

**NOTICE
GLENPOOL CITY COUNCIL
REGULAR MEETING**

A Regular Session of the Glenpool City Council will be held at 6:00 p.m. on February 4, 2019, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

The City Council welcomes comments from citizens of Glenpool who wish to address any item on the agenda. Speakers are requested to complete one of the forms located on the agenda table and return to the City Clerk PRIOR TO THE CALL TO ORDER

AGENDA

	Page
A) Call to Order - Timothy Lee Fox, Mayor	
B) Roll Call, Declaration of Quorum – Wendy Knight, City Clerk; Timothy Lee Fox, Mayor	
C) Invocation – Heather Scherer, Living Water Methodist Church	
D) Pledge of Allegiance – Timothy Lee Fox, Mayor	
E) Police Chief Swearing-In Ceremony-Judge George Miles	
F) OML Honor Roll - 25 Year Employees - David Tillotson, City Manager	
G) Community Development Report – David Tillotson, City Manager	
1) Community Development Director's Report 02 04 19	3 - 34
H) City Manager Report – David Tillotson, City Manager	
I) Mayor Report – Timothy Lee Fox, Mayor	
J) Council Comments	
K) Public Comments	
L) Scheduled Business	
1) Discussion and possible action to approve minutes from January 22, 2019 meeting. (Wendy Knight, City Clerk) Regular Meeting - 22 Jan 2019 - Minutes - Html	35 - 38
2) Discussion and possible action to approve Ordinance No. 757, an Ordinance Amending the Employee Retirement System, Defined Contribution Plan for the City of Glenpool and the Glenpool Utility Service Authority, Oklahoma; providing retirement benefits for eligible employees of the City of Glenpool and the Glenpool Utility Service Authority, Oklahoma; pertaining to the definition of employee; providing for repealer and severability; and declaring an emergency. (David Tillotson, City Manager) Staff Report Ordinance No. 757 & No. 758 Ordinance No. 757	39 - 47
3) Discussion and possible action to approve an Emergency Clause for Ordinance No. 757. (David Tillotson, City Manager)	
4) Discussion and possible action to approve Ordinance No. 758, an Ordinance adopting	48 - 57

an Employee Retirement System, Defined Contribution Plan for the Chief of Police for the City of Glenpool, Oklahoma; providing retirement benefits for eligible employees of City of Glenpool, Oklahoma; providing for purpose and organization; providing for definitions; providing for eligibility and participation; providing for employer and employee contributions; providing for accounting, allocation, and valuation; providing benefits; providing for required notice; providing for amendments and termination; providing for transfer to and from other plans; creating a committee and providing for powers, duties, and rights of committee; providing for payment of certain obligations; providing for duration and payment of expenses; providing for effective date; providing for vesting schedules; providing for a fund to finance the system to be pooled with other incorporated cities, towns and their agencies and instrumentalities for purposes of administration, management, and investment as part of the Oklahoma Municipal Retirement Fund; providing for payment of all contributions under the system to the Oklahoma Municipal Retirement Fund for management and investment; providing for non-alienation of benefits and loss of benefits for cause; adopting those amendments mandated by the Internal Revenue Code; providing for employer pickup of required contributions; providing for repealer and severability; and declaring an emergency.

(David Tillotson, City Manager)

[Staff Report Ordinance No. 757 & No. 758
Ordinance No. 758](#)

- 5) Discussion and possible action to approve an Emergency Clause for Ordinance No. 758.

(David Tillotson, City Manager)

- 6) Discussion and possible action to approve a Change Order request from Crafton Tull & Associates, Inc. for professional engineering and surveying services for the Warrior Road Rehabilitation Project, in an amount not to exceed \$1,500.00.

58 - 62

(Wes Richter, Public Works Director)

[Memorandum City Council Agenda 02 04 19 Crafton Tull Agreement Change Order
Request Warrior Road](#)

M) Adjournment

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on February 1, 2019 by 4:00pm.

Signed: Wendy Knight

City Clerk



Community Development Director's Report

Date: February 4, 2019

To: Glenpool City Council

Mayor and Councilors;

The following report highlights and summarizes the various activities that are currently being addressed and processed by the Community Development Department related to major public and private improvement and construction projects within the City of Glenpool.

On-going City Improvement Projects

Speedy's Sanitary Sewer Liftstation Rehabilitation Project

- This project has been awarded to MSB, LLC located in Oologah
- The Notice to Proceed was issued to the Contractor on August 31st, 2018.
- There have been several delays in material deliveries needed to initiate the construction phase of the project. However, forcemain piping for the project was delivered to the project site November 15th.
- Construction notices were sent November 16th to all property owners that will be impacted by the installation of the forcemain .
- Actual start of construction occurred on November 19th beginning with the installation of forcemain piping at the north end of the project along the south side of 141st Street with work progressing southerly along the east side of Broadway Avenue.
- To-date, the forcemain installation has been completed from the point of discharge along 141st Street to the actual liftstation site on 148th Street - west of Broadway Avenue.
- Full Project completion is not anticipated until July, 2019 due to lengthy delays in the delivery of pumps, motors, and the auxiliary power generator necessary to complete the actual liftstation facility upgrade.

Black Gold Park Senior Center Kitchen Rehabilitation Project: 2018 CDBG

- The project was sent out to bid: October 13, 2018.
- A pre-bid meeting was held: October 25, 2018.
- The actual bid date was November 5, 2018.
- A resulting Construction Contract was approved by Council and awarded to RECO Enterprise, LLC on December 4th, 2018.

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**Mayor Tim Fox, Vice-Mayor Momodou Ceesay, Councilors: Patricia Agee, Brandon Kearns, and Jacqueline Lund
City Manager David Tillotson, Assistant City Manager Susan White, City Clerk Wendy Knight**

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- A pre-construction meeting was held on December 19, 2018.
- The start of construction was January 7, 2019.
- The project demolition and wall and ceiling restoration has been fully complete as well as the installation of the LED lighting throughout the building as of February 1st.
- The installation of an ADA compliant power actuated door operator system has been retrofitted to the existing north building entry and is operational.
- Full project completion is to be on or before March 7, 2019.

Warrior Road Rehabilitation Project:

- This project is one of the various projects earmarked and approved as part of the Move Glenpool Forward Sales Tax Initiative voted on and approved by the citizens of Glenpool in 2016.
- The project consists of the total removal and replacement of the existing, privately owned, roadway from the intersection with 151st Street north to the intersection at 146th Street.
- Crafton/Tull Engineering has been retained to produce the design documents, permitting, and certain construction management functions associated with the project.
- To-date, the design documents covering the proposed improvements are approximately 85% complete.
- The Engineering Consultants are also working on the various Deed of Dedication type documents needed to convey privately owned (Glenpool School District) property to the City for public street right-of-way prior to expending public funds for the proposed improvements.
- A certain amount of Common Area property located immediately east of the current roadway alignment will need to be conveyed to the City by The Crossings residential addition HOA for right-of-way purposes as well.
- Full completion and permitting of the design documents is scheduled for February, 2019,
- Construction bids for Phase I of the overall project will likely be taken in late February or early March, 2019
- Acceptance of the required public street right-of-way dedications is anticipated in April – prior to start of construction.
- Actual construction of a Phase I portion of the overall project is anticipated to start in May and hopefully be complete by the start of the 2019/2020 school year in August.
- Additional construction phases will be structured and closely coordinated with the Glenpool School District as necessary to minimize disruption of school related activities.

ODOT Transportation Grant Project:

- This project was originally proposed and applied for through INCOG as part of the Oklahoma Transportation Enhancement Program. This particular program is Federally funded and administered by ODOT.
- The Glenpool application to INCOG/ODOT for project funding was approved by Glenpool City Council by Resolution No.10-12-01
- The Transportation Enhancement Grant was officially applied for in March, 2013 and awarded to the City in April 2014.
- The original proposal for the project consists of:
 - A. The installation of pedestrian sidewalks and associated landscape and street lighting improvements extending from the Tulsa County Recreation Center on Peoria Ave.

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connecting with the Glenpool School District campus at 146th Street and Warrior Road via Peoria Ave., 141st Street, Elwood Ave., and 146th Street at an estimated cost of \$688,569. B. The base grant consists of an 80/20% matching fund arrangement where the grant will cover 80% of the overall design and construction costs with a 20% City funded match or a \$550,855/\$137,714 cost-share basis.

- Engineering/Surveying design services were solicited and received in July, 2014 covering the professional services necessary to complete the project.
- As a result, R.L. Shears & Associates Landscape Consultants were contracted with to provide the necessary design services for the project in February of 2015.
- Preliminary construction documents were provided by the design consultant in October 2016 which included a preliminary Engineer's Estimate of Construction Cost that totaled approximately \$1,477,000 plus an additional \$91,000 for engineering design services.
- At that time, the project was placed on a somewhat 'temporary' hold until either additional funding could be secured and/or the scope of the project reduced to keep the project within the original budget.
- At this time, additional funding for the project has not been identified. However, the decision has been made to move ahead with the final design of the project by identifying a baseline scope of work that will keep the project within the original budget, but will also include multiple alternant sub-projects that will be designed and bid at the same time as the base project.
- The current effort is to determine the scope of the base project and to finalize the design for it as well as the various alternate pieces thus creating an overall project scope in phases should additional funding become available in the future.
- The Design Consultant is currently adding one particular sub-project to the overall project scope. This additional project will include the installation of pedestrian sidewalks along either side of Fern Avenue. from 141st Street to 144th Place at the north property line of the High School campus.

On-going Private Development and/or Building Projects

Pat's (Jiffy Lube) Car Wash: Southwest Crossroads Addition: 122nd Street & Waco Avenue

- The actual Jiffy Lube portion of the project is fully complete and in operation.
- The full completion of the associated carwash facility is scheduled for some time in February.

Elm Pointe Commercial Center: Elm Pointe Addition: 141st Street & Peoria Avenue

- To-date, there have been building permit applications and permits issued on all eight (8) individual building structures proposed within the project – thus completing the building permitting portion of the project.
- Building construction currently ranges from foundation installation, structural steel erection, to interior tenant type finish-out.
- Construction of associated parking and access drives has started on the east side of the project and will follow westerly as the office/warehouse building construction advances.
- The completion of the first multi-tenant commercial building fronting onto Peoria Ave. has been accomplished.

- Interior tenant improvements on the first retail building was started in December and the first retail business in this building is anticipated to open for business in February, 2019.
- Full project completion (all building construction) is anticipated by July, 2019.

Elm Pointe II Residential Addition: 141st Street and Madison Avenue

- All area and street grading for the development has been completed.
- The public sanitary sewer extensions serving the development have been fully completed.
- The public waterline construction is fully complete at this time.
- The storm sewer and stormwater management improvements for the addition have been started.
- Full project completion is estimated to be approximately May, 2019
- The start of actual residential home construction is anticipated during the month of June, 2019.

Brookover Corner: Commercial Complex - 151st Street & Broadway Avenue

- The Developer submitted a project Earth Change Permit limited to the site clearing, grubbing. The process of clearing the site was fully completed in July.
- The Developer has also applied for and has been granted a general Earth Change Permit covering all rough area and street right-of-way grading. The grading and erosion control associated with the full Earth Change Permit is on-going currently and is approximately 80% complete.
- The supporting construction documents for the site improvements covering paving, storm water management, and public utility services for the project were initially submitted submitted for review and permitting in November, 2018.
- The associated review of these construction documents has been completed by City Staff and related construction permits for the public water and sanitary sewer extensions required for the development have been applied for and issued by ODEQ
- The subdivision platting process was initiated with the submittal and approval of a Preliminary Plat by the Planning Commission at the July 9th meeting.
- The submittal and review of two proposed final subdivision plats covering Phase I and Phase II of the project have been submitted for Planning Commission and City Council review as indicated below.
- A pre-construction meeting has been held with the General Contractor chosen for the project and the start of actual infrastructure improvement installation is on-going currently.

Glenpool Elementary School: Elwood Avenue & 138th Street

- This project is located at the southeast corner of 138th Street and Elwood Avenue.
- The subdivision platting process for the project has been completed and the final plat has been recorded with Tulsa County.
- All site and building related improvement construction is underway at this time.
- The public water and sanitary sewer extensions serving the project have been completed and are in service at this time.
- The Glenpool School Administration has predicted a full project completion in the second quarter of 2019 and will be ready for occupancy by the start of the 2019/2020 school year.
- Predicted student load for the first year of operations is approximately 500 Pre-K thru Fifth Grade students.

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Glen Hills, Blocks 1 thru 6 (Phase I): Residential Addition - 141st Street & Iroquois Avenue

- This is a single-family residential project being developed under the conditions and development standards set forth and approved as part of PUD No. 34 and is generally located on the north side of 141st Street at Iroquois Avenue.
- Planning related processing and approvals have been completed regarding zoning and preliminary subdivision platting covering the first phase of the project.
- Planning Commission and City Council approval of the final Phase I subdivision plat is scheduled to be completed in December, 2018.
- Phase I site improvements consisting of clearing, grubbing, rough area grading, and the construction of public improvements necessary to serve the addition (water, sanitary sewer, storm sewer) are currently in the final stages of completion.
- A Pre-Construction meeting covering the start-up of paving operations was held in December. The start of paving operations is underway currently with full completion anticipated in April.
- Full completion of Phase I of the development and the start of actual home construction is anticipated in May, 2019.

Glen Hills, Blocks 7 thru 11: Residential Addition - 141st Street & Iroquois Avenue

- This is the second and last phase of the single-family residential project being developed under the conditions and development standards set forth and approved as part of PUD No. 34.
- Planning Department related processing and approvals have been completed regarding zoning (PUD) and preliminary subdivision platting, covering Phase II of the project.
- All site related improvement plan approvals and permitting for Phase II has been completed.
- Phase II site clearing, grubbing, and rough area grading is underway currently and is approximately 90% complete.
- The construction of public improvements necessary to serve the Phase II portion of the project (water, sanitary sewer, storm sewer, and paving) is underway currently
- Full completion of the Phase II development construction, Planning Department processing of the final subdivision plat and the start of actual home construction in the Phase II portion of the overall project is anticipated in July, 2019.

The Pines: Residential Addition - 141st Street & Ironwood Avenue

- This is a single-family residential project being developed under the conditions and development standards set forth and approved per PUD No. 32.
- At this time, an Earth Change Permit limited to site clearing, grubbing, and disposal has been issued for the project.
- Clearing and disposal for the entire project has been completed.
- The submittal of the preliminary and conditional final subdivision plat and all required public infrastructure improvement construction plans occurred the first week in June.
- The final subdivision plat was reviewed and approved by the Planning Commission at the July 9th meeting.
- The City development improvement construction plan review and ODEQ permitting regarding the public sanitary sewer and waterline installation has been completed.

- A pre-construction meeting with the general contractor for the project was held January 30th.
- Actual site grading has started with public utility construction anticipated to begin approximately February 15th.

Scissortail: Residential Addition – 151st Street & Poplar Street

- This is a single-family residential project being developed under the conditions and development standards set forth and approved per PUD No. 39 and is generally located on the north side of 151st Street at Poplar Street.
- Planning related processing and approvals have been completed regarding zoning and preliminary subdivision platting covering the first phase of the project.
- Planning Commission and City Council approval of the final Phase I subdivision plat is anticipated to occur in February.
- Phase I site improvement construction documents consisting of rough & final grading, erosion control, storm water management, waterlines, sanitary sewer, and paving are currently in the final design and permitting phase with full completion anticipated in February.

South 75 Business Park: Phase III

- This commercial/industrial project is located along the east side of US Highway 75 extending from 161st Street to 166th Street and is being developed under the terms and conditions specified in a certain TIF District Ageement approved for the project in 2018.
- The preliminary subdivision plat for the project was reviewed and approved by the Planning Commission in August, 2018.
- All related construction plans covering the public improvements proposed to serve this project have been reviewed and approved by City staff and ODEQ.
- The final subdivision plat for this project has been submitted for City review and is the approval process currently as indicated in the Planning Department section below.
- A pre-construction meeting for the public improvement portion of the project was held in January with actual development construction start-up anticipated in February.
- Full completion of all development related improvements is anticipated in June, 2019.

Current Planning Department and Planning Commission Activities:

SUBDIVISION PLAT APPLICATIONS PENDING REVIEW:

FINAL PLAT: BROOKOVER CORNER I & BROOKOVER CORNER II: Moab Holdings Glenpool, LLC

This commercial development is at the northeast corner of the intersection of 151st Street and U.S. Highway 75 and contains 51.78 acres. Together, the two (2) phases contain eight (8) lots and multiple Reserve Areas, primarily for stormwater drainage and detention. The developer's engineer AAB Engineering, LLC has additionally filed an application to close part of a Utility Easement containing a sanitary sewerline, which will be rerouted as a part of the Brookover Corner development. Review and approval schedule for both Final Plats and Utility Easement closing applications:

- 01/25/2019 TAC Review

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- 02/11/2019 Planning Commission consideration for approval
- 02/19/2019 City Council consideration for approval.

FINAL PLAT: GLEN HILLS BLOCKS 1-6: K & S Development Inc.

This residential development is located west of the northwest corner of 141st Street and Peoria Avenue and contains 28.82 acres (Phase I). This proposed subdivision covers the development of 86 single family residential lots under the concepts and development standards established and previously approved in PUD No. 34.

- 9/28/18 Technical Advisory Committee Review
- 10/8/18 Planning Commission Tabled with direction to the Applicant to make the corrections identified by Staff and to correct the minimum house size in the private covenants to 1,500 square feet per the PUD
- 11/14/18 Planning Commission Conditionally Approved
- 12/03/18 City Council Conditionally Approved Final Plat

PRELIMINARY PLAT: GLEN HILLS BLOCKS 7-11: K & S Development Inc.

This residential development is located west of the northwest corner of 141st Street and Peoria Avenue and contains 20.04 acres (Phase II). This proposed subdivision covers the development of 79 single family residential lots under the concepts and development standards established and previously approved in PUD No. 34.

- 9/28/18 Technical Advisory Committee Review
- 10/8/18 Planning Commission Approved subject to the corrections identified by Staff and those identified by the Planning Commission, including correcting the minimum house size in the private covenants to 1,500 square feet and provide assurances that construction traffic will only utilize 141st St.
- TBD Final Plat application to be filed

FINAL PLAT: SCISSORTAIL – BLOCKS 1 THRU 4: Summit Properties, Inc.

This residential development is at the intersection of 151st Street and Poplar Street and contains 29.13 acres (Phase I). This proposed subdivision covers the development of 88 single family residential lots under the concepts and development standards established and previously approved in PUD No. 39.

- Final Plat application has not yet been submitted
- Street intersection had to be moved due to discovering major underground fiber optic / communications lines at the initial location; Amendment to the PUD has been determined unnecessary as the street is outside of the PUD; only engineering design and permitting considerations are required for the street intersection relocation
- PUD Minor Amendment approved 11/14/2018; Minor Amendment corrected inaccurately cited land areas for the PUD boundary and areas within and other particulars depending on the cited land areas. No substantive changes were requested or approved.

PLANNED UNIT DEVELOPMENT:

PUD 30 MAJOR AMENDMENT # 1: (PUD 30A “REDBUD GLEN”) A request from Crafton Tull for approval of Major Amendment # 1 to PUD 30 “Glenpool Center South,” including a Conceptual Development Plan and/or Preliminary Development Plan for property

generally located at 423 W. 151st St. S.; the northwest corner of the intersection of 151st St. S. and S. Elwood Ave. This pertains to the north 20 acres of PUD 30, which is zoned and planned for single-family residential development. “Redbud Glen” is proposed to be a gated subdivision with private streets and neighborhood amenities. The primary effect of the proposed Major Amendment is to relax minimum lot width and lot size requirements. The developer and PUD specify the intended price point for houses is in the \$300,000s.

- 11/28/18 TAC Review
- 12/10/18 Planning Commission Conditionally Approved the Conceptual Development Plan only as per Staff recommendations
- TBD PUD Preliminary Development Plan to be submitted and PUD Major Amendment rezoning to proceed upon satisfaction of Planning Commission and Staff recommendations

SPECIFIC USE PERMIT:

SUP-2018-01 (PAT’S CAR WASH/JIFFY LUBE) A request to allow a LED sign in a CG (Commercial Shopping) zoned property located at 12106 South Waco Ave (Adjacent to Jiffy Lube).

- 8/31/18 TAC Review
- 10/8/18 Board of Adjustment Approved 3 Variances to allow a maximum of 200 square feet of display surface area
- 10/8/18 Planning Commission Recommended Conditional Approval as per Staff recommendations
- 11/05/18 City Council Tabled per Staff recommendation due to informational inconsistency between Applicant and developer (beneficiary of the covenants) and continuing lack of necessary information
- 12/03/18 City Council held a Public Hearing and Approved subject to the submittal of an accurate site plan as recommended by Planning Commission and Staff

SITE PLAN APPLICATIONS PENDING REVIEW:

SITE PLAN: CASEY’S GENERAL STORE: Schemmer

Schemmer has filed an application for Site Plan approval for a Casey’s General Store, a gas station and convenience store at the northeast corner of Broadway St. & State Hwy 67 in the Brookover Corner development. The TAC reviewed the site plan January 25, 2019. Staff should complete the review and provide it to Schemmer by 01/31/2019.

Current Building & Inspection Department Activity: January, 2019

Current On-Going Commercial and Residential Projects Permitted for Construction:

- Brookover Corner Commercial Complex: 151st Street & Broadway Avenue
- Glenpool Elementary School: Elwood Avenue & 138th Street
- Elm Pointe Commercial Development: 141st Street & Peoria Avenue
- Glen Hills Residential Addition – Phase I: 141st Street & Iroquois Avenue
- Glen Hills Residential Addition – Phase II: 141st St. & Iroquois Avenue
- The Pines Residential Addition: 141st Street & Ironwood Avenue

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- South 75 Business Park: Phase III Public Improvements
- Speedy's Liftstation Rehab. Project: Forcemain Installation from 141st St. to 148th St.
- Jiffy's Car Wash: 121st St. Between Waco and Yukon Avenue
- MonTapp Commercial Building: 125th Court West of Vancouver Avenue
- Wades RV Building Expansion: 161st St & US Highway 75

Glenpool Residential and Commercial Building Permit Statistics:

• New Residential Permits Issued in January, 2019:	1 Total
• New Commercial Permits Issued in January, 2019:	-0- Total
• Current Active Residential Permits:	12 Total
• Current Active Commercial Permits:	16 Total
• 2018 Residential Permits thru January:	5 Total
• 2019 Residential Permits issued thru January:	1 Total
• 2018 Commercial Permits Issued Thru January:	2 Total
• 2019 Commercial Permits Issued Thru January:	-0- Total

Code Enforcement Department:

January, 2019

Typical Issues Addressed by the Code Enforcement Department: Public Nuisances

- Inoperable or abandoned vehicles being stored on private property.
- Trash or debris on private property
- Excessively high grass on private property
- Special Assessment requests researched and issued to real estate lenders.
- Filing and releasing Mechanic Liens with the Tulsa County Recorder's Office.
- Illegal vehicle parking on private property yards.
- Visual impairments caused by trees, shrubs, vehicles, etc. interfering with traffic flow
- Bidding and subcontracting involved with nuisance abatement.
- Enforcement of Health and Safety Code violations.

Department Activity for the Month of January, 2019:

• Year-to-Date citizen complaint calls received and investigated:	33
• Public nuisance cases remaining open thru January:	8
• New Code Enforcement cases processed in January:	
1. Calls reporting high grass:	-0-
2. Structures damaged by fire:	-0-
3. Notices issued for vehicles illegally parked:	14
4. Nuisance abatements performed by contractors:	-0-
5. Notices issued for residences without water service:	-0-
6. Tulsa County Health Department Citations issued:	-0-
7. Notices issued for illegally placed signs:	39
8. Damage to public facilities citations:	-0-
9. Excessive trash & debris:	5
10. Dilapidated vacant structures and properties:	1
11. Trash can/receptacle placement:	13

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12. Misc. cases:

Total New Cases Opened in January:

-0-
58

Real Estate Special Assessment Determinations: January, 2019.

Special Assessment Letters Issued to Title Companies

18

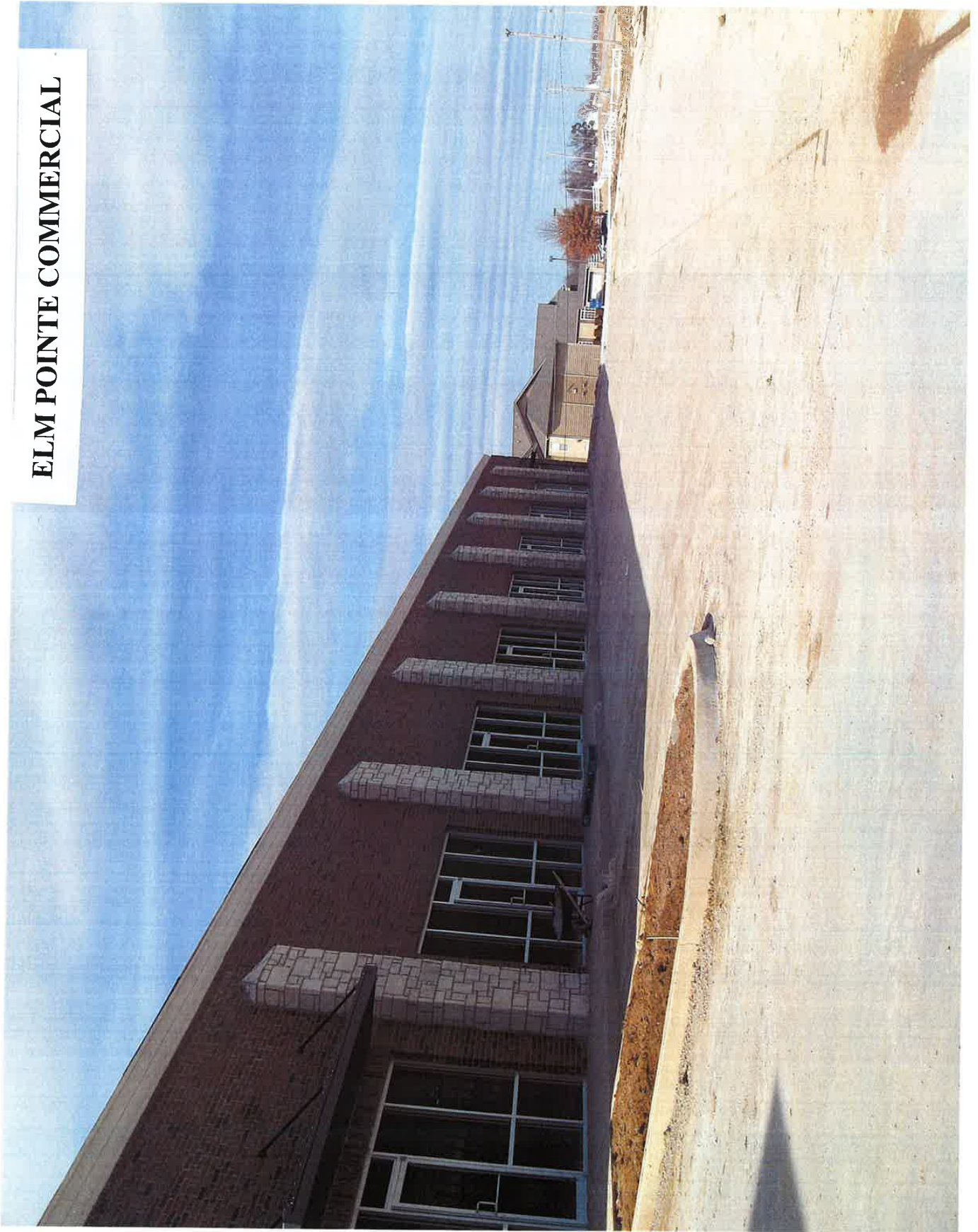
Assessment Letter Fee Collection Notices Issued

12

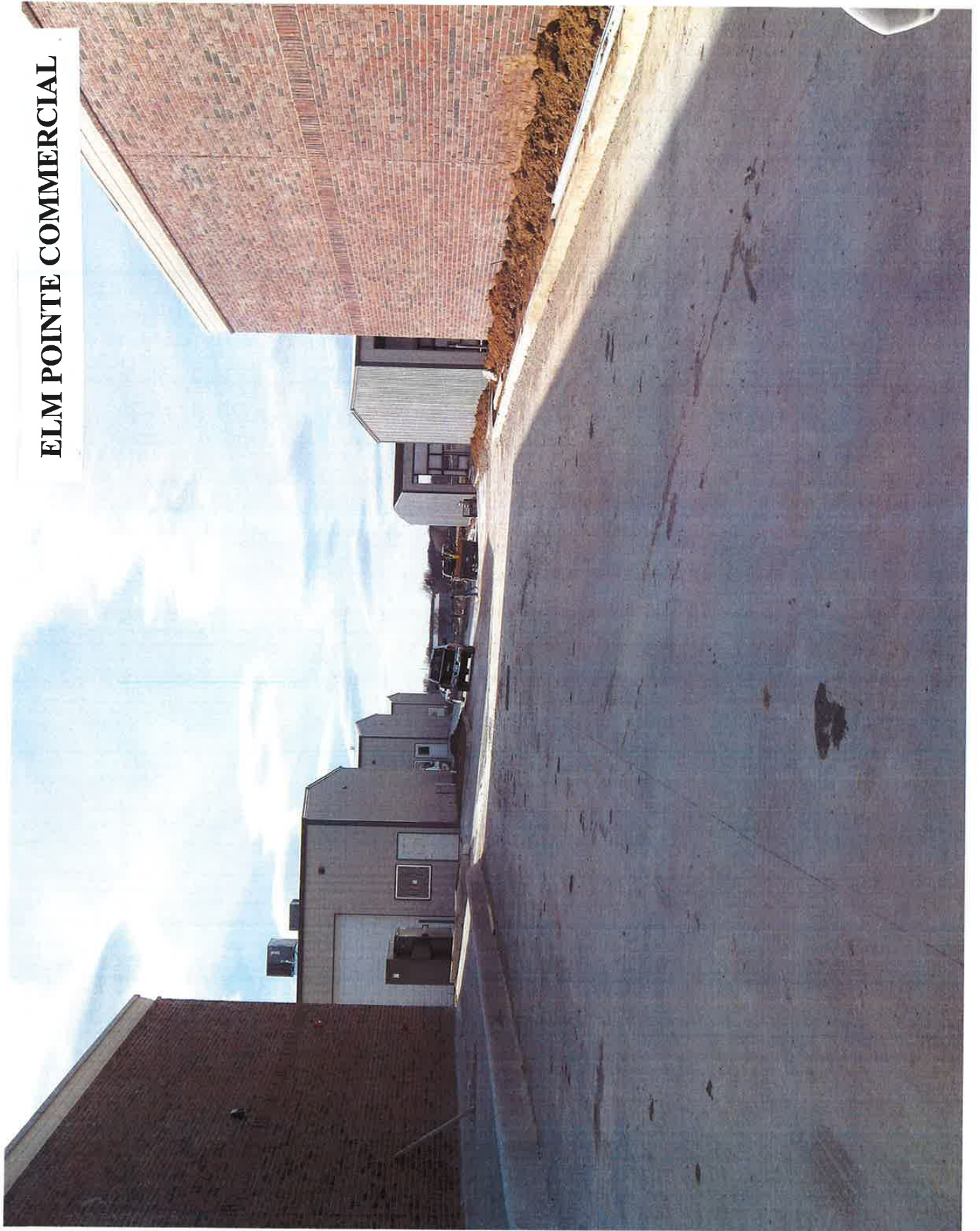
ELM POINTE COMMERCIAL



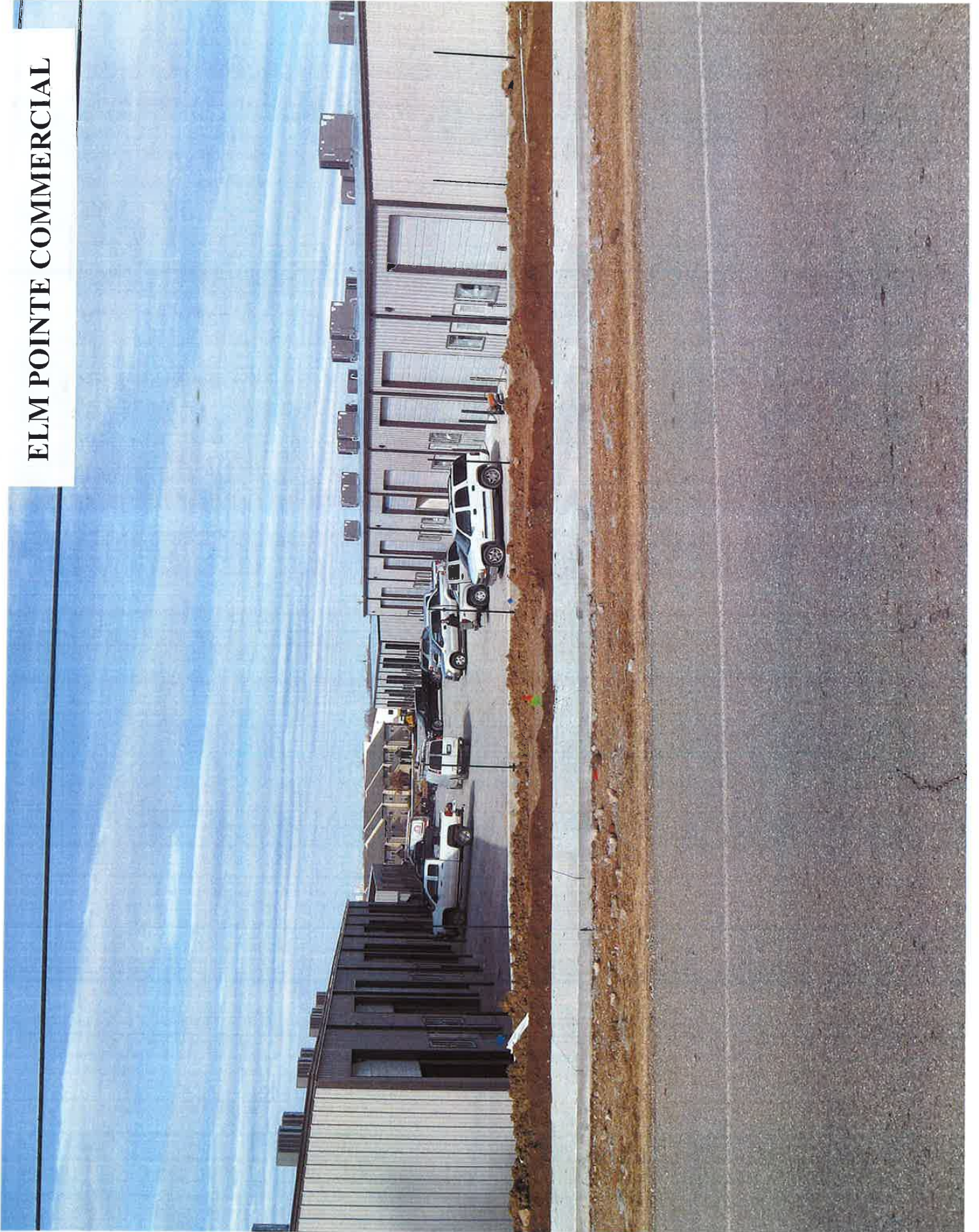
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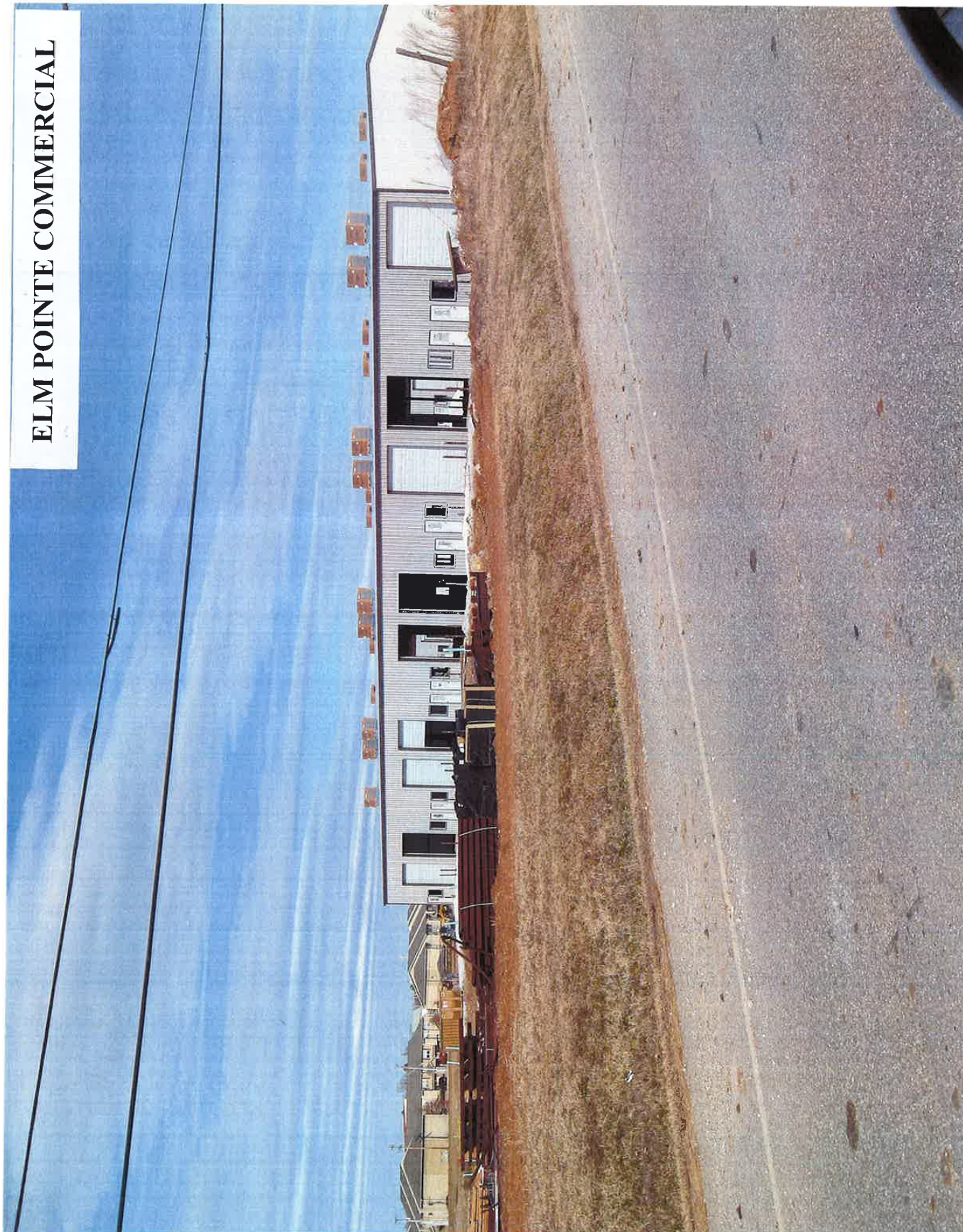
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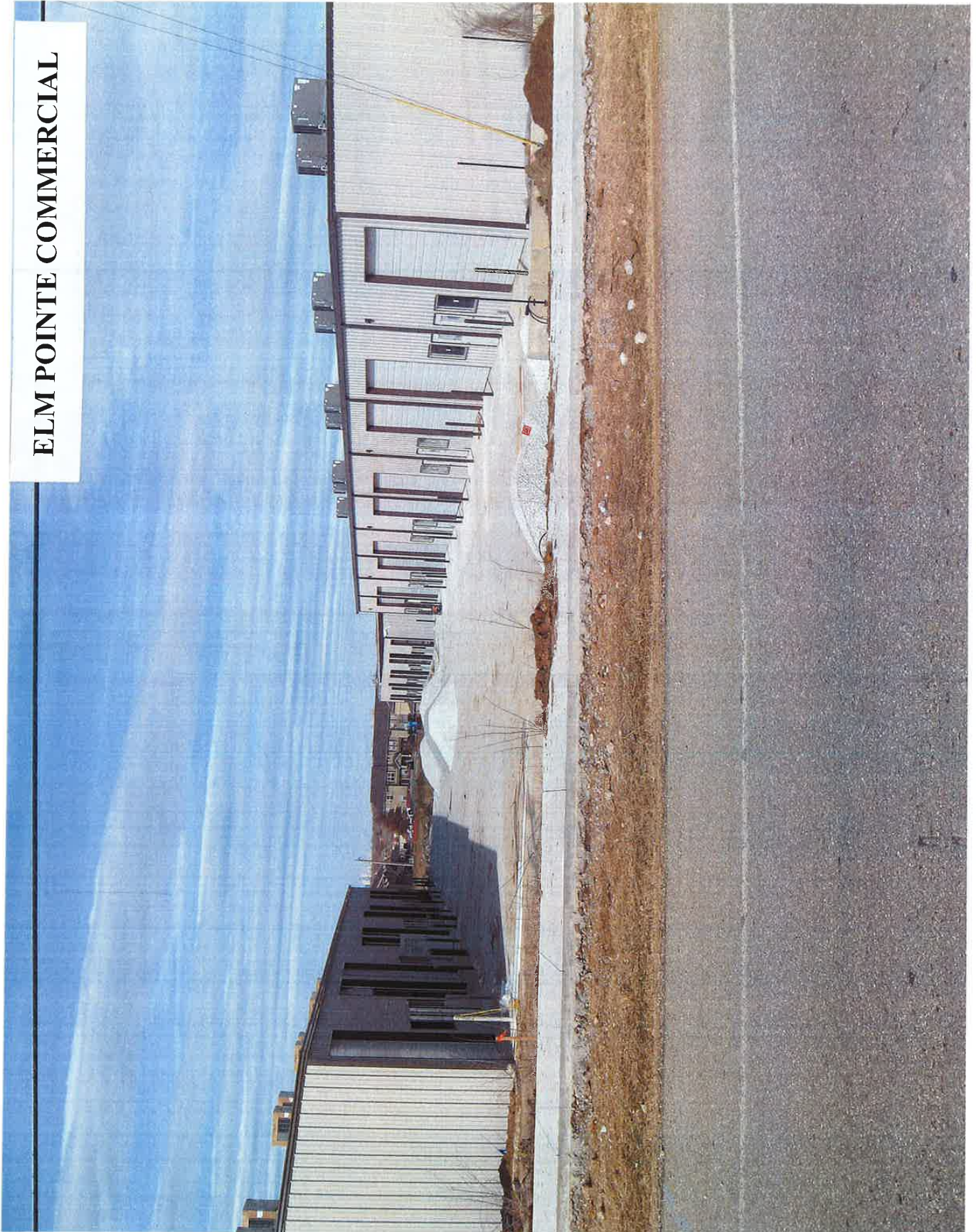
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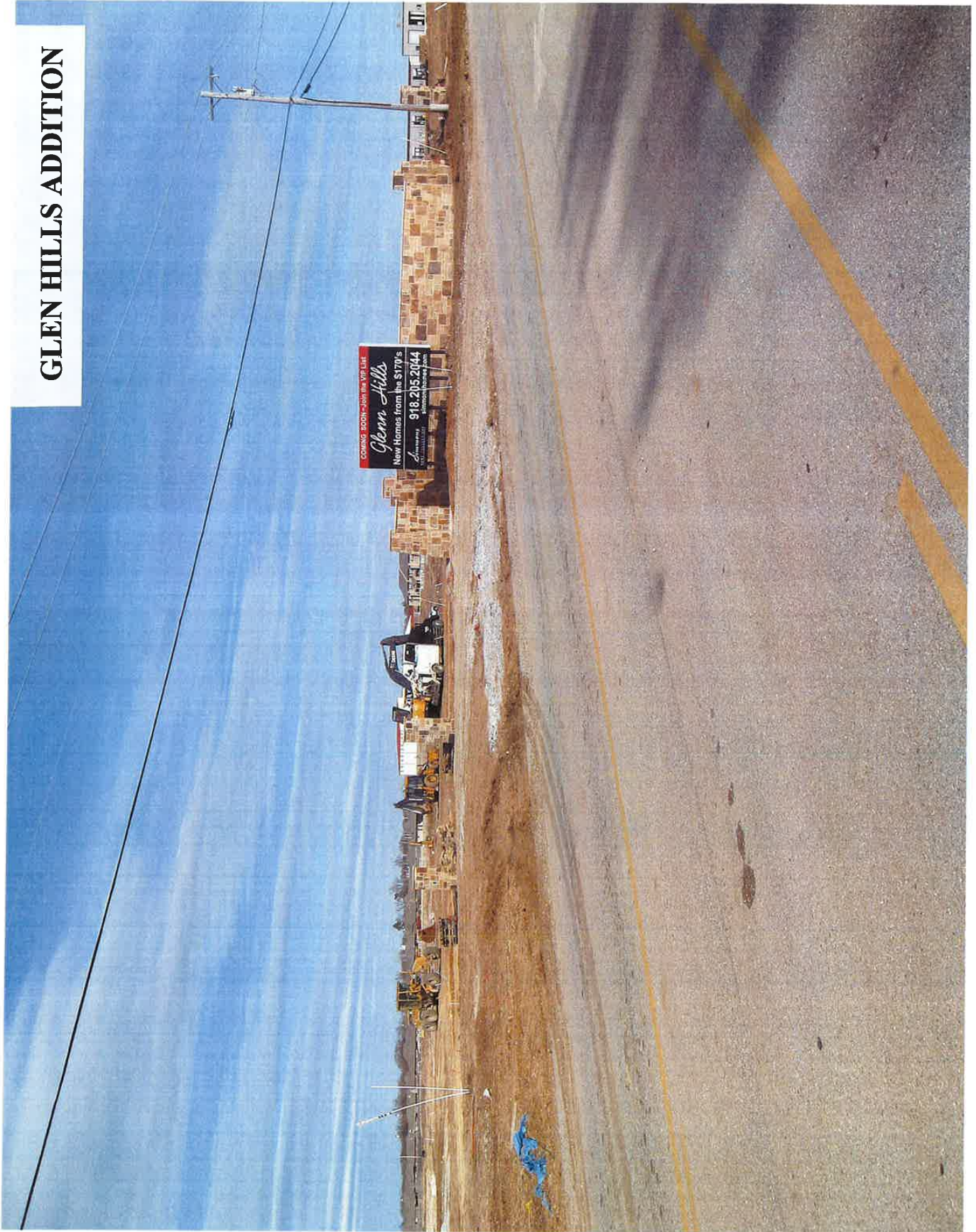
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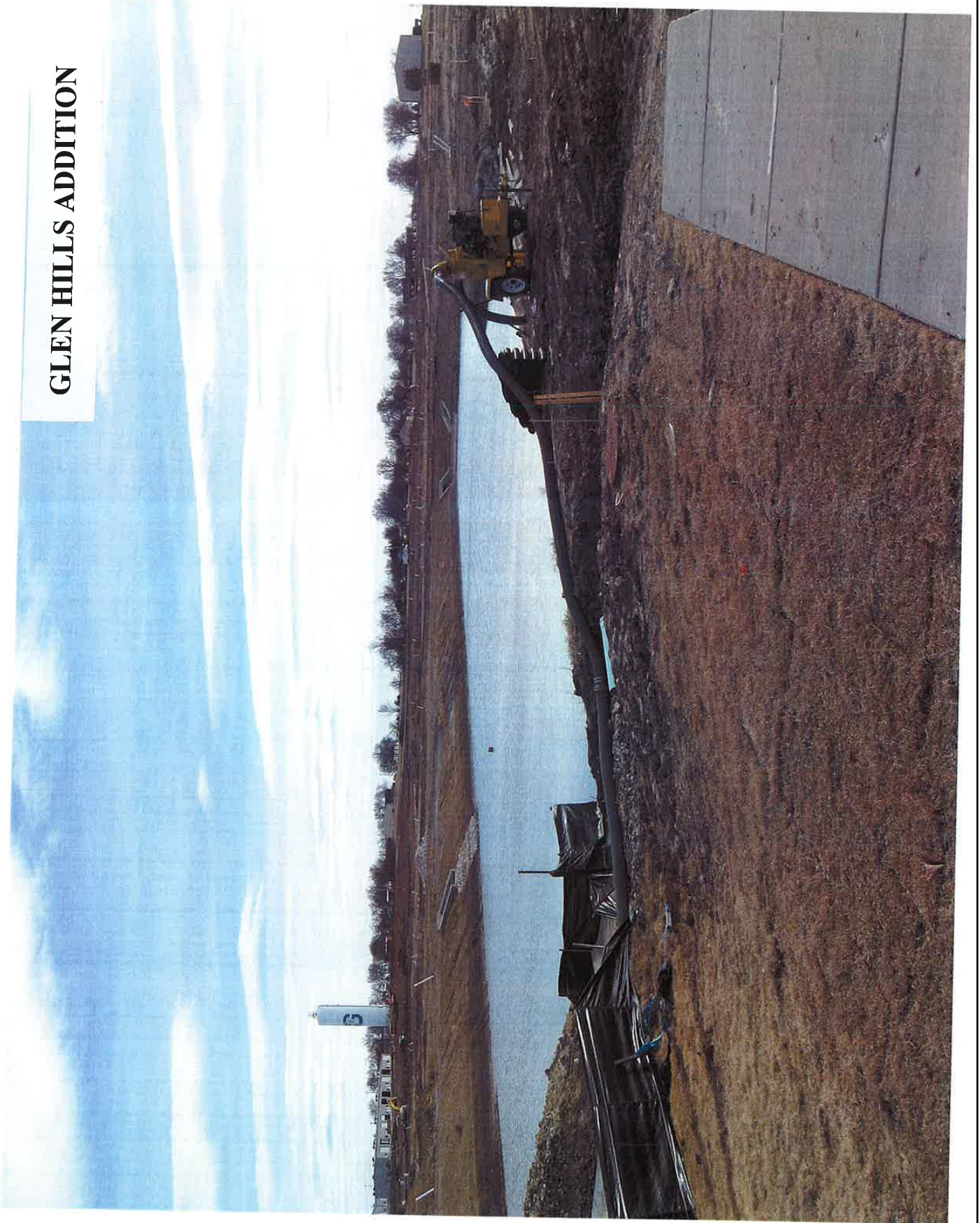
ELM POINTE COMMERCIAL



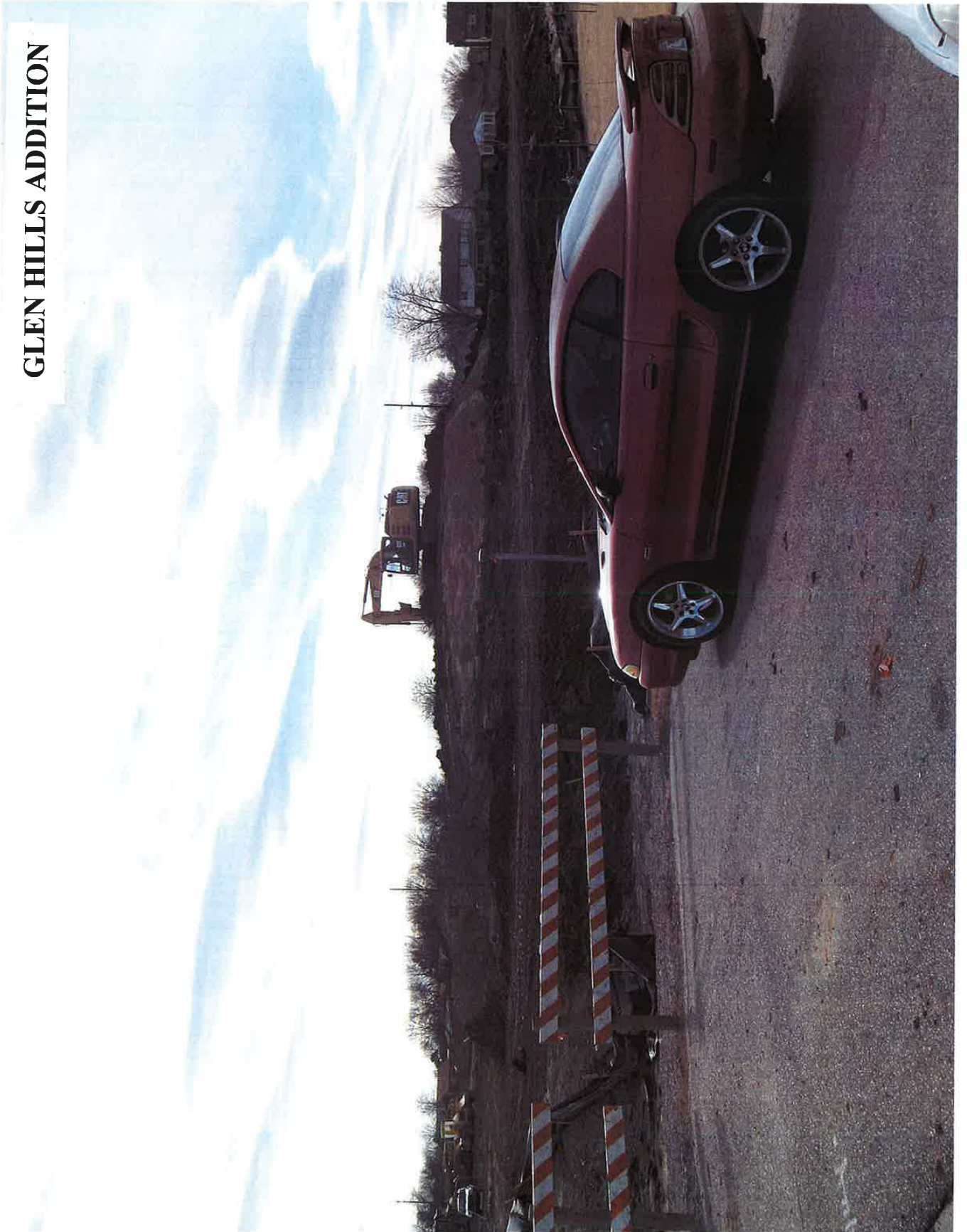
GLEN HILLS ADDITION



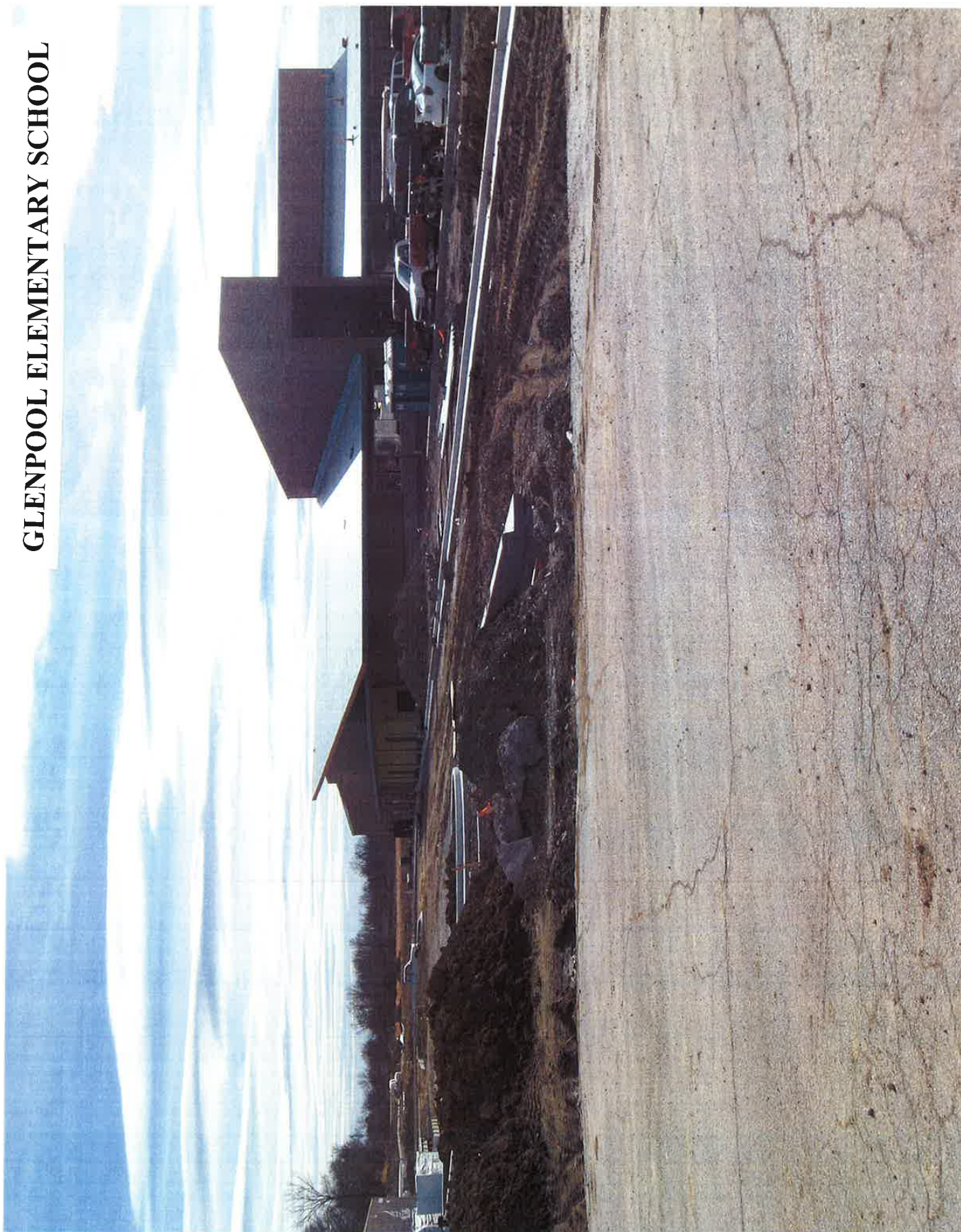
GLEN HILLS ADDITION



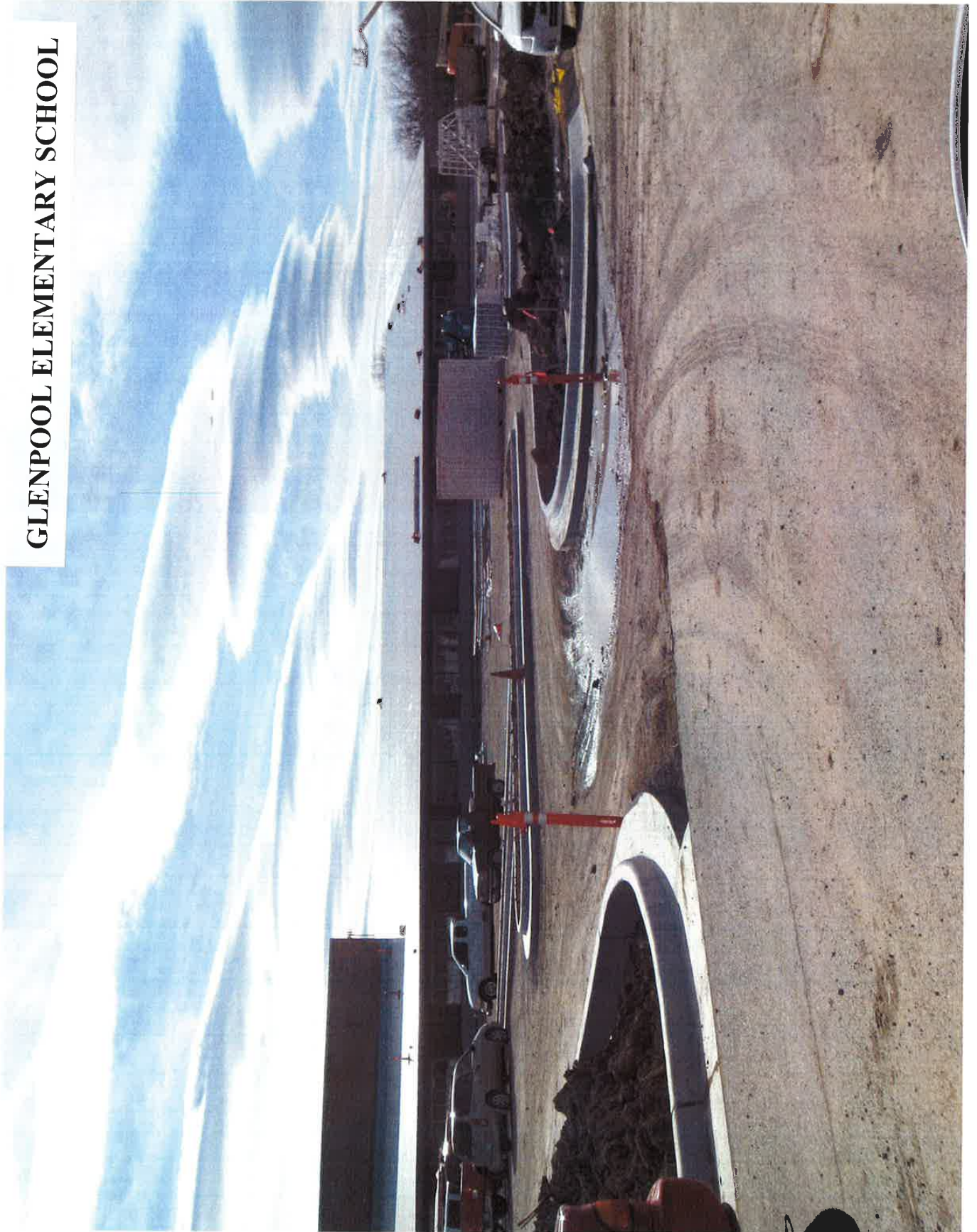
GLEN HILLS ADDITION



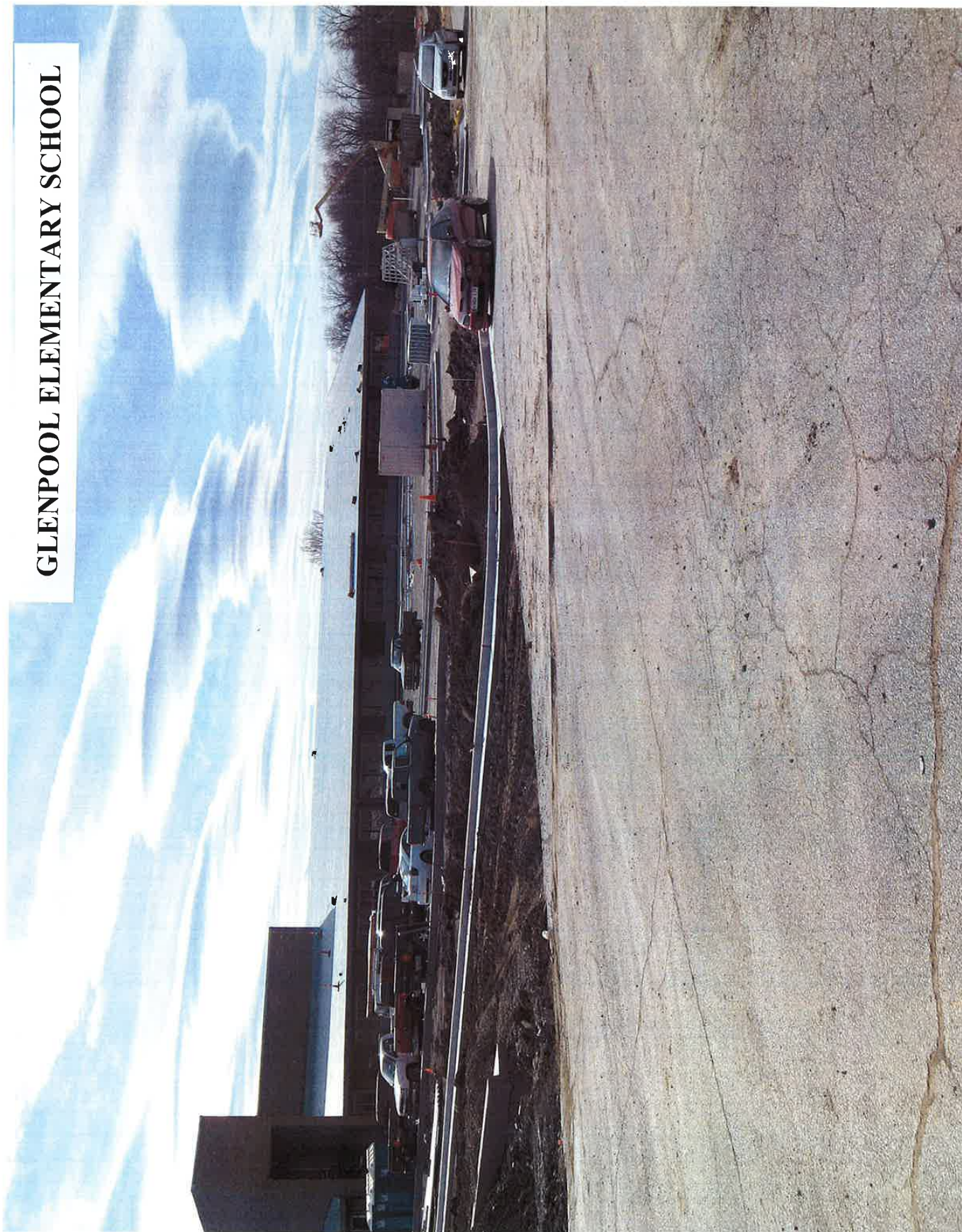
GLENPOOL ELEMENTARY SCHOOL



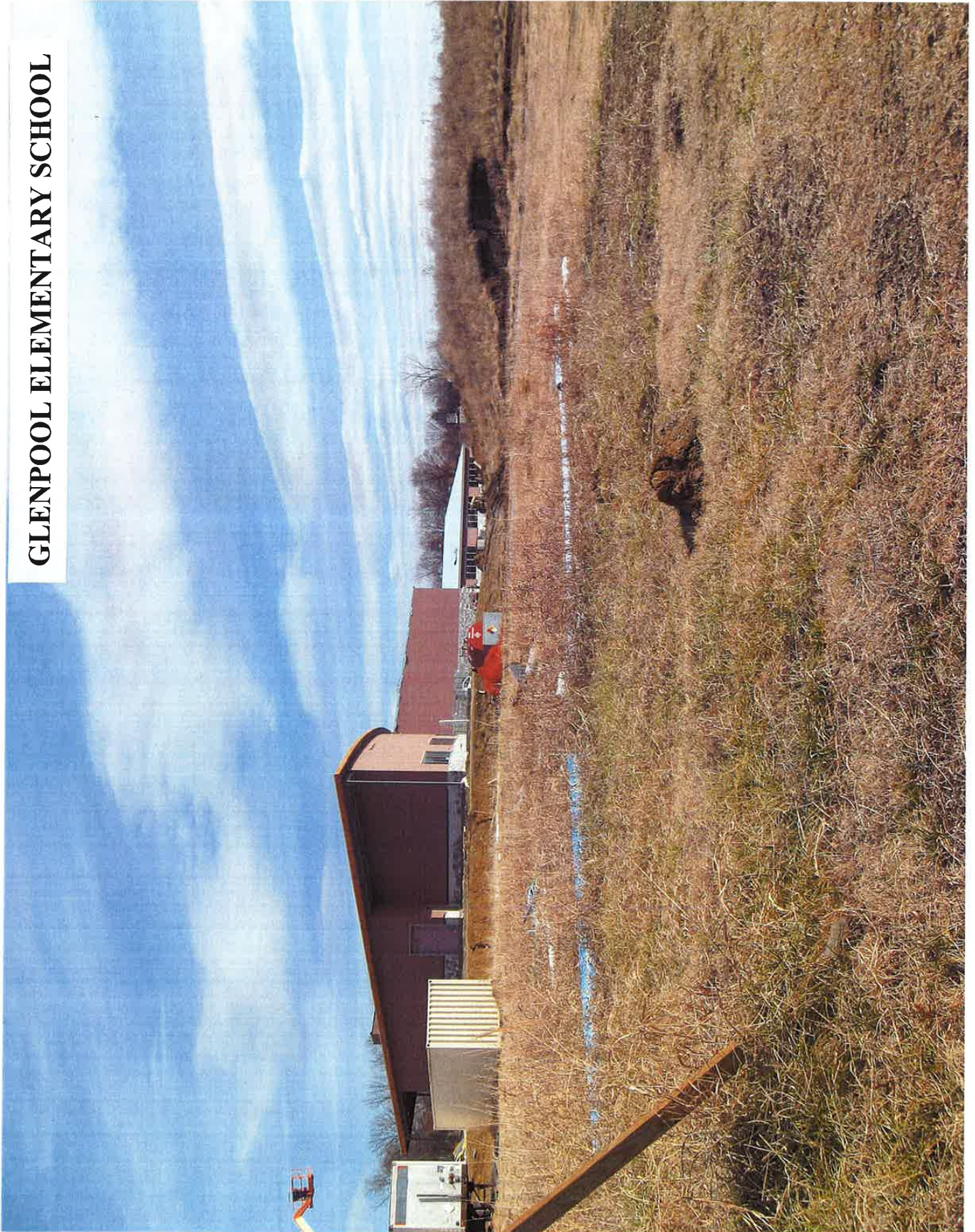
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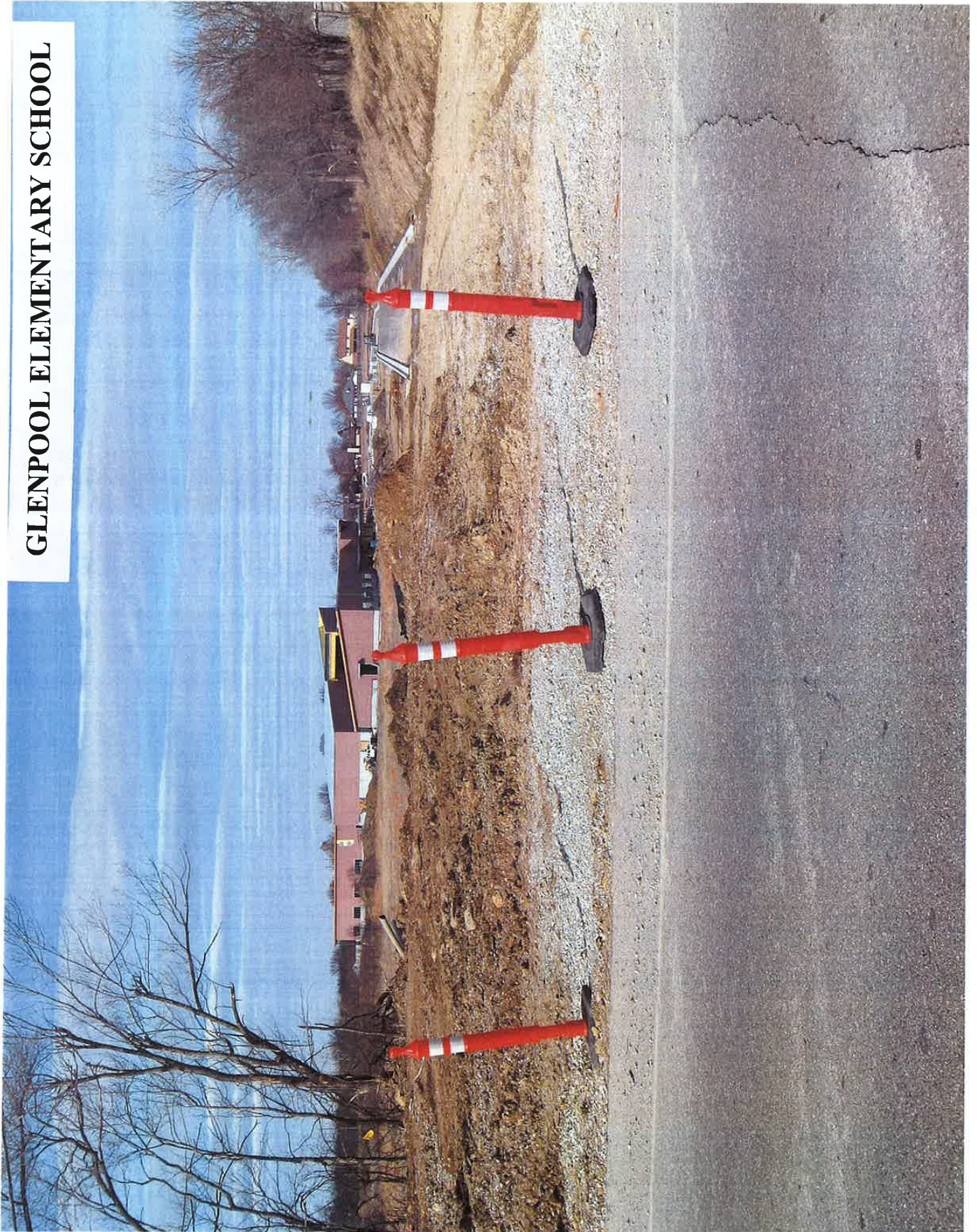
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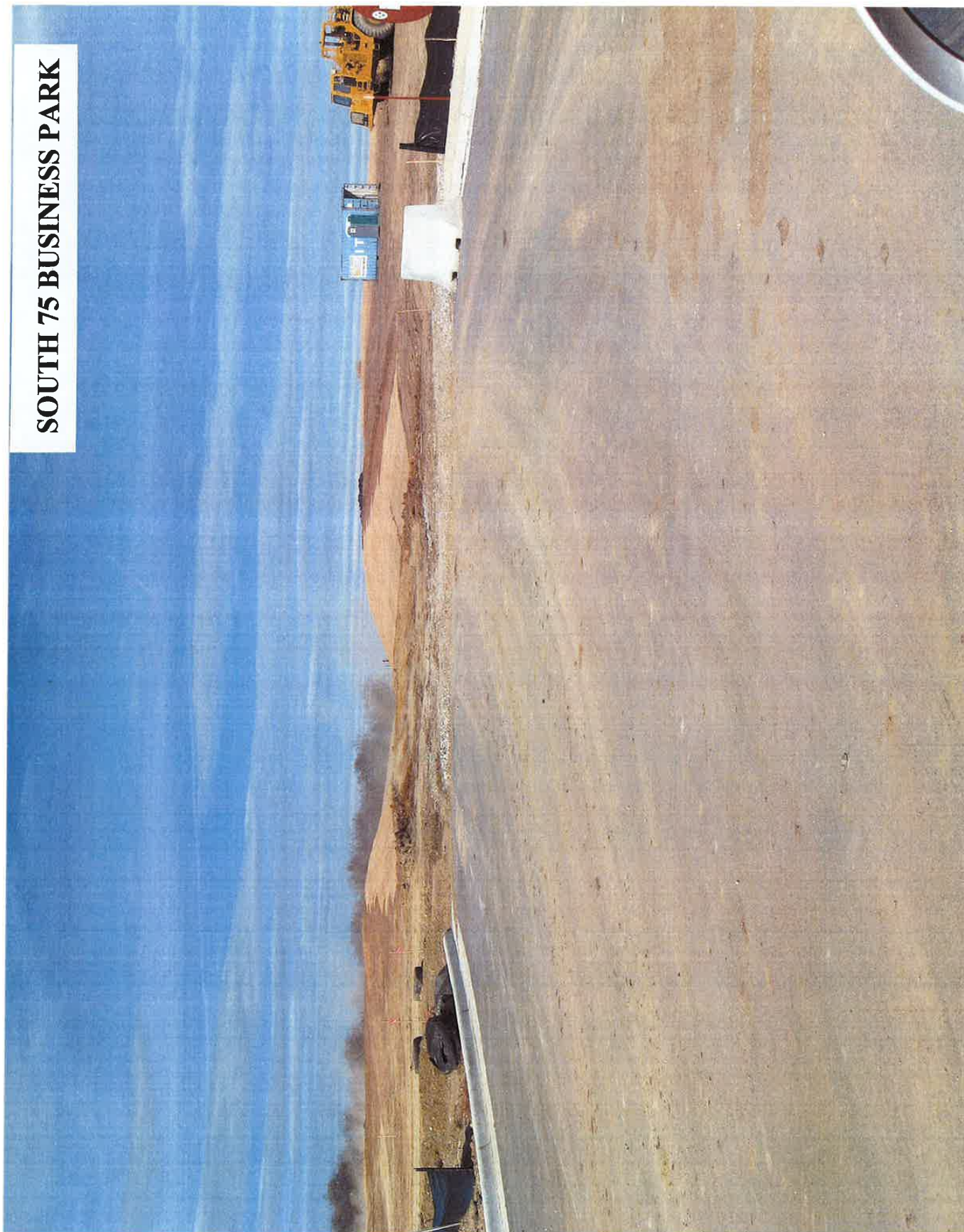
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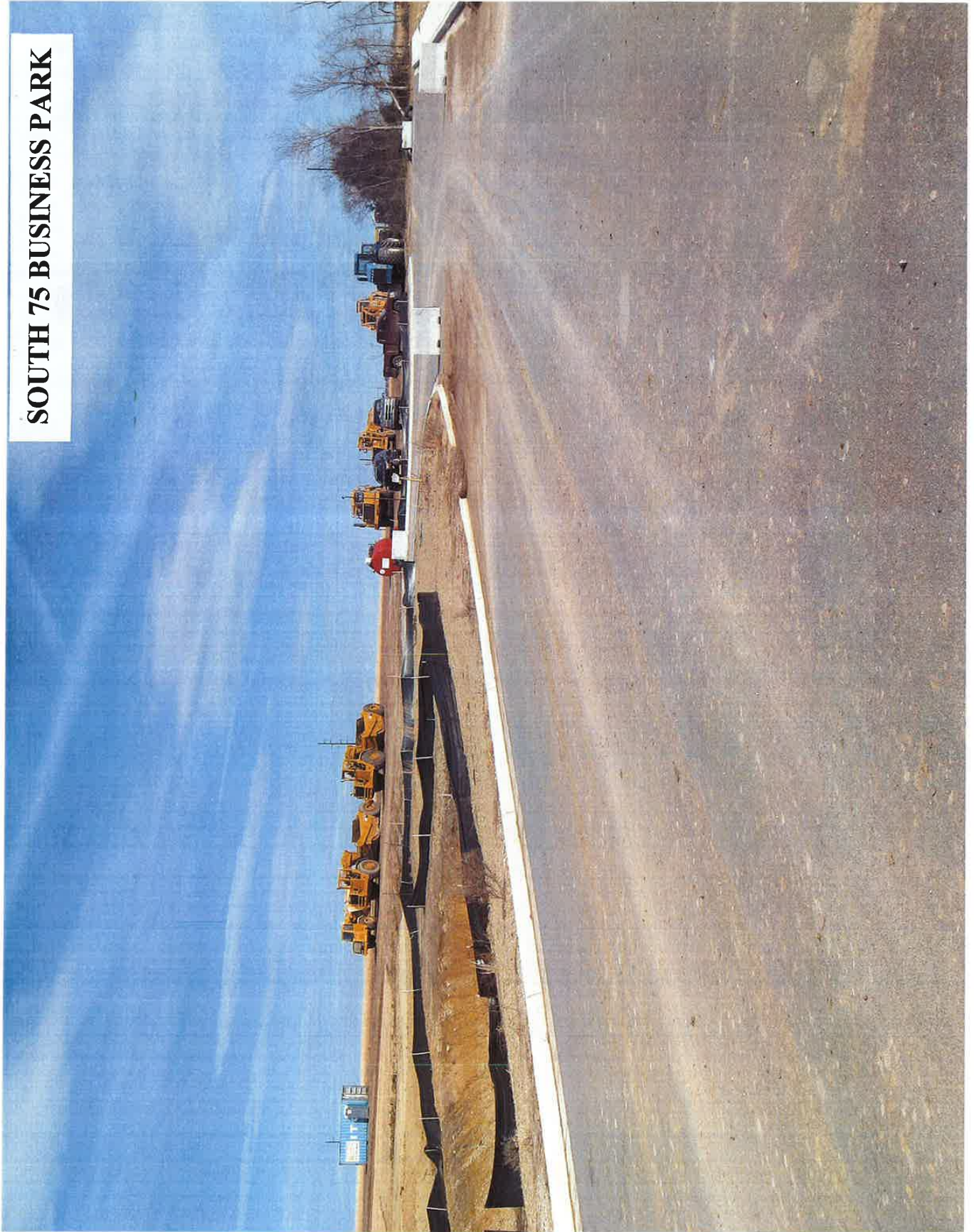
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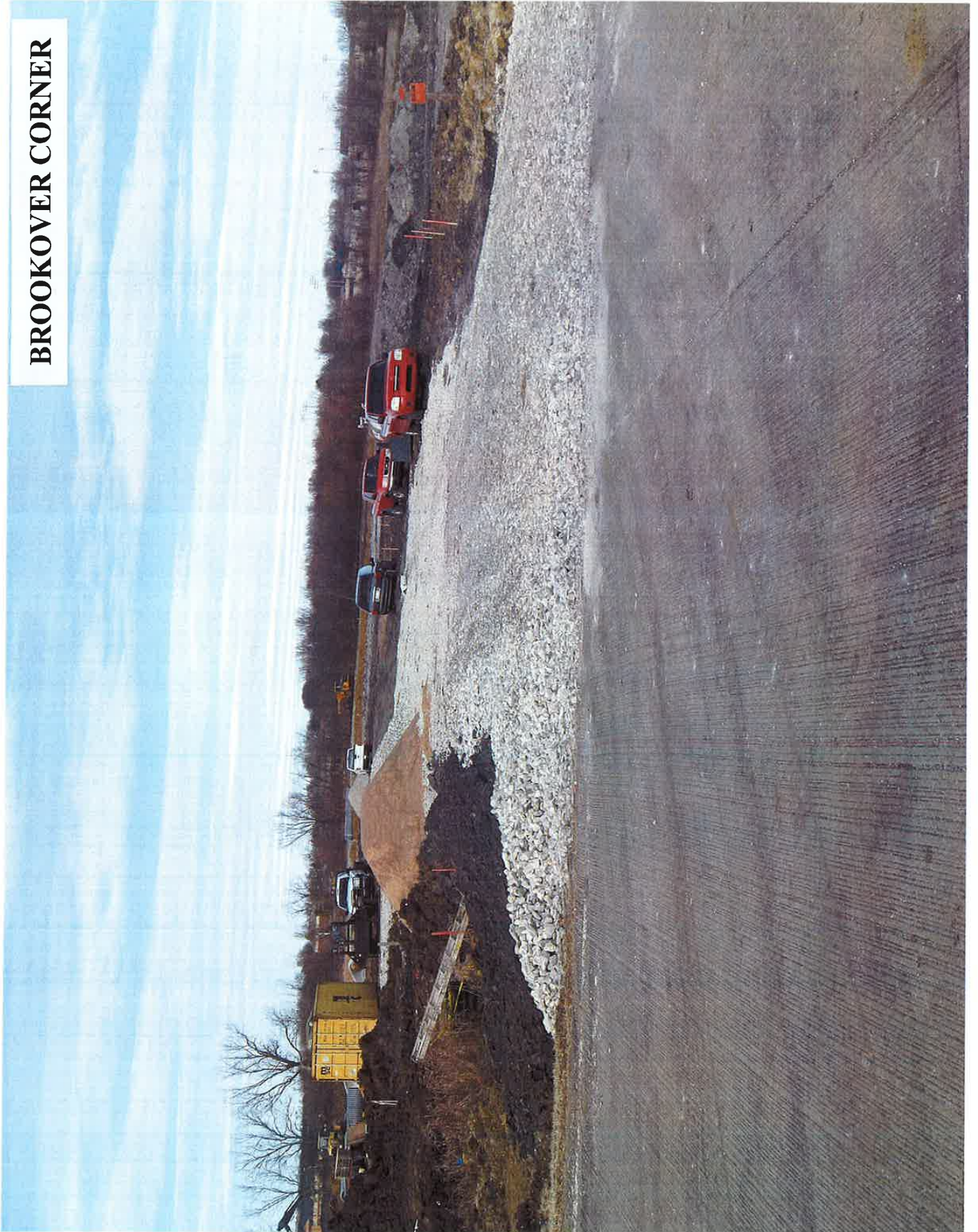
SOUTH 75 BUSINESS PARK



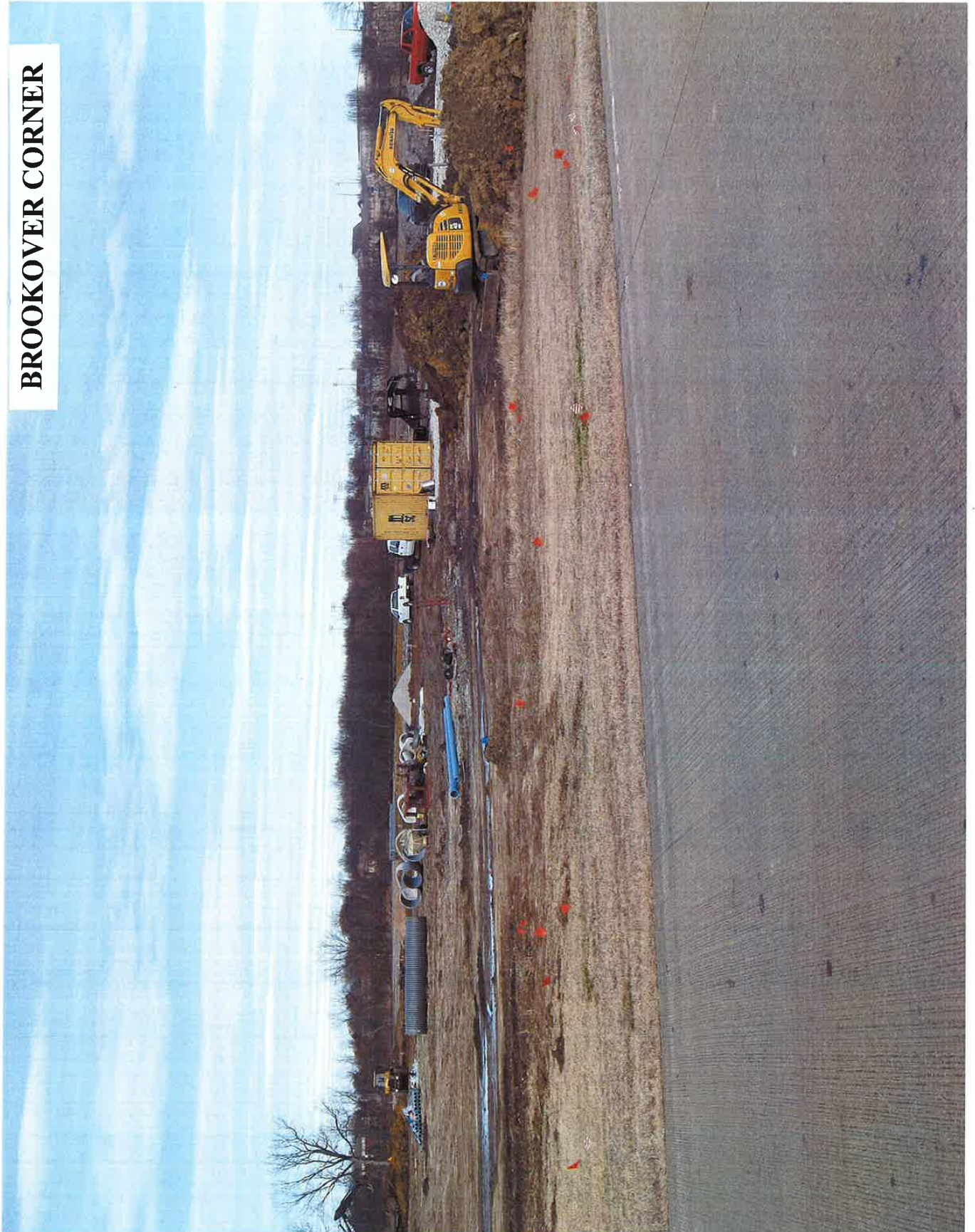
SOUTH 75 BUSINESS PARK



BROOKOVER CORNER



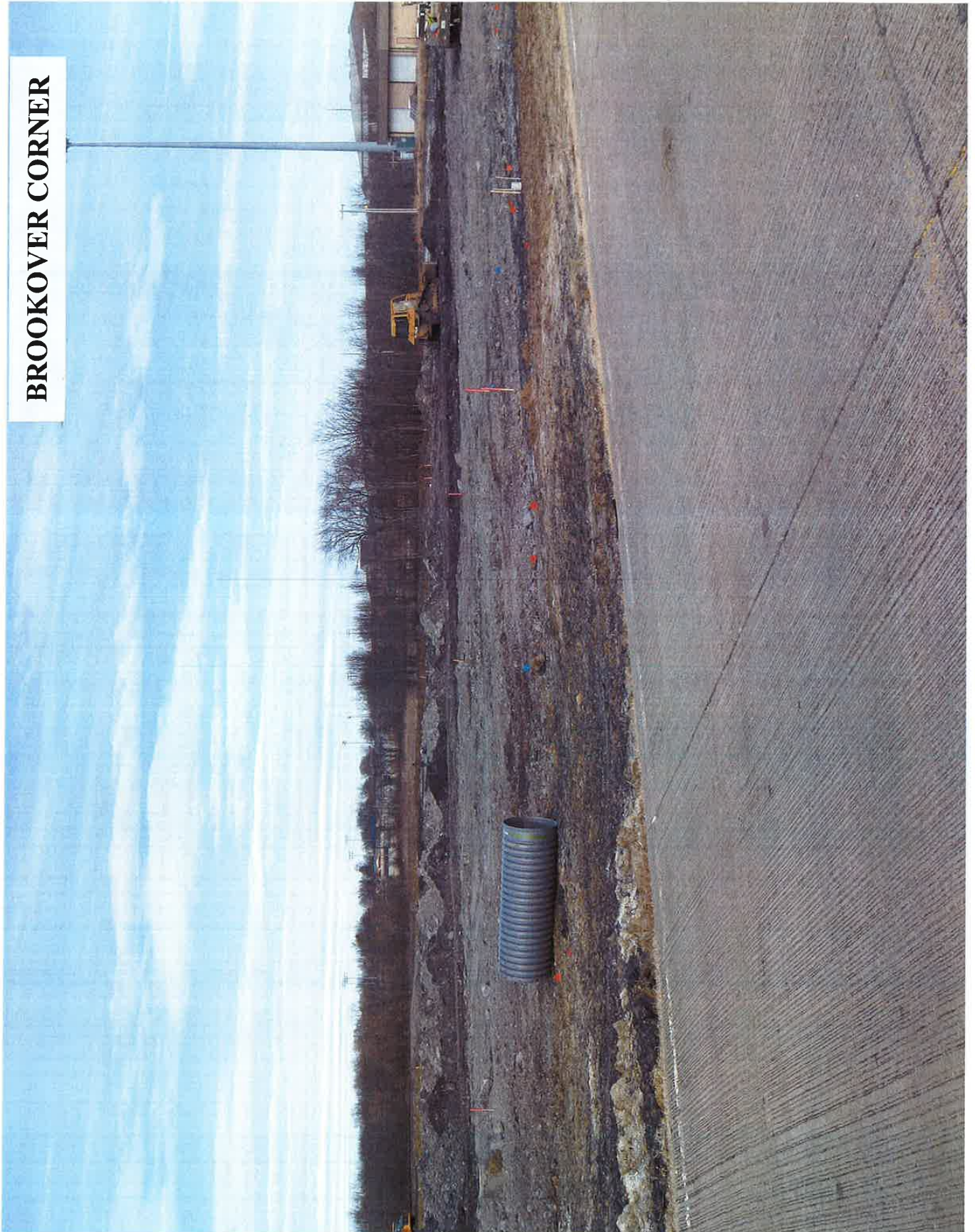
BROOKOVER CORNER



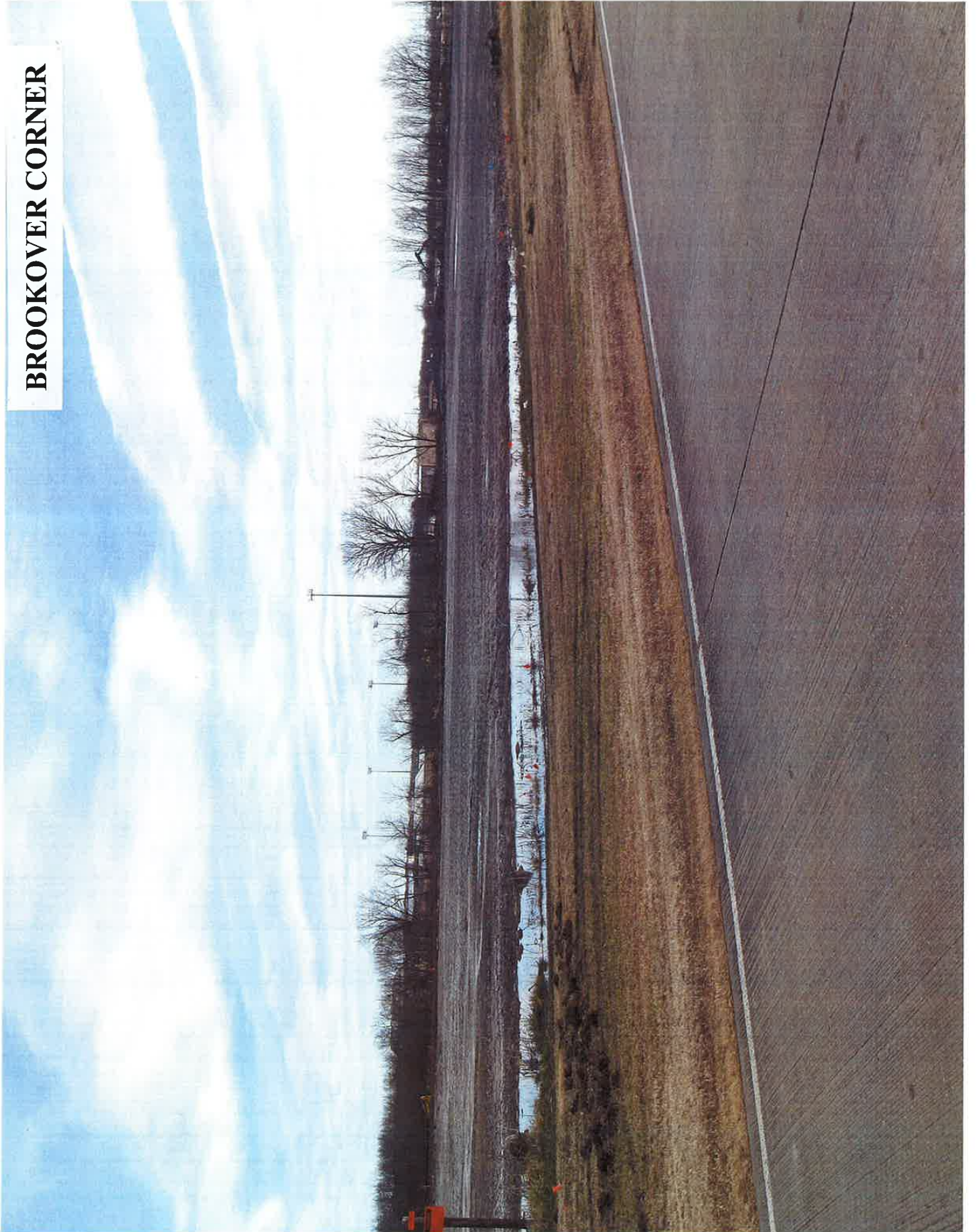
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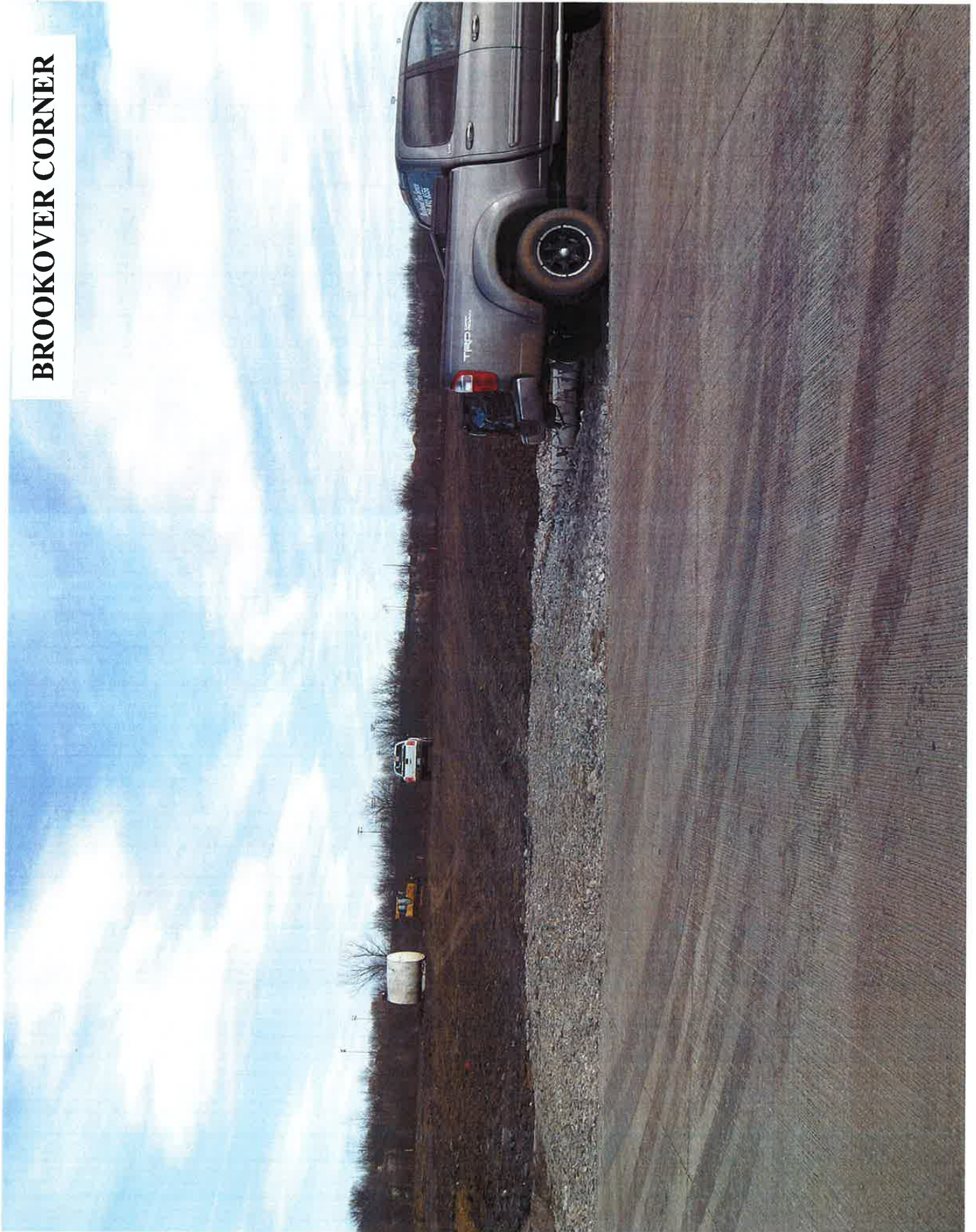
BROOKOVER CORNER



BROOKOVER CORNER



BROOKOVER CORNER



MINUTES
Regular Meeting
Tuesday, January 22, 2019 Council Chambers 6:00 PM

COUNCIL PRESENT: Trish Agee
Momodou Ceesay
Tim Fox

COUNCIL ABSENT: Brandon Kearns
Jacqueline Triplett-Lund

STAFF PRESENT: David Tillotson
Susan White
Lowell Peterson
John Gonsalves
Lynn Burrow
Jim Martin

STAFF ABSENT: Wendy Knight

- A) Call to Order - Timothy Lee Fox, Mayor**
Mayor Fox called the meeting to order at 6:02 p.m.
- B) Roll Call, Declaration of Quorum – Susan White, Assistant City Manager; Timothy Lee Fox, Mayor**
Susan White called the roll, Mayor Fox declared a quorum present.
- C) Invocation – Codey Lasiter - Faith Church**
- D) Pledge of Allegiance – Timothy Lee Fox, Mayor**
- E) Treasurers Report – John Gonsalves, Finance Director**

DECEMBER TREASURERS REPORT

F) City Manager Report – David Tillotson, City Manager

- We had a good show at ICSC - good meetings with developers about the City's 76 acres, and we have also had follow-ups since then. Attendance was down, about 800 less people - we believe because they moved the date of the show from November to January, and changed the location from Dallas to Fort Worth. We plan on having a more thorough discussion about the follow-ups and conversations we had there during the 2nd meeting in February.
- Our 2nd "Conversations with the City" will be this Thursday at the Library at 6:30 p.m.

G) Mayor Report – Timothy Lee Fox, Mayor

- Mayor Fox, Vice-Mayor Ceesay, and David Tillotson will be attending the Gilcrease Elected Officials Gathering tomorrow night.

H) Council Comments

There were no Council comments.

I) Public Comments

J) Scheduled Business

- 1) Discussion and possible action to approve minutes from January 7, 2019 meeting.
(Wendy Knight, City Clerk)

Moved by Trish Agee, seconded by Momodou Ceesay

To approve the minutes as presented.

	For	Against	Abstained	Absent
Trish Agee	x			
Momodou Ceesay	x			
Tim Fox	x			
	3	0	0	0

CARRIED.

- 2) Discussion and possible action to approve and authorize the Mayor to authenticate the City's approval of the Construction Contract between South 75, LLC, ("Owner") and Ira M. Green Construction Company ("Contractor"), in accordance with the terms of the Tax Reimbursement Agreement among the City, the Glenpool Industrial Authority and Ford Development Corporation, dated respectively as of March 20 and March 26, 2017, as amended on March 19, 2018, by GIA Resolution No. 2018003.
(Lowell Peterson, City Attorney)

Mr. Peterson presented and recommended Council approval of the Construction Contract between South 75, LLC, ("Owner") and Ira M. Green Construction Company ("Contractor"), in accordance with the terms of the Tax Reimbursement Agreement among the City, the Glenpool Industrial Authority and Ford Development Corporation, dated respectively as of March 20 and March 26, 2017, as amended on March 19, 2018, by GIA Resolution No. 2018003.

Moved by Momodou Ceesay, seconded by Trish Agee

To approve and authorize the Mayor to authenticate the City's approval of the Construction Contract between South 75, LLC, ("Owner") and Ira M. Green Construction Company ("Contractor"), in accordance with the terms of the Tax Reimbursement Agreement among the City, the Glenpool Industrial Authority and Ford Development Corporation, dated respectively as of March 20 and March 26, 2017, as amended on March 19, 2018, by GIA Resolution No. 2018003.

	For	Against	Abstained	Absent
Trish Agee	x			
Momodou Ceesay	x			
Tim Fox	x			
	3	0	0	0

CARRIED.

[Staff Memo re Ira Green Construction Contract-Phase III 010119 S75-Phase 3 - Green Contract 012219 pages 1-12 formatted for Council-4](#)
[S75-Phase 3 - Green Contract 012219 pages 13-18 formatted for Council](#)

- 3) Discussion and possible action to approve the ASCAP License Agreement for the use of copyrighted music at any City facility or park and authorize the Mayor, acting also in his capacity as Chair of the Board of Trustees of the Glenpool Industrial Authority, to sign on behalf of the City and the Glenpool Industrial Authority.
(David Tillotson, City Manager)

Mr. Tillotson presented and recommended Council approval of the ASCAP License Agreement.

Moved by Momodou Ceesay, seconded by Trish Agee

To approve the ASCAP License Agreement for the use of copyrighted music at any City facility or park and authorize the Mayor, acting also in his capacity as Chair of the Board of Trustees of the Glenpool Industrial Authority, to sign on behalf of the City and the Glenpool Industrial Authority.

	For	Against	Abstained	Absent
Trish Agee	x			
Momodou Ceesay	x			
Tim Fox	x			
	3	0	0	0

CARRIED.

[Staff Report - ASCAP License Agreement](#)
[Licensing Agreement - ASCAP with City and GIA 012219](#)

K) Adjournment

Mayor Fox declared the meeting adjourned at 6:28 p.m.



To: Mayor and Council

From: David Tillotson, City Manager

A handwritten signature in blue ink, appearing to be "DT", is written over the name "David Tillotson".

Date: February 4, 2019

Re: Ordinance #757 & 758

Background:

As the Council is aware, the City has hired a new Police Chief. Under the current rules of the state police pension, our Police Chief is not eligible to participate in the pension. Due to this, I am requesting the Council approved a retirement plan that matches the contribution levels of the state police pension as we would normally be required to do with any police officer. The difference between this new plan and the state pension system is that the City plan will not be a pension, but rather a defined contribution plan, which is the same style of plan all our non-union City employees participate in. This process will require two steps. The first, which is included in Ordinance 757 is exempting the Police Chief from the regular retirement plan offered to other non-union employees. This modification will not alter the City's standard retirement plan in any other way. The second step will be the creation of the new plan for the Chief by approval of Ordinance 758. This new plan mirrors the normal City retirement plan in every way except for the withholding levels, which match the levels we would normally be obligated to pay to the pension board for the Chief's position, 8% employee and 13% City.

Staff Recommendation:

Staff recommends approval of Ordinances #757 and 758.

Attachments:

- Ordinance #757
- Ordinance #758

AN ORDINANCE OF THE CITY OF GLENPOOL & GLENPOOL UTILITY SERVICE
AUTHORITY, OKLAHOMA

ORDINANCE NO. 757

AN ORDINANCE AMENDING THE EMPLOYEE RETIREMENT SYSTEM, DEFINED CONTRIBUTION PLAN FOR THE CITY OF GLENPOOL AND THE GLENPOOL UTILITY SERVICE AUTHORITY, OKLAHOMA; PROVIDING RETIREMENT BENEFITS FOR ELIGIBLE EMPLOYEES OF THE CITY OF GLENPOOL AND THE GLENPOOL UTILITY SERVICE AUTHORITY, OKLAHOMA; PERTAINING TO THE DEFINITION OF EMPLOYEE; PROVIDING FOR REPEALER AND SEVERABILITY; AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY CITY COUNCIL OF THE CITY OF GLENPOOL & THE GLENPOOL UTILITY SERVICE AUTHORITY, OKLAHOMA.

Section 1. **AMENDATORY.** The Employee Retirement System, Defined Contribution Plan, of the City of Glenpool and the Glenpool Utility Service Authority, Oklahoma, is hereby amended as reflected on the attached Exhibit "A", which is incorporated herein and adopted by reference. These amendments shall become effective on **April 1, 2019.**

Section 2. **EXECUTION AUTHORIZATION.** The City Clerk and Mayor of the City of Glenpool and the Clerk and Chairman of the Glenpool Utility Service Authority be and they are hereby authorized and directed to execute the amended Retirement System Plan documents and to do all the other acts necessary to put said amendment into effect and to maintain IRS qualification of the Plan. The executed amended document attached hereto as Exhibit "A" is hereby ratified and confirmed in all respects.

Section 3. **SEVERABILITY.** If, regardless of cause, any section, subsection, paragraph, sentence, or clause of this ordinance, including the System as set forth in Exhibit "A" is held invalid or to be unconstitutional, the remaining sections, subsections, paragraphs, sentences, or clauses shall continue in full force and effect and shall be construed thereafter as being the entire provisions of this ordinance.

Section 4. **REPEALER.** Any ordinance inconsistent with the terms and provisions of this ordinance is hereby repealed; provided, however, that such repeal shall be only to the extent of such inconsistency and in all other respects this ordinance shall be cumulative of other ordinances regulating and governing the subject matter covered by this ordinance.

Section 5. **EMERGENCY.** Whereas, in the judgment of the City Council of the City of Glenpool and the Glenpool Utility Service Authority, Oklahoma, the public peace, health, safety, and welfare of the City of Glenpool and the Glenpool Utility Service Authority, Oklahoma, and

the inhabitants thereof demand the immediate passage of this ordinance, an emergency is hereby declared, the rules are suspended, and this ordinance shall be in full force and effect on its passage and approval.

END

The foregoing ordinance was introduced before the City Council on the _____ day of _____, _____, and was duly adopted and approved by the Mayor and City Council on the _____ day of _____, _____, after compliance with notice requirements of the Open Meeting Law (25 OSA, Section 301, et seq.).

ATTEST:

TIMOTHY LEE FOX, MAYOR

CITY CLERK

The foregoing ordinance was introduced before the Glenpool utility Service Authority on the _____ day of _____, _____, and was duly adopted and approved by the Chairman and Board of Trustees on the _____ day of _____, _____, after compliance with notice requirements of the Open Meeting Law (25 OSA, Section 301, et seq.).

ATTEST:

TIMOTHY LEE FOX, CHAIRMAN

CLERK

Approved as to form and legality on _____, _____.

CITY ATTORNEY

**OKLAHOMA MUNICIPAL RETIREMENT FUND
MASTER DEFINED CONTRIBUTION PLAN
JOINDER AGREEMENT**

City of Glenpool & Glenpool Utility Service Authority, a city, town, agency, instrumentality, or public trust located in the State of Oklahoma, with its principal office at Glenpool, Oklahoma, hereby establishes a Defined Contribution Plan to be known as City of Glenpool & Glenpool Utility Service Authority Plan (the "Plan") in the form of the Oklahoma Municipal Retirement Fund Master Defined Contribution Plan.

Except as otherwise provided herein, the definitions in Article II of the Plan apply.

1. Dates.

- ☐ This instrument is a new Plan effective ____ (date may not be prior to Plan Year of the date of execution).
- ☒ This instrument is an amendment, restatement and continuation of the Previous Plan, which was originally effective August 1, 2004. The effective date of this Joinder Agreement is April 1, 2019 (date may not be prior to Plan Year of the date of execution), except as otherwise stated in the Plan and the Joinder Agreement

2. Employee.

The word "Employee" shall mean:

- ☒ Any person, other than a Leased Employee, who, on or after the Effective Date, is considered to be a regular full-time employee in accordance with the Employer's standard personnel policies and practices, and is receiving remuneration for such services rendered to the Employer (including any elected official and any appointed officer or employee of any department of the Employer, whether governmental or proprietary in nature), including persons on Authorized Leave of Absence. Employees shall not include independent contractors. Elected members of the City Council shall not be considered to be Employees solely by reason of their holding such office.
- ☐ Any person, other than a Leased Employee, who, on or after the Effective Date, is considered to be a regular employee in accordance with the Employer's standard personnel policies and practices (including part-time, seasonal and temporary employees), and is receiving remuneration for such services rendered to the Employer (including any elected official and any appointed officer or employee of any department of the Employer, whether governmental or proprietary in nature), including persons on Authorized Leave of Absence. Employees shall not include independent contractors. Elected members of the City Council shall not be considered to be Employees solely by reason of their holding such office.
- ☐ Any person who, ☐ on or after the Effective Date, ☐ as of , holds the position of:
- ☐ City Manager, City or Town Administrator, President, Chief Executive Officer, General Manager, or District Manager, as applicable.
- ☐ Assistant City Manager ☐ Chief of Police ☐ Fire Chief
- ☐ Department Head or Department Manager
- ☐ Finance Director or Chief Financial Officer
- ☐ General Counsel or Municipal Attorney ☐ Municipal Judge
- ☐ (specify position)

The word "Employee" shall not include:

- ☒ Any person who is currently accruing benefits under any other state or local retirement system.
- ☒ Any person in the following position and who is covered under another retirement program or system approved by the City:
- ☒ City Manager, City or Town Administrator, President, Chief Executive Officer, General Manager, or District Manager, as applicable.
- ☒ Assistant City Manager ☒ Chief of Police ☐ Fire Chief
- ☐ Department Head or Department Manager
- ☐ Finance Director or Chief Financial Officer
- ☐ General Counsel or Municipal Attorney ☐ Municipal Judge
- ☐ (specify position)

3. Entry Date.

Eligible Employees shall commence participation in the Plan: (Select only one)

- ☐ **months** (any number of months up to twelve) after the later of the Employee's Employment Commencement Date or the date the definition of Employee in Section 2 hereof was met, provided that the individual has met the definition of Employee in Section 2 hereof throughout such period.
- ☒ On the Employee's Employment Commencement Date. (If the Employer has opted out of Old Age and Disability Insurance (OADI), this option must be elected).

4. Definition of Compensation.

Compensation shall exclude the item(s) listed below:

- ☐ No exclusions.
- ☐ Overtime pay.
- ☐ Bonuses.
- ☐ Commissions.
- ☐ Longevity Pay.
- ☒ Severance pay.
- ☐ Fringe benefits, expense reimbursements, deferred compensation and welfare benefits.
- ☐ Accrued vacation or sick leave paid upon termination of employment and moving expenses.
- ☐ Other:

5. Plan Design.

The Employer hereby elects the following Plan design:

- ☒ **Pick-up Option.** Each Employee shall be required to contribute to the Plan 2.00 % of his or her Compensation. These contributions shall be picked up and assumed by the Employer and paid to the Fund in lieu of contributions by the Participant. No Participant shall have the option of receiving the contributed amounts directly as Compensation.

- ☐ **Thrift Plan Option.**

☐ A Participant may elect to contribute to the Plan for each Valuation Period an amount which is at least 1%, but no more than % of his Compensation ("Mandatory Contributions"). Mandatory Contributions shall be made by payroll deductions. A Participant shall authorize such deductions in writing on forms approved by, and filed with the Committee.

- ☐ The Employer shall contribute to the Fund an amount equal to % of the total Mandatory Contributions contributed by Participants.

The Employer contribution shall be allocated in the proportion which the Mandatory Contributions of each such Participant for such Valuation Period bear to the total Mandatory Contributions contributed by all such Participants for such Valuation Period. Forfeitures attributable to Employer contributions under the Thrift Plan Option of this Section 5 shall be used to reduce Employer contributions under such Option.

- ☐ **Fixed Option.** The Employer shall contribute to the Fund an amount equal to % of the total covered Compensation of all Participants for the Valuation Period. The Employer contribution shall be allocated in the proportion which the Compensation of each such Participant for such Valuation Period bears to the Compensation paid to all such Participants for such Valuation Period.

- ☒ **Variable Option.**

☒ The Employer intends to make a contribution to the Plan for the benefit of the Participants for each Valuation Period. The contribution may be varied from year to year by the Employer. (Select one option below)

- ☐ **Option A:** The Employer contribution shall be allocated in the proportion that each such Participant's total points awarded bear to the total points awarded to all Participants with respect to such year. A Participant shall be awarded one point for each Year of Service.

- ☒ **Option B:** The Employer contribution shall be allocated in the proportion which the Compensation of each such Participant for such Valuation Period bears to the Compensation paid to all such Participants for such Valuation Period.

- ☐ **Option C:** A combination of Options A and B in the following ratios: % for Option A, and % for Option B.

- ☐ 401(k) Option.
(This Option available only if elected prior to May 1, 1986)
- ☐ Participant Deferral Elections shall be allowed under the provisions of Section 4.8 of the Plan. Participants shall be allowed to defer no more than $\frac{1}{4}$ of their Compensation for each election period.
- ☐ Section 4.8(d) of the Plan ("Roth Elective Deferrals") shall apply to contributions after ____ (enter a date later than January 1, 2006, but not earlier than the date the Roth option was initially adopted), and the Plan will accept a direct rollover from another Roth elective deferral account under an applicable retirement plan as described in Code Section 402A(e)(1).
- ☐ Matching Contribution Option. The Employer shall contribute to the Fund an amount equal to ____% of the Participant's contributions under the Employer's Section 457(b) Deferred Compensation Plan. The Employer matching contribution shall be limited to ____% of the Participant's Compensation. Forfeitures attributable to Employer matching contributions under this Matching Contribution Option of Section 5 shall be used to reduce Employer matching contributions under such Option.
- ☐ No Employer Contribution Option.
- 6. Other Participant Contribution Options.**
- ☒ Voluntary Nondeductible Contributions by Participants shall be allowed under the provisions of Section 4.4 of the Plan.
- ☐ A Participant may not withdraw Voluntary Nondeductible Contributions.
- ☐ Participants shall not contribute to the Plan.
- 7. Self-Directed Investments.**
- ☒ Are permitted.
- ☐ Are not permitted.
- 8. Allocation of Forfeitures Available.**
- Forfeitures of Employer contributions attributable to the Fixed Option or Variable Option under Section 5 hereof:
- ☒ Shall be added to Employer contribution under such Option.
- ☐ Shall reduce the Employer contribution under such Option.
- 9. Service for Worker's Compensation Period.**
- If a Participant is on an Authorized Leave of Absence and is receiving worker's compensation during such Authorized Leave of Absence, such Participant
- ☒ shall be credited with Service for such period for purposes of vesting only and not for purposes of allocations of Employer Contributions.
- ☐ shall not be credited with Service for such period.

10. Vesting.

For purposes of vesting under Section 6.4 of the Plan, the Employer hereby elects the following Option:

☐ Option A

<u>Years of Service</u>	<u>Vested Percentage</u>	<u>Forfeited Percentage</u>
less than 1	0%	100%
at least 1 but less than 2	10%	90%
at least 2 but less than 3	20%	80%
at least 3 but less than 4	30%	70%
at least 4 but less than 5	40%	60%
at least 5 but less than 6	50%	50%
at least 6 but less than 7	60%	40%
at least 7 but less than 8	70%	30%
at least 8 but less than 9	80%	20%
at least 9 but less than 10	90%	10%
10 or more	100%	0%

☐ Option B

<u>Years of Service</u>	<u>Vested Percentage</u>	<u>Forfeited Percentage</u>
Less than 3	0%	100%
at least 3 but less than 4	20%	80%
at least 4 but less than 5	40%	60%
at least 5 but less than 6	60%	40%
at least 6 but less than 7	80%	20%
7 or more	100%	0%

☐ Option C

<u>Years of Service</u>	<u>Vested Percentage</u>	<u>Forfeited Percentage</u>
less than 5	0%	100%
at least 5 but less than 6	50%	50%
at least 6 but less than 7	60%	40%
at least 7 but less than 8	70%	30%
at least 8 but less than 9	80%	20%
10 or more	100%	0%

☒ Option D

<u>Years of Service</u>	<u>Vested Percentage</u>	<u>Forfeited Percentage</u>
Immediate 100% Vesting	100%	0%

☐ Option E

The Schedule indicated below (the sum of the Vested Percentage and Forfeited Percentage at each Year of Service must equal 100%) the vesting schedule must be at least as favorable as one of the safe harbor pre-ERISA schedules. The safe harbor vesting schedules are:

- 15-year cliff vesting schedule: The plan provides that a participant is fully vested after 15 years of creditable service (service can be based on years of employment, years of participation, or other creditable years of service).
- 20-year graded vesting schedule: The plan provides that a participant is fully vested based on a graded vesting schedule of 5 to 20 years of creditable service (service can be based on years of employment, years of participation, or other creditable years of service).
- 20-year cliff vesting schedule for qualified public safety employees: The plan provides that a participant is fully vested after 20 years of creditable service (service can be based on years of employment, years of participation, or other creditable years of service). This safe harbor would be available only with respect to the vesting schedule applicable to a group in which substantially all of the participants are qualified public safety employees (within the meaning of Section 72(t)(10)(B)).

<u>Years of Service</u>	<u>Vested Percentage</u>	<u>Forfeited Percentage</u>
-------------------------	--------------------------	-----------------------------

☐ Option F

To comply with the Internal Revenue Service Regulations promulgated pursuant to the Code Section 3121(b)(7)(F), Participants who are part-time, seasonal or temporary Employees will have immediate vesting.

(If this Option F is elected, one of the other Options above must also be elected for Participants who are not part-time, seasonal or temporary Employees).

11. Participant Loans.

- ☒ - Participant loans shall be offered pursuant to Section 6.14 of the Plan; provided that the maximum loan amount shall be 50% of the Participant's vested Account balance and there shall not be more than two loans (rather than one loan) outstanding at an] Participant loans shall be offered pursuant to Section 6.14 of the Plan.
- ☐ Participant loans shall not be offered.

12. Direct Transfer to Other Retirement Plan.

- ☒ Direct transfer of a Participant's accounts to another defined contribution plan sponsored by the Employer is not permitted.
- ☐ The Accounts of any Participant who (i) is 100% vested in his Accounts in this Plan; (ii) has ceased to be eligible for participation in this Plan; and (iii) who becomes eligible for participation in another defined contribution retirement plan sponsored by the Employer (the "Other Retirement Plan"), shall be directly transferred to the Other Retirement Plan as soon as practicable after the Plan Administrator provides written direction to the Trustee to such effect in a form acceptable to the Trustee.

13. Valuation Date. Except with respect to any Special Valuation Date determined in accordance with Section 5.10, the Valuation Date for the Plan shall be:

- ☐ Monthly: Midnight on the last work day of the calendar month.
- ☐ Weekly: Midnight on the last work day of the calendar week.
- ☒ Daily: Beginning effective on the first date reasonably available to the Oklahoma Municipal Retirement Fund, on each business day of the Plan Year for which Plan assets are valued on an established market.

14. The Employer has consulted with and been advised by its attorney concerning the meaning of the provisions of the Plan and the effect of entry into the Plan.

IN WITNESS WHEREOF the City of Glenpool & Glenpool Utility Service Authority has caused its corporate seal to be affixed hereto and this instrument to be duly executed in its name and behalf by its duly authorized officers this _____ day of _____, _____.

City of Glenpool & Glenpool Utility Service Authority

By: _____

Attest:

Title: _____

Title: _____

(SEAL)

15. The foregoing Joinder Agreement is hereby approved by the Oklahoma Municipal Retirement Fund this _____ day of _____, _____.

OKLAHOMA MUNICIPAL RETIREMENT FUND

By: _____

Attest:

Title: _____

Secretary

(SEAL)

Required Disclosures. This Joinder Agreement is to be used only with the Oklahoma Municipal Retirement Fund Master Defined Contribution Plan. Failure to properly complete this Joinder Agreement may result in failure of the Plan to qualify under Code Section 401(a). In accordance with IRS Rev. Proc. 2011-49, the Volume Submitter Practitioner who has obtained Internal Revenue Service approval of the Oklahoma Municipal Retirement Fund Master Defined Contribution Plan has authority under the Plan document to amend the Plan on behalf of adopting employers for certain changes in the Code, regulations, revenue rulings, other statements published by the Internal Revenue Service, including model, sample or other required good faith amendments. The Volume Submitter Practitioner will inform adopting employers of any such amendments or of the discontinuance or abandonment of the volume submitter plan document. The name, address and telephone number of the Volume Submitter Practitioner are: McAfee & Taft A Professional Corporation, 211 N. Robinson, Oklahoma City, OK 73102, telephone (405) 552-2231. Any inquiries by the adopting employer regarding the adoption of the Plan, the meaning of Plan provisions, or the effect of the Internal Revenue Service advisory letter on the volume submitter plan may be directed to the Volume Submitter Practitioner.



To: Mayor and Council

From: David Tillotson, City Manager

A handwritten signature in blue ink, appearing to be "DT", is written over the name "David Tillotson".

Date: February 4, 2019

Re: Ordinance #757 & 758

Background:

As the Council is aware, the City has hired a new Police Chief. Under the current rules of the state police pension, our Police Chief is not eligible to participate in the pension. Due to this, I am requesting the Council approved a retirement plan that matches the contribution levels of the state police pension as we would normally be required to do with any police officer. The difference between this new plan and the state pension system is that the City plan will not be a pension, but rather a defined contribution plan, which is the same style of plan all our non-union City employees participate in. This process will require two steps. The first, which is included in Ordinance 757 is exempting the Police Chief from the regular retirement plan offered to other non-union employees. This modification will not alter the City's standard retirement plan in any other way. The second step will be the creation of the new plan for the Chief by approval of Ordinance 758. This new plan mirrors the normal City retirement plan in every way except for the withholding levels, which match the levels we would normally be obligated to pay to the pension board for the Chief's position, 8% employee and 13% City.

Staff Recommendation:

Staff recommends approval of Ordinances #757 and 758.

Attachments:

- Ordinance #757
- Ordinance #758

ORDINANCE NO. 758

AN ORDINANCE ADOPTING AN EMPLOYEE RETIREMENT SYSTEM, DEFINED CONTRIBUTION PLAN FOR THE CHIEF OF POLICE FOR THE CITY OF GLENPOOL, OKLAHOMA; PROVIDING RETIREMENT BENEFITS FOR ELIGIBLE EMPLOYEES OF CITY OF GLENPOOL, OKLAHOMA; PROVIDING FOR PURPOSE AND ORGANIZATION; PROVIDING FOR DEFINITIONS; PROVIDING FOR ELIGIBILITY AND PARTICIPATION; PROVIDING FOR EMPLOYER AND EMPLOYEE CONTRIBUTIONS; PROVIDING FOR ACCOUNTING, ALLOCATION, AND VALUATION; PROVIDING BENEFITS; PROVIDING FOR REQUIRED NOTICE; PROVIDING FOR AMENDMENTS AND TERMINATION; PROVIDING FOR TRANSFER TO AND FROM OTHER PLANS; CREATING A COMMITTEE AND PROVIDING FOR POWERS, DUTIES, AND RIGHTS OF COMMITTEE; PROVIDING FOR PAYMENT OF CERTAIN OBLIGATIONS; PROVIDING FOR DURATION AND PAYMENT OF EXPENSES; PROVIDING FOR EFFECTIVE DATE; PROVIDING FOR VESTING SCHEDULES; PROVIDING FOR A FUND TO FINANCE THE SYSTEM TO BE POOLED WITH OTHER INCORPORATED CITIES, TOWNS AND THEIR AGENCIES AND INSTRUMENTALITIES FOR PURPOSES OF ADMINISTRATION, MANAGEMENT, AND INVESTMENT AS PART OF THE OKLAHOMA MUNICIPAL RETIREMENT FUND; PROVIDING FOR PAYMENT OF ALL CONTRIBUTIONS UNDER THE SYSTEM TO THE OKLAHOMA MUNICIPAL RETIREMENT FUND FOR MANAGEMENT AND INVESTMENT; PROVIDING FOR NON-ALIENATION OF BENEFITS AND LOSS OF BENEFITS FOR CAUSE; ADOPTING THOSE AMENDMENTS MANDATED BY THE INTERNAL REVENUE CODE; PROVIDING FOR EMPLOYER PICKUP OF REQUIRED CONTRIBUTIONS; PROVIDING FOR REPEALER AND SEVERABILITY; AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE CITY COUNCIL OF GLENPOOL, OKLAHOMA:

Section 1. That pursuant to the authority conferred by the laws of the State of Oklahoma, and for the purpose of encouraging continuity and meritorious service on the part of City employees and thereby promote public efficiency, there is hereby authorized created, established, and approved and adopted, effective as of **April 1, 2019**, the funded Plan designated "Employee Retirement System of City of Glenpool, Oklahoma, Defined Contribution Plan," (hereinafter called System), an executed counterpart of which is marked Exhibit "A" (Joinder Agreement) and Exhibit "B" (Master Defined Contribution Plan) and attached hereto as part hereof.

Section 2. ADMINISTRATION. For the purpose of administration the System there is hereby established a Committee, which shall be the members of the City Council of City of Glenpool, Oklahoma, as now existing or as from time to time duly elected or appointed and constituted. The powers and duties of the Committee shall be as set forth in the System instrument attached hereto as Exhibit "B".

Section 3. FUND. A fund is hereby provided for the exclusive use and benefit of the persons entitled to benefits under the System. All contributions to such fund shall be paid over to and received in trust for such purpose by the City. Such Fund shall be pooled for purposes of management and investment

with similar funds of other incorporated cities, towns, and municipal trusts in the State of Oklahoma as a part of the Oklahoma Municipal Retirement Fund in accordance with the trust agreement of the Oklahoma Municipal Retirement Fund, a public trust. The City shall hold such contributions in the form received, and from time to time pay over and transfer the same to the Oklahoma Municipal Retirement Fund, as duly authorized and directed by the City Council. The Fund shall be nonfiscal and shall not be considered in computing any levy when the annual estimate is made to the County Excise Board.

Section 4. APPROPRIATIONS. The City of Glenpool, Oklahoma, is hereby authorized to incur the necessary expenses for the establishment, operation, and administration of the System, and to appropriate and pay the same. In addition, the City of Glenpool, Oklahoma, is hereby authorized to appropriate annually such amounts as are required in addition to employee contributions to maintain the System and the Fund in accordance with the provisions of the Defined Contribution Plan. Any appropriation so made to maintain the System and Fund shall be for deferred wages or salaries, and for the payment of necessary expenses of operation and administration to be transferred to the trustees of the Oklahoma Municipal Retirement Fund for such purposes and shall be paid into the Fund when available, to be duly transferred to the Oklahoma Municipal Retirement Fund.

Section 5. SPECIAL INCOME TAX TREATMENT FOR CONTRIBUTIONS UNDER IRC414. The Plan contains provisions which are intended to constitute a pick-up program by the Employer which satisfies the requirements of section 414(h)(2) of the Internal Revenue Code of 1986 (the "Code"); and the Plan, be, and it is, approved and adopted as of the date therein stated; and required contributions described in Section 5 of the Joinder are designated as "picked-up" by the employer so as to not be included in Plan Participants' gross income for Federal income tax purposes as provided in Section 414(h)(2) of the Code. All such required contributions are to be paid by the employer in lieu of contributions by the Plan Participant. No Participant in the Plan shall have the option of choosing to receive the amounts of required Contributions directly in lieu of having such amounts paid by the employer to the Trustees of the Plan.

Section 6. EXECUTION. The Mayor and City Clerk be and they are each hereby authorized and directed to execute (in counterparts, each of which shall constitute an original) the System instrument, and to do all other acts and things necessary, advisable, and proper to put said System and related trust into full force and effect, and to make such changes therein as may be necessary to qualify the same under Sections 401(a) and 501(a) of the Internal Revenue Code of the United States. The counterpart attached hereto as Exhibit "A" and Exhibit "B", which has been duly executed as aforesaid simultaneously with the passage of this Ordinance and made a part hereof, is hereby ratified and confirmed in all respects.

This Committee is hereby authorized and directed to proceed immediately on behalf of the City of Glenpool, Oklahoma, to pool and combine the Fund into the Oklahoma Municipal Retirement Fund as a part thereof, with similar funds of such other cities and towns, for purposes of pooled management and investment.

Section 7. REPEALER. Any Ordinance inconsistent with the terms and provisions of this Ordinance is hereby repealed, provided, however, that such repeal shall be only to the extent of such inconsistency and in all other respects this Ordinance shall be cumulative of other ordinances regulating and governing the subject matter covered by this Ordinance.

Section 8. SEVERABILITY. If, regardless of cause, any section, subsection, paragraph, sentence or clause of this Ordinance, including the System as set forth in Exhibit "A" and Exhibit "B", is held invalid or to be unconstitutional, the remaining sections, subsections, paragraphs, sentences, or clauses shall continue in full force and effect and shall be construed thereafter as being the entire provisions of this Ordinance.

Section 9. EMERGENCY. Whereas, in the judgment of the City Council of the City of Glenpool, Oklahoma, the public peace, health, safety, and welfare of the City of Glenpool, Oklahoma, and the inhabitants thereof demand the immediate passage of this Ordinance, an emergency is hereby declared, the rules are suspended, and this Ordinance shall be in full force and effective on its passage, approvals and publication.

END

The undersigned hereby certifies that the foregoing Ordinance was introduced before the City Council of City of Glenpool on the _____ day of _____, 20_____, and was duly adopted and approved by the Mayor and City Council, on the _____ day of _____, 20_____, after compliance with notice requirements of the Open Meeting Law (25 OSA, Sections 301, et. seq.).

City of Glenpool

By _____
Timothy Lee Fox, Mayor

ATTEST:

Clerk

Approved as to form and legality on _____, _____.

CITY ATTORNEY

**OKLAHOMA MUNICIPAL RETIREMENT FUND
MASTER DEFINED CONTRIBUTION PLAN
JOINDER AGREEMENT**

City of Glenpool, a city, town, agency, instrumentality, or public trust located in the State of Oklahoma, with its principal office at Glenpool, hereby establishes a Defined Contribution Plan to be known as **City of Glenpool Plan** (the "Plan") in the form of the Oklahoma Municipal Retirement Fund Master Defined Contribution Plan.

Except as otherwise provided herein, the definitions in Article II of the Plan apply.

1. Dates.

☒ This instrument is a new Plan effective April 1, 2019 (date may not be prior to Plan Year of the date of execution).

☐ This instrument is an amendment, restatement and continuation of the Previous Plan, which was originally effective _____. The effective date of this Joinder Agreement is _____ (date may not be prior to Plan Year of the date of execution), except as otherwise stated in the Plan and the Joinder Agreement

2. Employee.

The word "Employee" shall mean:

☐ Any person, other than a Leased Employee, who, on or after the Effective Date, is considered to be a regular full-time employee in accordance with the Employer's standard personnel policies and practices, and is receiving remuneration for such services rendered to the Employer (including any elected official and any appointed officer or employee of any department of the Employer, whether governmental or proprietary in nature), including persons on Authorized Leave of Absence. Employees shall not include independent contractors. Elected members of the City Council shall not be considered to be Employees solely by reason of their holding such office.

☐ Any person, other than a Leased Employee, who, on or after the Effective Date, is considered to be a regular employee in accordance with the Employer's standard personnel policies and practices (including part-time, seasonal and temporary employees), and is receiving remuneration for such services rendered to the Employer (including any elected official and any appointed officer or employee of any department of the Employer, whether governmental or proprietary in nature), including persons on Authorized Leave of Absence. Employees shall not include independent contractors. Elected members of the City Council shall not be considered to be Employees solely by reason of their holding such office.

☒ Any person who, ☒ on or after the Effective Date, ☐ as of _____, holds the position of:

- ☐ City Manager, City or Town Administrator, President, Chief Executive Officer, General Manager, or District Manager, as applicable.
- ☐ Assistant City Manager ☒ Chief of Police ☐ Fire Chief
- ☐ Department Head or Department Manager
- ☐ Finance Director or Chief Financial Officer
- ☐ General Counsel or Municipal Attorney ☐ Municipal Judge
- ☐ (specify position)

The word "Employee" shall not include:

- ☐ Any person who is currently accruing benefits under any other state or local retirement system.
- ☐ Any person in the following position and who is covered under another retirement program or system approved by the City:
 - ☐ City Manager, City or Town Administrator, President, Chief Executive Officer, General Manager, or District Manager, as applicable.
 - ☐ Assistant City Manager ☐ Chief of Police ☐ Fire Chief
 - ☐ Department Head or Department Manager
 - ☐ Finance Director or Chief Financial Officer
 - ☐ General Counsel or Municipal Attorney ☐ Municipal Judge
 - ☐ (specify position)
- ☐ Any person who .

3. Entry Date.

Eligible Employees shall commence participation in the Plan: (Select only one)

- ☐ months (any number of months up to twelve) after the later of the Employee's Employment Commencement Date or the date the definition of Employee in Section 2 hereof was met, provided that the individual has met the definition of Employee in Section 2 hereof throughout such period.
- ☒ **On the Employee's Employment Commencement Date. (If the Employer has opted out of Old Age and Disability Insurance (OADI), this option must be elected).**

4. Definition of Compensation.

Compensation shall exclude the item(s) listed below:

- ☐ No exclusions.
- ☐ Overtime pay.
- ☐ Bonuses.
- ☐ Commissions.
- ☐ Longevity Pay.
- ☒ **Severance pay.**
- ☐ Fringe benefits, expense reimbursements, deferred compensation and welfare benefits.
- ☐ Accrued vacation or sick leave paid upon termination of employment and moving expenses.
- ☐ Other:

5. Plan Design.

The Employer hereby elects the following Plan design:

- ☒ **Pick-up Option. Each Employee shall be required to contribute to the Plan 8.00% of his or her Compensation. These contributions shall be picked up and assumed by the Employer and paid to the Fund in lieu of contributions by the Participant. No Participant shall have the option of receiving the contributed amounts directly as Compensation.**

- ☐ Thrift Plan Option.

☐ A Participant may elect to contribute to the Plan for each Valuation Period an amount which is at least 1%, but no more than % of his Compensation ("Mandatory Contributions"). Mandatory Contributions shall be made by payroll deductions. A Participant shall authorize such deductions in writing on forms approved by, and filed with the Committee.

- ☐ The Employer shall contribute to the Fund an amount equal to % of the total Mandatory Contributions contributed by Participants.

The Employer contribution shall be allocated in the proportion which the Mandatory Contributions of each such Participant for such Valuation Period bear to the total Mandatory Contributions contributed by all such Participants for such Valuation Period. Forfeitures attributable to Employer contributions under the Thrift Plan Option of this Section 5 shall be used to reduce Employer contributions under such Option.

- ☐ Fixed Option. The Employer shall contribute to the Fund an amount equal to % of the total covered Compensation of all Participants for the Valuation Period. The Employer contribution shall be allocated in the proportion which the Compensation of each such Participant for such Valuation Period bears to the Compensation paid to all such Participants for such Valuation Period.

- ☒ **Variable Option.**

- ☒ **The Employer intends to make a contribution to the Plan for the benefit of the Participants for each Valuation Period. The contribution may be varied from year to year by the Employer. (Select one option below)**

☐ Option A: The Employer contribution shall be allocated in the proportion that each such Participant's total points awarded bear to the total points awarded to all Participants with respect to such year. A Participant shall be awarded one point for each Year of Service.

- ☒ Option B: **The Employer contribution shall be allocated in the proportion which the Compensation of each such Participant for such Valuation Period bears to the Compensation paid to all such Participants for such Valuation Period.**

☐ Option C: A combination of Options A and B in the following ratios: % for Option A, and % for Option B.

- ☐ 401(k) Option.
(This Option available only if elected prior to May 1, 1986)
- ☐ Participant Deferral Elections shall be allowed under the provisions of Section 4.8 of the Plan. Participants shall be allowed to defer no more than $\frac{1}{2}$ of their Compensation for each election period.
- ☐ Section 4.8(d) of the Plan ("Roth Elective Deferrals") shall apply to contributions after ____ (enter a date later than January 1, 2006, but not earlier than the date the Roth option was initially adopted), and the Plan will accept a direct rollover from another Roth elective deferral account under an applicable retirement plan as described in Code Section 402A(e)(1).
- ☐ Matching Contribution Option. The Employer shall contribute to the Fund an amount equal to ____% of the Participant's contributions under the Employer's Section 457(b) Deferred Compensation Plan. The Employer matching contribution shall be limited to ____% of the Participant's Compensation. Forfeitures attributable to Employer matching contributions under this Matching Contribution Option of Section 5 shall be used to reduce Employer matching contributions under such Option.
- ☐ No Employer Contribution Option.
- 6. **Other Participant Contribution Options.**
 - ☒ Voluntary Nondeductible Contributions by Participants shall be allowed under the provisions of Section 4.4 of the Plan.
 - ☐ A Participant may not withdraw Voluntary Nondeductible Contributions.
 - ☐ Participants shall not contribute to the Plan.
- 7. **Self-Directed Investments.**
 - ☒ Are permitted.
 - ☐ Are not permitted.
- 8. **Allocation of Forfeitures Available.**
Forfeitures of Employer contributions attributable to the Fixed Option or Variable Option under Section 5 hereof:
 - ☒ Shall be added to Employer contribution under such Option.
 - ☐ Shall reduce the Employer contribution under such Option.
- 9. **Service for Worker's Compensation Period.**
If a Participant is on an Authorized Leave of Absence and is receiving worker's compensation during such Authorized Leave of Absence, such Participant
 - ☒ shall be credited with Service for such period for purposes of vesting only and not for purposes of allocations of Employer Contributions.
 - ☐ shall not be credited with Service for such period.

10. Vesting.

For purposes of vesting under Section 6.4 of the Plan, the Employer hereby elects the following Option:

☐ Option A

<u>Years of Service</u>	<u>Vested Percentage</u>	<u>Forfeited Percentage</u>
less than 1	0%	100%
at least 1 but less than 2	10%	90%
at least 2 but less than 3	20%	80%
at least 3 but less than 4	30%	70%
at least 4 but less than 5	40%	60%
at least 5 but less than 6	50%	50%
at least 6 but less than 7	60%	40%
at least 7 but less than 8	70%	30%
at least 8 but less than 9	80%	20%
at least 9 but less than 10	90%	10%
10 or more	100%	0%

☐ Option B

<u>Years of Service</u>	<u>Vested Percentage</u>	<u>Forfeited Percentage</u>
Less than 3	0%	100%
at least 3 but less than 4	20%	80%
at least 4 but less than 5	40%	60%
at least 5 but less than 6	60%	40%
at least 6 but less than 7	80%	20%
7 or more	100%	0%

☐ Option C

<u>Years of Service</u>	<u>Vested Percentage</u>	<u>Forfeited Percentage</u>
less than 5	0%	100%
at least 5 but less than 6	50%	50%
at least 6 but less than 7	60%	40%
at least 7 but less than 8	70%	30%
at least 8 but less than 9	80%	20%
at least 9 but less than 10	90%	10%
10 or more	100%	0%

☒ Option D

<u>Years of Service</u>	<u>Vested Percentage</u>	<u>Forfeited Percentage</u>
Immediate 100% Vesting	100%	0%

☐ Option E

The Schedule indicated below (the sum of the Vested Percentage and Forfeited Percentage at each Year of Service must equal 100%) the vesting schedule must be at least as favorable as one of the safe harbor pre-ERISA schedules. The safe harbor vesting schedules are:

- 15-year cliff vesting schedule: The plan provides that a participant is fully vested after 15 years of creditable service (service can be based on years of employment, years of participation, or other creditable years of service).
- 20-year graded vesting schedule: The plan provides that a participant is fully vested based on a graded vesting schedule of 5 to 20 years of creditable service (service can be based on years of employment, years of participation, or other creditable years of service).
- 20-year cliff vesting schedule for qualified public safety employees: The plan provides that a participant is fully vested after 20 years of creditable service (service can be based on years of employment, years of participation, or other creditable years of service). This safe harbor would be available only with respect to the vesting schedule applicable to a group in which substantially all of the participants are qualified public safety employees (within the meaning of Section 72(t)(10)(B)).

<u>Years of Service</u>	<u>Vested Percentage</u>	<u>Forfeited Percentage</u>
-------------------------	------------------------------	---------------------------------

☐ Option F

To comply with the Internal Revenue Service Regulations promulgated pursuant to the Code Section 3121(b)(7)(F), Participants who are part-time, seasonal or temporary Employees will have immediate vesting.

(If this Option F is elected, one of the other Options above must also be elected for Participants who are not part-time, seasonal or temporary Employees).

11. Participant Loans.

☒ **Participant loans shall be offered pursuant to Section 6.14 of the Plan; provided that the maximum loan amount shall be 50% of the Participant's vested Account balance and there shall not be more than two loans (rather than one loan) outstanding at any time with respect to a Participant.**

☐ Participant loans shall not be offered.

12. Direct Transfer to Other Retirement Plan.

☒ **Direct transfer of a Participant's accounts to another defined contribution plan sponsored by the Employer is not permitted.**

☐ The Accounts of any Participant who (i) is 100% vested in his Accounts in this Plan; (ii) has ceased to be eligible for participation in this Plan; and (iii) who becomes eligible for participation in another defined contribution retirement plan sponsored by the Employer (the "Other Retirement Plan"), shall be directly transferred to the Other Retirement Plan as soon as practicable after the Plan Administrator provides written direction to the Trustee to such effect in a form acceptable to the Trustee.

13. Valuation Date. Except with respect to any Special Valuation Date determined in accordance with Section 5.10, the Valuation Date for the Plan shall be:

☐ Monthly: Midnight on the last work day of the calendar month.

☐ Weekly: Midnight on the last work day of the calendar week.

☒ **Daily: Beginning effective on the first date reasonably available to the Oklahoma Municipal Retirement Fund, on each business day of the Plan Year for which Plan assets are valued on an established market.**

14. The Employer has consulted with and been advised by its attorney concerning the meaning of the provisions of the Plan and the effect of entry into the Plan.

IN WITNESS WHEREOF the **City of Glenpool** has caused its corporate seal to be affixed hereto and this instrument to be duly executed in its name and behalf by its duly authorized officers this _____ day of _____, _____.

City of Glenpool

By: _____

Attest:

Title: _____

Title: _____

(SEAL)

15. The foregoing Joinder Agreement is hereby approved by the Oklahoma Municipal Retirement Fund this _____ day of _____, _____.

OKLAHOMA MUNICIPAL RETIREMENT FUND

By: _____

Attest:

Title: _____

Secretary

(SEAL)

Required Disclosures. This Joinder Agreement is to be used only with the Oklahoma Municipal Retirement Fund Master Defined Contribution Plan. Failure to properly complete this Joinder Agreement may result in failure of the Plan to qualify under Code Section 401(a). In accordance with IRS Rev. Proc. 2011-49, the Volume Submitter Practitioner who has obtained Internal Revenue Service approval of the Oklahoma Municipal Retirement Fund Master Defined Contribution Plan has authority under the Plan document to amend the Plan on behalf of adopting employers for certain changes in the Code, regulations, revenue rulings, other statements published by the Internal Revenue Service, including model, sample or other required good faith amendments. The Volume Submitter Practitioner will inform adopting employers of any such amendments or of the discontinuance or abandonment of the volume submitter plan document. The name, address and telephone number of the Volume Submitter Practitioner are: McAfee & Taft A Professional Corporation, 211 N. Robinson, Oklahoma City, OK 73102, telephone (405) 552-2231. Any inquiries by the adopting employer regarding the adoption of the Plan, the meaning of Plan provisions, or the effect of the Internal Revenue Service advisory letter on the volume submitter plan may be directed to the Volume Submitter Practitioner.



MEMORANDUM

TO: HONORABLE MAYOR and CITY COUNCIL

FROM: LYNN BURROW, PE
COMMUNITY DEVELOPMENT DIRECTOR

RE: REVIEW AND ACCEPTANCE OF A CHANGE ORDER REQUEST
CRAFTON/TULL DESIGN AGREEMENT: WARRIOR ROAD
REHABILITATION PROJECT

DATE: FEBRUARY 4, 2019

BACKGROUND

This item is for Council consideration and action regarding a request to review and approve a change-order submittal received from Crafton/Tull Consulting Engineers regarding the existing Professional Services Agreement covering the Warrior Road Rehabilitation Project. As noted on the attached request, the amount specified is \$1,500.00 and is intended to cover the additional professional services involved with the creation of certain Deeds-of-Dedication pertaining to the acquisition of public street right-of-way. These additional right-of-way grants cover the privately owned section of Warrior Road located north of 146th Street, connecting to the existing public right-of-way on 144th Place at the northeast corner of the Glenpool Highschool campus. The school administration has indicated their desire to deed public right-of-way covering this section of Warrior Road as a logical extension of the right-of-way being dedicated to the public south of 146th Street - connecting with 151st Street. While no improvements are contemplated to this section Warrior Road, the additional right-of-way would make Warrior Road a public street the entire distance between 151st Street and 144th Place.

Staff Recommendation

Staff recommends approval of the Request for Change Order covering these additional Professional Engineering and Surveying Services as described for a total additional cost not to exceed \$1,500.00 and to authorize the Mayor to execute same on behalf of the City of Glenpool.

Attachments:

Change Order Request – Crafton/Tull Consulting Engineers
Street Right of Way Maps

12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641
Mayor Tim Fox, Vice-Mayor Momadou Ceesay, Councilors: Patricia Agee, Brandon Kearns, and Jacqueline Lund
City Manager David Tillotson, Assistant City Manager Susan White, City Clerk Wendy Knight
www.glenpoolonline.com

AMENDMENT NO. 1 TO OWNER-ENGINEER AGREEMENT

Subject of Amendment: Additional Services

1. **Background Data:**

- a. Effective Date of OWNER-ENGINEER Agreement: August 6, 2018
- b. OWNER: The City of Glenpool
- c. ENGINEER: Crafton, Tull & Associates, Inc.
- d. Project: Warrior Rd Reconstruction

2. **Nature of Amendment**

- Additional Services to be performed by ENGINEER
- Modifications to Payment to ENGINEER

3. **Description of Modifications**

See Attachment 1, "Modifications"

OWNER and ENGINEER hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is ____.

OWNER:

ENGINEER:

CRAFTON, TULL & ASSOCIATES, INC.

By: _____
Timothy L. Fox

By: Kyle Sewell
Kyle Sewell

Title: Mayor

Title: VP Infrastructure

Date Signed: _____

Date Signed: 1/30/19

ATTACHMENT 1

MODIFICATIONS

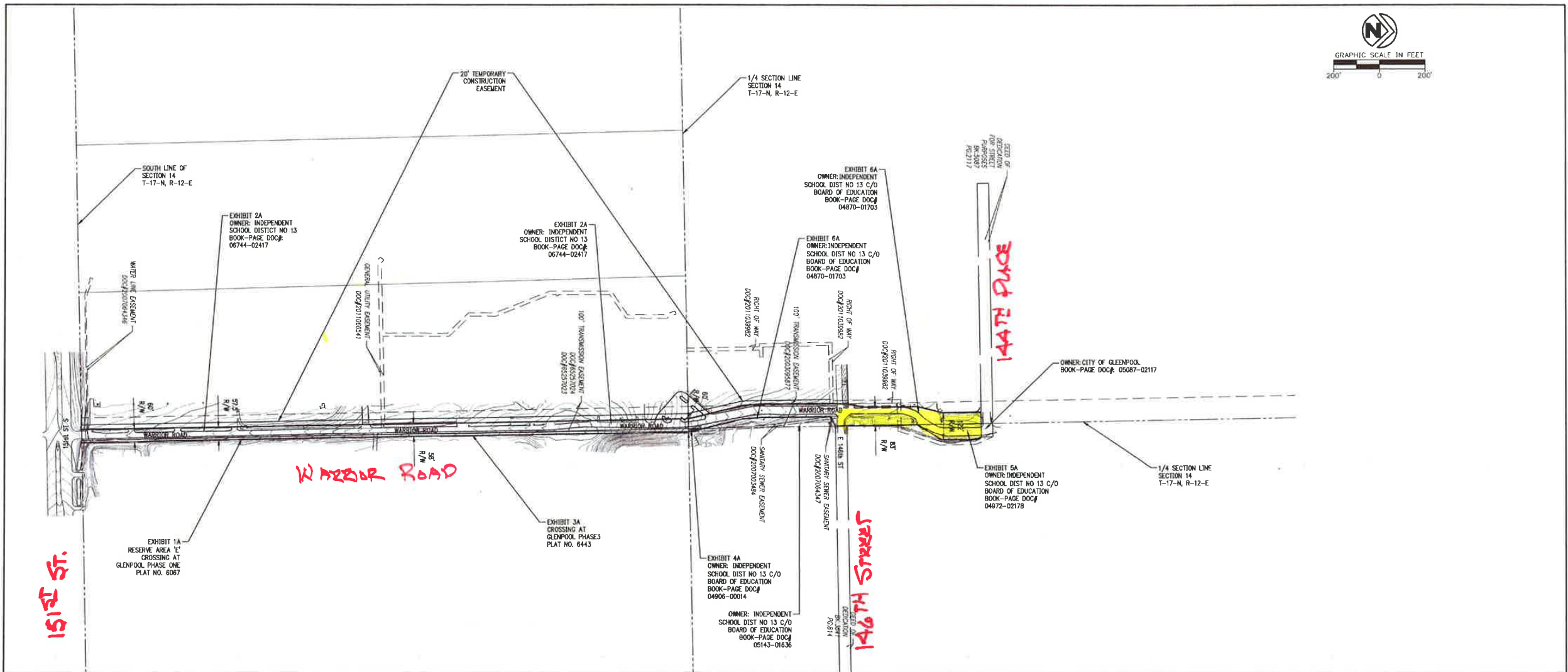
Additional Services to be performed by ENGINEER:

1. Additional topographic survey and right of way exhibits for right of way acquisition north of 146th Street.

Modifications to Payment to ENGINEER:

The OWNER shall pay ENGINEER for the Additional Services set forth above an amount equal to the cumulative hours charged to the Project by each class of the ENGINEER's employees times Standard Hourly Rates for each applicable billing class for all services performed on the Project, plus Reimbursable Expenses charged at cost times a 1.15 multiplier and ENGINEER's consultants charged at cost times a 1.05 multiplier, if any consultants are included. Standard Hourly Rates shall be those shown in the attached Exhibit "B". The compensation for the Additional Services described herein is estimated to be \$ 1500. Following is the total estimated distribution of compensation:

Basic Services	\$ <u>133,500</u>
Additional Services, Item 1	\$ <u>1,500</u>
Additional Services, Item 2	\$ <u> </u>
Total Estimated Compensation	\$ <u>135,000</u>



SUMMARY OF RIGHT OF WAY ACQUISITION			
EXHIBIT #	GRANTOR	GRANTEE	AREA (SF)
1A	CROSSING AT GLENPOOL HOME OWNERS	CITY OF GLENPOOL	15106
2A	INDEPENDENT SCHOOL DISTRICT NO 13	CITY OF GLENPOOL	122709
3A	CROSSING AT GLENPOOL HOME OWNERS	CITY OF GLENPOOL	16378
4A	INDEPENDENT SCHOOL DIST NO 13 C/O BOARD OF EDUCATION	CITY OF GLENPOOL	501
5A	INDEPENDENT SCHOOL DIST NO 13 C/O BOARD OF EDUCATION	CITY OF GLENPOOL	15556
6A	INDEPENDENT SCHOOL DIST NO 13 C/O BOARD OF EDUCATION	CITY OF GLENPOOL	85169

GEOMETRIC DETAIL - RIGHT OF WAY SHEET

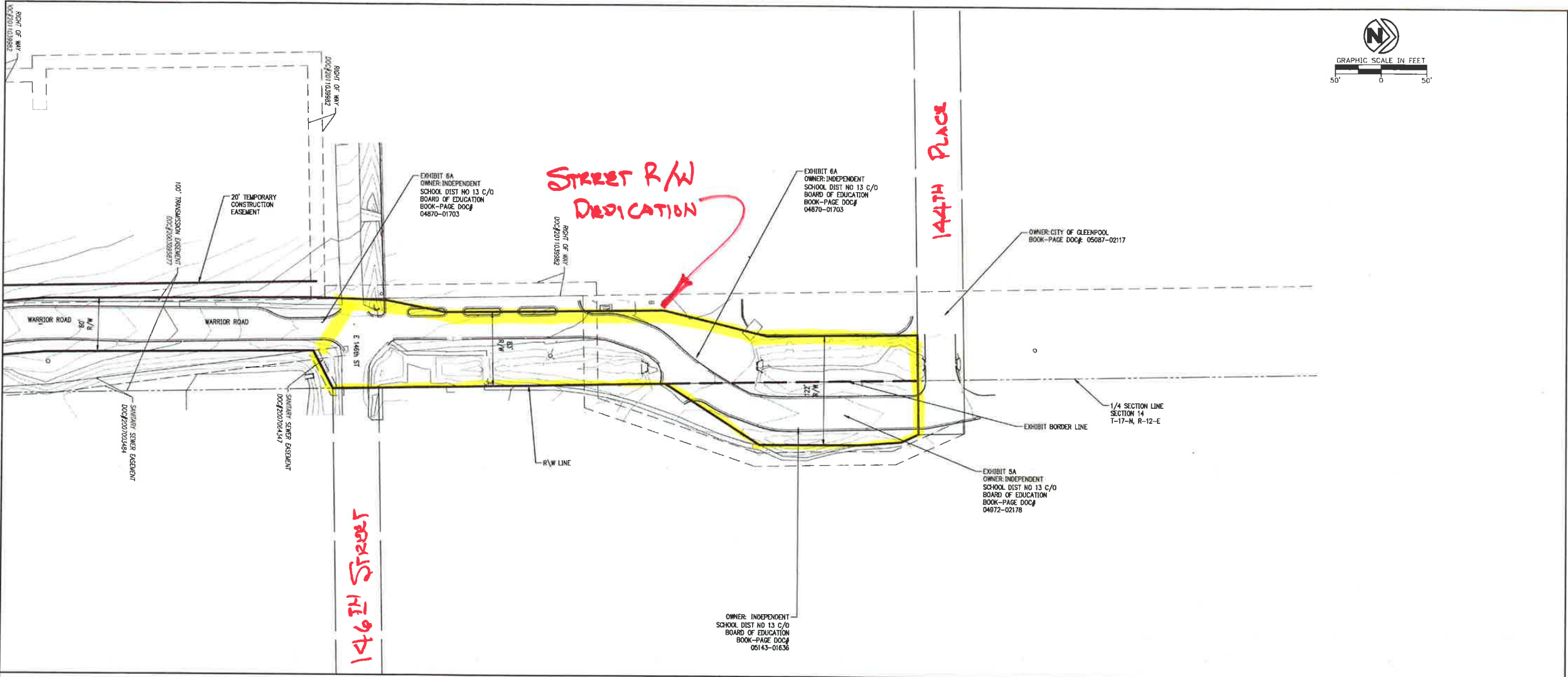
WARRIOR ROAD EXPANSION

CITY OF GLENPOOL, OKLAHOMA

PLANS & ESTIMATES PREPARED BY **Crafton Tull**
22015 BY: DUSTIN DUBOIS, CIVIL ENGINEER, P.E. 11455 SHAWNEE PARK DRIVE, OKLAHOMA CITY, OK 73159

REVISIONS		BY	DATE	PLAN SCALE	DRAWN	CS	1/8/19	APPROVED:	
				1" = 200'	DESIGNED	CS	1/8/19		
					SURVEY	DW	10/10/18		
				PROFILE SCALE	PROJ. MNGR.				
				HORIZONTAL:	LEAD ENG.				
				1" = N/A	FIELD MNGR.				
				VERTICAL:	RECOMMENDED:				
				1" = N/A	DESIGN MANAGER				
				FILE: 184003-00	DRAWING:				CITY ENGINEER
				ATLAS PAGE NO.:					DATE:
CA 075 IPE/S EXPIRES 8/30/2020				SHEET 19 OF 40 SHEETS					

CA 973 (PE/LS) EXPIRES 8/30/2020



SUMMARY OF RIGHT OF WAY ACQUISITION			
EXHIBIT #	GRANTOR	GRANTEE	AREA (SF)
1A	CROSSING AT GLENPOOL HOME OWNERS	CITY OF GLENPOOL	15106
2A	INDEPENDENT SCHOOL DISTRICT NO 13	CITY OF GLENPOOL	122709
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6A	INDEPENDENT SCHOOL DIST NO 13 C/O BOARD OF EDUCATION	CITY OF GLENPOOL	85169

GEOMETRIC DETAIL – RIGHT OF WAY SHEET			
WARRIOR ROAD EXPANSION			
CITY OF GLENPOOL, OKLAHOMA			
PLANS & ESTIMATES PREPARED BY: Crafton Tull			
220 E. 9th Street, Tulsa, OK 74103 P.O. Box 1040000 Tulsa, OK 74104-0000			
REVISIONS	BY	DATE	APPROVED:
PLAN SCALE	DESIGNED	CS 1/6/10	CITY ENGINEER
1" = 50'	SURVEY	OW 10/10/10	
PROFILE SCALE	PROJ. MNGR.		
HORIZONTAL:	LEAD ENG.		
1" = N/A	FIELD MNGR.		DATE:
VERTICAL:	RECOMMENDED:		
1" = N/A	DESIGN MANAGER		SHEET 1015 OF 40 SHEETS
FILE: 184003-00		DRAWING:	
CA 973 IPE/LIS EXPIRES 6/30/2020		ATLAS PAGE NO:	