



65th City Council
Mayor Steven J. Gentling
Ward I – Jim Case, James Long Ward II – Jeff Taylor, Brian Bothroyd
Ward III – Don Channel, Sharyl Padgett

SPECIAL GUTHRIE ECONOMIC DEVELOPMENT AUTHORITY MEETING

Tuesday, May 19, 2020 at 6:00pm

In-Person Meeting- City Hall Council Chambers

101 2nd Street, Guthrie, Oklahoma, 73044

❖ **ADJUSTED MAXIMUM CAPACITY OF CITY HALL COUNCIL CHAMBERS**

- Adjusted Maximum Capacity- 33 People
 - ✓ Reserved for- 15 City Council Members/ 3 News Media / 15 General Public
 - Overflow Area – If necessary an overflow area has been set up in the City Hall 2nd Floor Lobby next to the Council Chambers
- CDC Social Distancing Guidelines/Limitations - Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:
 - ✓ Stay at least 6 feet (about 2 arms’ length) from other people;
 - ✓ Do not gather in groups; and
 - ✓ Stay out of crowded places and avoid mass gatherings;
- Six (6) feet of physical distancing, squared, or 6 times 6 = 36 sq. ft.
 - ✓ Council Chambers- 1200 Sq. Ft./ 36 Sq. Ft. = Maximum Capacity of 33

❖ **MEETING ATTENDANCE GUIDELINES/ REQUIREMENTS**

- Enter City Hall on the North Entrance off of 2nd Street
- Please do not attend if you feel sick, have been exposed to someone with COVID-19, or are exhibiting symptoms
- Upon entrance your temperature will be taken (*If you have a fever over 100.4 F you will be denied access*)
- Individuals will also be screened for symptoms (*cough, fever, shortness of breath, and close contact with someone who has tested positive for COVID-19*).
- **Wearing a mask/ cloth face covering shall be mandatory of everyone, except when they are presenting comments to the City Council.**

❖ **TO WATCH THE MEETING REMOTELY** Opportunities for the general public to observe the May 19, 2020 Special Guthrie Economic Development meeting remotely are as follows:

- GTV20 on Guthrie Cox Channel 20
- Live Streaming on the City’s Facebook Page. Link: www.facebook.com/cityofguthrie
- Live Streaming on Guthrie News Page. Link: www.facebook.com/GuthrieNewsPage

Agenda posted on the bulletin board in the lobby of City Hall by 5:00 pm on Friday, May 15, 2020. The City of Guthrie encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the city clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The city may waive the 48 hours rule if signing is not the necessary accommodation.

❖ OPPORTUNITY TO SUBMIT PUBLIC COMMENTS VIA EMAIL VS. IN-PERSON

- Public Comments may be submitted in advance to City Clerk Kim Biggs via email (kbiggs@cityofguthrie.com) prior to 2:00 PM CDT on Tuesday, May 19, 2020.
- Each Person submitting a Public Comments shall:
 - ✓ Submit their name, address along with their comment.
 - ✓ Identify the topic/subject of their comment.
 - ✓ Limit their comments to a total of 750 Words (Roughly equivalent to a 5 minute speech).
 - ✓ Comments will be limited to City of Guthrie Residents, and non-residents that either work for or operate a business in the City of Guthrie.
 - ✓ The City Clerk or designee will read the public comments either at the start of the meeting, or at the beginning of the discussion of each agenda item if the comment(s) are germane to that particular agenda item.
 - ✓ If there are multiple comments on any one topic, once it is obvious that the comments are overlapping or repeating themselves, the balance of the comments will be summarized.

s Call to Order.

t 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. Approve the minutes of the Guthrie Economic Development Authority (GEDA) Meeting held March 17, 2020.....3
- B. Approve Budget Amendment No. 4 amending the budget for the Guthrie Economic Development Authority (GEDA) Fund.5

- 3. Consider approval to convene into Executive Session pursuant to the Authority of Title 25, O.S. 2001, as follows:
 - A. 307(B)(3) for the purpose of discussing the purchase or appraisal of real property (Guthrie-Edmond Regional Airport).
- 4. Return to Council Chambers- Vote to come out of Executive Session.
- 5. Consider action regarding the purchase or appraisal of real property (Guthrie-Edmond Regional Airport)
- 6. Adjournment.

MINUTES
SPECIAL GUTHRIE ECONOMIC DEVELOPMENT AUTHORITY MEETING
March 17, 2020

The special meeting of the Guthrie Economic Development Authority was posted on Friday, March 13, 2020 before 5:00 p.m. and held Tuesday, March 17, 2020 in the Guthrie City Hall Council Chambers.

Chairman Gentling called the meeting to order at 6:00 p.m.

Members Present: Steven J. Gentling Don Channel James Long
 Brian Bothroyd Sharyl Padgett

Members Absent: Jim Case Jeff Taylor

Staff Present: Leroy Alsup Billy Wheeler Kim Biggs

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

Consent Agenda. Motion by Trustee Bothroyd, seconded by Trustee Long, moved to approve the Consent Agenda, as follows:

- A. Approve the minutes of the Guthrie Economic Development Authority (GEDA) Meeting held March 3, 2020.

A roll call was taken with the following results:

Aye: Gentling, Channel, Long, Bothroyd, Padgett
Nay: None

Chairman Gentling declared the motion carried unanimously.

Executive Session. Motion by Trustee Bothroyd, seconded by Trustee Padgett, moved approval to convene into Executive Session pursuant to the Authority of Title 25, O.S. 2001, as follows:

- A. Section 307(B)(3) for the purpose of discussing the purchase or appraisal of real property (Guthrie-Edmond Regional Airport).

A roll call was taken with the following results:

Aye: Gentling, Channel, Long, Bothroyd, Padgett
Nay: None

Chairman Gentling declared the motion carried unanimously at 6:01 p.m. Attending Executive Session were Chairman Gentling, Trustees Channel, Long, Bothroyd, and Padgett, City Manager Alsup, City Attorney Wheeler, City Clerk Biggs, and Louise Cleary Churchill, CPA with Hale & Company.

Return to Council Chambers. Motion by Trustee Padgett, seconded by Trustee Long moved approval to reconvene the Special Guthrie Economic Development Authority Meeting at 6:14 p.m. and stated no action was taken in Executive Session. A roll call was taken with the following results:

Aye: Gentling, Channel, Long, Bothroyd, Padgett
Nay: None

Chairman Gentling declared the motion carried unanimously.

Consider action regarding the purchase or appraisal of real property (Guthrie-Edmond Regional Airport). No action.

Adjourn. There being no further business for the Special Guthrie Economic Development Authority, Chairman Gentling declared the meeting adjourned at 6:15 p.m.

Kim Biggs, Secretary

Steven J. Gentling, Chairman



Agenda Item Cover Letter

Meeting

City Council
 GPWA
 Other: GEDA

Date of Meeting

May 19, 2020

Contact

Kim Biggs
City Clerk/Treasurer

Agenda Item

Approve Budget Amendment No. 4, amending the budget for the Guthrie Economic Development Authority (GEDA) Fund.

Summary

Budget Amendment No. 4 addresses unbudgeted revenue and expenditures.

- GEDA Fund – Increases revenue by \$5,658 (lease/rent for \$1658 and plumbing permits for \$4000); and increases expense by \$5,658 for loan payment to the Edmond Economic Development Authority.

Funding Expected Revenue Expenditure N/A

Budgeted Yes No N/A

Account Number See Attached **Amount** See Budget Revision Report

Legal Review N/A Required Completed Date: _____

Supporting documents attached

- Request for Budget Amendment
- Budget Revision Report

Recommendation

Staff recommends approval.

Action Needed Public Hearing Motion Emergency Clause

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

Type of Amendment:

Date: May 19, 2020

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

Amendment No. 4

Funds Effected:

GEDA Fund - \$5,658

Comments:

Budget Amendment No. 4 addresses unbudgeted revenue and expenditures.

- 1. GEDA Fund – Increases revenue by \$5,658 (lease/rent for \$1658 and plumbing permits for \$4000); and increases expense by \$5,658 for loan payment to the Edmond Economic Development Authority.

APPROVAL

Date: 5-19-2020

Purchasing Agent: _____ City Manager: _____

Council Approval Needed? Yes Date Posted: _____

If yes, date approved: _____ City Clerk: _____

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

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

City of Guthrie
2020 Uposted Budget Revisions

Fiscal Year	Period	Reason	Account Number	Increase	Decrease
2020	8	Budget Amendment No. 4			
			99-00-00-5467 LEASE/RENT - CORP HANGAR (revenue)	\$ 1,658	\$ -
			99-00-00-5422 GEDA PLUMBING PERMITS (revenue)	\$ 4,000	\$ -
			99-99-00-6706 LOAN PAYMENT (EEDA) - CORP HANGAR (expense)	\$ 5,658	\$ -
				Revenue	\$ -
				Expenditure	\$ 5,658