



61st City Council

Mayor Chuck Burtcher

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

Ward III – Sheri Mueller, Gaylord Z. Thomas

GUTHRIE PUBLIC WORKS AUTHORITY

City Hall – 101 N. 2ND Street; Guthrie, Oklahoma

Council Chambers

December 6, 2011, 7:00pm

Agenda

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

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

 - A. Consider approval of minutes of the Regular Guthrie Public Works Authority Meeting held November 15, 2011 3
 - B. Consider approval of claims..... 5
 - C. Consider approval of 2012 Calendar Year Schedule of Regular Meetings 15
 - D. Consider approval of Budget Amendment No. 2 increasing the budget for the General Fund, Guthrie Public Works Fund, Grants Fund, Capital Projects Fund and Airport Fund..... 23
4. Adjourn

CITY COUNCIL MEETING

1. Call to Order
2. Consent Agenda

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

 - A. Consider approval of minutes of the Special Workshop Meeting held on November 8, 2011..... 27
 - B. Consider approval of minutes of the Special Workshop Meeting held on November 15, 2011..... 29
 - C. Consider approval of minutes of the Regular City Council Meeting held on November 15, 2011..... 33
 - D. Consider approval of claims..... 37
 - E. Consider approval of the Request For Proposal for Guthrie Signs..... 39
 - F. Consider approval of change of Proposed Fee for Grant Writing Services with Civicus Group 49
 - G. Consider approval to enter into an Memorandum of Understanding with the State of Oklahoma, Department of Central Services, Property Distribution Division as State Coordinator of the 1033 Program..... 53
 - H. Consider approval to award Bid No. 2011-17, Repairs to Brush Pumper, to the low bid of \$59,861 to Blanchat Mfg, Inc, Harper, KS, and authorize staff to execute a contract 61
 - I. Consider approval of 2012 Calendar Year Schedule of Regular Meetings (see pg 15)
 - J. Consider approval of Budget Amendment No. 2 increasing the budget for the General Fund, Guthrie Public Works Fund, Grants Fund, Capital Projects Fund and Airport Fund..... (see pg 23)

- K. Consider approval of the recommendation of the City of Guthrie Street Committee for the FY2012 Street Capital Improvement Program for the resurfacing of Hillcrest Dr. from Walnut to Pine Streets and using the remaining funds for the resurfacing of the remainder Mineral Wells Park Roads once the Inter-local Agreement with Logan County for the resurfacing of Fairground Road and some of Mineral Wells Park Roads has been satisfied63
- L. Consider approval of Change Order No. 1 for Bid No. 2011-15, Construction of Guthrie Animal Shelter, for the removal and replacement of the remaining slab in the amount of \$6,45065
- 3. Consider approval of the Guthrie Gateway Beautification Plan 67
- 4. Consider approval of the Guthrie Retail Incentive Document 73
- 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 City Council and its Attorney concerning pending investigations or claims (Logan County Rural Water District).
- 8. Consideration of action regarding Logan County Rural Water District.
- 9. Adjourn

Agenda posted on the bulletin board in the lobby of City Hall before 5:00pm on Friday, December 2, 2011. The City of Guthrie encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the city clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The city may waive the 48 hours rule if signing is not the necessary accommodation.

MINUTES

GUTHRIE PUBLIC WORKS AUTHORITY MEETING

November 15, 2011

The regular meeting of the Guthrie Public Works Authority was posted on Thursday, November 10, 2011 before 5:00 p.m. and held November 15, 2011 in the Guthrie City Hall Council Chambers.

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

Pledge of Allegiance was led by Chairman Chuck Burtcher.

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

Members Present:	Chuck Burtcher	Trey Ayers	Gaylord Z. Thomas
	John Wood	Sheri Mueller	Patty Hazlewood

Members Absent: Mary Coffin

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

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

Public Comments. Ms. Lucy Swanson presented the Chamber of Commerce/Convention and Visitors Bureau Quarterly Report.

Evelyn Nephew invited and encouraged the Trustees and the community to participate in the upcoming Thanksgiving Events.

Rev. Don Riepe invited and encouraged the Trustees and the community to participate in the Christmas Parade and the upcoming downtown Christmas events.

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 November 1, 2011.
- B. Consider approval of claims:

GPWA Fund:	Claims	\$83,039.63
Utility Deposit Fund:	Claims	<u>\$ 700.35</u>

Total Claims: \$83,739.98

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

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

Chairman Burtcher declared the motion carried unanimously.

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

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

Chairman Burtcher declared the motion carried unanimously at 7:17 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Chairman



GUTHRIE PUBLIC WORKS AUTHORITY

CLAIMS

December 6, 2011

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

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

Kim Biggs
Purchasing Agent

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

Matt Mueller
General Manager

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

Invoice #	Vendor	Description	Account	Cost
NOVEMBER 201	OG&E 405	OG&E Monthly Payment	98-98-00-6305	\$601.34
		Total		\$601.34
		Total AIRPORT FUND		\$601.34
		Total AIRPORT FUND		\$601.34
		Total All Funds		\$32,910.25

City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
603 Hogan Wate	GEORGE WAGNER 22806	603 Hogan - Water Tap - June 21, 2011 Char	20-21-00-6346	\$1,800.00
		Total		\$1,800.00
		Total PUBLIC WORKS GENERAL		\$1,800.00
		Total GPWA OPERATING FUND		\$1,800.00
		Total All Funds		\$1,800.00



City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
NOVEMBER 201	C-21, GOODYEAR GREEN - JAN	Building Tenancy Agreement with CIL Invest	20-21-00-6120	\$3,500.00
		Total		\$3,500.00
		Total PUBLIC WORKS GENERAL		\$3,500.00
		Total GPWA OPERATING FUND		\$3,500.00
		Total All Funds		\$3,500.00

City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
DECEMBER/201	O.M.A.G.(21303)	Building and Property Monthly Insurance	01-01-00-6326	\$4,705.35
DECEMBER/201	O.M.A.G.(21302)	Workers' Compensation Insurance	01-01-00-6326	\$22,082.14
DECEMBER/201	O.M.A.G.(425)	Liability Auto and Mobile Equipment Insuranc	01-01-00-6326	\$8,001.34
DECEMBER 201	GODDARD ENTERPRISES (798)	Siren Maintenance Contract for 2011-2012	01-01-00-6372	\$200.00
		Total		\$34,988.83
		Total GENERAL GOVERNMENT		\$34,988.83
DECEMBER201	LOGAN COMMUNITY SERVICES,	Community Services Per Contract	01-07-70-6345	\$125.00
		Total POLICE ADMINISTRATION		\$125.00
		Total POLICE		\$125.00
		Total GENERAL FUND		\$35,113.83
1064785	CREDIT WASTE CONNECTIONS, INC (210		20-00-00-5466	(\$250.00)
		Total		(\$250.00)
		Total		(\$250.00)
DECEMBER 201	C-21, GOODYEAR GREEN - JAN	Building Tenancy Agreement with CIL Invest	20-21-00-6120	\$3,500.00
1064785	WASTE CONNECTIONS, INC (210	Monthly Sanitation Service - Residential/Com	20-21-00-6348	\$67,825.54
		Total		\$71,325.54
		Total PUBLIC WORKS GENERAL		\$71,325.54
1064785	WASTE CONNECTIONS, INC (210	Monthly Sanitation Service - Covenience Cent	20-26-00-6375	\$4,153.84
		Total		\$4,153.84
		Total CONVENIENCE CENTER		\$4,153.84
		Total GPWA OPERATING FUND		\$75,229.38
DEC/2011	BANCFIRST (884)	Loan #0159731200 Upgrade for Camera's on	54-54-27-6706	\$1,116.00
		Total LINE MAINTENANCE		\$1,116.00
		Total FACILITIES		\$1,116.00
DECEMBER 201	FARMERS & MERCHANTS BANK	Loan # 8144600 2009 Dodge Charger (Police	54-56-07-6707	\$641.86
DECEMBER201	FARMERS & MERCHANTS BANK	Loan # 8144500 2009 Chevrolet Tahoe (Polic	54-56-07-6707	\$720.30
DECEMBER 201	OKLAHOMA STATE BANK (22069	Loan #52623 (4) 2009 Dodge Chargers - Poli	54-56-07-6707	\$3,232.30
		Total POLICE DEPARTMENT		\$4,594.46
DEC2011	OKLAHOMA STATE BANK (22069	Loan #52860 - 10 Wheel Dump Truck with Att	54-56-12-6708	\$2,031.00
		Total STREET DEPARTMENT		\$2,031.00
DECEMBER/201	OKLAHOMA STATE BANK (22069	Loan #52924 3 Chevorlet Silverado Trucks	54-56-23-6711	\$715.00
		Total PURCHASING/ACCOUNTS PAYABLE		\$715.00
DECEMBER/201	OKLAHOMA STATE BANK (22069	Loan #52924 3 Chevorlet Silverado Trucks	54-56-27-6708	\$835.00
DECEMBER/201	OKLAHOMA STATE BANK (22069	Loan #52924 3 Chevorlet Silverado Trucks	54-56-27-6711	\$634.00
		Total LINE MAINTENANCE		\$1,469.00
		Total VEHICLES & EQUIPMENT		\$8,809.46
		Total CAPITAL PROJECTS		\$9,925.46
DECEMBER/201	O.M.A.G.(21303)	Building and Property Monthly Insurance	98-98-00-6326	\$304.07
DECEMBER/201	O.M.A.G.(21302)	Workers' Compensation Insurance	98-98-00-6326	\$177.09
DECEMBER/201	O.M.A.G.(425)	Liability Auto and Mobile Equipment Insuranc	98-98-00-6326	\$67.69

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

Invoice #	Vendor	Description	Account	Cost
		Total		\$548.85
		Total AIRPORT FUND		\$548.85
		Total AIRPORT FUND		\$548.85
DECEMBER/201	OKLAHOMA DEPARTMENT OF C	Loan Payment - Spirit Wing	99-99-00-6702	\$1,041.67
DECEMBER 201	LOGAN CNTY ECON. DEV. COUN	LCEDC Excel Jet Loan	99-99-00-6704	\$2,786.37
DECEMBER 201	BANCFIRST (884)	Excel Jet Loan #158674000	99-99-00-6705	\$2,063.00
		Total		\$5,891.04
		Total GUTHRIE INDUSTRIAL DEVLEOPMENT		\$5,891.04
		Total GUTHRIE INDUSTRIAL DEVELOPMENT		\$5,891.04
		Total All Funds		\$126,708.56

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

Invoice #	Vendor	Description	Account	Cost
11-495	XAMOL TECHNOLOGY SOLUTIONS	HP DC7700 2GB/Core2Duo Desktop Comput	01-09-92-6356	\$2,135.00
		Total EMS		\$2,135.00
		Total FIRE		\$2,135.00
		Total GENERAL FUND		\$2,135.00
11-498	XAMOL TECHNOLOGY SOLUTIONS	Server and Computer Hook Up at Ruhl Buildi	20-21-00-6120	\$1,238.90
		Total		\$1,238.90
		Total PUBLIC WORKS GENERAL		\$1,238.90
		Total GPWA OPERATING FUND		\$1,238.90
04-046000-004 R	MISCELLANEOUS		71-00-00-5555	\$35.52
07-070705-013 R	MISCELLANEOUS		71-00-00-5555	\$34.82
08-082650-006 R	MISCELLANEOUS		71-00-00-5555	\$11.54
10-100580-014 R	MISCELLANEOUS		71-00-00-5555	\$53.66
12-121047-001 R	MISCELLANEOUS		71-00-00-5555	\$42.28
12-123200-004 R	MISCELLANEOUS		71-00-00-5555	\$22.01
13-132491-001 R	MISCELLANEOUS		71-00-00-5555	\$6.92
15-151350-013 R	MISCELLANEOUS		71-00-00-5555	\$16.43
		Total		\$223.18
		Total		\$223.18
		Total UTILITY DEPOSIT FUND		\$223.18
		Total All Funds		\$3,597.08

EARLY PAY

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

Invoice #	Vendor	Description	Account	Cost
000338	GHM ENTERPRISES (1097)	Dust Mop Cleaning	01-01-00-6103	\$3.30
000368	GHM ENTERPRISES (1097)	Dust Mop Cleaning	01-01-00-6103	\$3.00
649661	GOOCH-SMITH ELECTRIC(1279)	Misc Electric Work	01-01-00-6112	\$85.00
NP3087615	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	01-01-00-6118	\$14,728.79
6177	CRAWFORD & ASSOCIATES,P.C.	Professional Services-Accounting & Consulting	01-01-00-6330	\$430.00
027737ER	AFLAC (20180)	Monthly URM Service Fee	01-01-00-6346	\$27.50
OCTOBER2011	LOGAN COUNTY CLERK(1135)	Civil Defense Contract 2011- 2012	01-01-00-6371	\$1,604.31
		Total		\$16,881.90
		Total GENERAL GOVERNMENT		\$16,881.90
11/2011	RANDEL C. SHADID (20656)	Reimbursement for Postage and Seminars, et	01-02-20-6054	\$8.36
		Total CITY MANAGER		\$8.36
		Total ADMINISTRATION		\$8.36
187273	OKLAHOMA ECONOMIC DEVELO	OKC Partnership	01-05-53-6355	\$1,274.00
		Total ECONOMIC DEVELOPMENT		\$1,274.00
		Total PLANNING		\$1,274.00
NOVEMBER201	SHINEY BAYS (22581)	Monthly Car Wash Police Department	01-07-70-6316	\$166.80
FS11-78	OKLA ANIMAL CONTROL ASSC	Annual Training - S. Brown October 20, throu	01-07-70-6343	\$150.00
		Total POLICE ADMINISTRATION		\$316.80
		Total POLICE		\$316.80
11103001	INTEGRATED CIRCUITS (21906)	Hand Held Radio Repair	01-09-90-6318	\$85.00
902391	GREG ROBERTS (21015)	Annual Pump Test/Certification (Engine 1, En	01-09-90-6362	\$525.00
		Total SUPPRESSION		\$610.00
01810	CHIEF KENNY'S FIRE EXTINGUIS (5) 5lb. Fire Extinguishers and Mountng Brack		01-09-92-6104	\$375.00
000315	GHM ENTERPRISES (1097)	Monthly Laundry Service	01-09-92-6310	\$7.80
000335	GHM ENTERPRISES (1097)	Monthly Laundry Service	01-09-92-6310	\$8.40
11/2011	INTERMEDIX (22025)	EMS Supplies	01-09-92-6373	\$4,433.76
		Total EMS		\$4,824.96
		Total FIRE		\$5,434.96
gpwaNOVEMBE	SHINEY BAYS (22581)	Car Wash for GPWA	01-14-41-6116	\$42.30
		Total FLEET MAINTENANCE		\$42.30
		Total FLEET MAINTENANCE		\$42.30
0001930	HURLEY PLUMBING 267	Highland Park - Adjust Hydrant	01-15-11-6112	\$55.00
		Total PARKS		\$55.00
		Total PARKS & PUBLIC GROUNDS		\$55.00
		Total GENERAL FUND		\$24,013.32
001837	MCALESTER FENCE COMPANY (Bid No. 2011-13, Installation of Municipal Ser	20-21-00-6112	\$24,217.00
576397	GOOCH-SMITH ELECTRIC(1279)	Emergency Electric Hook Ups on Equipment	20-21-00-6120	\$695.00
DEC/2011	USPS - UNITED STATES POSTAL	Monthly Postage	20-21-00-6309	\$2,000.00
DECEMBER201	USPS - UNITED STATES POSTAL	Monthly Postage	20-21-00-6309	\$1,000.00
AU00330	OKLA ONE-CALL SYSTEMS(658)	Membership Fee 2012 Calendar Year - Memb	20-21-00-6347	\$300.00
BF38987/2011	BNSF RAILWAY COMPANY (25)	Contract Number BF38987 from 12/1/2011 to	20-21-00-6382	\$2,149.30
		Total		\$30,361.30

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

Invoice #	Vendor	Description	Account	Cost
Total PUBLIC WORKS GENERAL				\$30,361.30
672	MID AMERICA HYDRO TECH (211	Filter Aid	20-23-00-6104	\$841.26
682	MID AMERICA HYDRO TECH (211	Aluminum Chlorhydrate Blend	20-23-00-6104	\$16,200.36
93226	SOUTHWEST CHEMICAL (20977)	Sodium Chlorite	20-23-00-6104	\$14,797.20
93249	SOUTHWEST CHEMICAL (20977)	Blanket (Chlorine Gas)	20-23-00-6104	\$298.50
Total				\$32,137.32
Total WATER PLANT				\$32,137.32
111002	DAVENPORT CONSTRUCTION (2	Installation of JIB HOISTS in Lift Stations	20-24-00-6312	\$1,250.00
1668	CJ & SON MACHINE SHOP (2084	New Hoist to Move and Set Pumps on Level	20-24-00-6317	\$1,950.00
111116	DAVENPORT CONSTRUCTION (2	Cut and Replace Top Layer of Media on Trickl	20-24-00-6317	\$2,700.00
Total				\$5,900.00
Total WASTE WATER TREATMENT PLANT				\$5,900.00
000365	GHM ENTERPRISES (1097)	Laundry Service	20-27-00-6346	\$15.06
000490	GHM ENTERPRISES (1097)	Laundry Service	20-27-00-6346	\$8.40
Total				\$23.46
Total LINE MAINTENANCE				\$23.46
Total GPWA OPERATING FUND				\$68,422.08
35439	OKLAHOMA CORRECTIONAL IND	55 Gallon Drum - Class A Foam (Fire Quench	30-30-09-6110	\$329.57
Total FIRE DEPARTMENT				\$329.57
Total GRANTS				\$329.57
Total GRANTS FUND				\$329.57
2012448	MYERS ENGINEERING CORPOR	Resident Inspection Services for S.S. CMOM	55-55-00-6547	\$10,004.48
2012449	MYERS ENGINEERING CORPOR	Partial Payment of Engineering Services CM	55-55-00-6547	\$5,993.06
Total				\$15,997.54
Total INFRASTRUCTURE				\$15,997.54
Total CMOM Fee				\$15,997.54
11071360-1	GARVER ENGINEERING 22519	AIP Administrative Services & PAPI Design S	98-98-94-6373	\$5,800.00
10071273-1	GARVER ENGINEERING 22519	Professional Services NW Taxiway Extention	98-98-94-6374	\$1,890.00
10071274-1	GARVER ENGINEERING 22519	Professional Services Taxiway C&D Edge Lig	98-98-94-6375	\$2,550.00
10071275-1	GARVER ENGINEERING 22519	Professional Services Taxiway C Rehabilitatio	98-98-94-6376	\$1,225.00
Total NPE GRANTS				\$11,465.00
Total AIRPORT FUND				\$11,465.00
Total AIRPORT FUND				\$11,465.00
Total All Funds				\$120,227.51

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Agenda Item Cover Letter

Meeting: [X] City Council, [X] GPWA, Other:
Date of Meeting: December 6, 2011
Contact: Wanda Calvert, City Clerk/Treasurer

Agenda Item

Consider approval of 2012 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 15th 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 2012 Calendar Year Schedule of Regular Meetings in the Guthrie City Hall foyer before December 15, 2011.

Funding Expected: Revenue, Expenditure, [X] N/A

Budgeted: Yes, No, [X] N/A

Account Number: N/A, Amount: N/A

Legal Review: [X] N/A, Required, Completed Date:

Mayor's Appt.: Yes, [X] No

Supporting documents attached

- 2012 Calendar Year - Schedule of Regular Meetings

Recommendation

Staff recommends approval.

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

**2012 Calendar Year
Schedule of Regular Meetings**

CITY COUNCIL

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

GUTHRIE PUBLIC WORKS AUTHORITY

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

Filed with the Office of the City Clerk at 2:00 p.m. on November 28, 2011.

POSTED at 4:00 p.m. on December 10, 2011 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.

**2012 Calendar Year
Schedule of Regular Meetings**

GUTHRIE BOARD OF ADJUSTMENT

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

GUTHRIE-EDMOND REGIONAL AIRPORT BOARD

Date	Time	Place
January 10	All meetings are scheduled for 4:30 p.m.	Guthrie/Edmond Regional Airport, Terminal Building Conference Room 520 Airport Road Guthrie, OK
February 14		
March 13		
April 10		
May 8		
June 12		
July 10		
August 14		
September 11		
October 9		
November 13		
December 11		

Filed with the Office of the City Clerk at 2:00 p.m. on November 28, 2011.

POSTED at 4:00 p.m. on December 10, 2011 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.

**2012 Calendar Year
Schedule of Regular Meetings**

GUTHRIE FORESTRY ADVISORY BOARD

Date	Time	Place
January 24	All meetings are scheduled for 5:30 p.m.	Guthrie City Hall
April 24		101 North Second Street
July 24		
October 23		

GUTHRIE HISTORIC PRESERVATION COMMISSION

Date	Time	Place
January 9*	All meetings are scheduled for 5:30 p.m.	Guthrie City Hall
February 6		101 North Second Street
March 5		
April 2		
May 7		
June 4		
July 2		
August 6		
September 10*		
October 1		
November 5		
December 3		

*Moving from January 2, 2012 for New Year Holiday to January 9, 2012

*Moving from September 3, 2012 for Labor Day Holiday to September 10, 2012

GUTHRIE INDUSTRIAL DEVELOPMENT AUTHORITY

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

Filed with the Office of the City Clerk at 2:00 p.m. on November 28, 2011.

POSTED at 4:00 p.m. on December 10, 2011 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.

**2012 Calendar Year
Schedule of Regular Meetings**

GUTHRIE LIBRARY BOARD

Date	Time	Place
January 19	All meetings are scheduled for 4:00 p.m.	Guthrie Public Library
April 19		Conference Room.
July 19		201 North Division St.
October 18		

GUTHRIE MUNICIPAL PLANNING COMMISSION

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

GUTHRIE PARK BOARD

Date	Time	Place
January 19	All meetings are scheduled for 6:30 p.m.	Guthrie City Hall
March 15		101 North Second Street
May 17		
July 19		
September 20		
November 15		

Filed with the Office of the City Clerk at 2:00 p.m. on November 28, 2011.

POSTED at 4:00 p.m. on December 10, 2011 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.

**2012 Calendar Year
Schedule of Regular Meetings**

GUTHRIE TRANSPORTATION AUTHORITY

Date	Time	Place
January 10	All meetings are scheduled for for 6:00 p.m.	Guthrie City Hall
February 14		101 North Second Street
March 13		
April 10		
May 8		
June 12		
July 10		
August 14		
September 11		
October 9		
November 13		
December 11		

FINANCE COMMITTEE

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

STREET COMMITTEE

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

Filed with the Office of the City Clerk at 2:00 p.m. on November 28, 2011.

POSTED at 4:00 p.m. on December 10, 2011 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.

GUTHRIE HOUSING AUTHORITY
2012 CALENDAR YEAR
SCHEDULE OF REGULAR MEETINGS

Date	Time	Place
January 19	All meetings are scheduled for 2:00 p.m.	Guthrie Housing Authority 1524 East Perkins Avenue
February 16		
March 15		
April 19		
May 17		
June 21		
July 19		
August 16		
September 20		
October 18		
November 15		
December 20		

Filed with the Office of the City Clerk at 2:00 p.m. on November 21, 2011 by Frank Krusemark, Executive Director of the Guthrie Housing Authority.

POSTED at 4:00 p.m. on December 10, 2011 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.

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Agenda Item Cover Letter

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

Date of Meeting
December 6, 2011

Contact
Wanda Calvert
City Clerk/Treasurer

Agenda Item

Consider approval of Budget Amendment No. 2 increasing the budget for the General Fund, Guthrie Public Works Fund, Grants Fund, Capital Projects Fund and Airport Fund.

Summary

Budget Amendment No. 2 is increasing the following:

- 1. General Fund - Funds received from the Friends of the Guthrie Public Library in the amount of \$97 and for a reimbursement from Cox Communication in the amount of \$80.
2. GPWA Fund - Reimbursing an individual for a Water Tap that was paid in FY 2011 in the amount of \$1,800 and moving appropriations in the Wastewater Treatment Plant to cover the expense of uniforms in the amount of \$440.
3. Grants Fund - Establishing appropriations for the Justice Assistance Grant in the amount of \$18,650 to purchase four laptop computers and associated equipment to be installed in Police Department vehicles and moving \$6,951 from Grants Fund to Capital Projects Fund for the Brush Pumper Repairs.
4. Capital Projects Fund - Increasing appropriations in the amount of \$26,363 for the Brush Pumper Repairs (\$6,951 from Grants Fund; \$5,363 from the insurance company; and \$14,409 from the sale of Engine #7)
5. Airport Fund - Increasing the Airport Budget in the amount of \$257,022 for the PAPI Project that was not completed in FY 2011.

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

Supporting documents attached

- Request for Budget Amendment
Budget Revision Report

Recommendation

Staff recommends approval.

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

**CITY OF GUTHRIE
GUTHRIE PUBLIC WORKS AUTHORITY
REQUEST FOR BUDGET AMENDMENT**

Type of Amendment:

Date: December 6, 2011

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

Amendment No. 2

Funds Effected:

- General Fund - \$177
- GPWA Fund - \$1,800
- GPWA Fund - \$440 (Transfer of Appropriation)
- Grants Fund - \$25,601
- Capital Projects Fund - \$26,363
- Airport Fund - \$257,022

Comments:

Budget Amendment No. 2 is increasing the following funds:

- 1. General Fund - Funds received from the Friends of the Guthrie Public Library in the amount of \$97 and for a reimbursement from Cox Communication in the amount of \$80.
- 2. GPWA Fund - Reimbursing an individual for a Water Tap that was paid in FY 2011 in the amount of \$1,800 and moving appropriations in the Wastewater Treatment Plant to cover the expense of uniforms in the amount of \$440.
- 3. Grants Fund - Establishing appropriations for the Justice Assistance Grant in the amount of \$18,650 to purchase four laptop computers and associated equipment to be installed in Police Department vehicles and moving \$6,951 from Grants Fund to Capital Projects Fund for the Brush Pumper Repairs.
- 4. Capital Projects Fund - Increasing appropriations in the amount of \$26,363 for the Brush Pumper Repairs (\$6,951 from Grants Fund; \$5,363 from the insurance company; and \$14,409 from the sale of Engine #7)
- 5. Airport Fund - Increasing the Airport Budget in the amount of \$257,022 for the PAPI Project that was not completed in FY 2011.

APPROVAL

Date: _____

Purchasing Agent: _____ City Manager: _____

Council Approval Needed? Yes Date Posted: 12-06-2011

If yes, date approved: _____ City Clerk: _____

After amendment has been entered in the computer, copies are to be sent to the following:

- City Manager - 1 copy
- Purchasing Agent - 1 copy
- Department Head - 1 copy

City of Guthrie
Budget Revision Header

Number	Fiscal Year	Fiscal Period	Reason	Line Number	Account Number	Increase	Decrease
203	2012	2	Budget Amendment #2	1	01-00-00-5419 General Miscellaneous Income	177.00	0.00
				2	01-06-60-6131 Library Materials - Electronic	97.00	0.00
				3	01-07-77-6336 Special Investigate Operations	80.00	0.00
				4	20-00-00-5400 GPWA Fund Balance	1,800.00	0.00
				5	20-21-00-6346 Water Tap Refund	1,800.00	0.00
				6	30-00-00-5510 Justice Assistance Grant - LLC	18,650.00	0.00
				7	30-30-07-6598 Justice Assistance (JAG)	18,650.00	0.00
				8	30-00-00-5400 Grants Fund Balance	6,951.00	0.00
				9	30-30-09-6902 Transfer to Capital Projects Fund	6,951.00	0.00
				10	54-00-00-5419 Insurance - Brush Pumpers Repairs	5,363.00	0.00
				11	54-00-00-5412 Transfers from Grants Fund	6,951.00	0.00
				12	54-00-00-5401 Capital Projects Fund Balance	14,049.00	0.00
				13	54-56-09-6558 Brush Pumpers Repairs	26,363.00	0.00
				14	98-00-00-5515 OAC-Airport Improvements PAPI's	233,285.00	0.00
				15	98-00-00-5516 Reimburse-City of Edmond	6,590.00	0.00
				16	98-00-00-5519 OAC - Airport Improvements	17,147.00	0.00
				17	98-98-00-6329 Liability & Property Insurance	0.00	6,591.00
				18	98-98-94-6373 Professional Services-AIP Admin.	18,050.00	0.00
				19	98-98-94-6510 Runway 16/34 PAPI's	226,750.00	0.00
				20	98-98-94-6377 Professional Service-PAPI's Design	18,813.00	0.00
				21	20-24-00-6317 Machine/Equipment Maintenance	0.00	440.00
				22	20-24-00-6016 Uniforms	440.00	0.00
Totals:						628,957.00	7,031.00

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MINUTES

CITY COUNCIL MEETING

Council Workshop

November 8, 2011

The special meeting of the sixty-first City Council of Guthrie, Oklahoma, was posted on Friday, November 4, 2011 before 5:00 p.m. and held November 8, 2011 in the Guthrie City Hall Council Chambers.

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

Members Present:	Chuck Burtcher	John Wood	Patty Hazlewood
	Sheri Mueller	Gaylord Z. Thomas	

Members Absent:	Trey Ayers	Mary Coffin
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Staff Present:	Matt Mueller	Randel Shadid	Lance Crenshaw
	Rene Spineto	Eric Harlow	Jim Ahlgren
	Lee Ivie	Maxine Pruitt	

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

Council Orientation. The Council Orientation was hosted by Oklahoma Municipal Assurance Group (OMAG) and facilitated by David Weatherford a municipal attorney who hosts several of these orientations across the state. Also, attending from OMAG was Jon Wood, Joel Barnaby and Pam Spinks. No action was taken.

Adjournment. There being no further business for the Guthrie City Council, Mayor Burtcher declared the meeting adjourned at 7:55 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Mayor

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MINUTES

CITY COUNCIL MEETING

Council Workshop

November 15, 2011

The special meeting of the sixty-first City Council of Guthrie, Oklahoma, was posted on Wednesday, November 9, 2011 before 5:00 p.m. and held November 15, 2011 in the Guthrie City Hall Third Floor Conference Room.

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

Members Present:	Chuck Burtcher	Trey Ayers	Gaylord Z. Thomas
	John Wood	Sheri Mueller	Patty Hazlewood

Members Absent: Mary Coffin

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

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

Discussion and consideration of action regarding the Attorney General's Opinion.

Representative Jason Murphey requested an Attorney General's opinion on behalf of the City on the annexation of property located at I-35 and Waterloo Road. The Attorney General's opinion on the annexation of property is appropriate, but the Agreement between the City of Guthrie by and through the Guthrie Industrial Development Authority and David Seitsinger and LPW Enterprises is not a valid agreement. City Attorney Shadid has notified the appropriated parties as to the ruling. No action was taken.

Discussion and consideration of action regarding a Council Retreat. The last Council Retreat was in April 2010 where the City Council discussed their visions, values, goals and accomplishments for the upcoming fiscal year and goals to be accomplished in the next three to five years. The information that staff received from the Council Retreat was vital during the budget process because it gave a basis for what programs/projects are Council priorities. It also gave the clear expectation that everything involving organizational goals and budgeting should be done with Integrity, Services and Quality of Life as the guiding principles. City Manager Mueller inquired about a date and time to conduct a Council Retreat to discuss the Council's Strategic Plan to identify the steps the Council wants to take to update this plan as most of the performance targets have been completed. No action was taken.

Questions and discussion regarding agenda items:

FY 2012 Budget Amendment No. 1 and FY 2011 Budget Amendment No. 10. At the November 1, 2011 City Council Meeting, the Hotel/Motel Tax portion of FY 2012 Budget Amendment No. 1 and FY 2011 Budget Amendment No. 10 was removed due to only having four Councilmembers present and one Councilmember needing to excuse herself due to a conflict of interest. Staff is requesting the remaining portion of FY 2012 Budget Amendment No. 1 and FY 2011 Budget Amendment No. 10 be approved increasing the Hotel/Motel Tax Fund because more funds were collected than originally projected.

Folio & Internet Cost Agreement with American Legal Publishing Corporation. The proposed agreement is contracting with American Legal to convert the Guthrie Code of Ordinances into the Folio VIEWS Search and Retrieval Program and then placing the Code of Ordinances on the City's internet as a link. Training and installation is optional and is usually not needed and the phone support is free. American Legal will provide the City with a CD-ROM version in addition to placing the code on the internet. The internet version would be maintained on American Legal Publishing's website, with a link from the City's website. The cost to convert the Code into Folio VIEWS is a one-time fee in the amount of \$1,050; annual hosting fee in the amount of \$375; and annual update in the amount of \$195 up to 100 pages of changes.

Guthrie-Edmond Regional Airport Utilities. The proposed item is to consider allowing City staff to have dialog with lending entities for financing options to fund infrastructure improvements at the Guthrie-Edmond Regional Airport necessary to accommodate new hangar development. The financing option would not hold any risk for the City of Guthrie and would pay back the lending entity based on revenues generated from the new hangar development in the improved area. Once the agreement is completed, the Guthrie Industrial Development Authority will be the entity to take action.

Guthrie-Edmond Regional Airport Corporate Hangar. The Guthrie-Edmond Regional Airport Board has recommended the Corporate Hangar Lease consist of the following:

1. Land lease for 75 X 75 or 100 x 100 hangar pad shall be twenty-five cents (\$.25) per square foot per year;
2. There should be a one-time charge for water and sewer hook-up of \$2,000 each;
3. The terms of the lease shall be twenty-five (25) years with option of two (2) five (5) year extensions for a total of thirty-five (35) years; and
4. Current lease terms enforced are adopted except as amended herein.

Bid No. 2011-15, Construction of Guthrie Animal Shelter. The proposed item is to consider approval to award Bid #2011-15, Construction of Guthrie Animal Shelter to the lowest and best responsible bidder. On May 24, 2011 a tornado struck the Animal Shelter located at 407 Commerce Blvd. On June 7, 2011 the City Council/Trustees authorized staff to solicit bids for the replacement and/or repair of the animal shelter. Bid specifications were prepared by the City's consultant, Studio Architecture, for the construction project. The bid was published in the Guthrie News Leader and six (6) bid packets were mailed to interested parties and also posted on the City's website. A pre-bid conference was held November 8,

2011 and 10 prospective bidders attended. The bids were opened on Monday, November 14, 2011 at 2:00 p.m. and staff recommended the project be awarded to Diversified Labor & Construction from Stillwater, Oklahoma in the amount of \$71,725.

Adjournment. There being no further business for the Guthrie City Council, Mayor Burtcher declared the meeting adjourned at 6:50 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Mayor

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MINUTES

CITY COUNCIL MEETING

November 15, 2011

The regular meeting of the sixty-first City Council of Guthrie, Oklahoma was posted on Thursday, November 10, 2011 before 5:00 p.m. and held November 15, 2011 in the Guthrie City Hall Council Chambers.

Mayor Chuck Burtcher called the meeting to order at 7:18 p.m.

Members Present:	Chuck Burtcher	Trey Ayers	Gaylord Z. Thomas
	John Wood	Sheri Mueller	Patty Hazlewood

Members Absent: Mary Coffin

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

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

Consent Agenda. Consent Agenda I, Consider approval of the financing of the installation of water and sanitary sewer utilities for servicing the Corporate Hangars located along Taxiway Delta at Guthrie-Edmond Regional Airport was removed for further discussion. Motion by Vice Mayor Ayers, seconded by Councilmember Thomas, moved approval of the Consent Agenda as follows:

- A. Consider approval of the minutes from the Special City Council Workshop Meeting held on October 25, 2011.
- B. Consider approval of the minutes from the Special City Council Workshop Meeting held on November 1, 2011.
- C. Consider approval of the minutes from the Regular City Council Meeting held on November 1, 2011.
- D. Consider approval of Claims:

General Fund:	Claims	\$201,536.33
Grants Fund:	Claims	\$ 19,283.70
Hotel/Motel Tax Fund:	Claims	\$ 21,253.75
Capital Projects Fund:	Claims	\$ 12,018.98
Airport Fund:	Claims	\$ 2,718.74
GIDA Fund:	Claims	\$ <u>5,891.04</u>

Total Claims: \$262,702.54

- E. Consider approval of Treasurer Reports.
- F. Consider approval of Budget Amendment No. 1 for FY 2012 increasing the budget for Hotel/Motel Tax Fund in the amount of \$15,000 (the portion removed at the November 1, 2011 meeting).
- G. Consider approval of Budget Amendment No. 10 increasing the budget for Hotel/Motel Tax Fund for FY 2011 Year End (the portion removed at the November 1, 2011 meeting).
- H. Consider approval of the Folio & Internet Cost Agreement for Code of Ordinances with American Legal Publishing Corporation.
- J. Consider approval of the corporate hangar lease terms consisting: (1) land lease for 75 x 75 or 100 x 100 hangar pad shall be twenty-five cents (\$.25) per square foot per year; (2) there should be one-time charge for water and sanitary sewer hook-up of \$2,000 each; (3) the term of the lease shall be twenty-five (25) years with option of two (2) five (5) year extensions for a total of thirty-five (35) years; and (4) current lease terms enforced are adopted except as amended herein.

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

Aye: Burtcher, Ayers, Wood, Mueller, Hazlewood, Thomas

Nay: None

Mayor Burtcher declared the motion carried unanimously.

Consent Agenda I. Consider approval of the financing of the installation of water and sanitary sewer utilities for servicing the Corporate Hangars located along Taxiway Delta at Guthrie-Edmond Regional Airport. The proposed item is to consider allowing City staff to have dialog with lending entities for financing options to fund infrastructure improvements at the Guthrie-Edmond Regional Airport necessary to accommodate new hangar development. The financing option would not hold any risk for the City of Guthrie and would pay back the lending entity based on revenues generated from the new hangar development in the improved area. Motion by Councilmember Wood, seconded by Councilmember Thomas, moved approval to allow City staff to bring a finalized agreement to the appropriate entity for consideration on the financing of the installation of water and sanitary sewer utilities to service the Corporate Hangars located along Taxiway Delta at the Guthrie-Edmond Regional Airport. Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Burtcher, Ayers, Wood, Mueller, Hazlewood, Thomas

Nay: None

Mayor Burtcher declared the motion carried unanimously.

Consider approval to award Bid No. 2011-15, Construction of Guthrie Animal Shelter to the lowest and best responsible bidder. On May 24, 2011 a tornado struck the Animal Shelter located at 407 Commerce Blvd. On June 7, 2011 the City Council/Trustees authorized staff to solicit bids for the replacement and/or repair of the animal shelter. Bid specifications were prepared by the City's consultant, Studio Architecture, for the construction project. The bid was published in the Guthrie News Leader; six (6) bid packets were mailed to interested parties and also posted on the City's website. A pre-bid conference was held November 8, 2011 and ten prospective bidders attended. The bid opening was held on November 14, 2011, at 2:00 p.m. where seven bids were received. The bids were evaluated by staff and by George Winters with Studio Architecture. All companies were thorough and adequately responded to the information requested and were competitive in all areas with the exception of price. Motion by Vice Mayor Ayers, seconded by Councilmember Wood, moved approval of awarding Bid No. 2011-15, Construction of Guthrie Animal Shelter, to Diversified Labor & Construction from Stillwater, Oklahoma in the amount of \$71,725. Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Burtcher, Ayers, Wood, Mueller, Hazlewood, Thomas

Nay: None

Mayor Burtcher declared the motion carried unanimously.

City Manager's Report. Informed City Council that News Channel 4 will be broadcasting a story regarding the Guthrie EMS billing procedures.

Requests/comments from members of the City Council. Councilmember Thomas congratulated the Guthrie High School Football Team.

Councilmember Wood invited the community to the Alley Cat event and expressed a "Thank You" to Justin Fortney for putting the event together; congratulated the Guthrie High School Bluejays; and expressed a "Thank You" to Community Development Director Rene Spineto on the recent Tree Grant.

Councilmember Mueller informed the Downtown Trick or Treat was a huge success and a great event.

Councilmember Hazlewood informed Veteran's Day events were very successful and expressed a "Thank You" to the community for participating.

Vice Mayor Ayers informed he is glad to be back and for the rain, the ponds in Mineral Wells Park are full.

Mayor Burtcher reminded and encouraged the community to attend the Thanksgiving events and expressed a "Thank You" to Municipal Services Director Maxine Pruitt and to the City employees for their outstanding service.

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

Aye: Burtcher, Ayers, Wood, Mueller, Hazlewood, Thomas

Nay: None

Mayor Burtcher declared the motion carried unanimously at 7:34 p.m. Attending Executive Session was Mayor Burtcher, Vice Mayor Ayers, Councilmembers Hazlewood, Mueller, Thomas and Wood, and City Attorney Shadid.

Reconvene. Mayor Burtcher reconvened the Guthrie City Council Meeting at 7:44 p.m. and stated no action was taken in Executive Session.

Consideration of action regarding Council-appointed employee (City Attorney). No action was taken.

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

Aye: Burtcher, Ayers, Wood, Mueller, Hazlewood, Thomas

Nay: None

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

Wanda Calvert, City Clerk

Chuck Burtcher, Mayor



CITY OF GUTHRIE

CLAIMS

December 6, 2011

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

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

Kim Biggs
Purchasing Agent

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

Matt Mueller
City Manager

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Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
<input checked="" type="checkbox"/> City Council	December 6, 2011	Rene Spineto
<input type="checkbox"/> GPWA		
<input type="checkbox"/> Other: _____		

Agenda Item

Consider approval of the Request For Proposal for Guthrie Signs.

Summary

A Guthrie Gateway Beautification Plan has been developed to further Guthrie’s goal of enhancing key gateway entries into the City of Guthrie, and to identify public facilities and recreational areas. This Request for Proposal (RFP) solicits proposals from vendors to design and price various types and styles of City signs. A consistent, unified style of signage establishes a signature theme for the City. Installation of the signs will be completed in a phased manner as the City budget allows.

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

Supporting documents attached

- Request for Proposal (RFP) to develop designs and bids for Guthrie gateway and community signs

Recommendation

Staff recommends approval.

Action Needed Public Hearing Motion Emergency Clause

Community Signage and Installation Request for Proposals City of Guthrie, Oklahoma

ISSUED: January 4, 2012

CLOSES: January 30, 2012

The Request for Proposal is part of a competitive procurement process which will facilitate a fair opportunity for qualified firms to offer their plans and services for consideration. The process of competitive negotiation being used should not be confused with competitive sealed bidding where goods and services can be precisely described and price is generally the determination factor. The competitive Request for Proposal will provide the City the flexibility to negotiate with firms to arrive at a mutually agreeable relationship, where price alone is not the major determination factor; however, price will be a priority factor.

Organization for Request for Proposal:

1. Introduction	2
2. Project Overview	2
3. Proposal Format and Content	3
4. Proposal Submittal	4
5. Evaluation and Selection Process	4
6. Terms and Conditions	5
7. RFP Status	6
8. Non-Collusion Affidavit	8

_____, of lawful age, being first duly sworn, on oath, says: (s)he is the agent authorized by the bidder to submit the attached RFP. Affiant further states that the bidder has not been a part to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or refrain from bidding; or with any city or town official or employee of the City of Guthrie, Oklahoma, as to quantity, quality or price in the prospective contract, or any other terms or said prospective contract; or in any discussion between bidders and any city or town official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

Company Name

Company Representative's Signature

Fax Number

Address

Subscribed and sworn before me this _____

City State Zip

day of _____, 20____

Telephone Number

Notary Public

Federal Employer Identification Number

My Commission Expires _____

1. Introduction

The City of Guthrie is currently seeking proposals from qualified firms to design, construct and install welcome signage and identification signage at various points in the City of Guthrie.

1.2 Background of the City of Guthrie

The City of Guthrie is an innovative community near Oklahoma City, OK, with a population of just over 10,000 citizens. This progressive, forward-thinking city strives to offer a high quality of life that attracts businesses and employees seeking small-town charm near a major metropolitan area. The City strives to work with its citizens to meet the needs of the community while serving everyone with respect and integrity, and to do so with competence, accessibility, responsiveness and excellence. The same level of customer service is expected of its business partners. The City is dedicated to community image and beautification.

2. Project Overview

The City of Guthrie Community Development Department is seeking written proposals for the design, construction and installation of signage to identify the community center, community parks and facilities, welcome individuals into the community and thank them for visiting.

The City is interested in updating all signs in the community and adding an element of community beautification while doing so. It is anticipated that the City will purchase a few signs this year and continue to add more in consecutive years as the budget allows. Continuity of design and construction will be imperative throughout the project.

All sign materials and colors should be architecturally compatible with existing buildings in downtown Guthrie. Sign design should consider land uses and forms and other existing site features, view corridors, native landscaping and other natural resources. The signs should retain a theme throughout the City that is compatible with the historic architecture and provides an identifiable signature to the Guthrie entrances, municipal facilities, and welcome center.

The desired end result will be a large decorative welcome signs at every major entryway into town, and an identification sign at every park and City facility.

2.3 Schedule

The City of Guthrie intends to follow the schedule of activities as stated below and reserves the right to alter the schedule.

Issue RFP January 4, 2012

Proposal Due Date January 30, 2012

Selection of finalists January 31, 2012

Work begins February 6, 2012

Work Complete Signs purchased during the first phase are expected to be installed on or around March 30, 2012.

3. Proposal Format and Content

At the time of submittal, all proposals are to contain the following in this format:

3.1 Coversheet

This will include the vendor's name, address, phone number and name and e-mail address of contact person.

3.2 Vendor Background and Qualifications

This includes previous experience and signs which the company has made.

3.3 Insurance and other required documents

3.3.1 The Contractor will be responsible for all required or desired insurance of property owned by the Contractor.

3.3.2 All proposals must include the non-collusion affidavit form included in RFP packet.

3.4 Project Specs

Large Community Sign – The Large Community sign will be a single faced sign which will set in a landscaping bed at the intersection of Division and Harrison. Dimensions of the sign should be approximately seven feet by twelve feet.

Road Side Entry/Exit Signs – The entry/exit signs will be placed on the side of the roads and shall be single sided. These signs shall be monument type signs and readily visible to passers by. There shall be four (4) of these signs, each approximately 50 square feet in size.

Park Identification Signs – These signs will be used to identify parks and recreation amenities as well as large community facilities. They should contain the name of the park and may be either single or double-sided. Sizes will vary.

Facility Identification Signs – These signs will be used to identify City of Guthrie offices and facilities. They will be single sided and should be monument type signs. Size shall be 20 square feet.

All signs must include the Guthrie community logo typeface. Materials used must be high quality. While sizes and shapes may vary, all signs must have a consistent look and color scheme that will ensure uniformity throughout the community.

Because of the wide range of options, vendors are encouraged to present various styles and options in their proposal; a representative drawing of each type of sign in each style. Each style should consist of different designs and various materials.

3.5 Drawings

Designs shall be submitted with a scale drawing and written descriptions of the materials.

3.6 Pricing

Pricing information should be provided for each type of sign.

3.10 References

Please include five references from clients.

Reference information should include the following:

- Name of organization
- Name of business contact
- Phone number of business contact
- E-mail address of business contact
- Length (number of months/years) of client relationship
- Brief description of playground equipment installed for client.

4. **Proposal Submittal**

4.1 **Four copies of the proposal are due in the City Clerk's Office no later than January 30, 2012 at 5:00 p.m.** Delivery may be by hand or by mail but must be received no later than the deadline stated previously.

4.2 No proposal will be accepted after the deadline. The City Clerk's office is located at:

**City of Guthrie
Attn: Kim Biggs
101 N. 2nd Street
PO Box 908
Guthrie, OK 73044**

4.3 Failure to provide required data to allow for evaluation of proposal or failure to complete the RFP form(s) may be grounds for rejecting the RFP.

4.4 Proposals must be placed in a sealed envelope labeled "Signage Proposal" with the vendor's name and address on the package.

4.5 Please direct any questions to Rene Spineto, Director of Community Development, at 405-282-0197 or rspineto@cityofguthrie.com

4.6 All proposals must contain the signature sheet on page one (1) and the non-collusion affidavit form must be executed and notarized at time of RFP submission.

5. Evaluation and Selection Process

5.1 The City reserves the right to award this contract, not necessarily to the firm with the lowest cost, but to the firm that best meets the requirements and needs of the City as determined according to the evaluation criteria.

5.2 Upon submission of the responses to this RFP, the City will evaluate and score the responses of the firms. Interviews with the finalists may be conducted by the City. The final evaluation and selection of a contractor will be made by the City and submitted to the Guthrie City Council for approval.

5.3 A committee composed of City of Guthrie staff will evaluate proposals.

5.4 Evaluation Criteria (100 points): Upon review of all of the acceptable proposals, the City will score and then rank the proposals relative to the other proposals. The proposals will be scored as follows:

1.	Responsiveness to RFP.	15 points
2.	Quality of Signs	15 points
3.	Past performance/References.	10 points
5.	Design and Style	30 points
6.	Cost/Fees	30 points

6. Terms and Conditions.

6.1 Terms and conditions below will govern the submission and evaluation of proposals and the award. Bidders are requested to carefully review the following:

6.1.1 Award Status: The response to this RFP will be considered as a legal offer to contract. An acceptance of any proposal will be issued by the City of Guthrie in accordance with the following paragraphs of this section and constitutes a legal and binding contract.

6.1.2 Contract Format/Requirements: The resulting City acceptance will incorporate this Request for Proposal. All additional agreement(s) and stipulations and the results of any final negotiations will be incorporated. The only valid conditions of the contract are the ones contained within this specification and proposal.

6.2 Contract Modification: All modifications and/or changes to the contract must be agreed to in writing by both parties and approved by the City prior to executing any change.

6.3 Contract Termination: The City may terminate any resulting contract for cause by providing a Show Cause Letter to the contractor citing the instances of noncompliance with the contract.

6.3.1 If the noncompliance is not cured within 30 days, the City may terminate the contract.

6.3.2 The City reserves the right to terminate the contract for convenience by providing one hundred twenty (120) days written notice to the contractor.

6.4 Conflict of Interest: In the event there is a potential or actual conflict of interest, the vendor(s) shall provide full disclosure to the City of Guthrie. The City shall determine if the conflict, whether potential or actual, is material.

6.5 Contractor Liability: The contractor shall hold the City harmless and shall be liable in the event of injury to City personnel or damage or loss of their property caused by the contractor's equipment, personnel supplies or material furnished. The City will not be liable for loss or damage caused by fires, lightning, sprinkler leakage, earthquake, severe weather, smoke and smudge, aircraft or motor vehicle damage, strikes, riots and civil disturbance or collapse of building or structures, etc. The City and its personnel shall not be liable for any loss of or damage to contractor property unless due to their fault or negligence.

6.5.1 Liens: The successful contractor shall keep the City free and clear from all liens asserted by any person or firm for any reason arising out of the furnishing of services or materials by or to the contractor.

6.5.2 Indemnification: The successful contractor shall indemnify and hold the City harmless from all claims and related expenses arising out of the contractor's performance or failure of performance under the resulting contract.

6.6 Disclosure Of Proposal Content: All proposals become a matter of public record once opened. Proposals with information marked "confidential" will be rejected upon discovery of such statement. By submitting a proposal, a proposer specifically assumes any and all risks and liabilities associated with the information contained in the proposal and the release of that information.

6.7 Choice of Law and Venue: The resulting contract shall be construed under the laws of the State of Oklahoma and venue in any action and/or litigation

commenced to enforce the contract shall be instituted in the appropriate courts in Logan County, in the State of Oklahoma.

6.8 Federal, State and Local Laws and Regulations: The successful contractor will comply with all laws and regulations on taxes, licenses and permits.

7. RFP Status

7.1 City of Guthrie Rights:

7.1.1 The City of Guthrie and its designees reserve the right to determine whether a proposal is responsive and has the ability and resources to perform the contract in full and comply with the specifications.

7.1.2 The City reserves the right to reject a proposal that incorporates counter proposals and conditions in the form of vendor's pre-printed clauses.

7.1.3 The City reserves the right to accept or reject all or part of any proposal, waive informalities, minor irregularities or substitute items as desired if deemed in the best interest of the City, therefore selecting the optimum proposal or issue a new RFP.

7.1.4 The City reserves the right to reject proposals when procedures stated within are not followed.

7.2 Effective Period: Proposals submitted must remain in effect for a period of thirty (30) days after the closing date. An award will be signed and issued within that time or at a negotiated later date.

7.3 Withdrawal of Proposals: Proposals may be withdrawn at any time prior to the closing date; however, the City reserves the right to withdraw vendor(s) from future proposals who have withdrawn a proposal after the closing date and prior to the effective period of RFP without the City's approval.

7.4 Changes: It shall be the proposer's responsibility to bring to the attention of the City any discrepancies in, omissions from or errors in the documents, or enhancements which would be in the best interest of the City, or if they are in doubt as to the meaning of any part of this RFP.

7.5 Examinations: Before submitting a proposal, contractor shall thoroughly examine the RFP and otherwise be fully informed as to all existing conditions and limitations.

7.6 Modifications of RFP: Oral modifications will not be considered. Any bidder may modify their RFP in writing prior to date and time of RFP closing. Only modifications received in sealed envelopes with RFP number, closing date and project name clearly marked on outside will be accepted. Written confirmation must be received under the same signature as prior submitted RFP. All modifications are to be clearly numbered and dated as to determine the final one.

7.7 Sales Tax Exemption: All proposals must be submitted exclusive of Federal Excise Tax and Oklahoma State Tax. The City of Guthrie is exempt from

Federal Excise Tax and Oklahoma State Tax. When proof of a tax exemption status is required, a notation should be made on this RFP and an Exemption Letter shall be furnished.



Agenda Item Cover Letter

Meeting <input checked="" type="checkbox"/> City Council <input type="checkbox"/> GPWA <input type="checkbox"/> Other: _____	Date of Meeting December 6, 2011	Contact Matt Mueller or Rene Spineto
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Agenda Item

Consider approval of change of Proposed Fee for Grant Writing Services with Civicus Group.

Summary

On March 4, 2010 the City Council approved an agreement with The Civicus Group for them to provide the City of Guthrie with professional services in the area of grant writing. That agreement is now being revised to reflect a lower rate. The new rate would be one percent of the total grant amount received.

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: _____
Mayor's Appt.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Supporting documents attached

- Civicus Scope of Work and Proposed Fee Rate

Recommendation

Staff recommends approval.

Action Needed Public Hearing Motion Emergency Clause

Scope of Work

Civicus proposes to provide the City of Guthrie with comprehensive services related to grant research, strategic planning, project prioritization and proposal submission in support of the goals of the city's strategic plan and statutory duties. These services would include:

1. Civicus will assist the City of Guthrie with needs assessment and project prioritization process targeted towards department heads in an effort to determine which projects and programs should be funded, in what order and from what potential sources. Information generated through this process will be shared with the City Council at the direction of the City Manager.
2. Civicus will monitor all federal grant and contracting opportunities related to the needs and programs of the City of Guthrie on a daily basis. Civicus will also conduct any pre-application research that might be necessary prior to the submission of any proposal assuming that the city has authorized Civicus to do so for the opportunity in question.
3. In addition to services outlined in the preceding paragraph, Civicus will direct the preparation of any and all responses to grant opportunities including but not limited to: RFPs, RFQs and RFAs.
4. Civicus agrees to provide documentation and assistance, as necessary, to help the city maintain compliance with various federal requirements related any grants received as a part of the firm's efforts.

Proposed Fee

In exchange for the services outlined herein, the City of Guthrie would agree to retain The Civicus Group for the following:

1. Civicus will be paid on a project basis consistent with the level of the firm's involvement in the grant. Payment may be either hourly at an agreed upon rate or based on a flat fee;

2. One percent (1%) of the total grant amount received. In accordance with applicable federal regulations, it is understood that any fees paid to the Civicus Group for grant administration must be taken from the Indirect Costs (IDC) portion of the grant budget.

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Agenda Item Cover Letter

Meeting: [X] City Council, [] GPWA, [] Other:
Date of Meeting: December 5, 2011
Contact: Damon R. Devereaux, Chief of Police

Agenda Item

Consider entering into an Memorandum of Understanding with the State of Oklahoma, Department of Central Services, Property Distribution Division as State Coordinator of the 1033 Program.

Summary

This program allows agencies to have access to surplus property through the Department of Central Services Property Distribution Division. This Memorandum of Understanding outlines the Policies and Procedures set by the State on property distribution. The Department of Central Services has various types of surplus from office furniture to aircraft. The cost for this property is usually very minimal.

Funding Expected: [] Revenue, [] Expenditure, [X] N/A

Budgeted: [] Yes, [] No, [X] N/A

Account Number: _____ Amount: _____

Legal Review: [] N/A, [X] Required, Completed Date: 11/29/2011

Mayor's Appt.: [] Yes, [X] No

Supporting documents attached

Memorandum of Understanding

Recommendation

Staff recommends acceptance of MOU

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



State of Oklahoma
Department of Central Services
Property Distribution Division

Law Enforcement Support Office
1033 Program - Oklahoma State Plan,
Policies and Procedures

1. PURPOSE

The purpose of this document is to set forth the terms and conditions which will be binding on the parties with respect to excess Department of Defense (DOD) personal property transferred pursuant to 10 U.S.C. §2576a and to promote the efficient and expeditious transfer of the property.

2. AUTHORITY

The Secretary of Defense is authorized by 10 U.S.C. §2576a to transfer to Federal and State Agencies, personal property that is in excess to the needs of the DOD and that the Secretary determines is suitable to be used by such agencies in law enforcement activities, with emphasis on counter-drug or counter-terrorism activities, under such terms prescribed by the Secretary. The authorities granted to the Secretary of Defense have been delegated to the Defense Logistics Agency (DLA).

3. STAFFING AND FACILITIES

On August 2, 2005, the Governor of Oklahoma appointed the Oklahoma Federal Surplus Property (FSP) Manager as State Coordinator for the 1033 Program. The FSP Manager may designate a Point of Contact (POC) with signature authority to administer the day-to-day operation of the program.

4. TERMS AND CONDITIONS

a. Law Enforcement Agency (LEA) Eligibility Criteria

The LEA must be a "law enforcement activity" whose primary function is enforcement of applicable Federal, State and local laws as defined by DLA regulation and whose compensated officers have powers of arrest and apprehension.

b. How to Enroll in the State 1033 Program

LEAs must complete a data sheet and request enrollment via the State Coordinator.

NOTE: Upon request of LESO, a mission statement is to be provided along with the data sheet. If the enrollment request is approved by the State Coordinator, it will be forwarded to the LESO. If approved by the LESO, the State Coordinator or POC will be contacted and provided with a LEA screener's authorization memo (Authorization Letter for Property Screening and Receiving). Once enrolled, the LEA must sign a Memorandum of Understanding (MOU) with the State Coordinator agreeing to the terms and conditions of the 1033 Program. As soon as a LEA is properly enrolled, materials may be screened manually at a Defense Reutilization and Marketing Office (DRMO); however, the State Coordinator must provide the LEA with their LEA identification (ID) number so they may screen and request materials online.

c. LEA Screener Criteria

Screeners must be full-time sworn police officers employed by the LEA. LEAs are allowed a maximum of four (4) screeners per agency. A maximum of two (2) authorized screeners may physically screen at any DRMO at one time.

d. Identification/Acquisition/Transportation of Property

LEAs find needed property online through the Defense Reutilization and Marketing Service (DRMS) website: www.drms.dla.mil or by physically visiting a DRMO. Once the property has been identified, LEAs submit a manual or electronic DRMS Form 103 to the State Coordinator. The State Coordinator will either approve or disapprove the request. If approved, it is sent to the LESO. If approved by the LESO, it is submitted to the Defense Reutilization and Marketing Service according to Military Standard Requisitioning and Issues Procedures or a manual DD Form 1348 is sent to the State Coordinator. It is the responsibility of the LEA, at the LEA's expense, to transport requested property from the DRMO to the location. DLA or FSP will not fund the transportation cost.

e. Storage of Property

It is the responsibility of the gaining LEA to store property received through the 1033 Program.

f. Distribution of Property

The LESO will approve property requests in the following priority counter-drug or counter-terrorism and then any other law enforcement activities.

g. Security of Property

It is the responsibility of the gaining LEA to safeguard all property received through the 1033 Program. Should any property become lost due to theft, destruction or unauthorized sale/disposal, the LEA must notify the State Coordinator of such loss within seven (7) working days after the incident. The State Coordinator will contact LESO for additional guidance.

h. Accountability of Property

The State Coordinator and each LEA must maintain records that provide an "audit trail" for all property acquired through the 1033 Program. These records include but are not limited to the following: DRMS Form 103 with all justifications or printouts of automated requests, DD Form 1348 (receipt and turn-in), all disposal and transfer paperwork, approved Bureau of Alcohol, Tobacco and Firearms (ATF) Form 10, ATF Form 5 (Weapons Transfer, Certificate of Aircraft Registration (AC Form 8050-3), Aircraft Registration Application (AC Form 8050-1) and any pertinent paperwork through the LESO. The records maintained must also satisfy any and all pertinent requirements under applicable State statutes and regulations for the program and such property.

i. Inactive File

On October 1, 2003, the LESO instituted a five year file retention policy. This policy states LESO will maintain active files for two years and inactive file for three years. After five years, the files are destroyed with the exception of DEMIL codes B through Q, sensitive items, and items valued at \$20,000 or more.

j. Utilization of Property

Property received through the 1033 Program must be placed into use within one year of receipt and utilized for a minimum of 18 months unless its condition renders it unusable. If property is not placed in use within one year of receipt, it must be transferred to another authorized agency, or returned to a DRMO. Property return/turn-ins must be coordinated in writing through the State Coordinator and the LESO and the turn-in cost is at the LEA's expense.

k. Transfer of Property

LEAs must coordinate, in writing, transfer of 1033 property through the State Coordinator. The State Coordinator will request final approval from the LESO. Property may be transferred within the State or between States as long as it is properly coordinated with the State Coordinators and the LESO. If approved, a "LESO transfer approval memo" will be sent to the State Coordinator.

l. Disposal of Property

LEAs must request and receive approval, in writing, from the State Coordinator prior to disposal of any 1033 property. The State Coordinator will request final approval from the LESO. If approved, a "LESO disposal approval memo" will be sent to the State Coordinator. Only DEMIL codes A, B and Q may be approved for disposal. Items with DEMIL codes C, D, E, F, G, and P must be transferred to an authorized agency or must be returned to a DRMO when no longer needed. Costs incurred for transfers, disposals, or turn-ins is the responsibility of the LEA.

- (1) **DEMIL code A:** Does not require demilitarization and may be disposed of after obtaining State Coordinator and LESO approval.
- (2) **DEMIL code B:** Does not require demilitarization and may be disposed of or returned to a DRMO. If disposed of, it must be in accordance with Trade Security Controls (TSC) (see DOD 4160.21-M, Defense Material Disposition Manual; DOD 4160.21-M-1, Defense Demilitarization Manual; DRMS-I4160.14, Volume VII).
- (3) **DEMIL code Q:** Does not require demilitarization and may be disposed of or returned to a DRMO. If disposed of, it must be in accordance with Commerce Control List Items (CCLI) disposition requirements (see DOD 4160.21-M, Defense Material Disposition Manual; DOD 4160.21-M-1, Demilitarization Manual; DRMS-I 4160.14, Volume VII).
- (4) **DEMIL codes C, D, E, F, G and P:** Require demilitarization and must be returned to a DRMO. The State Coordinator will obtain the LESO's approval for equipment returns.

The LESO will provide turn-in documentation (DD Form 1348-1A). With few exceptions, the LEA will be asked to coordinate the turn-in with a local DRMO. The LEA informs the LESO which DRMO has agreed to accept the turn-in.

The LESO will prepare turn-in documentation to the accepting DRMO. Upon receipt of the turn-in documentation, the LEA must return the property to the specified DRMO. The DRMO personnel receiving the materials will sign the turn-in document and give the LEA a copy of the signed turn-in documentation. This turn-in documentation must be maintained in the LEA's files and a copy of the documentation must be forwarded to the State Coordinator for their files. (See DOD 4160.21-M, Defense Material Disposition Manual; DOD 4160.21-M-1, Defense Demilitarization Manual; DRMS-I 4160.14, Volume VII for DEMIL rules).

Before disposing of MLI/CCLI property (DEMIL codes B and Q) except from DOD 4160.21-M, Federal and State agencies must consider the export control requirements as promulgated by the Department of State, Department of Commerce and the Treasury Department, as applicable. Disposal methods shall ensure that appropriate safeguard requirements are in place prior to disposal. These will include, but are not limited to:

- (1) Notification of export control requirements to the end-user;
- (2) Exclusion of individuals, entities or countries who are excluded from Federal programs by the General Services Administration;
- (3) Exclusion if delinquent on obligations to the U. S. Government or are debarred or suspended from DOD contracts;
- (4) Exclusion if currently suspended for TSC violations; and,
- (5) Exclusion if subject to denial, debarment or other sanctions under public law.

m. Training

The State Coordinator, the State Coordinator's staff and the LEA should be familiar with guidance on the following websites:

- (1) LESO operations www.dla.mil/i-3/leso (1033Program/Automation training guides)
- (2) DRMS operations www.drms.dla.mil (automation requisitioning process/procedures)

1033 PROGRAM MEMORANDUM OF UNDERSTANDING

The following recitals represent the Memorandum of Understanding between the State of Oklahoma, Department of Central Services, Property Distribution Division as State Coordinator of the 1033 Program and the Law Enforcement Agency named herein.

THE STATE WILL

- a. Receive applications for participation in this program from its law enforcement agencies and validate with signature, their law enforcement mission prior to forwarding to the LESO for approval as an authorized LEA. Once the approval process is completed and the agency is loaded in the DRMS automated requisitioning system, provide enrolled LEAs with their LEA ID number so they may request materials on-line.
- b. Forward requests to the LESO for excess property that is necessary to meet requirements for the LEA efforts. Assure the recipient LEA is properly identified on all requisitions.
- c. Be responsible for the transfer of property to qualified LEAs.
- d. Assure the LEAs agree, at no expense to the U. S. Government, the State of Oklahoma, or the FSP 1033 Program, to maintain adequate liability and property damage insurance coverage and workers' compensation insurance to cover any claims.
- e. Control and maintain accurate records on all property obtained under this program. These records must provide an "audit trail" for individual items of property from receipt to disposal, transfer or turn-in. These documents include but are not limited to the following: DRMS Form 103 with all justifications or printouts of automated requests, DD Form 1348 (receipt and turn-in), all disposal and transfer paperwork, approved ATF Form 10s, ATF Form 5 (Weapons Transfer), Certificate of Aircraft Registration AC Form 8050-3), Aircraft Registration Application (AC Form 8050-1) and any pertinent paperwork through the LESO. The records maintained must also satisfy any and all pertinent requirements under its applicable State statutes and regulations for the program and property.
- f. Enter into agreements with LEAs to assure they fully comply with the terms, conditions and limitations applicable to property transferred pursuant to this program.
- g. Allow a maximum of four (4) screeners, full-time and/or part-time, sworn and/or non-sworn officers, per LEA performing this duty. The screeners must be named in a "letter of authorization/datasheet" provided to the LESO, to be updated as changes occur, or whenever LESO requests an update. A weapons POC full-time officer must be included on the "letter of authorization/datasheet" for any LEAs that have received or are requesting weapons. NOTE: A maximum of two (2) of the authorized screeners may physically screen at any DRMO at one time.
- h. Identify to LEAs property requiring demilitarization and the special controls on MLI/CCLI and FSCAP.
- i. Assure that all environmentally regulated property is handled, stored and disposed of in accordance with applicable Federal, State and local environmental laws and regulations.
- j. Assure that the following weapons are registered with the U. S. Treasury Department's ATF: M14, M16, M21, M79, and silencers. The State and each LEA must comply with all applicable firearm laws and regulations. Report by phone to be followed in writing via email, fax, or US Postal Service all stolen or unaccounted for weapons to DLA and LESO not later than seven (7) working days after it is discovered. All weapon transfers between LEAs must be approved in writing by the State Coordinator and the LESO before the transfer occurs. Maintain an approved copy of the ATF Form 10 for all M14, M16, M21 and M79 rifles issued to LEAs in the State.
- k. Identify to the LESO each request that will be used in counter-drug or counter-terrorism activities.
- l. Ensure LEAs are aware of their responsibilities in accordance with the Single Audit Act of 1984, as amended (31 U.S.C. 7501-7). Assist LEAs by providing information, as required, for audit submission. Assist LEAs by identifying which property oversight agency the audit information must be submitted to.
- m. Review and update the State Plan of Operation annually (calendar year) or when the Governor or the Governor appointed State Coordinator changes. The State Coordinator will provide the LESO with a copy of any updated plan. If there are no changes to the State Plan of Operation, the State Coordinator will send a signed letter or e-mail notice to the LESO indicating the plan has been reviewed and no changes were necessary.

- n. Ensure all LEAs enrolled in the 1033 Program maintain a current copy of the State Plan of Operation and Memorandum of Understanding.
- o. Conduct periodic reviews of each LEA enrolled in the program, to include physical inventory spot checks of property received and any related records. Additionally, ensure LEAs are in compliance with applicable State Plan of Operation and Memorandum of Agreement. These reviews must be documented and maintained by the State Coordinator for future LESO compliance reviews.
- p. Obtain reconciliation reports from the LESO website and conduct monthly, quarterly and annual reconciliations between LEAs and the LESO.
- q. Ensure serial/tail numbers are provided to the LESO on items such as Peacekeepers/Armored Personnel Carriers (APCs), aircraft, night vision goggles (NVGs)/sights and weapons.
- r. Submit requests for property returns (turn-ins to a DRMO) to the LESO. NOTE: Costs of Shipping or repossession of the property by the U.S. Government will be borne by the LEA.
- s. Submit disposal, transfer and inventory adjustment requests to LESO.
- t. Contact the LESO in writing not later than thirty (30) calendar days prior to a State Coordinator change.
- u. All property transfers will cease if no current Governor's letter is on file; the State has not signed the MOA with DLA; the State Coordinator or POC does not validate all property requests or there is no State Plan of Operation on file.
- v. Assess a handling charge based upon the acquisition value, condition, and life expectancy of the property to be donated to cover FSP 1033 Program operating expenses and costs.

THE LAW ENFORCEMENT AGENCY WILL:

- a. Submit applications for participation in the LESO 1033 Program to the State Coordinator for approval. Provide a mission statement to the State Coordinator and the LESO.
- b. If possible, submit requests for property electronically. Provide justification to the State Coordinator for all requisitions.
- c. Agree to maintain, at no expense to the U.S. Government and the State of Oklahoma, adequate liability, property damage and workman's compensation insurance to cover any claims.
- d. Control and maintain accurate records on all property obtained under this program. These records must provide an "audit trail" for individual items of property from receipt to disposal, transfer or turn-in. These documents include but are not limited to the following: DRMS Form 103 with all justifications or printouts of automated requests, DD Form 1348 (receipt and turn-in), all disposal and transfer paperwork, approved ATF Form 10s, ATF Form 5 (Weapons Transfer), Certificate of Aircraft Registration (AC Form 8050-3), Aircraft Registration Application (AC Form 8050-1) and any pertinent paperwork through the LESO. The records maintained must also satisfy any and all pertinent requirements under its applicable State statutes and regulations for the program and property.
- e. Comply with the terms, conditions and limitations applicable to property transferred pursuant to this program.
- f. Allow a maximum of four (4) screeners per LEA. The screeners must be named in a 1033 Program Data Sheet provided to the LESO through the State Coordinator, to be updated as changes occur, or whenever the State Coordinator or the LESO requests an update. A full-time sworn police officer must be included on the 100 Program Data Sheet as a weapons point of contact (POC) for LEAs that have received or are requesting weapons. NOTE: A maximum of two (2) authorized screeners may physically screen at any DRMO at one time.
- g. Appoint a property accountability officer responsible for approving or disapproving all property requests at the LEA level and maintaining all accountability records for property received.
- h. Assure that all environmentally regulated property is handled, stored and disposed of in accordance with applicable Federal, State and local environmental laws and regulations.
- i. Assure that the following weapons are registered with the U. S. Treasury Department's ATF: M14, M16, M21, M79, and silencers. Recipients must comply with all applicable firearm laws and regulations. Report by phone to be followed in writing via email, fax, or US Postal Service all stolen or unaccounted for weapons to DLA, LESO, and State Coordinator not later than seven (7) working days after it is discovered. All weapon transfers between LEAs must be approved by the LESO before the transfer occurs. Maintain an approved copy and provide a copy to the State Coordinator of the ATF Form 10 for all M14, M16, M21 and M79 rifles received through this program.

- j. Identify to the LESO each request that will be used in counter-drug or counter-terrorism activities.
- k. Maintain a copy of the current State Plan of Operation/Memorandum of Understanding.
- l. Be knowledgeable of their responsibilities mandated by the Single Audit Act of 1984, as amended (31 U.S.C. 7501-7). (\$500,000 threshold 3-2-05)
- m. Conduct periodic reviews to include physical inventory and spot checks of actual property and related records. Ensure compliance with applicable MOA and the State Plan Operation/Memorandum of Understanding.
- n. Obtain reconciliation reports from the State Coordinator and conduct monthly, quarterly and annual reconciliations. Provide reconciliation reports to the State Coordinator.
- o. Ensure serial/tail numbers are provided to the State Coordinator on items such as Peacekeepers/APCs, aircraft, NVGs/sights and weapons.
- p. Conduct inventory reconciliations and provide inventory reconciliation results electronically to the State Coordinator within 10 working days of the monthly, quarterly or annual reconciliation process. Maintain a signed copy of all property reconciliation documentation received through the 1033 Program.
- q. Submit requests for property returns (turn-ins to a DRMO) in writing to the State Coordinator. NOTE: Costs of shipping or repossession of the property by the U. S. Government will be borne by the LEA.
- r. Submit disposal, transfer and inventory adjustment requests to the State Coordinator.
- s. If possible, notify the State Coordinator, in writing, not later than thirty (30) days prior to a change in property accountability officers.

IN WITNESS WHEREOF, the parties hereby certify that each has carefully read, fully understand, and agree to all the terms and conditions of the LESO 1033 Program Memorandum of Understanding, which shall be effective as of the latest date of the parties' signatures executed below.

LESO State Coordinator Signature		Agency Name	
Type/Print Name	Date Signed	Agency Director, County Judge, or Mayor Signature	
Type/Print Name	Date Signed	Type/Print Name and Title	Date Signed
STATE OF OKLAHOMA)		Sheriff or Police Chief's Signature	
COUNTY OF _____)		Type/Print Name and Title	Date Signed
Subscribed and sworn to before me on _____)		STATE OF OKLAHOMA)	
by _____)		COUNTY OF _____)	
Notary Public: _____		Subscribed and sworn to before me on _____	
My commission expires: _____		by _____	
		Notary Public: _____	
		My commission expires: _____	

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Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
<input checked="" type="checkbox"/> City Council	December 6, 2011	Kim Biggs,
<input type="checkbox"/> GPWA		Purchasing Agent
<input type="checkbox"/> Other: _____		

Agenda Item

Consider approval to award Bid No. 2011-17, Repairs to Brush Pumper, to the low bid of \$59,861 to Blanchat Mfg., Inc, Harper, KS, and authorize staff to execute a contract.

Summary

On November 1, 2011, the City Council authorized staff to solicit bids for the bed replacement and other repairs to Brush Pumper No. 4 due to fire damage that occurred in July 2011. A bid notice was published in the Guthrie News Leader on November 5 and 12, 2011 and three (3) bid packets were mailed to interested parties.

One (1) bid proposal was received:

Blanchat Manufacturing, Inc. \$59,861

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	<u>54-56-09-6558</u>	Amount	<u>\$59,861</u>
Legal Review	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Required	Completed Date: _____
Mayor's Appt.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Supporting documents attached

Recommendation

Staff recommends approval.

Action Needed	<input type="checkbox"/> Public Hearing	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Emergency Clause
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Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
<input checked="" type="checkbox"/> City Council	December 6, 2011	Street Committee
<input type="checkbox"/> GPWA		
<input type="checkbox"/> Other: _____		

Agenda Item

Consider approval of the recommendation of the City of Guthrie Street Committee for the FY2012 Street Capital Improvement Program for the resurfacing of Hillcrest Dr. from Walnut to Pine Streets and using the remaining funds for the resurfacing of the remainder Mineral Wells Park Roads once the Inter-local Agreement with Logan County for the resurfacing of Fairground Road and some of Mineral Wells Park Roads has been satisfied.

Summary

The Street Committee for the City of Guthrie met on Tuesday evening, November 29, 2011, and discussed and approved staff's recommendation of resurfacing Hillcrest Dr. from Walnut to Pine. Staff made the committee aware that we are working on a partnership with Logan County for the resurfacing of Fairground Road and are also proposing the partnership carry through to the road that runs through Mineral Wells Park from Fairgrounds Road north.

Funding Expected Revenue Expenditure N/A

Budgeted Yes No N/A

Account Number 54-55-12-6521 **Amount** \$100,000

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

Mayor's Appt. Yes No

Supporting documents attached

Recommendation

Staff recommends approval.

Action Needed Public Hearing Motion Emergency Clause



Agenda Item Cover Letter

Meeting <input checked="" type="checkbox"/> City Council <input type="checkbox"/> GPWA <input type="checkbox"/> Other: _____	Date of Meeting December 6, 2011	Contact Kim Biggs, Purchasing Agent
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Agenda Item

Consider approval of Change Order No. 1 for Bid No. 2011-15, Construction of Guthrie Animal Shelter, for the removal and replacement of the remaining slab in the amount of \$6,450.

Summary

The original bid specs did not specify the need to remove the original slab due to an earlier report stating that the slab could be reused. However, the Structural Engineer has reviewed the most recent photos and believes that it is in everyone's best interest to remove the entire remaining slab. We had no way of knowing that the slab was completely unreinforced until the Contractor cut into it for the plumbing reconstruction.

The additional concrete is going to require \$6,450 bringing the total bid amount to \$78,175. As a matter of information, the next lowest bid is \$117,649. The City budgeted \$100,000 for the construction of the Animal Shelter.

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	<u>54-54-02-6526</u>	Amount	<u>\$6,450</u>
Legal Review	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Required	Completed Date: _____
Mayor's Appt.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

Supporting documents attached

- Change Order No. 1

Recommendation

Staff recommends approval.

Action Needed Public Hearing Motion Emergency Clause

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Agenda Item Cover Letter

Meeting <input checked="" type="checkbox"/> City Council <input type="checkbox"/> GPWA <input type="checkbox"/> Other: _____	Date of Meeting December 6, 2011	Contact Rene Spineto
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Agenda Item

Consider approval of the Guthrie Gateway Beautification Plan.

Summary

The Guthrie Gateway Beautification Plan has been developed to further Guthrie’s goal of enhancing key gateway entries into the City of Guthrie and to identify public facilities and recreational areas. The Beautification Plan defines a “kit of parts” that will be used in the design of gateway and other public facility signs within the City. The Guidelines allow for flexibility in design details that consider site specific conditions.

The purpose of having a defined Beautification Plan is:

1. Identify and enhance key gateway entries into the City of Guthrie
2. Convey a sense of distinctiveness and pride for the community
3. Identify Guthrie’s public facilities and provide information to the public

In addition to the signature entrance signage, appropriate landscape features will compliment the signs. The City of Guthrie has been awarded grants from the Oklahoma Department of Transportation to plant trees at two entrances to the City. From those grants, the Amur Maple and two Crepe Myrtle varieties (Burgundy Cotton and Dynamite) have been identified as primary “Guthrie” landscape items. All signs shall be placed within a landscaped area that is sized to complement the size of the sign. A distinctive, consistently-themed feature at the entrances to Guthrie conveys a sense of pride in the community and sets a consistent tone for the City.

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	Pending RFP _____
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

- Guthrie Gateway Beautification Plan
- Location Map and Sign Sample

Recommendation

Staff recommends approval.

Action Needed Public Hearing Motion Emergency Clause



Guthrie Gateway Beautification Plan

1. Purpose

The Gateway Enhancement Guidelines have been developed to further Guthrie's goal of enhancing key gateway entries into the City of Guthrie. The focal point of these enhancements shall be Guthrie entry identification signs. The Guidelines will also be used to identify public facilities including recreational areas. The purpose of these signs is to:

1. Identify and enhance key gateway entries into the City of Guthrie
2. Convey a sense of distinctiveness and pride for the community, and
3. Identify Guthrie's public facilities and provide information to the public.

The Guidelines will be used to promote a distinct image for Guthrie while maintaining visual continuity through attractive, quality materials and a defined color palette.

The Guidelines define a "kit of parts" to be used in the design of gateway and other public facility signs within the City. The Guidelines allow for flexibility in design details that consider site specific conditions such as the surrounding land use, topography and view corridors.

The City of Guthrie is well known for its historic architecture. The Foucart-inspired buildings, the brick streets, the coupling of red brick, sandstone and limestone, the oriels and turrets are indicative of all that is Guthrie. The welcoming structure at the entrances to Guthrie should be a precursor of what is ahead in town. A brick, sandstone and limestone monument at the City's gateways makes a solid statement of the character of Guthrie.

2. Materials and Color Palette

All sign materials and colors should be architecturally compatible with existing buildings in downtown Guthrie. Sign design should consider land uses and forms and other existing site features, view corridors, native landscaping and other natural resources. The signs should retain a theme throughout the City that is compatible with the historic architecture and provides an identifiable signature to the Guthrie entrances, municipal facilities, and welcome center.

3. Size and Location

Signs should relate to the size and scale of the location and should not overpower adjacent landscaping, buildings or other site features. Signs shall be located to be visible and legible from streets and paths without conflicting with safe vehicular and pedestrian movement and visibility.

Four gateway signs should be placed at each cardinal entry to the city. Other facility locations for signs could include a sign on Sooner, in front of the Municipal Services facility, and the welcome sign at Division and Harrison Streets.

4. Landscaping

In addition to the signature entrance signage, appropriate landscape features will compliment the sign. The City of Guthrie has been awarded two grants from the Oklahoma Department of Transportation to plant trees at the entrances to the City, at the intersections of Highway 33 and Interstate 35, and at Highway 77 and Interstate 35. From those grants, the Amur Maple and two Crepe Myrtle varieties (Burgundy Cotton and Dynamite) have been identified as primary "Guthrie" landscape items. All signs shall be placed within a landscaped area that is sized to complement the size of the sign, and future plant height should be considered when planning the landscaping so mature plants do not block the sign. A distinctive feature at the entrances to Guthrie conveys a sense of pride in the community and sets a consistent tone for the City.

5. Lighting

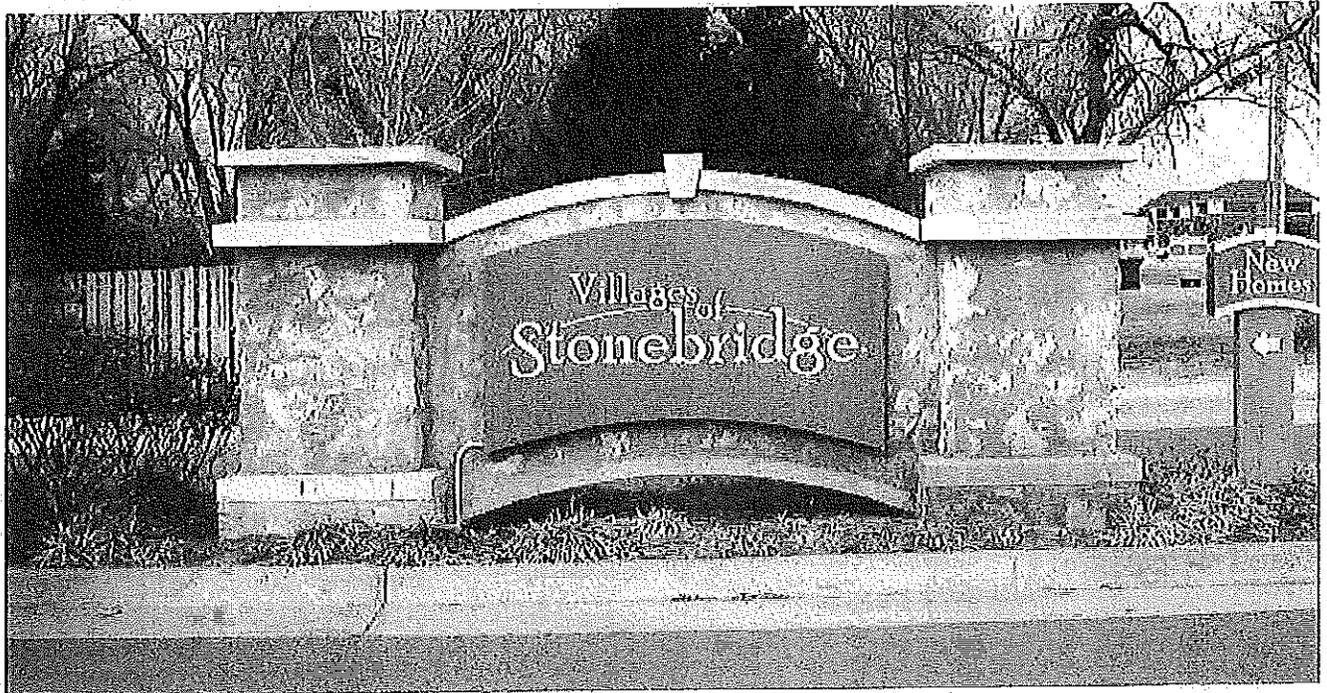
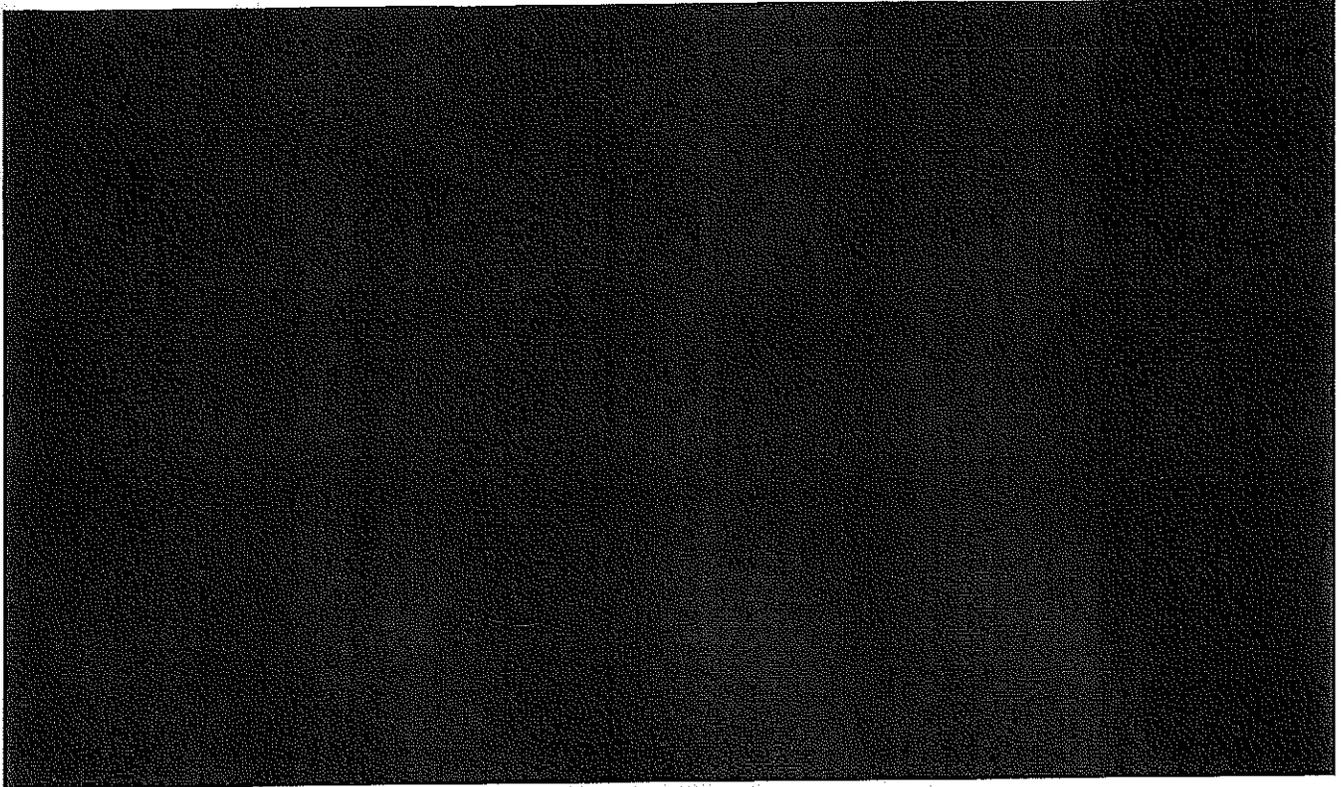
Sign illumination will complement the setting. Signs should be externally illuminated from a ground source; however, conventional spotlights are discouraged as they can invite vandalism, create hot spots, glare and uneven illumination. The light sources should be concealed from pedestrians' and motorists' line of sight.

6. Partnerships

The City of Guthrie welcomes input and assistance from its many partners. Advice and recommendations are solicited from the Garden Clubs, the Guthrie Master Gardeners, and the Forestry Board.

7. Sign Examples

Attached are examples of signs that exhibit elements that are described in these Guidelines, along with proposed locations for the Gateway signs.



Villages of Stonebridge
Image 10 of 11



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Agenda Item Cover Letter

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

Date of Meeting
December 6, 2011

Contact
Matt Mueller

Agenda Item

Consider approval of the Guthrie Retail Incentive Document.

Summary

Guthrie's success and growth is based on the economic strength of its retail districts. The City of Guthrie needs to be aggressive in working with businesses to encourage their relocation to Guthrie, as well as encouraging the growth and expansion of existing Guthrie businesses. The Guthrie Retail Incentive program outlines the City's willingness to promote the economic vitality of the retail trade within Guthrie. The Retail Incentive program will provide the City Manager with the additional tools necessary to attract and promote growth within the Guthrie retail sector, by authorizing incentives for new and expanding retail businesses.

Funding Expected ___ Revenue ___ Expenditure ___ X N/A

Budgeted ___ Yes ___ No ___ X N/A

Account Number _____ Amount _____

Legal Review ___ x N/A ___ Required Completed Date: _____

Mayor's Appt. ___ Yes ___ X No

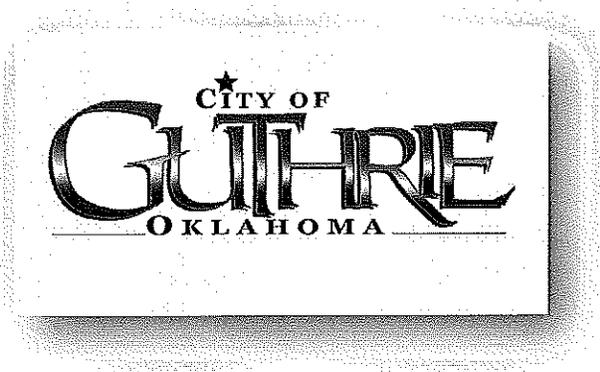
Supporting documents attached

- Retail Incentive Document

Recommendation

Staff recommends approval.

Action Needed ___ Public Hearing ___ X Motion ___ Emergency Clause



Retail Incentive Document

Executive Summary

Guthrie's unique architectural features give it a distinctive identity – it gives it a "sense of place," and makes Guthrie different from other towns. Guthrie's retail mix is as unique as its architecture. The town prides itself on offering a one-of-a-kind shopping experience. *Community differentiation* is the key concept in 21st century economic development.

"Retail follows rooftops" is the age-old adage when it comes to community development. However, with an annual \$506 million retail leakage, Guthrie already has the rooftops to support the needed retail. Guthrie's drive and marketing efforts are focused on building a retail base that is unique to Guthrie, which attracts visitors and supports its residential base.

Commercial and office development accounts for about 153 acres or about 3.8% of total developed land in Guthrie. The largest concentrations of commercial uses include:

- *Downtown Guthrie* – the historic and pedestrian-oriented center of the community.
- *Noble Avenue on the north edge of Downtown.*
- *South Division Street*, the city's principal auto-oriented commercial corridor. Businesses along South Division are primarily oriented to the consumer needs of residents and people in the surrounding region.
- *The Interstate 35/Highway 33 Interchange*, developing with an expanding cluster of visitor services, including restaurants, lodging, and convenience commercial uses.

Economic Development Action Plan – Central Business District

As stated in its Vision Statement, Guthrie's Economic Development Plan focuses on expanding the Downtown Central Business District. That Vision Statement says:

"Guthrie is a beautiful and thriving national tourist destination with a wide variety of unique businesses, restaurants, and arts and entertainment venues. It is a community with a diversified economy which sees impressive results in the aeronautical industry and in commercial developments, and where the totally renovated and occupied historic downtown is still the heart of our progressive community."

Future Development Trends

The Urban Land Institute predicts that the future belongs to town centers, main streets, and mixed-use development. "Evolving consumer behavior, changing demographics, high-priced gasoline, internet shopping, and the urbanization of the suburbs all point to a new paradigm for commercial development."

The ULI analysis further states that "...walking for pleasure is, by far, American's number-one form of outdoor recreation. If you combine walking with shopping – another one of America's favorite pastimes – you have a winning combination. Time-constrained lifestyles and boredom with the dull sameness of most strip centers have meant a slow but steady decline in the number and length of stays at strip malls. People go to get what they want and they leave. A pleasant (i.e., "cool") atmosphere is particularly important to the GenY generation. A mixed-use town center with street life, outdoor dining, and places to hang out, walk, and window-shop are much more likely to get the affection and the dollars of young shoppers than an auto-dependent strip."

People are looking for a quieter lifestyle, something comfortable and still with a high quality of life. **Place matters, and many workers are choosing place – over job.**

Recruitment Incentives

City of Guthrie Incentives:

Downtown Guthrie represents the historic core of the commercial community. That core, along with the other vital commercial areas of Guthrie provides much needed sales revenue which fuels the economic engine of the community. It is

understood that a dynamic retail environment fosters a lively social atmosphere. The goal for Guthrie is to become that "draw" where visitors and residents come to find a unique, one-of-a-kind shopping, dining and recreational experience. To that end, the City of Guthrie will be aggressive in working with businesses to encourage their relocation to Guthrie as well as their growth.

➤ **Businesses located within Guthrie's Central Business District (CBD):**

In order to ensure that the Central Business District is an economically viable area that draws in consumers and tourists, the City of Guthrie is willing to offer incentives for new businesses that seek to open in the CBD. The Incentive Packages will be performance based and agreements will be tailored to each individual business. To be eligible for Economic Development Incentives, the business must be retail based and must be unique in nature so that there is not a heavy concentration of similar businesses in the CBD. Businesses receiving incentives must also remain open during hours of operation that are attractive to tourists and consumers.

➤ **Site-based incentives (incentives issued by the City of Guthrie, but based on the location of the business within City limits):**

An incentive package may also be structured for new retail businesses located within the Guthrie City limits, but not within the Central Business District. As in the CBD, the incentive will be based on performance rather than payment of up-front dollars. New businesses and businesses that are significantly expanding are eligible.

Sandra Bothroyd

From: Cassandra Lemmons [clemmons@omag.org]
To: Sandra Bothroyd
Sent: Friday, December 02, 2011 9:39 AM
Subject: Read: Tort Claim

Your message

To: clemmons@omag.org
Subject:

was read on 12/2/2011 9:39 AM.