

MINUTES

GUTHRIE PUBLIC WORKS AUTHORITY MEETING

September 6, 2011

The regular meeting of the Guthrie Public Works Authority was posted on Friday, September 2, 2011 before 5:00 p.m. and held September 6, 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
	John Wood	Mary Coffin	Patty Hazlewood

Members Absent: Ellen Gomes

Staff Present:	Matt Mueller	Randel Shadid	Wanda Calvert
	Lance Crenshaw	Rene Spineto	Maxine Pruitt
	Damon Devereaux	Jim Ahlgren	

Chairman Burtcher declared a quorum with six (6) Trustees in attendance.

Public Comments. Chairman Burtcher read two proclamations declaring September 6, 2011 as Landry Chappell Day and September 7, 2011 as Bryan Dutton Day.

Kathy Saunders addressed the Trustees regarding the ducks at Mineral Wells Park.

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 August 16, 2011.
- B. Consider approval of claims:

GPWA Fund:	Claims	\$140,301.85
Water Treatment Plant Fund:	Claims	\$344,414.80
CMOM Fund:	Claims	\$194,440.08
Utility Deposit Fund:	Claims	\$ <u>706.98</u>

Total Claims: \$679,863.71

- C. Consider approval to authorize staff to solicit bids for the Wastewater Treatment Plant secondary clarifier rehabilitation.
- D. Consider approval to award Bid No. 2011-13, Municipal Services Facility Chain Link Fence, to the low bid of \$24,217 to McAlester Fence Company, Savanna, Oklahoma and authorize staff to execute a contract.
- E. Consider approval to authorize Fleet Maintenance Department to solicit bids for Oil Change Services for the various vehicles throughout the City and Guthrie Public Works Departments.
- F. Consider approval to authorize City staff to contract with Aetna to continue providing dental and life insurance coverage for City employees for Fiscal Year 2012.
- G. Consider approval to authorize City staff to contract with Aetna to provide medical insurance coverage for City employees for the Fiscal Year 2012.
- H. Consider approval of a Managed Print Service Lease Agreement with Standley Systems, the selected vendor on the Oklahoma Statewide Contract, for city wide lease and maintenance services of multifunction devices commencing on or before October 1, 2011 and ending September 30, 2012 (first year of a five year agreement with four (4) one year options to renew).

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

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

Chairman Burtcher declared the motion carried unanimously.

Public hearing and consider approval of Resolution No. 2011-14, adopting Fiscal Year 2012 Budget for General Fund, Guthrie Public Works Authority Fund and miscellaneous funds. A Budget Workshop was held on August 9, 2011 with the City Council to go over the proposed Budget. There were no changes requested to be made to the Budget at that meeting. Staff has completed the budget process in accordance with Title 11 O.S. §17-201, et seq. Resolution No. 2011-14 provides the City Manager with the flexibility to control the Budget and amend one account to another within the same department or from one department to another within the same fund, without prior approval of the Council or Trustees, all as provided in Title 11 O.S. §17-215. Also, the proposed resolution provides the City Manager with the authority to submit grant applications for grants without prior approval of the Council or Trustees. A public hearing was held for the purpose of soliciting public comment regarding the FY 2012 Budget. There was no comment. Motion by Trustee Ayers, seconded by Trustee Wood, moved approval of Resolution No. 2011-14, adopting Fiscal Year 2012 Budget for General Fund, Guthrie Public Works Authority Fund and

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

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

Chairman Burtcher declared the motion carried unanimously.

Executive Session. Motion by Trustee Ayers, seconded by Trustee Thomas, moved approval to convene into Executive Session pursuant to the authority of Title 25, O.S. 2001, Section 307(B)(4) for the purpose of discussing confidential communications between the GPWA Trustees and its Attorney concerning a pending investigation or claim (HCCC Co, LLC). Trustees entered their votes and the votes were displayed with the following results:

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

Chairman Burtcher declared the motion carried unanimously at 7:19 p.m. Attending Executive Session was Chairman Burtcher, Trustees Ayers, Coffin, Thomas, Wood and Hazlewood, City Manager Mueller and City Attorney Shadid.

Reconvened. Chairman Burtcher reconvened the Guthrie Public Works Authority Meeting at 7:29 p.m. and stated no action was taken in Executive Session.

Consideration of action regarding a pending investigation or claim (HCCC Co, LLC). Motion by Trustee Ayers, seconded by Trustee Thomas, moved approval of settlement with HCCC Co, LLC to reduce contract amount by \$50,000. Trustees entered their votes and the votes were displayed with the following results:

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

Chairman Burtcher declared the motion carried unanimously.

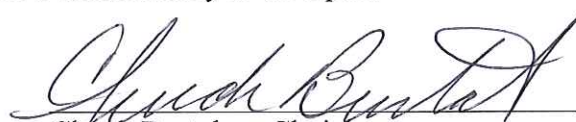
Adjournment. Motion by Trustee Coffin, seconded by Trustee Thomas, moved approval to adjourn. Trustees entered their votes and the votes were displayed with the following results:

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

Chairman Burtcher declared the motion carried unanimously at 7:31 p.m.



Wanda Calvert, City Clerk



Chuck Burtcher, Chairman