CITY OF GUTHRIE OKLAHOMA

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
April 3, 2012, 7:00pm
Agenda

1. Call to Order
2. Community Announcements and Recognitions
3. Consent Agenda
   All matters listed will be enacted by one motion unless a request is made for discussion by any Trustee or member of the audience, in which case, the item(s) will be removed from the Consent Agenda and considered separately following this portion of the agenda.
   A. Consider approval of minutes of the Regular Guthrie Public Works Authority Meeting held March 20, 2012 3
   B. Consider approval of claims 5
   C. Consider approval of agreement with YMCA for management of Municipal Pool 13
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 City Council Workshop meeting held on March 20, 2012 17
   B. Consider approval of minutes of the Regular City Council Meeting held on March 20, 2012 21
   C. Consider approval of claims 27
   D. Consider approval of the Honor Park Agreement with the American Legion as recommended by the Guthrie Park Board 29
   E. Consider approval of agreement with the City of Edmond for Information Technology support 31
   F. Consider approval of agreement with YMCA for management of Municipal Pool ..... (see pg 13)
   G. Consider approval of the updated City Council Strategic Plan 37

Ordinance

3. Public Hearing and consider approval of Ordinance No. 3230 to amend Zoning Ordinance #2422 by creating the Special Use provision for "Residential Drug and Alcohol Rehabilitation Treatment Center" in a Commercial Zoning District, by Special Use Permit only 41
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, Sections 307 (B)(4) for the purpose of discussing confidential communications between the City Council and its Attorney concerning a pending investigation or claim (Logan County Rural Water District).
7. Consideration of action regarding Logan County Rural Water District.
8. Adjourn

Agenda posted on the bulletin board in the lobby of City Hall before 5:00pm on Friday, March 30, 2012. The City of Guthrie encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the city clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The city may waive the 48 hours rule if signing is not the necessary accommodation.

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MINUTES

GUTHRIE PUBLIC WORKS AUTHORITY MEETING

March 20, 2012

The regular meeting of the Guthrie Public Works Authority was posted on Friday, March 16, 2012 before 5:00 p.m. and held March 20, 2012 in the Guthrie City Hall Council Chambers.

Chairman Chuck Burtcher called the meeting to order at 7:36 p.m.

Members Present:	Chuck Burtcher	Trey Ayers	Gaylord Z. Thomas
	Mary Coffin	Patty Hazlewood	
Members Absent:	John Wood	Sheri Mueller	
Staff Present:	Matt Mueller	Randel Shadid	Wanda Calvert
	Aaron Ryburn	Rene Spineto	Cyndi Selinger
	Maxine Pruitt	Jim Ahlgren	Kevin Dixon, Jr.

Chairman Burtcher declared a quorum with five (5) Trustees in attendance.

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 March 6, 2012.

B. Consider approval of claims:

GPWA Fund:	Claims	$36,711.68
CMOM Fund:	Claims	$10,936.32
Utility Deposit Fund:	Claims	$ 152.37
	Total Claims:	$47,800.37

C. Consider approval of Sewer Line Agreement with Property Owner where the sanitary sewer line runs beneath the owner's swimming pool and/or concrete deck making the owner responsible for the service line on this property which will be abandoned by the Guthrie Public Works Authority and making the Guthrie Public Works Authority responsible for the new eight inch public sanitary sewer line to which it is connected.

D. Consider approval of the Settlement Agreement and Release with Myers Engineering, Consulting Engineering, Inc. regarding the claim on the Guthrie Water Treatment Plant Facility Water System Improvement Project.

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

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

Chairman Burtcher declared the motion carried unanimously.

Executive Session. Motion by Trustee Ayers, seconded by Trustee Thomas, moved approval to convene into 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 a pending investigation or claim (specifically Case No. CJ 2012-27; GPWA vs Hazlewood and Schandorf). Trustees entered their votes and the votes were displayed with the following results:

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

Chairman Burtcher declared the motion carried unanimously at 7:37 p.m. Attending Executive Session were Chairman Burtcher, Trustees Ayers, Thomas, Coffin, General Manager Mueller and General Counsel Shadid.

Trustee Hazlewood left the Council Chambers at 7:37 p.m.

Reconvene. Chairman Burtcher reconvened the Guthrie Public Works Authority Meeting at 7:47 p.m.

Consideration of action regarding Case No. CJ 2012-27; GPWA vs Hazlewood and Schandorf. Motion by Trustee Thomas, seconded by Trustee Ayers, moved approval to authorize the General Counsel to appeal the court's ruling regarding Case No. CJ 2012-27; GPWA vs Hazlewood and Schandorf. Trustees entered their votes and the votes were displayed with the following results:

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

Chairman Burtcher declared the motion carried unanimously.

Adjournment. There being no further business for the Guthrie Public Works Authority Trustees, Chairman Burtcher declared the meeting adjourned at 7:48 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Chairman

CITY OF GUTHRIE OKLAHOMA

GUTHRIE PUBLIC WORKS AUTHORITY

CLAIMS

April 3, 2012

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

Kim Biggs
Purchasing Agent

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

Matt Mueller
General Manager

City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
NP33512422	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	01-01-00-6118	$176.52
MARCH 2012	OG&E 405	OG&E Monthly Payment	01-01-00-6305	$3,999.16
MARCH 2012	OG&E 405	OG&E Monthly Payment	01-01-00-6306	$10,034.46
		Total		**$14,210.14**
		Total GENERAL GOVERNMENT		**$14,210.14**
NP33512422	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	01-02-25-6118	$79.05
		Total BUILDING SERVICES		**$79.05**
		Total ADMINISTRATION		**$79.05**
NP33512422	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	01-05-50-6118	$0.00
		Total COMMUNITY DEVELOPMENT		**$0.00**
NP33512422	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	01-05-51-6118	$76.07
		Total CODE COMPLIANCE		**$76.07**
MARCH QUART	LOGAN CO. ECON. DEV. COUNCI	Per Agreement - Quarterly Payments - Kay W	01-05-53-6054	$4,500.00
		Total ECONOMIC DEVELOPMENT		**$4,500.00**
		Total PLANNING		**$4,576.07**
NP335 12422	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	01-07-70-6118	($43.61)
NP33512422	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	01-07-70-6118	$2,659.92
ACOG MEAL TR	BOBBY STEVENS (22002)	Meal Reimbursement for ACOG Training	01-07-70-6343	$29.55
		Total POLICE ADMINISTRATION		**$2,645.86**
NP33512422	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	01-07-72-6118	$158.52
		Total ANIMAL CONTROL		**$158.52**
NP33512422	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	01-07-78-6118	$200.86
		Total LAKE ENFORCEMENT		**$200.86**
		Total POLICE		**$3,005.24**
NP33512422	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	01-09-90-6118	$565.23
		Total SUPPRESSION		**$565.23**
NP33512422	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	01-09-92-6118	$2,548.31
2033698	INTERMEDIX (22025)	EMS Supplies	01-09-92-6373	$2,669.90
		Total EMS		**$5,218.21**
NP33512422	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	01-09-96-6118	$475.35
		Total PREVENTION		**$475.35**
		Total FIRE		**$6,258.79**
2033828	RAYMOND SULLIVAN (565)	Reimburse for CDL Renewal R. Sullivan	01-12-00-6048	$41.50
NP33512422	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	01-12-00-6118	$1,756.02
		Total		**$1,797.52**
		Total STREET		**$1,797.52**
NP33512422	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	01-14-00-6118	$48.44
		Total		**$48.44**
		Total FLEET MAINTENANCE		**$48.44**
NP33512422	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	01-15-11-6118	$1,196.09

Invoice #	Vendor	Description	Account	Cost
		Total PARKS		**$1,196.09**
		Total PARKS & PUBLIC GROUNDS		**$1,196.09**
		Total GENERAL FUND		**$31,171.34**
MARCH 2012	OG&E 405	OG&E Monthly Payment	20-21-00-6305	$11,006.09
		Total		**$11,006.09**
		Total PUBLIC WORKS GENERAL		**$11,006.09**
NP33512422	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	20-23-00-6118	$38.09
		Total		**$38.09**
		Total WATER PLANT		**$38.09**
NP33512422	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	20-24-00-6118	$170.32
		Total		**$170.32**
		Total WASTE WATER TREATMENT PLANT		**$170.32**
NP33512422	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	20-26-00-6118	$74.30
		Total		**$74.30**
		Total CONVENIENCE CENTER		**$74.30**
NP33512422	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	20-27-00-6118	$1,899.21
		Total		**$1,899.21**
		Total LINE MAINTENANCE		**$1,899.21**
NP33512422	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	20-28-00-6118	$178.24
		Total		**$178.24**
		Total METER DEPARTMENT		**$178.24**
		Total GPWA OPERATING FUND		**$13,366.25**
02-022000-007 R	MISCELLANEOUS		71-00-00-5555	$28.84
02-022045-012 R	MISCELLANEOUS		71-00-00-5555	$58.38
03-031300-005 R	MISCELLANEOUS		71-00-00-5555	$40.45
10-103220-015 R	MISCELLANEOUS		71-00-00-5555	$50.11
14-140980-003 R	MISCELLANEOUS		71-00-00-5555	$37.16
		Total		**$214.94**
		Total		**$214.94**
		Total UTILITY DEPOSIT FUND		**$214.94**
NP33512422	FLEETCOR TECHNOLOGIES (219	Fuel & Lube for all Departments	98-98-00-6118	$49.80
MARCH 2012	OG&E 405	OG&E Monthly Payment	98-98-00-6305	$461.51
		Total		**$511.31**
		Total AIRPORT FUND		**$511.31**
		Total AIRPORT FUND		**$511.31**
		Total All Funds		**$45,263.84**

City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
D01 6/27/2011	DHH DISPOSAL 22381	Overpayment on Fire Run	01-00-00-5462	$75.00
		Total		**$75.00**
		Total		**$75.00**
APRIL 2012	O.M.A.G.(21303)	Building and Property Monthly Insurance	01-01-00-6326	$4,705.35
APRIL 2012	O.M.A.G.(21302)	Workers' Compensation Insurance	01-01-00-6326	$22,082.14
APRIL 2012	O.M.A.G.(425)	Liability Auto and Mobile Equipment Insuranc	01-01-00-6326	$8,001.34
		Total		**$34,788.83**
		Total GENERAL GOVERNMENT		**$34,788.83**
MILEAGE REIM	JIM HANKE 22827	Mileage Reimbursement - State Code Confer	01-05-50-6355	$177.05
		Total COMMUNITY DEVELOPMENT		**$177.05**
		Total PLANNING		**$177.05**
MARCH 2012	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		**$35,165.88**
1011687.	WASTE CONNECTIONS, INC (210		20-00-00-5466	($250.00)
		Total		**($250.00)**
		Total		**($250.00)**
1011687	WASTE CONNECTIONS, INC (210	Monthly Sanitation Service - Residential/Com	20-21-00-6348	$68,019.19
		Total		**$68,019.19**
		Total PUBLIC WORKS GENERAL		**$68,019.19**
1011687	WASTE CONNECTIONS, INC (210	Monthly Sanitation Service - Covenience Cent	20-26-00-6375	$3,573.46
		Total		**$3,573.46**
		Total CONVENIENCE CENTER		**$3,573.46**
CDL 2012 RENE	RALPH GALBRAITH (197)	Reimbursement for CDL License	20-27-00-6048	$41.50
		Total		**$41.50**
		Total LINE MAINTENANCE		**$41.50**
		Total GPWA OPERATING FUND		**$71,384.15**
MILEAGE REIM	SAMANTHA STEWART (21765)	Mileage Reimbursement for Professional Dev	30-30-06-6541	$30.75
		Total LIBRARY		**$30.75**
		Total GRANTS		**$30.75**
		Total GRANTS FUND		**$30.75**
APPLICATION 2	DIVERSIFIED LABOR & CONSTR	Bid No. 2011-15, Construction of Guthrie Ani	54-54-02-6526	$37,674.90
		Total ADMINISTRATION		**$37,674.90**
		Total FACILITIES		**$37,674.90**
APRIL 2012	FARMERS & MERCHANTS BANK	Loan # 8144500 2009 Chevrolet Tahoe (Polic	54-56-07-6707	$720.30
APRIL/2012	FARMERS & MERCHANTS BANK	Loan # 8144600 2009 Dodge Charger (Police	54-56-07-6707	$641.86
		Total POLICE DEPARTMENT		**$1,362.16**

Invoice #	Vendor	Description	Account	Cost
APRIL 2012	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**
APRIL 2012.	OKLAHOMA STATE BANK (22069	Loan #52924 3 Chevorlet Silverado Trucks	54-56-23-6711	$634.00
		Total PURCHASING/ACCOUNTS PAYABLE		**$634.00**
APRIL 2012.	OKLAHOMA STATE BANK (22069	Loan #52924 3 Chevorlet Silverado Trucks	54-56-27-6708	$835.00
APRIL 2012.	OKLAHOMA STATE BANK (22069	Loan #52924 3 Chevorlet Silverado Trucks	54-56-27-6711	$715.00
		Total LINE MAINTENANCE		**$1,550.00**
		Total VEHICLES & EQUIPMENT		**$5,577.16**
		Total CAPITAL PROJECTS		**$43,252.06**
09-091060-004 R	MISCELLANEOUS		71-00-00-5555	$26.73
10-101150-013 R	MISCELLANEOUS		71-00-00-5555	$10.30
11-110570-002 R	MISCELLANEOUS		71-00-00-5555	$70.90
12-124470-001 R	MISCELLANEOUS		71-00-00-5555	$15.00
14-143730-009 R	MISCELLANEOUS		71-00-00-5555	$19.04
		Total		**$141.97**
		Total		**$141.97**
		Total UTILITY DEPOSIT FUND		**$141.97**
APRIL 2012	O.M.A.G.(21303)	Building and Property Monthly Insurance	98-98-00-6326	$304.07
APRIL 2012	O.M.A.G.(21302)	Workers' Compensation Insurance	98-98-00-6326	$177.09
APRIL 2012	O.M.A.G.(425)	Liability Auto and Mobile Equipment Insuranc	98-98-00-6326	$67.69
		Total		**$548.85**
		Total AIRPORT FUND		**$548.85**
		Total AIRPORT FUND		**$548.85**
APRIL 2012	OKLAHOMA DEPARTMENT OF C	Loan Payment - Spirit Wing	99-99-00-6702	$1,041.67
APRIL/ 2012 Pai	LOGAN COUNTY ECON. DEV. CO	EDA Grant Loan Quarterly	99-99-00-6703	$3,044.84
		Total		**$4,086.51**
		Total GUTHRIE INDUSTRIAL DEVLEOPMENT		**$4,086.51**
		Total GUTHRIE INDUSTRIAL DEVELOPMENT		**$4,086.51**
		Total All Funds		**$154,610.17**

City of Guthrie
A/P Claims List
from 3/27/2012 to 3/27/2012

Invoice #	Vendor	Description	Account	Cost
PR3555-1	AETNA - MIDDLETOWN 22051		01-00-00-2031	$113.45
PR3560-1	AETNA - MIDDLETOWN 22051		01-00-00-2031	$113.45
PR3555-1	AETNA HEALTHCARE 22795		01-00-00-2031	$2,792.78
PR3560-1	AETNA HEALTHCARE 22795		01-00-00-2031	$2,792.78
PR3555-1	AETNA - MIDDLETOWN 22051		01-00-00-2032	$256.66
PR3560-1	AETNA - MIDDLETOWN 22051		01-00-00-2032	$275.22
PR3555-1	AETNA HEALTHCARE 22795		01-00-00-2032	$12,985.93
PR3560-1	AETNA HEALTHCARE 22795		01-00-00-2032	$16,686.57
PR3555-1	AETNA HEALTHCARE 22795		01-00-00-2033	$1,002.04
PR3560-1	AETNA HEALTHCARE 22795		01-00-00-2033	$1,050.92
PR3555-1	AETNA HEALTHCARE 22795		01-00-00-2034	$437.60
PR3560-1	AETNA HEALTHCARE 22795		01-00-00-2034	$588.80
		Total		**$39,096.20**
		Total		**$39,096.20**
000432	GHM ENTERPRISES (1097)	Dust Mop Cleaning	01-01-00-6103	$6.00
004864	ADVANCE DOOR CONTROLS(20	Front Door Repair and Replace Outside Door	01-01-00-6112	$84.93
0001952	HURLEY PLUMBING 267	Misc. Plumbing Repairs	01-01-00-6112	$262.70
6416	CRAWFORD & ASSOCIATES,P.C.	Professional Services-Accounting & Consultin	01-01-00-6330	$7,560.00
		Total		**$7,913.63**
		Total GENERAL GOVERNMENT		**$7,913.63**
FEBRUARY 201	RANDEL C. SHADID (20656)	1	01-02-20-6054	$58.10
		Total CITY MANAGER		**$58.10**
		Total ADMINISTRATION		**$58.10**
030812-WEB	INTRINSIC CORPORATION 2228	GIS 1st Quarter 2012 Web Hosting	01-05-50-6356	$2,250.00
		Total COMMUNITY DEVELOPMENT		**$2,250.00**
		Total PLANNING		**$2,250.00**
O3A	MABEE LIBRARY 22826	Lost - ILL Book - Hypnotherapy	01-06-60-6130	$68.00
81074403	PORT ARTHUR PUBLIC LIBRARY	Lost - ILL Book-Absolute Beginners - Harmon	01-06-60-6130	$17.95
		Total LIBRARY		**$85.95**
		Total LIBRARY		**$85.95**
04-1211056	OKLA DEPARTMENT OF PUBLIC	Olets Monthly Payments	01-07-79-6304	$350.00
		Total COMMUNICATIONS		**$350.00**
		Total POLICE		**$350.00**
998093	GOOCH-SMITH ELECTRIC(1279)	Re-Connect Electric for Soccer Field	01-15-11-6112	$962.00
0001950	HURLEY PLUMBING 267	Emergency Repairs	01-15-11-6112	$72.85
		Total PARKS		**$1,034.85**
		Total PARKS & PUBLIC GROUNDS		**$1,034.85**
		Total GENERAL FUND		**$50,788.73**
PR3555-2	AETNA - MIDDLETOWN 22051		20-00-00-2031	$23.60
PR3560-2	AETNA - MIDDLETOWN 22051		20-00-00-2031	$23.60
PR3555-2	AETNA HEALTHCARE 22795		20-00-00-2031	$129.32
PR3560-2	AETNA HEALTHCARE 22795		20-00-00-2031	$129.32
PR3555-2	AETNA - MIDDLETOWN 22051		20-00-00-2032	$65.73

City of Guthrie
A/P Claims List
from 3/27/2012 to 3/27/2012

Invoice #	Vendor	Description	Account	Cost
PR3560-2	AETNA - MIDDLETOWN 22051		20-00-00-2032	$65.73
PR3555-2	AETNA HEALTHCARE 22795		20-00-00-2032	$3,352.65
PR3560-2	AETNA HEALTHCARE 22795		20-00-00-2032	$3,352.65
PR3555-2	AETNA HEALTHCARE 22795		20-00-00-2033	$256.62
PR3560-2	AETNA HEALTHCARE 22795		20-00-00-2033	$256.62
PR3555-2	AETNA HEALTHCARE 22795		20-00-00-2034	$73.60
PR3560-2	AETNA HEALTHCARE 22795		20-00-00-2034	$102.40
		Total		**$7,831.84**
		Total		**$7,831.84**
3650	FORMS PLUS (185)	Second Notice Utility #10 Envelopes with Pos	20-21-00-6308	$416.05
38	C.A.C. FINANCIAL CORP. (1405)	Utility Collections	20-21-00-6340	$48.58
		Total		**$464.63**
		Total PUBLIC WORKS GENERAL		**$464.63**
93973	SOUTHWEST CHEMICAL (20977)	Chemicals for Water Treatment Plant	20-23-00-6104	$298.50
1455	MIDCO DIVING & MARINE SERVI	Clean and Inspect the West Elevated Tower	20-23-00-6302	$2,349.00
		Total		**$2,647.50**
		Total WATER PLANT		**$2,647.50**
219615	GOOCH-SMITH ELECTRIC(1279)	Backup Fuses for Wind Turbine	20-24-00-6317	$120.00
		Total		**$120.00**
		Total WASTE WATER TREATMENT PLANT		**$120.00**
000419	GHM ENTERPRISES (1097)	Laundry Service	20-27-00-6346	$18.00
000425	GHM ENTERPRISES (1097)	Laundry Service	20-27-00-6346	$8.40
000430	GHM ENTERPRISES (1097)	Laundry Service	20-27-00-6346	$10.08
		Total		**$36.48**
		Total LINE MAINTENANCE		**$36.48**
		Total GPWA OPERATING FUND		**$11,100.45**
PD IN FULL 516	OKLAHOMA STATE BANK (22069	Street Sweeper Payment for Loan #51658 Pa	54-56-12-6710	$34,630.92
		Total STREET DEPARTMENT		**$34,630.92**
		Total VEHICLES & EQUIPMENT		**$34,630.92**
		Total CAPITAL PROJECTS		**$34,630.92**
PR3555-1	AETNA - MIDDLETOWN 22051		98-00-00-2032	$3.13
PR3560-1	AETNA - MIDDLETOWN 22051		98-00-00-2032	$3.13
PR3555-1	AETNA HEALTHCARE 22795		98-00-00-2032	$159.65
PR3560-1	AETNA HEALTHCARE 22795		98-00-00-2032	$159.65
PR3555-1	AETNA HEALTHCARE 22795		98-00-00-2033	$12.22
PR3560-1	AETNA HEALTHCARE 22795		98-00-00-2033	$12.22
		Total		**$350.00**
		Total		**$350.00**
10071275-3	GARVER ENGINEERING 22519	Professional Services Taxiway C Rehabilitatio	98-98-94-6376	$2,450.00
		Total NPE GRANTS		**$2,450.00**
		Total AIRPORT FUND		**$2,450.00**

City of Guthrie
A/P Claims List
from 3/27/2012 to 3/27/2012

Invoice #	Vendor	Description	Account	Cost
		Total AIRPORT FUND		$2,800.00
		Total All Funds		$99,320.10

CITY OF GUTHRIE OKLAHOMA

Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
X City Council	April 3, 2012	Matt Mueller, City Manager
X GPWA		
____ Other: _____		

Agenda Item
Consider approval of agreement with YMCA for management of Municipal Pool.

Summary
This is a renewal of a partnership agreement with the YMCA that was first approved last year. The partnership would provide for the YMCA to again manage the Guthrie Municipal pool. Just like last year, the City would provide the Y with a $5,000 administrative fee and the Y would also collect all of the revenue. This partnership will save the City an estimated $22,459 a year.

Funding Expected ____ Revenue ____ Expenditure X N/A

Budgeted ____ Yes X No ____ N/A

Account Number _____ **Amount** _____

Legal Review ____ N/A ____ Required Completed Date: Sept. 2010

Mayor's Appt. ____ Yes X No

Supporting documents attached
- YMCA Agreement

Recommendation
Staff Recommends approval.

Action Needed ____ Public Hearing X Motion ____ Emergency Clause

CONTRACT

CONTRACT BETWEEN THE CITY OF GUTHRIE AND THE YMCA OF GREATER OKLAHOMA CITY, GUTHRIE YMCA CENTER, FOR OPERATION OF THE MUNICIPAL SWIMMING POOL 2012 SEASON.

The YMCA will hire certified lifeguards and pool coordinator to properly manage the Guthrie City Pool for the recreational swimming for the summer of 2012. All lifeguards are to be YMCA certified or equivalent. When the coordinator is not on site, a YMCA employee will be named to be in charge.

The Guthrie City Parks and Recreation Department will have the pool operational by May 18, 2012 to ensure adequate YMCA staff training time. Inclusive dates shall be from May 25, 2012 through August 11, 2012 for recreational swim purposes. The pool will remain operational through August 26, 2012 for rentals.

Hours shall be set by the YMCA but shall be open to accommodate the public as much as possible. These hours will be subject to change if necessary for reasonable cause.

The YMCA will be allowed to use the pool during all hours of operation for swim lessons and/or other purposes. The pool shall be closed to the public after 10:00 p.m. Only YMCA employees will be allowed in the pool area after 10:00 p.m. for cleaning purposes.

A fee of no more than $4.00 will be charged for each non-YMCA member who comes to the pool to swim. A hand stamp or similar procedure will be used to enable the person(s) to leave the pool and return in the same day without being charged again. This fee shall be subject to change at the discretion of the YMCA, as it deems necessary to raise additional revenue during the summer to meet expenses.

The YMCA shall be granted exclusive use prior the scheduled public recreation swim times and following the 7:00pm (subject to change as needed) closing time for aquatic programming, Monday through Sunday. The YMCA will allow and schedule time for, organizations, special groups, and special activities.

The YMCA may schedule groups in the pool for late evening classes or parties (prior to 10:00 p.m.). YMCA lifeguards must be on duty when these groups use the pool.

The YMCA may collect a reasonable pool rental fee from groups reserving the pool.

The City of Guthrie will be responsible for:

$5,000.00 Operating Fee
Chemicals, pool supplies (Ring buoys, back boards, rescue tubes and any other safety device required) and pool equipment needed to operate the pool during the 2012 summer season.
Pool repairs
Pool Water Maintenance
Mowing

Inspection of the pool at least once per week for compliance
All toiletries and other normal cleaning supplies.

The YMCA will be responsible for:

Cleaning - Pool must be vacuumed a minimum of once per week or more as needed. Restrooms shall be cleaned daily before anyone is allowed to use the pool and checked every two hours while the pool is open for cleanliness and supplies. Deck area and gutters shall be cleaned daily. Toilet paper holders must stay stocked.
Testing of water (YMCA will make available a filed copy of testing results for Guthrie Parks Department each Monday following the weeks testing)
Daily routine testing
Closing of the pool if at anytime the water does not meet Health Department standards.
Notify the City of Guthrie Park Department before running out of any supplies or chemicals including:
Chlorine, caustic soda, test kits etc. two (5) day minimum.

The City of Guthrie shall provide trash pickup weekly, all trash shall be bagged and tops tied securely. The YMCA will provide litter pick-up in and around the pool area to assure a clean and neat facility.

The YMCA has insurance coverage under its policy for liability/medical coverage, in the event such protection becomes necessary during the YMCA's operation of the pool during the 2012 season.

Due to the hazards related to pool chemicals the YMCA will comply with all safety requirements set forth by the City of Guthrie, Oklahoma Departments of Labor and Health and OSHA including all employee training required in the Federal Code of Regulations.

The YMCA will comply with Oklahoma Department of Health Regulations Chapter 315 "Public Bathing Place Facility Standards" and Chapter 320 "Public Bathing Place Regulations".

All pool rules will be created and enforced by the YMCA of Greater Oklahoma City and its staff.

All revenues generated from gate admission, swim lessons, pool parties, concessions and all other revenue producing practices will be retained by the YMCA to cover operational expenses including, but not limited to, staff wages, staff training, and supplies.

Should it become necessary for either the YMCA or the City of Guthrie to terminate this agreement, a minimum of two weeks notice shall be given in writing by either party.

Final contract approval between the City of Guthrie and the YMCA shall be subject to approval by the City of Guthrie and the YMCA of Greater Oklahoma City association office.

In witness thereof, the parties hereto have caused this agreement to be executed this _____ day of _____, 2012.

CITY OF GUTHRIE

_____
Chuck Burtcher, Mayor

YMCA of Greater Oklahoma City

Donald R Harris
Donald R. Harris, Vice President & CFO

ATTESTED:

_____
_____, City Clerk

Tammy Simkins
Notary

My commission expires: 6-14-14

TAMMY SIMKINS NOTARY # 10004734 EXP. 06/14/14 PUBLIC STATE OF OKLAHOMA

MINUTES

CITY COUNCIL MEETING

Council Workshop

March 20, 2012

The special meeting of the sixty-first City Council of Guthrie, Oklahoma, was posted on Friday, March 16, 2012 before 5:00 p.m. and held March 20, 2012 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 Mary Coffin	Trey Ayers Patty Hazlewood	Gaylord Z. Thomas
Members Absent:	John Wood	Sheri Mueller	
Staff Present:	Matt Mueller Rene Spineto Maxine Pruitt	Randel Shadid Aaron Ryburn	Wanda Calvert Cyndi Selinger

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

Questions and discussion regarding agenda items.

Contract with OverDrive, Inc. The proposed item is to consider authorizing the Library Director to enter into a contract with OverDrive, Inc. allowing the Guthrie Public Library to become a member of the Oklahoma Virtual Library Consortium. OverDrive, Inc. is a platform and content provider of eMedia (digital books, audio books, and music). The Oklahoma Virtual Library, a project supported by the Oklahoma Department of Libraries with a grant from the Institute of Museum and Library Services, is a state-wide consortium of twenty-three libraries which share a collective pool of digital resources. Joining the consortium would give Guthrie Public Library customers access via the library website to free eMedia that can be checked out and downloaded to a computer, eReader, portable music player, or smart phone. The cost to join the consortium is a one-time fee of $500 with an annual recurring cost of $3000. The $500 includes extensive staff training and technical support needed to merge Guthrie Public Library with the consortium. The annual recurring fee is split so that $1000 is paid to OverDrive for continued support and $2000 is designated for the purchase of new materials. This price is set for three years.

Budget Amendment No. 5. The proposed item is to consider approval of Budget Amendment No. 5 increasing the budget for the General Fund and Capital Projects Fund. Budget Amendment No. 5 would increase the following:

1. General Fund – Funds received from D.A. Revolving Forfeiture Fund in the amount of $5,362; from D.A. Criminal Restitution Program in the amount of $600; from an insurance company in the amount of $1,328 to repair damaged vehicle and in the amount of $4,115 to repair damaged flashing signal light; from Petfinder.com Foundation in the amount of $10,000 for veterinary purposes; and to transfer $16,671 from Streets/Sidewalk/Bridges to Capital Projects Fund for FY 2012 Street CIP.

2. Capital Projects Fund – Funds received from an insurance company in the amount of $1,055 for Brush Pumper Repairs and transferring $16,671 for FY 2012 Street CIP.

Airport Property Lease and Assignment of Lease. The proposed item is to consider approval on the extension of the Zivko Aeronautics Inc. Airport Property Lease at Hangar Site Number 9 for an additional ten (10) years and approving the Assignment of the Lease to Pegasus Properties LLC. Mr. Zivko has requested the extension of this lease as compensation for delaying construction in this area and for costs incurred for additional survey work required to move the location of the proposed building in order to comply with the future Airport Layout Plan (ALP). The current lease on this property was entered into on July 18, 2000 and will end on July 18, 2030. The present lease rate for the 15,424 square feet of property is $.063 per square foot collected annually with a consumer price index adjustment every five (5) years.

Solicit Bids for Grass Management. The proposed item is to consider approval to solicit bids for grass management of the City's 80 acres located at East College Street and Midwest Blvd. located in the Southwest Quarter (SW/4) of Section Two (2), Township Sixteen (16) North, Range Two (2) West of the Indian Meridian, Logan County, Oklahoma. The specifications are written to allow the City to contract with an individual who will mow the property at least two times each year or graze the property according to the specifications and will pay the City for the use of the property. The cost of maintaining this property by City personnel is $1,600 per year. The lease is for one (1) year and may be terminated without any notice or demand whatsoever.

Sewer Line Agreement with Property Owner. The proposed item is to consider approval of a Sewer Line Agreement with a Property Owner where the sewer line runs beneath the owner's swimming pool and/or concrete deck making the owner responsible for the service line on his property. The line will be abandoned by the Guthrie Public Works Authority (GPWA) and the GPWA will be responsible for the new eight inch public sanitary sewer line to which it is connected. A new eight inch sanitary sewer line is being installed in the area of the owner's property and we wish to abandon any public use of the line on the owner's property. The line on the owner's property is the only sanitary service connection for the owner to the public system. The agreement is that the GPWA will abandon and cease use of the line on the owner's property after installation of the new eight inch line and the line on the owner's property and sanitary sewer service connection line. GPWA will connect the owner's service line to the new eight inch public sanitary sewer line and the GPWA will be responsible for the maintenance, replacement and repair of the new eight inch line and the owner will be responsible for the maintenance, replacement or repair of the service line on his property.

Settlement Agreement. The proposed item is to consider approval of the Settlement Agreement and Release with Myers Engineering, Consulting Engineers, Inc. regarding the claim on the Guthrie Water Treatment Plant Facility Water System Improvement project. The specifications for the piping under the Water Treatment Plant that connected the Powered Activated Carbon (PAC) System was designed too low to function properly. Resolution was achieved by Myers Engineering installing a pump system at their cost and it is working well.

Dilapidated Structure at 402 North Division. The proposed item is to consider action to declare the property at 402 North Division dilapidated and detrimental to the health, safety or welfare of the general public in the community and proceed with action to tear down and remove the building. This item was originally heard by City Council on January 17, 2012. The owner's daughter wants to restore the property. An engineer's assessment, done by Structures America Innovative Engineering (SAIE) in Edmond was submitted. SAIE indicated there "....is extensive damage to the structure due to exposure to elements. However some of the portions of the roof and wall structure including foundation appear still intact." The engineer further stated, "...recommend that a structural engineer be retained for further consultation and guidance during demolition and reconstruction process." In order for the renovation process to occur, the structural engineer's assessment must be obtained. This item was brought to the City Council again on February 21, 2012 and was tabled until March 20, 2012 since there had been movement on the property. The structural engineer's report has still not been received.

Dilapidated Structure at 915 West Washington. The proposed item is to consider action to declare the property at 915 West Washington dilapidated and detrimental to the health, safety or welfare of the general public in the community and proceed with action to tear down and remove the building. This item was originally heard by City Council on January 17, 2012 and continued until February 21, 2012 at which time the Council tabled action until March 20, 2012. The owner, Lula Lee has agreed to work with Neighborhood Solutions regarding the disposal of the property. The owner and Neighborhood Solutions have met and are completing the paperwork to transfer the property and have the structure demolished.

Amending Zoning Ordinance No. 2422. The proposed item is a public hearing and consideration of approval to amend Zoning Ordinance No. 2422 by creating the Special Use provision for "Residential Drug and Alcohol Rehabilitation Treatment Center" in a Commercial Zoning District by Special Use Permit only. Additionally, apply Special Use Permit to the property at 2423 West Noble. On March 8, 2012 the Guthrie Planning Commission heard a request to approve an application for a Residential Drug and Alcohol Rehabilitation Treatment Center at 2423 West Noble Avenue (the former Living Waters Church facility). Such request requires a Special Use category as one of the allowable uses in a Commercial Zoning District. Currently, there is no Residential Rehabilitation Center Special Use Category. To proceed with the process, the "Rehabilitation Center" category must be established as an allowed Special Use within a Commercial Zoning District. A Special Use Category allows that type of use to be permitted only after the request has been reviewed and approved by the Planning Commission and ultimately by the Guthrie City

Council. Letters were mailed to eleven neighbors in the surrounding neighborhood regarding the request and a notice was placed in the Guthrie News Leader on February 11, 2012. There was one letter of comment received. The Planning Commission heard the request on March 8, 2012 and held a discussion regarding the application. The Planning Commission recommends the City Council deny the request to establish a Special Use Category for a "Residential Drug and Alcohol Rehabilitation Treatment Center" use. Subsequently, since the Planning Commission recommends denial of this Special Use Permit category, the application for it to be applied to the property at 2423 West Noble is also recommended to be denied.

Ordinance No. 3228, Ward Boundaries. The proposed item is to consider approval to adopt Ordinance No. 3228 changing the City of Guthrie's Ward Boundaries following the 2010 Federal Census and declaring an emergency. As a result of the population changes identified in the 2010 Census, the City of Guthrie is required to adjust its Ward boundaries. Guthrie's latest population count is 10,191 and the City Council has reviewed, through Council Workshops, the ward boundaries of the City of Guthrie following the 2010 Federal Census as required under Title 11, O.S. 2001, Section 20-101; giving due regard to the equitable apportionment of the population and the convenience and contiguity of each of the City of Guthrie's three wards. Ordinance No. 3228 was published in the Guthrie News Leader on February 11, 2012 giving at least thirty (30) days notice of the proposed changes to the ward boundaries as required by Title 11, O.S. 2001, Section 20-103.

Ordinance No. 3229, amending Chapter 15. The proposed item is to consider approval of adopting Ordinance No. 3229 amending Chapter 15, Parks and Recreation, of the Municipal Code of the City of Guthrie, Oklahoma. The changes to the ordinance would clarify when a permit is required at Guthrie and Liberty Lake and would put the responsibility of establishing and maintaining lake and park rules with the Guthrie Parks Board. The City Council will have the authority to override any of the rules and regulations established by the Guthrie Parks Board.

Request for future items of discussion. None.

Update from City Manager. Informed he will be out of the office March 23 – 30, 2012.

Adjournment. There being no further business for the Guthrie City Council, Mayor Burtcher declared the meeting adjourned at 6:39 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Mayor

MINUTES

CITY COUNCIL MEETING

March 20, 2012

The regular meeting of the sixty-first City Council of Guthrie, Oklahoma was posted on Friday, March 16, 2012 before 5:00 p.m. and held March 20, 2012 in the Guthrie City Hall Council Chambers.

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

Pledge of Allegiance was led by Mayor Chuck Burtcher.

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

Members Present:	Chuck Burtcher	Trey Ayers	Gaylord Z. Thomas
	Mary Coffin	Patty Hazlewood	
Members Absent:	John Wood	Sheri Mueller	
Staff Present:	Matt Mueller	Randel Shadid	Wanda Calvert
	Aaron Ryburn	Rene Spineto	Cyndi Selinger
	Maxine Pruitt	Jim Ahlgren	Kevin Dixon, Jr.

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

Community Announcements and Recognitions. None.

Consent Agenda. 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 March 6, 2012.

B. Consider approval of the minutes from the Regular City Council Meeting held on March 6, 2012.

C. Consider approval of Claims:

General Fund:	Claims	$90,631.97
Grants Fund:	Claims	$ 2,259.34
Capital Projects Fund:	Claims	$ 2,674.66
Airport Fund:	Claims	$ 212.40
	Total Claims:	$95,778.37

D. Consider approval of Treasurer Reports.

E. Consider approval to enter into a Contract with OverDrive, Inc. allowing the Guthrie Public Library to become a member of the Oklahoma Virtual Library Consortium.

F. Consider approval of Budget Amendment No. 5 increasing the budget for the General Fund and Capital Projects Fund.

G. Consider approval on the extension of the Zivko Aeronautics, Inc. Airport Property Lease at Hangar Site Number 9 for an additional ten (10) years and approving the Assignment of the Lease to Pegasus Properties, LLC.

H. Consider approval to solicit bids for Grass Management of the City's 80 acres located at East College Street and Midwest Blvd. located at the Southwest Quarter of Section 2, Township 16 North, Range 2 West of the Indian Meridian, Logan County, Oklahoma.

I. Consider approval of Sewer Line Agreement with Property Owner where the sanitary sewer line runs beneath the owner's swimming pool and/or concrete deck making the owner responsible for the service line on his property which will be abandoned by the Guthrie Public Works Authority and making the Guthrie Public Works Authority responsible for the new eight inch public sanitary sewer line to which it is connected.

J. Consider approval of the Settlement Agreement and Release with Myers Engineering, Consulting Engineers, Inc. regarding the claim on the Guthrie Water Treatment Plant Facility Water System Improvement Project.

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

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

Mayor Burtcher declared the motion carried unanimously.

Public hearing and consider approval to declare the property at 402 North Division dilapidated and detrimental to the health, safety or welfare of the general public in the community and proceed with action to tear down and remove the building. This item was originally heard by City Council on January 17, 2012. The owner's daughter wants to restore the property. An engineer's assessment, done by Structures America Innovative Engineering (SAIE) in Edmond was submitted. SAIE indicated there "....is extensive damage to the structure due to exposure to elements. However some of the portions of the roof and wall structure including foundation appear still intact." The engineer further stated, "...recommend that a structural engineer be retained for further consultation and guidance

during demolition and reconstruction process." In order for the renovation process to occur, the structural engineer's assessment must be obtained. This item was brought to the City Council again on February 21, 2012 and was tabled until March 20, 2012 since there had been movement on the property. The structural engineer's report has still not been received. A public hearing was held for the purpose of soliciting public comment(s) on declaring the property at 402 North Division dilapidated and detrimental to the health, safety or welfare of the general public in the community and to tear down and remove the building. There was no public comment. Motion by Vice Mayor Ayers, seconded by Councilmember Thomas, moved approval to continue this item until May 1, 2012. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Burtcher declared the motion carried unanimously.

Public hearing and consider approval to declare the property at 915 West Washington dilapidated and detrimental to the health, safety or welfare of the general public in the community and proceed with action to tear down and remove the building. This item was originally heard by City Council on January 17, 2012 and continued until February 21, 2012 at which time the Council tabled action until March 20, 2012. The owner, Lula Lee has agreed to work with Neighborhood Solutions regarding the disposal of the property. The owner and Neighborhood Solutions have met and are completing the paperwork to transfer the property and have the structure demolished. A public hearing was held for the purpose of soliciting public comment(s) on declaring the property at 915 West Washington dilapidated and detrimental to the health, safety or welfare of the general public in the community and to tear down and remove the building. There was no public comment. Motion by Vice Mayor Ayers, seconded by Councilmember Thomas, moved approval to continue this item until May 1, 2012. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Burtcher declared the motion carried unanimously.

Public hearing and consider approval to amend Zoning Ordinance No. 2422 by creating the Special Use provision for "Residential Drug and Alcohol Rehabilitation Treatment Center" in a Commercial Zoning District, by Special Use Permit only. Additionally, apply Special Use Permit to the Property at 2423 West Noble. On March 8, 2012 the Guthrie Planning Commission heard a request to approve an application for a Residential Drug and Alcohol Rehabilitation Treatment Center at 2423 West Noble Avenue (the former Living Waters Church facility). Such request requires a Special Use category as one of the allowable uses in a Commercial Zoning District. Currently, there is no Residential Rehabilitation Center Special Use Category. To proceed with the process, the "Rehabilitation Center" category must be established as an allowed Special Use within a

Commercial Zoning District. A Special Use Category allows that type of use to be permitted only after the request has been reviewed and approved by the Planning Commission and ultimately by the Guthrie City Council. Letters were mailed to eleven neighbors in the surrounding neighborhood regarding the request and a notice was placed in the Guthrie News Leader on February 11, 2012. There was one letter of comment received. The Planning Commission heard the request on March 8, 2012 and held a discussion regarding the application. The Planning Commission recommends the City Council deny the request to establish a Special Use Category for a "Residential Drug and Alcohol Rehabilitation Treatment Center" use. Subsequently, since the Planning Commission recommends denial of this Special Use Permit category, the application for it to be applied to the property at 2423 West Noble is also recommended to be denied. A public hearing was not held due to Council's discussion to table this item. Motion by Councilmember Coffin, seconded by Councilmember Thomas, moved approval to table amending Zoning Ordinance No. 2422 by creating a Special Use provision for "Residential Drug and Alcohol Rehabilitation Treatment Center" until the next regular City Council Meeting, April 3, 2012. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Burtcher declared the motion carried unanimously.

Special Use Permit. Motion by Councilmember Thomas, seconded by Councilmember Coffin, moved approval to table the issuance of a Special Use Permit for a "Residential Drug and Alcohol Rehabilitation Treatment Center" to be located at 2423 West Noble until May 1, 2012. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Burtcher declared the motion carried unanimously.

Consider approval of Ordinance No. 3228, changing the City of Guthrie's Ward Boundaries following the 2010 Federal Census and declaring an emergency. As a result of the population changes identified in the 2010 Census, the City of Guthrie is required to adjust its Ward boundaries. Guthrie's latest population count is 10,191 and the City Council has reviewed, through Council Workshops, the ward boundaries of the City of Guthrie following the 2010 Federal Census as required under Title 11, O.S. 2001, Section 20-101; giving due regard to the equitable apportionment of the population and the convenience and contiguity of each of the City of Guthrie's three wards. Ordinance No. 3228 was published in the Guthrie News Leader on February 11, 2012 giving at least thirty (30) days notice of the proposed changes to the ward boundaries as required by Title 11, O.S. 2001, Section 20-103. Motion by Vice Mayor Ayers, seconded by Councilmember Hazlewood, moved approval of adopting Ordinance No. 3228 changing the City of Guthrie's Ward Boundaries following the

2010 Federal Census. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Burtcher declared the motion carried unanimously.

Emergency Clause. Motion by Vice Mayor Ayers, seconded by Councilmember Thomas, moved approval of Section 5 of Ordinance No. 3228 declaring an emergency for the preservation of the peace, health and safety of the City of Guthrie and the inhabitants thereof that the provision of this ordinance be put into full force from and after its passage. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Burtcher declared the motion carried unanimously.

Consider approval of Ordinance No. 3229 amending Chapter 15, Parks and Recreation, of the Municipal Code of the City of Guthrie, Oklahoma. The changes to the ordinance would clarify when a permit is required at Guthrie and Liberty Lake and would put the responsibility of establishing and maintaining lake and park rules with the Guthrie Parks Board. The City Council will have the authority to override any of the rules and regulations established by the Guthrie Parks Board. Motion by Vice Mayor Ayers, seconded by Councilmember Hazlewood, moved approval of adopting Ordinance No. 3229 amending Chapter 15, Parks and Recreation, of the Municipal Code of the City of Guthrie, Oklahoma. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Burtcher declared the motion carried unanimously.

City Manager's Report. Expressed a "Thank You" to the Guthrie Police Department for the great job on the recent incident and to the Guthrie Fire Department on the first Fire Academy Program.

Requests/comments from members of the City Council. Councilmember Hazlewood expressed a "Thank You" to the citizens for their prayers; expressed "Congratulations" to the Guthrie Junior High School Band for their superior rating; and encouraged the community to support the fund raising efforts by several organizations this month.

Vice Mayor Ayers expressed a "Thank You" to Guthrie Librarian Cyndi Selinger for her ideas and hard work.

Councilmember Thomas expressed a "Thank You" for the much needed rains and looking forward to the golf season.

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

Mayor Burtcher expressed a "Thank You" to the community for their support on the Raise the Roof Red Cross Hero Campaign, the event was very successful.

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

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

Mayor Burtcher declared the motion carried unanimously at 7:35 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Mayor

CITY OF GUTHRIE

CLAIMS

April 3, 2012

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.

Kim Biggs
Purchasing Agent

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

Matt Mueller
City Manager

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CITY OF GUTHRIE OKLAHOMA

Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
X City Council	April 3, 2012	Park Board Recommendation
____ GPWA		
____ Other: _____		

Agenda Item
Consider approval of the Honor Park Agreement with the American Legion as recommended by the Guthrie Park Board.

Summary
The Guthrie Park Board met at their regularly scheduled meeting and approved the agreement with the American Legion for the lease of Honor Park. There were no changes.

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 ____ No

Supporting documents attached

Attachment #1:
- Agreement

Recommendation
Mayor recommends approval.

Action Needed ____ Public Hearing X Motion ____ Emergency Clause

LEASE AGREEMENT

THIS Lease Agreement entered into this _3rd__ day of _April_, 2012, between the City of Guthrie, Oklahoma, a municipal corporation (hereinafter called "City") and American Legion Post No. 58 (hereinafter called "Tenant"); and

WHEREAS, the City of Guthrie owns an area within the city limits of Guthrie called Honor Park; and

IT IS AGREED that City will lease to Tenant Honor Park. The lease will be for a period of one (1) year unless terminated according to terms of this agreement

Tenant will pay the City One Dollar ($1.00) per year during the term of the lease. The Tenant shall have the option to renew the lease at one (1) year intervals at the expiration of the original lease term on terms and conditions to be agreed at least thirty (30) days prior to expiration of the original term or termination of any renewal term.

Tenant will perform all work, maintenance, repair and landscaping at Honor Park.

The City will provide/extend insurance coverage for the Park in the event of any casualty loss or liability claim.

No political activity or political advertising may be conducted at the Park.

Should the maintenance and repair of the Park and leased property not be conducted in a first class manner suitable to the City then, in that event, the City will advise Tenant of required maintenance and if said maintenance is not satisfactory and completed within thirty (30) days of said notice the City may terminate this lease. Upon termination of the lease the City may assume control of the Park including its operations and maintenance.

Any changes to the layout or permanent improvements to the Park area must be approved by the City.

Tenant shall have exclusive use of the Park for their events but it shall always remain open to the public.

Whatever utilities presently are existing and being used by the Honor Park will remain and will be paid for by the City of Guthrie. In the event City determines that the utility usage is excessive it may terminate utilities to this Park or terminate this lease agreement upon thirty (30) days written notice to the Tenant.

Executed this _3rd_ day of _April_____, 2012.

AMERICAN LEGION POST NO. 58

By:_____

CITY OF GUTHRIE

By:_____
Mayor

CITY OF GUTHRIE OKLAHOMA

Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
X City Council	April 3, 2012	Matt Mueller, City Manager
___ GPWA		
___ Other: ___		

Agenda Item
Consider approval of agreement with the City of Edmond for Information Technology support.

Summary
This agreement would create a regional partnership between the City of Guthrie and the City of Edmond for the management of the City of Guthrie's information technology system. This innovative partnership would allow the Guthrie to enjoy the benefits and knowledge of one of the state's largest and most proficient IT teams at a fraction of the cost. Staff feels that this option is much better than hiring an employee because we would get the specialized skills of an entire department rather than one person. The savings over hiring an employee is also a significant factor. If approved, we will be getting a higher level of service for approximately $55,000 to $60,000 less than the total cost of an employee that was hired at market rate.

The agreement provides the City of Guthrie a set number of hours and on site time for a fixed rate of $1,150 per month for help desk and general support. The agreement further provides a rate schedule for specialized services so that special projects may be planned and budgeted accordingly. The agreement was crafted this way to ensure that our daily needs were met with help desk functions but to also ensure that we could control costs on out of the ordinary or special projects.

Funding Expected	___ Revenue	___ Expenditure	X N/A		
Budgeted	___ Yes	x No	___ N/A		
Account Number	01-04-45-6373	**Amount**	$13,808 plus special projects		
Legal Review	___ N/A	x Required	Completed Date:	3/20/2012	
Mayor's Appt.	___ Yes	X No			

Supporting documents attached
- Agreement and Appendix

Recommendation
Staff Recommends approval.

Action Needed	___ Public Hearing	X Motion	___ Emergency Clause

INFORMATION TECHNOLOGY SUPPORT AGREEMENT

THIS Agreement made and entered into this _____ day of _____, 2012, by and between the City of Edmond, Oklahoma, a municipal corporation hereinafter referred to as "Edmond," and the City of Guthrie, Oklahoma, a municipal corporation hereinafter referred to as "Guthrie."

WHEREAS, Guthrie is seeking support services for their Information Technology functions within their organization; and

WHEREAS, Edmond through its Information Technology Department, hereinafter referred to as "IT" has sufficient resources and personnel to provide information technology support services to Guthrie;

WHEREAS, Edmond and Guthrie desire to enter into an Agreement for the delivery of information technology support services; and

WHEREAS, Title 74 O.S. § 1001, *et seq.*, authorize Edmond and Guthrie to enter into this Agreement;

NOW THEREFORE, in consideration of the terms, covenants and conditions herein contained, hereby agree as follows:

1. Basic Monthly Service
   Edmond will provide monthly support to address Guthrie's need pursuant to the following:

   - On-Site Visits – Edmond to provide a Client Systems Support Analyst to Guthrie for an on-site visit to Guthrie for eight (8) hours of service based on one trip per month. Mileage expense will also be paid on a round-trip mileage of thirty-seven (37) miles. (If on-site support services are necessary to be performed by Edmond's Network Specialist Analyst's trip mileage of thirty-seven (37) miles will be charged as an additional reimbursable expense.

   - Remote Support Calls – Edmond to provide a Client Systems Support Analyst to respond telephonically up to four (4) hours per week to address Guthrie's support service requests.

The fees and expenses set out in this Agreement for the Basic Monthly Service are designed to meet the needs of Guthrie that are known at the time of the development and execution of this Agreement. This service includes day-to-day service issues as well as responding to questions and maintenance. Guthrie will initiate request for assistance by contacting the Edmond Help Desk at (405) 359-4636. The fee structure used to determine the cost of the Basic Monthly Service is listed in Appendix A of this Agreement. The services provided under this section of the Agreement will occur Monday through Friday between the hours of 7:00 a.m. and 6:00 p.m., excluding Edmond's recognized holidays.

2. Reimbursable – Special Services
   Edmond will provide special support services in addition to those services set out in the above section for Basic Monthly Service. The fees and expenses for these services are listed in Appendix A of the Agreement. After hours services, i.e., those services provided outside the normal work hours and/or on weekends and holidays will be charged the overtime rate of 1 ½ the hourly rate set out in Appendix A. All services will be initiated by contacting the Edmond Help Desk at (405) 359-4636. Prior to initiating a request for special services, the Guthrie City Manager or his designee must authorize the request.

3. Guthrie's Expenses
   Guthrie shall be solely responsible for the normal expenses of its information technology equipment such as parts, equipment acquisition/replacement, software acquisition or annual maintenance fees. Edmond or part of its services will, upon request by Guthrie, make recommendations and assist in procuring the best price for any of Guthrie's expense responsibilities.

4. General Terms
   This Agreement, including Appendix A, will be evaluated annually on or prior to July 1 to correspond to Edmond's fiscal year. Adjustments to the fees and expenses will be made based upon a mutual agreement of the parties.

5. Termination
   This Agreement may be cancelled by either party without cause with a sixty (60) day written notice provided to the party's respective City Manager. If Guthrie fails to appropriate funds for this contract in future fiscal years then this contract shall terminate

6. Liability
   Neither party shall be liable for the acts or omission of the other, but liable for its own acts of negligence.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective officers thereunto duly authorized.

_____
Mayor
City of Edmond

ATTEST:

_____
City Clerk

_____
City Manager

City of Edmond

_____
Mayor
City of Guthrie

ATTEST:

_____
City Clerk

_____
City Manager
City of Guthrie

REVIEWED as to form and legality this _____ day of _____, 2012.

_____
City Attorney
City of Edmond

_____
City Attorney
City of Guthrie

Appendix A

Background: The IT department is broken up into 3 teams; Application Support Team (AST), Infrastructure Support Team (IST) and Geographic Information Systems (GIS). The following cost information was derived from an average of the salaries within each team to come up with a resource cost. This information has been used to determine the cost of the base support contract and will be used when quoting future projects outside of the base contract. The numbers used to create the average include total compensation (benefits + salary) and will be revaluated annual on July 1.

For the purposes of this agreement the mileage between Edmond and Guthrie will be charged at a round trip distance of 37 miles at the current IRS mileage rate which is $0.555 per mile.

Edmond IT Support personnel will be billed at the following rates:

- Programmer Analyst – $40.72
- GIS Analyst - $33.10
- Database Analyst – $37.67
- Network Specialist - $37.06
- Client Systems Support Analyst – $32.91

Detail of the Basic Monthly Service charge:

- On-Site - Client Systems Support Analyst in the City to provide eight (8) hours of service based on one trip per month. Mileage expense is based on the round trip mileage of 37 miles.
  8 hours x $32.91 + (37 miles x $0.555) = $283.82
- Remote Support Calls - Client Systems Support Analyst to provide four (4) hours per week.
  (4 hours week x $32.91 x 52 weeks)/12 months = $570.44 cost per month
- Remote Support Calls - Network Specialist to provide eight (8) hours per month.
  8 hours x $37.06 = $296.48
  (If on-site support is necessary, it will be charged based on the round trip of 37 miles and will be considered an additional reimbursable expense.

This equates to $1150.74 per month or $13,808.88 per year.

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CITY OF GUTHRIE OKLAHOMA

Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
X City Council	April 6, 2012	Matt Mueller, City Manager
____ GPWA		
____ Other: _____		

Agenda Item
Consider approval of updated City Council strategic plan.

Summary
A retreat was held on January 28, 2012 for the City Council to establish its goals and objectives over the next few years. Once language has been approved, the plan will be developed into a document that can be easily shared with the public. Staff has also met with a facilitator to develop internal strategies for accomplishing the objectives set forth in the Council plan.

Funding Expected ____ Revenue ____ Expenditure X N/A

Budgeted ____ Yes X No ____ N/A

Account Number _____ **Amount** _____

Legal Review X N/A ____ Required Completed Date: _____

Mayor's Appt. ____ Yes X No

Supporting documents attached
- Draft of Council Plan Goals and Objectives

Recommendation
Staff Recommends approval.

Action Needed ____ Public Hearing X Motion ____ Emergency Clause

City of Guthrie
Strategic Plan
As of January 2012

Vision:
To be a vibrant thriving city which enhances the quality of life for each citizen through effective city government that encourages economic growth through progressive business development while promoting tourism based on its rich pioneer heritage.

Values:
- Integrity
- Service
- Quality of Life

Goal: Accommodate long-term infrastructure.

Objectives:
1. Conduct a comprehensive water and sewer distribution needs assessment by June 2012.
2. Conduct a comprehensive rate assessment and develop a long-term funding plan by fiscal year end 2013.
3. Conduct a comprehensive roads assessment by fiscal year end 2014.
4. Conduct a waste water alternatives study by fiscal year end 2014.
5. Analyze raw water use and water rights by fiscal year end 2015.

Goal: Support expansion of passenger rail efforts that impact Guthrie

Objectives:
1. Provide financial support for Amtrak service for festivals in October 2012.
2. Collect information and cost estimates for conducting a study for the "Y" by fiscal year end 2012.

Goal: Operate with financial efficiency and integrity

Objectives:
1. Establish a stabilization fund ordinance by fiscal year end 2012.
2. Full implementation of cost allocation in the budget document by fiscal year end 2012.
3. Adoption of 5 year budgeting process beginning with fiscal year 2013.
4. Annual adoption of self-sustaining city budget.

Goal: Create and sustain a diversity of recreational, educational and cultural opportunities that enrich the lives of our citizens and visitors.

Objectives:
1. Create a community task force to discuss the development and support of area events and festivals by fiscal year end 2012.

2. Implementation of projects as identified by the Liberty Lakes plan.
3. Begin discussion with ODOT for a timeline for The Elbow.
4. Identify land for the Sport Complex by fiscal year end 2015.
5. Determine use and plan for the Armory by fiscal year end 2014.
6. Develop a plan for the use and development of Cottonwood Flats area by fiscal year end 2015.

Goal: Revitalize neighborhoods and focus on the aesthetic value of the community

Objectives:

1. Rid the community of 5 to 10 dilapidated structures per year until the list is complete.
2. Investigate the adoption of the international property maintenance code during fiscal year 2012.
3. Upgrade landscape and beautify existing city parks by fiscal year end 2013.
4. Maintain established planting projects throughout the city through fiscal year 2014.
5. Consistent community entry signage by 2017 with priority to main entries into the city.

Goal: Create and enhance the value of the local economy through progressive business development initiatives.

Objectives:

1. Host an economic development summit in Fall 2012.
2. Investigate the creation of a Business Improvement District for downtown during fiscal year 2012.
3. Formalize economic development strategies by year end of fiscal year 2012.
4. Initiate a program to provide support and recognition of existing businesses by fiscal year end 2013.

Goal: Create and sustain a comprehensive on-going capital improvement system for Guthrie Area Projects (GAPs).

Objectives:

1. Establish a community task force to identify needs and desires for community projects by year end 2012.
2. Identify funding mechanisms of both public and private financing for projects by fiscal year end 2013.
3. Establish a foundation for fundraising and planned giving by year end 2013.

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CITY OF GUTHRIE OKLAHOMA

Agenda Item Cover Letter

Meeting	Date of Meeting	Contact
x City Council	April 3, 2012	Rene Spineto, Director
___ GPWA		Community Development
x Other: Public Hearing		

Agenda Item

Public Hearing and consider approval of Ordinance No. 3230 to amend Zoning Ordinance #2422 by creating the Special Use provision for "Residential Drug and Alcohol Rehabilitation Treatment Center" in a Commercial Zoning District, by Special Use Permit only.

Summary

On March 8, 2012 the Guthrie Planning Commission heard a request to approve an application for a Residential Drug and Alcohol Rehabilitation Treatment Center at 2423 W. Noble Avenue, (the former Living Waters Church facility). Such request requires a Special Use category as one of the allowable uses in a Commercial Zoning District. Currently, there is no Residential Rehabilitation Center Special Use Category. To proceed with the process, the "Rehabilitation Center" category must be established as an allowed Special Use within a Commercial Zoning District.

A Special Use Category allows that type of use to be permitted only after the request has been reviewed and approved by the Planning Commission, and ultimately by the Guthrie City Council.

Letters were mailed to 11 neighbors in the surrounding neighborhood regarding the request, and a notice was placed in the Guthrie News Leader on February 11th. There was one letter of comment received.

The Planning Commission heard the request on March 8 and held a discussion regarding the application. The Planning Commission recommends the City Council deny the request to establish a Special Use Category for a "Residential Drug and Alcohol Rehabilitation Treatment Center" use.

Subsequently, the City Council heard the request at the March 20, 2012 meeting. One citizen spoke in opposition and the representative from Teen Challenge presented information regarding the project. The motion was continued for two weeks until April 3, 2012.

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

Supporting documents attached:

- Planning Report and minutes from Planning Commission Meeting of March 8, 2012
- Ordinance No. 3230

Action Needed ___ x ___ Public Hearing x Motion ___ Emergency Clause

ORDINANCE NO. 3230

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GUTHRIE AMENDING ORDINANCE 2422, GENERAL ZONING ORDINANCE ARTICLE III, SECTION 10.5, CREATING THE SPECIAL USE PROVISION FOR "REHABILITATION CENTER" IN A COMMERCIAL ZONE.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GUTHRIE, OKLAHOMA:

Section 1: Ordinance Number 2422, known as the Guthrie Zoning Ordinance, is hereby amended as follows:

Section 2: The category for a Special Use Provision for a Rehabilitation Center within a Commercial (Commercial) Zoning District is hereby established.

Section 3: All ordinances in conflict herewith are repealed.

Section 4: If any part, article or section or subsection of this ordinance shall be held inviolate or unconstitutional for any reason, such holding shall not be construed to impair or invalidate the remainder of the ordinance, notwithstanding such holding.

The foregoing ordinance was introduced before the City Council of Guthrie, Oklahoma on the _____day of _____, 2012 and was duly adopted and approved by the Mayor and City Council on said date.

_____
Chuck Burtcher, Mayor

ATTEST:

_____
Wanda Calvert, City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
Randel Shadid, City Attorney

CITY OF GUTHRIE OKLAHOMA

Commissioners – Vern Ogden, Sharyl Padgett, Doug Powell, Michael Smith, Ed Wood

GUTHRIE PLANNING COMMISSION AGENDA
101 N. 2nd Street
CITY OF GUTHRIE
5:30 Thursday, March 8, 2012

1. **Call to Order.**
   All matters listed will be enacted by one motion unless a request is made for discussion by any member of the audience or commission, in which case, the item(s) will be removed from the Consent Agenda and considered separately following this portion of the agenda.
   A. Minutes from the January 12, 2012 meeting.
2. Public comments.
3. Consideration of application regarding a request to add the use of "Residential Drug and Alcohol Rehabilitation Treatment Center" to the uses which are allowed in a commercial zoning district by special use permit only.
4. Consideration of application regarding a request for a "special use" permit for the purpose of establishing a Residential Drug and alcohol Rehabilitation Treatment Center at 2423 W. Noble Ave.
5. **New Business.**
6. **Report/Comments from Staff.**
7. **Comments from Commission Members.**
8. **Adjournment.**

Agenda posted on the bulletin board in the lobby of City Hall by 5:00 pm on Tuesday, March 6, 2012. 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.

CITY OF GUTHRIE
GUTHRIE PLANNING COMMISSION MEETING
Regular Meeting
Thursday, March 8, 2012

MINUTES

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

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

OTHERS PRESENT: Jim Hanke, Orval and Beth Bross, Randy Whitlow, Wayne Gray.

CALL TO ORDER – This meeting is called to order on Thursday, March 8, 2012 at 5:30 p.m.

1. Consent Agenda
   A. Minutes for January 12, 2012 meeting.
   A motion was made by Comm. Wood, seconded by Comm. Smith to Approve the minutes as written. All voted Aye.

2. Public Comments. None.

3. Consideration and recommendation to City Council regarding a request to add the use of "Residential Drug and Alcohol Rehabilitation Treatment Center" to the approved uses which are allowed in a commercial zoning district, by special use permit only.

   Mr. Gray with Teen Challenge of Oklahoma Inc. spoke regarding the nature of the teen challenge concept and the methods used in their ministry, which offers recovery to young adults who are challenged with alcohol and drug abuse issues. The center will offer treatment through applied Christian principles for a faith based recovery. A motion was made by Comm. Smith, seconded by Comm. Wood to *Deny* the application as submitted. All voted Aye.

4. Consideration and recommendation to City Council regarding a request for a "special use" permit at 2423 W. Noble for the purpose of establishing a Residential Drug and Alcohol Rehabilitation Treatment Center.

   The request to add the use of "Residential Drug and Alcohol Rehabilitation Treatment Center" to the approved uses which are allowed in a commercial zoning district was denied.

5. New Business: None.

6. Reports/Comments from Staff: None.

7. Comments from Commissioners: None.

The meeting adjourned at 5:50 p.m.

PLANNING REPORT

To: Chairman and Members of the Planning Commission

From: Jim Hanke, Chief Inspector of Construction Services

Date: March 8, 2012

Subject: (1) Consideration of and recommendation to the City Council regarding a request to add "Residential Drug and Alcohol Rehabilitation Treatment Center" to the uses which are allowed in a commercial zoning district, by special use permit only.

(2) To consider this application as a request for the issuance of a special use permit to Teen Challenge of Oklahoma to establish and operate a "Residential Drug and Alcohol Rehabilitation Treatment Center" at 2423 West Noble Avenue.

GENERAL INFORMATION:

Applicant:
Living Water Assembly of God, (West Guthrie) and Teen Challenge of Oklahoma Inc.

Owner:
Assembly of God Church

Requested Action: (1) To consider a request to add the use of "Residential Drug and Alcohol Rehabilitation Center" by special use permit, to the approved uses in a commercial zoning district: and to make a recommendation to the City Council for that request.

(2) To consider a request to issue a special use permit for the purpose of establishing a Residential Drug and Alcohol Rehabilitation Treatment Center at 2423 West Noble Avenue.

Description: Teen Challenge of Oklahoma Inc. proposes to use the existing facilities for a 30 bed residential rehabilitation program for adult males who are struggling with life controlling issues such as drug and alcohol addiction. Teen Challenge is a Christian organization that currently has 5 programs across the state. Anyone convicted of a sex crime, violent crime or early release program from prison, will not be accepted into the program. If a special use permit is granted, Teen Challenge of Oklahoma would purchase the facility from the Living Water Assembly of God Church.

Surrounding Land Use and Zoning: Both residential and commercial zoning abut the subject property.

Special Information: N/A

Transportation: N/A

Utilities Available: OGE, ONG, City of Guthrie sewer and water services

History: This location has been used as a church and as a child day care center.

Notification: Notice was printed in the Guthrie News leader on February 11, 2012, and 11 letters were mailed to property owners within 300 feet of the subject property, notifying them of the dates and times of the public meetings which will be held in regard to this application.

Respectfully Submitted,

Jim Hanke

Jim Hanke,
Chief Inspector of Construction Services.

CITY OF GUTHRIE OKLAHOMA

APPLICATION
PLANNING COMMISSION REVIEW

Teen Challenge of Oklahoma, Inc.
Applicant Name

909 S. Meridian Ave. Suite 540
Address

Oklahoma City, OK 73108
City, State, Zip

Home Phone | Cell Phone | 405-600-1920 Business Phone

We, the undersigned, being owners of more than fifty-one percent (51%) of the following described property do hereby agree to comply with all municipal, county and state laws and respectfully make application and petition the Planning Commission and City Council to:

Rezone	____	Review Preliminary Plat	____
Amend Zoning Ordinance 2422	____	Review Final Plat	____
Vacate or Close Public Easement	____	Other	X

Describe type of request (Rezone from C-1 to C-2, etc.):

See attached paper

Legal Description:

see attached paper

(if additional space is needed, please attach separate sheet)

Street Address: 2423 W. Noble, Guthrie, OK

Describe the proposed use of the property:

see attached paper

Required Attachments:

1. A site drawing to scale of the property with all measurements present.
2. Proof of ownership (Title, purchase contract or abstract certificate of ownership)
3. List of all property owners within 300 feet of the exterior boundary of the proposed property affected by the change (Obtained from an abstractor) and typed mailing labels for each entity on the list.

Signature (Teen Challenge of Oklahoma) — Date 1/25/12

Randy Whitlow - 282-6848
SR PASTOR LIVING WATER Assembly of God (West Guthrie) — 1/3/2012

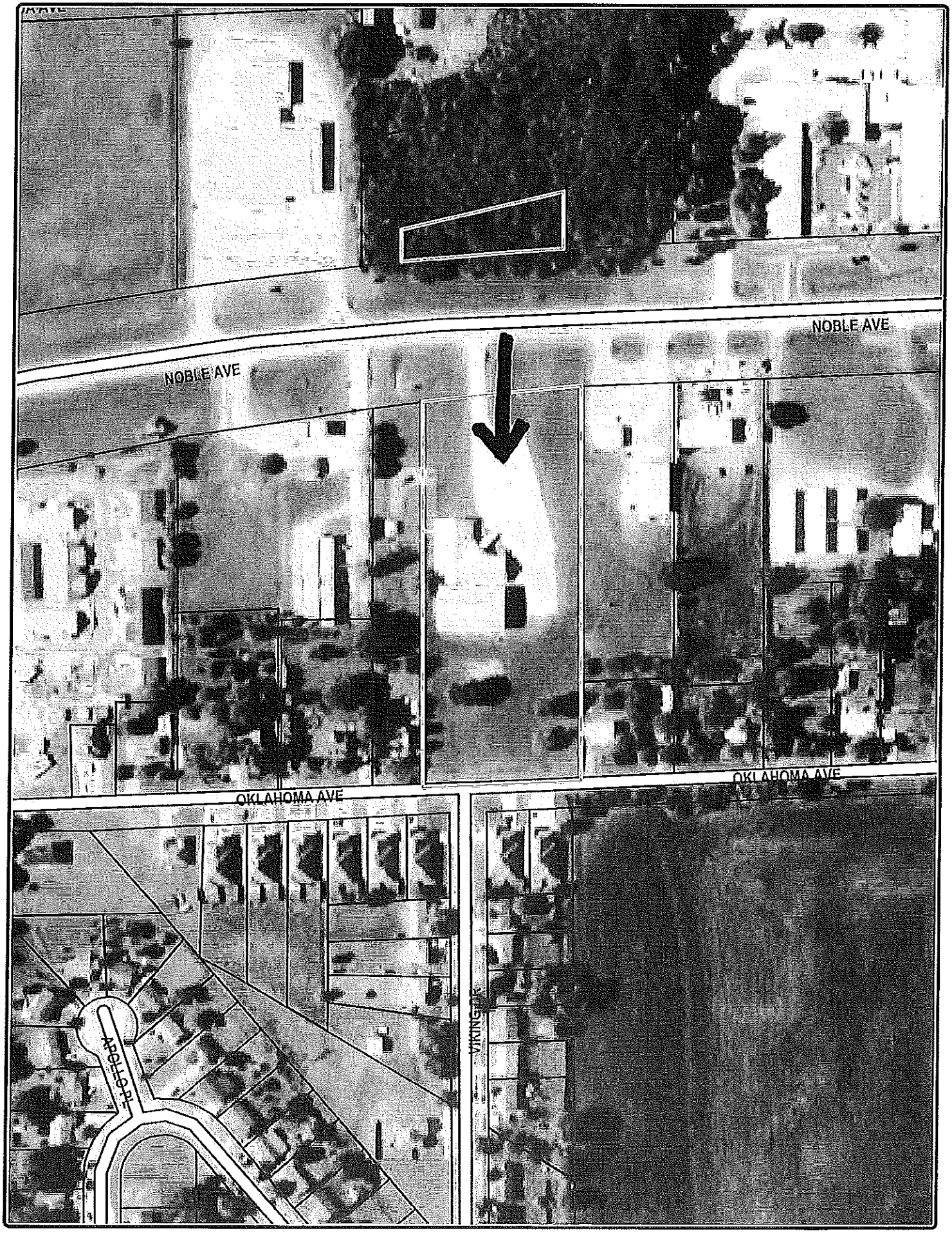
Describe type of request.

Special Use Permit – To use existing Church building for a **residential** adult male program.

Teen Challenge of Oklahoma Inc. request a "special use" permit of the property located 2423 W. Noble. The property and building, currently owned by Living Water Assembly of God Church, in the past has been used as a Church and most recently as a DHS accredited Day Care. If "special use" permit is granted Teen Challenge of Oklahoma would purchase the facility from Living Water Assembly of God and use the facilities for a 30 bed residential program to help adult males who are struggling with life-controlling issues.

Describe the proposed use of the property.

Teen Challenge of Oklahoma, Inc. proposes to use the existing facilities to put a 30 bed residential program for adult males who are struggling with life-controlling issues such as drug and alcohol addiction. Teen Challenge is a Christian organization that currently has 5 programs across the state. Anyone convicted of a sex crime, violent crime or early release from prison will not be accepted into the proposed program.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