



City of

Guthrie

101 N. 2nd
Guthrie, Oklahoma 73044

405) 282-3535
fax) 405) 282-0473

Office of the City Manager

March 31, 1998

Mrs. Sue Durkee
Guthrie Community Arts Committee

Dear Sue:

This letter is to serve as authorization from the City of Guthrie to the Guthrie Community Arts Committee for the use of the Excelsior Building. The Guthrie Community Arts Committee has the personnel and expertise for providing youth arts and recreation services. The City of Guthrie recognizes the importance of such programs, and that they fulfill a valid public need in our community.

It is my understanding that the Arts Committee will be making use of Rooms 1, 2, 3, 4 and the mechanical room (see attached drawing). On occasion, there will be other community groups that may request use of portions of the Excelsior Building. To coordinate this process, the Arts Committee will assume the responsibility of scheduling these groups. Any revenues generated from the leasing or renting of the Excelsior Building to other groups will be turned over to the City of Guthrie General Fund.

The City of Guthrie would also request that the Guthrie Arts Committee, upon conclusion of its fiscal year, provide the City Manager an itemized listing of revenues and expenditures for the programs conducted at the Excelsior Building so that it may be provided to the Council. The City would also request that an evaluation of their programs be produced that provide a summary of the youth served by the Arts Committee, such as age, sex, ethnicity and residency. The City will also need a list of officers of the Guthrie Arts Committee and, if applicable, board of directors information, by-laws and mission statement.

The City agrees to provide the facility (Excelsior Building), limited maintenance of the facility, utilities and insurance. I've noticed in the budget proposal, you've indicated that the Community Arts Center will be a budgeted item in the City budget. Sue, it is my understanding that at this time, that has not been discussed by the council and would need to be approved by the Guthrie City Council at a later date. Not knowing what the future may hold for either the Guthrie Community Arts Committee or the needs of the City of Guthrie, this agreement should be reviewed annually.

I hope that this agreement will be satisfactory and will fulfill the immediate needs of the Guthrie Arts Committee. If this agreement meets with your approval, would you please sign an original copy and return it to me for presentation to the Council.

Sincerely,

Stephen C. Almon
Interim City Manager

Chair - Guthrie Community
Arts Committee
April 3, 1998



City of

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405) 282-3535

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Office of the City Manager

To: Mayor Evelyn Nephew and members of the Guthrie City Council

From: Interim City Manager Stephen C. Almon

Re: Letter of Agreement Between the City of Guthrie and the Guthrie Arts Committee for the use of the Excelsior Building

Date: April 3, 1998

For your review and consideration is the following letter of agreement between the City of Guthrie and the Guthrie Arts Committee for the use of the Excelsior Building. Prior to Richard Gertson's departure, he had been requested to work up some sort of an agreement between the City and the Guthrie Community Arts Committee. Richard advised me that a formal agreement was not needed, as it is somewhat a branch of city government, being a committee of the Parks Board, but that if we wanted to have some sort of written agreement of understanding, that would be appropriate.

Brian Pierson and I also discussed this issue, and believe that a letter outlining their use would be appropriate. Key points in the letter of agreement are:

Areas to be used by the Guthrie Arts Committee;

Statistical information to be provided to the City by the Guthrie Arts Committee;

Arts Committee's responsibility for scheduling other groups;

City's agreement to provide the facility, including limited maintenance, utilities and insurance.

If this agreement meets with your approval:

Motion:

I move that we approve / do not approve the attached agreement between the City and the Guthrie Arts Committee for the use of the Excelsior Building.

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DATE: March 12, 1998

TO: Mayor Evelyn Nephew and Guthrie City Councilmen

FROM: Sue Durkee

RE: Use of Excelsior Building for the Guthrie Community Arts Center

Attached is a copy of the Proposal for the Guthrie Community Arts Center, a project of the Community Arts Committee, a committee of the Guthrie Park Board. This proposal was presented to and accepted by the Park Board at the October 14, 1997 meeting.

On November 5, 1997, representatives from the YMCA-Guthrie Extension met with Mayor Evelyn Nephew and Interim City Manager Richard Gertson to discuss the YMCA's using the Excelsior Building as a Youth Center for Guthrie teens.

Since both entities wanted to use the Excelsior Building, a meeting was held on February 20, 1998. Attending were Richard Gertson, Sue Durkee, Nancy Russell and Pam Daniels from the Arts Committee, and Lee Allen, and Nic and Jeni Thams from the YMCA-Guthrie Extension. The YMCA presented a proposal dated February 11, 1998. After the meeting, some of the members visited the Excelsior Building. It was decided that the two groups could share the facility by defining spaces and time scheduling.

"The Guthrie Arts & Humanities Council has agreed to assist the Committee, when possible." The Committee will use the 501 (c)(3) status of GAHC. The Committee will open an account at BancFirst with two of the following having to sign each check: Bob Bozarth, Pam Daniels, Susan Durkee and/or Nancy Russell. As required by BancFirst, the signees were approved by the Park Board at the March 10, 1998 meeting.

At that meeting, the Park Board also recommended the Council authorize the Guthrie Community Arts Center and the YMCA to utilize the Excelsior Building. From the City, the Arts Center is requesting preparation and maintenance of the facility, utilities and insurance.

The Arts Center will be in Rooms 1 and 2. Additional lighting will be needed. The kilns will be in the mechanical room. Either Room 3 or 4 could be sound-insulated and used as a Music Room with a piano furnished for those who take lessons but do not have access to a piano for practice. (Not mentioned in the overview is the desire of the Committee to offer education in the performing arts.)

PROPOSAL

GUTHRIE COMMUNITY ARTS CENTER a Project of the Community Arts Committee Guthrie Park Board

- MISSION -

To consistently provide and promote opportunities for Guthrie residents to access equipment, instruction and materials; for the study and production of studio and visual arts. Also, for the participation in lectures and workshops in these arts; which provide for excellent, ongoing art-education opportunities for all area residents.

Guthrie Community Arts Committee Members as of October 13, 1997

Sue Durkee, Temp Chair
1119 Mockingbird Lane
282-1762

Bob Bozarth
111 South Division
260-0000

Pam Daniels
Post Office Box 536
282-6482

Nancy Russell
Post Office Box 1207
282-8180

Ruth Swain
702 East Perkins
282-3990

Elwyn Welch
417 East Springer
282-0854

PROPOSAL

GUTHRIE COMMUNITY ARTS CENTER a Project of the Community Arts Committee Guthrie Park Board

To provide for excellent ongoing art-education opportunities for all area residents, we, the Committee, hereby present this overview for the consideration of the Guthrie City Council. A more detailed proposal and budgetary parameters will be determined by the responses and needs of the community.

The Guthrie Community Arts Center will provide instructions in the visual arts on short and long-term bases for all levels and for all youth and adults. Independent expression will be encouraged with hands-on experiences in a classroom setting with a student/instructor ratio of 10-1 to insure individualized ability development.

This is intended to be a year-round program offering day and night classes. During the summer months, the programs would be enlarged to better serve the school age children. Classes will be held in the Excelsior Library. If needed and if available, classes may be held at the Highland Park facility. A form of the program could be mobile to better serve the elderly by traveling to area retirement facilities. In the Committee's long-range plan, the Central Station of the Guthrie Fire Department, located at 111 South Second, would be an excellent permanent location for the Guthrie Community Arts Center.

Instructors will mainly be local resident artists but artists from surrounding areas may be invited to participate. Instructors will be paid \$7.00 an hour.

Tuition will be charged to pay the Instructors' fees. Additionally, there will be fees for supplies, if needed. One of the Committee's first goals is to offer scholarships.

Class times and lengths will vary but consider an average class to consist of twelve hours (i.e., three hours a week for four weeks or two hours twice a week for three weeks). Instructor, subject matter, class size and classroom location will dictate time and length of class. Subjects of classes will be drawing, painting, clay, sculpture, pottery, weaving, writing, and photography. Classes will be added as requested, needed or deemed appropriate.

The Guthrie Community Arts Center will furnish equipment such as a lectern, tables, chairs, stools, easels, potter's wheels, a kiln, looms and sculpting. An "open studio" policy will be offered allowing students to work on or complete projects outside of the scheduled class.

A permanent facility is needed to house the above mentioned equipment. A permanent facility is also needed for consistency and recognition of the program of the Guthrie Community Arts Center.

The Guthrie Arts & Humanities Council has agreed to assist the Committee, when possible.

In the future (for management, cohesiveness, oversight and some instruction), a full-time, paid Program Director is needed, especially with the Center's "open studio" policy.

GUTHRIE COMMUNITY ARTS CENTER
 a Project of the Community Arts Committee
 Guthrie Park Board

Proposed Budget
 October 13, 1997

EXPENSES

	<u>Month/4 Weeks</u>		<u>Year/52 Weeks</u>
* Program Director	\$ 2,000.00	x 12	\$ 24,000.00
Instructors' Fees			
4) Artists @ \$7./hr x 3 hr/wk x 4 wk	336.00	x 13	4,368.00
Instructional Supplies			
4) Artists' @ \$25.00	<u>100.00</u>	x 13	<u>1,300.00</u>
	\$ 2,436.00		\$ 29,668.00

CAPITAL EXPENSES

Kiln (3-phase)	\$ 3,400.00		
Kiln Vent	550.00		
Kiln Furniture	325.00		
Slab Roller/Legs	650.00		
Potters' Wheels			
Electric	1,680.00		
Kick	1,090.00		
Easels (10 @ \$70.00)	700.00		
Adjustable Stools (10 @ \$45.00)	450.00		
Utility Tables (2 @ \$210.00)	420.00		
Metal Chairs (20 @ \$20.00)	400.00		
Slant Looms (10 @ \$200.00)	2,000.00		
Finger Looms (10 @ \$12.00)	120.00		
Lectern	60.00		
Sculpting Tools			
(Pullers, veiners, scribblers, misc.)	<u>255.00</u>		
	\$ 12,100.00		\$ 12,100.00
Misc & Shipping	100.00		<u>100.00</u>
	Total Initial Budget		\$ 41,868.00

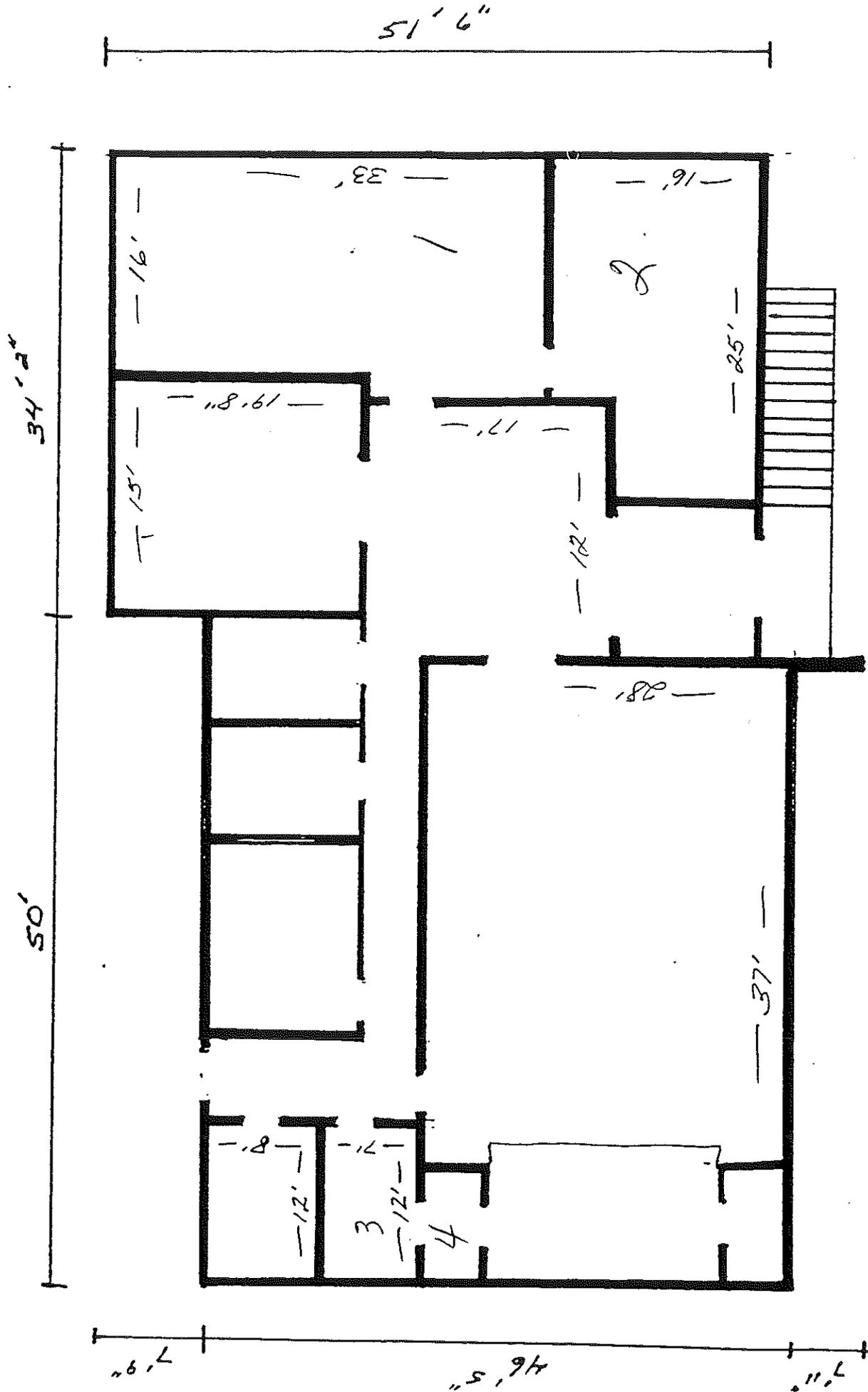
ANTICIPATED RESOURCES

- ** City of Guthrie - Facility, Maintenance, Utilities & Insurance
- State Arts Council
- Tuitions
- Grants
- Corporate Sponsors
- Private Donations

* This Expense applicable when the Community Arts Center is in full operation with a year-round program which offers day and/or night classes five to six days a week.

** Additionally, and in the future, the Community Arts Center would be a "Budget Item"

Excelsior Library



2332 sq. ft.
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