



60<sup>th</sup> City Council

Mayor Chuck Burtcher

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

Ward III – Ellen Gomes, Gaylord Z. Thomas

GUTHRIE PUBLIC WORKS AUTHORITY MEETING

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

Tuesday, December 1, 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 17, 2009 ..... 3
B. Consider approval of claims ..... 7
C. Consider approval of 2010 Calendar Year Schedule of Regular Meetings..... 15
4. Consider denial of Tort Claim(s) #28308-ME and #28309-ME, as recommended by the Oklahoma Municipal Assurance Group.....23
5. Adjourn

CITY COUNCIL MEETING

- 1. Call to Order
2. Consent Agenda
All matters listed will be enacted by one motion unless a request is made for discussion by any councilmember or member of the audience, in which case, the item(s) will be removed from the Consent Agenda and considered separately following this portion of the agenda.
A. Consider approval of minutes of the Regular City Council Meeting held on November 17, 2009 ..... 31
B. Consider approval of claims .....37
C. Consider approval of 2010 Calendar Year Schedule of Regular Meetings ..... ( see page 15)
D. Consider denial of Tort Claim(s) #28308-ME and #28309-ME, as recommended by the Oklahoma Municipal Assurance Group ..... (see page 23)
E. Consider approval of Mayor’s appointment of Debi Wheeler to the Guthrie Forestry Board to serve a term expiring June 2012.....39
3. Public hearing and consider approval of a “Special Use” Permit to allow an “Auto Repair and Towing Service” at the location of 514 North 11<sup>th</sup> Street.....43
4. Consider approval of Change Order # 3 and #4 requested by Wade Construction, Inc. for the Centennial Sidewalk Improvement Project No. 2008-14, increasing the contract price in the amount of \$35,708.54 .....47
5. City Manager’s Report

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

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Agenda posted on the bulletin board in the lobby of City Hall at 5:00 pm on Wednesday, November 25, 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.

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MINUTES

GUTHRIE PUBLIC WORKS AUTHORITY

November 17, 2009

The regular meeting of the Guthrie Public Works Authority was posted on Friday, November 13, 2009 and held November 17, 2009 in the Guthrie City Hall Council Chambers.

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

Pledge of Allegiance was led by Chairman Chuck Burtcher.

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

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

Members Absent: Patty Hazlewood

Staff Present:	Wanda Calvert	Randel Shadid	Kim Biggs
	Lance Crenshaw	Jim Hanke	Maxine Pruitt
	Jim Ahlgren	Kevin Dixon, Jr.	Bill Myers

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

**Public Comments.** Evelyn Nephew invited the Trustees to the 12<sup>th</sup> Annual General Daniels' Community-Wide Thanksgivings Feast and General Daniels' Pre-Gospel Thanksgiving Musical.

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

A. Consider approval of the minutes from the Regular Guthrie Public Works Authority Meeting held on November 3, 2009.

B. Consider approval of Claims:

GPWA Fund:	Regular Claims	\$ 39,976.40
Water Treatment Plant Fund:	Regular Claims	\$1,199,374.52
Utility Deposit Fund:	Regular Claims	<u>\$ 741.07</u>

TOTAL CLAIMS: \$1,240,091.99

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

<u>Chemicals</u>	<u>Vendor</u>	<u>Amount</u>
Sodium Fluorosilicate (Fluoride)	Southwest Chemicals	\$29/50 lb. bag
Chlorine Gas	Altivia	\$825/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.

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

Aye: Burtcher, Ayers, Gomes, Wood, Thomas, Coffin

Nay: None

Chairman Burtcher declared the motion carried unanimously.

**Consider and take action with respect to Resolution No. 2009-21 authorizing the Guthrie Public Works Authority (the “Authority”) to utilize Authority funds to optionally redeem the outstanding amount of (1) its Utility Systems Revenue Bonds, Refunding Series 2001 originally issued in the aggregate amount of \$2,750,000 and (2) its Refunding Revenue Bonds Series 2002 originally issued in the aggregate amount of \$5,345,000 (collectively, the “Bonds”); authorizing the execution and delivery of a Refunding Escrow Agreement; and containing other provisions relating thereto.** On September 8, 2009 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 \$3,575,915.06 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. Motion by Trustee Ayers, seconded by Trustee Thomas, moved approval of Resolution No. 2009-21 authorizing the Guthrie Public Works Authority (the “Authority”) to utilize Authority funds to optionally redeem the outstanding amount of (1) its Utility Systems Revenue Bonds, Refunding Series 2001 originally issued in the aggregate amount of \$2,750,000 and (2) its Refunding Revenue Bonds Series 2002 originally issued in the aggregate amount of \$5,345,000 (collectively, the “Bonds”); authorizing the execution and delivery of a Refunding Escrow Agreement; and containing other provisions relating thereto. Trustees entered their votes and the votes were displayed with the following results:

Aye: Burtcher, Ayers, Gomes, Wood, Thomas, Coffin

Nay: None

Chairman Burtcher declared the motion carried unanimously.

**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.** On April 7, 2009 staff requested Council to fund a feasibility study in the amount of \$1,000 to determine the possibility of placing a wind turbine at the 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. On 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 Program. The grant is 100% funded, no City match is required. Motion by Trustee Ayers, seconded by Trustee Wood, moved 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. Trustees entered their votes and the votes were displayed with the following results:

Aye: Burtcher, Ayers, Gomes, Wood, Thomas, Coffin

Nay: None

Chairman Burtcher declared the motion carried unanimously.

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

Aye: Burtcher, Ayers, Gomes, Wood, Thomas, Coffin

Nay: None

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

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Wanda Calvert, City Clerk

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Chuck Burtcher, Chairman

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GUTHRIE PUBLIC WORKS AUTHORITY

CLAIMS

December 1, 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
0169546	MCLAIN-CHITWOOD (358)	Misc. Office Supplies	01-01-00-6100	\$319.92
1426932	QUILL CORPORATION(489)	Misc. Office Supplies	01-01-00-6100	\$1.88
1480739	QUILL CORPORATION(489)	Misc. Office Supplies	01-01-00-6100	\$58.17
1557190	QUILL CORPORATION(489)	Misc. Office Supplies	01-01-00-6100	\$229.29
1708678	QUILL CORPORATION(489)	Misc. Office Supplies	01-01-00-6100	\$450.99
213359557	EVE SUPPLY(21320)	Janitorial Supplies	01-01-00-6103	\$912.64
11112009	GHM ENTERPRISES (1097)	Dust Mop Cleaning	01-01-00-6103	\$3.60
17298	ED HUMES LOCKSMITH (21141)	Repairs on two City Hall Doors	01-01-00-6112	\$101.00
654481	GOOCH-SMITH ELECTRIC(1279)	Misc. Work	01-01-00-6112	\$75.00
2325591	OKLA HOME CENTERS, INC. (20	Misc. Supplies	01-01-00-6112	\$25.90
42716302-001	RSC EQUIPMENT RENTAL, INC (	Lift Truck for the Down Town Christmas Lights	01-01-00-6112	\$46.41
42716302-003	RSC EQUIPMENT RENTAL, INC (	Lift Truck for the Down Town Christmas Lights	01-01-00-6112	\$1,905.00
21198	STANDARD HOME & IND.,INC. (1	Repair Leak on City hall roof	01-01-00-6112	\$525.00
290903737	TERMINEX 22413	Pest Control	01-01-00-6112	\$90.00
2029939	CREDIT CARD OPERATIONS(206	Promiess Test	01-01-00-6114	\$160.00
2029933	ALLTEL COMMUNICATIONS,INC.(	Cell Phone Serves	01-01-00-6318	\$174.26
2029838NOV/20	JIM AHLGREN (21811)	Reimbursement Pizza and Soda at the United	01-01-00-6346	\$68.15
2029454DEC09	GODDARD ENTERPRISES (798)	Siren Maint.	01-01-00-6372	\$200.00
29115(02)	MYERS ENGINEERING CORPOR	Second ARRA Projct #2 for Walnut Street, S	01-01-00-6373	\$878.00
		<b>Total</b>		<b>\$6,225.21</b>
		<b>Total GENERAL GOVERNMENT</b>		<b>\$6,225.21</b>
CNIN061998BMI	BMI SYSTEMS, INC. (664)	Maintence for 4rd floor Canon Copier (JJM01	01-02-20-6317	\$239.96
		<b>Total CITY MANAGER</b>		<b>\$239.96</b>
2029939	CREDIT CARD OPERATIONS(206	Bouts	01-02-23-6016	\$119.95
		<b>Total PURCHASING/ACCOUNTS PAYABLE</b>		<b>\$119.95</b>
2029839NOV/20	JIM AHLGREN (21811)	Reimbursement for Mileage - 10/20/2009 OK	01-02-24-6047	\$39.64
B0010106	UNIVERSITY OF OKLAHOMA (10	Oklahoma Wind Energy Conference Novemb	01-02-24-6048	\$150.00
303294	MCAFEE & TAFT(1875)	Schedule Arbitration IAFF	01-02-24-6373	\$18.00
		<b>Total HUMAN RESOURCES</b>		<b>\$207.64</b>
2029939	CREDIT CARD OPERATIONS(206	Uniforms Pants	01-02-25-6016	\$159.85
2029939	CREDIT CARD OPERATIONS(206	Bouts	01-02-25-6110	\$89.99
		<b>Total BUILDING SERVICES</b>		<b>\$249.84</b>
		<b>Total ADMINISTRATION</b>		<b>\$817.39</b>
2029855NOV/20	KIM BIGGS(20826)	Mileage Reimb. For Municipal Clerks, Oklaho	01-03-30-6047	\$100.62
		<b>Total FINANCE</b>		<b>\$100.62</b>
		<b>Total FINANCE</b>		<b>\$100.62</b>
711823	SMART TECHNOLOGIES (21652)	Trend Micro Spam Filter	01-04-45-6125	\$637.50
110248	AMERICAN OPTI-NET,INC. (2030	Computer Cable Maintenance and Repair	01-04-45-6126	\$70.00
EDU265	PANOPTO 22357	CourseCase Hosted Video	01-04-45-6381	\$49.00
		<b>Total INFORMATION SERVICES</b>		<b>\$756.50</b>
		<b>Total INFORMATION SERVICES</b>		<b>\$756.50</b>
2029637	CREDIT CARD OPERATIONS(206	NEC Paperback 2008 and NEC Code Tabs 2	01-05-50-6048	\$107.90
2029676	CREDIT CARD OPERATIONS(206	Jim Hanke 3 ICC Membership Renewal	01-05-50-6048	\$70.00
2029741NOV/20	DOUG WEIR 22520	Reimbursement for Inspector Provisional Lice	01-05-50-6048	\$35.00
110609-08	SOUTHWEST CONSTRUCTION(1	Conference Registration for Jim and Doug	01-05-50-6048	\$130.00

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

Invoice #	Vendor	Description	Account	Cost
CNIN063334BMI	BMI SYSTEMS, INC. (664)	Maintenance for Planning Canon Copier	01-05-50-6317	\$203.00
44783	C&R PRINT SHOP, INC. (22210)	Rene Spineto, Jonathan Williams and Lester	01-05-50-6334	\$85.59
		<b>Total COMMUNITY DEVELOPMENT</b>		<b>\$631.49</b>
44783	C&R PRINT SHOP, INC. (22210)	Rene Spineto, Jonathan Williams and Lester	01-05-51-6334	\$60.00
2029856NOV/20	STEVE MCCAULEY 22442	Abatement clean Up	01-05-51-6354	\$200.00
2029856NOV/20	STEVE MCCAULEY 22442	Abatement clean Up	01-05-51-6354	\$250.00
2029856NOV/20	STEVE MCCAULEY 22442	Abatement clean Up	01-05-51-6354	\$140.00
2029856NOV/20	STEVE MCCAULEY 22442	Abatement clean Up	01-05-51-6354	\$60.00
		<b>Total CODE COMPLIANCE</b>		<b>\$710.00</b>
		<b>Total PLANNING</b>		<b>\$1,341.49</b>
290903738	TERMINEX 22413	Pest Control	01-06-60-6112	\$50.00
17638240	AMERICAN LIBRARY ASSOC.(11)	Teen Read Week Promotional Items	01-06-60-6114	\$82.90
202657	CREDIT CARD OPERATIONS(206	Children's Programming Supplies and Interne	01-06-60-6114	\$41.91
3708011	DEMCO(146)	Processing Materials	01-06-60-6116	\$190.85
B681696	BRODART(289)	Juvenile and Adult Books Standing Order	01-06-60-6130	\$11.23
B681697	BRODART(289)	Juvenile and Adult Books Standing Order	01-06-60-6130	\$69.00
B710196	BRODART(289)	Juvenile and Adult Books Standing Order	01-06-60-6130	\$42.94
B710197	BRODART(289)	Juvenile and Adult Books Standing Order	01-06-60-6130	\$593.76
B720957	BRODART(289)	Juvenile and Adult Books Standing Order	01-06-60-6130	\$190.17
801590	CENTER POINT LARGE PRINT (2	Large Print-Standing Order, 12 per Month	01-06-60-6130	\$469.68
2029529	CREDIT CARD OPERATIONS(206	DVD Order - Juvenile and Adult	01-06-60-6131	\$202.75
285529	MICRO MARKETING LLC.(1721)	Book on CD - Wagons West	01-06-60-6131	\$29.99
1087694391	RANDOM HOUSE, INC (21561)	Standing Order on Juvenile and Adult Books	01-06-60-6131	\$51.00
1087731036	RANDOM HOUSE, INC (21561)	Standing Order on Juvenile and Adult Books	01-06-60-6131	\$68.00
1187694391	RANDOM HOUSE, INC (21561)	Standing Order on Juvenile and Adult Books	01-06-60-6131	\$20.40
4682277	RECORDED BOOKS INC. (1840)	12 Playaways	01-06-60-6131	\$591.51
CNIN062896BMI	BMI SYSTEMS, INC. (664)	Maintenance for Library Canon Copier	01-06-60-6317	\$204.43
		<b>Total LIBRARY</b>		<b>\$2,910.52</b>
		<b>Total LIBRARY</b>		<b>\$2,910.52</b>
2220	ASSESSMENT, INC. (1014)	Evaluation for Morey #2220	01-07-70-6030	\$80.00
303759	CHIEF SUPPLY 22527	Safety Vests for Officers and Animal Control -	01-07-70-6110	\$747.75
495176542001	OFFICE DEPOT,INC. (286)	Chairs for Squad Room	01-07-70-6112	\$559.92
2029728	CREDIT CARD OPERATIONS(206	Samsung CLX 6210FX Color Printer and Sa	01-07-70-6311	\$1,299.98
2029848NOV/20	WILKINS AUTO BODY(20367)	Repairs done on 2009 Unit #30 Dodge Charg	01-07-70-6316	\$8,461.40
CNIN062913BMI	BMI SYSTEMS, INC. (664)	Maintenance for Police Canon Copier	01-07-70-6317	\$133.69
2029880NOV/20	ANTHONY GIBBS (21409)	Meal Reimbursement ARIDE Training Midwe	01-07-70-6343	\$15.77
2029688	CREDIT CARD OPERATIONS(206	Training S. Brown OACA 10/22 and 10/23/20	01-07-70-6343	\$140.00
2009-571	O.A.C.P.(408)	Membership Dues for Damon Devereaux	01-07-70-6355	\$60.00
2009-651	O.A.C.P.(408)	Membership Dues for Damon Devereaux	01-07-70-6355	\$120.00
		<b>Total POLICE ADMINISTRATION</b>		<b>\$11,618.51</b>
290903736	TERMINEX 22413	Pest Control	01-07-72-6112	\$40.00
0026791-2176-0	WASTE MANAGEMENT (22106)	DEY-Dead Animals plus Fuel Surcharge and	01-07-72-6114	\$87.29
		<b>Total ANIMAL CONTROL</b>		<b>\$127.29</b>
04-1003373	OKLA DEPARTMENT OF PUBLIC	OLETS User Fee	01-07-79-6304	\$350.00
		<b>Total COMMUNICATIONS</b>		<b>\$350.00</b>
		<b>Total POLICE</b>		<b>\$12,095.80</b>

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

Invoice #	Vendor	Description	Account	Cost
165524	DRABEK & HILL INC. (21528)	Bay Floor Repair	01-09-90-6112	\$79.00
165969	DRABEK & HILL INC. (21528)	Bay Floor Repair	01-09-90-6112	\$1,485.00
147705	NAPA (30)	Misc. Supplies	01-09-90-6316	\$37.16
0218-276406	O'REILLY AUTO PARTS (952)		01-09-90-6316	(\$41.95)
0218-345768	O'REILLY AUTO PARTS (952)	Misc. Supplies	01-09-90-6316	\$7.49
3939588	RICOH AMERICAS CORPORATIO	Copy Machine Maintenance	01-09-90-6317	\$115.96
		<b>Total SUPPRESSION</b>		<b>\$1,682.66</b>
0427107	WORKRITE UNIFORM CO. INC(6	Uniforms	01-09-92-6016	\$342.44
		<b>Total EMS</b>		<b>\$342.44</b>
2324194	OKLA HOME CENTERS, INC. (20	Misc. Supplies	01-09-96-6114	\$56.88
2324199	OKLA HOME CENTERS, INC. (20	Misc. Supplies	01-09-96-6114	\$31.99
2324224	OKLA HOME CENTERS, INC. (20	Misc. Supplies	01-09-96-6114	\$17.99
2324347	OKLA HOME CENTERS, INC. (20	Misc. Supplies	01-09-96-6114	\$15.55
2324516	OKLA HOME CENTERS, INC. (20	Misc. Supplies	01-09-96-6114	\$15.07
2324756	OKLA HOME CENTERS, INC. (20	Misc. Supplies	01-09-96-6114	\$13.98
2324817	OKLA HOME CENTERS, INC. (20	Misc. Supplies	01-09-96-6114	\$99.98
6135861	OKLA HOME CENTERS, INC. (20	Misc. Supplies	01-09-96-6114	\$41.47
013192	WADE'S HARDWARE (607)	Misc. Supplies	01-09-96-6114	\$29.68
44783	C&R PRINT SHOP, INC. (22210)	Rene Spineto, Jonathan Williams and Lester	01-09-96-6308	\$60.00
2029847NOV/20	INTEGRATED CIRCUITS (21906)	Radio Repair	01-09-96-6318	\$283.00
		<b>Total PREVENTION</b>		<b>\$665.59</b>
		<b>Total FIRE</b>		<b>\$2,690.69</b>
2029823NOV/20	DONNIE KNITTLE 22525	CDL	01-12-00-6048	\$72.50
		<b>Total</b>		<b>\$72.50</b>
		<b>Total STREET</b>		<b>\$72.50</b>
825 0512483	UNIFIRST(20865)	Uniform - Shop Towel Service	01-14-00-6016	\$33.65
825 0513887	UNIFIRST(20865)	Uniform - Shop Towel Service	01-14-00-6016	\$54.47
		<b>Total</b>		<b>\$88.12</b>
40315	COUNTRY FORD-MERCURY (130	Misc. Ford Automotive Car Parts	01-14-41-6116	\$9.32
40338	COUNTRY FORD-MERCURY (130	Misc. Ford Automotive Car Parts	01-14-41-6116	\$15.29
122103	JOHN VANCE MOTORS(602)	MISC. General Motors and Chrysler Parts	01-14-41-6116	\$941.20
122129	JOHN VANCE MOTORS(602)	MISC. General Motors and Chrysler Parts	01-14-41-6116	\$146.90
8629108	LAWSON PRODUCTS, INC.(316)	Misc. Shop Suplies, Fasteners, Wire, Connec	01-14-41-6116	\$210.24
147504	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$38.73
147646	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$313.99
147665	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$30.26
147688	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$3.44
147691	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$9.00
147698	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$6.56
147713	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$22.63
147755	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$2.49
147788	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$68.32
147799	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$35.32
147845	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$17.15
148041	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$42.94
148089	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$20.69
148198	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$98.44

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

Invoice #	Vendor	Description	Account	Cost
148357	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$46.15
148403	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$45.42
		<b>Total FLEET MAINTENANCE</b>		<b>\$2,124.48</b>
		<b>Total FLEET MAINTENANCE</b>		<b>\$2,212.60</b>
		<b>Total GENERAL FUND</b>		<b>\$29,223.32</b>
290678844	TERMINEX 22413	Pest Control	20-21-00-6112	\$65.00
2029457DEC09	USPS - UNITED STATES POSTAL	Postage Meter	20-21-00-6309	\$1,000.00
CNIN062909BMI	BMI SYSTEMS, INC. (664)	Maintenance dor Municpal Serv. Canon Copi	20-21-00-6317	\$119.89
2029933	ALLTEL COMMUNICATIONS,INC.(	Cell Phone Serves	20-21-00-6318	\$230.99
2029453DEC09	COX COMMUNICATIONS(20698)	Water Treatment Plant Internet services	20-21-00-6318	\$59.95
BF38987.NOV/2	BNSF RAILWAY COMPANY (25)	Lease for Water Pumping Facility in Guthrie,	20-21-00-6382	\$2,025.92
		<b>Total</b>		<b>\$3,501.75</b>
		<b>Total PUBLIC WORKS GENERAL</b>		<b>\$3,501.75</b>
2029687	CREDIT CARD OPERATIONS(206	10 Uniform Pants for Lee & Ray	20-23-00-6016	\$438.12
4058	D & B PROCESS CONTROLS (13	Replace Antenna and Cable at the West Boo	20-23-00-6317	\$428.00
		<b>Total</b>		<b>\$866.12</b>
		<b>Total WATER PLANT</b>		<b>\$866.12</b>
9J22024	ACCURATE ENVIRONMENTAL,LL	Estimated Annual Testing	20-24-00-6109	\$140.00
2029885NOV/20	BALSIGER TIRE (907)	New tires for vehicle #200	20-24-00-6316	\$364.00
06-27511	P&K EQUIPMENT, INC. (273) ED	Estimated Cost for Fork Lift Attachement for	20-24-00-6317	\$810.00
		<b>Total</b>		<b>\$1,314.00</b>
		<b>Total WASTE WATER TREATMENT PLANT</b>		<b>\$1,314.00</b>
111942	STILLWATER MILLING(1386)	Winter Coats, Bib Coveralls, Boots for Line M	20-27-00-6110	\$972.85
111971	STILLWATER MILLING(1386)	Winter Coats, Bib Coveralls, Boots for Line M	20-27-00-6110	\$212.97
2311205	OKLA HOME CENTERS, INC. (20	PVC Fittings, Concrete, Etc.	20-27-00-6119	\$30.99
2319538	OKLA HOME CENTERS, INC. (20	PVC Fittings, Concrete, Etc.	20-27-00-6119	\$9.99
2320397	OKLA HOME CENTERS, INC. (20	PVC Fittings, Concrete, Etc.	20-27-00-6119	\$32.25
2320465	OKLA HOME CENTERS, INC. (20	PVC Fittings, Concrete, Etc.	20-27-00-6119	\$1.99
2323344	OKLA HOME CENTERS, INC. (20	PVC Fittings, Concrete, Etc.	20-27-00-6119	\$57.90
2323654	OKLA HOME CENTERS, INC. (20	PVC Fittings, Concrete, Etc.	20-27-00-6119	\$18.98
2324271	OKLA HOME CENTERS, INC. (20	PVC Fittings, Concrete, Etc.	20-27-00-6119	\$143.46
232428	OKLA HOME CENTERS, INC. (20	PVC Fittings, Concrete, Etc.	20-27-00-6119	\$17.99
2325088	OKLA HOME CENTERS, INC. (20	PVC Fittings, Concrete, Etc.	20-27-00-6119	\$6.99
928371	USABLUBOOK - UTILITY SUPPL	Dickson pressure data logger to install in wat	20-27-00-6119	\$608.03
144021	NAPA (30)	Misc Parts	20-27-00-6317	\$8.49
146773	NAPA (30)	Misc Parts	20-27-00-6317	\$7.27
146835	NAPA (30)	Misc Parts	20-27-00-6317	\$15.84
147347.	NAPA (30)	Misc Parts	20-27-00-6317	\$104.15
147369	NAPA (30)	Misc Parts	20-27-00-6317	\$8.08
2029446NOV/20	GHM ENTERPRISES (1097)	Laundry Service	20-27-00-6346	\$143.70
		<b>Total</b>		<b>\$2,401.92</b>
		<b>Total LINE MAINTENANCE</b>		<b>\$2,401.92</b>
		<b>Total GPWA OPERATING FUND</b>		<b>\$8,083.79</b>
CNIN062812BMI	BMI SYSTEMS, INC. (664)	Copy Machine Lease for 6 copiers	54-54-02-6705	\$574.39

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

Invoice #	Vendor	Description	Account	Cost
CNIN062895B	BMI SYSTEMS, INC. (664)	Copy Machine Lease for 6 copiers	54-54-02-6705	\$260.00
CNIN062910B	BMI SYSTEMS, INC. (664)	Copy Machine Lease for 6 copiers	54-54-02-6705	\$308.00
CNIN062912B	BMI SYSTEMS, INC. (664)	Copy Machine Lease for 6 copiers	54-54-02-6705	\$260.00
<b>Total ADMINISTRATION</b>				<b>\$1,402.39</b>
72192273	DELL FINANCIAL (21623)	Lease Payment Admin Sec/Payroll Decembe	54-54-04-6706	\$82.99
<b>Total INFORMATION SERVICES</b>				<b>\$82.99</b>
2029458DEC09	BANCFIRST(884)	Loan for upgrade for both Cameras trucks	54-54-27-6706	\$1,116.00
<b>Total LINE MAINTENANCE</b>				<b>\$1,116.00</b>
<b>Total FACILITIES</b>				<b>\$2,601.38</b>
147804	NAPA (30)	ROB 34788-NP Robinair Recover, Recycle a	54-56-14-6565	\$3,399.00
<b>Total FLEET MAINTENANCE</b>				<b>\$3,399.00</b>
<b>Total VEHICLES &amp; EQUIPMENT</b>				<b>\$3,399.00</b>
<b>Total CAPITAL PROJECTS</b>				<b>\$6,000.38</b>
06-060230-002 R	MISCELLANEOUS		71-00-00-5555	\$46.10
08-080342-009 R	MISCELLANEOUS		71-00-00-5555	\$3.78
14-141614-014 R	MISCELLANEOUS		71-00-00-5555	\$37.35
15-151583-005 R	MISCELLANEOUS		71-00-00-5555	\$34.86
<b>Total</b>				<b>\$122.09</b>
<b>Total</b>				<b>\$122.09</b>
<b>Total UTILITY DEPOSIT FUND</b>				<b>\$122.09</b>
2029938	CREDIT CARD OPERATIONS(206	Meals for a Conference	98-98-00-6047	\$37.28
00221871	OZARKA WATER(20773)	Equipment Rental for Ozarka Water Dispens	98-98-00-6112	\$6.45
0262439	OZARKA WATER(20773)	Equipment Rental for Ozarka Water Dispens	98-98-00-6112	\$7.25
0264988	OZARKA WATER(20773)	Equipment Rental for Ozarka Water Dispens	98-98-00-6112	\$7.25
290903740	TERMINEX 22413	Pest Control	98-98-00-6112	\$50.00
<b>Total</b>				<b>\$108.23</b>
<b>Total AIRPORT FUND</b>				<b>\$108.23</b>
<b>Total AIRPORT FUND</b>				<b>\$108.23</b>
2029455DEC09	OKLAHOMA DEPARTMENT OF C	Spirit Wing Loan	99-99-00-6702	\$1,041.67
<b>Total</b>				<b>\$1,041.67</b>
<b>Total GUTHRIE INDUSTRIAL DEVLEOPMENT</b>				<b>\$1,041.67</b>
<b>Total GUTHRIE INDUSTRIAL DEVELOPMENT</b>				<b>\$1,041.67</b>
<b>Total All Funds</b>				<b>\$44,579.48</b>

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

Invoice #	Vendor	Description	Account	Cost
2029908OCT/20	OG&E(405)	Combined billing for Oct. 2009	01-01-00-6305	\$4,418.79
2029908OCT/20	OG&E(405)	Combined billing for Oct. 2009	01-01-00-6306	\$9,928.34
2029907OCT/20	OKLA NATURAL GAS COMPANY	Gas Bill for Oct. 2009	01-01-00-6307	\$1,921.28
2029389NOV/20	O.M.A.G.(21302)	Workers' Compensation Monthly Premium In	01-01-00-6326	\$18,058.70
2029390NOV/20	O.M.A.G.(425)	Liability/Contractors Monthly Premium Insura	01-01-00-6326	\$10,870.71
2029388NOV/20	O.M.A.G.(21303)	Building & Property Monthly Premiums for Ins	01-01-00-6326	\$4,150.04
		<b>Total</b>		<b>\$49,347.86</b>
		<b>Total GENERAL GOVERNMENT</b>		<b>\$49,347.86</b>
2029854oct/2009	SUE DuCHARME (22530)	Performance Agreement - October 2009	01-05-50-6054	\$1,250.00
		<b>Total COMMUNITY DEVELOPMENT</b>		<b>\$1,250.00</b>
		<b>Total PLANNING</b>		<b>\$1,250.00</b>
2029881NOV/20	COLTER MOREY (22355)	Reimbursement for Boots	01-07-70-6110	\$100.00
2029881NOV/20	COLTER MOREY (22355)	Reimbursement for Boots and Meal Reimburs	01-07-70-6343	\$67.02
		<b>Total POLICE ADMINISTRATION</b>		<b>\$167.02</b>
		<b>Total POLICE</b>		<b>\$167.02</b>
		<b>Total GENERAL FUND</b>		<b>\$50,764.88</b>
2029707NOV/20	WASTE CONNECTIONS, INC (210		20-00-00-5466	(\$250.00)
2029889NOV/20	AYANTU SHAYE 22533	Overpayment on Final Bill at First Capital Apa	20-00-00-5480	\$44.21
2029890NOV/20	LEVI MAPLES 22534	Overpayment on Final Bill at 7 forrest Road -	20-00-00-5480	\$44.76
2029886NOV/20	RICHARD GIRKIN 22537	Overpayment on Final Utility Bill at 716 North	20-00-00-5480	\$60.49
2029888NOV/20	ROGEREETTA MARTIN 22535	Overpayment on Final Bill at 610 East Harris	20-00-00-5480	\$61.46
2029887NOV/20	TAMMY GARCIA 22536	Overpayment on Final Bill at 317 North 14th	20-00-00-5480	\$52.26
		<b>Total</b>		<b>\$13.18</b>
		<b>Total</b>		<b>\$13.18</b>
2029908OCT/20	OG&E(405)	Combined billing for Oct. 2009	20-21-00-6305	\$8,600.49
2029907OCT/20	OKLA NATURAL GAS COMPANY	Gas Bill for Oct. 2009	20-21-00-6307	\$664.12
2029707NOV/20	WASTE CONNECTIONS, INC (210	Sanitation Service - Commerical, Residential,	20-21-00-6348	\$33,519.12
2029707NOV/20	WASTE CONNECTIONS, INC (210	Sanitation Service - Commerical, Residential,	20-21-00-6348	\$28,604.28
2029707NOV/20	WASTE CONNECTIONS, INC (210	Sanitation Service - Commerical, Residential,	20-21-00-6348	\$679.25
2029707NOV/20	WASTE CONNECTIONS, INC (210	Sanitation Service - Commerical, Residential,	20-21-00-6348	\$1,233.26
		<b>Total</b>		<b>\$73,300.52</b>
		<b>Total PUBLIC WORKS GENERAL</b>		<b>\$73,300.52</b>
2029707NOV/20	WASTE CONNECTIONS, INC (210	Sanitation Service - Commerical, Residential,	20-26-00-6375	\$5,803.16
2029707NOV/20	WASTE CONNECTIONS, INC (210	Sanitation Service - Commerical, Residential,	20-26-00-6375	\$640.36
		<b>Total</b>		<b>\$6,443.52</b>
		<b>Total CONVENIENCE CENTER</b>		<b>\$6,443.52</b>
		<b>Total GPWA OPERATING FUND</b>		<b>\$79,757.22</b>
330	H2GLOW 22532	Reinstall Sprinkler System that was removed	44-44-00-6548	\$477.00
333	H2GLOW 22532	Reinstall Sprinkler System that was removed	44-44-00-6548	\$246.00
334	H2GLOW 22532	Reinstall Sprinkler System that was removed	44-44-00-6548	\$394.50
335	H2GLOW 22532	Reinstall Sprinkler System that was removed	44-44-00-6548	\$171.45
		<b>Total</b>		<b>\$1,288.95</b>

EARLY PAY

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

Invoice #	Vendor	Description	Account	Cost
		<b>Total GUTHRIE CENTENNIAL</b>		<b>\$1,288.95</b>
		<b>Total GUTHRIE CENTENNIAL FUND</b>		<b>\$1,288.95</b>
2029908OCT/20	OG&E(405)	Combined billing for Oct. 2009	98-98-00-6305	\$663.79
		<b>Total</b>		<b>\$663.79</b>
		<b>Total AIRPORT FUND</b>		<b>\$663.79</b>
		<b>Total AIRPORT FUND</b>		<b>\$663.79</b>
		<b>Total All Funds</b>		<b>\$132,474.84</b>

**EARLY PAY**



Agenda Item Cover Letter

Meeting: [X] City Council, [X] GPWA, Other: \_\_\_\_\_
Date of Meeting: December 1, 2009
Contact: Wanda Calvert, City Clerk/Treasurer

Agenda Item

Consider approval of 2010 Calendar Year Schedule of Regular Meetings.

Summary

Under the provisions of Title 25, O.S. Section 311.1, all public bodies shall give notice in writing by December 15 of each calendar year of the schedule showing the date, time and place of the regularly scheduled meetings of such public bodies for the following calendar year. Once approved, staff will post the 2010 Calendar Year Schedule of Regular Meetings in the Guthrie City Hall foyer before December 15, 2009.

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

Supporting documents attached

- 2010 Calendar Year - Schedule of Regular Meetings

Recommendation

Staff recommends approval.

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

**2010 Calendar Year  
Schedule of Regular Meetings**

**CITY COUNCIL**

<b>Date</b>	<b>Time</b>	<b>Place</b>
January 5 & 19	All meetings are scheduled for 7:00 p.m.	Guthrie City Hall 101 North Second Street
February 2 & 16		
March 2 & 16		
April 6 & 20		
May 4 & 18		
June 1 & 15		
July 6 & 20		
August 3 & 17		
September 7 & 21		
October 5 & 19		
November 2 & 16		
December 7 & 21		

**GUTHRIE PUBLIC WORKS AUTHORITY**

<b>Date</b>	<b>Time</b>	<b>Place</b>
January 5 & 19	All meetings are scheduled for 7:00 p.m.	Guthrie City Hall 101 North Second Street
February 2 & 16		
March 2 & 16		
April 6 & 20		
May 4 & 18		
June 1 & 15		
July 6 & 20		
August 3 & 17		
September 7 & 21		
October 5 & 19		
November 2 & 16		
December 7 & 21		

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Filed with the Office of the City Clerk at 2:00 p.m. on November 23, 2009.

**POSTED** at 4:00 p.m. on December 2, 2009 by Wanda Calvert, City Clerk.

**ATTEST: (Seal)** \_\_\_\_\_  
City Clerk

Additional meetings may be called, by posting an agenda for "Special or Emergency Meeting" in accordance with the provisions of 25 O.S. Sec. 311.

Under the provisions of 25 O.S., Section 311.1, this schedule must be posted by December 15 of the year prior to the meetings.

**2010 Calendar Year  
Schedule of Regular Meetings**

**GUTHRIE BOARD OF ADJUSTMENT**

<b>Date</b>	<b>Time</b>	<b>Place</b>
January 21	All meetings are scheduled for 5:30 p.m.	Guthrie City Hall 101 North Second Street
February 18		
March 18		
April 15		
May 20		
June 17		
July 15		
August 19		
September 16		
October 21		
November 18		
December 16		

**GUTHRIE-EDMOND REGIONAL AIRPORT BOARD**

<b>Date</b>	<b>Time</b>	<b>Place</b>
January 12	All meetings are scheduled for 3:30 p.m.	Guthrie/Edmond Regional Airport, Terminal Building Conference Room 520 Airport Road Guthrie, OK
February 9		
March 9		
April 13		
May 11		
June 8		
July 13		
August 10		
September 14		
October 12		
November 9		
December 14		

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Filed with the Office of the City Clerk at 2:00 p.m. on November 23, 2009.

**POSTED** at 4:00 p.m. on December 2, 2009 by Wanda Calvert, City Clerk.

**ATTEST: (Seal)** \_\_\_\_\_  
City Clerk

Additional meetings may be called, by posting an agenda for "Special or Emergency Meeting" in accordance with the provisions of 25 O.S. Sec. 311.

Under the provisions of 25 O.S., Section 311.1, this schedule must be posted by December 15 of the year prior to the meetings.

**2010 Calendar Year  
Schedule of Regular Meetings**

**GUTHRIE FORESTRY ADVISORY BOARD**

<b>Date</b>	<b>Time</b>	<b>Place</b>
January 26 April 27 July 27 October 26	All meetings are scheduled for 5:30 p.m.	Guthrie City Hall 101 North Second Street

**GUTHRIE HISTORIC PRESERVATION COMMISSION**

<b>Date</b>	<b>Time</b>	<b>Place</b>
January 4 February 1 March 1 April 5 May 3 June 7 July 12* August 2 September 13* October 4 November 1 December 6	All meetings are scheduled for 5:30 p.m.	Guthrie City Hall 101 North Second Street

\*Moving from July 5, for 4<sup>th</sup> of July Holiday to July 12  
from September 6, for Labor Day Holiday, to September 13.

**GUTHRIE INDUSTRIAL DEVELOPMENT AUTHORITY**

<b>Date</b>	<b>Time</b>	<b>Place</b>
All Meetings are on an “as-called” basis and posted as <b>Special or Emergency</b> Meetings.		Guthrie City Hall 101 North Second Street

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Filed with the Office of the City Clerk at 2:00 p.m. on November 23, 2009.

**POSTED** at 4:00 p.m. on December 2, 2009 by Wanda Calvert, City Clerk.

**ATTEST: (Seal)** \_\_\_\_\_  
City Clerk

Additional meetings may be called, by posting an agenda for “Special or Emergency Meeting” in accordance with the provisions of 25 O.S. Sec. 311.

Under the provisions of 25 O.S., Section 311.1, this schedule must be posted by December 15 of the year prior to the meetings.

**2010 Calendar Year  
Schedule of Regular Meetings**

**GUTHRIE LIBRARY BOARD**

<b>Date</b>	<b>Time</b>	<b>Place</b>
January 21 April 15 July 15 October 21	All meetings are scheduled for 4:00 p.m.	Guthrie Public Library Conference Room. 201 North Division St.

**GUTHRIE MUNICIPAL PLANNING COMMISSION**

<b>Date</b>	<b>Time</b>	<b>Place</b>
January 14 February 11 March 11 April 8 May 13 June 10 July 8 August 12 September 9 October 14 November 11 December 9	All meetings are scheduled for 5:30 p.m.	Guthrie City Hall 101 North Second Street

**GUTHRIE PARK BOARD**

<b>Date</b>	<b>Time</b>	<b>Place</b>
January 26 April 27 July 27 October 26	All meetings are scheduled for 6:30 p.m.	Guthrie City Hall 101 North Second Street

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Filed with the Office of the City Clerk at 2:00 p.m. on November 23, 2009.

**POSTED** at 4:00 p.m. on December 2, 2009 by Wanda Calvert, City Clerk.

**ATTEST: (Seal)** \_\_\_\_\_  
City Clerk

Additional meetings may be called, by posting an agenda for "Special or Emergency Meeting" in accordance with the provisions of 25 O.S. Sec. 311.

Under the provisions of 25 O.S., Section 311.1, this schedule must be posted by December 15 of the year prior to the meetings.

**2010 Calendar Year  
Schedule of Regular Meetings**

**GUTHRIE TRANSPORTATION AUTHORITY**

<b>Date</b>	<b>Time</b>	<b>Place</b>
February 9 May 11 August 10 November 9	All meetings are scheduled for for 6:00 p.m.	Guthrie City Hall 101 North Second Street

**FINANCE COMMITTEE**

<b>Date</b>	<b>Time</b>	<b>Place</b>
All Meetings are on an "as-called" basis and posted as <b>Special</b> or <b>Emergency</b> Meetings.		Guthrie City Hall 101 North Second Street

**STREET COMMITTEE**

<b>Date</b>	<b>Time</b>	<b>Place</b>
All Meetings are on an "as-called" basis and posted as <b>Special</b> or <b>Emergency</b> Meetings.		Guthrie City Hall 101 North Second Street

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Filed with the Office of the City Clerk at 2:00 p.m. on November 23, 2009.

**POSTED** at 4:00 p.m. on December 2, 2009 by Wanda Calvert, City Clerk.

**ATTEST: (Seal)** \_\_\_\_\_  
City Clerk

Additional meetings may be called, by posting an agenda for "Special or Emergency Meeting" in accordance with the provisions of 25 O.S. Sec. 311.

Under the provisions of 25 O.S., Section 311.1, this schedule must be posted by December 15 of the year prior to the meetings.



Chairperson  
Gary Wecks

Vice Chairperson  
Bill Hairston

Commissioner  
Janet Walker

Commissioner  
Cheri French

Commissioner  
Teresa Goss

Executive Director  
Frank Krusemark

**GUTHRIE HOUSING AUTHORITY**  
**2010 CALENDAR YEAR**  
**SCHEDULE OF REGULAR MEETINGS**

<u>DATE</u>	<u>TIME</u>	<u>PLACE</u>
JANUARY 14	2:00 P.M.	GUTHRIE HOUSING AUTH.
FEBRUARY 18	2:00 P.M.	GUTHRIE HOUSING AUTH.
MARCH 18	2:00 P.M.	GUTHRIE HOUSING AUTH.
APRIL 15	2:00 P.M.	GUTHRIE HOUSING AUTH.
MAY 20	2:00 P.M.	GUTHRIE HOUSING AUTH.
JUNE 17	2:00 P.M.	GUTHRIE HOUSING AUTH.
JULY 15	2:00 P.M.	GUTHRIE HOUSING AUTH.
AUGUST 19	2:00 P.M.	GUTHRIE HOUSING AUTH.
SEPTEMBER 16	2:00 P.M.	GUTHRIE HOUSING AUTH.
OCTOBER 21	2:00 P.M.	GUTHRIE HOUSING AUTH.
NOVEMBER 18	2:00 P.M.	GUTHRIE HOUSING AUTH.
DECEMBER 16	2:00 P.M.	GUTHRIE HOUSING AUTH.

**IDENTIFICATION OF PERSON FILING NOTICE:**

NAME: FRANK KRUSEMARK TITLE: EXECUTIVE DIRECTOR

ADDRESS: 1524 E. PERKINS PHONE: 405-282-3246

SIGNATURE: *Frank Krusemark* DATE: November 20, 2009

Additional meetings may be called, by posting an agenda for "Special or Emergency Meeting" in accordance with the provisions of O.S. Sec. 311.

Under the provisions of O.S. 11, sec. 311.1, this schedule must be posted by December 15 of the year prior to the meetings.

FILED WITH THE OFFICE OF THE CITY AT \_\_\_\_\_ A.M./P.M. ON \_\_\_\_\_.

ATTEST:  
(SEAL)

POSTED AT \_\_\_\_\_ A.M./P.M. ON \_\_\_\_\_.

BY \_\_\_\_\_  
CITY CLERK

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Agenda Item Cover Letter

Meeting

x City Council
x GPWA
Other:

Date of Meeting

December 1, 2009

Contact

Jim Ahlgren, Human Resources

Agenda Item

Consider denial of Tort Claim(s) #28308-ME and #28309-ME, as recommended by the Oklahoma Municipal Assurance Group.

Summary

On October 29, 2009, a rental property owned by Michael Field located at 1701 West Noble Avenue suffered a sewer backup from the City's sewer line. Sewage came into the home from the bathroom tub into the hallway, both bedrooms and half of the dining room causing slime and sewer water damage to the interior of the home. Oklahoma Municipal Assurance Group found no liability on the City's part regarding Tort Claim # 28308-ME and #28309-ME and recommends the claims be denied.

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

Supporting documents attached

- Notice of tort claim from Michael P Field- Owner
Notice of tort claim from Galen & Jennifer Scott - Tenant
Letter of Recommendation to City of Guthrie for this claim to be denied. (Michael Field - #28308-ME.)
Letter of Recommendation to City of Guthrie for this claim to be denied. (Galen and Jennifer Scott - #28309-ME.)

Recommendation

Staff recommends denying Tort Claim # 28308-ME and #28309-ME to begin the 180-day statute of limitations, as recommended by the Oklahoma Municipal Assurance Group.

Action Needed \_\_\_ Public Hearing x Motion \_\_\_ Emergency Clause

**NOTICE OF TORT CLAIM**

**OKLAHOMA MUNICIPAL ASSURANCE GROUP - MUNICIPAL LIABILITY PROTECTION PLAN**

**A. CLAIMANT REPORT**

To the City of Guthrie

Public entity you are filing this claim against.

**PLEASE PRINT OR TYPE AND SIGN**

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

CLAIMANT(S) Michael P. Field CLAIMANT(S) SOCIAL SECURITY NO. \_\_\_\_\_  
ADDRESS 1701 W. Noble Ave - P.O. Box 225 CLAIMANT(S) DATE OF BIRTH \_\_\_\_\_  
Guthrie OK 73044 PHONE: HOME(405) 1317-2664 BUS.( ) \_\_\_\_\_

Continue on another sheet if needed

- DATE AND TIME OF INCIDENT 10-29-09 11:30 a.m. ( ) p.m. for any information requested)
- LOCATION OF INCIDENT 1701 W. Noble Guthrie Ok 73044
- DESCRIBE INCIDENT City sewer line backed up flooding inside of house. Bath Tub full of sewer and leaked onto floor. Carpet in both bedrooms and hall and part of dining room soaked. When water went down a slime about 1/2" thick left on carpet and tile floor in bathroom. Bad smell throughout house.
- LIST ALL PERSONS AND/OR PROPERTY FOR WHICH YOU ARE CLAIMING DAMAGES:

**BODILY INJURY:** WAS CLAIMANT INJURED? YES \_\_\_ NO  If yes, complete this section

Describe injury \_\_\_\_\_

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

NAME OF DOCTOR OR HOSPITAL \_\_\_\_\_

ALL MEDICAL BILLS (attach Copies) \$ \_\_\_\_\_

LIST OTHER DAMAGES CLAIMED \$ \_\_\_\_\_

TOTAL BODILY INJURY . . . . . \$ 0

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

VEHICLE NAME \_\_\_\_\_ BODY TYPE \_\_\_\_\_ YEAR \_\_\_\_\_

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

IF NOT A VEHICLE, DESCRIBE PROPERTY AND LOSS Sewer water damage to inside of house

PROPERTY DAMAGE (Attach repair bills or two estimates) \$ \_\_\_\_\_

LIST OTHER DAMAGES CLAIMED \$ Unknown

TOTAL PROPERTY . . . . . \$ \_\_\_\_\_

5. NAME OF YOUR INSURANCE CO.	POLICY NO.	AMOUNT CLAIMED	AMOUNT RECEIVED
<u>Farmer Alliance - Martin Ins. Agency</u>	<u>DP285857</u>	<u>Unknown</u>	<u>Unknown</u>

6. The names of any witnesses known to you.

<u>Tom Brass</u>	<u>Employee - City of Guthrie</u>	<u>Office 405-282-8400 Cell 990-5668</u>
Name	Address	Phone Number
<u>Galen Scott</u>	<u>1701 W. Noble - Guthrie OK</u>	<u>405-551-3698</u>
Name	Address	Phone Number

STATE THE EXACT AMOUNT OF COMPENSATION YOU WOULD ACCEPT AS FULL SETTLEMENT ON THIS CLAIM.  
TOTAL CLAIM . . . . . \$ Unknown At This Time

Michael P. Field  
SIGNATURE(S) DATE 10-29-09

**B. THIS SECTION IS FOR USE BY THE PUBLIC ENTITY WHICH RECEIVES THE CLAIM**

To inquire about this claim you may write to OMAG Claims Dept. or call 1-800-234-9461; or in Oklahoma City call 525-6624

This Notice of Tort Claim was received by \_\_\_\_\_

(Title) Adrian Jones

J. Rothroyd  
on Oct 29

, 20 09

For further information on this claim contact \_\_\_\_\_

(Title) \_\_\_\_\_

Jim Ahlgren  
by telephone at ( 405 ) 282-0098

The following reports, statements or other documentation, which support our understanding of the facts relating to this claim, are attached:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Persons who have knowledge of the circumstances surrounding this claim are:

	Name	Title/Position	Telephone
1.	<u>Tommy Cross</u>	<u>GPWA LINE MAINTENANCE</u>	<u>405-282-8400</u>
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Submitted by: J. Rothroyd  
Adrian Jones

Date Oct 29, 2009

Title: \_\_\_\_\_  
AFTER THE PUBLIC ENTITY HAS RECEIVED THIS CLAIM, PLEASE PROVIDE INFORMATION REQUESTED ABOVE AND IMMEDIATELY SEND TO:

OMAG Claims Dept.  
4130 N. Lincoln Blvd  
Oklahoma City, OK 73105-5209  
Fax (405) 525-0009

NOTICE OF TORT CLAIM

OKLAHOMA MUNICIPAL ASSURANCE GROUP - MUNICIPAL LIABILITY PROTECTION PLAN

A. CLAIMANT REPORT

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

PLEASE PRINT OR TYPE AND SIGN

IMPORTANT NOTICE: The filing of this form with the City Clerk's office is only the initial step in the claim process and does not indicate in any manner the acceptance of responsibility by the City or its related entities.

CLAIMANT(S) Galen + Jennifer Scott CLAIMANT(S) SOCIAL SECURITY NO. ADDRESS 1701 West Noble Guthrie Ok 73044 CLAIMANT(S) DATE OF BIRTH PHONE: HOME (405) 551-3108 BUS. ( )

Continue on another sheet if needed for any information requested)

- 1. DATE AND TIME OF INCIDENT Oct 29th 09 11(6:30)a.m. ( )p.m.
2. LOCATION OF INCIDENT 1701 West Noble Guthrie Ok
3. DESCRIBE INCIDENT Sewer water from the bath tub, flooded into hallway and bedrooms damaging personal property, clothes, baby toys, and bed. Sewer sludge on carpet and bathroom floor.

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

BODILY INJURY: WAS CLAIMANT INJURED? YES NO [X] If yes, complete this section Describe injury WERE YOU ON THE JOB AT THE TIME OF INJURY? YES NO [X] If so, please give name, address and phone number of company NAME OF DOCTOR OR HOSPITAL ALL MEDICAL BILLS (attach Copies) \$ LIST OTHER DAMAGES CLAIMED \$ TOTAL BODILY INJURY. .... \$

PROPERTY DAMAGE: Proof that you are the owner of the vehicle or property allegedly damaged as specified in your claim will be required. VEHICLE NAME BODY TYPE YEAR NOTE: If damage is to a vehicle, a photocopy of your motor vehicle title is required. IF NOT A VEHICLE, DESCRIBE PROPERTY AND LOSS clothing, furniture, child clothing, baby toys, crib, and bathroom towels. PROPERTY DAMAGE (Attach repair bills or two estimates) \$ LIST OTHER DAMAGES CLAIMED \$ UNKNOWN TOTAL PROPERTY ..... \$

Table with 4 columns: NAME OF YOUR INSURANCE CO., POLICY NO., AMOUNT CLAIMED, AMOUNT RECEIVED

6. The names of any witnesses known to you. Mike Field (405) - 317-2664 Name Address Phone Number Tommy Bross (405) - 996-5108 Name Address Phone Number

STATE THE EXACT AMOUNT OF COMPENSATION YOU WOULD ACCEPT AS FULL SETTLEMENT ON THIS CLAIM. TOTAL CLAIM ..... \$ UNKNOWN

SIGNATURE(S) [Signature] DATE 10-29-09

**B. THIS SECTION IS FOR USE BY THE PUBLIC ENTITY WHICH RECEIVES THE CLAIM**

To inquire about this claim you may write to OMAG Claims Dept. or call 1-800-234-9461; or in Oklahoma City call 525-6624

This Notice of Tort Claim was received by \_\_\_\_\_

(Title) Admin Services on Oct, 29, 2009

For further information on this claim contact \_\_\_\_\_

(Title) \_\_\_\_\_ by telephone at ( 405 ) 282-0098

The following reports, statements or other documentation, which support our understanding of the facts relating to this claim, are attached:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Persons who have knowledge of the circumstances surrounding this claim are:

	<u>Name</u>	<u>Title/Position</u>	<u>Telephone</u>
1.	<u>Tommy Cross</u>	<u>GPWA LINE MAINTENANCE</u>	<u>405-282-8400</u>
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Submitted by: [Signature] Date Oct 29, 2009

Title: Admin Services

AFTER THE PUBLIC ENTITY HAS RECEIVED THIS CLAIM, PLEASE PROVIDE INFORMATION REQUESTED ABOVE AND IMMEDIATELY SEND TO:

OMAG Claims Dept.  
4130 N. Lincoln Blvd  
Oklahoma City, OK 73105-5209  
Fax (405) 525-0009

November 20, 2009

Mr. Jim Ahlgren  
City of Guthrie  
PO Box 908  
Guthrie, OK 73044-0908

RE: Member : City of Guthrie  
Claimant : Michael P. Field  
Date of Loss : 10/29/09  
Claim No.: 28308-ME

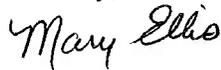
Dear Mr. Ahlgren.

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

Under the Governmental Tort Claims Act, 51 Okla. Sec 157(A), these claims will be deemed denied ninety (90) days after they were received by the City of Guthrie. 51 Okla. Stat. Sec. 157 (B) requires any lawsuit under the Act to be commenced within one hundred eighty (180) days after denial of the claim. Thus to begin the 180-day statute of limitations prior to 1-27-10, we suggest you docket this claim for denial at the next meeting of your municipal governing body. For the 180-day period to start running, the claimants **must be notified at the address on the claim within five (5) days of the denial.** To document compliance with the Act, we recommend that you send notice of denial of the claim by certified mail.

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

Sincerely,



Mary Ellis, CPCU  
Senior Claims Examiner

PMB 348,  
3171A South 129th E. Ave.  
Tulsa, OK 74134  
918-439-9442  
1-800-234-9461  
Fax: 918-439-9443  
www.omag.org

November 20, 2009

Mr. Jim Ahlgren  
City of Guthrie  
PO Box 908  
Guthrie, OK 73044-0908

RE: Member : City of Guthrie  
Claimant : Galen and Jennifer Scott  
Date of Loss : 10/29/09  
Claim No. : 28309-ME

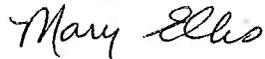
Dear Mr. Ahlgren:

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Sincerely,



Mary Ellis, CPCU  
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1-800-234-9461  
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MINUTES  
CITY COUNCIL MEETING

November 17, 2009

The regular meeting of the sixtieth City Council of Guthrie, Oklahoma, was posted on Friday, November 13, 2009 and held November 17, 2009 in the Guthrie City Hall Council Chambers.

Mayor Chuck Burtcher called the meeting to order at 7:31 p.m.

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

Members Absent: Patty Hazlewood

Staff Present:	Wanda Calvert	Randel Shadid	Kim Biggs
	Maxine Pruitt	Lance Crenshaw	Jim Ahlgren
	Jim Hanke	Kevin Dixon, Jr.	Bill Myers

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

**Consent Agenda:** Consent Agenda G, Consider approval of Councilmember Wood's request to attend the Practical Guide to Everyday Municipal Problems and to pay the registration fee, was removed for further discussion. Motion by Vice Mayor Ayers, seconded by Councilmember Coffin, moved approval of the Consent Agenda as follows:

- A. Consider approval of the minutes from the Special City Council/Workshop Meeting held on October 29, 2009.
- B. Consider approval of the minutes from the Special City Council/Finance Committee Meeting held on November 3, 2009.
- C. Consider approval of the minutes from the Regular City Council Meeting held on November 3, 2009.

D. Consider approval of Claims:

General Fund:	Regular Claims	\$ 95,287.99
Centennial Fund:	Regular Claims	\$ 67,891.71
Capital Projects Fund:	Regular Claims	\$ 10,038.31
Airport Fund:	Regular Claims	\$ 16,861.66
GIDA Fund:	Regular Claims	\$ <u>4,849.37</u>

Total Claims: \$194,929.04

E. Consider approval of Treasurer Reports.

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.

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

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

Aye: Burtcher, Ayers, Gomes, Wood, Thomas, Coffin

Nay: None

Mayor Burtcher declared the motion carried unanimously.

Councilmember Wood temporarily left the Council Chambers at 7:42 p.m. due to conflict of interest.

**Consent Agenda G.** Motion by Vice Mayor Ayers, seconded by Councilmember Coffin, moved approval of Councilmember 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. Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Burtcher, Ayers, Gomes, Coffin, Thomas

Nay: None

Mayor Burtcher declared the motion carried unanimously.

Councilmember Wood returned to the Council Chambers at 7:43 p.m.

**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.** 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. Motion by Vice Mayor Ayers, seconded by Councilmember Wood, moved approval of adopting Ordinance No. 3206, creating Chapter 4, Article 22 of Guthrie Code of Ordinances, establishing Standards for Building Design for New Commercial and Residential Structures. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Burtcher declared the motion carried unanimously.

**Consider approval of the Occupancy Agreement with Kenneth and Teri McBane for occupancy of the Liberty Lake House.** The proposed Occupancy Agreement was tabled at the October 6, 20, and November 3, 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 provided by a local realty company) for the Liberty Lake house. When averaging the McBanes expenses and the annual rental 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. 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 Councilmember Thomas, moved approval of the Occupancy Agreement with Kenneth and Teri McBane for occupancy of the Liberty Lake House. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Burtcher declared the motion carried unanimously.

**Consider approval of Finance Committee recommendation to amend the Lease of Facility for Logan County Aging Services/Sodexo regarding the rental rate.** 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 Services/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. Motion by Councilmember Thomas, seconded by Councilmember Coffin, moved approval of Finance Committee recommendation to amend the Lease of Facility for Logan County Aging Services/Sodexo by reducing the monthly rental rate to \$1 through the Lease period (June 30, 2010) or until funding is restored. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Burtcher declared the motion carried unanimously.

**Consider approval of Finance Committee recommendation to waive 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 Avenue, 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 on the Highland Hall rent to hold their quarterly neighborhood meetings at Highland Hall. Association Board meetings are held at 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 and showing receipts of 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. Motion by Vice Mayor Ayers, seconded by Councilmember Coffin, moved approval of Finance Committee recommendation to waive the Highland Hall Rental Fee for the Highland Park Association in lieu \$200 of park improvements. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Burtcher declared the motion carried unanimously.

**Announcements from the City Manager:** Announced the Coltrane Resurfacing Stimulus Project is scheduled to start on April 1, 2010 to be completed in 30 calendar days; expressed a "Thank You" to the employees and the patrons going to the Fairgrounds for being so patient with the City on the road condition during the Water Treatment Plant construction; and Bill Myers, Myers Engineering, updated the City Council on the Water Systems Improvements.

**Requests/comments from members of the City Council.** Vice Mayor Ayers wished the City Council and the community a Happy Thanksgiving.

Councilmember Coffin informed the City Council and the community of the upcoming events happening in Guthrie and announced the Guthrie Housing Authority has been recognized as the Number One Housing Authority in the State of Oklahoma.

Councilmember Wood congratulated the Guthrie High School Football Team on moving forward in the playoffs; informed the City Council and the community of the Lion's Club 90<sup>th</sup> Anniversary Dinner; and expressed a "Thank You" to Mayor Burtcher for participating in the Lion's Club dedication of two park benches in Mineral Wells Park.

Mayor Burtcher informed this community is doing great.

**Executive Session.** Motion by Vice Mayor Ayers, seconded by Councilmember Thomas, moved approval to convene into Executive Session pursuant to the authority of Title 25, O.S. 2001, Section 307(B)(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, Wood, Thomas, Coffin  
Nay: None

Mayor Burtcher declared the motion carried unanimously at 8:05 p.m. Attending Executive Session were Mayor Burtcher, Vice Mayor Ayers, Councilmembers Gomes, Thomas, Coffin, Wood, 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 8:46 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).** Motion by Vice Mayor Ayers, seconded by Councilmember Thomas, moved approval of authorizing staff to continue with the process. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Burtcher declared the motion carried unanimously.

**Adjournment.** Motion by Councilmember Coffin, 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, Wood, Thomas, Coffin  
Nay: None

Mayor Burtcher declared the motion carried unanimously at 8:47 p.m.

---

Wanda Calvert, City Clerk

---

Chuck Burtcher, Mayor



CITY OF GUTHRIE

CLAIMS

December 1, 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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**Agenda Item Cover Letter**

<b>Meeting</b>	<b>Date of Meeting</b>	<b>Contact</b>
<input checked="" type="checkbox"/> City Council	December 1, 2009	Maxine Pruitt, M S
<input type="checkbox"/> GPWA		Director
<input type="checkbox"/> Other: _____		

**Agenda Item**

Consider approval of the Mayor's appointment of Debi Wheeler to the Guthrie Forestry Board to serve a term expiring June 2012.

**Summary**

Ordinance No. 3163 Section 19-86 states that the Mayor will appoint five (5) members and two (2) ex-officio members, with the approval of the City Council.

Ms. Wheeler has served on both the Forestry Board and Park Board for the last several years. At this time, Ms. Wheeler only wants to continue as a Forestry Board member. This is a renewal to the Forestry Board position. Ms Wheeler has proven to be a most dedicated and resourceful member whose knowledge as a Master Gardener has benefited this board.

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

**Supporting documents attached**

- Application

**Recommendation**

Mayor recommends approval.

**Action Needed**     Public Hearing     Motion     Emergency Clause

Chuck

City of Guthrie  
Application for Boards and Commissions



Please print legibly.

Name Debi Wheeler Day Phone (c) 426-4097  
Address PO Box 687 (1509 W. Okla.) Evening Phone (c) 426-4097  
Occupation retired attorney Education Law Degree  
How long have you lived in Guthrie? 36 Years \_\_\_\_\_ Months

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

- Which board or commission interests you? Forestry Advisory Board
- Why are you interested in serving on this board/commission? see attached sheet
- In what civic activities have you been involved during the past 3 years? }
- What skills and/or experience will you contribute? }
- List 3 non-relatives who have known you at least 3 years for references.

Name	Address	Phone Number
<u>Pat Brainard</u>		<u>260-2095</u>
<u>Gina Crawford</u>	<u>5551 Canyon Road</u>	<u>282-5405</u>
<u>Schroeder Wilson</u>	<u>1005 Janna's Trail Edmond 73003</u>	<u>348-5032</u>

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

Debi Wheeler  
Signature

June 25, 2009  
Date

**Debi Wheeler**  
**Attachment for Application for Park Board**

**2. Why are you interested in serving on this board/commission?**

It is my desire to remain on the Forestry Advisory Board. I have enjoyed my time spent serving on this Board and wish to continue working with the Board members.

I believe that serving on this Board requires more than just showing up at quarterly meetings. I initiated having an educational booth at the Guthrie Home and Garden Shows. I also have been actively involved in the two Tree Give-a-Ways that we have hosted.

**3. In what civic activities have you been involved during the past three years?**

**a. Logan County Water Garden Society**

I am a founding member of this organization.

**b. Oklahoma County Master Gardeners**

I am a Distinguished Grand Master Gardener, having performed over 2,400 volunteer hours since 2001. Many of these hours have been spent working in the parks in Guthrie.

Currently I travel around the State of Oklahoma at the request of the Extension Educator at the Oklahoma City OSU Cooperative Extension Center and give programs on plant propagation.

**c. Tree Tips Television Show on Local Guthrie Channel**

I host our local Tree Tips show. I create ideas for each show, implement these ideas for actual taping and then host the show.

**d.** I teach a beginning knitting class once a week at the Guthrie Library.

**e.** I have joined together with Sue DuCharme and Linda Gens to plan and plant the garden beds at the Guthrie Library.

**4. What skills and/or experience will you contribute?**

As a Master Gardener I have received 60 hours of horticultural education and training through Oklahoma State University. This information gained has been very helpful as a member of the Forestry Advisory Board.

As an attorney, I have been able to use my skills to assist the Board in addressing legal issues that may arise.

Last, I love to garden and have spent many hours working in the gardens in the local parks. I also have assisted the Parks Department in pruning trees in the Parks and at the Cemetery. I am not afraid to get my hands dirty!

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**Agenda Item Cover Letter**

<b>Meeting</b>	<b>Date of Meeting</b>	<b>Contact</b>
<input checked="" type="checkbox"/> City Council	December 1, 2009	Rene Spineto
<input type="checkbox"/> GPWA		
<input type="checkbox"/> Other: _____		

**Agenda Item**

Public hearing and consider approval of a "Special Use" permit to allow an "Auto Repair and Towing Service" at the location of 514 North 11<sup>th</sup> Street.

**Summary**

The subject property was granted a "nonconforming use" status as an existing business, when this area was originally zoned as R-1 (single family homes) back in the early 1960's. This particular building was previously used as a "business use", for many years as the "Guthrie Tax Service". Guthrie Zoning Ordinance #2422 states if any "nonconforming use" status is granted to any property, the site shall not be increased in size, or in the intensity of its use. Several months ago the "Guthrie Tax Service" moved from this location and the property owners are seeking to operate an "Auto Repair and Towing Service" at this location. Staff felt this property could be used as another "office type" business, as it had previously been, but that the activities of an "Auto Repair and Towing Service" may be too intrusive for the adjacent neighbors.

The applicants, "Happy Company", dba "Guthrie Tax Service", appealed Staff's decision to the Municipal Planning Commission in a "public hearing" on November 12, 2009, to request a "Special Use" permit. The Planning Commission voted unanimously to approve the application for a "Special Use" permit, with the following conditions:

- (1) The property owner must install a seven (7) foot wooden privacy fence around the property.
- (2) Shrubbery must be planted along both the 11<sup>th</sup> Street and Logan Street sides of the property.
- (3) All security lighting must be installed and placed, so as not to be a nuisance to surrounding residences or to local vehicle traffic.
- (4) The structure must be compliant with any applicable "Design Guidelines" as adopted by the City of Guthrie.
- (5) Adequate "off street" parking must be provided for employee and customers.

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

**Supporting documents attached:**

- Planning Commission Minutes – November 12, 2009
- Site Map

**Recommendation:**

Planning Commission recommends approval with the said conditions.

**Action Needed**      Public Hearing      Motion      Emergency Clause

**CITY OF GUTHRIE  
GUTHRIE PLANNING COMMISSION MEETING  
Regular Meeting  
Thursday, November 12, 2009**

**MINUTES**

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

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

**OTHERS PRESENT:** Jim Hanke, Melonie & Randy Goodnow, Lorie Nail, Georgette Ornales.

**CALL TO ORDER** – This meeting is called to order on Thursday, November 12, 2009 at 5:30 p.m. Commission members are present and a quorum declared.

1. Consent Agenda

A. Minutes for September 10, 2009 meeting.

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

2. Consideration of and recommendation to the City Council regarding a "Special Use" permit to operate an "Auto Repair Garage and Towing Service" in an R-1 Zoned District (Single Family Homes) located at 514 N. 11<sup>th</sup> Street.

Discussion was held as to the hours of business, parking, and sight proofing the property. Commissioners put conditions on approval. 1- Owner to install 7 ft. wooden privacy fence, 2- Owner must plant shrubbery on 11<sup>th</sup> Street side, 3- security lighting not to become a nuisance, 4- must conform to any applicable "Design Guidelines", 5- must provide adequate off street parking for employees and customers. A motion was made by Comm. Ogden, seconded by Comm. Wood to *Approve* the application with conditions. All voted Aye.

3. New Business: None.

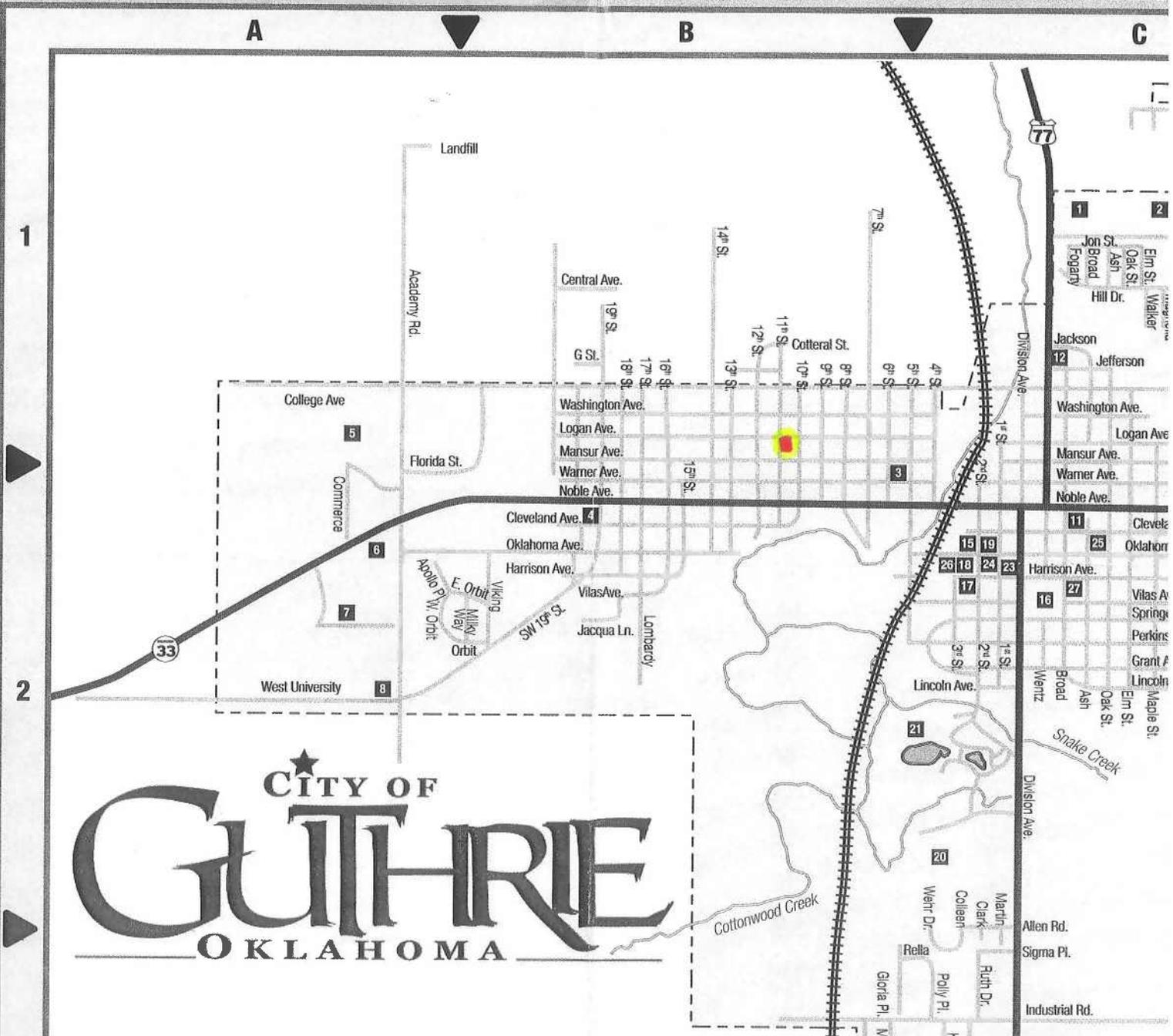
4. Reports/Comments from Staff: None.

5. Comments from Commissioners: None.

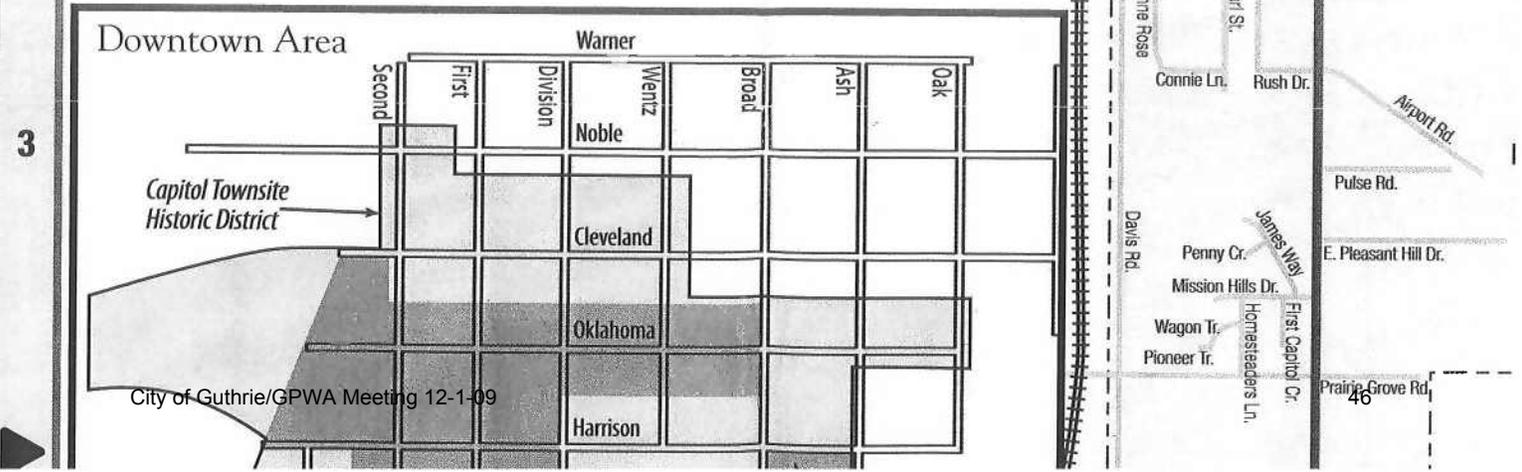
The meeting adjourned at 6:00 p.m.



- 8. Guthrie Job Corp Center
- 9. Kiwanis Field
- 10. Highland Park
- 11. Central Elementary School
- 12. Fogarty Elementary School
- 13. Guthrie Junior High School
- 14. Scottish Rite Masonic Temple
- 21. Mineral Wells Park
- 22. Guthrie Airport
- 23. The Pollard Theater
- 24. Post Office
- 25. Oklahoma Territorial Museum
- 26. Santa Fe Depot
- 27. Logan County Courthouse



# CITY OF GUTHRIE OKLAHOMA



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**Agenda Item Cover Letter**

<b>Meeting</b> <input checked="" type="checkbox"/> City Council <input type="checkbox"/> GPWA <input type="checkbox"/> Other: _____	<b>Date of Meeting</b> December 1, 2009	<b>Contact</b> Maxine Pruitt, M.S. Director
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**Agenda Item**

Consider approval of Change Order No. 3 and 4 requested by Wade Construction, Inc. for the Centennial Sidewalk Improvement Project No. 2008-14 increasing the contract price by \$35,708.54.

**Summary**

The City Council awarded Bid No. 2008-14, Sidewalk Improvements for the Centennial Corridor, to Wade Construction, Inc. on February 3, 2009 and the contract was signed on March 16, 2009. Wade Construction has requested Change Order No. 3 in the amount of \$39,130.26 to cover the costs of the overlay of asphalt that was changed in the contract and specifications to adjust the street level where portions of the asphalt had to be removed to meet the requirements of the ADA ramps, to replace a retaining wall at 502 E. Oklahoma Avenue that was structurally unsound and for a footing for the retaining wall at 524 E. Oklahoma Avenue.

Also, Wade Construction has requested Change Order No. 4 which will reduce the contract price in the amount of \$3,421.72 due to asphalt overlay that was done by the City and for the construction of cinder block walls and sand backfill placed for foundation stability on North Wentz Street.

With the approval of the proposed Change Orders, the new contract price for the Centennial Sidewalk Improvement Project will total \$423,219.38. All the mentioned changes were approved by the Oklahoma Department of Transportation.

<b>Funding Expected</b>	<input type="checkbox"/> Revenue	<input checked="" type="checkbox"/> Expenditure	<input type="checkbox"/> N/A
<b>Budgeted</b>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>Account Number</b>	<u>44-44-00-6548</u>	<b>Amount</b>	<u>\$35,708.54</u>
<b>Legal Review</b>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Required	Completed Date: _____
<b>Mayor's Appt.</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

**Supporting documents attached**

- Change Order #3 (2 pages)
- Change Order #4 (1 page)

**Recommendation**

Staff recommends approval.

**Action Needed**       Public Hearing       Motion       Emergency Clause

# Change Order

No. 3

Date of Issuance: August 13, 2009

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

Project: Sidewalk Improvements	Owner: City of Guthrie-Project No. 2008-14	Owner's Contract No.: FAP No. STP 142E(147)EH SJP NO.24561(04)
Contract: Sidewalk Improvements-City of Guthrie	Contractor: Wade Construction, Inc.	Date of Contract: March 16, 2009 Engineer's Project No.: MEC 26184

The Contract Documents are modified as follows upon execution of this Change Order:

Description:  
Item #28 addition of Asphalt Overlay  
Item #29 addition of retaining wall  
Item #30 addition of footing for retaining wall  
Attachments: (List documents supporting change):

Exhibit 'A'

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price:  \$ <u>386,261.10</u>	Original Contract Times: <input type="checkbox"/> Working days <input type="checkbox"/> Calendar days Substantial completion (days or date) _____ Ready for final payment (days or date): <u>N/A</u>
[(Increase) (Decrease)] from previously approved Change Orders No. <u>1</u> to No. <u>2</u> :  \$ <u>1,250.00</u>	[(Increase) (Decrease)] from previously approved Change Orders No. <u>N/A</u> to No. <u>N/A</u> : Substantial completion (days): <u>N/A</u> Ready for final payment (days): <u>N/A</u>
Contract Price prior to this Change Order:  \$ <u>387,511.10</u>	Contract Times prior to this Change Order: Substantial completion (days or date): <u>N/A</u> Ready for final payment (days or date): <u>N/A</u>
[(Increase) (Decrease)] of this Change Order:  \$ <u>39,130.26</u>	[(Increase) (Decrease)] of this Change Order: Substantial completion (days or date): <u>N/A</u> Ready for final payment (days or date): <u>N/A</u>
Contract Price incorporating this Change Order:  \$ <u>426,641.36</u>	Contract Times with all approved Change Orders: Substantial completion (days or date): <u>N/A</u> Ready for final payment (days or date): <u>N/A</u>

RECOMMENDED:

By: [Signature]  
Engineer (Authorized Signature)

Date: 8/13/09

Approved by Funding Agency (if applicable): \_\_\_\_\_

ACCEPTED:

By: \_\_\_\_\_  
Owner (Authorized Signature)

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

ACCEPTED:

By: \_\_\_\_\_  
Contractor (Authorized Signature)

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

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

Item #	Change	Unit	Quant	Unit Price	Item Description	Cost	{3} Decrease in contract price	{4} Increase in contract price
28	add	Ton	85	\$ 188.00	Asphalt Overlay	\$ 15,980.00		\$ 15,980.00
29	add	LF	724	\$ 147.28	Retaining Wall	\$ 10,554.72		\$ 10,554.72
30	add	LF	150	\$ 35.36	Footing for Retaining Wall	\$ 4,595.50		\$ 4,595.50
						Total \$		\$ 31,130.24
<p>You are hereby requested to comply with the following changes from the contract plans and specifications:</p> <p>{1}</p>								
<p>Exhibit "A"</p> <p>Change Order #3</p> <p>Sidewalk Improvements</p> <p>City of Guthrie Project # 2008-14</p> <p>FAP No. STP 1475 (47) EITC P. No. 24541 (04)</p> <p>MEC Job # 26184</p> <p>40,038</p> <p>FOR: Waste Construction</p> <p>100031 S. Hwy. 177</p> <p>Muskegon, OK 74855</p>								
<p>Justification:</p> <p>Item 28 is added to cover costs to pay for asphalt that will be used to adjust the street level due to an overlay.</p> <p>Item 29 was included to replace a retaining wall that was falling down and needed to be replaced during the sidewalk construction. This wall was structurally unsound. (502 Oklahoma Ave)</p> <p>Item 30 was included to cover a footing for the retaining wall that the homeowner will replace at his cost. (524 Oklahoma Ave)</p> <p>This document shall be come a part of the contract and all provisions of the contract will apply hereto.</p>								
<p>Recommended by: <i>[Signature]</i> Engineer, P/M Date: <i>8/13/09</i></p> <p>Accepted by: _____ Contractor Date: _____</p> <p>Accepted by: _____ Owner Date: _____</p>								

**Contract Change Order No. 4  
Sidewalk Improvements  
City of Guthrie Project #2008-14  
Guthrie, Oklahoma**

Date 11/20/2009

FOR: **Wade Construction  
100031 S. Highway 177  
Meeker, OK 74855**

You are hereby requested to comply with the following changes from the contract plans and specifications.

Item	Change	Unit	Quantity	Unit Price	Item Description and Details	Cost	Decrease in contract	Increase in contract
28	deduct	Ton	-59.69	\$ 188.00	Asphalt Overlay	(\$11,221.72)	(\$11,221.72)	
31	add	LS	1.00	\$ 7,800.00	Fill and cinder block wall for stairwells	\$7,800.00	\$0.00	\$7,800.00
Total Decrease						(\$11,221.72)		
Total Increase						\$7,800.00		\$7,800.00
Difference between column (3) & (4)								(\$3,421.72)
								<i>Original Contract Amount</i>
								\$386,261.70
								Change Order No. 1
								\$1,250.00
								Change Order No. 2
								\$0.00
								Change Order No. 3
								\$39,130.00
								<u>Change Orders Total</u>
								\$40,380.00
								New Total Adjusted Contract Price
								\$423,219.38

Change Order 1 - addition of fence  
Change Order 2 - Time Extension  
Change Order 3 - Addition of Asphalt Overlay, Retaining Wall, Footing and Demolition of retaining wall.

Justification:  
Item 28 was deducted because the City is placing this item at their own cost.  
Item 31 was an addition for the underground passages into existing basements. Cinder block walls were constructed and sand backfill was placed for foundation stability (on the first blocks east of N. Wentz Street)

This document shall become a part of the contract and all provisions of the contract will apply hereto.

Recommended by: \_\_\_\_\_ Date \_\_\_\_\_ Engineer  
Accepted by: \_\_\_\_\_ Date \_\_\_\_\_ Contractor  
Accepted by: \_\_\_\_\_ Date \_\_\_\_\_ Owner