liquid Ammonium Sulfate -----	Southwest Chemicals ----	\$0.1495/lb.
Sodium Chlorite -----	Southwest Chemicals ----	\$069/lb.

Funding Expected	<input type="checkbox"/> Revenue	<input checked="" 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	20-23-00-6104	Amount	\$143,000
	20-24-00-6104		\$ 5,000
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

Recommendation

Staff recommends approval.

Action Needed Public Hearing Motion Emergency Clause

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Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
<input type="checkbox"/> City Council	November 17, 2009	Wanda Calvert
<input checked="" type="checkbox"/> GPWA		City Clerk/Treasurer
<input type="checkbox"/> Other: _____		

Agenda Item

Consider approval of Resolution No. 2009-21 authorizing the Guthrie Public Works Authority to utilize Authority funds to optionally redeem the outstanding amount of (1) its Utility System Revenue Bonds, Refunding Series 2001 originally issued in the aggregate principal amount of \$2,750,000, and (2) its Refunding Revenue Bonds Series 2002 originally issued in the aggregate principal amount of \$5,345,000; authorizing the execution and delivery of a Refunding Escrow Agreement; and containing other provisions relating thereto.

Summary

On September 8, 2008, the registered, qualified voters of the City of Guthrie authorized the use of an amount not to exceed \$3,900,000 of the Guthrie-Oklahoma City Waterline Fund to pay off the Utility System Revenue Bonds, Refunding Series 2001 and the Refunding Revenue Bonds Series 2002. The proposed Resolution is directing the disbursement of funds to utilize \$3,609,539.02 from the Guthrie-Oklahoma City Waterline Fund, which amount when combined with account balances pertaining to the Bonds, will provide the sum of \$5,189,451.17, which sum will be deposited with the Bank of New York Mellon Trust Company as trustee in connection with the Bonds. The referenced deposit with the Trustee shall be utilized to redeem the 2001 Bonds on January 4, 2010 and to fund an escrow to pay principal, interest and redemption premium with respect to the 2002 Bonds on September 1, 2010.

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 type="checkbox"/> N/A	<input checked="" type="checkbox"/> Required	Completed Date: <u>11-13-2009</u>
Mayor's Appt.	<input type="checkbox"/>	<input checked="" type="checkbox"/> No	

Supporting documents attached

- Resolution No. 2009-21

Recommendation

Staff recommends approval.

Action Needed Public Hearing Motion Emergency Clause

RESOLUTION NO. 2009-21

A RESOLUTION AUTHORIZING THE GUTHRIE PUBLIC WORKS AUTHORITY TO UTILIZE AUTHORITY FUNDS TO OPTIONALLY REDEEM THE OUTSTANDING AMOUNT OF (I) ITS UTILITY SYSTEM REVENUE BONDS, REFUNDING SERIES 2001 ORIGINALLY ISSUED IN THE AGGREGATE PRINCIPAL AMOUNT OF \$2,750,000, AND (II) ITS REFUNDING REVENUE BONDS SERIES 2002 ORIGINALLY ISSUED IN THE AGGREGATE PRINCIPAL AMOUNT OF \$5,345,000 (COLLECTIVELY, THE "BONDS"); AUTHORIZING THE EXECUTION AND DELIVERY OF A REFUNDING ESCROW AGREEMENT; AND CONTAINING OTHER PROVISIONS RELATING THERETO.

WHEREAS, The Guthrie Public Works Authority (the "Authority") heretofore issued (i) its Utility System Revenue Bonds, Refunding Series 2001 in the original aggregate principal amount of \$2,750,000.00 (the "2001 Bonds"), and (ii) its Refunding Revenue Bonds Series 2002 in the original aggregate principal amount of \$5,345,000.00 (the "2002 Bonds") (the 2001 Bonds and the 2002 Bonds shall be referred to collectively as the "Bonds"); and

WHEREAS, the Authority desires to optionally redeem the Bonds; and

WHEREAS, the registered, qualified voters of the City of Guthrie, Oklahoma (the "City") voting at an election held in the City on September 8, 2009 authorized the use of an amount not to exceed \$3,900,000 of the Guthrie-Oklahoma City Waterline Fund to pay off the Bonds; and

WHEREAS, the Authority desires to utilize \$3,609,539.02 from the Guthrie-Oklahoma City Waterline Fund, which amount when combined with account balances pertaining to the Bonds, will provide the sum of \$5,189,451.17, which sum will be deposited with The Bank of New York Mellon Trust Company, N.A., Tulsa, Oklahoma, as trustee (the "Trustee") in connection with the Bonds; and

WHEREAS, the above referenced deposit with the Trustee shall be utilized (i) to optionally redeem the 2001 Bonds at a price of par on January 4, 2010 and (ii) to fund an escrow with the Trustee pursuant to a Refunding Escrow Agreement by and between the Authority and the Trustee (the "Refunding Escrow Agreement"), which escrow will be utilized to pay principal, interest, and redemption premium with respect to the 2002 Bonds to September 1, 2010 when the 2002 Bonds will be called for optional redemption at a price of 101% of par amount.

NOW, THEREFORE, BE IT RESOLVED BY THE TRUSTEES OF THE GUTHRIE PUBLIC WORKS AUTHORITY:

SECTION 1. OPTIONAL REDEMPTION AUTHORIZED. The Authority is authorized to optionally redeem its 2001 Bonds on January 4, 2010 at a price of par. The Authority is further authorized to optionally redeem its 2002 Bonds on September 1, 2010 at a price of 101% of the principal amount thereof. The Authority, pursuant to this Resolution, hereby directs the disbursement of funds of the Authority in the amount of \$3,609,539.02 from the Guthrie-Oklahoma City Waterline Fund, which amount when combined with account balances pertaining to the Bonds, will provide the sum of \$5,189,451.17, which sum will be deposited with the Trustee and which sum is sufficient to pay principal, accrued interest, and call premium, if any, on the Bonds through the above referenced redemption dates. This Resolution is direction to the Trustee (as successor trustee bank to Bank One Trust Company, N.A.) to optionally redeem the Bonds on the dates set forth above pursuant to the terms of The Guthrie Public Works Authority Series 1990 Refunding Revenue Bond Indenture, dated March 15, 1990 (the "General Bond Indenture"), as supplemented and amended by the Second Supplemental Bond Indenture dated as of August 1, 2001 (the "Second Supplemental Bond Indenture"), and the Series 2002 Revenue Bond Indenture dated as of March 1, 2002 (the "Series 2002 Revenue Bond Indenture"). The Trustee is further directed to cause notice of said optional redemption to be provided to the holders of the Bonds in accordance with the applicable provisions of the above referenced General Bond Indenture, the Second Supplemental Bond Indenture, and the Series 2002 Revenue Bond Indenture.

SECTION 2. EXECUTION OF NECESSARY DOCUMENTS. The Chairman or Vice-Chairman and Secretary or Assistant Secretary of the Authority are hereby authorized and directed on behalf of the Authority to execute and deliver the Refunding Escrow Agreement and all necessary documentation and closing and delivery papers required by Bond Counsel; and to consummate the transaction contemplated hereby.

[Remainder of Page Intentionally Left Blank]

PASSED AND APPROVED THIS 17TH DAY OF NOVEMBER, 2009.

THE GUTHRIE PUBLIC WORKS AUTHORITY

(SEAL)

By: _____
Chairman

ATTEST:

By: _____
Secretary

CERTIFICATE
OF
AUTHORITY ACTION

I, the undersigned, hereby certify that I am the duly and acting Secretary of The Guthrie Public Works Authority.

I further certify that the Trustees of The Guthrie Public Works Authority held a Regular Meeting at 7:00 p.m. on November 17, 2009, after due notice was given in full compliance with the Oklahoma Open Meeting Act.

I further certify that attached hereto is a full and complete copy of a Resolution that was passed and approved by said Trustees at said meeting as the same appears in the official records of my office and that said Resolution is currently in effect and has not been repealed or amended as of this date.

I further certify that below is listed those Trustees present and absent at said meeting; those making and seconding the motion that said Resolution be passed and approved, and those voting for and against such motion:

PRESENT:

ABSENT:

MOTION MADE BY:

MOTION SECONDED BY:

AYE:

NAY:

WITNESS MY HAND THIS 17TH DAY OF NOVEMBER, 2009.

THE GUTHRIE PUBLIC WORKS
AUTHORITY

Secretary of Authority

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Agenda Item Cover Letter

Meeting: [X] City Council, [X] GPWA, [] Other:
Date of Meeting: November 17, 2009
Contact: Jim Ahlgren

Agenda Item

Consider approval of accepting the Oklahoma Department of Commerce, State Energy Office (SEO) Grant for the purposes of installing a wind turbine to utilize wind energy to provide electric power to the Waste Water Treatment Plant in the amount of \$725,000.

Summary

On April 7, 2009 City staff requested Council for funds in the amount of \$1,000 for a feasibility study to determine the possibility of placing a wind turbine at the City's Waste Water Treatment Plant for electrical energy. The study was completed and utilized in the grant application sent to the Oklahoma State Energy Office on April 27, 2009.

November 6, 2009 the Oklahoma Department of Commerce notified the City the project is recommended for approval for funding under the State Energy Program American Recovering and Reinvestment Act (SEP ARRA) program. The grant is 100% funded, no City match.

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

Supporting documents attached

- E-mail notification

Recommendation

Staff recommends approval.

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

From: [Sullivan, Carolyn](#)
To: jahlgren@cityofguthire.com; mfletcher@stilwell.k12.ok.us; vhopkins@stilwell.k12.ok.us; steve@chisholmtrailexpo.com; wcco@sbcglobal.net; dsmith@carterchev.biz; dhaverkamp@cityofowasso.com;
cc: [McLaughlin, Kathy](#); [McNabb, Kylah](#); [Clark, Vaughn](#); [Harding-Hill, Rhonda](#);
Subject: Need Additional Information Please
Date: Friday, November 06, 2009 3:09:06 PM
Attachments: [Oklahoma Comments 11052009.doc](#)
[Waste Stream Plan Example.doc](#)
[Round 2 List of Projects.xls](#)

To Recommended Applicants:

Last week, the Oklahoma Department of Commerce submitted to the U.S. Department of Energy (DOE) recommended approval for funding of your project under the State Energy Program American Recovering and Reinvestment Act (SEP ARRA) Program. We request your assistance in providing additional information. Commerce will forward responses to DOE with the exception of the NEPA form which you will complete online (if required).

Your response to questions specific to your project in the document titled "Oklahoma Comments" (document attached)

Several projects require completion of NEPA form – instructions for that are below.

Please note that all projects will need to address National Historical Preservation Act (NHPA) and Waste Stream Management (DOE is asking for commitment to comply at this time).

National Environmental Policy Act (NEPA)

Project Title: Input your entity name (as submitted in SEP ARRA application)
DOE Project Officer: Select – Alderson, Barbara from drop down list
St: OK (select from drop down list)
Organization Name: State of Oklahoma
Subcontract Number: DE-EE0000133
DOE Solicitation Number: DE-FOA-0000052

NEPA

All Projects receiving financial assistance from DOE must be reviewed under the National Environmental Policy Act (NEPA) of 1969 – 42 U.S.C. Section 4321 et seq. The first step in DOE's NEPA review process requires financial assistance recipients to submit information to DOE

regarding the potential environmental impacts of the project receiving DOE funds. Applicants must complete the Environmental Checklist (DOE PMC EF-1) on-line at the following site: <https://www.eere-pmc.energy.gov/NEPA.asp>

Waste Stream Conditions

[State] shall obtain a waste management plan addressing waste generated by each proposed Project prior to funding the Project. This waste management plan will describe the plan to dispose of any sanitary or hazardous waste (e.g., construction and demolition debris, old light bulbs, lead ballasts, lead paint, piping, roofing material, discarded equipment, debris, and asbestos) generated as a result of the proposed Project. [State] shall make the waste management plan and related documentation available to DOE on DOE's request (for example, during a post-award audit). [State] shall ensure that the Project complies with all Federal, state and local regulations for waste disposal.

NHPA Conditions

[State] and/or other Project proponent shall comply with Section 106 of the National Historic Preservation Act (NHPA). If applicable, the [State] or Project proponent shall contact the State Historic Preservation Officer (SHPO) and the Tribal Historic Preservation Officer (THPO). [State] shall retain sufficient documentation, from the Project proponent or other sources, to demonstrate that the State and/or Project proponent have received required approval(s) from the SHPO or THPO. The State shall deem compliance with Section 106 of the NHPA complete only after it has this documentation. [State] shall make this documentation available to DOE on DOE's request (for example, during a post-award audit).

Please let us know if you have any questions.

Thank you.

Carolyn Sullivan
*Energy Program
Manager*

Oklahoma Department of Commerce
900 N. Stiles Ave.
Oklahoma City, OK 73104-3234

Phone: (405) 815-5347

E-mail: carolyn_sullivan@okcommerce.gov

E-Fax: (405) 605-2847

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MINUTES

CITY COUNCIL MEETING

Workshop

October 29, 2009

The special meeting of the sixtieth City Council of Guthrie, Oklahoma, was posted on Friday, October 23, 2009 and held October 29, 2009 in the Guthrie City Hall Council Chambers.

Mayor Chuck Burtcher called the meeting to order at 6:30 p.m.

Members Present: Chuck Burtcher Trey Ayers Ellen Gomes
 John Wood Patty Hazlewood Mary Coffin

Members Absent: Gaylord Z. Thomas

Staff Present: Wanda Calvert Randel Shadid Rene Spineto
 Maxine Pruitt Damon Devereaux Jim Hanke

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

Discussion of Design Guidelines for new Residential and Commercial Construction.

Community Development and Planning Director Rene Spineto explained the Design Guidelines for new Residential and Commercial Construction. She informed the Guthrie Planning Commission approved unanimously the guidelines presented and explained how the guidelines were created for the City of Guthrie. The City of Guthrie Building Design Standards is a policy document and an implementation tool developed to provide design guidance for private and public projects undertaken in the City. The ultimate goal for this document is to promote the improved aesthetic and functional quality of the community as a whole. The document applies to all areas of the City and supports the implementation of community-wide goals which are outlined in the City of Guthrie's Comprehensive Plan. The purpose of these standards is to ensure that the function, quality, and appearance of proposed structures are compatible when considered in the context of the surrounding area and the total architectural theme of the City of Guthrie. How the architecture related to other site design considerations and elements will be considered as part of design review. Building character is extremely important in areas developed with a distinct architectural character, or for areas of established or redeveloping uses. No action was taken.

Discussion on a Special Event Permit. The proposed ordinance revises Chapter 2, creating a new Article 5; Special Event Permit for the sale of intoxicating beverages. A Special Event Permit may be issued to an organization, association, or nonprofit corporation, organized for political, fraternal, charitable, religious or social purposes. The holder of the Special Event Permit is authorized to sell and distribute intoxicating beverages and low-point beer for consumption on the premises for which the license is issued for a temporary period. Prior to

applying for a Special Event Permit, the applicant must first receive a Special Event License from the Oklahoma ABLE Commission, the State regulatory agency which oversees the sale of intoxicating beverages. The City of Guthrie Special Event Permit will allow an association, organization or non-profit corporation to use their State of Oklahoma issued Special Event Permit within the city limits of Guthrie. Without this City ordinance, the State issued license would not be recognized. Recent festival organizers have requested the City adopt this enabling ordinance to simplify the process for allowing the sale of beverages during City-sanctioned events. The State of Oklahoma does not allow a municipality to charge more than the ABLE Commission charges for a Special Event License. Therefore, the cost for a City of Guthrie issued Permit will be the same as the ABLE Commission issued License, which is \$55 for an annual permit. The annual Special Event Permit shall be valid for a period of one calendar year and shall authorize the holder to hold up to four events over a period of one year, not to exceed two such events in any three-month period. Each event can be for one day or up to fourteen consecutive days. The designated area of the Special Event Permit must be within an enclosed structure. No action was taken.

Discussion on revisions to Beer Gardens Permit. No action was taken. Staff will present at a later time.

Adjournment. There being no further business, Mayor Burtcher declared the meeting adjourned at 8:00 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Mayor

MINUTES

CITY COUNCIL MEETING

Finance Committee

November 3, 2009

The special meeting of the sixtieth City Council of Guthrie, Oklahoma, was posted on Friday, October 30, 2009 and held November 3, 2009 in the Guthrie City Hall Council Chambers.

Finance Committee Chairman Trey Ayers called the meeting to order at 6:00 p.m.

Finance Members Present: Trey Ayers Mary Coffin

Finance Members Absent: Ellen Gomes

Councilmembers Present: Chuck Burtcher John Wood Gaylord Z. Thomas
 Patty Hazlewood

Staff Present: Wanda Calvert Rene Spineto Lester Branch
 Jim Ahlgren

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

Discussion and consider recommendation to City Council on establishing an Ambulance Subscription Fee. Fire Chief Lester Branch presented the Finance Committee his research on establishing an Ambulance Subscription Fee. Staff presented different fees ranging from \$3.65 to \$5.50 for projected revenue from \$144,540 to \$217,800 at full participation and projected revenue with 75% participation ranging from \$108,405 to \$163,350. The potential yearly ambulance subscription fee per family at the different proposed fee ranges from \$43.80 to \$66.00. Staff proposed the fee be established at \$4.50 per month or an annual fee of \$54. The proposed Ambulance Subscription Fee would be included with the Utility Bills with option to opt-out of the program. Finance Committee Member suggested a survey be completed to better determine the opt-out rate.

Finance Committee Member Gomes present at 6:30 p.m.

Discussion and consider recommendation to City Council on waiving the Highland Hall Rental Fee for the Highland Park Neighborhood Association. The Highland Park community organized the Highland Park Neighborhood Association on September 31, 2009. The boundaries are: north to College Street, south to Noble Avenue, east to Pine Street, west to Walnut Street and includes 135 homes. The Highland Park Neighborhood Association has adopted Highland Park as their project and is working with Verdell Smith, Superintendent of Parks & Public Grounds, to improve and beautify the park. They have raised funds and are

currently painting and landscaping the front entrance to Highland Park. They hope to raise funds for improvements to the pavilions and other structures including restoration of the 89' er wagon. They have requested a fee waiver for Highland Hall to hold their quarterly neighborhood meetings at Highland Hall. Association Board meetings are held in the board members homes; however, the general membership meetings require a larger facility. The Highland Hall Rental Fee for the hours requested is \$45 for each meeting or \$180 per year. Motion by Finance Committee Member Coffin, seconded by Finance Committee Member Gomes, moved approval to recommend to City Council to waive the Highland Hall Rental Fee for the Highland Park Neighborhood Association quarterly meetings in lieu of \$200 of park improvements, receipts showing said expenditures. A roll call vote was taken.

Aye: Ayers, Coffin, Gomes

Nay: None

Finance Committee Chairman declared the motion carried unanimously.

Discussion and consider recommendation to City Council on amending the Highland Hall and Mineral Wells Park Pavilion Fees. Highland Hall Rental Fees were revised on August 5, 1997 and the rental fees range from \$30 to \$75 (depending on the number of hours), along with an inspection fee of \$15 and a refundable cleaning/key deposit of \$100. The last two fiscal years Highland Hall Rental Fees have averaged approximately \$3,200. Mineral Wells Pavilion Rental Fees were established on June 3, 2003 and the rental fees are \$35 up to six hours and \$70 six hour and over. The last two fiscal years Mineral Wells Pavilion Rental Fees have averaged approximately \$550, but the pavilion was damaged in the 2008 flood. Mineral Wells Pavilion is requiring additional staff time in the preparation for the events being held (moving tables, cleaning between events, etc.). Finance Committee requested additional information from staff to provide services to both facilities, costs verses revenue. No action was taken.

Discussion and consider recommendation to City Council on amending the Lease of Facility for Logan County Aging Services (SODEXO) regarding the utility and rental. Logan County Aging Services is losing approximately \$60,000 in revenue the remainder of this fiscal year due to budget cuts. This translates into 8,500 plus meals and services to the most vulnerable citizens of Logan County. The nutrition program serves 250 meals to these citizens daily and in many cases, the meal and human contact is the only interaction the seniors receive for the entire day. As it stands now, many of the elderly are going to go hungry and risk health and lose their independence. Logan County Aging Service/Sodexo is requesting the City of Guthrie's assistance in helping to alleviate this situation by providing a reduced rent and/or utilities. The Logan County Aging Services/Sodexo pays to the City the sum of \$400 per month rent and \$350 per month in utilities. Staff has completed an analysis on the utilities and Logan County Aging/Sodexo is paying approximately half of the utilities. Motion by Finance Committee Member Coffin, seconded by Finance Committee Gomes, moved approval to recommend to City Council to continue the Lease for half of the utility bills but reducing the monthly rental rate from \$400 to \$1 through the Lease period (June 30, 2010) or until funding is restored. A roll call vote was taken.

Aye: Ayers, Coffin, Gomes

Nay: None

Finance Committee Chairman Ayers declared the motion carried unanimously.

Adjournment. There being no further business, Finance Committee Chairman Ayers declared the meeting adjourned at 6:55 p.m.

Wanda Calvert, City Clerk

Trey Ayers, Chairman

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MINUTES

CITY COUNCIL MEETING

November 3, 2009

The regular meeting of the sixtieth City Council of Guthrie, Oklahoma, was posted on Friday, October 30, 2009 and held November 3, 2009 in the Guthrie City Hall Council Chambers.

Mayor Chuck Burtcher called the meeting to order at 7:19 p.m.

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

Members Absent: None

Staff Present:	Wanda Calvert	Randel Shadid	Kim Biggs
	Maxine Pruitt	Lance Crenshaw	Jim Ahlgren
	Rene Spineto	Aaron Barth	Damon Devereaux

Mayor Burtcher declared a quorum with all (7) Councilmembers in attendance.

Consent Agenda: Consent Agenda B, Consider approval of Claims, and Consent Agenda G, Consider approval of Agreement with Guthrie Chamber of Commerce, were removed for further discussion. Motion by Vice Mayor Ayers, seconded by Councilmember Thomas, moved approval of the Consent Agenda as follows:

- A. Consider approval of the minutes from the Regular City Council Meeting held on October 20, 2009.
- C. Consider approval of appointing Christopher Foote to the Guthrie Transportation Authority to fill the unexpired term of John Wood (expires January 2010).
- D. Consider approval of re-appointing Janet Walker to the Guthrie Housing Authority Board of Commissioners to serve a term expiring August 2012.
- E. Consider approval of Budget Amendment No. 10 for Fiscal Year 2009 Year End.
- F. Consider approval of Performance Agreement with Sue DuCharme of Neighborhood Solutions.
- H. Consider approval of granting utility easement to OG&E for service to the Water Treatment Plant.

- I. Consider approval of Change Order No. 2 for Section E, Cottonwood Intake Structure, Water Systems Improvements, increasing the contract amount by \$52,478 for items #2, #3, #4, #5, and #6 and increasing the number of days due to waiting time for equipment.

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

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

Mayor Burtcher declared the motion carried unanimously.

Councilmember Coffin temporarily left the Council Chambers at 7:22 p.m. due to conflict of interest on the next agenda items.

Consent Agenda B & G. Motion by Vice Mayor Ayers, seconded by Councilmember Thomas, moved approval of Consent Agenda B and G as follows:

B. Approval of claims:

General Fund:	Regular Claims	\$ 43,254.86
Hotel/Motel Tax Fund:	Regular Claims	\$ 17,409.08
Capital Projects Fund:	Regular Claims	\$156,086.04
Airport Fund:	Regular Claims	\$ 1,242.91
GIDA Fund:	Regular Claims	\$ <u>1,041.67</u>
TOTAL CLAIMS:		\$219,034.56

- G. Approval of Agreement between City of Guthrie and Guthrie Chamber of Commerce for the purpose of encouraging, promoting and fostering tourism in the City of Guthrie to be funded by the Hotel/Motel Tax receipts.

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

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

Mayor Burtcher declared the motion carried unanimously.

Councilmember Coffin returned to the Council Chambers at 7:23 p.m.

Consider approval of adopting Ordinance No. 3205, creating Chapter 2, Article 5 of the Guthrie Code of Ordinances, establishing a Special Event Permit. The proposed Ordinance revises Chapter 2 of the Guthrie Code of Ordinances, creating a new Article 5; Special Event Permit for the sale of intoxicating beverages. A Special Event Permit may be issued to an organization, association, or nonprofit corporation, organized for political, fraternal, charitable, religious or social purposes. The holder of the Special Event Permit is

authorized to sell and distribute intoxicating beverages and low-point beer for consumption on the premises for which the license is issued for a temporary period. The annual Special Event Permit shall be valid for a period of one calendar year and shall authorize the holder to hold up to four events over a period of one year, not to exceed two such events in any three-month period. Each event can be for one day or up to fourteen consecutive days. Motion by Vice Mayor Ayers, seconded by Councilmember Thomas, moved approval of adopting Ordinance No. 3205, creating Chapter 2, Article 5 of Guthrie Code of Ordinances, establishing a Special Event Permit. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Burtcher declared the motion carried unanimously.

Consider approval of Resolution No. 2009-19, to execute the Right-of-Way, Public Utility and Encroachment Agreement with the Oklahoma Department of Transportation in connection with the construction of a public project known as the I-35 and Seward Road Interchange. On October 16, 2009 the City of Guthrie received a packet from ODOT regarding the Bridge and Approaches of I-35 and Seward Road Interchange Project. The proposed Resolution is authorizing the execution of the Right-of-Way, Public Utility and Encroachment Agreement for said project. With only a portion of the Interchange Project being inside Guthrie city limits, the City would be responsible for 10% of the portion of the total utility adjustment costs or approximately \$2,486, the estimate provided by ODOT. The bids for this project would not be let until October 13, 2012, which would give ample time for planning for the funding of the City's portion. Motion by Councilmember Coffin, seconded by Councilmember Wood, moved approval of Resolution No. 2009-19, to execute the Right-of-Way, Public Utility and Encroachment Agreement with the Oklahoma Department of Transportation in connection with the construction of a public project known as the I-35 and Seward Road Interchange. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Burtcher declared the motion carried unanimously.

Consider approval of Resolution No. 2009-20, establishing a Special Event Permit Fee. The proposed Resolution No. 2009-20 is establishing an annual Special Event Permit Fee in the amount of \$55 which shall be valid for a period of one calendar year and shall authorize the holder to hold up to four events over a period of one year, not to exceed two such events in any three-month period. The State of Oklahoma does not allow a municipality to charge more than the ABLE Commission charges for a Special Event License, therefore, the cost for the City of Guthrie to issue the permit cannot exceed \$55. Motion by Vice Mayor Ayers, seconded by Councilmember Hazlewood, moved approval of Resolution No. 2009-20, establishing a Special Event Permit Fee. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Burtcher declared the motion carried unanimously.

Consider approval of Occupancy Agreement between the City of Guthrie and Kenneth and Terri McBane for occupancy of the Liberty Lake Caretaker House. The proposed Occupancy Agreement was continued at the October 6 and at the October 20, 2009 City Council meetings allowing staff time to provide additional information. The proposed Occupancy Agreement outlines the terms for the residential structure located at Liberty Lake in Logan County. In 2003 the former tenants were asked to leave the Liberty Lake house due to the deplorable condition of the structure. The house was in such bad shape the possibility of bulldozing it down was discussed. The need to have someone live on the property was important to the City and at that time Kenneth McBane was offered the house. He was given the lease on November 16, 2004 on an annual basis for \$100 per month, the same arrangement that had been given to previous tenants, but with the understanding that he would make the house livable at his own expense. Last year a site visit showed the McBanes have properly maintained the property and residential structure as per the agreement. He mows approximately three acres around the house and lake, using City equipment, but on his personal time. Kenneth and Terri McBane, as they have agreed, have made improvements to the structure, maintained the grounds and property and made all reasonable and customary repairs as needed at their own expense. Staff provided a comparison of the annual rent paid by the McBanes and time involved in mowing and checking/restocking the honor boxes to the local rental value (value provide by a local realty company) for the Liberty Lake house. The McBanes total expenses and their annual rental is in the amount of \$5,389 compared to the local rental comparison for an annual amount of \$6,798, there is a difference of an annual amount of \$1,409. The proposed Occupancy Agreement has some modifications: (1) reporting any misconduct of lake patrons be logged/tracked; and (2) a list of scheduled repairs and improvements to be completed on or before September 30, 2010. Motion by Councilmember Coffin, seconded by Vice Mayor Ayers, moved to table the Occupancy Agreement between City of Guthrie and Kenneth and Terri McBane until the next regular City Council Meeting, November 16, 2009 to allow staff time to gather additional information. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Burtcher declared the motion carried unanimously.

Consider sanctioning Councilmember Patty Hazlewood based on alleged violation of ethical codes for elected officials established under Resolution No. 2009-12. No action was taken. Councilmember Hazlewood made a public apology and Vice Mayor Ayers withdrew his complaint.

Announcements from the City Manager: Eric Strong, representative from Myers Engineering, updated the City Council on the Water Systems Improvements.

Requests/comments from members of the City Council. Councilmember Hazlewood encouraged the community to help with the meal deliveries for Meals on Wheels.

Vice Mayor Ayers expressed a “Thank You” for the opportunity to serve and the need for this community to move forward for the betterment of Guthrie.

Councilmember Thomas expressed a “Thank You” to Mayor Burtcher for taking the steps to resolve the Code of Ethics issue.

Councilmember Coffin informed she attended the meeting with Mayor Burtcher and Councilmember Hazlewood on the Code of Ethics issue; informed the City Council and the community of the upcoming events happening in Guthrie; and invited the community to participate with the Christmas Train.

Councilmember Wood congratulated the Cross Country Team on their State Championship.

Mayor Burtcher congratulated the Cross Country Team on their State Championship; expressed a “Thank You” to Christian Lamb and Hope Hayes on their efforts on the God’s Food Bank-No Appetite for Hunger Food Drive; informed the Christmas Train is a great deal for Guthrie; and the community is doing great.

Executive Session. Motion by Vice Mayor Ayers, seconded by Councilmember Coffin, moved approval to convene into Executive Session pursuant to the authority of Title 25, O.S. 2001, Section 307(B)(1) to discuss the employment, hiring, appointment, promotion, demotion, discipline, resignation or termination of Council-appointed employee (City Manager). Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Burtcher declared the motion carried unanimously at 7:55 p.m. Attending Executive Session were Mayor Burtcher, Vice Mayor Ayers, Councilmembers Hazlewood, Gomes, Thomas, Coffin, Interim City Manager Wanda Calvert, City Attorney Randel Shadid and Human Resource Manager Jim Ahlgren.

Reconvene. Mayor Burtcher reconvened the Guthrie City Council Meeting at 8:07 p.m. and stated no action was taken in Executive Session.

Consideration of action regarding the employment, hiring, appointment, promotion, demotion, discipline, resignation or termination of Council-appointed employee (City Manager). No action was taken.

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

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

Mayor Burtcher declared the motion carried unanimously at 8:08 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Mayor



CITY OF GUTHRIE

CLAIMS

November 17, 2009

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

A handwritten signature in blue ink, appearing to read "Kevin Dixon Jr.", written over a horizontal line.

Kevin Dixon Jr.
Senior Buyer
Administrative Services

Monthly Claims Approved As Per Ordinance #2973
By City Manager

City Manager

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CITY OF GUTHRIE
TREASURER'S REPORT

MONTH: October 2009

	BANK OR DEPOSITORY	ACCT. TYPE	ACCT. NO.	RATE	DATE OF MATURITY	BEGINNING BALANCE	DEPOSITS	WITH-DRAWALS	ENDING BALANCE
General	First Capital	MM	13-416-3	0.50		\$219,030.77	\$345,486.79	\$419,252.68	\$145,264.88
	F & M Bank	MM	1022003929	1.00		<u>\$126,044.38</u>	<u>\$302,692.18</u>	<u>\$246,220.21</u>	<u>\$182,516.35</u>
						\$345,075.15	\$648,178.97	\$665,472.89	\$327,781.23
Cemetery Care	First Capital	MM	13-345-0	0.50		\$0.00	\$0.00	\$0.00	\$0.00
	F & M Bank	MM	1022003996	1.00		<u>\$32,683.95</u>	<u>\$686.76</u>	<u>\$0.00</u>	<u>\$33,370.71</u>
						\$32,683.95	\$686.76	\$0.00	\$33,370.71
Hotel/Motel Tax	First Capital	MM	13-927-0	66.67% Tourism		\$777.84	\$17,131.20	\$0.00	\$17,909.04
	F & M Bank	MM	1022003937	33.33% Parks		<u>\$8,635.43</u>	<u>\$8,585.02</u>	<u>\$465.00</u>	<u>\$16,755.45</u>
				Total: Hotel/Motel Tax		\$9,413.27	\$25,716.22	\$465.00	\$34,664.49
Sinking Fund	First Capital	MM	13-925-4	1.00		\$449.14	\$0.38	\$0.00	\$449.52
GIDA	First Capital	MM	21-459-0	1.00		\$0.00	\$0.00	\$0.00	\$0.00
	F & M Bank	MM	1022003953	1.00		<u>\$8,088.57</u>	<u>\$13,172.99</u>	<u>\$10,763.58</u>	<u>\$10,497.98</u>
						\$8,088.57	\$13,172.99	\$10,763.58	\$10,497.98
Centennial	Bancfirst	MM	154027499	0.50		\$68,086.44	\$16.64	\$3,530.00	\$64,573.08
Airport Grant	First Capital	MM	21-965-7	1.00		\$28,666.38	\$24.35	\$0.00	\$28,690.73
Airport Escrow 2008	First Capital	MM	24-961-0	1.99		\$0.00	\$0.00	\$0.00	\$0.00
USDA Rural Devel.	First Capital	MM	23-695-0	1.00		\$12,306.02	\$10.45	\$0.00	\$12,316.47
Capital Projects	First Capital	MM	25-046-5	0.50		\$0.00	\$0.00	\$0.00	\$0.00
	F & M Bank	MM	1022003961	1.00		<u>\$42,300.33</u>	<u>\$15,978.74</u>	<u>\$54,051.06</u>	<u>\$4,228.01</u>
						\$42,300.33	\$15,978.74	\$54,051.06	\$4,228.01
Grants Fund	First Capital	MM	25-045-7	0.50		\$2,936.13	\$1.25	\$0.00	\$2,937.38
	F & M Bank	MM	1022004038	1.00		<u>\$124,560.25</u>	<u>\$45,566.20</u>	<u>\$167,040.54</u>	<u>\$3,085.91</u>
						\$127,496.38	\$45,567.45	\$167,040.54	\$6,023.29

GPWA	First Capital	MM	13-415-5	0.50		\$36,236.49	\$9,919.67	\$311.95	\$45,844.21
	F & M Bank	MM	1022003864	1.00		\$104,884.47	\$291,872.56	\$216,133.00	\$180,624.03
	Bancfirst -Drafts	MM	150182648	0.50		<u>\$351,505.29</u>	<u>\$45,678.41</u>	<u>\$745.93</u>	<u>\$396,437.77</u>
				Total: GPWA Operating		\$492,626.25	\$347,470.64	\$217,190.88	\$622,906.01
Meter Deposits	First Capital	SN	01-842-2	0.50		\$1,699.23	\$4.76	\$269.71	\$1,434.28
	F & M Bank	MM	1022003880	1.00		\$228,244.48	\$4,254.73	\$4,569.33	\$227,929.88
	First Capital	CD	26165	1.40	11/27/2009	<u>\$99,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$99,000.00</u>
				Total: Meter Deposits		\$328,943.71	\$4,259.49	\$4,839.04	\$328,364.16
WTP Fund	First Capital	MM	20-335-1	0.50			\$0.00		\$0.00
	First Capital	MM	25-143-7	0.50		\$154,736.62	\$65.70	\$0.00	\$154,802.32
	Bancfirst - WTP	MM	150182648	0.50		\$246,737.44	\$61.18	\$0.00	\$246,798.62
	F & M Bank	MM	1022003872	1.00		<u>\$123,937.06</u>	<u>\$441,169.90</u>	<u>\$416,606.09</u>	<u>\$148,500.87</u>
					\$525,411.12	\$441,296.78	\$416,606.09	\$550,101.81	
Revenue Bonds Series 2001	First Capital	MM	21-948-7	1.25		\$227.25	\$0.19	\$0.00	\$227.44
	Okla State Bank	MM	650984	1.82		<u>\$479,682.93</u>	<u>\$710.18</u>	<u>\$0.00</u>	<u>\$480,393.11</u>
						\$479,910.18	\$710.37	\$0.00	\$480,620.55
Revenue Bonds Series 2002	First Capital	MM	15-355-9	1.25		\$144.35	\$0.12	\$0.00	\$144.47
	Okla State Bank	MM	650984	1.82		<u>\$222,500.61</u>	<u>\$34,055.19</u>	<u>\$0.00</u>	<u>\$256,555.80</u>
						\$222,644.96	\$34,055.31	\$0.00	\$256,700.27
Trusts									
Job Corps/Fire Bank of Oklahoma	TR		75-4036-01-0	0.18		\$48,509.47	\$7.93	\$0.00	\$48,517.40
OKC Waterline Bank of Oklahoma	TR		75-4037-01-8	0.18		\$5,524,650.03	\$806.06	\$33,699.17	\$5,491,756.92
City of Guthrie/GPWA Meeting			11-17-09						45

CITY OF GUTHRIE October 2009 8.33%	STATEMENT OF ESTIMATE - ACTUAL REVENUE							Percent Total Collected
	Annual Budget	YTD Estimate	Current Month Collected	YTD Actual	YTD Variance	Percent Variance	Percent Total Collected	
Revenue Source								
Sales Tax Revenue	\$3,993,600	\$332,800	\$319,745	\$319,745	(\$13,055)	-3.92%	8.01%	
Use Tax	\$150,000	\$12,500	\$15,370	\$15,370	\$2,870	22.96%	10.25%	
Cigarette Tax Revenue	\$50,000	\$4,167	\$4,230	\$4,230	\$63	1.52%	8.46%	
Franchise Taxes	\$475,000	\$39,583	\$56,480	\$56,480	\$16,896	42.69%	11.89%	
Licenses & Permits	\$145,500	\$12,125	\$6,486	\$6,486	(\$5,639)	-46.50%	4.46%	
Com. Vehicle Tax	\$70,000	\$5,833	\$5,438	\$5,438	(\$395)	-6.77%	7.77%	
Gas Excise Tax	\$19,000	\$1,583	\$2,267	\$2,267	\$684	43.17%	11.93%	
Alcoholic Beverage Tax	\$70,000	\$5,833	\$4,874	\$4,874	(\$960)	-16.45%	6.96%	
Ambulance Collections	\$430,000	\$35,833	\$47,133	\$47,133	\$11,300	31.53%	10.96%	
EMS Contract	\$307,430	\$25,619	\$25,619	\$25,619	(\$0)	0.00%	8.33%	
Rents & Royalties	\$32,500	\$2,708	\$2,756	\$2,756	\$48	1.77%	8.48%	
Cemetery Revenue	\$62,400	\$5,200	\$4,671	\$4,671	(\$529)	-10.17%	7.49%	
Court Fines/Forfeiture	\$268,000	\$22,333	\$23,645	\$23,645	\$1,312	5.87%	8.82%	
Interest	\$7,000	\$583	\$341	\$341	(\$243)	-41.61%	4.87%	
Library Fines & Fees	\$13,500	\$1,125	\$1,228	\$1,228	\$103	9.18%	9.10%	
Lake Fees/Permits	\$24,000	\$2,000	\$659	\$659	(\$1,341)	-67.07%	2.74%	
Fire Runs	\$1,500	\$125	\$2,520	\$2,520	\$2,395	1916.00%	168.00%	
Reimb Rev/Misc. Income	\$64,000	\$5,333	\$87,929	\$87,929	\$82,596	1548.67%	137.39%	
Swim Pool Fees	\$10,000	\$833	\$0	\$0	(\$833)	0.00%	0.00%	
Plan/Bd of Adjustments	\$1,400	\$117	\$300	\$300	\$183	157.14%	21.43%	
Oil/Gas Inspect/Leases	\$13,750	\$1,146	\$0	\$0	(\$1,146)	-100.00%	0.00%	
Weed Abatement	\$2,500	\$208	\$0	\$0	(\$208)	-100.00%	0.00%	
Fire Subscriptions	\$3,500	\$292	\$0	\$0	(\$292)	-100.00%	0.00%	
Subtotal	\$6,214,580	\$517,882	\$611,692	\$611,692	\$93,810	18.11%	9.84%	
Transfer from GPWA	\$4,478,809	\$373,234	\$319,745	\$319,745	(\$53,489)	-14.33%	7.14%	
Transfer from Grants Fund	\$12,000	\$1,000	\$0	\$0	(\$1,000)	-100.00%	0.00%	
Budgeted Fund Balance	\$247,466	\$20,622	\$0	\$0	(\$20,622)	0.00%	0.00%	
TOTALS	\$10,952,855	\$912,738	\$931,437	\$931,437	\$18,699	2.05%	8.50%	

CITY OF GUTHRIE October 2009 8.33%	DEPARTMENT EXPENDITURE SUMMARY									
	Annual					Current				
	Department	Budget	YTD Estimate	Month Expend	% of Budget	YTD Expend	% of Budget	Encumbered Balance	% of Budget	Remaining Budget
General Government	\$992,170	\$82,681	\$60,288	6.08%	\$60,288	6.08%	\$384,486	6.08%	\$547,397	
Administration	\$514,661	\$42,888	\$44,293	8.61%	\$44,293	8.61%	\$15,797	8.61%	\$454,571	
Finance	\$245,570	\$20,464	\$20,020	8.15%	\$20,020	8.15%	\$3,253	8.15%	\$222,296	
Planning	\$358,016	\$29,835	\$24,426	6.82%	\$24,426	6.82%	\$21,240	6.82%	\$312,350	
Library	\$209,697	\$17,475	\$14,050	6.70%	\$14,050	6.70%	\$15,360	6.70%	\$180,287	
Police	\$1,428,509	\$119,042	\$110,367	7.73%	\$110,367	7.73%	\$7,341	7.73%	\$1,310,801	
Fire	\$1,476,118	\$123,010	\$135,813	9.20%	\$135,813	9.20%	\$9,425	9.20%	\$1,330,880	
Street	\$494,946	\$41,246	\$26,324	5.32%	\$26,324	5.32%	\$49,575	5.32%	\$419,047	
Vehicle Maintenance	\$144,878	\$12,073	\$9,778	6.75%	\$9,778	6.75%	\$948	6.75%	\$134,152	
Parks & Public Grounds	\$442,559	\$36,880	\$31,020	7.01%	\$31,020	7.01%	\$8,424	7.01%	\$403,115	
Swimming Pool	\$64,471	\$5,373	\$0	0.00%	\$0	0.00%	\$0	0.00%	\$64,471	
Transfer to GPWA Fund	\$3,993,600	\$332,800	\$319,745	8.01%	\$319,745	8.01%	\$0	8.01%	\$3,673,855	
Transfer to Airport Fund	\$217,000	\$18,083	\$21,500	9.91%	\$21,500	9.91%	\$0	9.91%	\$195,500	
Transfer to Capital Project	\$361,935	\$30,161	\$0	0.00%	\$0	0.00%	\$0	0.00%	\$361,935	
Transfer to Grants Fund	\$8,725	\$727	\$0	0.00%	\$0	0.00%	\$0	0.00%	\$8,725	
TOTALS	\$10,952,855	\$912,738	\$817,626	7.46%	\$817,626	7.46%	\$515,848	7.46%	\$9,619,381	

GUTHRIE PUBLIC WORKS AUTHORITY		STATEMENT OF ESTIMATE - ACTUAL REVENUE						
October 2009 8.33%		Annual Budget	YTD Estimate	Current Month Collected	YTD Actual	YTD Variance	Percent Variance	Percent Total Collected
Revenue Source								
Water	\$1,864,500	\$151,211	\$139,301	\$139,301	(\$11,910)	-7.88%	7.47%	
Sewer	\$754,100	\$62,842	\$62,351	\$62,351	(\$490)	-0.78%	8.27%	
Sanitation	\$1,160,000	\$96,667	\$95,259	\$95,259	(\$1,408)	-1.46%	8.21%	
Convenience Center	\$55,000	\$4,583	\$4,541	\$4,541	(\$42)	-0.92%	8.26%	
Interest	\$5,500	\$458	\$234	\$234	(\$224)	-48.91%	4.26%	
Rents & Royalties	\$4,000	\$333	\$250	\$250	(\$83)	-25.00%	6.25%	
Transfer-Other Funds	\$3,998,400	\$333,200	\$319,745	\$319,745	(\$13,455)	-4.04%	8.00%	
Miscellaneous	\$17,000	\$1,417	\$46	\$46	(\$1,371)	-96.75%	0.27%	
Late Charges	\$42,000	\$3,500	\$3,450	\$3,450	(\$50)	-1.43%	8.21%	
Extension Charges	\$1,900	\$158	\$130	\$130	(\$28)	-17.89%	6.84%	
Service Initiation	\$14,000	\$1,167	\$1,100	\$1,100	(\$67)	-5.71%	7.86%	
Sale of Station/Park Barn/LC Pro	\$21,000	\$1,750	\$1,750	\$1,750	\$0	0.00%	8.33%	
Subtotal	\$7,937,400	\$657,286	\$628,157	\$628,157	(\$29,129)	-4.43%	7.91%	
Budgeted Fund Balance	\$252,210	\$21,018	\$0	\$0	(\$21,018)	0.00%	0.00%	
TOTALS	\$8,189,610	\$678,303	\$628,157	\$628,157	(\$50,146)	-7.39%	7.67%	

GUTHRIE PUBLIC WORKS		DEPARTMENT EXPENDITURE SUMMARY											
October 2009 8.33%		Annual Budget		YTD Estimate	Current Month		% of Budget		YTD Expend	% of Budget		Encumbered Balance	Remaining Budget
Department					Expend		Expend						
General Government	\$298,854	\$24,905	\$16,464	5.51%	\$16,464	5.51%	\$16,464	5.51%	\$35,576	\$246,814			
Administration	\$180,351	\$15,029	\$13,260	7.35%	\$13,260	7.35%	\$13,260	7.35%	\$286	\$166,805			
Water Plant	\$392,646	\$32,721	\$13,870	3.53%	\$13,870	3.53%	\$13,870	3.53%	\$20,388	\$358,388			
Wastewater Plant	\$222,555	\$18,546	\$23,366	10.50%	\$23,366	10.50%	\$23,366	10.50%	\$5,634	\$193,555			
Convenience Center	\$114,491	\$9,541	\$11,070	9.67%	\$11,070	9.67%	\$11,070	9.67%	\$53,735	\$49,686			
Line Maintenance	\$688,991	\$57,416	\$41,954	6.09%	\$41,954	6.09%	\$41,954	6.09%	\$31,310	\$615,727			
Meter Department	\$65,599	\$5,467	\$1,460	2.23%	\$1,460	2.23%	\$1,460	2.23%	\$36,751	\$27,388			
Sanitation Contract	\$770,000	\$64,167	\$65,360	8.49%	\$65,360	8.49%	\$65,360	8.49%	\$704,640	\$0			
Transfer-General Fund	\$4,478,809	\$373,234	\$319,745	7.14%	\$319,745	7.14%	\$319,745	7.14%	\$0	\$4,159,064			
Transfer-GIDA	\$57,502	\$4,792	\$10,000	17.39%	\$10,000	17.39%	\$10,000	17.39%	\$0	\$47,502			
Transfer-Revenue Bond	\$20,450	\$1,704	\$21,500	105.13%	\$21,500	105.13%	\$21,500	105.13%	\$0	(\$1,050)			
Transfer-Capital Project	\$491,362.00	\$40,947	\$0	0.00%	\$0	0.00%	\$0	0.00%	\$0	\$491,362			
Transfer-WTP Fund	\$408,000.00	\$34,000	\$0	0.00%	\$0	0.00%	\$0	0.00%	\$0	\$408,000			
TOTALS	\$8,189,610	\$682,468	\$538,050	6.57%	\$538,050	6.57%	\$538,050	6.57%	\$888,321	\$6,763,239			

NOVEMBER 06, 2009

CITY OF GUTHRIE

SALES TAX

DEAR TREASURER;

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

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

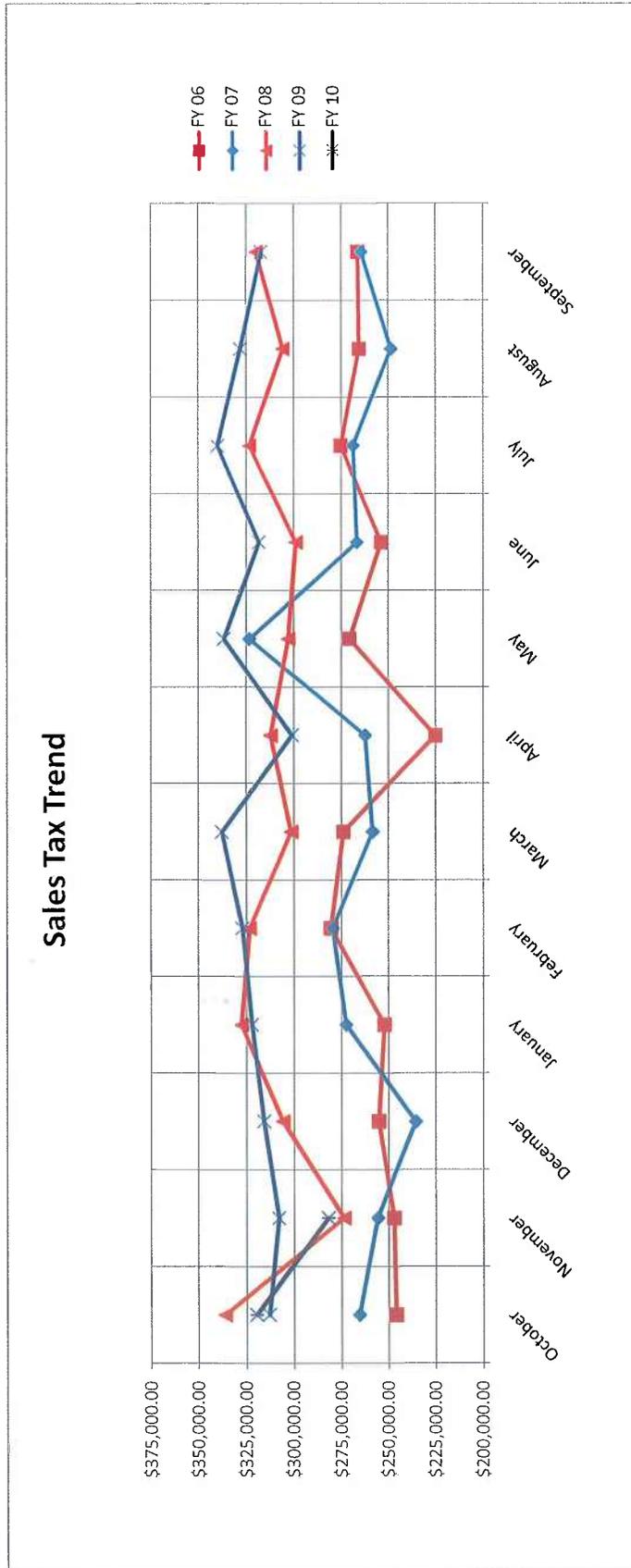
IF THERE ARE ANY QUESTIONS CONCERNING THIS PAYMENT, PLEASE CALL OR WRITE DAVE FRANCIS, (405) 522-6600, SALES AND USE TAX SECTION, TAXPAYER ASSISTANCE DIVISION, OKLAHOMA TAX COMMISSION.

TOTAL TAX, PENALTY AND INTEREST COLLECTED	\$284,341.92
LESS AMOUNT REFUNDED TO TAXPAYERS	\$.00
LESS AMOUNT SUSPENDED	\$.00
LESS .010000 RETENTION TO OKLAHOMA TAX COMMISSION	\$2,843.42
PLUS INTEREST	\$455.65
TOTAL PAYMENT	\$281,954.15

Last year 308,052.33 ↓ 26,098.18
Last month 319,754.40 ↓ 37,791.25

Sales Tax Trend

	October	November	December	January	February	March	April	May	June	July	August	September	Total
FY 02	\$241,613.05	\$220,065.06	\$219,415.50	\$231,194.25	\$262,540.96	\$240,873.06	\$225,310.59	\$235,747.27	\$240,935.88	\$246,314.57	\$245,896.40	\$237,033.68	\$2,846,940.27
FY 03	\$241,248.32	\$226,691.14	\$236,983.25	\$235,851.16	\$234,172.31	\$226,045.52	\$217,007.96	\$233,936.80	\$240,392.33	\$259,565.46	\$230,184.01	\$236,623.41	\$2,818,701.67
FY 04	\$247,826.70	\$254,946.07	\$239,879.15	\$247,526.71	\$248,575.58	\$238,071.87	\$233,306.89	\$246,239.05	\$238,448.43	\$240,590.79	\$241,984.36	\$246,327.23	\$2,923,722.83
FY 05	\$239,366.66	\$246,258.26	\$249,688.65	\$235,830.05	\$284,704.62	\$228,204.11	\$242,227.45	\$246,712.69	\$256,999.78	\$255,253.50	\$268,784.39	\$246,854.43	\$3,000,884.59
FY 06	\$246,126.80	\$247,166.48	\$255,287.17	\$252,346.47	\$280,599.88	\$273,995.53	\$225,384.57	\$270,696.75	\$253,932.39	\$275,360.59	\$265,620.06	\$266,262.27	\$3,112,778.96
+/-	\$6,760.14	\$908.22	\$5,598.52	\$16,516.42	(\$4,104.74)	\$45,791.42	(\$16,842.88)	\$23,984.06	(\$3,067.39)	\$20,107.09	(\$3,164.33)	\$19,407.84	\$111,894.37
FY 07	\$265,544.71	\$255,866.27	\$235,736.87	\$272,647.08	\$279,826.90	\$258,521.60	\$262,435.69	\$323,454.97	\$266,759.41	\$268,835.24	\$248,729.13	\$264,594.42	\$3,202,952.29
+/-	\$19,417.91	\$8,699.79	(\$19,550.30)	\$20,300.61	(\$772.98)	(\$15,473.93)	\$37,031.12	\$52,758.22	\$12,827.02	(\$6,525.35)	(\$16,890.93)	(\$1,667.85)	\$90,173.33
FY 08	\$336,192.72	\$273,686.34	\$305,867.98	\$327,700.48	\$323,323.73	\$301,524.85	\$312,425.88	\$302,995.95	\$299,010.25	\$323,499.39	\$305,933.07	\$319,840.12	\$3,732,000.76
+/-	\$70,648.01	\$17,820.07	\$70,131.11	\$55,053.40	\$43,496.83	\$43,003.25	\$49,990.19	(\$20,459.02)	\$32,250.84	\$54,664.15	\$57,203.94	\$55,245.70	\$529,048.47
FY 09	\$313,045.38	\$308,052.33	\$315,833.60	\$322,189.68	\$327,243.02	\$337,888.81	\$301,080.66	\$336,812.70	\$318,282.56	\$340,158.44	\$328,216.24	\$317,273.63	\$3,866,077.05
+/-	(\$23,147.34)	\$34,365.99	\$9,965.62	(\$5,510.80)	\$3,919.29	\$36,363.96	(\$11,345.22)	\$33,816.75	\$19,272.31	\$16,659.05	\$22,283.17	(\$2,566.49)	\$134,076.29
FY 10	\$319,745.40	\$281,954.15											\$601,699.55
+/-	\$6,700.02	(\$26,098.18)											(\$19,398.16)



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Agenda Item Cover Letter

Meeting: [X] City Council, [] GPWA, [] Other:
Date of Meeting: November 17, 2009
Contact: Wanda Calvert, City Clerk/Treasurer

Agenda Item

Consider approval of Councilman Wood's request to attend the Practical Guide to Everyday Municipal Problems on December 11, 2009 in Oklahoma City and to pay the registration fee in the amount of \$85.

Summary

Councilman Wood has requested to attend the Practical Guide to Everyday Municipal Problems on December 11, 2009 in Oklahoma City. The registration fee is \$85, lunch is provided and Councilman Wood has indicated he would cover the mileage charge.

Funding Expected: [] Revenue, [X] Expenditure, [] N/A
Budgeted: [X] Yes, [] No, [] N/A
Account Number: 01-01-00-6312, Amount: \$85
Legal Review: [X] N/A, [] Required, Completed Date:
Mayor's Appt.: [] Yes, [X] No

Supporting documents attached

- Registration Form

Recommendation

The balance in Council Training is \$915. Councilman Wood attended the OML 2009 Water Summit on October 16, 2009 which the registration fee was \$85.

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

Wanda Calvert

From: John Wood [woody_74075@yahoo.com]
Sent: Wednesday, November 04, 2009 4:41 PM
To: wcalvert@cityofguthrie.com
Subject: OML Practical Guide Workshop on the agenda?
Attachments: Practical Guide Save the Date Flyer.pdf

Wanda,
I would like to go to this workshop on Dec. 11th. Can we place it on the agenda for training?
I think I have about 26 of 40 hours toward my CMO so far.
Please, let me know.
Thanks,
John

John Wood, Ph.D.
Political Science Professor,
Rose State College
405-733-7922 (o)
405-372-6178 (cell)

----- Forwarded Message -----

From: KD Selby <kddidd@oml.org>
Sent: Wed, November 4, 2009 3:01:37 PM
Subject: OML Practical Guide Workshop Save the Date!

----- Forwarded Message -----
From: KD Selby <kddidd@oml.org>
Sent: Wednesday, November 4, 2009 3:01 PM
Subject: OML Practical Guide Workshop Save the Date!

SAVE THE DATE!

Oklahoma Municipal League A PRACTICAL GUIDE TO EVERYDAY MUNICIPAL PROBLEMS

**Friday, December 11, 2009
Oklahoma Regional Training Institute
6500 North Kelley
Oklahoma City**

**Registration: 8:30 - 9:00 a.m.
Program: 9:00 a.m. - 5:00 p.m.
(lunch on your own)**

TOPICS UNDER CONSTRUCTION

Uniform Building Code - What, When, Where?

Nuisance Abatement

Right-of-Way Management

Utility Issues

A PRACTICAL GUIDE TO EVERYDAY MUNICIPAL PROBLEMS

Friday, December 11, 2009, 8:30 – 5:00 p.m.

Oklahoma Regional Training Institute • 6500 North Kelley • Oklahoma City

Please copy this form for additional registrants.

Name & Title _____

Municipality _____

Mailing Address _____

City/Town & Zip _____

Phone _____ Fax _____ E-mail _____

If you are newly elected or appointed, who did you replace? _____

PAYMENT PROCESSING: Total Amount Due: \$ _____ (Registration Fee: Members: \$85 Non-members: \$110)

Payment Enclosed Master Card Visa Please invoice, Purchase order # _____

Name (as it appears on your card): _____

Card No. _____ Exp. Date (Month/Year) _____ Three digit V code _____

(The V Code is the three-digit number found on the back of the card on the signature panel after the card number.)

Credit Card Billing Address / Zip Code _____

Signature _____

3 WAYS TO REGISTER:

- **Register online** by clicking on the 'EDUCATION' button at www.oml.org no later than Friday, December 4.
- **Mail** this form to arrive no later than Friday, December 4 to OML, 201 N.E. 23rd Street, Oklahoma City, OK 73105.
- **FAX** this form to 405-528-7560 no later than Friday, December 4.

CANCELLATION POLICY: For a full refund, cancellations must be received in writing no later than Monday, December 7. Cancellations made after that time will receive a 50% refund. No cancellations will be accepted the day of the meeting. All registrants will be billed. **Registration is considered confirmation to attend.**

WHO WILL BENEFIT FROM THIS WORKSHOP: Mayors, Councilmembers, City Managers, Clerks, Treasurers, Finance Directors, Human Resource Directors, Department Heads and Employees of Cities & Towns in Oklahoma.

HOTEL ACCOMMODATIONS: If you require overnight accommodations for Thursday, December 10, please contact the Holiday Inn Hotel & Suites, 6200 North Robinson (west of Broadway Extension and on the south side of 63rd Street), 405-843-5558.

HOW TO GET TO THE OKLAHOMA REGIONAL TRAINING INSTITUTE: Exit I-44 at Kelley and travel north. The entrance to ORTI is 200 yards past 63rd Street at the N.E. corner of 63rd & Kelley. The workshop is in the Education Building which will be on your left after you enter the guard gate. See OML website, www.oml.org, for a map to the training facility.

ORTI is a military facility and a gate guard will check you in as you enter the grounds. **Please make sure to have proper ID with you to enter the grounds of the facility.**

Oklahoma Municipal League A PRACTICAL GUIDE TO EVERYDAY MUNICIPAL PROBLEMS

Friday, December 11, 2009

Oklahoma Regional Training Institute, 6500 North Kelley, Oklahoma City



Agenda Item Cover Letter

Meeting
[X] City Council
GPWA
Other:

Date of Meeting
November 17, 2009

Contact
Wanda Calvert
City Clerk/Treasurer

Agenda Item

Consider approval of appointing Sheri Mueller as the Alternate City Judge.

Summary

David Hood, before being appointed as Guthrie Municipal Judge, was the City of Guthrie's Alternate City Judge. The Guthrie City Charter Article 2, Section 2-15 states that at such times as a vacancy occurs, the City Council shall appoint by affirmative vote of at least four (4) Councilmembers an alternate City Judge. Sheri Mueller is an attorney licensed to practice law in the State of Oklahoma and is interested in the position.

Funding Expected Revenue Expenditure N/A
Budgeted Yes No N/A
Account Number 01-01-00-6373 Amount
Legal Review X N/A Required Completed Date:
Mayor's Appt. No

Supporting documents attached

- Guthrie City Charter Section 2-15. Council to Appoint Officers

Recommendation

Staff recommends approval.

Action Needed Public Hearing Motion Emergency Clause

Mayor shall appoint an Emergency Management Director to serve at the Mayor's pleasure or create an agreement with the County for Emergency Management Services.

Section 2-11. Vice-Mayor: Appointment, Duties. At the first City Council meeting in May of each odd-numbered year the City Council shall elect one of its members to serve as the Vice-Mayor of the City of Guthrie. Said Vice-Mayor shall be selected by the affirmative vote of at least four (4) members of the Council. The Vice-Mayor shall act as, and possess all of the powers and duties of the Mayor during the absence or suspension of the Mayor. Said Vice-Mayor shall serve a term of two (2) years.

Section 2-12. Filling Vacancies In Office. If a vacancy occurs in the office of Mayor, the Vice-Mayor shall become Mayor for the duration of the unexpired term. If a vacancy occurs in the office of Vice-Mayor, the City Council, by an affirmative vote of at least four (4) members, shall select another Vice-Mayor from among its members for the duration of the unexpired term. If a vacancy occurs in the office of Councilman, the City Council shall select, by an affirmative vote of at least four (4) members, an eligible person to fill the vacancy at the next regular meeting of the City Council following the creation of the vacancy or as soon thereafter as is practical.

Section 2-13. Mayor And Council: Vacancies. A vacancy shall be deemed to exist when an elective officer of the City of Guthrie fails to qualify for office within twenty (20) days after notice of his election, dies, resigns, removes his legal residency from the City or ward from which he or she was elected, fails to attend four (4) successive regular meetings of the City Council, is convicted of a felony, becomes a habitual drunkard, or is otherwise legally disqualified.

Section 2-14. Meetings: Regular And Special. The City Council shall hold their regular meetings on the first and third Tuesday of each month, and shall hold special meetings at other times as the Mayor or a majority of the Councilmen shall call the Council together. The City Council shall hold executive sessions at such times as they deem necessary for the purposes and in the manner provided by Oklahoma law.

Section 2-15. Council To Appoint Officers. At such times as a vacancy occurs, the City Council shall appoint by affirmative vote of at least four (4) Councilmen, a City Manager, a City Treasurer, a City Clerk, a City Attorney, a City Judge and/or an alternate City Judge; in the same manner the City Council may at their discretion appoint additional City Judges as necessary; if more than one (1) City Judge is appointed it shall not be necessary to appoint an alternate City Judge, but one of the City Judges so appointed shall be designated as the presiding City Judge. Any of the officers thus appointed may at any time, by an affirmative vote of at least four (4) members of the City Council, be removed and a successor be appointed in a like manner. The Council, by an affirmative vote of at least four (4) members, may authorize the City Manager or the City Attorney to hire such deputies or assistants as necessary; such deputies or assistants shall serve at the discretion of the appointive officer by whom they are hired. At such times as the City Attorney cannot represent the City in a given matter or cause, because of a conflict of interest, the City Manager may retain an attorney, subject to the approval of the City Council, to represent the City's interest in such matter or cause.

Section 2-16. Quorum. A quorum to do business shall consist of at least four (4) members of the City Council. A majority vote of the Council present at the meeting shall constitute the action of said Council, unless provided differently elsewhere in this Charter.

Section 2-17. Recall And Removal Applicable. All elective officers and those appointed to fill vacancies in elective office as herein provided, shall hold their respective



November 11, 2009

Ms. Wanda Calvert
City Manager
City of Guthrie
101 North 2nd
Guthrie, OK 73044

RE: Alternate City of Guthrie Judge position

Dear Ms. Calvert:

I am writing to express my interest in being the Alternate City of Guthrie Judge. After speaking to Judge Hood and Mayor Burtcher, it is my understanding the position is available. I began practicing law in Guthrie, Oklahoma, and have been an established attorney here for almost ten (10) years. I would like nothing more than to be a part of city government and aide Judge Hood when necessary.

I have enclosed my resume for your review. If you have any questions please feel free to call me.

Sincerely,

A handwritten signature in black ink, appearing to read "Sheri L. Mueller", written in a cursive style.

Sheri L. Mueller
Vice President-General Counsel

Encl.

Sheri L. Mueller, M.A., J.D.

(405) 282-4012 (office)

(405) 496-0041 (cell)

EDUCATION:

University of Oklahoma, Norman, Oklahoma

Masters of Arts, Concentration: Anthropology/Archaeology, Fall 2000

- TREASURER, Anthropology Graduate Student Association
- SENATOR, Graduate Student Senate
- SECRETARY, Committee on Internal Affairs
- Member, Phi Kappa Phi Honor Society, Plains Anthropological Society and American Anthropological Society

Oklahoma City University, Oklahoma City, Oklahoma

Juris Doctor, May 1999

- CLASS REPRESENTATIVE, First year class officer
- VICE PRESIDENT, Second year class officer
- PRESIDENT, Third year class officer
- COMMITTEE CHAIR, Graduate Liaison Committee, Events and Publicity Committee, Dean's Orientation Committee, Election Committee and Graduation Committee
- BOARD MEMBER, OCU Alumni and Oklahoma Bar Association Student Division
- Member, Phi Kappa Phi Honor Society, Fund Raising Committee of Board of Governors and Native American Law School Association (NALSA)
- Program Director of OCU Alumni and Student Charity Golf Tournament
- Volunteer, OCU fund raiser, student recruiter, Oklahoma Trial Lawyers Association conference and NALSA conference

University of Oklahoma, Norman, Oklahoma

Bachelor of Arts, December 1995

Major: Human Behavioral Communication

- VICE PRESIDENT and FOUNDER, Student Communication Association

EXPERIENCE:

Logan County Abstract Company, Guthrie, Oklahoma

Vice President and Lead Counsel, August, 2003-present

- Practice all legal issues dealing directly with real property including but not limited to abstract examination and litigation.
- Supervise Title Insurance department.
- Draft legal documents
- Public relations and marketing.
- Handle day to day operations of company.

Mueller & Wheeler, Attorneys at Law, P.C. Guthrie, Oklahoma

Attorney, September, 2000 – August, 2003

- Practiced real property, banking, business, family, bankruptcy, probate and estate planning areas of law.

PAPERS AND EXHIBITS:

- March, 1995 - Flint Hills Archaeological Conference. **“The Hill Site: A Mammoth Find in Central Oklahoma.”** (The paper was a follow up on the final analysis and interpretation of the Hill Mammoth site.)
- May, 1995 - American Association for the Advancement of Science Conference. **“Trade Within a Semi-hierarchical Society on the Central Plains.”** Awarded first place in the poster exhibit competition by researching, writing and presenting research results.
- October, 1995 - Plains Anthropological Conference. Lithic debitage analysis results of the prehistoric Uncas site (34Ka-172) concerning topics of political economy, trade and specialization.
- January, 1996- American Anthropological Association. **“Trade, Specialization and Semi-hierarchy on the Southern Plains.”** (Paper presenting the basic tenants of my master’s thesis.)
- October, 2005- **An Overview of Legal Issues Faced By Meat Goat Producers** (Paper written for Langston University as a Module for a class. Presented paper in May, 2006 and 2007 as a part of a Goat Day Seminar at Langston University).
- March, 2008 – **In-Depth Title Insurance Principles: Avoiding Ethical Disputes Regarding Title Insurance** (Paper written for a Seminar for National Business Institute regarding In-Depth Title Insurance Principles. Presented paper April 28th, 2008)
- September, 2008 and 2009 – National Business Institute. **Real Estate Law: Advanced Issues and Answers – Liens on Real Property** (Paper written for a Seminar for National Business Institute. Presented paper September 8th, 2008 and September 15, 2009)
- March, 2008-present. Oklahoma Land and Title Association. **Chains of Title and Procedures for Abstracting** (Instructor for Abstracting School.)
- August 12th, 2009 – National Business Institute. **Real Estate Law: Issues Regarding Foreclosure** (Paper written for a Seminar for National Business Institute. Presented paper August 12th, 2009.)

MEMBERSHIPS:

- Phi Kappa Phi Honor Society
- Oklahoma Bar Association
 - Real Estate Section
- Logan County Bar Association
- Oklahoma Land and Title Association – Member- August 1, 2003 - to present
 - Uniformity and Education Committees April , 2008 - present
- Guthrie, Oklahoma, Guthrie Chamber of Commerce

VOLUNTEER:

- Oklahoma International Bluegrass Festival -
- Board Member – February, 2005 – November, 2009

LICENSES:

- Attorney License
- Title Agent License
- Abstractor License



Agenda Item Cover Letter

Meeting: [x] City Council, [] GPWA, [] Other:
Date of Meeting: November 17, 2009
Contact: Rene Spineto

Agenda Item

Consider approval of adopting Ordinance No. 3206, creating Chapter 4, Article 22 of the Guthrie Code of Ordinances, establishing Standards for Building Design for new Commercial and Residential Structures.

Summary

The Guthrie Planning Commission held several workshops to discuss and review the proposed Building Design Standards, plus a joint workshop with City Council. The ultimate goal of this document is to promote the improved aesthetic and functional quality of the community.

These standards will help to ensure that the function, quality, and appearance of newly-constructed buildings are compatible when considered in the context of the surrounding area, and the total architectural theme of the City of Guthrie. How the architecture relates to other site design considerations and elements will be considered as part of design review. Building character is extremely important in areas developed with a distinct architectural character, or for areas of established or redeveloping uses.

These Standards apply to all areas of the City and support the implementation of community-wide goals which are outlined in the City of Guthrie's Comprehensive Plan.

Funding Expected: [] Revenue, [] Expenditure, [x] N/A
Budgeted: [] Yes, [] No, [x] N/A
Account Number: _____ Amount: _____
Legal Review: [] N/A, [x] Required, Completed Date: 11-10-09
Mayor's Appt.: [] Yes, [x] No

- Supporting documents attached:
• Building Design Standards Ordinance
• Building Design Standards Handout

Recommendation:
Staff recommends approval.

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

ORDINANCE NO. 3206

ARTICLE 22: BUILDING DESIGN STANDARDS

AN ORDINANCE ESTABLISHING CHAPTER 4, ARTICLE 22 OF THE GUTHRIE CODE OF ORDINANCES ADDING STANDARDS FOR BUILDING DESIGN FOR COMMERCIAL AND RESIDENTIAL STRUCTURES; and PROVIDING FOR PENALTY AND SERVABILITY.

Introduction

The City of Guthrie Building Design Standards is a policy document and an implementation tool developed to provide design guidance for private and public projects undertaken in the City. The ultimate goal for this document is to promote the improved aesthetic and functional quality of the community as a whole. The document applies to all areas of the City and supports the implementation of community-wide goals which are outlined in the City of Guthrie's Comprehensive Plan.

The purpose of these standards is to ensure that the function, quality, and appearance of proposed structures are compatible when considered in the context of the surrounding area, and the total architectural theme of the City of Guthrie. How the architecture relates to other site design considerations and elements will be considered as part of design review. Building character is extremely important in areas developed with a distinct architectural character, or for areas of established or redeveloping uses.

4-422 COMMERCIAL BUILDING APPEARANCE STANDARDS

1. Buildings shall be designed in an attractive and interesting manner to define the image of the community.
2. Consistent architectural design, including building materials and colors, shall be carried throughout the development area. Designs must provide visual interest and variety, yet be consistent with the architectural character of the city.
3. Buildings must relate in scale and proportion to other buildings in the area. However, buildings of different size can be made architecturally compatible through skillful design and careful orientation.
4. All sides of the building must be equally attractive. Architectural details such as texture, pattern, color, and building form used on the front façade shall be incorporated on all visible building facades. However, such requirements shall not apply to any façade(s) facing service courts or other areas generally not visible to the public.

5. Building massing shall be varied to create a logical hierarchy of building forms; to break up long expanses of façade; to create shade and shadow; and to create “human scale.”
6. Human scale must be created by building massing form, as well as the use of architectural elements such as colonnades, canopies, walkways, street-level display windows, lighting, and a variety of building materials. Human scale shall be further reinforced by site design features around the building exterior.
7. Building materials must be similar to the materials of structures in the City of Guthrie, i.e., stone, brick, wood (or wood-simulated) siding. However, dissimilar materials (such as stucco or EFIS) may be permitted when incorporating other traditional materials or characteristics such as scale, form, architectural detailing and color to make the building compatible with the area. Metal exterior materials cannot exceed 60% and the design must be balanced and aesthetically pleasing. All metal exterior buildings are allowed only in Industrial Zones.
8. Individual “corporate image” architectural design elements, colors and signs shall be incorporated only as secondary elements to the development and not as the dominant element. Such elements must be consistent and blend with the larger development area.
9. Foundation planters and trees shall be incorporated around the building exterior to soften the building appearance and to create a place of relief from the summer sun.
10. Service areas, mechanical areas and trash containers shall be designed as an architectural feature of the building and entirely screened from view.
11. All commercial structures must have a minimum 48” sidewalk, plus curbs and gutters; intersections and driveway approaches must be ADA compliant.
12. Additional guidelines shall be established through corridor plans and plan reviews.

4-423 RESIDENTIAL APPEARANCE STANDARDS

1. Residential structures shall be designed in an attractive manner to compliment the surrounding neighborhood, in size and character.
2. All new residential structures must have a minimum 48” sidewalk for both interior and exterior lots, plus curbs and gutters. All intersections and driveway approaches must be ADA compliant. Curbs, gutters and sidewalks must be installed in infill housing parcels if neighboring parcels have curbs and gutters. Exceptions could include lots of one acre or more and small patio-style developments.
3. Garages: All residences shall have fully enclosed garage space for two vehicles. The garage doors must be recessed from the front plane of primary façade, and if possible, not be visible from the street. (If site constraints or overall building design cannot

accommodate garage space for two vehicles, an appeal must be made through the Planning Commission.)

4. Roofs: no shake or corrugated metal roofs are permitted. All gutters, downspouts, and roof-top vents shall be treated with a color similar to the exterior materials. Gutters shall be visually unobtrusive.
5. Exterior walls: building materials must be similar to the materials of structures in the City, i.e., stone, brick, wood (or wood-simulated) siding. (Materials such as aluminum siding, as well as synthetic stucco {EIFS products} are not historic cladding materials and shall not be used. However cement board materials such as Hardiboard may be substituted for wood siding.)
6. Landscape: Each residence should have a minimum of one tree, of two- inch caliper, in the front yard, (except for patio-style homes where front yard dimensions will not accommodate trees), and appropriate lawn, ground cover and shrubs.
7. Fence: No wire, chain link, or solid metal fence shall be allowed in the residential zoning areas. Typical fencing material could include masonry, vinyl (PVC), brick or wood.
8. Color: The use of colors that are compatible with the surrounding area is highly encouraged. Color determination shall be based on historic schemes appropriate for the style of the building. Reference materials are available from the Guthrie Planning Department.
9. Home Additions: New work must be compatible in massing, size, scale, and architectural features to protect the historic integrity of the property. The new design shall not use the same wall plane, roof line or cornice line of the existing structure.
10. Decks, Skylights & Screening:
 - a. Elevated wooden decks located at the rear of the structure shall be screened from street view with fencing and/or plants and shrubs when visible. Traditional wide front porches are encouraged.
 - b. Skylights shall not be visible from the street.
 - c. HVAC units, solar panels, satellite dishes and other similar appurtenances shall be located where they are not readily visible from the street. Electrical and gas meters and other mechanical equipment must be located on the side or rear façade. If visible, they must be screened with shrubbery or fencing.
11. Outbuildings: accessory buildings must be of similar color to the main residence, and the material must complement the main residence. Placement of all outbuildings, regardless of size, must be to the rear of the front façade of the residence.
12. Additional guidelines shall be established through corridor plans and plan reviews.

4-424 PENALTY

Any person, firm, corporation, contractor or employee thereof who shall violate any of the provisions of this article shall be guilty of an offense and upon conviction thereof, shall be punished by a fine not to exceed the current dollar amount established in Section 12-34 of this code. Each day of violation shall constitute a separate offense.

4-425 SEVERABILITY

The provisions hereof are hereby declared to be severable, and if any section, paragraph, sentence or clause of this Ordinance is for any reason held invalid or inoperative by any court of competent jurisdiction, such decision shall not affect any other section, paragraph, sentence or clause of the ordinance.

The undersigned hereby certify that the foregoing Ordinance was introduced before the Guthrie City Council on the 17th day of November, 2009, after public hearing and after compliance with the notice requirements of the Open Meeting Act and said Ordinance was approved in open meeting.

ATTEST:

Chuck Burtcher, Mayor

Wanda Calvert, City Clerk

APPROVED AS TO FORM
AND LEGALITY:

Randel Shadid, City Attorney



Building Design Standards

Introduction

The City of Guthrie Building Design Standards is a policy document and an implementation tool developed to provide design guidance for private and public projects undertaken in the City. The ultimate goal for this document is to promote the improved aesthetic and functional quality of the community as a whole. The document applies to all areas of the City and supports the implementation of community-wide goals which are outlined in the City of Guthrie's Comprehensive Plan.

The purpose of these standards is to ensure that the function, quality, and appearance of proposed structures are compatible when considered in the context of the surrounding area, and the total architectural theme of the City of Guthrie. How the architecture relates to other site design considerations and elements will be considered as part of design review. Building character is extremely important in areas developed with a distinct architectural character, or for areas of established or redeveloping uses.

Commercial Building Appearance Standards

1. Buildings shall be designed in an attractive and interesting manner to define the image of the community.
2. Consistent architectural design, including building materials and colors, shall be carried throughout the development area. Designs must provide visual interest and variety, yet be consistent with the architectural character of the city.
3. Buildings must relate in scale and proportion to other buildings in the area. However, buildings of different size can be made architecturally compatible through skillful design and careful orientation.
4. All sides of the building must be equally attractive. Architectural details such as texture, pattern, color, and building form used on the front

façade shall be incorporated on all visible building facades. However, such requirements shall not apply to any façade(s) facing service courts or other areas generally not visible to the public.

5. Building massing shall be varied to create a logical hierarchy of building forms; to break up long expanses of façade; to create shade and shadow; and to create "human scale."
6. Human scale must be created by building massing form, as well as the use of architectural elements such as colonnades, canopies, walkways, street-level display windows, lighting, and a variety of building materials. Human scale shall be further reinforced by site design features around the building exterior.
7. Building materials must be similar to the materials of structures in the City of Guthrie, i.e., stone, brick, wood (or wood-simulated) siding. However, dissimilar materials (such as stucco or EFIS) may be permitted when incorporating other traditional materials or characteristics such as scale, form, architectural detailing and color to make the building compatible with the area. Metal exterior materials cannot exceed 60% and the design must be balanced and aesthetically pleasing. All metal exterior buildings are allowed only in Industrial Zones.
8. Individual "corporate image" architectural design elements, colors and signs shall be incorporated only as secondary elements to the development and not as the dominant element. Such elements must be consistent and blend with the larger development area.
9. Foundation planters and trees shall be incorporated around the building exterior to soften the building appearance and to create a place of relief from the summer sun.
10. Service areas, mechanical areas and trash containers shall be designed as an architectural feature of the building and entirely screened from view.
11. All commercial structures must have a minimum 48" sidewalk, plus curbs and gutters; intersections and driveway approaches must be ADA compliant.
12. Additional guidelines shall be established through corridor plans and plan reviews.

Residential Neighborhood Appearance Standards

1. Residential structures shall be designed in an attractive manner to compliment the surrounding neighborhood, in size and character.
2. All new residential structures must have a minimum 48" sidewalk for both interior and exterior lots, plus curbs and gutters. All intersections and driveway approaches must be ADA compliant. Curbs, gutters and sidewalks must be installed in infill housing parcels if neighboring parcels have curbs and gutters. Exceptions could include lots of one acre or more and small patio-style developments.
3. Garages: All residences shall have fully enclosed garage space for two vehicles. The garage doors must be recessed from the front plane of primary façade, and if possible, not be visible from the street. (If site constraints or overall building design cannot accommodate garage space for two vehicles, an appeal must be made through the Planning Commission.)
4. Roofs: no shake or corrugated metal roofs are permitted. All gutters, downspouts, and roof-top vents shall be treated with a color similar to the exterior materials. Gutters shall be visually unobtrusive.
5. Exterior walls: building materials must be similar to the materials of structures in the City, i.e., stone, brick, wood (or wood-simulated) siding. (Materials such as aluminum siding, as well as synthetic stucco {EIFS products} are not historic cladding materials and shall not be used. However cement board materials such as Hardiboard may be substituted for wood siding.)
6. Landscape: Each residence should have a minimum of one tree, of two-inch caliper, in the front yard, (except for patio-style homes where front yard dimensions will not accommodate trees), and appropriate lawn, ground cover and shrubs.
7. Fence: No wire, chain link, or solid metal fence shall be allowed in the residential zoning areas. Typical fencing material could include masonry, vinyl (PVC), brick or wood.
8. Color: The use of colors that are compatible with the surrounding area is highly encouraged. Color determination shall be based on historic

schemes appropriate for the style of the building. Reference materials are available from the Guthrie Planning Department.

9. Home Additions: New work must be compatible in massing, size, scale, and architectural features to protect the historic integrity of the property. The new design shall not use the same wall plane, roof line or cornice line of the existing structure.
10. Decks, Skylights & Screening:
 - a. Elevated wooden decks located at the rear of the structure shall be screened from street view with fencing and/or plants and shrubs when visible. Traditional wide front porches are encouraged.
 - b. Skylights shall not be visible from the street.
 - c. HVAC units, solar panels, satellite dishes and other similar appurtenances shall be located where they are not readily visible from the street. Electrical and gas meters and other mechanical equipment must be located on the side or rear façade. If visible, they must be screened with shrubbery or fencing.
11. Outbuildings: accessory buildings must be of similar color to the main residence, and the material must complement the main residence. Placement of all outbuildings, regardless of size, must be to the rear of the front façade of the residence.
12. Additional guidelines shall be established through corridor plans and plan reviews.

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Agenda Item Cover Letter

Meeting
 City Council
 GPWA
 Other: _____

Date of Meeting
November 17, 2009

Contact
Wanda Calvert
City Clerk/Treasurer

Agenda Item

Consider approval of an Occupancy Agreement with Kenneth and Terri McBane for Liberty Lake House.

Summary

The proposed Occupancy Agreement outlines the terms for the residential structure located at Liberty Lake in Logan County, Oklahoma. In 2003 the former tenants were ask to leave the Liberty Lake house due to the deplorable condition of the structure. The house was in such bad shape the possibility of bulldozing it down was discussed. The need to have someone live on the property was important to the City and at that time Kenneth McBane was offered the house. He was given the lease on November 16, 2004 on an annual basis for \$100 per month, the same arrangement that had been given to previous tenants, but with the understanding that he would make it livable at his own expense. Last year a site visit showed the McBanes have properly maintained the property and residential structure as per the agreement. He mows approximately three acres around the house and lake, using City equipment, but on his personal time. Kenneth and Terri McBane as they have agreed have made improvements to the structure, maintained the grounds and property and made all reasonable and customary repairs as needed at their own expense. Per Council's requested, attached are reports showing the following:

Local Rental Comparison – Average Monthly Rental - \$566.50 or \$6,798 annual

McBane expenses:

1. Mowing Liberty Lake Property – Average 144 hours annual or \$1,850
2. Checking/Restocking Honor Boxes – Average 182 hours annual or \$2,339
3. Rent for Kenneth McBane – Monthly Rent \$100 or \$1,200 annual

The above figures do not include the gas for his vehicle to check and restock the Honor Boxes, the repairs/maintenance on the structure (no receipts), the time to report misconduct at the lake or the privacy issue that individuals can access the home at any time. When you average the McBane expenses, the annual expense is \$5,389 and compared to the Local Rental Comparison for an annual amount of \$6,798, there is a difference of an annual amount of \$1,409. Attached is a report from Mr. McBane dated October 6, 2009 indicating at his own expense placed approximately \$1,060 in improvements to the residential structure.

The proposed Occupancy Agreement has some modifications: (1) reporting any misconduct of lake patrons be logged/tracked; and (2) a list of scheduled repairs and improvements to be completed on or before September 30, 2010.

Staff is recommending the Occupancy Agreement be approved as presented.

Funding Expected Revenue Expenditure N/A
Budgeted Yes No N/A
Account Number 01-01-00-5466 **Amount** \$1,200
Legal Review N/A Required **Completed Date:** 10-28-2009
Mayor's Appt. Yes No

Supporting documents attached

- Occupancy Agreement

Recommendation

Staff recommends approval.

Action Needed Public Hearing Motion Emergency Clause

Liberty Lake House
Local Rental Comparison

Liberty Lake House: 1,745 sq. ft. - 3 bedroom – 1 bath – living room, kitchen and utility room.

1. 1004 Walnut Court. \$850.00 mo rent - \$850.00 Deposit
1,726 Sq. Ft., 3 bed, 2 bath, fenced back yard with pool
2. Cedar Ridge Estates (E. Industrial). \$500.00 mo rent - \$500.00 Deposit
2 bed, 1 bath
3. 414 E. Grant. \$750.00 mo rent - \$500.00 Deposit
4 bed, 1 bath
4. 1818 W. Harrison. \$650.00 mo rent - \$1,300 Deposit (first & last months rent)
3 bed, 1 1/2 bath
5. 517 E. Cleveland. \$650.00 mo rent - \$1,300 Deposit (first & last months rent)
3 bed, 1 bath
6. Cooksey Road Apartment. (Cooksey Road & Pine) \$550.00 mo rent + utilities - Deposit
2 bed, 1 1/2 bath, w/ washer/dryer hookup
7. 119 SW 19th Street. \$465.00 mo rent - \$465.00 Deposit
Duplex – 2 bed, 1 bath
8. 1403 N. Elm. \$525.00 mo rent - \$525.00 Deposit
2 bed, 1 bath
9. Century 21, Goodyear Green Realty Company, Jan Goodyear.
Rental rate for a frame house with no garage, no central heat and air would be between \$700.00, \$725.00, \$750.00, depending on condition of house, area around the house that would be considered as a part of the area that goes with the house (1 acre). The condition of the house would put it on the low end of the scale.

0-00	+	850-00	+	500-00	+	750-00	+	650-00	+	650-00	+	550-00	+	465-00	+	525-00	+	725-00	+	5,665-00	÷	5,665-00	=	10-00	*	566-50
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*Average
monthly rent*

10/7/2009

Liberty Lake House
 1,745 sq. ft.
 3-bedroom, 1-bath, Kitchen,
 Living Room, Utility Room

Goodyear Green Realty Co. Information	Mowing Liberty Lake Property	Checking/Restocking Honor Boxes
Rental rate for frame house with no garage or central H/A, depending on condition of house, on 1 acre of land, would range from \$700.00 low end to \$750.00 high end. See other information attached.	12 hrs. monthly 144 hrs. annually 12.85/ hrly. Rate \$1,850.40 Annually	3.5 hrs. wkly. 182 hrs. annually 12.85/ hrly. Rate \$2,338.70 Annually Uses his on vehicle to make rounds and deliver to Police Dept.

\$1,200.00 Annual Rent
 \$1,850.40 Mowing Cost
\$2,338.70 Honor Box Attending
\$5,389.10 Annual Total

Divided by 12 months equal \$ 449.09 monthly

Please note that this does not consider the privacy issue, that people can access your home at any time, can walk through your front yard at any time .

This is a list of improvements, I have made to the Liberty Lake Caretaker's house:

Ceiling fan	cost	\$130.00
Storm door	cost	\$75.00
12x12 deck	cost	\$700.00
Painted house	cost	n/a
Painted bath house	cost	\$80.00
tile floor entrance	cost	\$75.00
	Total	<u>\$1,060.⁰⁰</u>

Kenneth M. R. →

10-6-09

I mow From Lake house to South and West Roads,
130 Ft North and 85 Ft East of Lake house, once
I finish yard, I start on mowing camp grounds at
Liberty Lake,

I check and fill Permit boxes daily, turn in Permits
on a daily bases to my Supervisor,

When the public needs help, I try to do so,
if I need the Police I'll call them, I've worked with them
a few times when nesasary.

Kenneth McF

Dwelle Smith 9-25-09

Kenneth painted the exterior of house
in April of 2009.

I have also bought Lumber to build
a 12' x 12' Deck with 6' stairs.

also bought 2 motion lights for front
and back doors,

repainted bathroom,

re-tiled hall to front door

bought wood sealant for deck

OCCUPANCY AGREEMENT

This Agreement entered into this 17th day of November, 2009, by and between the City of Guthrie, Oklahoma, hereinafter referred to as "OWNER", and Kenneth R. McBane and Terri L. McBane, husband and wife, hereinafter referred to as "OCCUPANT".

WITNESSETH:

In consideration of the OWNER's agreement to provide living quarters to the OCCUPANTS, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto mutually agree as follows:

1. **PREMISES:** The OWNER hereby agrees to provide living quarters to OCCUPANT located at Liberty Lake, Guthrie, Oklahoma, hereinafter the "Property".
2. **TERM:** This Agreement shall be for a term of commencing on the 17th day of November, 2009, and ending on the 30th day of September, 2010.
3. **RENTALS:** This lease is made for and in consideration of monthly rental of \$100.00, due and payable to OWNER on or before the 10th day of each month during the term hereof. OWNER reserves the right to assess a penalty of \$25.00 for every seven days that rent is past due. It is understood and agreed that the OCCUPANT shall not be required to make any structural improvements at its expense, but that any structural alteration shall be subject to the prior written approval of the OWNER.
4. **REPRESENTATIONS AND WARRANTIES:** As further consideration for this lease, OCCUPANT agrees and binds themselves:
 - A. To maintain the property in at least as good condition as when received by OCCUPANT; to make at their own expense all reasonable and customary repairs and to maintain the grounds and property as needed, including, but not limited to, painting, lawn mowing, picking up trash, replacement of broken windows, minor plumbing repairs, supervision of patrons, reporting any misconduct of lake patrons and log activities reported, and any other responsibilities deemed necessary and appropriate by the City Manager or his designee.
 - B. To pay all utilities furnished to the premises including, but not limited to, water and sewer, electricity, gas, and telephone.

5. **PURPOSE:** The purpose of this Agreement is to outline the terms of occupancy of a residential structure located at Liberty Lake in Logan County, Oklahoma as follows:
- A. The living quarters which are the subject of this Agreement shall be used exclusively for residential purposes, and OCCUPANT is obligated not to use same for any purpose that is unlawful or that tends to injure or depreciate the property. The premises, including improvements and appurtenances thereunto, including the locks, keys, plumbing, heating and air-conditioning systems, and all other fixtures are accepted by the OCCUPANT in their present condition, *as is*, except as may be expressly provided therein.
 - B. OCCUPANT shall be permitted to operate and furnish a fishing and refreshment concession on said property. Maintenance of the inventory and supplies for such concession shall be the sole responsibility of the OCCUPANT and must be removed from the Property upon termination of this Agreement. OCCUPANT shall furnish a quarterly financial report to the City Clerk/Treasurer, outlining all income and expenses related to the operation of the concessions. Such report shall be due within 30 days following the conclusion of the quarter, based upon the calendar year.
 - C. For the purpose of this Agreement, the OWNER's representative and agent shall be the City Manager or his designee for the City of Guthrie and, as such, OCCUPANT shall address all issues and concerns related to this Agreement to the City Manager or his designee. Furthermore, while issues and concerns related to fishing permits and other lake regulations shall be address with the Lake Ranger of the City of Guthrie, OCCUPANT shall be solely responsible to the City Manager or his designee of the City of Guthrie for those items addressed by this Agreement.
 - D. Nothing in this Agreement shall be construed in such a manner as to create an employment relationship between the OWNER and the OCCUPANT.
6. **REPAIRS AND IMPROVEMENTS:** OWNER shall not be obligated to make any improvements to the premises except as agreed to herein. OCCUPANT is obligated to make no additions or alternations whatsoever during the term of this lease to the structure of the premises without prior written permission of the OWNER. All additions, alterations or improvements made by OCCUPANT, with or without consent of OWNER, which are attached or affixed to the Property in a manner such as to cause damage upon their removal from the premises, shall remain the property of OWNER and inure to the benefit of the OWNER unless otherwise agreed in

writing; OCCUPANT, however, expressly waiving all right to compensation therefore.

7. **SCHEDULED REPAIRS AND IMPROVEMENTS:** The OCCUPANT agrees to make certain repairs and improvements to the Premise at its own cost within the term of this Lease as follows:
 - a. Repaint building outside;
 - b. Clean windows.
8. **ASSIGNMENT AND SUBLEASING:** OCCUPANT shall not have the right to assign or sublease the Property.
9. **DEFAULT:** Should the OCCUPANT at any time violate any of the conditions of this Agreement, or fail to pay the rent, or other expenses assumed under this Agreement, punctually at maturity, as stipulated, or upon the adjudication of OCCUPANT in bankruptcy, the appointment of a receiver for OCCUPANT, or the filing of a bankruptcy, receivership or respite petition by the OCCUPANT; or upon OCCUPANT's insolvency, unless cured by OCCUPANT within ten (10) days after written demand by OWNER, then the rent for the whole unexpired term of this Agreement shall at once become due and exigible and all past due rent shall bear interest at the rate of twelve (12%) per annum, until paid; and in such event, OWNER shall have the option either at once to demand the entire rent for the entire term or to immediately cancel this Agreement, OCCUPANT to remain responsible for all damages or losses suffered by OWNER, OCCUPANT hereby assenting thereto and expressly waiving the legal notices to vacate the premises. Should an agent or attorney be employed by OWNER to give special attention to the enforcement of any claim of OWNER arising from this lease, OCCUPANT shall pay as fees and compensation to such agent or attorney an additional sum as will constitute a reasonable fee, together with all costs, charges and expenses. Should OCCUPANT at any time use the Property, or any portion thereof, for any illegal or unlawful purposes or commit, or permit or tolerate the commission thereon of any act made punishable by fine or imprisonment under the laws of the United States or the State of Oklahoma, or under any ordinance of the City of Guthrie or County of Logan, Oklahoma, the remedies set forth in the proceeding paragraphs shall be immediately available to OWNER without necessity of giving any written notice or any other notice to OCCUPANT.
10. **WAIVER:** Failure to strictly and properly, enforce these conditions shall not operate as a waiver of OWNER's rights, OWNER expressly reserving the right to always enforce prompt payment of rent or to cancel this lease, regardless of any indulgences or extensions previously granted. Receipt by OWNER, or OWNER's authorized representative of any rent in arrears or for

cancellation of this lease, will not be considered as a waiver of such notice or suit, or any of the rights of OWNER.

11. **DESTRUCTION OF PREMISES:** In the event the improvements situated on the premises are destroyed, in whole or in part, by fire or other loss during the term of this lease, this lease shall terminate. OWNER shall have the exclusive right to elect whether to restore the improvements to their original condition utilizing the insurance proceeds at its discretion.
12. **HOLD HARMLESS:** This Agreement is made upon the express condition that the OWNER shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury or injuries to any person or persons, or property of any kind whatsoever, whether the person or property of OCCUPANT, their agents or employees or their persons, from any cause or causes whatsoever while in or upon said premises or any party thereof during the term of this agreement or occasioned by any occupancy or use of said premises or any activity carried on by OCCUPANT in connection therewith, and OCCUPANT hereby covenants and agrees to indemnify and save OWNER harmless from and against all liabilities, charges, and expenses (including counsel fees) and costs on account of or by any reason of any such injuries, liabilities, claims, suits, or losses, however occurring or damages growing out of same.
13. **INSPECTION:** OWNER and OWNER's agents and appointed representatives shall have the right to enter and inspect the Property at any reasonable time during the hours of 9 a.m. and 6 p.m. (in emergencies at all times) for the purpose of ascertaining the condition of the Property.
14. **NOTICE:** All notices required to be given under the terms of this lease shall be in writing and sent by certified mail addressed to OCCUPANT or OWNER at the addresses indicated below and such mailing shall constitute full proof of and compliance with the requirements of notice:

OWNER:

City Manager
City of Guthrie
P.O. Box 908
Guthrie, OK 73044

OCCUPANT:

Kenneth R. and Terri L. McBane
7413 South Academy
Guthrie, OK 73044

15. **MODIFICATION OF AGREEMENT:** This Agreement is the entire agreement between the parties and cannot be amended or modified except by written agreement signed by both parties.

16. **CONTROLLING AUTHORITY:** This Agreement shall be governed and controlled by the laws of the State of Oklahoma.

IN WITNESS WHEREOF, the parties hereto have set their hand and seal on this _____ day of _____, 2009.

“OWNER”
City of Guthrie, Oklahoma

DATE: _____

Chuck Burtcher, Mayor

ATTEST: (Seal)

Wanda Calvert, City Clerk

DATE: _____

“OCCUPANT”

Kenneth R. McBane

Terri L. McBane



Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
<input checked="" type="checkbox"/> City Council	November 17, 2009	Finance Committee
<input type="checkbox"/> GPWA		
<input type="checkbox"/> Other: _____		

Agenda Item

Consider approval of Finance Committee recommendation to amend the Lease of Facility for Logan County Aging Services/Sodexo regarding rental rate.

Summary

Logan County Aging Services is losing approximately \$60,000 in revenue the remainder of this fiscal year due to budget cuts. This translates into 8,500 plus meals and services to the most vulnerable citizens of Logan County. The nutrition program serves 250 meals to these citizens daily and in many cases, the meal and human contact is the only interaction the seniors receive for the entire day. As it stands now, many of the elderly are going to go hungry and risk health and lose their independence. Logan County Aging Service/Sodexo is requesting the City of Guthrie's assistance in helping to alleviate this situation by providing a reduced rent and/or utilities. The Logan County Aging Services/Sodexo pays to the City the sum of \$400 per month rent and \$350 per month in utilities. Staff has completed an analysis on the utilities and Logan County Aging/Sodexo is paying approximately half of the utilities. The Finance Committee met on November 3, 2009 and recommends approval to continue the Lease for half of the utility bills but reducing the monthly rental rate from \$400 to \$1 through the Lease period (June 30, 2010) or until funding is restored.

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>01-01-00-5466</u>	Amount	<u>Reduction in revenue \$2,793</u>
Legal Review	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Required	Completed Date: <u>11-10-2009</u>
Mayor's Appt.	<input type="checkbox"/>	<input checked="" type="checkbox"/> No	

Supporting documents attached

- Amendment to Lease of Facility for Logan County Aging Services
- Letter from Marlene Snow, Project Director
- Lease of Facility for Logan County Aging Services

Recommendation

Staff recommends approval.

Action Needed Public Hearing Motion Emergency Clause

AMENDMENT TO LEASE OF FACILITY
FOR LOGAN COUNTY AGING SERVICES

WHEREAS, the City of Guthrie on May 19, 2009 approved the Lease of Facility for Logan County Aging Services between the Sodexo Operation, LLC and the City of Guthrie, and

WHEREAS, Logan County Aging Services is losing approximately \$60,000 in revenue the remainder of this fiscal year due to Federal/State budget cuts, and

WHEREAS, the City of Guthrie desires to help alleviate the loss of funding by providing a reduced rent, and

WHEREAS, the City of Guthrie has accepted said Lease with an amendment modifying Article II paragraph 2 as follows:

2. To pay to the City the sum of \$1.00 per month for the ANNEX for purpose of office space related to the management of the Nutrition Project.

The balance of the Lease of Facility for Logan County Aging Services for the period of July 1, 2009 through June 30, 2010 is hereby ratified as amended herein, unless the Federal/State restores full funding of the program during the lease term then the original terms becomes effective.

In Witness Whereof, the parties hereunto have set their hands as of the date and year first above written.

Signed this 17th day of November, 2009.

CITY OF GUTHRIE

ATTEST:

Chuck Burtcher, Mayor

Wanda Calvert, City Clerk
APPROVED AS TO FORM:

Randel Shadid, City Attorney

SODEXO OPERATION, LLC

President

Logan County Aging Services
1102 East Warner
Guthrie, Oklahoma 73044
Phone: (405) 282-1803
Fax: (405) 282-1806

Dear Mayor Burtcher, Ms. Calvert and Mr. Alghren,

Thank you so much for the enjoyable luncheon meeting that we shared on Wednesday, October 21st.

I would like to highlight the most important aspects of this meeting. As was stated, Logan County Aging Services is losing approximately \$60,000 in revenue the remainder of this fiscal year due to budget cuts. This translates into 8,500 plus meals and services to the most vulnerable citizens of Logan County. Our nutrition program serves 250 meals to these citizens daily. In many cases, the meal and human contact is the only interaction the seniors receive for the entire day. The congregate site provides our participants with a nutritionally balanced meal as well as the opportunity to socialize with their peers. As it stands now, many of our elderly are going to go hungry and risk health and lose their independence. We are enlisting your assistance in helping to alleviate this situation by providing us with reduced rent and/or utilities; and we are planning on asking local civic groups, businesses and the County Commissioners to join with us in this endeavor.

Please be mindful that we are receiving total support from Mr. Don Hudman, Executive Director Areawide Aging Agency and Mr. Charles Thomas, District Manager Sodexo.

Once again, thank you so much for all you do for the elderly of Guthrie. I am available to meet again to further discuss these issues.

Sincerely,



Marlene Snow
Project Director
Logan County Aging Services / Sodexo

"Dedicated to the Elderly Residents of Logan County"

LEASE OF FACILITY FOR LOGAN COUNTY AGING SERVICES

WHEREAS, Sodexo Operations, LLC, hereinafter referred to as "SODEXO" has been awarded a Nutrition Project under the provision of Title III of the Older Americans Act, and requires a facility to effectively perform its obligations under the provisions of that project award (i.e. Logan County Council on Aging); and

WHEREAS, the City of Guthrie, hereinafter referred to as "CITY" presently owns a facility that would meet the needs of SODEXO for this program; and

WHEREAS, SODEXO contacted the CITY to lease the Annex at Highland Hall to SODEXO for the purpose of office space related to the management of the Nutrition Project.

NOW, THEREFORE, SODEXO and the CITY do hereby agree, contract and covenant, according to the following terms and understanding, to the lease by SODEXO of the premises referred to as "HIGHLAND HALL", hereinafter referred to as "FACILITY"; and the "ANNEX", hereinafter referred to as ANNEX, located at Highland Park, Guthrie, Oklahoma and belonging to said CITY.

ARTICLE I

In consideration for payments and agreements hereinafter enumerated, the CITY agrees and promises as follows, to wit:

1. To make available the FACILITY, wherein SODEXO shall conduct food preparation in accordance with its obligations under the provisions of Nutrition Project Award No. 34081159C.
2. To make the FACILITY and its kitchen available to SODEXO between the hours of 6:00 a.m. and 5:00 p.m., Monday through Friday and the dining room available between 8:00 a.m. and 3:00 p.m., with serving time to be specified by the Nutrition Council.
3. To make the ANNEX available to SODEXO for the purpose of office space related to the management of the Nutrition Project.
4. To allow the building to be utilized to prepare meals two hundred and sixty (260) days per year, excluding the following holidays: New Year's Day, Eighty Niner's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday and Christmas Day and the day following.
5. To schedule no events which conflict with SODEXO's program.
6. To notify the Project Director of the CITY's use of the facility for elections at least thirty (30) days in advance.

ARTICLE II

That in consideration for the payments and the agreements hereinafter enumerated, SODEXO agrees and promises as follows, to wit:

1. To pay to the CITY the sum of One Dollar (\$1.00) per annum, receipt of which is hereby acknowledged, and other good and valuable consideration, for the use of the FACILITY during the hours and days set out in Article I.
2. To pay to the CITY the sum of \$400.00 per month for the ANNEX for purpose of office space related to the management of the Nutrition Project.
3. To provide clean up and maintenance services and to provide janitorial supplies for SODEXO's use of the dining room, bathrooms and kitchen of said FACILITY and ANNEX.
4. To pay for SODEXO's share of the FACILITY's monthly utility billing for electricity and for natural gas, which have been determined to be, on average, in the amount of \$350.00 per month. It is the intent of both parties that neither pay more than their fair share, so that charges may be renegotiated at the renewal of this contract.
5. To keep all project supplies and materials locked in the kitchen or in the locked storage room in the annex, except during operating hours of the Project.
6. To obtain all necessary permits and licenses from the appropriate licensing authorities and to operate the Nutrition Project in compliance with applicable Federal and State requirements.
7. To give at the end of the Lease, peaceable possession of the FACILITY and ANNEX in as good a condition as it was at the time it was provided to SODEXO, usual wear, tear and damage by elements excepted.
8. SODEXO will hold the CITY harmless from all claims including court costs and attorney's fees arising out of activities of SODEXO.
9. To provide the necessary space at the facility to hold State, municipal and/or county elections.

ARTICLE III

IN ADDITION, SODEXO and the CITY further agree, covenant and understand, as follows, to wit:

1. The terms of this Agreement are for twelve (12) months, commencing on July 1, 2008 and terminating on the 30th day of June, 2009.
2. This Agreement may be terminated by either party, from any given date, by them giving a thirty (30) days notice, by certified mail addressed to the CITY or SODEXO at the

addresses indicated below and such mailing shall constitute full proof of and compliance with the requirements of notice of their intent to terminate the same:

CITY
City of Guthrie
Attn: City Manager
P.O. Box 908
Guthrie, OK 73044

SODEXO, LLC
Sodexo Operations, LLC
Attn: Peter McGrath
Division Vice President
10300 S.W. Greenburg Road
Suite 271
Portland, OR 97223

AND

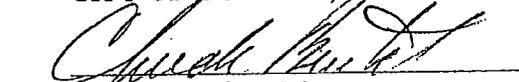
Sodexo Operations, LLC
Attn: Law Department
9801 Washington Blvd.
Gaithersburg, MD 20878

3. SODEXO agrees that the CITY may lease or otherwise utilize its FACILITY during those hours which are not herein contractually reserved to SODEXO.
4. The Director of the Logan County Aging Services shall be designated as the Project Director identified in the Agreement and shall maintain a current inventory of equipment and supplies which have been provided by SODEXO for the program.
5. The CITY agrees that SODEXO retains ownership of all equipment and supplies purchased with Project funds.

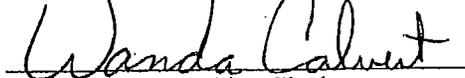
This Agreement is solely contingent upon SODEXO's receipt of Federal and State funds under Project No. 34081159C.

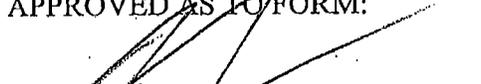
Signed this 3rd day of June, 2008.

CITY OF GUTHRIE, OKLAHOMA


Chuck Burtcher, Mayor

ATTEST:


Wanda Calvert, City Clerk
APPROVED AS TO FORM:


Randel Shadid, City Attorney


Sodexo Operations LLC
Peter McGrath, Senior Vice President



Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
<input checked="" type="checkbox"/> City Council	November 17, 2009	Finance Committee
<input type="checkbox"/> GPWA		
<input type="checkbox"/> Other: _____		

Agenda Item

Consider approval of Finance Committee recommendation to waive the Highland Hall Rental Fee for the Highland Park Neighborhood Association.

Summary

The Highland Park community organized the Highland Park Neighborhood Association on September 31, 2009. The boundaries are: north to College Street, south to Noble Avenue, east to Pine Street, west to Walnut Street and includes 135 homes. The Highland Park Neighborhood Association has adopted Highland Park as their project and is working with Verdell Smith, Superintendent of Parks & Public Grounds, to improve and beautify the park. They have raised funds and are currently painting and landscaping the front entrance to Highland Park. They hope to raise funds for improvements to the pavilions and other structures including restoration of the 89'er wagon. They have requested a fee waiver for Highland Hall to hold their quarterly neighborhood meetings at Highland Hall. Association Board meetings are held in the board members homes; however, the general membership meetings require a larger facility. The Highland Hall Rental Fee for the hours requested is \$45 for each meeting or \$180 per year. The Finance Committee met on November 3, 2009 and recommends approval to waive the Highland Hall Rental Fee for the Highland Park Neighborhood Association quarterly meetings in lieu of \$200 of park improvements, receipts showing said expenditures. Highland Park Neighborhood Association has provided receipts showing a total of \$104.03 in addition to cleaning the windows at Highland Hall and the Municipal Pool Building.

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"/>	<input checked="" type="checkbox"/> No	

Supporting documents attached

- Highland Park Neighborhood Association letter dated October 19, 2009
- First Capitol Neighborhood Solutions letter dated October 19, 2009
- Highland Park News

Recommendation

Staff recommends approval.

Action Needed Public Hearing Motion Emergency Clause

HIGHLAND PARK NEIGHBORHOOD ASSOCIATION

October 19, 2009

Dear Wanda Calvert,

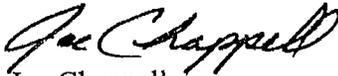
We are proud to say that the Highland Park Neighborhood has joined together to form a Neighborhood Association. *Our mission; "is to promote a better community for residents through group action. We aim to improve and beautify our neighborhood and educate our members in the prevention of residential crime and vandalism by working cooperatively with law enforcement. We strive to improve neighborhood and community relationships and provide information about programs available for home improvement".*

We have adopted Highland Park, and are working with Verdell Smith, Superintendent of Parks to improve and beautify the park. We have raised funds and are currently painting and landscaping the front entrance to Highland Park. We hope to raise funds for improvements to Pavilions and other structures including restoration of the 89er wagon. Providing litter pickups and a watchful eye over this public space.

With the assistance of Neighborhood Solutions, we have elected our officers, established by-laws and will soon incorporate our association.

The purpose of this letter is to request a fee waiver for Highland Hall so that we might have a local meeting place for our quarterly neighborhood meetings. Association board meetings are held in our homes; however, general membership meetings require a larger facility. It is our hope that you will bring this matter before the City Council for review and approval.

Sincerely,



Joe Chappell

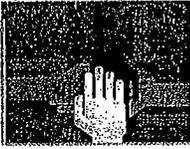
President

Highland Park Neighborhood Association

101 N 2nd Street

Guthrie, Oklahoma 73044

405.826.9080



First Capitol Neighborhood Solutions

Creating Friendly Neighborhoods

October 19, 2009

Wanda Calvert
Guthrie City Manager
101 N. 2nd Street
Guthrie, Ok. 73044

Dear Wanda

This is an unsolicited letter of support for Highland Park Neighborhood Association. The Highland Park community organized their association September 31, 2009. The boundaries are; North to College Street, South to Noble Avenue, East to Pine Street, West to Walnut Street and includes 135 homes.

Neighborhood Solutions supports the Highland Park Association's need for a local meeting place. In my experience, more residents attend general meetings when they come together in their own neighborhood. The positive contribution to our City will far out-weigh the monetary fee that is required for the use of Highland Hall.

Thank you for your consideration and support of Guthrie Neighborhood Associations.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sue".

Sue DuCharme
Chairman, Neighborhood Solutions

HIGHLAND PARK *news*

Highland Park Neighborhood Association Newsletter Volume 1 Issue 1

Message from the President

Welcome to all our new members... and a congratulations to those that took an hour out of their busy schedules to attend the first general meeting. There were lots of great questions, answers and voiced concerns regarding our neighborhood. We look forward to meeting more of our neighbors on November 10th at Highland Hall at 6:30pm.

Meet the Board

(Elected at the August Meeting)

President: Joe Chappell.....826-9080

Vice President: Debbie Leslie....203-4409

Secretary: Kim Hinkle.....282-2293

Treasurer: Dorothy Watson.....282-3639

Trustee: Mike Frise.....282-2282

Trustee: Liz Sterkel.....282-3143

Trustee: Marsha Shipman.....282-8488

Trustee: Maurie Overton.....282-8666

Trustee: Mike Sterkel.....282-3143

Trustee: Ron Shipman.....282-8488

Why Organize?

Starting or joining a neighborhood group can provide a variety of benefits only Neighborhood Associations can provide,

Including:

Increased safety

A powerful voice in getting city services

A way to improve area and property values

An avenue for leadership development

A way to control the destiny of your neighborhood

Possible business contacts

Personal growth

A sense of accomplishment

Civic pride

A feeling of community belonging

The ability to apply for grants to create safety &

beautification projects for our neighborhood.

Street light(s) out?

If you have a street light out It's easy to get it operating again. simply call OG&E at 272-1010 and use option "0" (zero) and report the location. Their time line for repairs is 7 to 10 days, but Favor Neighborhood Association reported 5 lights out & they were back on the same night!

Neighborhood Solutions

Sue DuCharme with Neighborhood Solutions will meet with those of you that missed our first meeting. Get information about home weatherization programs & home improvement programs for Low-Income & Senior Citizens. Learn about low interest loans for purchasing a home through USDA Rural Developments. Let these programs help you & our neighborhood! 282-0880

What are Block Captains?

Block Captains are the backbone of a successful association. They make sure that the neighbors on their block receive the neighborhood newsletter or other informational flyers. We need your help.

Will you be a Block Captain?

Call Joe Chappell 826-9080

What is Your Opinion?

Make your voice heard!

Neighborhood Association "Meeting"

November 10th 6:30pm - 7:30pm

Highland Hall

As our membership grows our voices are heard!

Be a Part of the Solution.....2009

Highland Park Neighborhood Association Membership Application

_____ Yes, I want to be a member of the Highland Park Association. I understand that my payment of \$10.00 yearly entitles me to be a member of **United Neighborhood**, the neighborhood watch program, the Highland Park Neighborhood Newsletter and the opportunity to vote on issues concerning my neighborhood.

NAME: _____

Committee I am interested in:

ADDRESS: _____

TELEPHONE: _____

CELL: _____

EMAIL: _____

_____ Block Captain
_____ Newsletter Edition
_____ Deliver Newsletters
_____ Trash Team
_____ Lend-a-hand
_____ Other

Make checks payable to: Neighborhood Association
Mail to: 101 N. 2nd Street Guthrie, Ok. 73044

8 Ways You Can Stay Healthy at Work

You can protect yourself and others by following these key action steps.

1. **Maintain a healthy lifestyle** through rest, diet, exercise & relaxation.
2. **Wash your hands frequently** with soap & water for 20 seconds or use an alcohol-based hand cleaner if soap & water are not available. Be sure to wash your hands after coughing, sneezing, or blowing your nose.
3. **Avoid touching your nose, mouth & eyes.** Germs spread this way.
4. **Cover your coughs & sneezes with tissue**, or cough & sneeze into your elbow. Dispose of tissues in no-touch trash receptacles.
5. **Keep frequently touched common surfaces clean**, such as telephones, computer keyboards, doorknobs, etc...
6. **Do not use other workers' phones, desks, offices or other work tools & equipment.** If you need to use a co-worker's phone, desk or other equipment, clean it first.
7. **Don't spread the flu!** If you are sick with flu-like illness, stay home. Symptoms of flu include fever (100 degrees Fahrenheit or 38 degrees Celsius) or chills and cough or sore throat. In addition, symptoms of flu can include runny nose, body aches, headaches, tiredness, diarrhea, or vomiting. CDC recommends that sick workers stay home if they are sick with flu-like illness until at least 24 hours after they are free of fever without the use of fever-reducing medicines.
8. **Get vaccinated against seasonal flu, when vaccine is available in your area.** If you are at higher risk for 2009 H1N1 flu complications you should receive the 2009 H1N1 flu vaccine when it becomes available. People at higher risk for 2009 H1N1 flu complications include pregnant women & people with chronic medical conditions (such as asthma, heart disease, or diabetes.) For more information about priority groups for vaccination, visit: www.cdc.gov/H1N1flu/vaccination/acip.htm

Highland Park Neighborhood Association

Highland Park Sign receipts 104.⁰³ + 4 hrs labor

Windows cleaned at Highland Hall
& Pool Building 3 hrs labor

Total 104.⁰⁰ + 7 hrs labor

1 mile to 4 hrs

1 mile

*shrub 52.34
flowers 21.36
mulch 15.98
mulch 6.29*

*Supplier 95.99
8.375/ 8.04
104.03*

THE HOME DEPOT 3919
14201 N PENNSYLVANIA AVE
OKLAHOMA CITY, OK 73134 (405) 7491590

SALE 3919 00011 92434 10/19/09
22 DS41R6 02:06 PM



TLC MEMORIAL
105 WEST MEMORIAL
OKLAHOMA CITY, OK 73114
405-751-0830

Ticket#876469 Cus#2823412 Oct 30 09
Usr MC Rq# 4 Dr# 4 Time 04:34

Item Number	Qty	Price	Ext
CROSSFIRE20	1	29.99	29.99
FESCUE CROSSFIRE II 20LB.			
GATORADE	1	.99	.99
GATORADE 20 OZ			
CEDAR3	3	7.99	23.97
MULCH, CEDAR SCUFT GRD A			

Sub 54.95
Tax 4.60
Total sale *207.99* 59.55

Card-# *****6095
Exp-date **** Auth:06648C
59.55

M. FRIESE
419 Pembroke Lane
GUTHRIE, OK 73044

Sign: _____

827214000752 3 FLD STRING <A> 15.97
049000000443 BEV+NECDEP <A> 1.38
092926110990 SPK LIT BRZ <A> 4.97
020066721589 SPRAY PAINT <A> 6.29
020066126834 PAINT <A> 12.58
046677134020 90MPAR20F <A,S> 14.91
3064 97
046677134105 50MPAR20F <A,S> 19.41
306 47
021200711077 TAPE <A> 2.97
046677138226 11W SIGN LMP <A> 7.41
302.47
SUBTOTAL 85.89
SALES TAX 7.19
TOTAL \$93.08
XXXXXXX6095 VISA 93.08
AUTH CODE 052720/3113300 TA



RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
A 1 90 01/17/2010

THE HOME DEPOT RESERVES THE RIGHT TO
LIMIT / DENY RETURNS. PLEASE SEE THE
RETURN POLICY SIGN IN STORES FOR
DETAILS.

GUARANTEED LOW PRICES

THE HOME DEPOT 3909
7620 NW EXPRESSWAY
OKLAHOMA CITY, OK 73132 (405) 773-6977

SALE 3909 00018 54363 10/17/09
41 AF89XD 05:38 PM



075994047430 6 PK ANNUAL <A> 21.36
1201.78
012627242916 3G PRO NANDI <A,S> 52.36
707.48
012627115432 3G NANDINA <A,S> 22.44
307.48

SUBTOTAL 96.16
SALES TAX 8.05
TOTAL \$104.21
XXXXXXX6095 VISA 104.21
AUTH CODE 00378C/5184744 TA



RETURN POLICY DEFINITIONS
DNI TVV TH NAVG DNI TVV EVDT.