



**61<sup>st</sup> 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 North 2<sup>ND</sup> Street, Guthrie, Oklahoma

Council Chambers

October 2, 2012 at 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 September 18, 2012..... 2
  - B. Consider approval of Claims ..... 4
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 City Council Workshop Meeting held on September 18, 2012.....19
  - B. Consider approval of minutes of the Regular City Council Meeting held on September 18, 2012.....25
  - C. Consider approval of Claims ..... 31
3. Consider approval of Resolution No. 2012-15 revising General Library Policy to include the fee schedule as recommended by the Guthrie Library Board..... 32
4. City Managers Report.
5. Requests/Comments from Members of the City Council.
6. Adjourn.

MINUTES

GUTHRIE PUBLIC WORKS AUTHORITY MEETING

September 18, 2012

The regular meeting of the Guthrie Public Works Authority was posted on Friday, September 14, 2012 before 5:00 p.m. and held September 18, 2012 in the Guthrie City Hall Council Chambers.

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

Pledge of Allegiance was led by Trustee Mary Coffin.

Trustee Mary Coffin called the meeting to order at 7:03 p.m.

Members Present:	Mary Coffin	John Wood	Gaylord Z. Thomas
	Sheri Mueller	Patty Hazlewood	

Members Absent:	Chuck Burtcher	Trey Ayers
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Staff Present:	Wanda Calvert	Randel Shadid	Kim Biggs
	Aaron Ryburn	Rene Spineto	Maxine Pruitt
	Eric Harlow	Jim Ahlgren	Cyndi Selinger
	Cody Mosley	Damon Devereaux	

Trustee Coffin declared a quorum with five (5) Trustees in attendance.

**Community Announcements and Recognitions.** None.

**Consent Agenda.** Motion by Trustee Wood, 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 September 4, 2012.
- B. Consider approval of claims:

GPWA Fund:	Claims	\$ 35,387.38
Water Treatment Plant Fund:	Claims	\$467,993.94
CMOM Fund:	Claims	\$141,057.16
Utility Deposit Fund:	Claims	<u>\$ 445.13</u>
	Total Claims:	\$644,883.61

- C. Consider approval of Audit Engagement Letter and Compilation Engagement Letter with Arledge & Associates, P.C. to provide auditing services for FY 2012.
- D. Consider approval to authorize City Staff to contract with Delta Dental to provide dental insurance coverage for City employees for FY 2013.
- E. Consider approval of Change Order No. 1 for Bid No. 2011-18, Guthrie Municipal Services Administration and Shop Building Reconstruction, giving 23 additional days to Cooley Construction Company contract in exchange for 3-phase electric, metal stairs in the Fleet Maintenance Shop mezzanine and the late delivery of lighting fixtures.
- F. Consider approval of the Water Meter Reading Service Agreement between the Guthrie Public Works Authority and Burrell, Inc. for the period of October 1, 2012 through September 30, 2013.
- G. Consider approval to reject all bids received for RFP No. 2012-6, Water and Wastewater Rate Study.

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

Aye: Coffin, Thomas, Wood, Hazlewood, Mueller

Nay: None

Trustee Coffin declared the motion carried unanimously.

**Adjourn.** Motion by Trustee Wood, seconded by Councilmember Mueller, moved approval to adjourn. Trustees entered their votes and the votes were displayed with the following results:

Aye: Coffin, Thomas, Wood, Hazlewood, Mueller

Nay: None

Trustee Coffin declared the motion carried unanimously at 7:06 p.m.

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Wanda Calvert, City Clerk

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Mary Coffin, Trustee



GUTHRIE PUBLIC WORKS AUTHORITY

CLAIMS

**October 2, 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.

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Kim Biggs  
Purchasing Agent

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

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Matt Mueller  
General Manager

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

Invoice #	Vendor	Description	Account	Cost
REIM CITY MNG	GARY BRADLEY 22869	Reimbursement for Travel - City Manager Inte	01-01-00-6373	\$376.08
REIM CITY MGE	LYNNE LADNER 22870	Reimbursement for City Manger Interview	01-01-00-6373	\$401.88
		<b>Total</b>		<b>\$777.96</b>
		<b>Total GENERAL GOVERNMENT</b>		<b>\$777.96</b>
2012-2013	OK MUNICIPAL CLRKS TREASUR	Membership dues for Calendar year 2013	01-03-30-6355	\$30.00
		<b>Total FINANCE</b>		<b>\$30.00</b>
		<b>Total FINANCE</b>		<b>\$30.00</b>
23522	ED HUMES LOCKSMITH (21141)	Replace Pad Locks with Restricted Key Padlo	01-07-70-6114	\$372.00
		<b>Total POLICE ADMINISTRATION</b>		<b>\$372.00</b>
04-1300990	OKLA DEPARTMENT OF PUBLIC	Olets Monthly Payments	01-07-79-6304	\$350.00
		<b>Total COMMUNICATIONS</b>		<b>\$350.00</b>
		<b>Total POLICE</b>		<b>\$722.00</b>
..	BRANCH'S HEAT & AIR (75)	Repair for Heat and Air	01-09-90-6112	\$3,434.55
		<b>Total SUPPRESSION</b>		<b>\$3,434.55</b>
		<b>Total FIRE</b>		<b>\$3,434.55</b>
GPWA AUG 201	SHINEY BAYS (22581)	GPWA Monthly Car Wash	01-14-41-6116	\$47.50
		<b>Total FLEET MAINTENANCE</b>		<b>\$47.50</b>
		<b>Total FLEET MAINTENANCE</b>		<b>\$47.50</b>
		<b>Total GENERAL FUND</b>		<b>\$5,012.01</b>
SEPTEMBER 20	WASTE CONNECTIONS, INC (210		20-00-00-5466	(\$250.00)
		<b>Total</b>		<b>(\$250.00)</b>
		<b>Total</b>		<b>(\$250.00)</b>
SEPTEMBER 20	WASTE CONNECTIONS, INC (210	Sanitation Service	20-21-00-6348	\$69,502.64
		<b>Total</b>		<b>\$69,502.64</b>
		<b>Total PUBLIC WORKS GENERAL</b>		<b>\$69,502.64</b>
120830	DAVENPORT CONSTRUCTION (2	Repalce Holding Pond Return Valve	20-24-00-6112	\$550.00
		<b>Total</b>		<b>\$550.00</b>
		<b>Total WASTE WATER TREATMENT PLANT</b>		<b>\$550.00</b>
SEPTEMBER 20	WASTE CONNECTIONS, INC (210	Sanitation Service	20-26-00-6375	\$4,743.61
		<b>Total</b>		<b>\$4,743.61</b>
		<b>Total CONVENIENCE CENTER</b>		<b>\$4,743.61</b>
		<b>Total GPWA OPERATING FUND</b>		<b>\$74,546.25</b>
		<b>Total All Funds</b>		<b>\$79,558.26</b>

**City of Guthrie**  
**A/P Claims List**  
 from 9/24/2012 to 9/24/2012

Invoice #	Vendor	Description	Account	Cost
SEPTEMBER 20	DELTA DENTAL(20570)	DELTA DENTAL DOWN PAYMENT FOR 201	01-00-00-2033	\$2,455.00
		<b>Total</b>		<b>\$2,455.00</b>
		<b>Total</b>		<b>\$2,455.00</b>
		<b>Total GENERAL FUND</b>		<b>\$2,455.00</b>
		<b>Total All Funds</b>		<b>\$2,455.00</b>

**City of Guthrie**  
**A/P Claims List**  
 from 9/25/2012 to 9/25/2012

Invoice #	Vendor	Description	Account	Cost
AUGUST 2012	BANK OF AMERICA 22774	Central Office Supplies	01-01-00-6100	\$1,654.93
AUGUST 2012	BANK OF AMERICA 22774	Janitor/Chemicals Supplies	01-01-00-6103	\$3,666.84
AUGUST 2012	BANK OF AMERICA 22774	Safety Supplies	01-01-00-6110	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Building & Grounds	01-01-00-6112	\$3,330.67
AUGUST 2012	BANK OF AMERICA 22774	Miscellaneous Supplies	01-01-00-6114	\$55.13
AUGUST 2012	BANK OF AMERICA 22774	Telephone	01-01-00-6301	\$2,676.01
AUGUST 2012	BANK OF AMERICA 22774	Printing	01-01-00-6308	\$809.00
AUGUST 2012	BANK OF AMERICA 22774	Computer Operations	01-01-00-6311	\$2,180.87
AUGUST 2012	BANK OF AMERICA 22774	Council Travel/Training	01-01-00-6314	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Communications	01-01-00-6318	\$402.72
AUGUST 2012	BANK OF AMERICA 22774	Advertising - Legal Publications	01-01-00-6334	\$55.50
AUGUST 2012	BANK OF AMERICA 22774	Miscellaneous Services/Charges	01-01-00-6346	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Maintenance Agreement	01-01-00-6347	\$263.15
AUGUST 2012	BANK OF AMERICA 22774	Membership Dues	01-01-00-6350	\$6,738.48
AUGUST 2012	BANK OF AMERICA 22774	Professional Services	01-01-00-6373	\$2,434.25
Court Costs - Ex	TEMPLE LAW OFFICE, LLC 2287	Excel Jet, Ltd - Court Costs	01-01-00-6373	\$2,500.00
<b>Total</b>				<b>\$26,767.55</b>
<b>Total GENERAL GOVERNMENT</b>				<b>\$26,767.55</b>
AUG 2012	BANK OF AMERICA 22774		01-02-20-6048	(\$610.00)
AUGUST 2012	BANK OF AMERICA 22774	Professional Development (City Manager)	01-02-20-6048	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-02-20-6317	\$199.71
AUGUST 2012	BANK OF AMERICA 22774	Dues & Subscriptions	01-02-20-6355	\$0.00
<b>Total CITY MANAGER</b>				<b>(\$410.29)</b>
AUGUST 2012	BANK OF AMERICA 22774	Professional Development (HR)	01-02-24-6048	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-02-24-6317	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Advertising - Legal Publications	01-02-24-6334	\$10.00
AUGUST 2012	BANK OF AMERICA 22774	Professional Services	01-02-24-6373	\$45.00
<b>Total HUMAN RESOURCES</b>				<b>\$55.00</b>
AUGUST 2012	BANK OF AMERICA 22774	Uniforms -	01-02-25-6016	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Professional Development (Building Services)	01-02-25-6048	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Safety Supplies	01-02-25-6110	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Vehicle Maintenance	01-02-25-6316	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-02-25-6317	\$0.00
<b>Total BUILDING SERVICES</b>				<b>\$0.00</b>
<b>Total ADMINISTRATION</b>				<b>(\$355.29)</b>
AUGUST 2012	BANK OF AMERICA 22774	Professional Development (Finance)	01-03-30-6048	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Office Supplies	01-03-30-6101	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-03-30-6317	\$55.83
AUGUST 2012	BANK OF AMERICA 22774	Advertising - Legal Publications	01-03-30-6334	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Maintenance Agreements	01-03-30-6347	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Recording/Dues/Subscriptions	01-03-30-6355	\$0.00
<b>Total FINANCE</b>				<b>\$55.83</b>
<b>Total FINANCE</b>				<b>\$55.83</b>
AUGUST 2012	BANK OF AMERICA 22774	Computer Software	01-04-45-6125	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Supplies/Operating Expenditures	01-04-45-6126	\$450.00
AUGUST 2012	BANK OF AMERICA 22774	Festival Support	01-04-45-6317	\$0.00

**City of Guthrie**  
**A/P Claims List**  
 from 9/25/2012 to 9/25/2012

Invoice #	Vendor	Description	Account	Cost
AUGUST 2012	BANK OF AMERICA 22774	Professional Services	01-04-45-6373	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Internet Services	01-04-45-6381	\$404.85
		<b>Total INFORMATION SERVICES</b>		<b>\$854.85</b>
		<b>Total INFORMATION SERVICES</b>		<b>\$854.85</b>
AUGUST 2012	BANK OF AMERICA 22774	Professional Development (Planning)	01-05-50-6048	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Safety Supplies/Apparel	01-05-50-6110	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Miscellaneous	01-05-50-6114	\$8.97
AUGUST 2012	BANK OF AMERICA 22774	Computer Supplies	01-05-50-6123	\$87.07
AUGUST 2012	BANK OF AMERICA 22774	Printing	01-05-50-6308	\$10.00
AUGUST 2012	BANK OF AMERICA 22774	Vehicle Maintenance	01-05-50-6316	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-05-50-6317	\$40.59
AUGUST 2012	BANK OF AMERICA 22774	Advertising - Legal Publications	01-05-50-6334	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Dues & Subscriptions	01-05-50-6355	\$102.00
		<b>Total COMMUNITY DEVELOPMENT</b>		<b>\$248.63</b>
AUGUST 2012	BANK OF AMERICA 22774	Printing	01-05-51-6308	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Vehicle Maintenance	01-05-51-6316	\$83.30
AUGUST 2012	BANK OF AMERICA 22774	Advertising - Legal Publications	01-05-51-6334	\$0.00
		<b>Total CODE COMPLIANCE</b>		<b>\$83.30</b>
AUGUST 2012	BANK OF AMERICA 22774	Computer Supplies	01-05-53-6123	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Printing	01-05-53-6308	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Dues & Subscriptions	01-05-53-6355	\$0.00
		<b>Total ECONOMIC DEVELOPMENT</b>		<b>\$0.00</b>
		<b>Total PLANNING</b>		<b>\$331.93</b>
AUGUST 2012	BANK OF AMERICA 22774	Literacy Programming Supplies	01-06-60-6114	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Library Supplies	01-06-60-6117	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Library Materials - Print	01-06-60-6130	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Library Materials - Electronic	01-06-60-6131	\$16.99
AUGUST 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-06-60-6317	\$47.54
AUGUST 2012	BANK OF AMERICA 22774	Building Maintenance	01-06-60-6387	\$59.00
		<b>Total LIBRARY</b>		<b>\$123.53</b>
		<b>Total LIBRARY</b>		<b>\$123.53</b>
AUGUST 2012	BANK OF AMERICA 22774	Uniforms - PD	01-07-70-6019	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Employee Physicals	01-07-70-6030	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Chemicals	01-07-70-6104	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Jail Supplies	01-07-70-6106	\$40.00
AUGUST 2012	BANK OF AMERICA 22774	Food/Humans	01-07-70-6107	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Safety Supplies/Apparel	01-07-70-6110	\$21.45
AUGUST 2012	BANK OF AMERICA 22774	Building & Grounds	01-07-70-6112	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Miscellaneous Supplies	01-07-70-6114	\$372.97
AUGUST 2012	BANK OF AMERICA 22774	Photo/Video Supplies	01-07-70-6120	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Crime Prevention Program	01-07-70-6122	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Printing	01-07-70-6308	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Computer Maintenance/Operations	01-07-70-6311	\$65.74
AUGUST 2012	BANK OF AMERICA 22774	Vehicle Maintenance	01-07-70-6316	\$4,483.04
AUGUST 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-07-70-6317	\$258.54
AUGUST 2012	BANK OF AMERICA 22774	Communications	01-07-70-6318	\$77.46

**City of Guthrie**  
**A/P Claims List**  
 from 9/25/2012 to 9/25/2012

Invoice #	Vendor	Description	Account	Cost
AUGUST 2012	BANK OF AMERICA 22774	Collections	01-07-70-6340	\$85.00
AUGUST 2012	BANK OF AMERICA 22774	Special Events	01-07-70-6342	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Training Program	01-07-70-6343	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Dues & Subscriptions	01-07-70-6355	\$119.00
AUGUST 2012	BANK OF AMERICA 22774	Jail Cost	01-07-70-6378	\$0.00
		<b>Total POLICE ADMINISTRATION</b>		<b>\$5,523.20</b>
AUGUST 2012	BANK OF AMERICA 22774	Uniform Allowance - PD	01-07-71-6019	\$284.94
AUGUST 2012	BANK OF AMERICA 22774	Ammunition	01-07-71-6105	\$3,480.06
		<b>Total POLICE OPERATIONS</b>		<b>\$3,765.00</b>
AUGUST 2012	BANK OF AMERICA 22774	Chemicals	01-07-72-6104	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Shelter Food/Supplies	01-07-72-6108	\$104.99
AUGUST 2012	BANK OF AMERICA 22774	Safety Supplies/Apparel	01-07-72-6110	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Building & Grounds	01-07-72-6112	\$5.00
AUGUST 2012	BANK OF AMERICA 22774	Miscellaneous Supplies	01-07-72-6114	\$96.58
AUGUST 2012	BANK OF AMERICA 22774	Animal Cages	01-07-72-6132	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Animal Control	01-07-72-6133	\$210.00
AUGUST 2012	BANK OF AMERICA 22774	Vehicle Maintenance	01-07-72-6316	\$12.00
		<b>Total ANIMAL CONTROL</b>		<b>\$428.57</b>
AUGUST 2012	BANK OF AMERICA 22774	Photo/Video Supplies	01-07-77-6120	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Drug Enforcement Program	01-07-77-6124	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Property/Evidence Supplies	01-07-77-6323	\$6.93
AUGUST 2012	BANK OF AMERICA 22774	Special Investigation Operations	01-07-77-6336	\$0.00
		<b>Total CRIMINAL INVESTIGATIONS</b>		<b>\$6.93</b>
AUGUST 2012	BANK OF AMERICA 22774	Miscellaneous Supplies	01-07-78-6114	\$4.48
AUGU	BANK OF AMERICA 22774		01-07-78-6116	(\$32.99)
AUGUST 2012	BANK OF AMERICA 22774	Vehicle Maintenance	01-07-78-6116	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Lake Vehicle Maintenance	01-07-78-6316	\$128.10
		<b>Total LAKE ENFORCEMENT</b>		<b>\$99.59</b>
		<b>Total POLICE</b>		<b>\$9,823.29</b>
AUGUST 2012	BANK OF AMERICA 22774	Uniforms - FD/Suppression	01-09-90-6016	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Professional Development (FD)	01-09-90-6048	\$3,533.44
AUGUST 2012	BANK OF AMERICA 22774	Minor Tools	01-09-90-6102	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Chemicals	01-09-90-6104	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Food/Humans	01-09-90-6107	\$40.16
AUGUST 2012	BANK OF AMERICA 22774	Building & Grounds	01-09-90-6112	\$819.22
AUGUST 2012	BANK OF AMERICA 22774	Miscellaneous Supplies	01-09-90-6114	\$244.28
AUGUST 2012	BANK OF AMERICA 22774	Vehicle Maintenance	01-09-90-6316	\$2,818.61
AUGUST 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-09-90-6317	\$2,066.86
AUGUST 2012	BANK OF AMERICA 22774	Communications	01-09-90-6318	\$3,367.20
AUGUST 2012	BANK OF AMERICA 22774	Copy Machine Maintenance	01-09-90-6322	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Dues & Subscriptions	01-09-90-6355	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Certification Equipment	01-09-90-6362	\$0.00
		<b>Total SUPPRESSION</b>		<b>\$12,889.77</b>
AUGUST 2012	BANK OF AMERICA 22774	Uniforms - FD/EMS	01-09-92-6016	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Professional Development (EMS)	01-09-92-6048	\$400.00
AUGUST 2012	BANK OF AMERICA 22774	Chemicals/Ambulance Supplies	01-09-92-6104	\$8,124.06
AUGUST 2012	BANK OF AMERICA 22774	Safety Supplies/Apparel	01-09-92-6110	\$0.00

**City of Guthrie**  
**A/P Claims List**  
 from 9/25/2012 to 9/25/2012

Invoice #	Vendor	Description	Account	Cost
AUGUST 2012	BANK OF AMERICA 22774	Vehicle Maintenance	01-09-92-6316	\$5,040.32
AUGUST 2012	BANK OF AMERICA 22774	Communications	01-09-92-6318	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Dues & Subscriptions	01-09-92-6355	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Computer Services Agreement	01-09-92-6356	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Professional Services	01-09-92-6373	\$30.67
<b>Total EMS</b>				<b>\$13,595.05</b>
AUGUST 2012	BANK OF AMERICA 22774	Uniforms - FD/Admin	01-09-96-6016	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Professional Development (Fire - Admin)	01-09-96-6048	\$36.00
AUGUST 2012	BANK OF AMERICA 22774	Arson Investigations Supplies	01-09-96-6101	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Minor Tools	01-09-96-6102	\$45.00
AUG2012	BANK OF AMERICA 22774		01-09-96-6107	(\$9.81)
AUGUST 2012	BANK OF AMERICA 22774	Food/Humans	01-09-96-6107	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Miscellaneous Supplies	01-09-96-6114	\$36.37
AUGUST 2012	BANK OF AMERICA 22774	Public Education	01-09-96-6121	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Vehicle Maintenance	01-09-96-6316	\$296.09
AUGUST 2012	BANK OF AMERICA 22774	Communications	01-09-96-6318	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Dues & Subscriptions	01-09-96-6355	\$0.00
<b>Total PREVENTION</b>				<b>\$403.65</b>
<b>Total FIRE</b>				<b>\$26,888.47</b>
AUGUST 2012	BANK OF AMERICA 22774	Uniforms - Street Dept.	01-12-00-6016	\$40.00
AUGUST 2012	BANK OF AMERICA 22774	Professional Development (Street Dept)	01-12-00-6048	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Minor Tools	01-12-00-6102	\$299.99
AUGUST 2012	BANK OF AMERICA 22774	Chemicals	01-12-00-6104	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Safety Supplies	01-12-00-6110	\$408.79
AUGUST 2012	BANK OF AMERICA 22774	Traffic Supplies	01-12-00-6111	\$3,459.42
AUGUST 2012	BANK OF AMERICA 22774	Building & Grounds	01-12-00-6112	\$1,921.35
AUGUST 2012	BANK OF AMERICA 22774	Street/Sidewalks/Bridges	01-12-00-6113	\$7,069.37
AUGUST 2012	BANK OF AMERICA 22774	Miscellaneous Supplies	01-12-00-6114	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Signs & Materials	01-12-00-6115	\$398.16
AUGUST 2012	BANK OF AMERICA 22774	Fuel and Lube	01-12-00-6118	\$59.82
AUGUST 2012	BANK OF AMERICA 22774	Vehicle Maintenance	01-12-00-6316	\$4,862.63
AUGUST 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-12-00-6317	\$1,330.01
AUGUST 2012	BANK OF AMERICA 22774	Communications	01-12-00-6318	\$1,522.48
AUGUST 2012	BANK OF AMERICA 22774	Equipment Rental	01-12-00-6321	\$0.00
<b>Total</b>				<b>\$21,372.02</b>
<b>Total STREET</b>				<b>\$21,372.02</b>
AUGUST 2012	BANK OF AMERICA 22774	Uniforms - Fleet Maintenance	01-14-00-6016	\$236.00
AUGUST 2012	BANK OF AMERICA 22774	Professional Development (Fleet Maintenanc	01-14-00-6048	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Minor Tools	01-14-00-6102	\$56.33
AUGUST 2012	BANK OF AMERICA 22774	Chemicals	01-14-00-6104	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Safety Supplies	01-14-00-6110	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Building & Grounds	01-14-00-6112	\$59.15
AUGUST 2012	BANK OF AMERICA 22774	Miscellaneous Supplies	01-14-00-6114	\$257.71
AUGUST 2012	BANK OF AMERICA 22774	Vehicle Maintenance	01-14-00-6316	\$30.00
AUGUST 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-14-00-6317	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Computer Maintenance	01-14-00-6324	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Miscellaneous Services / Charges	01-14-00-6346	\$87.77
AUGUST 2012	BANK OF AMERICA 22774	Required / Mandatory Testing	01-14-00-6357	\$0.00

**City of Guthrie**  
**A/P Claims List**  
 from 9/25/2012 to 9/25/2012

Invoice #	Vendor	Description	Account	Cost
AUGUST 2012	BANK OF AMERICA 22774	Reference Books	01-14-00-6379	\$0.00
		<b>Total</b>		<b>\$726.96</b>
AUGUST 2012	BANK OF AMERICA 22774	Fuel and Lube	01-14-41-6116	\$285.87
		<b>Total FLEET MAINTENANCE</b>		<b>\$285.87</b>
		<b>Total FLEET MAINTENANCE</b>		<b>\$1,012.83</b>
AUGUST 2012	BANK OF AMERICA 22774	Uniforms -	01-15-11-6016	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Minor Tools	01-15-11-6102	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Chemicals	01-15-11-6104	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Safety Supplies	01-15-11-6110	\$99.02
AUGUST 2012	BANK OF AMERICA 22774	Buildings & Grounds	01-15-11-6112	\$2,503.85
AUGUST 2012	BANK OF AMERICA 22774	Miscellaneous Supplies	01-15-11-6114	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Fuel & Lube	01-15-11-6118	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Recreational Supplies	01-15-11-6125	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Vehicle Maintenance	01-15-11-6316	\$971.11
AUGUST 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	01-15-11-6317	\$1,666.06
		<b>Total PARKS</b>		<b>\$5,240.04</b>
		<b>Total PARKS &amp; PUBLIC GROUNDS</b>		<b>\$5,240.04</b>
		<b>Total GENERAL FUND</b>		<b>\$92,115.05</b>
AUGUST 2012	BANK OF AMERICA 22774	Buildings & Grounds (GPWA)	20-21-00-6112	\$241.64
AUGUST 2012	BANK OF AMERICA 22774	Miscellaneous Supplies	20-21-00-6114	\$25.97
AUGUST 2012	BANK OF AMERICA 22774	May 24, 2011 Tornado Fund	20-21-00-6120	\$651.21
AUGUST 2012	BANK OF AMERICA 22774	Printing	20-21-00-6308	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	20-21-00-6317	\$39.58
AUGUST 2012	BANK OF AMERICA 22774	Communications	20-21-00-6318	\$393.65
AUGUST 2012	BANK OF AMERICA 22774	Utilities Collection Fees	20-21-00-6340	\$39.20
AUGUST 2012	BANK OF AMERICA 22774	Maintenance Agreements	20-21-00-6347	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Professional Services	20-21-00-6373	\$0.00
		<b>Total</b>		<b>\$1,391.25</b>
		<b>Total PUBLIC WORKS GENERAL</b>		<b>\$1,391.25</b>
AUGUST 2012	BANK OF AMERICA 22774	Professional Development (GPWA Admin)	20-22-00-6048	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Computer Maintenance	20-22-00-6324	\$0.00
		<b>Total</b>		<b>\$0.00</b>
		<b>Total PUBLIC WORKS ADMINISTRATION</b>		<b>\$0.00</b>
AUGUST 2012	BANK OF AMERICA 22774	Uniforms - WTP	20-23-00-6016	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Professional Development (WTP)	20-23-00-6048	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Minor Tools	20-23-00-6102	\$22.33
AUGUST 2012	BANK OF AMERICA 22774	Chemicals/Medical	20-23-00-6104	\$20,300.52
AUGUST 2012	BANK OF AMERICA 22774	Lab Supplies	20-23-00-6109	\$842.96
AUGUST 2012	BANK OF AMERICA 22774	Safety Apparel & Supplies	20-23-00-6110	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Building & Grounds	20-23-00-6112	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Miscellaneous Supplies	20-23-00-6114	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Annual State Water Testing	20-23-00-6303	\$285.00
AUGUST 2012	BANK OF AMERICA 22774	Vehicle Maintenance	20-23-00-6316	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	20-23-00-6317	\$726.24
AUGUST 2012	BANK OF AMERICA 22774	Computer Maintenance	20-23-00-6324	\$0.00

**City of Guthrie**  
**A/P Claims List**  
 from 9/25/2012 to 9/25/2012

Invoice #	Vendor	Description	Account	Cost
AUGUST 2012	BANK OF AMERICA 22774	Publishing Fees	20-23-00-6334	\$0.00
		<b>Total</b>		<b>\$22,177.05</b>
		<b>Total WATER PLANT</b>		<b>\$22,177.05</b>
AUGUST 2012	BANK OF AMERICA 22774	Uniforms - WWTP	20-24-00-6016	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Minor Tools	20-24-00-6102	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Chemicals	20-24-00-6104	\$1,200.00
AUGUST 2012	BANK OF AMERICA 22774	Lab Supplies	20-24-00-6109	\$2,132.99
AUGUST 2012	BANK OF AMERICA 22774	Safety Apparel & Supplies	20-24-00-6110	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Buildings & Grounds	20-24-00-6112	\$11.49
AUGUST 2012	BANK OF AMERICA 22774	Miscellaneous Supplies	20-24-00-6114	\$108.79
AUGUST 2012	BANK OF AMERICA 22774	Lift Station Maintenance	20-24-00-6312	\$913.31
AUGUST 2012	BANK OF AMERICA 22774	Vehicle Maintenance	20-24-00-6316	\$53.24
AUGUST 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	20-24-00-6317	\$549.02
AUGUST 2012	BANK OF AMERICA 22774	Required/Mandatory Testing	20-24-00-6357	\$590.00
		<b>Total</b>		<b>\$5,558.84</b>
		<b>Total WASTE WATER TREATMENT PLANT</b>		<b>\$5,558.84</b>
AUGUST 2012	BANK OF AMERICA 22774	Uniforms - Convenience Ctr.	20-26-00-6016	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Minor Tools	20-26-00-6102	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Safety Apparel & Supplies	20-26-00-6110	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Building & Grounds	20-26-00-6112	\$5.00
AUGUST 2012	BANK OF AMERICA 22774	Miscellaneous Supplies	20-26-00-6114	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Printing	20-26-00-6308	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Vehicle Maintenance	20-26-00-6316	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	20-26-00-6317	\$0.00
		<b>Total</b>		<b>\$5.00</b>
		<b>Total CONVENIENCE CENTER</b>		<b>\$5.00</b>
AUGUST 2012	BANK OF AMERICA 22774	Uniforms - Line Maintenance	20-27-00-6016	\$69.28
AUGUST 2012	BANK OF AMERICA 22774	Professional Development (Line Maintenance	20-27-00-6048	\$615.00
AUGUST 2012	BANK OF AMERICA 22774	Minor Tools	20-27-00-6102	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Chemicals	20-27-00-6104	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Safety Apparel & Supplies	20-27-00-6110	\$531.87
AUGUST 2012	BANK OF AMERICA 22774	Miscellaneous Supplies	20-27-00-6114	\$291.24
AUGUST 2012	BANK OF AMERICA 22774	Water/Sewer Maintenance	20-27-00-6119	\$3,514.36
AUGUST 2012	BANK OF AMERICA 22774	Street/Sidewalks	20-27-00-6313	\$283.19
AUGUST 2012	BANK OF AMERICA 22774	Vehicle Maintenance	20-27-00-6316	\$1,793.49
AUGUST 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	20-27-00-6317	\$1,864.76
AUGUST 2012	BANK OF AMERICA 22774	Miscellaneous Services/Charges	20-27-00-6346	\$0.00
		<b>Total</b>		<b>\$8,963.19</b>
		<b>Total LINE MAINTENANCE</b>		<b>\$8,963.19</b>
AUGUST 2012	BANK OF AMERICA 22774	Safety Apparel & Supplies	20-28-00-6110	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Miscellaneous Supplies	20-28-00-6114	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Water Meters	20-28-00-6129	\$43.40
AUGUST 2012	BANK OF AMERICA 22774	Vehicle Maintenance	20-28-00-6316	\$118.10
AUGUST 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	20-28-00-6317	\$0.00
		<b>Total</b>		<b>\$161.50</b>

**City of Guthrie**  
**A/P Claims List**  
 from 9/25/2012 to 9/25/2012

Invoice #	Vendor	Description	Account	Cost
<b>Total METER DEPARTMENT</b>				<b>\$161.50</b>
AUGUST 2012	BANK OF AMERICA 22774	Chemicals	20-29-00-6104	\$924.00
AUGUST 2012	BANK OF AMERICA 22774	Building & Grounds	20-29-00-6112	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Miscellaneous Supplies	20-29-00-6114	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	20-29-00-6317	\$0.00
<b>Total</b>				<b>\$924.00</b>
<b>Total MUNICIPAL POOL</b>				<b>\$924.00</b>
<b>Total GPWA OPERATING FUND</b>				<b>\$39,180.83</b>
AUGUST 2012	BANK OF AMERICA 22774	Library: State Aid (ODL)	30-30-06-6541	\$102.91
<b>Total LIBRARY</b>				<b>\$102.91</b>
AUGUST 2012	BANK OF AMERICA 22774	Police: OSBI Grant	30-30-07-6357	\$845.71
AUGUST 2012	BANK OF AMERICA 22774	Bullet Proof Vest Grant	30-30-07-6597	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Police JAG Grant	30-30-07-6598	\$0.00
<b>Total POLICE DEPARTMENT</b>				<b>\$845.71</b>
<b>Total GRANTS</b>				<b>\$948.62</b>
<b>Total GRANTS FUND</b>				<b>\$948.62</b>
AUGUST 2012	BANK OF AMERICA 22774	Park Improvements	45-45-00-6545	\$0.00
<b>Total</b>				<b>\$0.00</b>
<b>Total HOTEL/MOTEL-TOURISM</b>				<b>\$0.00</b>
<b>Total HOTEL/MOTEL TAX FUND</b>				<b>\$0.00</b>
AUGUST 2012	BANK OF AMERICA 22774	Admin Copier Lease	54-54-02-6705	\$2,142.28
AUGUST 2012	BANK OF AMERICA 22774	Finance Copier Lease	54-54-02-6705	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Library Copier Lease	54-54-02-6705	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Planning Copier Lease	54-54-02-6705	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Police Copier Lease	54-54-02-6705	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	GPWA Copier Lease	54-54-02-6705	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Laser Fiche Lease	54-54-02-6705	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Fire Copier Lease	54-54-02-6705	\$0.00
<b>Total ADMINISTRATION</b>				<b>\$2,142.28</b>
AUGUST 2012	BANK OF AMERICA 22774	Lease/Purchase - Computers	54-54-04-6706	\$0.00
<b>Total INFORMATION SERVICES</b>				<b>\$0.00</b>
AUGUST 2012	BANK OF AMERICA 22774	Lease/Purchase - Computer Equipment	54-54-27-6706	\$0.00
<b>Total LINE MAINTENANCE</b>				<b>\$0.00</b>
<b>Total FACILITIES</b>				<b>\$2,142.28</b>
<b>Total CAPITAL PROJECTS</b>				<b>\$2,142.28</b>
AUGUST 2012	BANK OF AMERICA 22774	Professional Development (Airport)	98-98-00-6048	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Office Supplies	98-98-00-6101	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Minor Tools	98-98-00-6102	\$51.39
AUGUST 2012	BANK OF AMERICA 22774	Safety Supplies/Apparel	98-98-00-6110	\$0.00
AUGUST 2012	BANK OF AMERICA 22774	Building & Grounds	98-98-00-6112	\$298.76
AUGUST 2012	BANK OF AMERICA 22774	Telephone & Internet	98-98-00-6301	\$377.71
AUGUST 2012	BANK OF AMERICA 22774	Printing	98-98-00-6308	\$0.00

**City of Guthrie**  
**A/P Claims List**  
*from 9/25/2012 to 9/25/2012*

Invoice #	Vendor	Description	Account	Cost
AUGUST 2012	BANK OF AMERICA 22774	Vehicle Maintenance	98-98-00-6316	\$95.00
AUGUST 2012	BANK OF AMERICA 22774	Machine/Equipment Maintenance	98-98-00-6317	\$37.14
		<b>Total</b>		<b>\$860.00</b>
		<b>Total AIRPORT FUND</b>		<b>\$860.00</b>
		<b>Total AIRPORT FUND</b>		<b>\$860.00</b>
		<b>Total All Funds</b>		<b>\$135,246.78</b>

**City of Guthrie**  
**A/P Claims List**  
 from 9/26/2012 to 9/26/2012

Invoice #	Vendor	Description	Account	Cost
001528 AND 009	SAM'S CLUB DIRECT COMMERC	Office Supplies	01-01-00-6103	\$244.80
001528 AND 009	SAM'S CLUB DIRECT COMMERC	Office Supplies	01-01-00-6112	\$112.48
001528 AND 009	SAM'S CLUB DIRECT COMMERC	Office Supplies	01-01-00-6114	\$638.54
497349ER	AFLAC (20180)	Monthly URM Service Fee	01-01-00-6346	\$33.00
MOVING EXPEN	SERENIAH BRELAND 22866	Moving Expense	01-01-00-6373	\$5,000.00
		<b>Total</b>		<b>\$6,028.82</b>
		<b>Total GENERAL GOVERNMENT</b>		<b>\$6,028.82</b>
MILEAGE	CODY MOSLEY 22862	Reimbursement for Mileage, etc	01-02-20-6048	\$78.81
2012 POSTAGE	RANDEL C. SHADID (20656)	Postage Reimbursement	01-02-20-6054	\$3.60
		<b>Total CITY MANAGER</b>		<b>\$82.41</b>
		<b>Total ADMINISTRATION</b>		<b>\$82.41</b>
091414-WEB	INTRINSIC CORPORATION 2228	GIS 1st Quarter 2012 Web Hosting	01-05-50-6356	\$2,250.00
		<b>Total COMMUNITY DEVELOPMENT</b>		<b>\$2,250.00</b>
2410	K & M WRECKING, LLC (22821)	Bid No. 2012-02, Demolition Services: 402 N.	01-05-51-6354	\$5,986.00
		<b>Total CODE COMPLIANCE</b>		<b>\$5,986.00</b>
		<b>Total PLANNING</b>		<b>\$8,236.00</b>
001528 AND 009	SAM'S CLUB DIRECT COMMERC	Office Supplies	01-07-70-6114	\$699.78
reim meal	ANTHONY GIBBS (21409)	Meal Reimbursement	01-07-70-6343	\$8.25
		<b>Total POLICE ADMINISTRATION</b>		<b>\$708.03</b>
		<b>Total POLICE</b>		<b>\$708.03</b>
214373	GOOCH-SMITH ELECTRIC(1279)	Emergency Repairs	01-15-11-6112	\$154.00
214385	GOOCH-SMITH ELECTRIC(1279)	Emergency Repairs	01-15-11-6112	\$130.00
0002000	HURLEY PLUMBING 267	Emergency Repairs	01-15-11-6112	\$105.80
2629	PONDS RX 22643	Pond Service for Highland Park	01-15-11-6112	\$169.00
68742	CHILDS WELDING 1760	Welding Repairs for 2 60 inch bad boy mower	01-15-11-6317	\$480.00
		<b>Total PARKS</b>		<b>\$1,038.80</b>
		<b>Total PARKS &amp; PUBLIC GROUNDS</b>		<b>\$1,038.80</b>
		<b>Total GENERAL FUND</b>		<b>\$16,094.06</b>
001528 AND 009	SAM'S CLUB DIRECT COMMERC	Office Supplies	20-21-00-6114	\$675.17
2023247	MYERS ENGINEERING CORPOR	Task Order No. #62 Evaluate the City of Gut	20-21-00-6373	\$1,725.00
		<b>Total</b>		<b>\$2,400.17</b>
		<b>Total PUBLIC WORKS GENERAL</b>		<b>\$2,400.17</b>
MILEAGE 2012	JAYLENE SMITH	Mileage	20-22-00-6047	\$51.62
MILEAGE2012	MAXINE PRUITT (1915)	Mileage	20-22-00-6047	\$217.01
MILEAGE2012	VALERIE EPPERSON (329)	Mileage	20-22-00-6047	\$77.15
		<b>Total</b>		<b>\$345.78</b>
		<b>Total PUBLIC WORKS ADMINISTRATION</b>		<b>\$345.78</b>
323942	GOOCH-SMITH ELECTRIC(1279)	Repair Light at Lift Station #1	20-24-00-6312	\$242.00
325361	GOOCH-SMITH ELECTRIC(1279)	Replace Starter on #1 Lift Station	20-24-00-6312	\$462.00
4161	S & D ELECTRIC MOTOR SHOP	Repair 5HP Pump for Lift Station #1	20-24-00-6312	\$3,220.46
		<b>Total</b>		<b>\$3,924.46</b>

**City of Guthrie**  
**A/P Claims List**  
 from 9/26/2012 to 9/26/2012

Invoice #	Vendor	Description	Account	Cost
<b>Total WASTE WATER TREATMENT PLANT</b>				<b>\$3,924.46</b>
000559	GHM ENTERPRISES (1097)	Laundry Service	20-27-00-6346	\$7.80
000565	GHM ENTERPRISES (1097)	Laundry Service	20-27-00-6346	\$11.40
000570	GHM ENTERPRISES (1097)	Laundry Service	20-27-00-6346	\$6.60
000574	GHM ENTERPRISES (1097)	Laundry Service	20-27-00-6346	\$6.00
000579	GHM ENTERPRISES (1097)	Laundry Service	20-27-00-6346	\$6.00
<b>Total</b>				<b>\$37.80</b>
<b>Total LINE MAINTENANCE</b>				<b>\$37.80</b>
<b>Total GPWA OPERATING FUND</b>				<b>\$6,708.21</b>
C. Selinger and	DEWART- GUMERSON INSURAN	New Applicants - Notary Public Fee	30-30-06-6541	\$105.00
C. Selinger and	DEWART- GUMERSON INSURAN		30-30-06-6541	\$105.00
LTAIO PROGRA	HARBOUR WINN 22872	Presenter Honorarium and mileage for LTAIO	30-30-06-6541	\$185.52
<b>Total LIBRARY</b>				<b>\$395.52</b>
<b>Total GRANTS</b>				<b>\$395.52</b>
<b>Total GRANTS FUND</b>				<b>\$395.52</b>
REQUEST #3	JIM COOLEY CONSTRUCTION, I	Bid No. 2011-18, Construction of GMS Buildin	54-54-02-6525	\$224,394.00
<b>Total ADMINISTRATION</b>				<b>\$224,394.00</b>
<b>Total FACILITIES</b>				<b>\$224,394.00</b>
<b>Total CAPITAL PROJECTS</b>				<b>\$224,394.00</b>
04-043410-006 R	MISCELLANEOUS		71-00-00-5555	\$35.48
05-051720-018 R	MISCELLANEOUS		71-00-00-5555	\$75.10
07-071710-012 R	MISCELLANEOUS		71-00-00-5555	\$26.67
08-081790-008 R	MISCELLANEOUS		71-00-00-5555	\$32.07
15-151562-005 R	MISCELLANEOUS		71-00-00-5555	\$29.23
<b>Total</b>				<b>\$198.55</b>
<b>Total</b>				<b>\$198.55</b>
<b>Total UTILITY DEPOSIT FUND</b>				<b>\$198.55</b>
<b>Total All Funds</b>				<b>\$247,790.34</b>

**City of Guthrie**  
**A/P Claims List**  
 from 9/27/2012 to 9/27/2012

Invoice #	Vendor	Description	Account	Cost
PR3631-1	AETNA - MIDDLETOWN 22051		01-00-00-2031	\$109.25
PR3634-1	AETNA - MIDDLETOWN 22051		01-00-00-2031	\$109.25
PR3631-1	AETNA HEALTHCARE 22795		01-00-00-2031	\$2,604.95
PR3634-1	AETNA HEALTHCARE 22795		01-00-00-2031	\$2,604.95
PR3631-1	AETNA - MIDDLETOWN 22051		01-00-00-2032	\$318.26
PR3634-1	AETNA - MIDDLETOWN 22051		01-00-00-2032	\$272.31
PR3631-1	AETNA HEALTHCARE 22795		01-00-00-2032	\$15,520.06
PR3634-1	AETNA HEALTHCARE 22795		01-00-00-2032	\$13,624.53
PR3631-1	AETNA HEALTHCARE 22795		01-00-00-2033	\$1,063.14
PR3634-1	AETNA HEALTHCARE 22795		01-00-00-2033	\$1,063.14
PR3631-1	AETNA HEALTHCARE 22795		01-00-00-2034	\$563.20
PR3634-1	AETNA HEALTHCARE 22795		01-00-00-2034	\$563.20
		<b>Total</b>		<b>\$38,416.24</b>
REIM HOUSE L	SERENIAH BRELAND 22866	Reimbursement for House Location	01-01-00-6373	\$1,042.07
		<b>Total GENERAL GOVERNMENT</b>		<b>\$1,042.07</b>
Incidental Fund	CITY TREASURERS (105)	Incidental fund	01-02-24-6028	\$18.46
		<b>Total ADMINISTRATION</b>		<b>\$18.46</b>
Incidental Fund	CITY TREASURERS (105)	Incidental fund	01-03-30-6355	\$166.00
		<b>Total FINANCE</b>		<b>\$166.00</b>
		<b>Total GENERAL FUND</b>		<b>\$39,642.77</b>
PR3631-2	AETNA - MIDDLETOWN 22051		20-00-00-2031	\$23.60
PR3634-2	AETNA - MIDDLETOWN 22051		20-00-00-2031	\$23.60
PR3631-2	AETNA HEALTHCARE 22795		20-00-00-2031	\$129.32
PR3634-2	AETNA HEALTHCARE 22795		20-00-00-2031	\$129.32
PR3631-2	AETNA - MIDDLETOWN 22051		20-00-00-2032	\$68.86
PR3634-2	AETNA - MIDDLETOWN 22051		20-00-00-2032	\$68.86
PR3631-2	AETNA HEALTHCARE 22795		20-00-00-2032	\$3,512.30
PR3634-2	AETNA HEALTHCARE 22795		20-00-00-2032	\$3,512.30
PR3631-2	AETNA HEALTHCARE 22795		20-00-00-2033	\$268.84
PR3634-2	AETNA HEALTHCARE 22795		20-00-00-2033	\$268.84
PR3631-2	AETNA HEALTHCARE 22795		20-00-00-2034	\$102.40
PR3634-2	AETNA HEALTHCARE 22795		20-00-00-2034	\$102.40
Incidental Fund	CITY TREASURERS (105)	Incidental fund	20-00-00-5480	\$67.37
		<b>Total</b>		<b>\$8,278.01</b>
2033666	BURRELL INC. (21286)	Contract Meter Monthly Reading	20-28-00-6054	\$2,867.21
		<b>Total METER DEPARTMENT</b>		<b>\$2,867.21</b>
		<b>Total GPWA OPERATING FUND</b>		<b>\$11,145.22</b>
02-021830-005 R	MISCELLANEOUS		71-00-00-5555	\$32.71
06-061170-006 R	MISCELLANEOUS		71-00-00-5555	\$18.34
13-131380-014 R	MISCELLANEOUS		71-00-00-5555	\$14.45
13-134090-003 R	MISCELLANEOUS		71-00-00-5555	\$41.62
		<b>Total</b>		<b>\$107.12</b>
		<b>Total UTILITY DEPOSIT FUND</b>		<b>\$107.12</b>
PR3631-1	AETNA HEALTHCARE 22795		98-00-00-2031	\$213.93
PR3634-1	AETNA HEALTHCARE 22795		98-00-00-2031	\$213.93

**City of Guthrie**  
**A/P Claims List**  
*from 9/27/2012 to 9/27/2012*

Invoice #	Vendor	Description	Account	Cost
PR3631-1	AETNA - MIDDLETOWN 22051		98-00-00-2032	\$3.13
PR3634-1	AETNA - MIDDLETOWN 22051		98-00-00-2032	\$3.13
PR3631-1	AETNA HEALTHCARE 22795		98-00-00-2032	\$159.65
PR3634-1	AETNA HEALTHCARE 22795		98-00-00-2032	\$159.65
PR3631-1	AETNA HEALTHCARE 22795		98-00-00-2033	\$12.22
PR3634-1	AETNA HEALTHCARE 22795		98-00-00-2033	\$12.22
PR3631-1	AETNA HEALTHCARE 22795		98-00-00-2034	\$25.60
PR3634-1	AETNA HEALTHCARE 22795		98-00-00-2034	\$25.60
		<b>Total</b>		<b>\$829.06</b>
		<b>Total AIRPORT FUND</b>		<b>\$829.06</b>
		<b>Total All Funds</b>		<b>\$51,724.17</b>

MINUTES

CITY COUNCIL MEETING

Council Workshop

September 18, 2012

The special meeting of the sixty-first City Council of Guthrie, Oklahoma, was posted on Friday, September 14, 2012 before 5:00 p.m. and held September 18, 2012 in the Guthrie City Hall Third Floor Conference Room.

Councilmember Mary Coffin called the meeting to order at 6:07 p.m.

Members Present:	Mary Coffin	John Wood	Gaylord Z. Thomas
	Sheri Mueller		

Members Absent:	Chuck Burtcher	Trey Ayers	Patty Hazlewood
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Staff Present:	Wanda Calvert	Randel Shadid	KimBiggs
	Aaron Ryburn	Rene Spineto	Maxine Pruitt
	Cody Mosley	Cyndi Selinger	Jim Ahlgren

Councilmember Coffin declared a quorum with four (4) Councilmembers in attendance.

**Questions and discussion regarding agenda items.**

**Audit Engagement Letter and Compilation Engagement Letter with Arledge & Associates.** The proposed item is to consider approval of Audit Engagement Letter and Compilation Engagement Letter with Arledge & Associates to provide auditing services for FY 2012. Arledge & Associates have been the City of Guthrie auditors since the FY 2004 audit. The proposed Audit Engagement Letter is basically the same as last year and does include performing a single audit. The proposed fee is \$21,000 which is inclusive of out-of-pocket costs and includes the Single Audit Fee. The object of the Compilation Engagement Letter is to assist the City in presenting, in the form prescribed by the Office of State Auditor & Inspector of the State of Oklahoma, the City of Guthrie's financial schedules. This is a report that the auditors have provided in the past. The American Institute of Certified Public Accounts recommended that a Compilation Engagement Letter be presented to confirm the understanding of this requirement. There is no additional fee for the Compilation Report; it is included in the audit fee.

**Delta Dental Insurance Coverage.** The proposed item is to consider approval to authorize City Staff to contract with Delta Dental to provide dental insurance coverage for City Employees for FY 2013. The City of Guthrie currently contracts with Aetna to provide dental care insurance for its employees. The current contract expires September 30, 2012.

Aetna has increased its rates causing the City to go out for quotes. Of the companies that quoted, Delta Dental presented the best value to the City.

**Bid No. 2011-18, Guthrie Municipal Services Administration and Shop Building Reconstruction, Change Order No. 1.** The proposed item is to consider approval of Change Order No. 1 for Bid No. 2011-18, Guthrie Municipal Services Administration and Shop Building Reconstruction, giving 23 additional days to Cooley Construction Company contract in exchange for 3-phase electric, metal stairs in the Fleet Maintenance Shop mezzanine and late delivery of lighting fixtures. Change Order No. 1 is a “no cost” change order giving Cooley Construction 23 additional days on their contract in order to provide the City of Guthrie 3-phase electrical service, safe set of metal stairs in the Fleet Maintenance Shop for the mezzanine storage area and allow time to receive the light fixtures that have been on order for some time. The 3-phase service is needed for operation of most of the equipment that is used in the shop. The 3-phase was not directly specified in the original design plan, but the compressor and other items can only operate with 3-phase. The plans called for the old stairs to be reinstalled, but they would not fit the new space and were unsafe. Cooley Construction said they would provide a safe set of stairs with no added cost if we would allow the extra days which would take care of the time caused by late delivery of the lighting fixtures for the shop area. Allowing the extra time for these items is beneficial to the City. As of September 14, 2012 these items were complete. The Ruhl Drive Building Rental Contract ends on September 30, 2012 and the insurance underwriters were beginning to urge completion, so it was imperative that the contractor continue work so that we could move back into the Municipal Services Facility. The City Attorney gave approval to keep the work moving forward.

**Water Meter Reading Service Agreement.** The proposed item is to consider the Water Meter Reading Service Agreement between the Guthrie Public Works Authority and Burrell, Inc. for the period of October 1, 2012 through September 30, 2013. The proposed Water Meter Reading Service Agreement is a renewal and the Contractor did not request any changes. The last increase was last year with the increase in fuel and insurance prices, the Contractor requested and was approved an increase from \$.75 to \$.78 per water meter per month or an annual increase of \$1,323.

**Reject bids for RFP 2012-6, Water and Wastewater Rate Study.** The proposed item is to consider rejecting all bids received for RFP No. 2012-6, Water and Wastewater Rate Study. On August 7, 2012 the Trustees of the Public Works Authority authorized staff to solicit sealed proposals for a Water and Wastewater Rate Study. A bid notice was published in the Guthrie News Leader on August 9 and 16, 2012, twenty-nine (29) bid packets were mailed to interested parties and published on the City’s website. Two (2) proposals were received and both proposals exceeded the amount budgeted for this project: (1) Burns & McDonnell, Kansas City, MO in the amount of \$44,000 and (2) Raftelis Financial Consultants, Inc., Kansas City, MO in the amount of \$49,550.

**Engagement Letter with Crawford & Associates.** The proposed item is to consider approval of the Engagement Letter with Crawford & Associates, P.C. for Accounting and Consulting Services for FY 2013. The proposed Engagement Letter provides services

covering Annual Financial Statement preparation, general accounting and advisory assistance. Upon request, Crawford and Associates are prepared to provide a full range of accounting and consulting services at the standard rate set in the Engagement Letter.

**EMS Agreement.** The proposed item is to consider approval of the Emergency Medical Services Agreement between the City of Guthrie and Logan County Emergency Medical Services District Board of Trustees for the period of October 1, 2012 through September 30, 2013. The proposed EMS Agreement is the same as last year. The Logan County Emergency Medical Services District Board of Trustees was created September 21, 1982 for the purpose of providing emergency medical services for the district comprised of the Independent School District No. 1 area through the levy of an ad valorem tax of 3.07 mills upon all real property situated in the district. The Trustees shall pay the City 90% of the 3.07 mills levied as compensation for providing for emergency medical services for the period of October 1, 2012 through September 30, 2013.

**Chamber of Commerce Agreement.** The proposed item is to consider approval of an Agreement between the City of Guthrie and Guthrie Chamber of Commerce for the purpose of encouraging, promoting and fostering tourism in the City of Guthrie to be funded by the Hotel/Motel Tax receipts. The proposed agreement is a renewal. The term of the agreement is for one year, October 1, 2012 through September 30, 2013. The City of Guthrie levied a four percent (4%) hotel/motel excise tax upon the gross proceeds or receipts derived from all rent for every occupancy of a room or rooms in a hotel and motel and other sleeping accommodations in the City of Guthrie. The City of Guthrie has determined it is necessary and in the best interest of the City to transfer to the Chamber two thirds (2/3) of the proceeds to be used solely for the purpose of encouraging, promoting, fostering and administrating the tourism development of the City of Guthrie.

**Civil Defense Siren Maintenance Agreement.** The proposed item is to consider approval of the Civil Defense Siren Maintenance Agreement between the City of Guthrie and Goddard Enterprises. The proposed agreement is a renewal. The term of the agreement is for one year, October 1, 2012 through September 30, 2013. The contractor shall inspect at least once every six months, repair and maintain all civil defense warning siren units.

**Temporary Shelter for Juveniles.** The proposed item is to consider approval of an Agreement between the City of Guthrie and Logan Community Services, Inc. for temporary shelter care for juveniles. The proposed agreement is a renewal. The term of the agreement is for one year, October 1, 2012 through September 30, 2013. Logan Community Services, Inc. has the facilities to provide temporary shelter care and is fully certified by the Oklahoma Department of Mental Health and Substance Abuse Services for those individuals determined to be appropriate for temporary shelter care. When deemed appropriate, the City may refer individuals to the Logan Community Services, Inc. for juvenile or youth shelter care.

**Territorial Squares Square Dance Club Agreement.** The proposed item is to consider approval of a Lease Agreement with the Territorial Squares Square Dance Club for use of the building commonly known as the Girl Scout Cabin. The proposed Lease Agreement is a five

year lease which includes two improvements to the property: (1) add more gravel to the parking area and (2) remove the old trees that have fallen and/or are rotten.

**Logan County Economic Development Council Agreement.** The proposed item is to consider approval of an Agreement between the City of Guthrie and Logan County Economic Development Council for economic recruitment and broad based development. The proposed agreement is a renewal with changes. The term of the agreement is for one year, October 1, 2012 through September 30, 2013. The Agreement contains three changes: (1) LCEDC is to request funding for the upcoming fiscal year on or before June 4, 2013; (2) LCEDC is to report contacts made by prospective businesses; and (3) LCEDC must report financial transactions at the end of each quarter. Logan County Economic Development Council has agreed to provide economic recruitment and broad based development.

**Ground Hangar Lease Agreement with Hogue and Young, L.L.C.** The proposed item is to consider approval of Ground Hangar Lease Agreement with Hogue and Young, L.L.C. to lease Hangar Space No. 17 and build a 15,622 square feet, 10 Unit T-hangar on the leased property for a term to begin after FAA airspace approval received. Herman and Kimberly Hogue and Stanley K. Young agreed to lease Hangar Space No. 17 at a rate of \$0.17 square feet for 30 years with an option to renew for a total of an additional ten years. Hangar space is in great demand at the airport and this T-hangar unit will allow for ten additional aircraft to be based at the airport. The lease will begin once FAA airspace approval has been granted and received.

**Early Project Development Submittal to Oklahoma Aeronautics Commission.** The proposed item is to consider approval of the Early Project Development (EPD) Submittal to be sent to Oklahoma Aeronautics Commission (OAC) which includes the contract between Garver Engineering and the City of Guthrie pertaining to the scope of services that they will perform, the fees that they will assess to the airport sponsors for administrative costs, design fees and bidding fees associated with the project of acquiring Maintenance and Snow Equipment. The AIP Project in consideration will be to acquire Maintenance and Snow Equipment for the airport under project Account No. 98-98-94-6586. This project is eligible for Non-Primary Entitlement (NPE) funding that will be administered through the OAC. Funding for the above mentioned project will be at a ratio of 90% to 10% up to \$150,000 and the rest recovered by the cities at 10% being the amount to be split between Guthrie and Edmond. The project is estimated to come under \$150,000 allowing for an estimated \$15,000 to be split by both Cities.

**Homeland Security Grant.** The proposed item is to consider approval of a Homeland Security Grant for Mobile Laptop Project for the Guthrie Police Department. On September 7, 2012 the City of Guthrie received notification of a grant award from the Oklahoma Office of Homeland Security totaling \$30,540.00. The grant specifically covers the purchase of six Mobile Laptops and affiliated hardware to mount in Police Units. These Laptops will allow staff to complete and approve UCR reports in the field instead of being required to come to the station. By the continued implementation of computers in the field, our officers will be more visible in the community and shorten response time to calls.

**Silent Harvest Homes Addition, Phase I.** The proposed item is to consider approval of the final plat of Silent Harvest Homes Addition, Phase One. At the December 21, 2010 meeting of the Guthrie City Council, the Council approved Resolution No. 2010-21 supporting the development of Silent Harvest Homes, Phase One. Silent Harvest, LP proposed to construct a forty (40) unit housing development which is located on a parcel located at 2501 West Oklahoma Avenue. The Guthrie Planning Commission has reviewed the design, plat and given its approval. Plans were reviewed and building permits were issued; the project is under construction. Acceptance of the final plat and recording of the document is a requirement of the funding agency, the Oklahoma Housing Finance Authority, for the developer to receive their funding and State tax credits.

**Bid No. 2012-02, Demolition and Removal Services, Change Order No. 1.** The proposed item is to consider approval of Change Order No. 1 increasing the contract with K&M Wrecking for Bid No. 2012-02, Demolition and Removal Services, by \$1,200. Change Order No. 1 reflects a \$1,200 increase for the cost of material used to fill in the hole that was created from the removal of the basement at 402 North Division. The contractor was unaware of the basement and did not include the additional cost in his original bid. If approved, the \$1,200 increase would bring the total bid amount to \$5,986.

**Resolution No. 2012-13, Waterfowl Hunting at Liberty Lake.** The proposed item is to consider approval of Resolution No. 2012-13, establishing a fee for Waterfowl Hunting at Liberty Lake. The Guthrie Park Board met on August 1, 2012 to reestablish the waterfowl hunting at Liberty Lake and the Citizens Rate and Fee Advisory Committee met on September 12, 2012 to discuss establishing a fee. The proposed fee is \$400 per blind with a maximum of four hunters per blind.

**Resolution No. 2012-14, accepting FAA Grant.** The proposed item is to consider approval of Resolution No. 2012-14, accepting the FAA Grant offer for Airport Improvements for Project No. 3-40-00-36-13-2012 at Guthrie-Edmond Regional Airport. On Friday, September 14, 2012 the City of Guthrie received notification from Federal Aviation Administration (FAA) that we were approved for the grant submitted on June 25, 2012. The grant includes the rehabilitation and reconstruction of Taxiway C, construction of Northwest Development area taxiways and to rehabilitate runway lighting (PAPI wiring). The FAA requires they be notified of approval and acceptance of the grant by Resolution adopted by the governing body.

**Notice to proceed with the Corporate Hangar Development Project at the Guthrie-Edmond Regional Airport.** The proposed item is to consider approval to proceed with the Corporate Hangar Development Project at the Guthrie-Edmond Regional Airport at a cost not to exceed \$180,000. The Guthrie-Edmond Regional Airport is ready to proceed with the corporate hangar development project at a cost that is within the GIDA loan amount of the remaining \$180,000. The loan will be paid back through the revenues generated from the corporate hangar development land leases and connections per the lease document. The Airport Board interviewed Myers Engineering and recommends that they receive approval to prepare the bid documents, specifications and oversee the construction of the project.

**Contingent Fee Agreement with Colorado Council.** The proposed item to consider approval of the Contingent Fee Agreement with The Temple Law Office LLC to perform legal services regarding the Excel Jet, Ltd.

**Request for future items of discussion.** Motorcycle Track issue.

**Adjournment.** There being no further business for the Guthrie City Council, Councilmember Coffin declared the meeting adjourned at 6:33 p.m.

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Wanda Calvert, City Clerk

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Mary Coffin, Councilmember

MINUTES

CITY COUNCIL MEETING

September 18, 2012

The regular meeting of the sixty-first City Council of Guthrie, Oklahoma was posted on Friday, September 14, 2012 before 5:00 p.m. and held September 18, 2012 in the Guthrie City Hall Council Chambers.

Councilmember Mary Coffin called the meeting to order at 7:07 p.m.

Members Present:    Mary Coffin                      John Wood                      Gaylord Z. Thomas  
                                 Sheri Mueller                      Patty Hazlewood

Members Absent:    Chuck Burtcher                      Trey Ayers

Staff Present:            Wanda Calvert                      Randel Shadid                      Kim Biggs  
                                 Aaron Ryburn                      Rene Spineto                      Eric Harlow  
                                 Jim Ahlgren                      Maxine Pruitt                      Cyndi Selinger  
                                 Cody Mosley                      Damon Devereaux

Councilmember Coffin declared a quorum with five (5) Councilmembers in attendance.

**Consent Agenda.** Consent Agenda L, Consider approval of Agreement with Guthrie Chamber of Commerce, and Consent Agenda N, Consider approval of Agreement with Logan Community Services, Inc., were removed for further discussion. Motion by Councilmember Wood, 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 September 4, 2012.
- B. Consider approval of the minutes from the Regular City Council Meeting held on September 4, 2012.
- C. Consider approval of the minutes from the Special City Council Meeting held on September 5, 2012.
- D. Consider approval of the minutes from the Special City Council Meeting held on September 6, 2012.
- E. Consider approval of Treasurer Reports.
- F. Consider approval of the claims:

General Fund:                      Claims                      \$ 59,235.28

Hotel/Motel Tax Fund:	Claims	\$ 4,000.00
Capital Projects Fund:	Claims	\$125,109.98
Airport Fund:	Claims	\$ 891.49

Total Claims: \$189,236.75

- G. Consider approval of Audit Engagement Letter and Compilation Engagement Letter with Arledge & Associates, P.C. to provide auditing services for FY 2012.
- H. Consider approval to authorize City Staff to contract with Delta Dental to provide dental insurance coverage for City employees for FY 2013.
- I. Consider approval of Change Order No. 1 for Bid No. 2011-18, Guthrie Municipal Services Administration and Shop Building Reconstruction, giving 23 additional days to Cooley Construction Company contract in exchange for 3-phase electric, metal stairs in the Fleet Maintenance Shop mezzanine and the late delivery of lighting fixtures.
- J. Consider approval of Engagement Letter with Crawford & Associates, P.C. for Accounting and Consulting Services for FY 2013.
- K. Consider approval of the EMS Agreement between the City of Guthrie and Logan County Emergency Medical Services District Board of Trustees for the period of October 1, 2012 through September 30, 2013.
- M. Consider approval of Civil Defense Siren Maintenance Agreement between the City of Guthrie and Goddard Enterprises.
- O. Consider approval of Agreement with the Territorial Squares Square Dance Club for use of the building commonly known as the Girl Scout Cabin.
- P. Consider approval of Agreement between the City of Guthrie and Logan County Economic Development Council for economic recruitment and broad based development.
- Q. Consider approval of Ground Hangar Lease Agreement with Hogue and Young, L.L.C. to lease Hangar Space No. 17 and build a 15,622 square feet, 10 unit T-Hanger on the leased property for a term to begin after FAA airspace approval received.
- R. Consider approval of the Early Project Development (EPD) Submittal to be sent to Oklahoma Aeronautics Commission (OAC) which includes the contract between Garver Engineers and the City of Guthrie pertaining to the scope of services that they will perform, the fees that they will assess to the airport sponsors for administrative costs, design fees and bidding fees associated with the project of acquiring Maintenance and Snow Equipment.

- S. Consider approval to accept the Homeland Security Grant for the Mobile Laptop Project for Guthrie Police Department and authorize execution of documents.
- T. Consider approval of final plat of Silent Harvest Homes Addition, Phase One.
- U. Consider approval of Change Order No. 1 increasing the contract with K&M Wrecking for Bid No. 2012-02, Demolition and Removal Services, by \$1,200.

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

Aye: Coffin, Thomas, Wood, Hazlewood, Mueller  
Nay: None

Councilmember Coffin declared the motion carried unanimously.

Councilmember Coffin temporarily left the Council Chambers.

**Consent Agenda L. Consider approval of Agreement between the City of Guthrie and Guthrie Chamber of Commerce for the purpose of encouraging, promoting and fostering tourism in the City of Guthrie to be funded by the Hotel/Motel Tax receipts.**

The proposed agreement is a renewal. The term of the agreement is for one year, October 1, 2012 through September 30, 2013. The City of Guthrie levied a four percent (4%) hotel/motel excise tax upon the gross proceeds or receipts derived from all rent for every occupancy of a room or rooms in a hotel and motel and other sleeping accommodations in the City of Guthrie. The City of Guthrie has determined it is necessary and in the best interest of the City to transfer to the Chamber two thirds (2/3) of the proceeds to be used solely for the purpose of encouraging, promoting, fostering and administrating the tourism development of the City of Guthrie. Motion by Councilmember Wood, seconded by Councilmember Thomas, moved approval of the Agreement between the City of Guthrie and Guthrie Chamber of Commerce for the purpose of encouraging, promoting and fostering tourism in the City of Guthrie to be funded by the Hotel/Motel Tax receipts.

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

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

The motion carried unanimously.

Councilmember Coffin returned to the Council Chambers.

Councilmember Wood temporarily left the Council Chambers.

**Consent Agenda N. Consider approval of Agreement between the City of Guthrie and Logan Community Services, Inc. for temporary shelter for juveniles.** The proposed agreement is a renewal. The term of the agreement is for one year, October 1, 2012 through September 30, 2013. Logan Community Services, Inc. has the facilities to provide temporary shelter care and is fully certified by the Oklahoma Department of Mental Health and

Substance Abuse Services for those individuals determined to be appropriate for temporary shelter care. When deemed appropriate, the City may refer individuals to the Logan Community Services, Inc. for juvenile or youth shelter care. Motion by Councilmember Thomas, seconded by Councilmember Hazlewood, moved approval of Agreement between the City of Guthrie and Logan Community Services, Inc. for temporary shelter for juveniles. Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Coffin, Thomas, Hazlewood, Mueller  
Nay: None

Councilmember Coffin declared the motion carried unanimously.

Councilmember Wood returned to the Council Chambers.

**Consider approval of Resolution No. 2012-13, establishing a fee for Waterfowl Hunting at Liberty Lake.** The Guthrie Park Board met on August 1, 2012 to reestablish the waterfowl hunting at Liberty Lake and the Citizens Rate and Fee Advisory Committee met on September 12, 2012 to discuss establishing a fee. The proposed fee is \$400 per blind with a maximum of four hunters per blind. Motion by Councilmember Wood, seconded by Councilmember Mueller, moved approval of Resolution No. 2012-13, establishing a fee for Waterfowl Hunting at Liberty Lake. Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Coffin, Thomas, Wood, Hazlewood, Mueller  
Nay: None

Councilmember Coffin declared the motion carried unanimously.

**Consider approval of Resolution No. 2012-14, accepting the FAA Grant offer for Airport Improvement for Project No. 3-40-00-36-13-2012 at the Guthrie-Edmond Regional Airport.** On Friday, September 14, 2012 the City of Guthrie received notification from Federal Aviation Administration (FAA) that we were approved for the grant submitted on June 25, 2012. The grant includes the rehabilitation and reconstruction of Taxiway C, construction of Northwest Development area taxilanes and to rehabilitate runway lighting (PAPI wiring). The FAA requires they be notified of approval and acceptance of the grant by Resolution adopted by the governing body. Motion by Councilmember Thomas, seconded by Councilmember Wood, moved approval of Resolution No. 2012-14, accepting the FAA Grant offer for Airport Improvement for Project No. 3-40-00-36-13-2012 at the Guthrie-Edmond Regional Airport. Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Coffin, Thomas, Wood, Hazlewood, Mueller  
Nay: None

Councilmember Coffin declared the motion carried unanimously.

**City Manager's Report.** No report.

**Requests/comments from members of the City Council.** Councilmember Hazlewood informed the Blue Belle will be open tomorrow.

Councilmember Thomas wished the Mayor Burtcher a quick recovery and informed Homecoming is this Friday.

Councilmember Wood wished Mayor Burtcher and former Mayor Jon Gumerson a quick recovery.

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

**Executive Session.** Motion by Councilmember Thomas, seconded by Councilmember Hazlewood, moved approval to convene into Executive Session pursuant to the Authority of Title 25, O.S. 2001, as follows:

- A. Section 307(B)(1) for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of public officer or employee (City Manager);
- B. Section 307(B)(1) for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of public officer or employee (City Attorney);
- C. Section 307(B)(1) for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of public officer or employee (City Judge).

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

Aye: Coffin, Thomas, Wood, Hazlewood, Mueller  
Nay: None

Councilmember Coffin declared the motion carried unanimously at 7:19 p.m. Attending Executive Session were Councilmembers Coffin, Thomas, Wood, Hazlewood and Mueller, City Attorney Shadid and Human Resources Director Jim Ahlgren.

**Reconvene the Guthrie City Council Meeting.** Councilmember Coffin reconvened the Guthrie City Council Meeting at 7:41 p.m. and stated no action was taken in Executive Session.

**Consideration of action regarding the employment, hiring, appointment, promotion, demotion, disciplining or resignation of public officer or employee (City Manager).**

Motion by Councilmember Thomas, seconded by Councilmember Mueller, moved approval to hire Sereniah Breland as City Manager and approval of the Employment Agreement as presented tonight. Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Coffin, Thomas, Wood, Hazlewood, Mueller

Nay: None

Councilmember Coffin declared the motion carried unanimously.

**Consideration of action regarding the employment, hiring, appointment, promotion, demotion, disciplining or resignation of public officer or employee (City Attorney).**

Motion by Councilmember Thomas, seconded by Councilmember Hazlewood, moved approval of the Employment Agreement with Randel Shadid as City Attorney.

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

Aye: Coffin, Thomas, Wood, Hazlewood, Mueller

Nay: None

Councilmember Coffin declared the motion carried unanimously.

**Consideration of action regarding the employment, hiring, appointment, promotion, demotion, disciplining or resignation of public officer or employee (City Judge).**

Motion by Councilmember Thomas, seconded by Councilmember Mueller, moved approval of the Employment Agreement with David Hood as City Judge. Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Coffin, Thomas, Wood, Hazlewood, Mueller

Nay: None

Councilmember Coffin declared the motion carried unanimously.

**Adjourn.** Motion by Councilmember Thomas, seconded by Councilmember Mueller, moved approval to adjourn. Councilmembers entered their votes and the votes were displayed with the following results:

Aye: Coffin, Thomas, Wood, Hazlewood, Mueller

Nay: None

Councilmember Coffin declared the motion carried unanimously at 7:43 p.m.

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Wanda Calvert, City Clerk

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Mary Coffin, Councilmember



CITY OF GUTHRIE

CLAIMS

**October 2, 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.

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Kim Biggs  
Purchasing Agent

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

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Matt Mueller  
City Manager



**Agenda Item Cover Letter**

<b>Meeting</b> <input checked="" type="checkbox"/> City Council <input type="checkbox"/> GPWA <input type="checkbox"/> Other: _____	<b>Date of Meeting</b> October 2, 2012	<b>Contact</b> Cynthia Selinger, Director of Library Services
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**Agenda Item**

Consider approval of Resolution No. 2012-15 revising General Library Policy to include the fee schedule as recommended by the Guthrie Library Board.

**Summary**

State guidelines require regular review and updating of library policies. The significant change to current library policy is the inclusion of student library cards for all students attending school in Logan County, to include Mulhall-Orlando Schools which straddle the Logan-Payne County line. This change is consistent with current Stillwater Public Library, Metropolitan Library System, Pioneer Library System policy, and many more across the state and country. Other changes include codification of current practices and more precise and consistent verbiage. Changes to the Fee Schedule include small increases to the cost of lamination and long distance faxes (to cover actual library costs) and inclusion of color copy/print fees.

<b>Funding Expected</b>	<input type="checkbox"/> Revenue	<input type="checkbox"/> Expenditure	<input checked="" type="checkbox"/> N/A
<b>Budgeted</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<b>Account Number</b>	<u>[00-00-00-0000]</u>	<b>Amount</b>	_____
<b>Legal Review</b>	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Required	Completed Date: <u>9-25-2012</u>
<b>Mayor's Appt.</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

**Supporting documents attached**

- **Policies**
- **Fees Schedule**
- **Resolution**

**Recommendation**

Staff recommends accepting the Library Board recommendation to implement the revised General Library Policy to include the Fee Schedule.

**Action Needed**       Public Hearing       Motion       Emergency Clause

**RESOLUTION NO. 2012-15**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
GUTHRIE REVISING THE GENERAL POLICIES FOR THE  
GUTHRIE PUBLIC LIBRARY.**

WHEREAS, the Guthrie City Council has heretofore adopted the Guthrie Public Library Policy on April 15, 1986; and

WHEREAS, the Guthrie City Council desires to revise the Guthrie Public Library Policy to have current policies and procedures covering the Guthrie Public Library functions; and,

WHEREAS, the Guthrie City Council desires to authorize the implementation of such policies and procedures in connection with the Guthrie Public Library.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Guthrie, that:

1. The Guthrie Public Library General Policies dated October 2, 2012 is hereby revised and adopted for use and implementation by the Guthrie Public Library.
2. Said policy shall become effective immediately.

\*\*END\*\*

The undersigned hereby certify that the foregoing Resolution was duly adopted and approved by the Mayor and City Council of the City of Guthrie, Oklahoma, on the 2<sup>nd</sup> day of October, 2012 after compliance with the notice requirements of the Open Meeting Act (25 OSA, §301, et seq.).

\_\_\_\_\_  
Chuck Burtcher, Mayor

ATTEST: (Seal)

\_\_\_\_\_  
Wanda Calvert, City Clerk

APPROVED AS TO FORM

\_\_\_\_\_  
Randel Shadid, City Attorney

# **Guthrie Public Library General Policies**

*Approved by Library Board 9-26-12*  
*Approved by Guthrie City Council 10-2-12*  
(Resolution 2012-xx)

The Guthrie Public Library supports the *American Library Association's Library Bill of Rights* with the attendant interpretations, the *Freedom to Read Statement*, the *Freedom to View Statement* and the *Statement on Confidentiality of Library Records*. The following policies are in no way meant to jeopardize or inhibit these principles or statements.

## **PART I: Mission Statement**

To provide and to encourage the use of library resources and services where the Guthrie Public Library can best meet the evolving educational, recreational, and informational needs of the residents of Logan County and the City of Guthrie, thus enhancing individual and community life.

## **PART II: Circulation Policy**

### **A. Eligibility for Library Cards**

#### **1. Resident Card**

All residents of Logan County are eligible for a Guthrie Public Library card.

#### **2. Non-Resident Card**

Any person who does not qualify for a Guthrie Public Library card but wishes to borrow material from the library may be given a non-resident card for a fee which entitles that person to full library service for twelve months.

#### **3. Institutional Card**

Organizations with an educational mission may be eligible to receive an institutional card with the Library Director's authorization. Loan maximums will be set based on the institution's needs and the library's ability to meet those needs without jeopardizing services or materials available for other patrons.

#### **4. Student Card**

Students who attend school districts that serve Logan County are eligible for a library card. Proof of school enrollment or residence must be shown at the time of application and annually thereafter as applicable. Parents of minor children must sign the library card application in accordance with registration and renewal procedures.

### **B. Library Card Registration and Renewal**

#### **1. Library Cards for Adults**

An application form must be completed for every person 18 and older wanting to borrow materials from the library. Proof of home address is required as part of the application process. Identification must include photo identification and any item showing name and current address, such as a recent utility bill, rent receipt, imprinted personal check, or valid current vehicle

registration. If proof of address cannot be presented, the completed application may be mailed to the applicant's residence. When the applicant receives the form in the mail, he/she may return it to the library for a card and full borrowing privileges.

## 2. Library Cards for Children

The library requires that a parent or legal guardian be present to sign the application form for their children 17 years or younger acknowledging responsibility for library materials checked out by their children and payment of any fines, fees or charges incurred by their children.

## 3. Renewal of Library Cards

Library cards are issued for one year from the date of the application. Resident and institutional cards will be renewed upon confirmation that the patron's name, address, and phone number have not changed and updating the record if they have. Likewise, student cards will be renewed upon confirmation of the student's name, address, phone number, and proof of school enrollment or residence. Non-resident cards will be renewed upon confirmation of name, address, and phone number and payment of the annual fee.

## C. Borrowing Records

Records of cardholders are confidential. The computer maintains records only for the current and previous borrower of a particular item.

## D. Standard Loan Rules

1. A library card must be presented at checkout. A driver's license may be used in lieu of a library card on occasion but not on a regular basis. If a patron loses his or her library card, a replacement card must be purchased according to the fee schedule.
2. Patrons are responsible for materials checked out on their library card.
3. A maximum of ten (10) items may be checked out on a card. On the day a new library card is issued, only two (2) items may be borrowed. On the return of those items, the patron will have full privileges.
4. Patrons may renew items that are not on Hold for another patron. Patrons may have two consecutive renewals. If the patron wishes to keep the item(s) longer, he or she must bring the item(s) into the library to be checked in and rechecked on the patron's card. Telephone renewals will be accepted.
5. Replacement costs plus a fee may be charged to the patron for items returned damaged to the extent that the item must be withdrawn from circulation.
6. Any patron who claims to have returned an item two times will be prohibited from borrowing further materials.

## E. Loan Periods

Materials may be checked out for the period defined in the chart below. Reference books and items designated at “Non-Circulating” do not check out to the public.

<b>Type of Material</b>	<b>Loan Period</b>	<b>Renewals</b>	<b>Checkout Limit</b>
Books, Audiobooks (cassette or CD), music CDs, Multimedia Kits, Periodicals, Encyclopedias	14 days	2	10 items per card
High demand items as determined by the Hold wait list	7 days	None	1 high demand item per card
Video media	7 days	2	3 videos per card
Downloadable eMedia	7 or 14 days	None	6 items per card

F. Overdue Procedures

As a courtesy, the library mails overdue notices to borrowers who are late returning materials. The overdue notices schedule is as follows:

- First Notice:* Overdue/bill notice informing them of overdue items
- Second Notice:* Overdue/bill notice with an estimated cost of items overdue plus a letter informing the patron that a stop has been placed on his/her library card
- Third Notice:* Overdue/bill notice with a copy of Public Notice regarding Theft of Library Materials

If the items are still not returned after the third notice has been mailed, attempts may be made to recover the materials.

**PART III. Collection Management**

A. Responsibility for Collection Management

The Director of Library Services is responsible for selection and management of all library materials within the framework of this policy. Actual selection and management activities are shared among trained library staff who shall discharge this obligation consistent with this policy and established procedures.

B. Guidelines for Selection

1. Materials will be chosen in accordance with the stated mission of the library and the following guidelines. The order of the criteria does not indicate relative importance.
  - a. Community needs, interests and demands.
  - b. Relationship to existing materials in order to achieve a balanced collection.
  - c. Clarity, accuracy and objectivity of information and/or presentation.
  - d. Suitability of subject, style and reading level for the intended user.
  - e. Positive reviews in selection aids.
  - f. Artistic, literary, historic and/or scientific merit.

- g. Reputation and/or authority of the author, editor, illustrator or publisher.
- h. Price in relation to total budget, availability and demand.
- i. Format and durability.
- j. Availability of shelf space.

## 2. Audio-Visual Media

New audio-visual media that are introduced into the marketplace are studied carefully to assess their suitability for public library use. If it is determined that they will receive lasting and widespread public acceptance, collections of new forms will be added to the library according to the selection criteria above.

## 3. Video Collection

a. Non-fiction/Non-theatrical videos. Definition of non-theatrical videos: general interest non-fiction and short fiction works produced for the education and home video markets, including items such as documentaries, how-to, self-paced learning and instruction, travel, music, health and fitness, dance, theater, inspiration, etc. Non-theatrical videos are purchased when the format provides a useful way of presenting information to a patron. Titles are acquired in all general subjects.

b. Entertainment/feature videos. Definition of feature videos: full-length dramatizations including foreign and U.S. produced contemporary films and classics. The library will provide entertainment feature films for adults and children that are established classics, major award winners, film versions of books, important representative films from other countries, and titles from the "Best Films" lists that are periodically published by critically-recognized journals and reviewers. Final selection will be based on judgment of the film's overall merit, using several specific criteria. To be acquired, a film will meet at least one of the following criteria: be of present and potential relevance to community needs; provide insight into human and social needs; provide high quality performances; be produced with technical skill; or be an outstanding example of artistic expression. In addition, feature films determined to be appropriate for general family viewing may also be added to the collection.

## 4. Paperback Books

Paperback books will be purchased and catalogued only if unavailable in hardback form.

## C. Selection Aids

Professional reviewing media and in-library inspection are used for selection of materials.

## D. Materials Not Selected

### 1. Rare Books

Since it is the public library's function to make materials available to all users, the Guthrie Public Library does not collect rare or unusual materials that require special handling. Rare publications pertaining to Guthrie or Logan County will be given to the Oklahoma Territorial Museum or another appropriate institution for preservation and protection.

### 2. Genealogy Materials

The library collects basic materials on genealogical research but does not collect more specialized publications such as family histories.

### 3. Textbooks

The library does not buy textbooks, including those used by the local schools, colleges or universities.

### E. Gifts

Gifts are accepted with the understanding that they will be evaluated with the same criteria used for purchased materials. If they do not meet these standards, they may be conveyed to the Friends of the Guthrie Public Library for the benefit of the library or disposed of if condition warrants.

### F. Discarding and Replacing Materials

1. In order to maintain a vital, current collection that meets the needs of the community, examination of materials is an ongoing process. An item is considered for discard when it is obsolete or outdated, damaged or worn beyond use, no longer circulating and/or used for reference purposes, or one of many copies of a formerly popular title.

2. A work chosen for discard may be replaced with another copy of the same title or another work on the same subject.

3. The aids used for selection of materials will also be used when examining materials to be discarded.

### G. Patron Objections to Library Materials

Library patrons may suggest books or other materials to be removed from the collection. When a patron wishes to suggest a material to be removed from the collection, the following procedure is followed:

1. A member of the library staff explains the selection policy to the patron. If the patron wishes, s/he may submit a written request to review an item to which the patron has objections.

2. The completed form is reviewed by one or more members of the library staff who have responsibility for materials selection and by the Director of Library Services. Library staff will objectively review the resource in question to ascertain that the selection criteria and principles stated in this policy were applied in the selection process. A written response will be provided to the library user making the request, and the Director of Library Services will notify the Library Board of each request submitted.

3. In the event that the library user who initiated the request is not satisfied with the response of the Director of Library Services, s/he may submit a written request that the item be placed on the agenda of the next regularly scheduled meeting of the Library Board. This request must be received by the Director of Library Services no later than seven (7) work days before the board meeting in order to meet the requirements of the Open Meeting Act. The Board may handle the

matter as a body or refer the question to an advisory committee for a recommendation. In either case, a letter will be sent to the library user informing him or her of the Board's decision.

4. Library resources are not removed from the collection during the review period. Copies of the materials in question may be checked out as evaluation copies for use by the members of the staff and the Library Board.

#### **PART IV. Interlibrary Loan**

##### **A. Interlibrary Loan Service**

If the patron requests an item that the library does not own, s/he may borrow it through Interlibrary Loan. The patron must fill out an Interlibrary Loan request and have a valid Guthrie Public Library card with no items overdue and no unpaid fines. A limit may be placed on the number of items a patron may request through Interlibrary Loan.

##### **B. Charges for Interlibrary Loan**

The patron is charged the cost of shipping plus any fines or fees assessed by the owning library including charges for lost or damaged items.

#### **PART V. Holds**

Library materials unavailable for checkout may be placed on hold/reserve. Patrons will be contacted by telephone, mail, or email as soon as the requested item becomes available. Requested items will be held for three (3) days.

#### **PART VI. Fines and Payments**

Fines and fees will be charged to patrons according to the Fee Schedule adopted by the Guthrie City Council. Fines and other outstanding charges will be brought to a patron's attention at the checkout desk. Patrons with a fine of \$5.00 or more may not borrow items or use the public access computers. Patrons with fines or fees older than 90 days will be Temporarily Barred from library services until their account is paid in full.

#### **PART VII. Patron Behavior and Library Usage**

The Guthrie Public Library adheres to the *Library Bill of Rights* and maintains that all patrons, regardless of origin, age, background or views, are free to study, read, and utilize library materials without the fear of harassment, intimidation, physical threats, or undue distractions. In order to protect these rights of the patrons, users must obey all library policies and procedures. Failure to comply may result in loss of privileges. The following activities will be monitored in the library:

1. Smoking is prohibited inside the library and within 25 feet of any exterior door.
2. Food is permitted only in the library meeting room and foyer. Proper disposal of waste is required or privileges will be revoked.
3. Beverages in spill-proof containers are permitted in the library. Proper disposal of waste is required or privileges will be revoked.
4. Soliciting will be strictly prohibited.
5. A responsible adult must accompany and actively attend young children in the library at all times.

6. Weapons, recreational wheels, and pets (with the exception of service dogs) are strictly prohibited in the library and on library grounds. Bicycles are to be parked in designated racks.
7. Individuals who are disrupting other patrons will be asked to discontinue their disruptive behavior or leave the library.
8. Damaging library materials or property is strictly prohibited and will be reported to the proper authorities.
9. Patrons will be asked to place their cell phones and pagers on vibrate or silent and accept and/or place calls outside the library.

Any patron who violates the library's rules may be expelled from the premises for 24 hours. The library staff will contact the Guthrie Police if necessary.

## **PART VIII. Computer Policy**

The Guthrie Public Library provides computers for public use. Computers are available for document preparation and access to various electronic resources including the Internet, library catalogs, and databases.

### **Conditions and Terms of Use in the Library**

- All computer users must read the policies and procedures for library computer and Internet usage and sign an Acceptable Use Agreement. If the user is under the age of eighteen (18), his/her parent or legal guardian must also read and sign the agreement in the presence of library staff.
- Users must treat library materials and equipment in a responsible manner in order to preserve the equipment and insure availability for other users. Users must not interfere with the operation of any computer, including altering, damaging or destroying data or computer programs or installing or downloading software to the computers.
- Users must not use any library computer for any illegal or criminal purpose including copying resources that are protected by copyright. Such resources may include, but are not limited to, software, data, text files, images, and sounds. The library reserves the right to confiscate illegal copies that are created with library equipment.
- Users must not access, view, upload, download, or otherwise distribute or knowingly receive materials that are pornographic or obscene. In accordance with the Children's Internet Protection Act, and other state and federal laws and regulations, users must not access, view, upload, download, or otherwise distribute or knowingly receive visual images that are harmful to minors.
- Users may save files to a CD or USB drive.
- Staff will gladly assist Internet users but cannot provide extensive instruction. During certain hours of operation, staff time may be severely limited.
- Material may be printed from the Internet or from programs installed on the public access computers using the public access printer. Fees for printing are determined by the City Council.

### **Access to Internet Resources**

- The Internet is an unregulated medium that offers access to a wealth of material that is personally, professionally and culturally enriching to individuals of all ages. The Internet also

enables access to some material that may be offensive, disturbing, and/or illegal. The library cannot control or monitor all material accessed by patrons and networks via the Internet; however, in accordance with the Children's Internet Protection Act, technology protection measures will be utilized. Such measures will include filtering software and/or hardware. Individual users must accept responsibility for determining content suitability of unfiltered sites. Users are encouraged to inform library staff if visual images that are pornographic, obscene, or harmful to minors are unfiltered. Adult users may request that a staff member disable the filter for their use.

- Parents of minor children have full responsibility for their child's use of the library's Internet terminals. Just as parents are encouraged to discuss appropriate use of other library materials, the library encourages parents to discuss with their children the appropriate use of electronic resources available through the Internet. Parents are encouraged to discuss with their children the hazards of releasing personal information on the Internet.
- Because the library's ability to provide Internet access is limited, the library reserves the right to allow or restrict access to selected sites to insure the most efficient use of resources. The library also reserves the right to ask users to refrain from displaying computer images that are inappropriate for public viewing.

#### **General Information Regarding Use**

- Computers are available on a first-come, first-served basis.
- Patrons with a fine of \$5.00 or more may not use the public access computers. Patrons with fines or fees older than 90 days will be Temporarily Barred from library services until their account is paid in full.
- All users are required to check in and out with library personnel. Temporary users (visitors or residents needing computer access for a short time period) will be granted Internet access upon showing a photo identification, completing a Computer Guest Pass, and signing the Internet User Agreement form.
- There is a 30 minute time limit on computer desktops unless no other users are waiting. That period may be shortened based on high usage or peak periods as determined by the library director or his/her designee. Time may be extended as circumstances allow.
- No more than two people may be seated at a computer workstation.
- Users leaving the computer for more than five minutes will be asked to give up their time at the computer for other users.
- Computers may be reserved for training purposes. Advanced scheduling is required and a fee may apply in accordance with the fee schedule.

#### **Failure to Comply with Policies and Procedures**

- Failure to comply to use the computers or Internet access, as defined in this policy, will result in the loss of computer and Internet privileges and possible legal action.
- Users are financially responsible if noncompliance results in damage to library computers, equipment, and software. A bill for technical support, repair, and replacement of equipment/software will be issued to the user.
- An illegal use will be reported to the proper authorities.
- All restrictions may be appealed to the Library Board for review and consideration.

### **PART IX: Meeting Room**

A meeting room is available for no charge to groups engaged in non-commercial and non-profit activities. For-profit groups may use the meeting room for a fee to be determined by the City Council. Meeting facilities are not available to individuals for private parties, self-promotional activities or other personal use. The meeting room may not be used for fundraising purposes unless the funds raised directly benefit the library. Registration fees covering materials and/or speakers are permitted. Buying and selling are not permitted. The library may not be used as the primary meeting place for any organization or group for regularly scheduled meetings. Exceptions are library sponsored groups or programs. The meeting room will be reserved on a first-come, first-served basis.

Each group is responsible for ensuring its program is in compliance with applicable state and federal statutes (i.e. Open Meetings Act, Copyright Law, ADA, etc.). The booking organization is responsible for the following: arranging the room to suit its needs; returning the room to its original arrangement; leaving the room in a neat, clean and orderly condition; reimbursing the City of Guthrie for any special cleaning needed and/or any repair or replacement of library property or equipment.

The use of the library meeting space by any organization does not necessarily constitute an endorsement of that organization's policies or beliefs by the Guthrie Public Library or the City of Guthrie.

### **PART X: GPC Resource Center**

The GPC Resource Center is available for public use during library hours. All users must check in at the library's circulation desk before each use. First-time users must be trained on the use of the equipment and have a signed liability waiver on file. Use of the equipment and facility is free. Expendable materials are charged at cost. Revenue from the GPC Resource Center will be used to restock materials and supplies.

### **PART XI: Notices and Exhibit Space**

Notices and materials for distribution for non-commercial and non-profit activities may be displayed in designated areas with prior approval by library staff. Exhibit space is available only for the display of library-sanctioned exhibits.

### **PART XII: Powers and Duties of the Library Board**

The Guthrie Public Library Board shall:

- A. Act in an advisory capacity to the Director of Library Services on all policy matters.

- B. Promote the services of the library in the community.
- C. Become familiar with state and local library laws.
- D. Assist in the hiring of the Director of Library Services by participating in the recruitment and interview process and making a recommendation to the City Manager.
- E. Review the proposed annual program of services and capital improvement requests following preparation by the Director of Library Services.

# Guthrie Public Library

## Fee Schedule

Revised October 2012 (Resolution 2012-xx)

### A. Library Cards

1. Patrons will receive their first card free of charge.
2. A fee of \$1.00 will be charged for replacing two lost or stolen library cards; the fee will increase by \$.20 each time thereafter.
3. An annual fee of \$30.00 will be charged for non-resident cards.

### B. Fines for Overdue Library Materials per Day

1. Books, audiobooks (cassette or CD), music CDs, multimedia kits, periodicals, encyclopedias: \$.10 per item with a maximum charge of \$5.00
2. Video media: \$.50 per item with a maximum charge of \$10.00

### C. Lost or Damaged Materials

The fee paid for the replacement of lost items is non-refundable even if the item is found and returned at a later date. Partial payment of accumulated fines and bills will be accepted.

1. Materials that are still available for replacement: \$5.00 plus replacement cost
2. Materials that are no longer available for replacement: \$5.00 plus the retail price at the time of purchase

### D. Copies and Prints, per page

Photocopies, single sided, letter and legal size:	\$ .10
Photocopies, double sided, letter and legal size:	\$ .15
Photocopies, single sided, ledger (11" x 17"):	\$ .20
Photocopies, double sided, ledger (11" x 17"):	\$ .30
Computer prints:	\$ .10

Color copies or prints, add \$.40 to above fees  
Photocopies and computer prints, customer provides paper: discount of \$.05  
Staff must inspect/approve paper and assist with copies

### E. Fax

1. Sending: \$1.00 per page
2. Receiving: \$1.00 per page
3. Long distance faxes: \$1.25 per page

### F. Meeting Room

1. No fees are charged to library, library-related groups or other city departmental groups at any time.

2. No fees are charged to non-profit civic, professional, and educational organizations during library operating hours unless food and/or beverages are served. If refreshments are served, the group is assessed a \$10.00 fee.
3. For-profit groups may rent the room during library hours for \$10.00 per hour. If applicable, the refreshment fee is added.
4. Meetings must be scheduled to take place during library hours. Special arrangements for meetings outside library hours may be arranged. An additional fee of \$15 per hour or any part of any hour will be added should meetings begin prior to or extend beyond regular operating hours. A 10-minute warning will be given by library staff prior to closing.

#### G. Public Computer Reservations

1. No fees are charged to library, library-related groups or other city departmental groups at any time.
2. No fees are charged to non-profit civic, professional, and educational organizations offering free training during library operating hours.
3. For-profit organizations may reserve public computers ~~lab~~ only for employee training and may not charge participants. A fee of \$20 per hour will be charged for block reservations of the public computers. This fee is in addition to the charge for the meeting room.

#### H. GPC Resource Center

1. Users will be charged the cost of expendable materials used.
2. Use of the equipment and facility is free.

#### I. Other

1. Interlibrary Loan: Actual postage cost
2. Test Books: \$20 refundable deposit
3. Notary Services: Free