



60th City Council

Mayor Chuck Burtcher

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

Ward III – Ellen Gomes, Gaylord Z. Thomas

GUTHRIE PUBLIC WORKS AUTHORITY MEETING

101 N. 2nd Street, Guthrie, OK 73044

Tuesday, January 5, 2010 7:00 p.m.

Agenda

- 1. Call to Order
2. Public Comments
3. Consent Agenda
All matters listed will be enacted by one motion unless a request is made for discussion by any Trustee or member of the audience, in which case, the item(s) will be removed from the Consent Agenda and considered separately following this portion of the agenda.
A. Consider approval of minutes of the Regular Guthrie Public Works Authority Meeting December 15, 2009..... 3
B. Consider approval of claims 5
4. Consider approval of awarding Bid No. 2010-2, CDBG Sanitary Sewer Improvements to Total Investment Company, as the low bidder, for a total contract amount of \$249,271.53, and subject to the Oklahoma Department of Commerce concurrence..... 13
5. Adjourn

CITY COUNCIL MEETING

- 1. Call to Order
2. Consent Agenda
All matters listed will be enacted by one motion unless a request is made for discussion by any councilmember or member of the audience, in which case, the item(s) will be removed from the Consent Agenda and considered separately following this portion of the agenda.
A. Consider approval of minutes of the Regular City Council Meeting held on December 15, 2009..... 17
B. Consider approval of minutes of the Special City Council Meeting held on December 22, 2009..... 21
C. Consider approval of claims 23
D. Consider acceptance of State Aid Grant from the Oklahoma Department of Libraries and authorize the Director of Library Services to sign the claim form and the Agreement for 2010 State Aid Recipients 25
E. Declare a female police bike as surplus property and donate it to the Ponca City Police Department.....29
F. Consider approval of awarding Bid No. 2010-2, CDBG Sanitary Sewer Improvements to Total Investment Company, as the low bidder, for a total contract amount of \$249,271.53, and subject to the Oklahoma Department of Commerce concurrence..... (see page 13)
3. Consider approval of Councilman Wood’s request to attend the Oklahoma Municipal League (OML) Budget Process Workshop held January 29, 2010 and to pay the registration fee in the amount of \$85 31
4. City Manager’s Report

5. Requests/comments from members of the City Council.
6. Consider convening an Executive Session pursuant to the Authority of Title 25, O.S. 2001, Section 307 (B)(1) for the Purpose of Discussion the Employment, Hiring, Appointment, Promotion, Demotion, Disciplining, Resignation or Termination of Council-appointed employee (City Manager).
7. Consider action regarding City Manager.
8. Adjourn

Agenda posted on the bulletin board in the lobby of City Hall before 5:00 pm on Thursday, December 31, 2009. The City of Guthrie encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the city clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The city may waive the 48 hours rule if signing is not the necessary accommodation.

MINUTES

GUTHRIE PUBLIC WORKS AUTHORITY

December 15, 2009

The regular meeting of the Guthrie Public Works Authority was posted on Friday, December 11, 2009 and held December 15, 2009 in the Guthrie City Hall Council Chambers.

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

Pledge of Allegiance was led by Chairman Chuck Burtcher.

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

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

Members Absent: Gaylord Z. Thomas

Staff Present:	Wanda Calvert	Randel Shadid	Kim Biggs
	Lance Crenshaw	Rene Spineto	Maxine Pruitt
	Jim Ahlgren	Lester Branch	Kevin Dixon, Jr.

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

Public Comments. None

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

A. Consider approval of the minutes from the Regular Guthrie Public Works Authority Meeting held on December 1, 2009.

B. Consider approval of Claims:

GPWA Fund:	Regular Claims	\$ 27,403.15
Water Treatment Plant Fund:	Regular Claims	\$699,559.34
Utility Deposit Fund:	Regular Claims	\$ <u>451.80</u>

TOTAL CLAIMS: \$727,414.29

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

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

Nay: None

Chairman Burtcher declared the motion carried unanimously.

Consider approval of Change Order #3 requested by Nowak Construction Company for Section B, Raw Water Main, Water Systems Improvements, decreasing the contract price by \$34,271.71. The proposed Change Order #3 is decreasing the contract price for reconciliation of final quantities as adjusted for final measurements. The new contract price for Section B, Raw Water Main, is in the amount of \$2,450,068.29. Motion by Trustee Ayers, seconded by Trustee Hazlewood, moved approval of Change Order #3 requested by Nowak Construction Company for Section B, Raw Water Main, Water Systems Improvements, decreasing the contract price by \$34,271.71. Trustees entered their votes and the votes were displayed with the following results:

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

Chairman Burtcher declared the motion carried unanimously.

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

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

Chairman Burtcher declared the motion carried unanimously at 7:05 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Chairman



GUTHRIE PUBLIC WORKS AUTHORITY

CLAIMS

January 5, 2010

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

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

Kevin Dixon Jr.
Senior Buyer
Administrative Services

Monthly Claims Approved As Per Ordinance #2973
By City Manager

City Manager

City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
0170196	MCLAIN-CHITWOOD (358)	Misc. Office Supplies	01-01-00-6100	\$1,206.75
2219834	QUILL CORPORATION(489)	Misc. Office Supplies	01-01-00-6100	\$816.98
2231481	QUILL CORPORATION(489)	Misc. Office Supplies	01-01-00-6100	\$35.88
12242009	GHM ENTERPRISES (1097)	Dust Mop Cleaning	01-01-00-6103	\$1.80
6141331	OKLA HOME CENTERS, INC. (20	Misc. Supplies	01-01-00-6112	\$69.64
291602458	TERMINEX 22413	Pest Control	01-01-00-6112	\$90.00
646	BODY BILLBOARDS (1045)	8X10 Plaque for Judith Boyd	01-01-00-6114	\$33.00
2030122	OG&E(405)	Combined Billing for Nov. 2009	01-01-00-6305	\$3,821.25
2030122	OG&E(405)	Combined Billing for Nov. 2009	01-01-00-6306	\$9,546.60
2030123	OKLA NATURAL GAS COMPANY	Gas Bill for Nov 2009	01-01-00-6307	\$2,199.70
034065	O.M.L.(426)	Workshop - Practical Guide to Everyday Muni	01-01-00-6312	\$85.00
6358295389	ALLTEL COMMUNICATIONS,INC.(Cell Phone serves	01-01-00-6318	\$179.44
3894	MESO(126)	Quarterly Safety Training - January, February	01-01-00-6339	\$625.00
905376ER	AFLAC(20180)	Service Fee - December 2009	01-01-00-6346	\$29.25
2029454JAN10	GODDARD ENTERPRISES (798)	Siren Maint.	01-01-00-6372	\$200.00
		Total		\$18,940.29
		Total GENERAL GOVERNMENT		\$18,940.29
2029686NOV200	RANDEL C. SHADID(20656)	Reimbursement for Postate Seminars and Mi	01-02-20-6054	\$40.86
		Total CITY MANAGER		\$40.86
2030070DEC200	JIM AHLGREN (21811)	Travel Reimbursement - Mileage to OKC Met	01-02-24-6047	\$57.10
		Total HUMAN RESOURCES		\$57.10
		Total ADMINISTRATION		\$97.96
DP10000291	SENSUS METERING SYSTEM (21	Software Telephone Support on November 2	01-03-30-6317	\$42.00
		Total FINANCE		\$42.00
		Total FINANCE		\$42.00
39844496	B & H PHOTO-VIDEO (21504)	Eartec Batteries, Headset, Master Receiver a	01-04-45-6126	\$352.55
39905045	B & H PHOTO-VIDEO (21504)	Eartec Batteries, Headset, Master Receiver a	01-04-45-6126	\$129.95
39905880	B & H PHOTO-VIDEO (21504)	Eartec Batteries, Headset, Master Receiver a	01-04-45-6126	\$173.75
39969873	B & H PHOTO-VIDEO (21504)	Eartec Batteries, Headset, Master Receiver a	01-04-45-6126	\$22.95
RBT8006	CDW GOVERNMENT,INC.(20191)	Phazer 7400 Print Imaging Untils 108R00650	01-04-45-6126	\$36.11
RBT8832	CDW GOVERNMENT,INC.(20191)	Phazer 7400 Print Imaging Untils 108R00650	01-04-45-6126	\$143.67
2029452JAN10	COX COMMUNICATIONS(20698)	City Hall and Fire Dept. Internet services	01-04-45-6381	\$282.11
EDU289	PANOPTO 22357	CourseCast Hosted Video - January 2010	01-04-45-6381	\$49.00
		Total INFORMATION SERVICES		\$1,190.09
		Total INFORMATION SERVICES		\$1,190.09
R150211	TRIANGLE A & E(586)	Copy of Floor Plans	01-05-50-6308	\$21.00
		Total COMMUNITY DEVELOPMENT		\$21.00
		Total PLANNING		\$21.00
291602457	TERMINEX 22413	Pest Control	01-06-60-6112	\$50.00
B760977	BRODART(289)	Juvenile and Adult Books Standing Order	01-06-60-6130	\$17.40
B774256	BRODART(289)	Juvenile and Adult Books Standing Order	01-06-60-6130	\$12.22
806246	CENTER POINT LARGE PRINT (2	Large Print-Standing Order, 12 per Month	01-06-60-6130	\$469.68
1087822319	RANDOM HOUSE, INC (21561)	Standing Order on Juvenile and Adult Books	01-06-60-6131	\$25.50
1087841675	RANDOM HOUSE, INC (21561)	Standing Order on Juvenile and Adult Books	01-06-60-6131	\$85.00
CNIN064633BML	BML SYSTEMS, INC.(664)	Maintenance for Library Canon Copier	01-06-60-6317	\$138.23

City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
Total LIBRARY				\$798.03
Total LIBRARY				\$798.03
414	BRAVO COMPANY USA, INC. 22	30RD AR15 MAGAZINES - PLUS SHIPPING	01-07-70-6124	\$209.75
31792	MIDWEST PUBLISHING CO.(372)	Citation Jackets	01-07-70-6308	\$281.20
2030036DEC	GHM ENTERPRISES (1097)	11/5, 11/7 and 11/19 - 2009 Laundry	01-07-70-6310	\$19.20
2030036DEC200	GHM ENTERPRISES (1097)	11/5, 11/7 and 11/19 - 2009 Laundry	01-07-70-6310	\$12.60
DEC	GHM ENTERPRISES (1097)	11/5, 11/7 and 11/19 - 2009 Laundry	01-07-70-6310	\$33.00
69922	ANTHONY GIBBS (21409)	Replacement Cable for Radio in Unit	01-07-70-6316	\$16.11
86193	RON'S MOBILE TIRE (506)	Flat Fixed on Unit #11	01-07-70-6316	\$10.00
86217	RON'S MOBILE TIRE (506)	Flat Fixed on Unit #11	01-07-70-6316	\$257.98
CNIN064647BMI	BMI SYSTEMS, INC. (664)	Maintenance for Police Canon Copier	01-07-70-6317	\$127.86
20230098	DAN BELK 1109	Motel Reimbursement Snowed in Oklahoma	01-07-70-6343	\$44.17
Total POLICE ADMINISTRATION				\$1,011.87
655714	SOUTHPOINT VET CLINIC (734)	Euth - 11/3,11/5 11/10 and 11/12 -2009	01-07-72-6104	\$27.00
655715	SOUTHPOINT VET CLINIC (734)	Euth - 11/3,11/5 11/10 and 11/12 -2009	01-07-72-6104	\$30.00
655716	SOUTHPOINT VET CLINIC (734)	Euth - 11/3,11/5 11/10 and 11/12 -2009	01-07-72-6104	\$21.00
655717	SOUTHPOINT VET CLINIC (734)	Euth - 11/3,11/5 11/10 and 11/12 -2009	01-07-72-6104	\$15.00
291694061	TERMINEX 22413	Pest Control	01-07-72-6112	\$40.00
0026891-2176-8	WASTE MANAGEMENT (22106)	DEY-Dead Animals, Fuel Charge, Evf8-Env F	01-07-72-6114	\$173.73
Total ANIMAL CONTROL				\$306.73
2327694	OKLA HOME CENTERS, INC. (20	UPS Shipping Charges - Evidence to Propert	01-07-77-6335	\$14.22
Total CRIMINAL INVESTIGATIONS				\$14.22
04-1004148	OKLA DEPARTMENT OF PUBLIC	OLETS User Fee	01-07-79-6304	\$350.00
Total COMMUNICATIONS				\$350.00
Total POLICE				\$1,682.82
2029964DEC200	CHRIS SHARP (22158)	Switch for Hose Reel	01-09-90-6112	\$32.18
0218-351460	O'REILLY AUTO PARTS (952)	Misc. Supplies	01-09-90-6316	\$10.99
0218-351560	O'REILLY AUTO PARTS (952)	Misc. Supplies	01-09-90-6316	\$91.86
4244120	RICOH AMERICAS CORPORATIO	Copy Machine Maintenance	01-09-90-6317	\$115.96
Total SUPPRESSION				\$250.99
355105	SHOE SHOW, INC. (22263)	Fire Department Apparel	01-09-92-6016	\$89.98
Total EMS				\$89.98
2029917DEC200	WILLOBY'S WHOLESALE (631)	Misc. Supplies	01-09-96-6016	\$119.95
2029917DEC200	WILLOBY'S WHOLESALE (631)	Misc. Supplies	01-09-96-6016	\$160.95
DEC2030069	GUTHRIE TAG AGENCY(243)	Tag & Title for 2009 Tahoe (Vin #4840) Fire	01-09-96-6316	\$32.50
Total PREVENTION				\$313.40
Total FIRE				\$654.37
112882	STILLWATER MILLING(1386)	Uniforms for employees	01-12-00-6016	\$141.00
2029701DEC200	THINK INK PROMOTIONS 22477	Uniforms for employees	01-12-00-6016	\$496.00
54969	LONG REACH STEEL (21863)	Tin for Add On	01-12-00-6112	\$848.05
0215480-IN	OVERHEAD DOOR CO. OF OKC.(Repair Garage Doors at GMS and Street Mai	01-12-00-6112	\$1,000.00
67268	FRANK BILLS TRUCKING(20450)	Salt for Snow and Ice	01-12-00-6113	\$1,692.50
12005	LOGAN COUNTY ASPHALT(1543)	Misc. Patching, Sand and Gravel	01-12-00-6113	\$720.90
12044	LOGAN COUNTY ASPHALT(1543)	Misc. Patching, Sand and Gravel	01-12-00-6113	\$606.60
12078	LOGAN COUNTY ASPHALT(1543)	Misc. Patching, Sand and Gravel	01-12-00-6113	\$347.40

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

Invoice #	Vendor	Description	Account	Cost
12118	LOGAN COUNTY ASPHALT(1543)	Misc. Patching, Sand and Gravel	01-12-00-6113	\$351.90
12152	LOGAN COUNTY ASPHALT(1543)	Misc. Patching, Sand and Gravel	01-12-00-6113	\$1,265.25
12153	LOGAN COUNTY ASPHALT(1543)	Misc. Patching, Sand and Gravel	01-12-00-6113	\$805.14
12187	LOGAN COUNTY ASPHALT(1543)	Misc. Patching, Sand and Gravel	01-12-00-6113	\$1,484.42
12188	LOGAN COUNTY ASPHALT(1543)	Misc. Patching, Sand and Gravel	01-12-00-6113	\$358.20
12189	LOGAN COUNTY ASPHALT(1543)	Misc. Patching, Sand and Gravel	01-12-00-6113	\$133.20
12221	LOGAN COUNTY ASPHALT(1543)	Misc. Patching, Sand and Gravel	01-12-00-6113	\$972.34
12259	LOGAN COUNTY ASPHALT(1543)	Misc. Patching, Sand and Gravel	01-12-00-6113	\$252.97
12263	LOGAN COUNTY ASPHALT(1543)	Misc. Patching, Sand and Gravel	01-12-00-6113	\$798.45
147796.	NAPA (30)	Misc. Supplies	01-12-00-6113	\$92.41
149366	NAPA (30)	Misc. Supplies	01-12-00-6113	\$23.33
9284	OKLA CONSTRUCTION MATERIA	Rock	01-12-00-6113	\$331.47
9351	OKLA CONSTRUCTION MATERIA	Rock	01-12-00-6113	\$318.57
9360	OKLA CONSTRUCTION MATERIA	Rock	01-12-00-6113	\$1,086.50
9395	OKLA CONSTRUCTION MATERIA	Rock	01-12-00-6113	\$282.03
9407	OKLA CONSTRUCTION MATERIA	Rock	01-12-00-6113	\$347.57
9535	OKLA CONSTRUCTION MATERIA	Rock	01-12-00-6113	\$352.35
9543	OKLA CONSTRUCTION MATERIA	Rock	01-12-00-6113	\$340.75
2322322	OKLA HOME CENTERS, INC. (20	Misc. Supplies	01-12-00-6113	\$37.98
9110642	PELCO PRODUCTS, INC. (21771)	Leds for Downtown Lights	01-12-00-6113	\$567.24
09167	COMMERCIAL TRAILER PARTS	Trailer Parts for Gooseneck	01-12-00-6316	\$290.00
DEC2030071	GUTHRIE TAG AGENCY(243)	Lost Tag - 2000 Ford ambulance (vin#1168)	01-12-00-6316	\$11.50
85885	RON'S MOBILE TIRE (506)	Tire Repair	01-12-00-6317	\$55.00
85909	RON'S MOBILE TIRE (506)	Tire Repair	01-12-00-6317	\$25.00
85936	RON'S MOBILE TIRE (506)	Tire Repair	01-12-00-6317	\$275.32
86013	RON'S MOBILE TIRE (506)	Tire Repair	01-12-00-6317	\$175.00
86031	RON'S MOBILE TIRE (506)	Tire Repair	01-12-00-6317	\$50.00
86125	RON'S MOBILE TIRE (506)	Tire Repair	01-12-00-6317	\$101.00
11C254306	WARREN CAT (139)	Grader Blades	01-12-00-6317	\$114.30
		Total		\$17,151.64
		Total STREET		\$17,151.64
825 0519518	UNIFIRST(20865)	Uniform and Shop Tower Service	01-14-00-6016	\$30.90
2029949DEC200	MATCO TOOLS 831	Misc. Minor Tools	01-14-00-6102	\$170.00
0218-351149	O'REILLY AUTO PARTS (952)	Misc. Replacement Hand Tools	01-14-00-6102	\$68.99
0215480-IN	OVERHEAD DOOR CO. OF OKC.(Repair Garage Doors at GMS and Street Mai	01-14-00-6112	\$500.00
149755	NAPA (30)	Oil Dry, Rough Service Bulbs, etc	01-14-00-6114	\$33.04
092599	DEL CITY PICKUP 581	Engine for Truck #91	01-14-00-6316	\$3,000.00
		Total		\$3,802.93
0532112026	AZ COMMERCIAL (1556)	Misc. Automotive Parts	01-14-41-6116	\$107.98
0532112968	AZ COMMERCIAL (1556)	Misc. Automotive Parts	01-14-41-6116	\$85.50
626828	CARS & PARTS BY TIM(21616)	Used Ford Parts	01-14-41-6116	\$35.00
8708377	LAWSON PRODUCTS, INC.(316)	Misc Shop supplies, Fasteners, Wire, Connec	01-14-41-6116	\$105.92
149328	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$188.95
149339	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$2.46
149374	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$57.53
149479	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$10.66
149652	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$62.92
149701	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$58.43
149704	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	(\$26.00)

City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
149822	NAPA (30)	Misc. Auto Repair Parts	01-14-41-6116	\$7.93
NP22434269	FLEETCOR TECHNOLOGIES (21	Fleet Fueling Operations	01-14-41-6118	\$13,554.44
D8534	JIM JOHNSON OIL CO. (21480)	Lubricants and Fluids	01-14-41-6118	\$424.16
		Total FLEET MAINTENANCE		\$14,675.88
		Total FLEET MAINTENANCE		\$18,478.81
GUTHRIEPARK	P.M. SHOE'S (22514)	Steel Toed Rubber Boots for Park Employee	01-15-11-6110	\$993.90
2030015DEC200	WILLOBY'S WHOLESALE (631)	Ice and Water	01-15-11-6110	\$12.00
9120331	PELCO PRODUCTS, INC. (21771)	Replace 2 Bases, Poles, Globes and Fixtures	01-15-11-6112	\$3,368.54
014622	WADE'S HARDWARE (607)	Flat Metal, Plumbing Supplies	01-15-11-6112	\$57.09
392269	FENTRESS OIL COMPANY (2147	Oil, Anti-Freeze, Grease for Mowers, Tractors	01-15-11-6118	\$308.74
31742	MIDWEST PUBLISHING CO.(372)	Envelopes for Honor Boxes	01-15-11-6125	\$588.00
S13693	WALKER TIRES(160)	Tires for Truck #101 (Chevy Dump Truck)	01-15-11-6316	\$241.42
500751-0001	PIONEER EQUIPMENT RENTAL,	Oil Filters, Hydrant Filters, Spark Plugs, Mow	01-15-11-6317	\$413.45
500854-0001	PIONEER EQUIPMENT RENTAL,	Oil Filters, Hydrant Filters, Spark Plugs, Mow	01-15-11-6317	\$13.99
448869	PRO POWER EQUIPMENT(20625	Weed Eating Blades, Trimming Line and Chai	01-15-11-6317	\$238.19
		Total PARKS		\$6,235.32
		Total PARKS & PUBLIC GROUNDS		\$6,235.32
		Total GENERAL FUND		\$65,292.33
1-29615-09	DOLESE BROTHERS CO. (153)	Concrete for Smoker Lean Too	20-21-00-6112	\$180.00
0215480-IN	OVERHEAD DOOR CO. OF OKC.(Repair Garage Doors at GMS and Street Mai	20-21-00-6112	\$500.00
291325086	TERMINEX 22413	Pest Control	20-21-00-6112	\$65.00
0419036226	CINTAS FIRST AID & SAFETY (21	Supplies for First Aid Cabinet	20-21-00-6114	\$42.92
2030122	OG&E(405)	Combined Billing for Nov. 2009	20-21-00-6305	\$6,703.63
2030123	OKLA NATURAL GAS COMPANY	Gas Bill for Nov 2009	20-21-00-6307	\$1,426.64
9-427-77219	FEDERAL EXPRESS (20255)	Over Night Package - Wanda Calvert Finance	20-21-00-6309	\$23.96
12091234	HASLER INC. (280)	Rental on Postage Meter	20-21-00-6309	\$160.50
2029457JAN10	USPS - UNITED STATES POSTAL	Postage Meter	20-21-00-6309	\$1,000.00
CNIN064644BMI	BMI SYSTEMS, INC. (664)	Maintenance dor Municpal Serv. Canon Copi	20-21-00-6317	\$153.81
6358295389	ALLTEL COMMUNICATIONS,INC.(Cell Phone serves	20-21-00-6318	\$237.86
2029453JAN10	COX COMMUNICATIONS(20698)	Water Treatment Plant Internet services	20-21-00-6318	\$59.95
2029464DEC09	TELETOUCH COMMUNICATIONS	Lift Station Tracker Service	20-21-00-6318	\$24.90
		Total		\$10,579.17
		Total PUBLIC WORKS GENERAL		\$10,579.17
2030093DEC200	JUDITH BOYD(73)	Mileage	20-22-00-6047	\$16.50
		Total		\$16.50
		Total PUBLIC WORKS ADMINISTRATION		\$16.50
173566	HERO247//INVENTORY TRADING	Polo Shirts for Woody - plus Shipping & Hand	20-23-00-6016	\$118.50
217	MID AMERICA HYDRO TECH (211	Misc. Supplies	20-23-00-6104	\$7,509.60
2940142	SIEMANS WATER TECHNOLOGI	Mixed Bed Type Distilled Water Tank - plus f	20-23-00-6109	\$166.00
9K18027	ACCURATE ENVIRONMENTAL,LL	Testing	20-23-00-6303	\$100.00
9K18028	ACCURATE ENVIRONMENTAL,LL	Testing	20-23-00-6303	\$40.00
9K23003	ACCURATE ENVIRONMENTAL,LL	Testing	20-23-00-6303	\$360.00
9L01011	ACCURATE ENVIRONMENTAL,LL	Testing	20-23-00-6303	\$145.00
9L01012	ACCURATE ENVIRONMENTAL,LL	Testing	20-23-00-6303	\$300.00
9L01013	ACCURATE ENVIRONMENTAL,LL	Testing	20-23-00-6303	\$125.00
9L07019	ACCURATE ENVIRONMENTAL,LL	Testing	20-23-00-6303	\$360.00

City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
9L08007	ACCURATE ENVIRONMENTAL,LL	Testing	20-23-00-6303	\$120.00
9L09028	ACCURATE ENVIRONMENTAL,LL	Testing	20-23-00-6303	\$40.00
9L09029	ACCURATE ENVIRONMENTAL,LL	Testing	20-23-00-6303	\$100.00
2327211	OKLA HOME CENTERS, INC. (20	Misc. Supplies	20-23-00-6317	\$36.75
1440	ELITE POWER SERVICES, INC.(2	Replace Antifreeze in the Emergency Genera	20-23-00-6335	\$150.50
Total				\$9,671.35
Total WATER PLANT				\$9,671.35
9K19032	ACCURATE ENVIRONMENTAL,LL	Estimated Annual Testing	20-24-00-6109	\$140.00
9L03066	ACCURATE ENVIRONMENTAL,LL	Estimated Annual Testing	20-24-00-6109	\$150.00
DR03907	MOLLMAN'S WATER CONDITIO	Annual D.I Tank Rental	20-24-00-6109	\$115.00
1447	ELITE POWER SERVICES, INC.(2	Replace the Voltage at #4 Lift Station	20-24-00-6312	\$739.70
135640	EVANS ENTERPRISES, INC. (64	Emergency Troubleshooting at #4 Lift Station	20-24-00-6312	\$229.00
089476	RADIO SHACK (20308)	12 Volt Power Adapters for the Lift Station Ph	20-24-00-6312	\$75.87
150373	NAPA (30)	Misc. Supplies	20-24-00-6317	\$75.00
2327223	OKLA HOME CENTERS, INC. (20	Misc. Supplies	20-24-00-6317	\$8.49
2328310	OKLA HOME CENTERS, INC. (20	Misc. Supplies	20-24-00-6317	\$14.49
Total				\$1,547.55
Total WASTE WATER TREATMENT PLANT				\$1,547.55
111347	STILLWATER MILLING(1386)	Jeans and Shirts	20-26-00-6016	\$342.69
2322517	OKLA HOME CENTERS, INC. (20	Misc. Supplies	20-26-00-6102	\$45.99
2322974	OKLA HOME CENTERS, INC. (20	Misc. Supplies	20-26-00-6102	\$21.83
2323193	OKLA HOME CENTERS, INC. (20	Misc. Supplies	20-26-00-6102	\$12.99
2325797	OKLA HOME CENTERS, INC. (20	Misc. Supplies	20-26-00-6102	\$43.98
1-27182-09	DOLESE BROTHERS CO. (153)	Concrete Around Building	20-26-00-6112	\$769.25
431144	GOOCH-SMITH ELECTRIC(1279)	220 for Air Compressor	20-26-00-6112	\$465.00
20723958	HSBC BUS.SOLUTIONS (NORTH	Magnet for Loader	20-26-00-6317	\$245.54
36250	THOMAS WIRE & ROPE(20432)	Cables for Dozer	20-26-00-6317	\$288.60
Total				\$2,235.87
Total CONVENIENCE CENTER				\$2,235.87
0287343-IN	OKLA CONTRACTORS(240)	Contractors Supplies	20-27-00-6119	\$3,359.00
0287344-IN	OKLA CONTRACTORS(240)	Contractors Supplies	20-27-00-6119	\$4,179.92
0287432-IN	OKLA CONTRACTORS(240)	Contractors Supplies	20-27-00-6119	\$393.00
0287707-IN	OKLA CONTRACTORS(240)	Parts to Repair Ford Tap Machine	20-27-00-6119	\$1,753.00
0287774-IN	OKLA CONTRACTORS(240)	Contractors Supplies	20-27-00-6119	\$1,592.80
0287775-IN	OKLA CONTRACTORS(240)	Contractors Supplies	20-27-00-6119	\$730.00
0288206-IN	OKLA CONTRACTORS(240)	Contractors Supplies	20-27-00-6119	\$3,323.00
0288657-IN	OKLA CONTRACTORS(240)	Contractors Supplies	20-27-00-6119	\$2,692.54
2326036	OKLA HOME CENTERS, INC. (20	PVC Fittings, Concrete, Etc.	20-27-00-6119	\$34.95
2326069	OKLA HOME CENTERS, INC. (20	PVC Fittings, Concrete, Etc.	20-27-00-6119	\$46.93
2326813	OKLA HOME CENTERS, INC. (20	PVC Fittings, Concrete, Etc.	20-27-00-6119	\$41.54
2327440	OKLA HOME CENTERS, INC. (20	PVC Fittings, Concrete, Etc.	20-27-00-6119	\$15.99
2327457	OKLA HOME CENTERS, INC. (20	PVC Fittings, Concrete, Etc.	20-27-00-6119	\$30.99
317605	CUES (21495)	Transporter for Cues Camera Repair	20-27-00-6317	\$986.43
147893	NAPA (30)	Oil, Grease and Misc Supplies	20-27-00-6317	\$46.80
148669	NAPA (30)	Oil, Grease and Misc Supplies	20-27-00-6317	\$80.09
148681	NAPA (30)	Oil, Grease and Misc Supplies	20-27-00-6317	\$9.89
149219	NAPA (30)	Oil, Grease and Misc Supplies	20-27-00-6317	\$4.80

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

Invoice #	Vendor	Description	Account	Cost
0215480-IN	OVERHEAD DOOR CO. OF OKC.	Repair Garage Doors at GMS and Street Mai	20-27-00-6317	\$1,000.00
86060	RON'S MOBILE TIRE (506)	Tire Repairs and Replacements	20-27-00-6317	\$25.00
86128	RON'S MOBILE TIRE (506)	Tire Repairs and Replacements	20-27-00-6317	\$1,217.04
86146	RON'S MOBILE TIRE (506)	Tire Repairs and Replacements	20-27-00-6317	\$20.00
2009DEC	GHM ENTERPRISES (1097)	Laundry Service	20-27-00-6346	\$13.20
2009DEC202944	GHM ENTERPRISES (1097)	Laundry Service	20-27-00-6346	\$6.00
2029446.DEC20	GHM ENTERPRISES (1097)	Laundry Service	20-27-00-6346	\$7.20
2029446DEC200	GHM ENTERPRISES (1097)	Laundry Service	20-27-00-6346	\$7.80
DEC2009	GHM ENTERPRISES (1097)	Laundry Service	20-27-00-6346	\$9.60
DEC2009202944	GHM ENTERPRISES (1097)	Laundry Service	20-27-00-6346	\$7.20
LINEMAINT	GHM ENTERPRISES (1097)	Laundry Service	20-27-00-6346	\$25.20
PO2029446	GHM ENTERPRISES (1097)	Laundry Service	20-27-00-6346	\$12.60
0287853-IN	OKLA CONTRACTORS(240)	Water Tap Repairs Done for GPWA - When	20-27-00-6346	\$150.00
91201	DAVENPORT CONSTRUCTION (2	Emergency Sewer Main Repair at 1615 West	20-27-00-6392	\$2,500.00
Total				\$24,322.51
Total LINE MAINTENANCE				\$24,322.51
0287342-IN	OKLA CONTRACTORS(240)	Contractors Supplies	20-28-00-6129	\$259.00
0287744-IN	OKLA CONTRACTORS(240)	Contractors Supplies	20-28-00-6129	\$2,712.00
86153	RON'S MOBILE TIRE (506)	New tires for ET Pickup	20-28-00-6317	\$559.72
Total				\$3,530.72
Total METER DEPARTMENT				\$3,530.72
Total GPWA OPERATING FUND				\$51,903.67
1982	METCO(21272)	Construction Testing - New Water Treatment	50-50-00-6373	\$6,866.60
Total				\$6,866.60
Total WATER TREATMENT PLANT IMPROVEMENT				\$6,866.60
Total WATER TREATMENT PLANT FUND				\$6,866.60
CNIN064549BMI	BMI SYSTEMS, INC. (664)	Copy Machine Lease for 6 copiers	54-54-02-6705	\$574.39
CNIN064632BMI	BMI SYSTEMS, INC. (664)	Copy Machine Lease for 6 copiers	54-54-02-6705	\$260.00
CNIN064645BMI	BMI SYSTEMS, INC. (664)	Copy Machine Lease for 6 copiers	54-54-02-6705	\$308.00
CNIN064646BMI	BMI SYSTEMS, INC. (664)	Copy Machine Lease for 6 copiers	54-54-02-6705	\$260.00
CNIN065256BMI	BMI SYSTEMS, INC. (664)	Copy Machine Lease for 6 copiers	54-54-02-6705	\$203.00
Total ADMINISTRATION				\$1,605.39
4157574	DELAGÉ LANDEN PUBLIC FINAN	Lease Payment Antec 900 X20 - January 201	54-54-04-6706	\$328.64
72313217	DELL FINANCIAL (21623)	Lease Payment on Server December 2009 -	54-54-04-6706	\$486.48
72374003	DELL FINANCIAL (21623)	Lease Admin/Payroll January 2010	54-54-04-6706	\$77.99
72384578	DELL FINANCIAL (21623)	Payment Finance Desktops - January 2010	54-54-04-6706	\$471.76
1783346	SUSQUEHANNA COMM. FINANC	Lease BroadcastPix	54-54-04-6706	\$523.38
Total INFORMATION SERVICES				\$1,888.25
2029458JAN10	BANCFIRST(884)	Loan for upgrade for both Cameras trucks	54-54-27-6706	\$1,116.00
Total LINE MAINTENANCE				\$1,116.00
Total FACILITIES				\$4,609.64
0288656-IN	OKLA CONTRACTORS(240)	Contractors Supplies - Clow Medallion Fire H	54-55-27-6561	\$7,770.00
Total LINE MAINTENANCE				\$7,770.00

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

Invoice #	Vendor	Description	Account	Cost
Total INFRASTRUCTURE				\$7,770.00
2030117JAN10	FARMERS & MERCHANTS BANK	Dodge Charger (Police Vehicles)	54-56-07-6707	\$641.86
Total POLICE DEPARTMENT				\$641.86
Total VEHICLES & EQUIPMENT				\$641.86
Total CAPITAL PROJECTS				\$13,021.50
13-130020-010 R	MISCELLANEOUS		71-00-00-5555	\$157.67
13-134260-002 R	MISCELLANEOUS		71-00-00-5555	\$36.30
14-140120-002 R	MISCELLANEOUS		71-00-00-5555	\$32.01
14-142840-005 R	MISCELLANEOUS		71-00-00-5555	\$512.75
99-999645-001 R	MISCELLANEOUS		71-00-00-5555	\$28.67
Total				\$767.40
Total				\$767.40
Total UTILITY DEPOSIT FUND				\$767.40
291602459	TERMINEX 22413	Pest Control	98-98-00-6112	\$50.00
2030122	OG&E(405)	Combined Billing for Nov. 2009	98-98-00-6305	\$624.96
Total				\$674.96
Total AIRPORT FUND				\$674.96
Total AIRPORT FUND				\$674.96
2029455JAN10	OKLAHOMA DEPARTMENT OF C	Spirit Wing Loan	99-99-00-6702	\$1,041.67
Total				\$1,041.67
Total GUTHRIE INDUSTRIAL DEVLEOPMENT				\$1,041.67
Total GUTHRIE INDUSTRIAL DEVELOPMENT				\$1,041.67
Total All Funds				\$139,568.13



Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
<input checked="" type="checkbox"/> City Council	January 5, 2010	Maxine Pruitt, M.S.
<input checked="" type="checkbox"/> GPWA		Director
Other: _____		

Agenda Item

Consider approval to award Bid #2010-02 CDBG Sanitary Sewer Improvements to the low bid of \$249,271.53, to Total Investment Co. of Guthrie, OK, and subject to the Oklahoma Department of Commerce concurrence.

Summary

Bids were received from five (5) vendors in response to the solicitation for Bid #2010-02 CDBG Sanitary Sewer Improvements. The Trustees accepted the CDBG Contract at the October 6th Meeting and the bid was let in November with the bid opening on December 10, 2009. The tabulation for the bidding vendors is as follows:

Nowak Const. Co., Inc.	\$270,357.19
Davenport Construction	\$257,064.00
Triangle Const. & Utility, LLC	\$299,221.00
Cimarron Construction Co.	\$294,792.00
Total Investment Co.	\$249,271.53

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>30-30-27-6574</u>	Amount	<u>\$270,447</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

Myers Engineering Summary and Recommendation Letter
 Bid Tabulation Sheets (2)

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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Sheet 1937

Engineering

December 16, 2009

Honorable Mayor and City Council
City of Guthrie
PO Box 908
Guthrie, OK 73044

RE: Summary and Recommendation of Bids for CDBG Sanitary Sewer Improvements
City of Guthrie Project No. 2010-2 MEC No. 28022

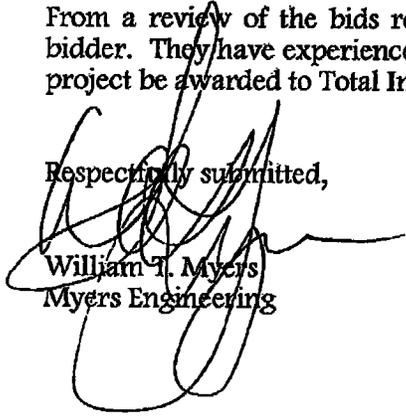
Dear Council Members:

Enclosed herewith are copies of the bid tabulation summarizing the bids submitted on the above-referenced project. Bids were received, opened, and read aloud in the City Council Chambers on Thursday, December 10, 2009, at 2:00 p.m. Of the nine contractors who purchased plans and specifications, five submitted bids. They are as follows:

Nowak Construction Co. Inc	\$270,357.19
Davenport Construction	\$257,064.00
Triangle Construction & Utility, LLC	\$299,221.00
Cimarron Construction Co.	\$294,792.00
Total Investment Co.	\$249,271.53

From a review of the bids received, it appears that Total Investment Co. is the low bidder. They have experience in this type of work. Therefore, we recommend that this project be awarded to Total Investment Co., for a total contract amount of \$249,271.53.

Respectfully submitted,



William T. Myers
Myers Engineering

13911 Quail Pointe Drive, Oklahoma City, OK 73134
405.755.5325 Fax 755.5373 www.myersengr.com



The City of Guthrie
 CDBG Sewer Improvements
 Guthrie Project No. #2010-2
 MEC Job No. 28022
 Thursday December 10, 2009

Item	Est. Quantity	Unit	Description	No Apparent Defects		No Apparent Defects		No Apparent Defects	
				Unit Price	Item Total	Unit Price	Item Total	Unit Price	Item Total
				Nowak Construction Co., Inc		Davenport Construction		Triangle Construction & Utility, LLC	
1	2433.00	L.F.	8" PVC SDR26 Sewer Pipe	\$77.00	\$187,341.00	\$6.00	\$14,598.00	\$36.00	\$87,588.00
2	100.00	L.F.	12" D.I.P.	\$122.00	\$12,200.00	\$32.00	\$3,200.00	\$80.00	\$8,000.00
3	8.00	EA.	4' Manholes	\$2,500.00	\$20,000.00	\$1,600.00	\$12,800.00	\$3,000.00	\$24,000.00
4	1903.00	L.F.	Excavation for 8" PVC SDR 26 Sewer Line (0-10'	\$0.01	\$19.03	\$50.00	\$95,150.00	\$5.00	\$9,515.00
5	530.00	L.F.	Excavation for 8" PVC SDR 26 Sewer Line (0-15'	\$0.01	\$5.30	\$62.00	\$32,860.00	\$15.00	\$7,950.00
6	380.00	S.Y.	Gravel Repair	\$19.00	\$7,220.00	\$10.00	\$3,800.00	\$25.00	\$9,500.00
7	26.00	S.Y.	Concrete Repair	\$0.01	\$0.26	\$65.00	\$1,690.00	\$70.00	\$1,820.00
8	234.00	S.Y.	Asphalt Repair	\$0.01	\$2.34	\$74.00	\$17,316.00	\$65.00	\$15,210.00
9	51.00	S.Y.	Brick Repair	\$0.01	\$0.51	\$60.00	\$3,060.00	\$80.00	\$4,080.00
10	2433.00	L.F.	Embedment for 8" PVC SDR26 Sewer Line	\$0.01	\$24.33	\$6.00	\$14,598.00	\$6.00	\$14,598.00
11	60.00	EA.	Sewer Connections Services	\$125.00	\$7,500.00	\$100.00	\$6,000.00	\$250.00	\$15,000.00
12	1200.00	L.F.	4" SCH 40 PVC Service Line	\$1.00	\$1,200.00	\$3.00	\$3,600.00	\$30.00	\$36,000.00
13	80.00	EA.	8" X 4" Wye	\$375.00	\$22,500.00	\$50.00	\$3,000.00	\$300.00	\$18,000.00
14	900.00	L.F.	4" PVC SCH40 Riser Pipe	\$1.00	\$900.00	\$3.00	\$2,700.00	\$10.00	\$9,000.00
15	1.00	L.S	Erosion Control	\$1,800.00	\$1,800.00	\$700.00	\$700.00	\$2,000.00	\$2,000.00
16	1.00	L.S	Construction Traffic Control	\$4,850.00	\$4,850.00	\$3,800.00	\$3,800.00	\$1,500.00	\$1,500.00
17	642.00	C.Y	Aggregate Backfill	\$0.01	\$6.42	\$58.00	\$35,952.00	\$50.00	\$32,100.00
18	28.00	V.F	Extra Depth Manhole	\$171.00	\$4,788.00	\$80.00	\$2,240.00	\$120.00	\$3,360.00
BASE BID for Water and Sanitary Sewer					\$270,357.19		\$257,064.00		\$299,221.00
Actual Bid Amount as Read by Clerk					\$ 270,357.19		\$ 257,064.00		\$ 299,221.00

The Apparent Low Bidder is Total Investment Co. of Oklahoma

Correct Bid Form	yes	yes	yes
Bidders Proposal signed	yes	yes	yes
Corporate Seal was stamped on Bidders Proposal	yes	no	yes
Bid Bond signed and sealed	yes	yes	yes
3 Affidavits signed and notarized	yes	yes	yes

The City of Guthrie

CDBG Sewer Improvements

Guthrie Project No. #2010-2

MEC Job No. 28022

Thursday December 10, 2009

Apparent Defects		No Apparent Defects		No Apparent Defects		Addition Errors	
Report Construction		Triangle Construction & Utility, LLC		Cimarron Construction Company		Total Investment Co.	
Unit Price	Item Total	Unit Price	Item Total	Unit Price	Item Total	Unit Price	Item Total
\$6.00	\$14,598.00	\$36.00	\$87,588.00	\$20.00	\$48,660.00	\$47.73	\$ 116,127.09
32.00	\$3,200.00	\$80.00	\$8,000.00	\$100.00	\$10,000.00	\$84.46	\$ 8,446.00
00.00	\$12,800.00	\$3,000.00	\$24,000.00	\$4,000.00	\$32,000.00	\$1,700.85	\$ 13,606.80
50.00	\$95,150.00	\$5.00	\$9,515.00	\$15.00	\$28,545.00	\$9.38	\$ 17,850.14
62.00	\$32,860.00	\$15.00	\$7,950.00	\$25.00	\$13,250.00	\$14.08	\$ 7,462.40
10.00	\$3,800.00	\$25.00	\$9,500.00	\$15.00	\$5,700.00	\$14.08	\$ 5,350.40
65.00	\$1,690.00	\$70.00	\$1,820.00	\$95.00	\$2,470.00	\$117.30	\$ 3,049.80
74.00	\$17,316.00	\$65.00	\$15,210.00	\$95.00	\$22,230.00	\$41.06	\$ 9,608.04
60.00	\$3,060.00	\$80.00	\$4,080.00	\$95.00	\$4,845.00	\$87.98	\$ 4,486.98
\$6.00	\$14,598.00	\$6.00	\$14,598.00	\$14.00	\$34,062.00	\$4.69	\$ 11,410.77
00.00	\$6,000.00	\$250.00	\$15,000.00	\$150.00	\$9,000.00	\$58.65	\$ 3,519.00
\$3.00	\$3,600.00	\$30.00	\$36,000.00	\$10.00	\$12,000.00	\$7.04	\$ 8,448.00
50.00	\$3,000.00	\$300.00	\$18,000.00	\$100.00	\$6,000.00	\$58.65	\$ 3,519.00
\$3.00	\$2,700.00	\$10.00	\$9,000.00	\$10.00	\$9,000.00	\$4.69	\$ 4,221.00
00.00	\$700.00	\$2,000.00	\$2,000.00	\$4,800.00	\$4,800.00	\$2,082.08	\$ 2,082.08
00.00	\$3,800.00	\$1,500.00	\$1,500.00	\$15,350.00	\$15,350.00	\$5,571.75	\$ 5,571.75
56.00	\$35,952.00	\$50.00	\$32,100.00	\$40.00	\$25,680.00	\$34.60	\$ 22,213.20
60.00	\$2,240.00	\$120.00	\$3,360.00	\$400.00	\$11,200.00	\$82.11	\$ 2,289.08
	\$257,064.00		\$299,221.00		\$294,792.00		\$ 249,271.53
	\$ 257,064.00		\$ 299,221.00		\$ 294,792.00		\$ 249,222.85

The bid tabs from Total Investment Co. showed multiplication errors on items 6 and 17 making the read amount higher. The amount for identical quantities is shown in red.

yes
yes
no
yes
yes
yes

yes
yes
yes
yes
yes

yes
yes
yes
yes
yes

yes
yes
yes
yes
yes

MINUTES

CITY COUNCIL MEETING

December 15, 2009

The regular meeting of the sixtieth City Council of Guthrie, Oklahoma, was posted on Friday, December 11, 2009 and held December 15, 2009 in the Guthrie City Hall Council Chambers.

Mayor Chuck Burtcher called the meeting to order at 7:06 p.m.

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

Members Absent: Gaylord Z. Thomas

Staff Present:	Wanda Calvert	Randel Shadid	Kim Biggs
	Maxine Pruitt	Lance Crenshaw	Jim Ahlgren
	Rene Spineto	Lester Branch	Kevin Dixon, Jr.

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

Consent Agenda: Consent Agenda G, Consider approval of 2010 Calendar Year Schedule of Regular Meetings for the Guthrie-Edmond Regional Airport Board, was removed for further discussion. Motion by Vice Mayor Ayers, seconded by Councilmember Gomes, moved approval of the Consent Agenda as follows:

- A. Consider approval of the minutes from the Regular City Council Meeting held on December 1, 2009.
- B. Consider approval of the minutes from the Special City Council Meeting held on December 3, 2009.
- C. Consider approval of the minutes from the Special City Council Meeting held on December 4, 2009.
- D. Consider approval of the minutes from the Special City Council/Workshop held on December 8, 2009.
- E. Consider approval of Claims:

General Fund:	Regular Claims	\$123,393.26
Capital Projects Fund:	Regular Claims	\$ 63,716.05
Airport Fund:	Regular Claims	\$ 39,111.32
GIDA Fund:	Regular Claims	<u>\$ 4,849.37</u>

Total Claims: \$231,070.00

- F. Consider approval of Treasurer Reports.
- H. Consider approval of a request from Judith Boyd for normal retirement from the City's retirement plan (OMRF).
- I. Consider approval of Change Order #3 requested by Nowak Construction Company for Section B, Raw Water Main, Water Systems Improvements, decreasing the contract price by \$34,271.71.
- J. Consider approval of authorizing staff to solicit bids for Grass Management of the 80 acres located at East College and Midwest Blvd.
- K. Consider approval of authorizing staff to solicit bids for Nuisance Abatement for the Code Enforcement Division.

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

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

Mayor Burtcher declared the motion carried unanimously.

Consent Agenda G. Consider approval of 2010 Calendar Year Schedule of Regular Meetings for the Guthrie-Edmond Regional Airport Board. At the last Council Meeting, December 1, 2009, the 2010 Calendar Year Schedule of Regular Meetings for the Guthrie-Edmond Regional Airport Board was removed for further review by the Airport Board. On December 8, 2009 the Guthrie-Edmond Regional Airport Board met and unanimously voted to change the time of the meetings from 3:30 p.m. to 4:30 p.m. The dates continued to be the same, the second Tuesday of each month. Under the provisions of Title 25, O.S. Section 311.1, all public bodies shall give notice in writing by December 15 of each calendar year of the schedule showing the date, time and place of the regularly scheduled meetings of such public bodies for the following calendar year. Once approved, staff will post the 2010 Calendar Year Schedule of Regular Meetings for the Guthrie-Edmond Regional Airport Board in the Guthrie City Hall foyer tonight. Motion by Councilmember Wood, seconded by Vice Mayor Ayers, moved approval of 2010 Calendar Year Schedule of Regular Meetings for the Guthrie-Edmond Regional Airport Board. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Burtcher declared the motion carried unanimously.

Consider approval to purchase a 2009 Chevrolet Tahoe from Ruble-Vance Chevrolet through the Oklahoma State Contract in the amount of \$28,987. The current Fire Chief's staff vehicle is a 1997 Chevrolet Blazer with over 98,000 miles. During the last few years, the maintenance costs have continually increased and its down time has also increased as this vehicle has reached its useful service life within the Fire Department. The proposed 2009 Chevrolet Tahoe from Ruble-Vance Chevrolet is on the Oklahoma State Vehicle Contract and will serve the needs of the Fire Chief. Superintendent of Fleet Services, Bennie Barker, is in full agreement the current Chief's staff vehicle has completed its useful service life within the Fire Department as an emergency vehicle. However, Mr. Barker does think it can serve in another capacity within a non-emergency City Department. He has also stated that due to the nature of how the Chief's vehicle is used, that a full size truck will give the City a longer and more appropriate service life. The appropriation for said purchase is in the FY 2010 Capital Projects Fund and is being funded through the Guthrie Job Corps Sale Fund (Fire Station). Motion by Vice Mayor Ayers, seconded by Councilmember Wood, moved approval to purchase a 2009 Chevrolet Tahoe from Ruble-Vance Chevrolet through the Oklahoma State Contract in the amount of \$28,987. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Burtcher declared the motion carried unanimously.

Announcements from the City Manager: Invited the Mayor and Councilmembers to the Employees Christmas Dinner and to Judith Boyd's Retirement Party; informed she will be out of the office next week; and Ron Gooch, representative from Myers Engineering, gave an update on the Water System Improvement Projects.

Requests/comments from members of the City Council. Councilmember Hazlewood expressed a "Thank You" to the citizens of Guthrie and City employees for their continuing support and hard work and wished everyone a Merry Christmas and Happy New Year.

Vice Mayor Ayers expressed a "Thank You" to the community and wished everyone a Merry Christmas and Happy New Year.

Councilmember Coffin informed the City Council and the community of the upcoming events happening in Guthrie and informed the Christmas activities Saturday night were very successful.

Councilmember Wood updated the Mayor and Councilmembers on the materials discussed at the OML Practical Guide: A Common Sense Workshop Targeted to Everyday Problem Solving.

Mayor Burtcher expressed a "Thank You" to the community and City staff on their dedicated services in making this a great community and wished everyone a Merry Christmas and Happy New Year.

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

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

Mayor Burtcher declared the motion carried unanimously at 7:22 p.m. Attending Executive Session were Mayor Burtcher, Vice Mayor Ayers, Councilmembers Gomes, Hazlewood, Coffin, Wood, Interim City Manager Wanda Calvert, City Attorney Randel Shadid and Human Resources Manager Jim Ahlgren.

Reconvene. Mayor Burtcher reconvened the Guthrie City Council Meeting at 8:27 p.m. and stated no action was taken in Executive Session.

Consideration of action regarding the employment, hiring, appointment, promotion, demotion, discipline, resignation or termination of Council-appointed employee (City Manager). Motion by Councilmember Coffin, seconded by Vice Mayor Ayers, moved approval of authorizing staff to continue the hiring process. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Burtcher declared the motion carried unanimously.

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

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

Mayor Burtcher declared the motion carried unanimously at 8:28 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Mayor

MINUTES

CITY COUNCIL MEETING

December 22, 2009

The special meeting of the sixtieth City Council of Guthrie, Oklahoma, was posted on Friday, December 18, 2009 and held December 22, 2009 in the Guthrie City Hall Third Floor Conference Room.

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

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

Members Absent: None

Staff Present: Wanda Calvert Jim Ahlgren

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

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

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

Mayor Burtcher declared the motion carried unanimously at 6:01 p.m. Attending Executive Session were Mayor Burtcher, Vice Mayor Ayers, Councilmembers Gomes, Hazlewood, Coffin, Wood, Thomas, Interim City Manager Wanda Calvert and Human Resources Manager Jim Ahlgren.

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

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

Adjournment. There being no further business for the Guthrie City Council, Mayor Burtcher declared the meeting adjourned at 8:08 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Mayor

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CITY OF GUTHRIE

CLAIMS

January 5, 2010

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

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

Kevin Dixon Jr.
Senior Buyer
Administrative Services

Monthly Claims Approved As Per Ordinance #2973
By City Manager

City Manager

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Agenda Item Cover Letter

Meeting: [X] City Council, [] GPWA, [] Other:
Date of Meeting: January 5, 2010
Contact: Linda Gens, Director of Library Services

Agenda Item

Consider acceptance of State Aid Grant from the Oklahoma Department of Libraries and authorize the Director of Library Services to sign the claim voucher and the Agreement for 2010 State Aid Recipients.

Summary

In order to improve library services in the State, Oklahoma Department of Libraries (ODL) disburses funds to public libraries that meet specific criteria. The Guthrie Public Library meets these criteria and is eligible to receive State Aid Funding again this year. The Oklahoma Department of Libraries has set aside \$22,397.00 for a State Aid Grant to the Library. As noted on the Agreement, the Library will receive 90% of this amount now (\$20,157.00) and the remaining 10% (\$2,240.00) at the end of the fiscal year, barring ODL revenue failures. In anticipation of State Aid funding, the City Council budgeted \$21,882.00 for Library State Aid (30-30-06-6541) for fiscal year 2010.

Funding Expected: [X] Revenue, [] Expenditure, [] N/A
Budgeted: [X] Yes, [] No, [] N/A
Account Number: 30-30-06-6541, Amount: \$20,157.00
Legal Review: [X] N/A, [] Required, Completed Date:
Mayor's Appt.: [] Yes, [] No

Supporting documents attached

- Agreement for 2010 State Aid Recipients
- OSF Form 3 State of Oklahoma Notarized Claim Voucher

Recommendation

Staff recommends approval.

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

AGREEMENT
For
2010 State Aid Recipients

WHEREAS, the State of Oklahoma and the Oklahoma Department of Libraries wish to improve library service in the State.

THEREFORE, in consideration of the mutual covenants contained herein and as set forth in the Rules and Regulations for State Aid Grants to Public Libraries.

The Department will distribute funds as per approved formula. State aid funds are dependent on the Oklahoma Department of Libraries having sufficient funds to pay awards. In case of revenue failures, payments to libraries will be reduced uniformly. Ten percent of each award will be held until the end of the fiscal year to cover revenue shortfalls. Libraries will be awarded the balance of their state aid grant minus any reduction based on revenue failure.

All funds shall be administered according to Section 17.207 of Enrolled House Bill 1549, which states, "Any monies received or expended by a municipality must be accounted for by fund and account."

In accepting state aid funds, the undersigned representative of a public library agrees that said library meets these standards as adopted by the Oklahoma Department of Libraries Board on April 1, 1999 and will maintain such standards and will apply such funds for the improvement of public library services. All funds will be expended or obligated on or before July 31, 2010.

Guthrie Public Library

Authorized Representative

Librarian

Date

Date

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Agenda Item Cover Letter

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

Date of Meeting
January 5, 2010

Contact
Damon Devereaux,
Police Chief

Agenda Item

Declare a female police bike as surplus property and donate it to the Ponca City Police Department.

Summary

The Police Department's bike patrol fleet currently has a police bike fitted for a female officer. The bike is approximately 8 years old and has not been used since 2002. We received a request from the Ponca City Police Department asking if we would donate the bike to their patrol unit due to the number of female officers they have on staff. Ponca City has provided our community with police officers during many of Guthrie's celebrations.

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

None

Recommendation

Staff recommends approval.

Action Needed ___ Public Hearing [X] 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 January 5, 2010	Contact Wanda Calvert, City Clerk/Treasurer
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Agenda Item

Consider approval of Councilman Wood's request to attend the Oklahoma Municipal League (OML) Budget Process Workshop held January 29, 2010 and to pay the registration fee in the amount of \$85.00.

Summary

Councilman Wood has requested to attend the OML Budget Process Workshop January 29, 2010 being held at Rose State College in Midwest City. The balance in Council Training is \$830.00. Councilman Wood attended the OML 2009 Water Summit on October 16, 2009 (\$85.00) and the OML Practical Guide to Everyday Municipal Problems on December 11, 2009 (\$85.00). The total amount budgeted for Council Training during FY 2010 is \$1,000.00.

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>01-01-00-6312</u>	Amount	<u>\$85</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

Registration Form

Recommendation

Councilman Wood has requested approval to pay the registration fee of \$85.00 from the Council Training account.

Action Needed Public Hearing Motion Emergency Clause

Oklahoma Municipal League, Inc.
Your Education & Training Place

P R E S E N T S

DATE

January 29, 2010

LOCATION

Rose State College
6420 SE 15th,
Midwest City, OK 73110

COST

OML Members—\$85
Non-members—\$150
(lunch on your own)

REGISTRATION

8:30 a.m.

SESSION

9:00 a.m.—4:00 p.m.

CMO CREDIT HOURS

6 hours

This workshop also counts toward the clerks, treasurers and finance officers state certification.

If you require special accommodation, please notify OML by January 22, 2010.



Oklahoma Municipal League, Inc.
**BUDGET PROCESS
WORKSHOP**

This is OML's popular annual course which provides municipal officials and staff with a non-technical understanding of the annual budget process for municipalities and their role in that process. It is designed to make them more aware of their legal and policy-related responsibilities in the annual budget process and provide practical examples for future reference in their own budget process. Topics will include:

- Overview of Municipal Budgeting
- Oklahoma Budget Laws
- Revenue Sources & Limitations
- Budget Preparation Process
- Budget Monitoring & Control
- Budget Policy Issues
- Purpose-Based Budgeting
- Encumbrance Accounting

FACILITATOR

Mike Crawford, CPA, Crawford & Associates, PC

*TO REGISTER, SEE REVERSE SIDE.
FOR INFORMATION, CALL TOLL FREE 800-324-6651.*

**Oklahoma Municipal League
Budget Process Workshop**

January 29 • Rose State College
Oklahoma City

Registration Fee:

OML members - \$85
Non-members - \$150

- Purchase Order No. _____
- Check Enclosed
- Please Bill

3 Ways To Register

- **Online** – go to www.oml.org & click on 'EDUCATION.'
- **Mail** this form to arrive no later than Friday, January 22, to OML, 201 N.E. 23rd Street, Oklahoma City, OK 73105; or
- **FAX** this form to OML no later than Friday, January 22, to 405-528-7560.

*After January 22, please plan to register on site.
Registration is considered confirmation to attend.*

CANCELLATION POLICY:

For a full refund, cancellations must be received in writing no later than Monday, January 25. Cancellations made after that time will receive a 50% refund. No cancellations will be accepted the day of the meeting. All registrants will be billed.

Name & Title _____

Municipality _____

Mailing Address _____

City / Town & Zip _____

Phone _____ Fax _____ E-mail _____

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

PAYMENT PROCESSING:

Payment Enclosed Master Card Visa Total Amount Due: \$ _____

Name(as it appears on your card): _____

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

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

Credit Card Billing Address / Zip Code _____

Signature _____

WHO WILL BENEFIT FROM ATTENDING THIS WORKSHOP: Managers, Mayors, Councilmembers, Clerks, Finance Directors, Treasurers and anyone from your municipality who is charged with the responsibility of preparing the budget for your city or town.

HOTEL ACCOMMODATIONS: If you require overnight accommodations for Thursday, January 28, there are several hotels near Rose State. The link for a list of these hotels is <http://www.google.com/search?hl=en&rls=com.microsoft%3Aen-us%3AIE-SearchBox&rlz=117RNWE&q=hotel+73110&aq=f&oq=&aqi=>.

HOW TO GET TO ROSE STATE: Take the 15th Street exit from I-40. The address for the Professional Training and Education Center on the Rose State campus is 1720 Hudiburg Drive. A campus map is attached.



The Oklahoma Municipal League, Inc.

**ANNUAL BUDGET
PROCESS WORKSHOP**

January 29, 2010, Rose State College, 6420 SE 15th, Midwest City, OK 73110