



60th City Council

Mayor Chuck Burtcher

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

Ward III – Ellen Gomes, Gaylord Z. Thomas

GUTHRIE PUBLIC WORKS AUTHORITY MEETING

101 N. 2nd Street, Guthrie, OK 73044

February 1, 2011, 7:00pm

Agenda

- 1. Call to Order
2. Public Comments
3. Consent Agenda
All matters listed will be enacted by one motion unless a request is made for discussion by any Trustee or member of the audience, in which case, the item(s) will be removed from the Consent Agenda and considered separately following this portion of the agenda.
A. Consider approval of minutes of the Regular Guthrie Public Works Authority Meeting held January 18, 2011 3
B. Consider approval of claims..... 5
C. Consider approval for the Finance Committee’s recommendation regarding a utility adjustment to a utility account Carothers Holding Group, LLC at 105 East Oklahoma Avenue 15
4. Adjourn

CITY COUNCIL MEETING

- 1. Call to Order
2. Consent Agenda
All matters listed will be enacted by one motion unless a request is made for discussion by any councilmember or member of the audience, in which case, the item(s) will be removed from the Consent Agenda and considered separately following this portion of the agenda.
A. Consider approval of minutes of the Special City Council Workshop (Finance Committee Meeting) held on January 18, 2011.....17
B. Consider approval of minutes of the Special City Council Workshop held on January 18, 2011.....19
C. Consider approval of minutes of the Regular City Council Meeting held on January 18, 2011 21
D. Consider approval of claims..... 25
E. Consideration of formal request to transfer Armory to City of Guthrie 27
F. Consideration of Memorandum of Agreement between the City and the ODEQ for remediation of the Guthrie Armory 31
G. Consider approval of the CPI Amendment to Hangar Ground Lease #9, Zivko Aeronautics 35
3. City Manager’s Report
4. Consider convening an Executive Session pursuant to the Authority of Title 25, O.S. 2001, Section 307 (B)(4) for the purpose of discussing confidential communications between the Council and their Attorney concerning a pending investigation or claim involving Logan County Rural Water District #1 Lawsuits.

5. Consideration of action regarding Logan County Rural Water District #1 Lawsuits.
6. Requests/comments from members of the City Council.
7. Adjourn.

Agenda posted on the bulletin board in the lobby of City Hall before 5:00 pm on Friday, January 27, 2011. The City of Guthrie encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the city clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The city may waive the 48 hours rule if signing is not the necessary accommodation.

MINUTES

GUTHRIE PUBLIC WORKS MEETING

January 18, 2011

The regular meeting of the Guthrie Public Works Authority was posted on Friday, January 14, 2011 before 5:00 p.m. and held January 18, 2011 in the Guthrie City Hall Council Chambers.

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

Pledge of Allegiance was led by Chairman Chuck Burtcher.

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

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

Members Absent: None

Staff Present:	Matt Mueller	Randel Shadid	Wanda Calvert
	Lance Crenshaw	Maxine Pruitt	Jim Ahlgren
	Rene Spineto	Kevin Dixon, Jr.	

Chairman Burtcher declared a quorum with all (7) Trustees in attendance.

Public Comments: Ms. Evelyn Nephew addressed the Trustees expressing a "Thank You" to the City of Guthrie and the community for the support and participation during the Martin Luther King events and invited the community to the Taste & Tell event.

Mr. Ken Yohey, representative from American Legion, encouraged the community to purchase raffle tickets to help raise funds to send supplies to the troops.

City Manager Mueller presented Jason Lewellyn a portfolio in reorganization of him receiving his Associate in Applied Science in the field of Police Science at OSU/OKC.

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

- A. Consider approval of the minutes from the Regular Guthrie Public Works Authority Meeting held on January 4, 2011.
- B. Consider approval of Claims:

GPWA Fund:	Regular Claims	\$34,665.69
CMOM Fund:	Regular Claims	<u>\$21,875.00</u>
	TOTAL CLAIMS:	\$56,540.69

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

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

Chairman Burtcher declared the motion carried unanimously.

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

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

Chairman Burtcher declared the motion carried unanimously at 7:21 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Chairman



GUTHRIE PUBLIC WORKS AUTHORITY

CLAIMS

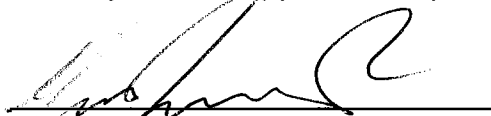
February 1, 2011

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



Kim Biggs
Purchasing Agent

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



Matt Mueller
General Manager

City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
DECEMBER 201	OKLAHOMA UNIFORM BLDG CO	Permit Fee Collection - 2010-2011 Planning	01-00-00-2013	\$160.00
		Total		\$160.00
		Total		\$160.00
JANUARY 2011	OG&E 405	Monthly Billing for Electric Service General	01-01-00-6305	\$4,100.95
JANUARY 2011	OG&E 405	Monthly Billing for Electric Service Street Ligh	01-01-00-6306	\$9,114.99
JANUARY 2011	OKLA NATURAL GAS COMPANY	General Monthly Gas Payments	01-01-00-6307	\$3,636.01
		Total		\$16,851.95
		Total GENERAL GOVERNMENT		\$16,851.95
JANUARY 2011	COX COMMUNICATIONS(20698)	PD Internet service	01-04-45-6381	\$124.95
		Total INFORMATION SERVICES		\$124.95
		Total INFORMATION SERVICES		\$124.95
CONTRACT BO	ANDREW BARR 22450	Reimbursement for Boots per Contract	01-07-70-6110	\$225.00
		Total POLICE ADMINISTRATION		\$225.00
		Total POLICE		\$225.00
		Total GENERAL FUND		\$17,361.90
JANUARY 2011	OG&E 405	Monthly Billing for Electric Service GPWA	20-21-00-6305	\$6,532.48
JANUARY 2011	OKLA NATURAL GAS COMPANY	GPWA Monthly Gas Payments	20-21-00-6307	\$1,916.43
546050	TELETOUCH COMMUNICATIONS	Lift Station Monthly Tracker Service	20-21-00-6318	\$24.90
		Total		\$8,473.81
		Total PUBLIC WORKS GENERAL		\$8,473.81
355116	SHOE SHOW, INC. (22263)	Boots for ET	20-27-00-6110	\$57.97
College, 4th St., I	BNSF RAILWAY COMPANY (25)	Sanitary Sewer Crossing (CMOM Line Replac	20-27-00-6392	\$1,800.00
		Total		\$1,857.97
		Total LINE MAINTENANCE		\$1,857.97
		Total GPWA OPERATING FUND		\$10,331.78
JANUARY 2011	OG&E 405	Monthly Billing for Electric Serice Airport (GE	98-98-00-6305	\$456.64
		Total		\$456.64
		Total AIRPORT FUND		\$456.64
		Total AIRPORT FUND		\$456.64
		Total All Funds		\$28,150.32

EARLY PAY

City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
DECEMBER 201	OK DEPT PUBLIC SAFETY VEHIC	Child Passenger Restraint System Collection	01-00-00-5497	\$50.00
NOVEMBER 201	OK DEPT PUBLIC SAFETY VEHIC	Child Passenger Restraint System Collection	01-00-00-5497	\$100.00
		Total		\$150.00
		Total		\$150.00
CNIN085160BMI	BMI SYSTEMS, INC. 664	Maintenance for 3rd Floor Copier JJM01895	01-02-23-6317	\$124.62
		Total PURCHASING/ACCOUNTS PAYABLE		\$124.62
		Total ADMINISTRATION		\$124.62
CNIN085161BMI	BMI SYSTEMS, INC. 664	Monthly Maintenance for Finance Canon Copi	01-03-30-6317	\$223.09
		Total FINANCE		\$223.09
		Total FINANCE		\$223.09
CNIN086569BMI	BMI SYSTEMS, INC. 664	Maintenance for Copier in Planning Departme	01-05-50-6317	\$26.40
		Total COMMUNITY DEVELOPMENT		\$26.40
		Total PLANNING		\$26.40
CNIN086143BMI	BMI SYSTEMS, INC. 664	Monthly Maintenance for Library Copier	01-06-60-6317	\$118.89
		Total LIBRARY		\$118.89
		Total LIBRARY		\$118.89
CNIN086158BMI	BMI SYSTEMS, INC. 664	Monthly Maintenance for Police Department	01-07-70-6317	\$132.50
		Total POLICE ADMINISTRATION		\$132.50
		Total POLICE		\$132.50
8332429	RICOH AMERICAS CORPORATIO	Monthly Maintenance for Copier Fire Departm	01-09-90-6317	\$115.96
		Total SUPPRESSION		\$115.96
		Total FIRE		\$115.96
452683	H.I.S. PAINTS 1308	Paint and Supplies for Highland Hall and Wes	01-15-11-6112	\$479.31
		Total PARKS		\$479.31
		Total PARKS & PUBLIC GROUNDS		\$479.31
		Total GENERAL FUND		\$1,370.77
JANUARY2011	WASTE CONNECTIONS, INC (210		20-00-00-5466	(\$250.00)
		Total		(\$250.00)
		Total		(\$250.00)
CNIN086154BMI	BMI SYSTEMS, INC. 664	Monthly Maintenance for GPWA Copier (JJM	20-21-00-6317	\$110.47
JANUARY2011	COX COMMUNICATIONS(20698)	Water Treatment Plant Internet Services	20-21-00-6318	\$79.95
JANUARY 2011	WASTE CONNECTIONS, INC (210	Commerical Sanitation Monthly Service	20-21-00-6348	\$34,805.96
JANUARY 2011	WASTE CONNECTIONS, INC (210	Residential Sanitation Monthly Service	20-21-00-6348	\$29,227.95
JANUARY 2011	WASTE CONNECTIONS, INC (210	State Flow Fee	20-21-00-6348	\$1,089.30
JANUARY 2011	WASTE CONNECTIONS, INC (210	Compactors (Autoquip & Wal-Mart)	20-21-00-6348	\$2,709.02
		Total		\$68,022.65
		Total PUBLIC WORKS GENERAL		\$68,022.65
JANUARY 2011	WASTE CONNECTIONS, INC (210	Convenience Center	20-26-00-6375	\$3,731.12
JANUARY 2011	WASTE CONNECTIONS, INC (210	Recycle	20-26-00-6375	\$653.17

EARLY PAY

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

Invoice #	Vendor	Description	Account	Cost
Total				\$4,384.29
Total CONVENIENCE CENTER				\$4,384.29
Total GPWA OPERATING FUND				\$72,156.94
QTR ENDING D	GUTHRIE CHAMBER OF COMME	Hotel/Motel Tax - Tourism Portion Per Agree	45-45-00-6367	\$15,810.94
Total				\$15,810.94
Total HOTEL/MOTEL-TOURISM				\$15,810.94
Total HOTEL/MOTEL TAX FUND				\$15,810.94
CNIN085255B	BMI SYSTEMS, INC. 664	Copier Lease for 6 Copiers (JJM00477), (JJM	54-54-02-6705	\$308.00
CNIN085537B	BMI SYSTEMS, INC. 664	Copier Lease for 6 Copiers (JJM00477), (JJM	54-54-02-6705	\$574.39
CNIN086061B	BMI SYSTEMS, INC. 664	Copier Lease for 6 Copiers (JJM00477), (JJM	54-54-02-6705	\$574.39
CNIN086142B	BMI SYSTEMS, INC. 664	Copier Lease for 6 Copiers (JJM00477), (JJM	54-54-02-6705	\$260.00
CNIN086155B	BMI SYSTEMS, INC. 664	Copier Lease for 6 Copiers (JJM00477), (JJM	54-54-02-6705	\$308.00
CNIN086157B	BMI SYSTEMS, INC. 664	Copier Lease for 6 Copiers (JJM00477), (JJM	54-54-02-6705	\$260.00
CNIN086569B	BMI SYSTEMS, INC. 664	Copier Lease for 6 Copiers (JJM00477), (JJM	54-54-02-6705	\$179.00
Total ADMINISTRATION				\$2,463.78
Total FACILITIES				\$2,463.78
011761865-21	BANK OF AMERICA (22244)	American Eagle Pumper	54-56-09-6709	\$21,834.52
Total FIRE DEPARTMENT				\$21,834.52
Total VEHICLES & EQUIPMENT				\$21,834.52
Total CAPITAL PROJECTS				\$24,298.30
Sereies 2010 Cle	THE BANK OF NEW YORK MELL	GPWA Series 2010 Clean Water SRF Promis	55-55-00-6373	\$500.00
Total				\$500.00
Total INFRASTRUCTURE				\$500.00
Total CMOM Fee				\$500.00
01-011651-009 R	MISCELLANEOUS		71-00-00-5555	\$5.02
02-022055-019 R	MISCELLANEOUS		71-00-00-5555	\$9.21
06-061840-015 R	MISCELLANEOUS		71-00-00-5555	\$41.36
07-072050-003 R	MISCELLANEOUS		71-00-00-5555	\$18.58
08-081270-007 R	MISCELLANEOUS		71-00-00-5555	\$2.72
08-082810-011 R	MISCELLANEOUS		71-00-00-5555	\$42.94
10-101155-004 R	MISCELLANEOUS		71-00-00-5555	\$10.97
12-121250-005 R	MISCELLANEOUS		71-00-00-5555	\$100.31
12-123850-007 R	MISCELLANEOUS		71-00-00-5555	\$13.91
13-133870-005 R	MISCELLANEOUS		71-00-00-5555	\$53.63
14-143740-002 R	MISCELLANEOUS		71-00-00-5555	\$35.78
15-153251-011 R	MISCELLANEOUS		71-00-00-5555	\$128.08
99-206222-004 R	MISCELLANEOUS		71-00-00-5555	\$42.42
99-994840-002 R	MISCELLANEOUS		71-00-00-5555	\$40.67
Total				\$545.60
Total				\$545.60
Total UTILITY DEPOSIT FUND				\$545.60
FEBRUARY 201	OKLAHOMA DEPARTMENT OF C	Spirit Wing Loan	99-99-00-6702	\$1,041.67

EARLY PAY

City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
		Total		\$1,041.67
		Total GUTHRIE INDUSTRIAL DEVLEOPMENT		\$1,041.67
		Total GUTHRIE INDUSTRIAL DEVELOPMENT		\$1,041.67
		Total All Funds		\$115,724.22

EARLY PAY

City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
000284	GHM ENTERPRISES (1097)	Dust Mop Cleaning	01-01-00-6103	\$3.60
19611	ED HUMES LOCKSMITH (21141)	Repairs door at City Hall	01-01-00-6112	\$195.00
174137	NAPA (30)	Misc. Supplies	01-01-00-6112	\$4.23
29379-KM	O.M.A.G.(21302)	Sewer Claim Deductible - Claimant Chirstine	01-01-00-6326	\$1,000.00
2011131	MYERS ENGINEERING CORPOR	Task Order #54 - Opn Call Peer Reivew Servi	01-01-00-6373	\$1,200.00
		Total		\$2,402.83
		Total GENERAL GOVERNMENT		\$2,402.83
039425	O.M.L.(426)	Employment listing on OML Web Site for Fire	01-02-24-6334	\$10.00
		Total HUMAN RESOURCES		\$10.00
		Total ADMINISTRATION		\$10.00
36061	DEWART- GUMERSON INSURAN	Renew Policy for Treasurer Bond (Wanda Cal	01-03-30-6331	\$750.00
36062	DEWART- GUMERSON INSURAN	Renew Policy for Treasurer Bond (Wanda Cal	01-03-30-6331	\$152.00
2032222	OK MUNICIPAL CLERK, TREASU	2011 Membership dues for Wanda Calvert	01-03-30-6355	\$25.00
		Total FINANCE		\$927.00
		Total FINANCE		\$927.00
INV516	PANOPTO 22357	CourseCast Hosted Video - January 2011	01-04-45-6381	\$49.00
		Total INFORMATION SERVICES		\$49.00
		Total INFORMATION SERVICES		\$49.00
B1582776	BRODART(289)	Standing Order for Juvenile and Grown Up Bo	01-06-60-6130	\$10.46
B1611938	BRODART(289)	Standing Order for Juvenile and Grown Up Bo	01-06-60-6130	\$841.25
B1611939	BRODART(289)	Standing Order for Juvenile and Grown Up Bo	01-06-60-6130	\$875.29
B1615366	BRODART(289)	Standing Order for Juvenile and Grown Up Bo	01-06-60-6130	\$77.05
B1615367	BRODART(289)	Standing Order for Juvenile and Grown Up Bo	01-06-60-6130	\$41.34
890387	CENTER POINT LARGE PRINT (2	Large Print Standing Order - General Fiction,	01-06-60-6130	\$127.02
101286	JUNIOR LIBRARY GUILD (1896)	Juvenile Sale Books - Standing Order	01-06-60-6130	\$63.00
PB11-5411	PUMPKIN BOOKS 22553	24 Juvenile Titles	01-06-60-6130	\$437.76
17148 PXX11	SHOW ME BOOKS	15 Juvenile Titles	01-06-60-6130	\$110.00
218.763	BOOKS IN MOTION (20315)	Purchase 25 Books on CD	01-06-60-6131	\$11.00
218-775	BOOKS IN MOTION (20315)	Purchase 25 Books on CD	01-06-60-6131	\$125.00
376887	MICRO MARKETING LLC.(1721)	2 Audiobooks on CD	01-06-60-6131	\$27.30
		Total LIBRARY		\$2,746.47
		Total LIBRARY		\$2,746.47
201012	LOGAN COMMUNITY SERVICES,	Outstanding Partners Dinner - Table for 8	01-07-70-6114	\$160.00
		Total POLICE ADMINISTRATION		\$160.00
		Total POLICE		\$160.00
203.2082	WILLOBY'S WHOLESAL (631)		01-12-00-6016	(\$32.56)
2032082.	WILLOBY'S WHOLESAL (631)	Coats, Coveralls, Boots and Shirts for Employ	01-12-00-6016	\$532.56
335	CIMMARRON REDI MIX 22576	Concrete for Misc Jobs for Street Maintenanc	01-12-00-6113	\$124.00
336	CIMMARRON REDI MIX 22576	Concrete for Misc Jobs for Street Maintenanc	01-12-00-6113	\$199.00
0064012-IN	DUB ROSS COMPANY (508)	Tinhorns for Street Repairs on chestnut and o	01-12-00-6113	\$1,632.92
0064036-IN	DUB ROSS COMPANY (508)	Tinhorns for Street Repairs on chestnut and o	01-12-00-6113	\$332.40
174046	NAPA (30)	Misc. Street Supplies	01-12-00-6113	\$31.20
174048	NAPA (30)	Misc. Street Supplies	01-12-00-6113	\$9.08
4164	OKLA CONSTRUCTION MATERIA	Rock for Gravel Roads - Street Maintenance	01-12-00-6113	\$388.27

City of Guthrie
A/P Claims List

Invoice #	Vendor	Description	Account	Cost
4208	OKLA CONSTRUCTION MATERIA	Rock for Gravel Roads - Street Maintenance	01-12-00-6113	\$288.23
2359316	OKLA HOME CENTERS, INC. (203 Misc.	Street Maintenance Supplies	01-12-00-6113	\$255.00
2359648	OKLA HOME CENTERS, INC. (203 Misc.	Street Maintenance Supplies	01-12-00-6113	\$44.64
11763	TRAFFIC SIGNALS, INC.(584)	Bulbs and Repairs to Lights	01-12-00-6113	\$450.00
1552	CJ & SON MACHINE SHOP (2084	Welding on Hydro Tank on Old Ten Wheel D	01-12-00-6316	\$106.00
5-583996	ROBERTS TRUCK CENTER(2001)	Repairs to 2010 International Truck	01-12-00-6316	\$601.48
132091	STILLWATER MILLING (1386)	Fuel Pump for Diesel Tank on Unit 111	01-12-00-6316	\$329.00
153290A	CENTRAL PARTS WAREHOUSE	Parts for Sand Units and Plows	01-12-00-6317	\$189.04
153300A	CENTRAL PARTS WAREHOUSE	Parts for Sand Units and Plows	01-12-00-6317	\$212.92
1916	WESTERN SALES LLC (22151)	Parts for Jet Truck	01-12-00-6317	\$324.28
		Total		\$6,017.46
		Total STREET		\$6,017.46
		Total GENERAL FUND		\$12,312.76
5062648	BANK OF OKLAHOMA(38)	Annual Trustee Fee - Guthrie Public Works A	20-21-00-6352	\$2,500.00
5062845	BANK OF OKLAHOMA(38)	Annual Trustee Fee - Guthrie Public Works A	20-21-00-6352	\$1,000.00
2011-01/05	OKLA WATER RESOURCES BOA	Administrative Fees for 2010 Dam Inspection	20-21-00-6380	\$1,050.00
		Total		\$4,550.00
		Total PUBLIC WORKS GENERAL		\$4,550.00
188968	ALTIVIA (20798)	Chlorine Gas, 1 Ton Cly	20-23-00-6104	\$850.00
BSW232825	BRENNTAG SOUTHWEST(365)	WC7338 Polymer	20-23-00-6104	\$915.25
BSW235127	BRENNTAG SOUTHWEST(365)	Brennfloc AP2659 Polymer - plus fuel surchar	20-23-00-6104	\$867.50
90698REVISED	SOUTHWEST CHEMICAL (20977)	Liquid Ammonium Sulfate	20-23-00-6104	\$2,989.44
90713	SOUTHWEST CHEMICAL (20977)	Fluosilicic Acid	20-23-00-6104	\$2,172.50
90812	SOUTHWEST CHEMICAL (20977)	Fluosilicic Acid	20-23-00-6104	\$2,172.50
90865	SOUTHWEST CHEMICAL (20977)	Liquid Ammonium Sulfate	20-23-00-6104	\$588.00
SU13246	ACCURATE ENVIRONMENTAL, L	Lab Supplies for Water Treatment Plant	20-23-00-6109	\$405.45
1A05025	ACCURATE ENVIRONMENTAL, L	Chemical Testing	20-23-00-6303	\$145.00
1A12039	ACCURATE ENVIRONMENTAL, L	3	20-23-00-6303	\$40.00
IA05026	ACCURATE ENVIRONMENTAL, L	Chemical Testing	20-23-00-6303	\$195.00
IA05027	ACCURATE ENVIRONMENTAL, L	Chemical Testing	20-23-00-6303	\$125.00
6152491	OKLA HOME CENTERS, INC. (203 Misc	Supplies for Water Treatment Plant	20-23-00-6317	\$71.32
		Total		\$11,536.96
		Total WATER PLANT		\$11,536.96
0L21064	ACCURATE ENVIRONMENTAL, L	Testing	20-24-00-6109	\$150.00
0L30014	ACCURATE ENVIRONMENTAL, L	Testing	20-24-00-6109	\$150.00
1A06010	ACCURATE ENVIRONMENTAL, L	Testing	20-24-00-6109	\$150.00
1666	AMERICAN BUSINESS FINANCE	Repair at #4 Station (Generator not starting)	20-24-00-6312	\$572.39
2588	S & D ELECTRIC MOTOR SHOP (Replace 2.2 Flygt with 2.4 HP KSB Pump	20-24-00-6317	\$6,164.60
		Total		\$7,186.99
		Total WASTE WATER TREATMENT PLANT		\$7,186.99
R1027OK	BIO-CHEM RESOURCES 22467	EZ 101 and EZ 102	20-27-00-6104	\$1,941.75
2032111..	WILLOBY'S WHOLESale (631)	Winter Clothing	20-27-00-6110	\$209.20
2032111.	WILLOBY'S WHOLESale (631)	Winter Clothing	20-27-00-6110	\$15.00
0297940-IN	OKLA CONTRACTORS(240)	Contractors Supplies	20-27-00-6119	\$896.00
0297942-IN	OKLA CONTRACTORS(240)	Contractors Supplies	20-27-00-6119	\$1,839.00
1101627	AM SUPPLY (21856)	Contractors Supplies	20-27-00-6317	\$203.96

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

Invoice #	Vendor	Description	Account	Cost
203.1506	BALSIGER TIRE (907)	Tire Repairs for Line Maintenance	20-27-00-6317	\$195.00
2031506.	BALSIGER TIRE (907)	Tire Repairs for Line Maintenance	20-27-00-6317	\$11.00
172982	NAPA (30)	Oil, Grease and Misc Supplies	20-27-00-6317	\$3.38
174073	NAPA (30)	Oil, Grease and Misc Supplies	20-27-00-6317	\$123.30
174077	NAPA (30)	Oil, Grease and Misc Supplies	20-27-00-6317	\$5.05
174250	NAPA (30)	Oil, Grease and Misc Supplies	20-27-00-6317	\$9.08
000269	GHM ENTERPRISES (1097)	Laundry Service Line Maintenance	20-27-00-6346	\$9.00
000270	GHM ENTERPRISES (1097)	Laundry Service Line Maintenance	20-27-00-6346	\$9.60
000273	GHM ENTERPRISES (1097)	Laundry Service Line Maintenance	20-27-00-6346	\$10.80
000277	GHM ENTERPRISES (1097)	Laundry Service Line Maintenance	20-27-00-6346	\$12.00
000281	GHM ENTERPRISES (1097)	Laundry Service Line Maintenance	20-27-00-6346	\$9.00
000283	GHM ENTERPRISES (1097)	Laundry Service Line Maintenance	20-27-00-6346	\$10.80
000287	GHM ENTERPRISES (1097)	Laundry Service Line Maintenance	20-27-00-6346	\$10.08
NO NUMBER..	GHM ENTERPRISES (1097)	Laundry Service Line Maintenance	20-27-00-6346	\$11.40
110110	DAVENPORT CONSTRUCTION (2	Point Repair at 1402 West Noble	20-27-00-6392	\$3,300.00
110111	DAVENPORT CONSTRUCTION (2	Replace Manhole at 1324 West Noble	20-27-00-6392	\$2,000.00
10739	MAC'S PLUMBING CO. (218)	Install Backflow preventer at 1250 Round Hou	20-27-00-6392	\$400.00
0101711	PRIMARY STRUCTURE(20526)	Manhole Grade Rings and Manhole Rings an	20-27-00-6392	\$811.00
		Total		\$12,045.40
		Total LINE MAINTENANCE		\$12,045.40
0297941-IN	OKLA CONTRACTORS(240)	7" Resetter for 5/8" X 34" MTR	20-28-00-6129	\$1,344.00
		Total		\$1,344.00
		Total METER DEPARTMENT		\$1,344.00
		Total GPWA OPERATING FUND		\$36,663.35
511088462	GALLS INC.(202)	Gall Lite Extended Level 2 Body Vest (Swartz	30-30-07-6597	\$402.59
511097830	GALLS INC.(202)	Gall Lite Extended Level 2 Body Vest (Swartz	30-30-07-6597	\$42.37
		Total POLICE DEPARTMENT		\$444.96
		Total GRANTS		\$444.96
		Total GRANTS FUND		\$444.96
APPLICATION 2	HCCC _o , LLC. 22368	Guthrie Water Treatment Plant - Section A 20	50-50-00-6373	\$167,780.34
2011089	MYERS ENGINEERING CORPOR	Inspection Services - Water Treatment Facilit	50-50-00-6373	\$10,700.00
		Total		\$178,480.34
		Total WATER TREATMENT PLANT IMPROVEMENT		\$178,480.34
		Total WATER TREATMENT PLANT FUND		\$178,480.34
74274635	DELL FINANCIAL (21623)	Monthly Lease Payment for Admin/Payroll 81	54-54-04-6706	\$77.99
		Total INFORMATION SERVICES		\$77.99
		Total FACILITIES		\$77.99
		Total CAPITAL PROJECTS		\$77.99
2011133	MYERS ENGINEERING CORPOR	Partial Payment of Engineering Services CM	55-55-00-6547	\$11,223.80
		Total		\$11,223.80
		Total INFRASTRUCTURE		\$11,223.80
		Total CMOM Fee		\$11,223.80

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

Invoice #	Vendor	Description	Account	Cost
09071200-16	GARVER ENGINEERING 22519	Professional Engineering Services - Guthrie	98-98-95-6588	\$3,394.69
		Total TAXI LANE EXTENSION-NORTH OF DELTA		\$3,394.69
		Total AIRPORT FUND		\$3,394.69
		Total AIRPORT FUND		\$3,394.69
		Total All Funds		\$242,597.89

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Agenda Item Cover Letter

Meeting

City Council
X GPWA
Other:

Date of Meeting

February 1, 2011

Contact

Wanda Calvert
City Clerk/Treasurer

Agenda Item

Consider approval of the Finance Committee's recommendation regarding a utility adjustment to a utility account for Carothers Holding Group, LLC at 105 East Oklahoma Avenue.

Summary

On January 18, 2011 the Finance Committee met and unanimously approved to recommend to the GPWA Trustees to adjust the utility account at 105 East Oklahoma to the monthly average for the period of September 13, 2010 through October 13, 2010. On October 26, 2010 the Utility Office received the water meter reading for 105 East Oklahoma Avenue indicating a usage of 177,000 gallons of water. On October 27th, a work order was sent for a re-read resulting in the same reading of the usage of 177,000 gallons during the period of September 13th through October 13, 2010. On November 22nd, a work order was sent for the meter to be tested resulting the meter to be 98% accurate. A new meter was installed at the time the old meter was removed for testing. Since the October 26, 2010 reading the water consumption has been the utility customer's average. Mr. Carothers has paid the monthly average bill during this research time. Total adjustment will be \$1,002.50 (\$987.50 on Water and \$15.00 on Late Fees).

Funding Expected ___ Revenue ___ Expenditure X N/A

Budgeted ___ Yes ___ No X N/A

Account Number N/A Amount Adjustment of \$1,002.50

Legal Review X N/A ___ Required Completed Date:

Mayor's Appt. ___ Yes X No

Supporting documents attached

Recommendation

Action Needed ___ Public Hearing X Motion ___ Emergency Clause

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Adjournment. Motion by Finance Committee Chairman Ayers, seconded by Finance Committee Member Coffin, moved approval to adjourn. A roll call vote was taken.

Aye: Ayers, Coffin, Gomes

Nay: None

Finance Committee Chairman Ayers declared the motion carried unanimously at 5:41 p.m.

Wanda Calvert, City Clerk

Trey Ayers, Finance Committee Chairman

MINUTES

CITY COUNCIL MEETING

Council Workshop

January 18, 2011

The special meeting of the sixtieth City Council of Guthrie, Oklahoma, was posted on Thursday, January 13, 2011 before 5:00 p.m. and held January 18, 2011 in the Guthrie City Hall Third Floor Conference Room.

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

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

Members Absent: None

Staff Present: Matt Mueller Wanda Calvert Lance Crenshaw
 Maxine Pruitt

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

Presentation on Performance Contracting Services. Keven Ward, representative from Trane/Ingersoll Rand, explained their performance contracting program. They are proposing to look at efficiencies that can be gained from endeavors such as automated meter reading, building efficiencies, fleet maintenance, etc.

Questions and discussion regarding agenda items. None.

Request for future items of discussion. None.

Adjournment. There being no further business for the Guthrie City Council, Mayor Burtcher declared the meeting adjourned at 6:50 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Mayor

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MINUTES

CITY COUNCIL MEETING

January 18, 2011

The regular meeting of the sixtieth City Council of Guthrie, Oklahoma was posted on Friday, January 14, 2011 before 5:00 p.m. and held January 18, 2011 in the Guthrie City Hall Council Chambers.

Mayor Chuck Burtcher called the meeting to order at 7:22 p.m.

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

Members Absent: None

Staff Present:	Matt Mueller	Randel Shadid	Wanda Calvert
	Lance Crenshaw	Maxine Pruitt	Jim Ahlgren
	Rene Spineto	Kevin Dixon, Jr.	

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

Consent Agenda: Motion by Vice Mayor Ayers, seconded by Councilmember Wood, moved approval of the Consent Agenda as follows:

- A. Consider approval of the minutes from the Special City Council Workshop Meeting held on January 4, 2011.
- B. Consider approval of the minutes from the Regular City Council Meeting held on January 4, 2011.
- C. Consider approval of Claims:

General Fund:	Regular Claims	\$80,497.93
Grants Fund:	Regular Claims	\$ 330.10
Capital Projects Fund:	Regular Claims	\$ 2,572.98
Airport Fund:	Regular Claims	<u>\$ 176.69</u>

TOTAL CLAIMS: \$83,577.70

- D. Consider approval of Treasurer Reports.
- E. Consider approval releasing a Request for Proposals for a "Bait House" on or near the location of the demolished Guthrie Lake House.

- F. Consider releasing a Request for Proposals for in-car video cameras for five (5) police units.

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

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

Nay: None

Mayor Burtcher declared the motion carried unanimously.

Consider approval of Ordinance No. 3217 providing for submitting to voters of the City of Guthrie whether to sell real property located at 1324 West Noble Avenue, Guthrie, Oklahoma, described as Lots Thirteen (13) and Fourteen (14), Block Thirty Four (34), West Guthrie, Logan County, Oklahoma, making provisions severable and declaring an emergency. The City of Guthrie received an Appraisal of Real Property Report from William E. Silvers on December 6, 2010 stating the property located at 1324 West Noble Avenue, known as the Westside Fire Station, appraised at \$51,000. The City Council decided it is in the best interest of the City to submit to a vote of the people to sell the real property mentioned submitting the question at the April 5, 2011 general election. Motion by Vice Mayor Ayers, seconded by Councilmember Wood, moved approval of Ordinance No. 3217 providing for submitting to voters of the City of Guthrie whether to sell real property located at 1324 West Noble Avenue, Guthrie, Oklahoma, described as Lots Thirteen (13) and Fourteen (14), Block Thirty Four (34), West Guthrie, Logan County, Oklahoma, making provisions severable. Councilmembers entered their votes and the votes were displayed with the following results:

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

Nay: None

Mayor Burtcher declared the motion carried unanimously.

Declaring an Emergency. Motion by Councilmember Coffin, seconded by Councilmember Thomas, moved approval of Section 6 of Ordinance No. 3217 declaring an emergency. Councilmembers entered their votes and the votes were displayed with the following results:

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

Nay: None

Mayor Burtcher declared the motion carried unanimously.

Public hearing and consideration of approval of Ordinance No. 3218 for the consensual annexation of property located in the Southeast Quarter of Section 33, Township 15 North, Range 2 West of the Indian Meridian, Logan County, Oklahoma, into the City of Guthrie, Oklahoma, city limits. Mr. David Seitsinger requested and petitioned for consensual annexation into the City of Guthrie city limits the property located approximately at I-35 and Waterloo Road. The City maintains a 50 foot strip of Guthrie City limits on the

north side of and adjacent to Waterloo Road. The Notice of Petition for Consensual Annexation was published in the Guthrie News Leader on December 26, 2010 and on January 2, 2011. A public hearing was held for the purpose of soliciting public comment(s) regarding the consensual annexation of property located in the Southeast Quarter of Section 33, Township 15 North, Range 2 West of the Indian Meridian, Logan County, Oklahoma, into the City of Guthrie, Oklahoma, city limits. There was no public comment. Motion by Councilmember Thomas, seconded by Councilmember Wood, moved approval of Ordinance No. 3218 for the consensual annexation of property located in the Southeast Quarter of Section 33, Township 15 North, Range 2 West of the Indian Meridian, Logan County, Oklahoma, into the City of Guthrie, Oklahoma, city limits. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Burtcher declared the motion carried unanimously.

Consider approval of Resolution No. 2011-01, authorizing the calling and holding of an election to be held in City of Guthrie, Oklahoma on April 5, 2011 for the purpose of submitting to the registered, qualified voters of said City the questions of whether or not the real property described as Lots Thirteen (13) and Fourteen (14), Block Thirty Four (34), West Guthrie, Logan County, Oklahoma, commonly known as 1324 West Noble Avenue, Logan County, Oklahoma, shall be sold and setting a price of not less than Fifty One Thousand Dollars (\$51,000) and notifying the Logan County Election Board of holding such election. The City of Guthrie received an Appraisal of Real Property Report from William E. Silvers on December 6, 2010 stating the property located at 1324 West Noble Avenue, known as the Westside Fire Station, appraised at \$51,000. The City Council decided it is in the best interest of the City to submit to a vote of the people to sell the real property mentioned. Title 26 O.S. (1991) §13-102 as amended and Article 6 of the City Charter of the City of Guthrie, require the City Council to cause the Mayor to submit a Resolution to the Secretary of the Logan County Election Board and to give sixty (60) days notice by Resolution of such special election to the Logan County Election Board, stating therein, the date of said election, the question to be voted upon at such election and other information necessary for conducting such election. Motion by Councilmember Wood, seconded by Vice Mayor Ayers, moved approval of Resolution No. 2011-01, authorizing the calling and holding of an election to be held in City of Guthrie, Oklahoma on April 5, 2011 for the purpose of submitting to the registered, qualified voters of said City the questions of whether or not the real property described as Lots Thirteen (13) and Fourteen (14), Block Thirty Four (34), West Guthrie, Logan County, Oklahoma, commonly known as 1324 West Noble Avenue, Logan County, Oklahoma, shall be sold and setting a price of not less than Fifty One Thousand Dollars (\$51,000) and notifying the Logan County Election Board of holding such election. Councilmembers entered their votes and the votes were displayed with the following results:

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

Mayor Burtcher declared the motion carried unanimously.

City Manager's Report. No report.

Requests/comments from members of the City Council. Councilmember Coffin informed she had presented literature about Guthrie at the Texas Travel Show; informed the Pollard will be showing "The Nerd" in February; and encouraged the community to shop in Guthrie.

Councilmember Gomes encouraged the community to shop and eat at our restaurants in Guthrie.

Councilmember Hazlewood encouraged the community to attend St. Mary's Chili Cook Off and to attend the St. Valentine's Day Victorian Tea Party, a fund raiser for the Simple Life Center.

Mayor Burtcher encouraged the community to attend the 4-H/FFA Pork Chop Dinner and the Groundhog Event; informed the Martin Luther King events were successful; and expressed a "Thank You" to the Police Department on their participation during the Martin Luther King Parade.

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

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

Mayor Burtcher declared the motion carried unanimously at 7:34 p.m.

Wanda Calvert, City Clerk

Chuck Burtcher, Mayor



CITY OF GUTHRIE

CLAIMS

February 1, 2011

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

A handwritten signature in black ink, appearing to read "Kim Biggs", written over a horizontal line.

Kim Biggs
Purchasing Agent

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

A handwritten signature in black ink, appearing to read "Matt Mueller", written over a horizontal line.

Matt Mueller
City Manager

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Agenda Item Cover Letter

Meeting
 City Council
 GPWA
 Other: _____

Date of Meeting
February 1, 2011

Contact
Matt Mueller, City
Manager

Agenda Item

Consideration of Memorandum of Agreement between the City and the ODEQ for remediation of the Guthrie Armory.

Summary

As part of the transfer process, the armory must be remediated through the ODEQ. This memorandum sets that remediation in motion so that the ODEQ can conduct the remediation. The cost of the remediation falls to the ODEQ.

Funding Expected Revenue Expenditure N/A

Budgeted Yes No N/A

Account Number _____ **Amount** _____

Legal Review N/A Required Completed Date: 1/26/2011

Mayor's Appt. Yes No

Supporting documents attached

Recommendation

Action Needed Public Hearing Motion Emergency Clause

**MEMORANDUM OF AGREEMENT
BETWEEN
THE OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY AND
CITY OF GUTHRIE**

1. PURPOSE: The purpose of this Memorandum of Agreement (MOA) is to establish a mutual framework governing the respective organizational relationships, responsibilities, and activities between the Oklahoma Department of Environmental Quality (DEQ) and the City of Guthrie (City). This agreement is primarily for occupancy and access to the local armory building before and during limited remediation. The areas of responsibility and relationships presented herein provide the concept under which the program will be executed.

2. BACKGROUND: The Oklahoma Military Department (OMD) transferred title to its armory building at 720 East Logan Avenue, Guthrie, Oklahoma to City of Guthrie for public purpose use. There is a strong likelihood that the building contains asbestos and/or lead based paint. If an indoor firing range is located in the building, high concentrations of lead will be present. The DEQ plans to confirm the presence of hazards using sampling and analysis and to abate the asbestos, abate the lead based paint, and remediate the firing range.

3. RESPONSIBILITIES OF THE PARTIES: The following paragraphs identify responsibilities of the parties under this MOA:

The City's Responsibilities:

- Provide keys and access to DEQ and its contractors as needed to evaluate and remediate building;
- Restrict occupant's use/presence in the building before and during remediation, as requested. This could include removing equipment, vehicles and other items that may be in the way of cleanup activities; and
- Coordinate with DEQ during the remediation process.

The DEQ's Responsibilities:

- Provide regular progress reports to the City;

- Mitigate hazards to remedial goals with minimal use restrictions;
- Supply the City with a final report of all DEQ activities;
- File mandatory Notice of Remediation, i.e. deed notice;
- Notify the City of ongoing operations and maintenance issues, if any; and
- Perform armory transfer ceremony, if appropriate.

4. BUILDING USE RESTRICTIONS BEFORE CLEANUP

- No access to or use of the indoor firing range, if one is located there;
- No residential use;
- No use as a child occupied or elder care facility; and
- No use of the property without DEQ approval.

5. RESPONSIBILITY FOR COSTS: The DEQ is responsible for costs associated with site characterization and remediation in the armory building. The DEQ is not responsible for costs associated with insuring, maintenance and mowing of the property. The DEQ is not responsible for structural issues, replacement of roofing systems, mold issues, or building security.

6. PUBLIC INFORMATION: The City is generally responsible for all public information. However, the DEQ may make public announcements and respond to all inquiries relating to the characterization and remediation of the building. The City and the DEQ shall make their best efforts to give the other party advance notice before making any public statement regarding work contemplated, undertaken, or completed pursuant to this MOA. DEQ will prepare a press release in advance of the armory ceremony, if one is held.

7. COMMUNICATIONS AND COORDINATION REPRESENTATIVES: To provide consistent and effective communication between the DEQ and the City, each party shall appoint a principal representative to serve as its central point of contact on matters relating to this MOA.

For the DEQ:

Dustin Davidson
Project Manager
Box 1677, OkC, OK 73101-1677
405-702-5100
dustin.davidson@deq.ok.gov

For the City:

Matt Mueller
City Manager, City of Guthrie
101 North 2nd Street, Guthrie, Oklahoma 73044
405-282-0488
mmueller@cityofguthrie.com

8. MISCELLANEOUS: This MOA shall not affect any pre-existing or independent relationships or obligations between the parties.

9. EFFECTIVE DATE: This Agreement becomes effective upon the date of the signature of the Executive Director of the DEQ and will remain in effect until the armory building has been remediated and released for occupancy by the DEQ.

10. ACCEPTANCE OF AGREEMENT: The parties acknowledge and agree that they have read the Agreement and that they accept the responsibilities with which they are charged. The City agrees to comply with the building use restrictions before cleanup and understands that failure to comply with said restrictions or failure to adhere to the responsibilities enumerated in this Agreement may result in delayed remediation.

Chuck Burtcher
Mayor
City of Guthrie

DATE

Steven A. Thompson
Executive Director
Department of Environmental Quality

DATE



Agenda Item Cover Letter

Meeting

City Council
 GPWA
 Other: _____

Date of Meeting

February 1, 2011

Contact

Matt Mueller, City
Manager

Agenda Item

Consideration of formal request to transfer Armory to City of Guthrie.

Summary

Based on the City Council recommendation in December, the City of Guthrie solicited support from our elected officials at the State level and sent a letter to the Oklahoma Military Department requesting consideration be given to the City for transfer of the armory. We have received approval from the Military Department and must now formally submit a letter requesting transfer.

Funding Expected Revenue Expenditure N/A

Budgeted Yes No N/A

Account Number _____ **Amount** _____

Legal Review N/A Required **Completed Date:** _____

Mayor's Appt. Yes No

Supporting documents attached

Recommendation

Action Needed Public Hearing Motion Emergency Clause



STATE OF OKLAHOMA
MILITARY DEPARTMENT
3501 MILITARY CIRCLE
OKLAHOMA CITY, OKLAHOMA 73111-4398
405-228-5000 DSN 628-5000

January 24, 2011

Mr. Matt Mueller
City Manager, City of Guthrie
Guthrie City Hall
101 North 2nd Street
Guthrie, Oklahoma 73044

Dear Mr. Mueller:

The Adjutant General of the Oklahoma National Guard has determined the Guthrie Armory to be excess to the needs of our organization, and is making this facility available for transfer to the City of Guthrie in accordance with 44 O.S §233.3.

The transfer of the Guthrie Armory from the Oklahoma National Guard to the City of Guthrie involves a number of steps and organizations. A key part of the process is the environmental hazard assessment and, if required, remediation work to be undertaken by the Oklahoma Department of Environmental Quality (DEQ).

The transfer sequence will follow the general sequence outlined below:

1. Oklahoma National Guard issues this letter of offer to the City of Guthrie.
2. The City of Guthrie sends reply letter requesting transfer of Armory to the city.
3. Oklahoma National Guard establishes formal date of transfer to the City of Guthrie.
4. The City of Guthrie enters into agreement with DEQ for armory remediation.
5. DEQ conducts hazard sampling and remediation.

We look forward to continuing the great relationship between the Oklahoma Military Department and the City of Guthrie.

Please feel free to contact me at 405-228-5652 regarding this transaction.

Sincerely,

A handwritten signature in black ink, appearing to read "Amber Corbin".

Amber Corbin
Real Property Attorney

