



NOTICE
GLENPOOL CITY COUNCIL
REGULAR MEETING

A Regular Session of the Glenpool City Council will be held at 6:00 p.m. on February 5, 2024, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

NOTE: The Glenpool City Council will be assembled for the meeting at the City Council Chambers, 12205 S. Yukon Ave, Glenpool, Oklahoma. Members of the public are invited to attend the in-person meeting, or join a live broadcast at this link:

Join Zoom Meeting

<https://us02web.zoom.us/j/89753555435?pwd=QzdFVjA1b0lKa1lSUFIKbUNrUUxtdz09>

Meeting ID: 897 5355 5435

Passcode: 974088

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Passcode: 974088

Find your local number: <https://us02web.zoom.us/j/89753555435?pwd=QzdFVjA1b0lKa1lSUFIKbUNrUUxtdz09>

The City Council welcomes comments from citizens of Glenpool who wish to address any item on the agenda.

- Speakers attending in **PERSON** are required to complete the Request to Speak form located on the agenda table and return to the City Clerk **PRIOR TO THE CALL TO ORDER.**
- Speakers attending via **ZOOM** are required to complete the Request to Speak form located on our website: <https://glenpoolonline.civicweb.net/document/19057/Request%20to%20Speak%20Form.pdf> and email it to the City Clerk: lasmith@cityofglenpool.com **PRIOR TO 6:00 PM FEBRUARY 5, 2024.**

AGENDA

Page

- A) Call to Order - Joyce G. Calvert, Mayor
- B) Roll Call, Declaration of Quorum – Lesli Smith, City Clerk; Joyce G. Calvert, Mayor
- C) Invocation – Greg Connor - Faith Church
- D) Pledge of Allegiance – Joyce G. Calvert, Mayor
- E) Swearing-In Ceremony – Jeremy Plane, Police Chief; George Miles, Municipal Judge-Swearing in of Officer Clint Morgan.
- F) Management Report
 - 1) [CM Report.02052024- FINAL](#)
- G) Mayor Report – Joyce G. Calvert, Mayor
- H) Council Comments

3 - 33

I) **Public Comments**

J) **Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the City Council to be routine and will be enacted by one motion. Any Councilor may, however, remove an item from the Consent Agenda by request. A motion to adopt the consent Agenda is non-debatable.)**

- 1) Minutes from January 16, 2024 meeting. 34 - 37
[City Council Regular Meeting - 16 Jan 2024 - Minutes - Html](#)
- 2) Designate Lesli Smith as OMRF Authorized Agent for the City of Glenpool retirement plans and authorize the mayor to sign notification form. 38 - 40
[Staff Report - OMRF Authorized Agent_02.05.2024](#)
[Authorized-Agent-Notification OMRF FOR AGENDA 2 pages](#)

K) **Consideration and appropriate action relating to items removed from the Consent Agenda**

L) **Scheduled Business**

- 1) Discussion and possible action to approve or deny acceptance of Deeds of Dedications from Joe and Tracie Sexson for street right-of-way and utility installation purposes. Sexson Property (GLS 260) Right of Way Dedication (Duy Nguyen, City Planner) 41 - 61
[STAFF REPORT SEXSON PROPERTY RIGHT OF WAY ACCEPTANCE - Feb 5 2024](#)
[GLS 260 SEXSON PROPERTY RIGHT OF WAY ACCEPTANCE ATTACHMENTS - Feb 5 2024](#)
- 2) Discussion and possible action to approve an application for lot combination (GLS 264) which will consolidate four (4) lots totaling 36.67 acres into one (1) lot. The subject lots are located at the northeast corner of the intersection of U.S. Highway 75 and West 141st Street South approximately 500 feet east of U.S. Highway 75 and 575 feet north of West 141st Street South. (David Agbetunsin, City Engineer). 62 - 66
[Staff Report-Lot Combination- FINAL](#)

M) **Adjournment**

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on Friday February 2, 2024, at 11:30 am.

Signed: Lesli Smith

City Clerk

City Manager's Report

February 5, 2024



City Of
Glenpool
Creating Opportunity

Human Resources

Open Positions

We currently have 10 open positions. These vacancies include those new positions approved in the FY2023-2024 budget.

- Public Works: 5 Positions
 - Water & Sewer Laborer – Advertised
 - Streets & Parks Laborer – Advertised and interviewing
 - Seasonal Streets and Parks Laborers (3) – Will post in March 2024
- Police Department: 2 Positions
 - Police Officer (1) – Accepting applications
 - Dispatch (1) – Offer accepted, pending pre-employment test results
- Fire Department: 1 Position
 - Fire Fighter – Advertising, closed. Testing to begin after the 1st of the year.
- Administration: 1 Position
 - IT Director
- Finance: 1 Position
 - Finance Director – Offer accepted, pending pre-employment test results

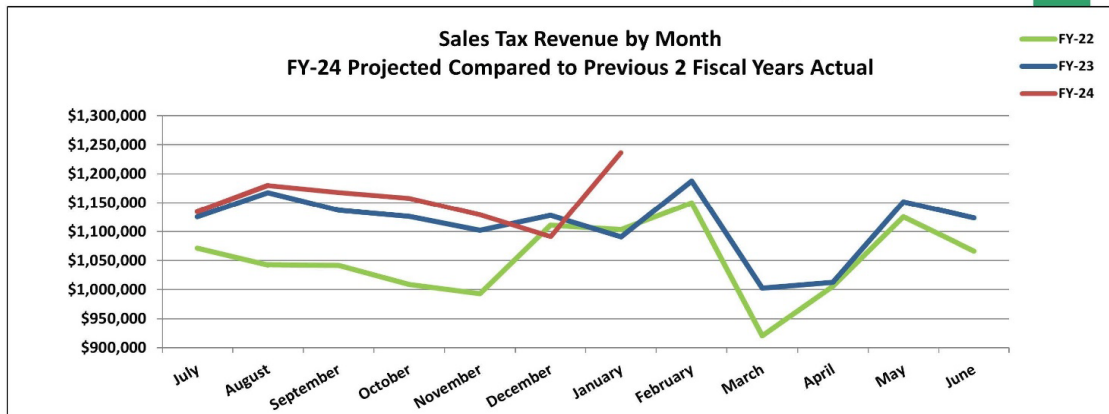
Projects and Training

- Participated in several webinars
 - SHRM: Building a Sense of Belonging at Work
 - SHRM: Creating Thriving Starts - How to Maximize Employee Engagement
 - ClearGov: How Contributors Can Maximize ClearGov's Tools

Finance

SALES TAX

FY24 Combined Sales Tax for all funds in January totaled \$1,236,268, 13.3% higher than FY23 revenues for the same period. Further details on December financial results will be reported next month after the December accounting period is closed.



GENERAL FUND REVENUES

FY24 General Fund year-to-date revenues in December totaled \$8,444,576, approximately \$475,389 or 6% higher than FY23 revenues for the same period. The change is primarily due to a 183.5% increase in investment income combined with a 3.3% increase in total tax revenues compared to November FY23.



GENERAL FUND EXPENDITURES

FY24 General Fund year-to-date expenditures in December totaled \$10,301,415, approximately \$853,820 higher than FY23 expenditures YTD. The increase is largely due to a one-time transfer of \$2,550,000 to the Glenpool Industrial Authority for the purchase of property in November.

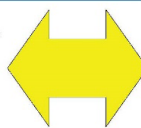


REPORT LEGEND

Better Than
Expected



Expected, or
Minor
Variance



Monitor and
Consider
Taking
Action



SALES TAX REVENUES—ALL FUNDS

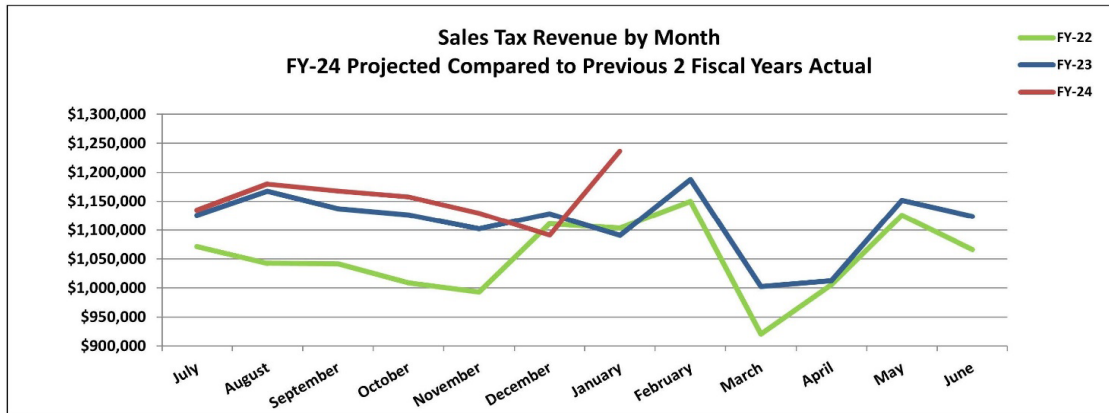


FY24 Sales Tax collections year-to-date in December were 1.1% above budget, and also 1.1% higher than FY23 collections for the same period.

MONTH	COMPARISON TO BUDGET			COMPARISON TO PRIOR YEAR			PERCENTAGE	
	REVISED BUDGET	FY2024 ACTUAL	AMT INC/(DEC)	FY2024 ACTUAL	FY2023 ACTUAL	AMT INC/(DEC)	INC(DEC) BUDGET	INC(DEC) PRIOR YR
July	\$ 1,142,094	\$ 1,134,751	\$ (7,343)	\$ 1,134,751	\$ 1,125,530	\$ 9,221	-0.6%	0.8%
August	\$ 1,148,637	\$ 1,179,694	\$ 31,057	\$ 1,179,694	\$ 1,167,026	\$ 12,667	2.7%	1.1%
September	\$ 1,132,475	\$ 1,167,426	\$ 34,951	\$ 1,167,426	\$ 1,136,626	\$ 30,800	3.1%	2.7%
October	\$ 1,110,095	\$ 1,157,352	\$ 47,257	\$ 1,157,352	\$ 1,126,462	\$ 30,891	4.3%	2.7%
November	\$ 1,089,369	\$ 1,128,880	\$ 39,511	\$ 1,128,880	\$ 1,102,424	\$ 26,457	3.6%	2.4%
December	\$ 1,164,263	\$ 1,091,433	\$ (72,830)	\$ 1,091,433	\$ 1,128,358	\$ (36,925)	-6.3%	-3.3%
January	\$ 1,140,534			-	\$ 1,090,804			
February	\$ 1,214,932			-	\$ 1,187,747			
March	\$ 999,718			-	\$ 1,002,690			
April	\$ 1,049,085			-	\$ 1,012,534			
May	\$ 1,183,624			-	\$ 1,151,247			
June	\$ 1,138,469			-	\$ 1,123,707			
TOTAL	\$ 13,513,295	\$ 6,859,536	\$ 72,603	\$ 6,859,536	\$ 13,355,155	\$ 73,110	1.1%	1.1%

Y-T-D Budget \$ 6,786,933
Y-T-D Actual 6,859,536
Y-T-D Variance 72,603
Y-T-D % Var 1.1%

Prior Year \$ 6,786,426
Y-T-D Actual 6,859,536
Y-T-D Variance 73,110
Y-T-D % Var 1.1%

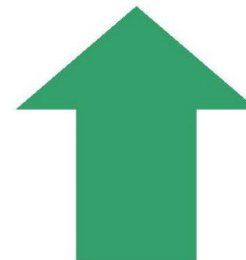
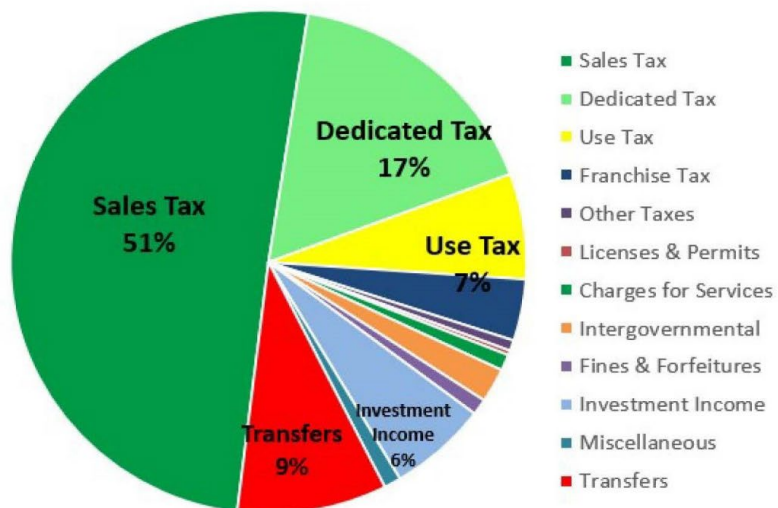


GENERAL FUND REVENUES

	YTD FY24 Budget	YTD FY24 Actual	Budget Over/(Under)	YTD FY23 Actual
Sales Tax	\$ 3,992,245	\$ 4,034,779	\$ 42,534	\$ 3,328,076
Dedicated Tax	1,330,748	\$ 1,345,155	14,407	1,109,547
Use Tax	617,224	\$ 541,023	(76,201)	474,717
Franchise Tax	300,000	\$ 315,102	15,102	296,876
Other Taxes	64,250	\$ 54,522	(9,728)	50,243
Licenses & Permits	33,650	\$ 24,052	(9,598)	31,928
Charges for Services	171,698	\$ 82,257	(89,441)	98,235
Intergovernmental	173,821	\$ 175,619	1,799	128,490
Fines & Forfeitures	105,500	\$ 81,900	(23,600)	87,430
Investment Income	50,000	\$ 496,401	446,401	175,114
Miscellaneous	30,191	\$ 85,462	55,271	78,411
Transfers	900,000	750,000	(150,000)	756,000
Totals	\$ 7,769,326	\$ 7,986,273	\$ 216,948	\$ 6,615,068

Over (Under) Budget year to date: 2.8%

Increase (Decrease) over prior year: 20.7%



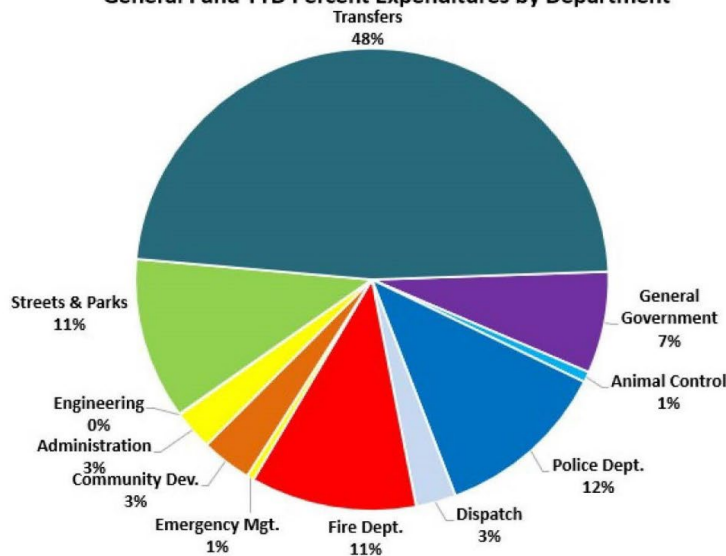
GENERAL FUND EXPENDITURES BY DEPARTMENT

DEPARTMENT	YTD FY24 Budget	YTD FY24 Actual	Budget Under/(Over)	YTD FY23 Actual
General Government	\$ 774,365	\$ 734,013	\$ 40,352	\$ 575,754
Animal Control	82,801	75,369	7,432	72,428
Police Dept.	1,400,784	1,232,886	167,898	888,510
Dispatch	309,460	282,881	26,579	245,734
Fire Dept.	1,527,781	1,170,309	357,472	1,038,018
Emergency Mgt.	39,747	50,478	(10,731)	1,125
Community Dev.	461,179	357,663	103,516	340,239
Administration	395,769	284,055	111,714	272,561
Engineering	107,150	5,545	101,605	-
Streets & Parks	921,685	1,164,898	(243,214)	363,940
Transfers	5,013,666	4,950,017	63,648	2,230,818
Totals	\$ 11,034,385	\$ 10,308,113	\$ 726,271	\$ 6,029,128

Under (Over) Budget year to date: 6.6%

Increase over prior year: 71.0%

General Fund YTD Percent Expenditures by Department



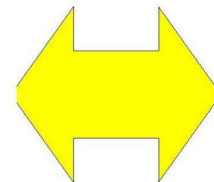
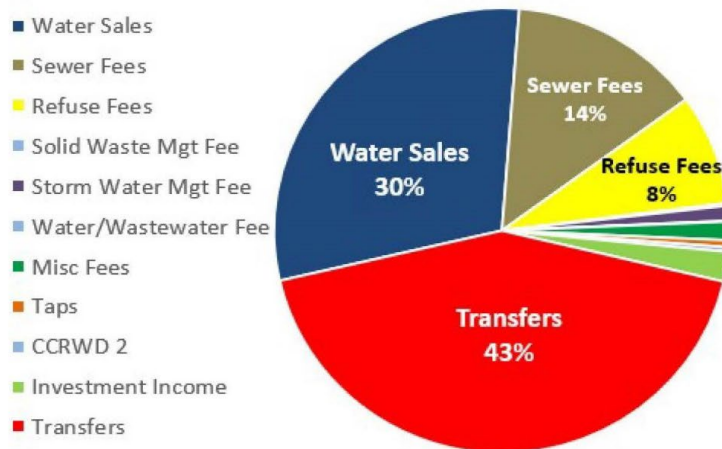
GLENPOOL UTILITY SERVICES AUTHORITY REVENUES YEAR-TO-DATE

	YTD FY24 Budget	YTD FY24 Actual	Budget Over/(Under)	YTD FY23 Actual
Water Sales	\$ 1,700,000	\$ 1,568,346	\$ (131,654)	\$ 1,624,412
Sewer Fees	800,000	723,470	(76,530)	743,658
Refuse Fees	462,500	422,087	(40,413)	413,335
Solid Waste Mgt Fee	11,000	10,033	(967)	9,878
Storm Water Mgt Fee	63,000	57,498	(5,502)	56,634
Water/Wastewater Fee	1,450	2,878	1,428	1,202
Misc Fees	71,250	70,850	(400)	67,565
Taps	27,500	26,200	(1,300)	28,000
CCRWD 2	15,750	17,457	1,707	14,310
Investment Income	52,500	113,520	61,020	48,411
Transfers	2,203,706	2,245,155	41,450	2,230,818
Totals	\$ 5,408,656	\$ 5,257,494	\$ (151,162)	\$ 5,238,223

Over (Under) Budget year to date: -2.8%

Increase over prior year: 0.4%

GUSA YTD Revenues by Type

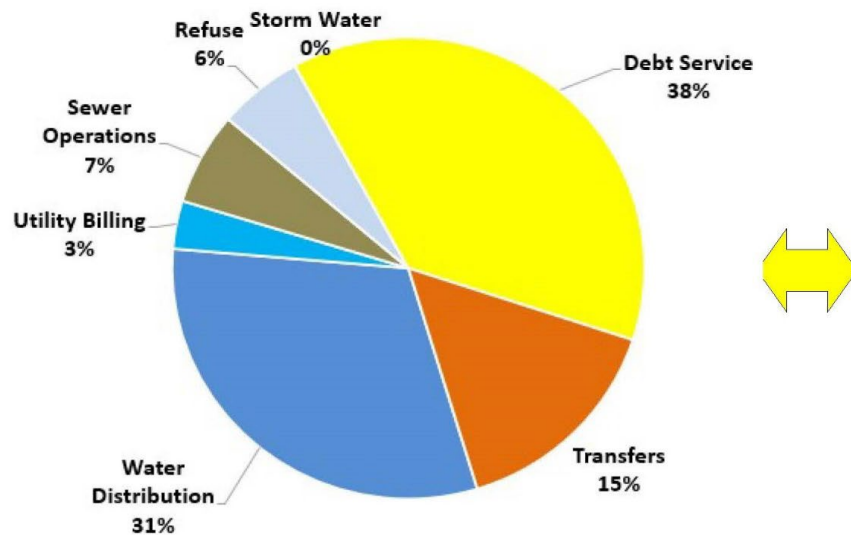


GLENPOOL UTILITY SERVICES AUTHORITY EXPENSES YEAR-TO-DATE

DEPARTMENT	YTD FY24 Budget	YTD FY24 Actual	Budget (Over)/Under	YTD FY23 Actual
Water Distribution	\$ 1,862,032	\$ 1,834,592	\$ 27,440	\$ 1,373,445
Utility Billing	194,333	198,560	(4,227)	167,917
Sewer Operations	473,871	382,241	91,630	-
Refuse	388,000	345,758	42,242	326,944
Storm Water	281,000	-	281,000	-
Debt Service	1,466,931	2,244,147	(777,216)	2,227,267
Transfers	900,000	900,000	-	900,000
Totals	\$ 5,566,166	\$ 5,905,298	\$ (339,132)	\$ 4,995,574

Under (Over) Budget year to date: -6.1%

Increase over prior year: 18.2%



FUND DASHBOARD

FUND	REVENUES	EXPENDITURES	CHANGE IN FUND BALANCE
GENERAL FUND	\$7,986,273	\$10,308,113	<\$2,321,840>
GLENPOOL UTILITY SERVICES AUTHORITY FUND	\$5,257,494	\$5,905,298	<\$647,804>
GLENPOOL INDUSTRIAL AUTHORITY FUND	\$6,043,303	\$242,025	\$5,319,595
STREETS & INFRASTRUCTURE FUND	\$437,991	\$47,607	\$390,384
PUBLIC SAFETY CAPITAL FUND	\$732,778	\$717,412	<\$428>
PUBLIC SAFETY PERSONNEL FUND	\$829,797	\$734,137	\$95,660
CAPITAL FUND	-	-	-
ARPA FUND	-	\$753,404	<\$753,404>
PARKS AND RECREATION FUND	\$8,950	-	\$8,950
HOTEL FUND	\$126,497	\$106,664	\$19,833

Development Services

Listed below are current development related activities within the City of Glenpool **through the month of January 2024**. These activities listed include Projects Under Construction, Planning Applications Under Review, Approved Projects Not Under Construction, Building Permits and Inspections, and Code Enforcement Activity. The most recent activities are highlighted in **red**.

Commercial/Industrial Projects Under Construction:

1. **Wade's RV Service Center** - Commercial RV Sales, Service and Storage project located at 16059 S Us Hwy 75. Estimated completion late January 2024.
2. **17 Quincy, LLC Warehouse #2** - A Site Plan application for a proposed 16,000 sf warehouse office building on a 1.56-acre site in MonTapp Addition. Estimated completion February 2024.
3. **Miller Tippens** – A Site Plan application for a 5,000sf addition to an existing building located at 437 E 141st St. S. Estimated completion date January 2024.

Commercial/Industrial Occupancy Permits Issued in December:

1. **Beehive (12570 S Vancouver Ave Bldg #B)) – Senior Living Facility**

Earth Change Permits Issued:

1. **Eagle I Investments (The Lakes at Twin Mounds Commercial)** – Southwest corner of W. 161st Street and US 75. The owner is clearing, grading and preparing the 11-acre site for future commercial uses.
2. **South 75 Business Park** – 2.5-acre site near northwest and northeast corner of 166th Street South and South Broadway Street. The owner is clearing, grading and installing drainage improvements to serve the area.

Earth Change Permits Issued:

3. **Grandview Heights Apartments North Expansion** – A 120-unit apartment project on 6.8-acre site located at 12150 South Yukon Avenue. This is an expansion of the existing Grandview Heights Apartment project.
4. **146th and Vancouver Commercial:** An earth change permit for future commercial uses including a restaurant and retail space.

Residential Projects Under Construction:

Subdivision Name		Lots Approved	Under Construction	Completed	Lots Available
1	The Pines	31	0	31	0
2	Glen Hills I (Phase 1-6)	84	0	82	2
3	Glen Hills II (Phase 7-11)	78	13	33	32
4	Scissortail	88	3	42	43
5	Redbud Glen	74	2	16	56
6	Twin Ponds	25	1	1	23
	Totals	380	19	205	156

Planning Applications Under Review:

- A. Annexation(s): **No New Applications**
- B. Comprehensive Plan Amendment(s): **No New Applications**
- C. Zone Amendment(s): **No New Applications**
- D. Planned Unit Development (PUD):
 - 1. S75 Business Park (PUD 42B) – A proposed major amendment to the PUD 42B regulations to allow a campground within the PUD 42B boundaries.
- E. Subdivision Plat(s): **No New Applications**
- F. Lot Split Application(s): **No New Applications**
- G. Site Plan Applications:
 - 1. State Farm Office – Marvin Manns – A Site Plan review of a proposed office building located at 201 E 141st St.
- H. Specific Use Permits: **No New Applications**
- I. Variance(s): **No New Applications**

Approved Projects Not Under Construction

1. **McGraw Winfield Realtors** – A proposed 4,434sf office building located at 12189 South Yukon Avenue.
2. **By-Weld Industries** - A proposed metal fabrication business located on a 6.81-acre lot within the S75 Business Park Phase III. The project consists of a 16,585sf building and related site improvements.
3. **Carson Trails** – A 497-lot residential Planned Unit Development (PUD) located north and east of the northeast corner of West 181st Street and South Union Avenue directly adjacent to Eden South neighborhood. A subdivision plat for Phase I of Carson Trails PUD-43. The plat consists of 82 residential lots and four (4) reserve areas.
4. **Grandview Heights Apartments North Expansion** – A 120-unit apartment project on 6.8-acre site located at 12150 South Yukon Avenue. This is an expansion of the existing Grandview Heights Apartment project.
5. **Redbud Glen II** – A Preliminary Plat to subdivide a 25.729-acre site into sixty-seven (67) lots in eight (8) blocks and four (4) reserve areas. The subject site is generally located north of E. 149th Street S. and West of S. Elwood Ave.
6. **Twin Ponds Phase II** – Preliminary Plat of a 12.29-acre site. The plat proposes to subdivide the site into ten (10) lots and four (4) reserve areas. The subject site is generally located north of West 181st Street South – ½ mile west of Highway 75.
7. **C & C Office Complex** – A Site Plan review of a proposed 2,672 sf office building located 459 E 151st S. The existing single-family residence will be converted into an office building.

Planning Commission Meeting - January 8, 2024

1. **Carson Trails** – A subdivision plat for Phase I of Carson Trails PUD-43. The plat consists of 82 residential lots and four (4) reserve areas.
Approved by Planning Commission 4-0

BOA Meeting - January 8, 2024

1. **Sanchez Property Setback Variance** - A Variance (BOA 487) request to reduce the side yard setback for a proposed single-family house located at 94 W 147th St S.
Approved by BOA 5-0

Current Residential and Commercial Building Permit Statistics

New Residential Permits Issued January 2024	2
New Commercial Permits Issued January 2024	0
Current Active Residential Permits	36
Current Active Commercial Permits	2
Residential Permits thru January 2023	1
Residential Permits thru January 2024	2
Commercial Permits thru January 2023	0
Commercial Permits thru January 2024	0
Assessment Letters Issued in January 2024	1
Total Assessment Letters Issued in 2024	1

Code Enforcement Activity for **January 2024**

ACTIVITY DESCRIPTION:	Totals			
Complaints received and investigated Year to Date	58			
Open public nuisance cases through January 2024	24			
CODE ENFORCEMENT CASES	Oct	Nov	Dec	Jan 2024
	101	84	62	58
High grass:	32	3	-0-	-0-
Fire damaged structures:	-0-	-0-	-0-	-0-
Illegally parked vehicles:	4	5	3	4
Nuisance abatements (contractor):	-0-	-0-	-0-	-0-
Notices issued for residents with no water service:	2	1	-0-	-0-
Tulsa County Health Department citations:	-0-	-0-	-0-	-0-
Illegally placed signs:	44	61	49	44
Damage to public facilities citations:	-0-	-0-	-0-	-0-
Excessive trash & debris notices:	11	7	4	4
Dilapidated structures/property notices:	-0-	-0-	-0-	1
Trash can/receptacle placement notices:	1	-0-	-0-	-0-
Building demolition & removal:	-0-	-0-	-0-	-0-
Inoperable/abandoned vehicles:	2	3	4	3
Visual impairments caused by trees, shrubs, vehicles, basketball goals, etc. interfering with traffic flow:	6	3	1	1
Stagnant water causing mosquito issues:	-0-	-0-	-0-	-0-
Pest issue:	-0-	-0-	-0-	-0-
Dilapidated fencing:	-0-	1	1-0-	1
Noxious odor:	-0-	-0-		-0-

Public Works

The following details of all work completed between December 23, 2023 – January 26, 2024

Streets

- Crack sealed – Taylors Pond (4 days)
- Filled potholes – NA
- Fixed downed streets signs – NA
- Cleaned storm drains – various areas
- Picked up trash around town.
- Weeded - NA
- Trimmed trees - NA
- Cleaned up hay at Hwy 75 and 141st
- Cleaned up shop and house at 1122 E 156th
- Set up and tore down barricades at downed power pole at 141st & Peoria
- Provided road clearing during winter storm. Salt and sand
- Spread ice melt at City Hall, Utility Billing, and Senior Citizens, then cleaned up areas after storm
- Added storage room to shop
- Cleaned ice from road due to water leak at 144th and Poplar

Parks

- Black Gold
 - Contractor removed Christmas lights in park.
 - Swapped out flag with a repaired flag
 - Removed leaves from park
- Kendalwood North
 - Watered new sod
- Kendalwood South
 - Playset installation set for early February
- Lambert
 - Road Closed sign placed where low water bridge was removed
- Morris
 - Cleaned debris from low water bridge
- Rolling Meadows
- South County Soccer
- Picked up trash and emptied trash cans daily at all city parks.

Facilities Maintenance

- Monitored the installation of the new generator at EMSA building. Unit is in and has been fully commissioned.
- Fixed several issues on older public works trucks using parts from pick n pull.
- Issues at 1122 E 156th: Locks on both buildings changed. Gate repaired and code changed. Water leak has potentially been found in a fixture in the house. Seals will be replaced soon
- Assisted PW Dir with finding all costs associated with expanding EMS usage of the Old City Hall building.
- Elevators were inspected and recertified.
- Boarded up abandoned house on 147th and South Birth
- Outstanding Projects:
 - The north waterfall pump at city hall is out of service. Replacement pump is pending.
 - An RFQ for AC Maintenance program throughout the city has been issued. Three responses have been received.
 - OGE is working on converting all lights in the park to LEDs

Wastewater Treatment Plant:

- Daily calibration and testing performed (CL, DO, pH)
- Daily readings performed.
- Daily flow monitoring performed.
- Daily addition of chemicals to lagoon
- Weekly Biological Oxygen Demand and Total Suspended Solids samples to Green Co. Testing
- Mowed, weeded, and sprayed (where needed)
- Vehicle and equipment maintenance performed.
- Sodium building continues to freeze.
- Grinder shaft is in the shop.
- Blower status:
 - Blower 1: non-operational... needs VFD, motor, blower
 - Blower 2: functional
 - Blower 3: non-operational... needs motor
 - Blower 4: functional
 - Two motors have been ordered to get #3 operational and have a spare. #1 will be left non-operational for the time being.

Lift Stations:

- Mowed, weeded, and sprayed (where needed)
- Inspected all lift stations
- Cleaned floats
- Assisted dethawing headworks at WWTF
- Working with vendors to get quotes to redo Rolling Meadows lift station

Distribution:

- 447 Utility locates
- 110 service orders completed for the utility office
- 0 turn offs for non-payment – no turns off for December
- 0 lock outs for non-payment – no lock outs for December
- Performed monthly meter reads and with 40 bad registers
- 5 leaks repaired (0 major, 5 minor, 8 minor repairs pending)
- 8 meters set (8 residential, 0 commercial)
- 21 pending meter sets (19 residential, 2 commercial)
- Monthly water samples taken and passed
- Mowed, weeded, and sprayed (where needed) at water towers and booster stations
- Cleaned and serviced vehicles and equipment
- Jetrodded 5 possible sewer backup(s) (4 on city side, 1 on customer side)
- Diagnosed 10 hydrants, put 5 back in service and ordered parts for all others.
- Sewer Manholes repaired 10 (all were buried and then raised to grade)
- Booster Pump station on US75 at 131st has had it's pin hole leak temporarily repaired. The station is now mostly isolated from distribution. Awaiting further instruction from city engineer on path forward.
- 120Water has begun collecting data for our lead service line inventory

Misc:

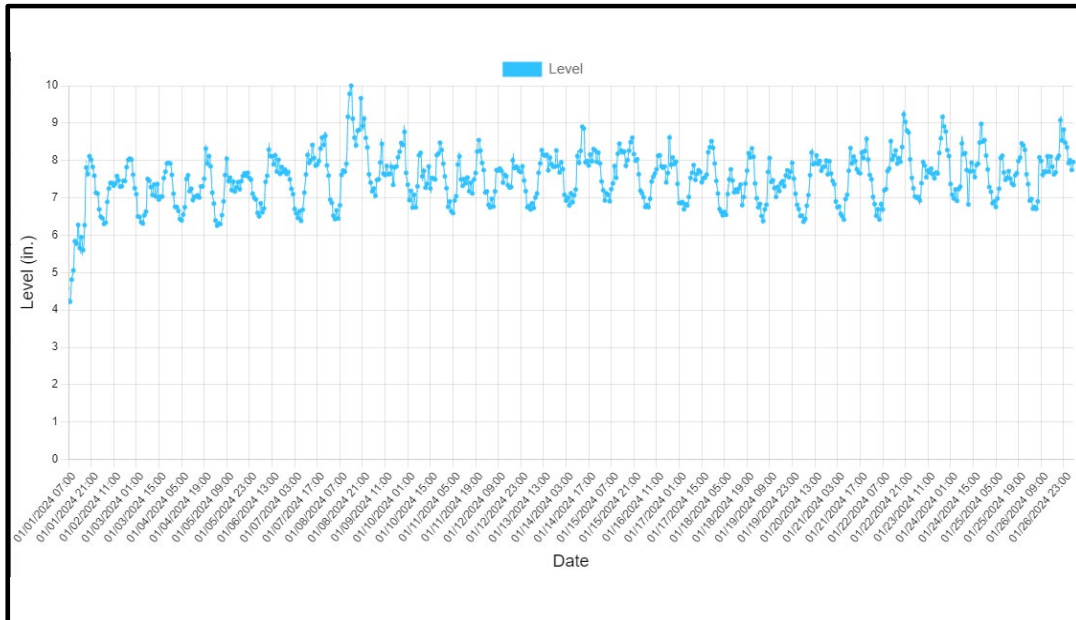
- All teams participated in team building at public safety's shooting simulator.
- City staff have taken over maintenance responsibility of the property at 1122 E 156th.

Community:

The pumps at Glen Park lift station weren't working properly. Cody pulled them and found a the pump was clogged with wipes.



The 5 iTracker units installed last month have been gathering data non stop. Shown below is the data from the iTracker unit at the outflow of Taylor's Pond and Rolling Meadows for the month of January. This shows the standard ebb and flow of the city's sanitary sewer usage.



Streets crews worked hard during our last winter storm. It was cold and slippery, but they got us through with minimal issues.



Elton "Tex" Cude began retirement as of January 16th. We will miss his smile, his endless stories and his tireless efforts to make Glenpool a better place.



Resident graffiti artist and water superintendent Jeremy McCool touching up (cleaing up) another artists work at the pump station in Brookover Corner.



Engineering

Introduction

This report summarizes the activities of the engineering department and infrastructure projects in the City of Glenpool during the stated period.

Wastewater Treatment Plant (WWTP)

The City of Glenpool received direct award of the American Rescue Plan Act (ARPA) grant for a new mechanical wastewater treatment facility (WWTF). The City currently owns and operates a Lagoon System Wastewater Treatment Plant. The proposed project is a 3.0 MGD Sequencing Batch Reactor (SBR) Mechanical Wastewater Treatment Plant (WWTP). The project is in the SW1/4, NW1/4 of Section 11, T17N, R12E, Tulsa County.

Project Program Management Summary

Consultant/Project Program Manager (PPM)	S2E Engineering PLLC
Task	Progress (percentage)
Project Administration	24%
Design Consultant Selection Phase	100%
Regulatory Approval/Permits	9%
Public Communication Phase	8%
Detailed Design Phase	34%
Bidding Phase	0%
Construction Phase	0%
New Site Property and Topographic Survey	87%
Site Flood Plain Permitting NoRise Analysis	79%
Conditional Letter of Map Revisions (CLOMR), if needed	0%
Letter of Map Revisions (LOMR), if needed	0%
Environmental Information Document	67%
ARPA Grant Administration Coordination	4%

Professional Engineering Design

Engineering design is currently in progress. Garver has presented two (2) draft Technical Memoranda (TM) covering Disinfection and Dewatering Alternatives. 50% of the design has been submitted by Garver LLC, and is currently under review by Staff.

Engineer Consultant	Garver LLC
Core Tasks	Progress (Percentage)
Project Management & Admin	4%
Geotechnical Coordination	0%
Preliminary Design	37%
Final Design	0%

2023 Street Maintenance and Stormwater Structure Improvement Project

This project is the 2023 Street maintenance and stormwater structure improvements project involving street paving repairs, overlays, and stormwater structure improvements within the city of Glenpool. This project consists of two phases. Phase I was approved by the council on May 15, 2023, with a total of 285,500. Phase II was approved by the council on July 17, 2023, with a total of 318,700. This project has experienced delays, due to weather conditions. This project is complete and closed out.

Project Summary

Contractor	Dunham Asphalt Services
Advertised For Bid	April 1 2023
Notice to Proceed	August 8 2023
Planned Final Completion	November 8, 2023
Actual Completion Date	December 8, 2023
Planned Project Cost (Phase I&II)	\$604,200
Change Order	\$70,196
Liquidated Damages (LD)	30 Days
Total Project Cost less LD's (Phase I&II)	\$671,396

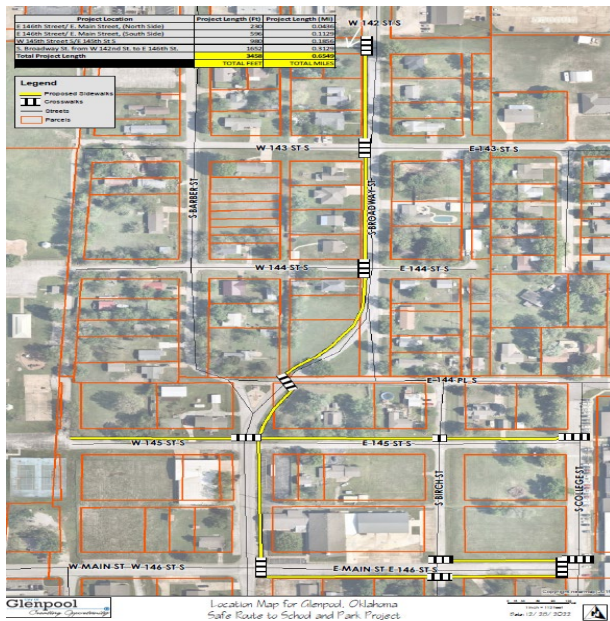
Glenpool Safe Route To School Project

This project provides an ADA compliant sidewalk network from the Glenpool Public School to Black Gold Park. The City of Glenpool has entered into a contract with ODOT to fund this project under the TAP3-8104 DOT Agreement. Consultant selection is underway. The RFQ was sent out August 30th, 2023. The City interviewed 2 respondents to the RFQ. The City has selected Kimley-Horn as the design consultant for this project. ODOT is presently coordinating the scope and fees with the Consultant.

Total Project cost: \$1,202,760.00

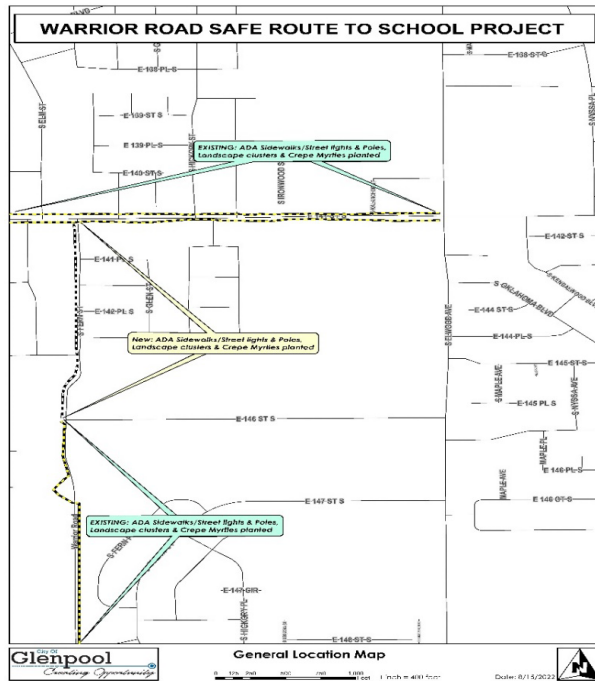
Match fund: \$ 240,552.00

(This project is on-going, no updates since the November Engineering Departmental Report).



TAP Grant Sidewalk Improvement on Warrior Road from 146th Street to 141st Street.

The City has received the Urban Funding Agreement from Oklahoma Department of Transportation. City Staff sent out a request for qualification for this project on December 13, 2023. Staff received 3 statements of qualification for this project in response to the Request for Qualification. The consultant selection is evaluated based on qualification.



SH67/151st Corridor Study

This is a progress update on the SH 67/151st St Corridor Study. The City of Glenpool in conjunction with Kimley-Horn, Oklahoma Department of Transportation, INCOG and the City of Bixby, held its 3rd Public Meeting on the SH 67/151st corridor on September 5th, 2023. Staff anticipates receiving a draft final report by Mid-February.

US 75/141st

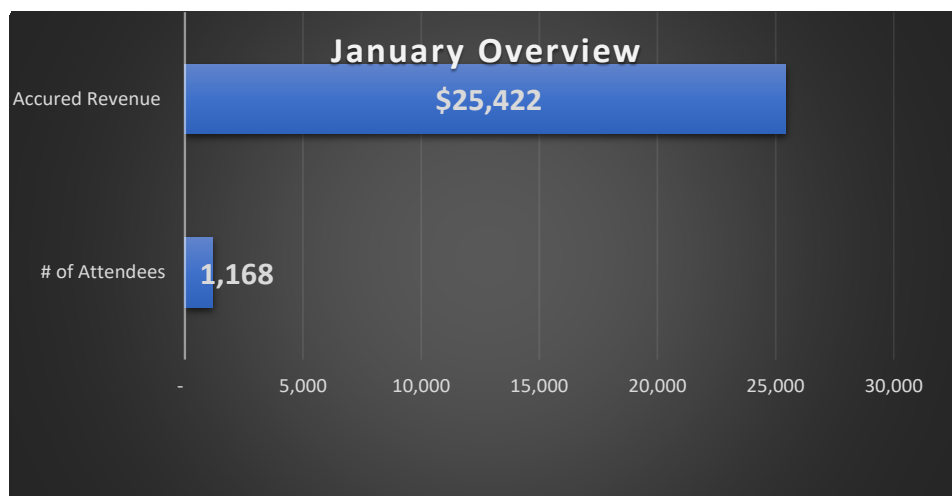
The construction of the US-75 Grade Drain Bridge and Surface Project, designated as State JP # 35120(08), located at the intersection of US-75 and 141st Street, is currently underway. The Oklahoma Department of Transportation, in collaboration with the design consulting firm Poe and Associates and the City of Glenpool, will be organizing a public meeting on November 28, 2023. As per the ODOT's 8-year plan, the anticipated date for the project to be put out for bids is February 2024. The project duration is estimated at 315 days. The project cost is estimated to be approximately \$27.5 Million. Construction is estimated to begin Summer 2024. *(This project is on-going, no updates since the November Engineering Departmental Report).*

Rolling Meadows Stormwater

The purpose of this project is to address problems related to surface water runoff impacting the residents of Rolling Meadows situated adjacent to the Taylor's Pond Subdivision on the western side. The project involves implementing additional stormwater collection infrastructure within the current utility easement separating the two subdivisions. This will be achieved through the incorporation of storm inlets designed to gather surface water as it flows from the west to the east. Request for Qualifications is scheduled to be sent out by January 31st, 2024. A copy of the RFQ shall be made available on the City of Glenpool website.

Conference Center

January tends to be a slower month following the holiday season. However, during this period, we successfully hosted 14 events including training sessions, meetings, birthday parties, a Quinceañera celebration, and a conference featuring the esteemed speaker and evangelist Justin Peters from Justin Peters Ministries. Additionally, we participated in the Tulsa Wedding Show, generating interest and numerous tours that we are optimistic will lead to additional bookings in the near future.



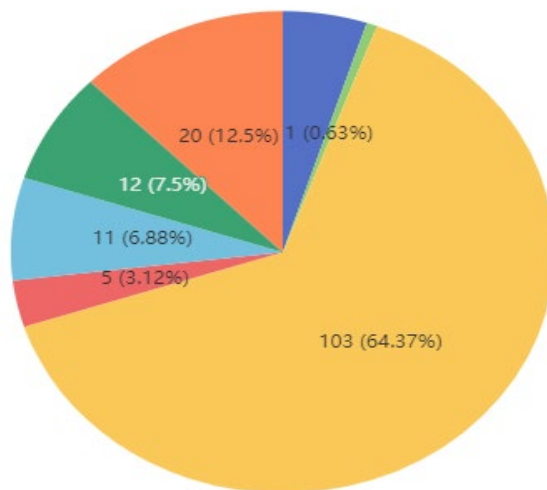
Fire Department

Glenpool Fire Department Operations January 2024

1/1/24-1/25/24

Run Type	# of Calls	Totals Calls
EMS Runs	103	160
Fire Runs	57	
Overlapping	44	

Total (160)



Incident Type Major

- 8 1 - Fire
- 1 2 - Overpressure Rupture, Explosion, Overheat(no fire)
- 103 3 - Rescue & Emergency Medical Service Incident
- 5 4 - Hazardous Condition (No Fire)
- 11 5 - Service Call
- 12 6 - Good Intent Call
- 20 7 - False Alarm & False Call

160

Economic Development

January:

- *Business, Retention, & Expansion (BR&E)*
 - Chamber & City Collaboration: Monthly meetings are occurring between Sydney Bland (Chamber Director) and Joe Wuest (City Economic Development Director) to discuss BR&E strategies and support for local businesses.
 - Visits & Outreach: Economic Development Director has begun reaching out to local businesses and manufacturers regarding BR&E visits for 2024. The goal would be to spend time with businesses to listen to their needs and develop a strategy on how the City might support in overcoming challenges.
 - Manufacturing Training: The City and Chamber collaborated on bringing the Oklahoma Manufacturing Alliance to Glenpool in December 2023, to assist a Glenpool manufacturer in their training needs. An additional meeting has been set for February as a follow-up and to explore options regarding a 5- or 10-year plan.
 - Client Relationship Management Tool: All available local business data and BR&E survey information has been loaded into the Client Relationship (CRM) tool, ExecutivePulse. This will help the Director of Economic Development with inputting important BR&E data regarding visits, outreach, etc.
- *New Business/Sites*
 - International Council of Shopping Centers (ICSC) Red River: City Manager and Director of Economic Development will be attending the ICSC Red River conference on Dallas on January 31st-February 2nd. Meetings with various retail vendors and partners as well as further discussions with developers will be occurring.
 - Oklahoma Department of Commerce (ODOC) SITES (Supporting Industrial Transformation and Economic Success) Program: ODOC will be hosting several informative sessions regarding their new SITES Program. The Director of Economic Development will be attending the meeting February 13, 2024, and will receive recommendations on ways to improve and market Glenpool's assets from InSite Consulting. This program is completely funded by the Oklahoma Department of Commerce and is free.
 - Business Inquiries: Economic Development has had continued conversations with several potential businesses regarding relocating aspects of their operation to Glenpool.
 - Exploratory discussions have centered around sites, existing buildings, current/future infrastructure needs, and job creation.
- *Partnerships:*
 - Tulsa's Future Economic Development Officer Roundtable: On January 9th, Director of Economic Development met at the Tulsa Regional Chamber with other regional EDOs and the firm Ernst & Young, to help develop a strategic plan for regional Economic Development efforts.
 - Ernst & Young provided an opportunity for each community represented to discuss what is needed in the future for successful business attraction.
 - Oklahoma Manufacturing Alliance (OMA): On January 18th, Director of Economic Development hosted staff of OMA at City Hall to discuss future partnership in supporting local businesses.
 - One specific item addressed was supply chain and how their platform connects manufacturers across the country, assisting in providing the supplies necessary to operate.
 - Brainstormed ideas on how Glenpool manufacturers can utilize this platform more in the future.

- Future monthly meetings will be set up with the Director of Economic Development and OMA Field Representative to further collaborate on meeting the local manufacturing businesses' needs.
- *Grants:*
 - Beth Miller (Grants – Special Projects Coordinator) worked with staff and Council to submit applications for various grants. In total, the city was awarded \$134,917.26. This was from one grant, the Oklahoma Commerce Lighting Retrofit Grant for City Hall, and Conference Center.
 - 2 grants submitted (50k for woodchipper, 1000 for park benches)
 - 1 grant approved for safety equipment in December, still awaiting purchase of equipment for 80% reimbursement
 - 2 Police grants still awaiting approval/decline from 2023 (drug incinerator, go-bags)
 - 4 grants in process
- *Special Projects:*
 - Farmers Market Ramp-Up.
 - Meeting on 1/10 Events Committee agreed on fees
 - Updated Farmers Market Flyer
 - Updated 2024 vendor application
 - Updating 2024 rules/regulations
 - Worked with Finance to get separate GL for Farmers Market payments
 - Budget in process
 - Exploring getting a machine for EBT/SNAP that could be utilized by those in need at the Market.
 - Conference next month will provide supplies (tent/carts/t-shirts/reusable bags/SNAP tokens/token bags/aprons/and more)
 - Historical Projects: Ida E. Glenn Oil Well #1 and Glenpool History
 - The hunt is still on to mark the actual well site.
 - Land being cleared in Lambert Park this month near the coordinates
 - Trek to find well last month could have been located on land owned by the trailer park
 - Trek to locate inside City of Glenpool owned property (Lambert Park) ongoing
 - Working with Glenpool Historian, Garret Jackson, and Preservationist, Jeff Jenkins
 - Last updates from Historian were from 1/23/24, he believes to site to be on City property, another trek will be scheduled after clearing
 - Researching grants to start a museum
 - Miscellaneous Projects: Concert Series
 - Next Scheduled Events Committee Meeting for 1/31
 - Staff are working on the booking of various bands, etc.
 - Concert Series to move to Black Gold Park instead of City Hall as this venue appears to attract more residents.

Police Department

STAFFING

Clinton Morgan has started his FTO program. He is currently CLEET certified and will be released upon Completing his FTO. The department is one officer short and will conduct testing on February 10, 2024.

The communications division hired one dispatcher, Jefferey Allen, who started on January 15th and has offered the last position to a candidate out of state.

TRAINING

Two officers Continued their collision reconstruction training this month and will complete phase 2 of the three phases. They attend phase three in February. This training will assist the department in the future development of a collision response team.

Every officer completed a two-hour de-escalation training pertaining to domestic violence calls. This is part of the department's quarterly training with the Ti simulator.

PROJECTS

We continue to be involved with the OHSO traffic grant and participated in the Trooper Dees distracted driving campaign.

EQUIPMENT

In August of 2022 we ordered a new animal control truck with approved funds by the city council. We finally received the truck and it has been issued to ACO Stonecypher.





JANUARY 1 – JANUARY 24

Calls for Service	967
Arrest	21
DUI	5
Collisions	35
Alarm Calls	41
Burglary	1
Disturbance	7
Domestic	8
Fraud	5
Harassment	0
Larceny	12
Loud Noise	3
Motorist Assist	34
Stolen Property	5
Suspicious Activity	22
Trespassing	0
Traffic Stops	374



Officer Clinton Morgan

Communications Officer Jefferey Allen



Always be **truthful** & **transparent**.

OUR CORE Savor the journey. VALUES

Show that you **care**.
Create **WOW** moments.

Make learning a **habit**.

**OUR MISSION: DEVELOPING A CULTURE OF TRUST
TO BETTER SERVE OUR COMMUNITY**

City Of
Glenpool
Creating Opportunity



MINUTES
City Council Regular Meeting
Tuesday, January 16, 2024 Council Chambers 6:00 PM

COUNCIL PRESENT: Joyce Calvert
Brandon Kearns
Tim Fox
Chris Brobst
Jacqueline Triplett-Lund

COUNCIL ABSENT:

STAFF PRESENT: Susan White
Lesli Smith
David Agbetunsin
Lea Ann Reed
Jeremy Plane

STAFF ABSENT: David Tillotson

- A) Call to Order - Joyce G. Calvert, Mayor**
Mayor Calvert called the meeting to order at 6:00 p.m.
- B) Roll Call, Declaration of Quorum – Lesli Smith, City Clerk; Joyce G. Calvert, Mayor**
Lesli Smith called the roll, Mayor Calvert declared a quorum present.
Scott Major Attorney, of Rosenstein, Fist & Ringold and Kirk Vanderslice of Hinkle & Company were also in attendance.
- C) Invocation – Tommy Davis - New Direction International**
- D) Pledge of Allegiance – Joyce G. Calvert, Mayor**
- E) Management Report**
The Council acknowledged the Report and offered no questions.
- F) Mayor Report – Joyce G. Calvert, Mayor**
Mayor Calvert attended a Tribal Symposium in Miami Oklahoma. She said it was a good turnout that benefited all relationships.

G) Council Comments

Councilor Brobst thanked the city crews for working on the roads during the recent winter weather.

H) Public Comments

There were no public comments.

I) Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the City Council to be routine and will be enacted by one motion. Any Councilor may, however, remove an item from the Consent Agenda by request. A motion to adopt the consent Agenda is non-debatable.)

- 1) Minutes from January 2, 2024 Meeting.
[City Council Regular Meeting - 02 Jan 2024 - Minutes - Html](#)
- 2) Surplus of police vehicles and miscellaneous equipment; waiving the requirement for soliciting competitive bidding pursuant to City Code 2-2-6.B.4 and approving the sale of said police vehicles and miscellaneous equipment.
[2024 vehicle surplus](#)

J) Consideration and appropriate action relating to items removed from the Consent Agenda

No items removed from the consent agenda.

K) Scheduled Business

- 1) Discussion and possible action to approve or deny receipt of audited FY2022-2023 Financial Report and direct that the Report be placed in the permanent files.
(Sarah Cage Controller, Kirk Vanderslice, Hinkle & Company)

Kirk Vanderslice of Hinkle & Company gave a brief overview of the completed FY 2022-2023 audit. Mr. Vanderslice reported that the audit did not identify any material weaknesses nor instances of non-compliance. He commended the city staff for their cooperation during the audit process.

Moved by Chris Brobst, seconded by Joyce Calvert

To approve receipt of audited FY 2022-2023 Financial Report and direct that the Report be placed in the permanent files.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns	x			

Tim Fox	x			
Chris Brobst	x			
Jacqueline Triplett-Lund	x			
	5	0	0	0

CARRIED.

[Staff Report - Financial AUDIT ONLY](#)
[AUDIT SUMMARY SIGNED](#)
[Glenpool FY2023 FINAL Report](#)

- 2) Discussion and possible action to approve, deny, or amend Ordinance No. 818, AN ORDINANCE OF THE CITY OF GLENPOOL, OKLAHOMA, AMENDING TITLE 6 (MISDEMEANORS, NUISANCES AND ANIMALS), CHAPTER 4 (UNCLAIMED PROPERTY), SECTION 3 (SALE OF UNCLAIMED PROPERTY) OF THE CODE OF ORDINANCES FOR THE CITY OF GLENPOOL; REPEALING CONFLICTING ORDINANCES; AND CONTAINING A PARTIAL INVALIDITY SAVINGS CLAUSE.

Police Chief Jeremy Plane presented proposed Ordinance No.818 to the council. Chief Plane explained that the current storage and property room used for unclaimed property is at maximum capacity. He also, detailed the process for current disposal of minimal valued property and how this Ordinance can save the city time and resources.

Moved by Jacqueline Triplett-Lund, seconded by Brandon Kearns

To approve Ordinance No. 818, AN ORDINANCE OF THE CITY OF GLENPOOL, OKLAHOMA, AMENDING TITLE 6 (MISDEMEANORS, NUISANCES AND ANIMALS), CHAPTER 4 (UNCLAIMED PROPERTY), SECTION 3 (SALE OF UNCLAIMED PROPERTY) OF THE CODE OF ORDINANCES FOR THE CITY OF GLENPOOL; REPEALING CONFLICTING ORDINANCES; AND CONTAINING A PARTIAL INVALIDITY SAVINGS CLAUSE.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns	x			
Tim Fox	x			
Chris Brobst	x			
Jacqueline Triplett-Lund	x			
	5	0	0	0

CARRIED.

[Prop. Ord. revision agenda](#)

[Article 6-4-3 Sale of Unclaimed Property Ordinance No. 818](#)

L) Adjournment

Mayor Calvert declared the meeting adjourned at 6:10 p.m.



STAFF REPORT

To: Honorable Mayor and City Council

From: Susan White, Asst. City Manager

Date: February 5, 2024

Re: OMRF Authorized Agent

Background:

OMRF requires the Retirement Committee (governing body) to designate an Authorized Agent for the retirement plans. This person is tasked with administrative duties and manages correspondence between the Retirement Committee and OMRF.

Wendy Knight, former City Clerk has served in this capacity until her resignation from the City. As you know, Lesli Smith is the newly appointed City Clerk and should be considered to serve in this capacity.

Staff Recommendation:

Staff recommends designation of Lesli Smith as OMRF Authorized Agent for the City of Glenpool retirement plans and authorizing Mayor Joyce G. Calvert to sign the OMRF notification form.

Attachment:

OMRF Notification Form

12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641

Mayor Joyce Calvert, Ward 3; Vice-Mayor Brandon Kearns, At-Large;

Tim Fox, Ward 1; Chris Brobst, Ward 2; Jacqueline Lund, Ward 4

City Manager David Tillotson, Assistant City Manager Susan White, City Clerk Lesli Smith

www.glenpoolonline.com



Oklahoma Municipal Retirement Fund
AUTHORIZED AGENT NOTIFICATION FORM

AUTHORIZED AGENT DESIGNATION PROCESS

An Authorized Agent shall be designated in writing by the Plan's Retirement Committee (governing body) and shall act as the agent of the Employer in matters pertaining to the Plan and the Fund to centralize in one person the local administration and coordination of Plan activities including contribution and payroll information, forms and applications for Plan participants and to assist Participants, the Employer and Committee regarding Plan matters. Please refer to the Authorized Agent Role and Responsibilities section of this form or the plan document for specific duties.

If you, as Authorized Agent, want to designate another Authorized Signer (please complete a Notice of Authorized Signer).

AUTHORIZED AGENT INFORMATION (Please print clearly using black or blue ink)

NAME OF MUNICIPALITY OR ENTITY: _____

FEDERAL TAX ID NUMBER: _____

APPROVED AUTHORIZED AGENT: _____

TITLE: _____

AUTHORIZED AGENT SIGNATURE: _____

EFFECTIVE DATE: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

EMAIL ADDRESS: _____

AUTHORIZATION

The undersigned hereby certifies that the foregoing information was introduced before the _____
(governing body) of _____ Oklahoma and was duly approved on the ____ day of _____, 20 ____

City of _____

By: _____

Title: _____

(Mayor or Chairman)

Date

Seal

City Clerk

PLEASE CONTINUE TO PAGE 2 FOR AUTHORIZED AGENT'S ROLE AND RESPONSIBILITIES DEFINITION

Oklahoma Municipal Retirement Fund
AUTHORIZED AGENT NOTIFICATION FORM

AUTHORIZED AGENT ROLE AND RESPONSIBILITIES

EXCERPT FROM SECTION 9.1 (b) OF THE MASTER DEFINED BENEFIT PLAN

Authorized Agent: An Authorized Agent shall be designated in writing by the Committee and shall act as the agent of the Employer (but not the agent of the Trustees or the Trust Service Provider of the Oklahoma Municipal Retirement Fund the "Fund") in matters pertaining to the Plan and the Fund, to centralize in one person the local administration and coordination thereof, and to file payroll and contribution information, to file claims, forms and applications for Participants, and to advise Participants, the Employer and the Committee. The Authorized Agent, under the control and direction of the Committee, shall have such general duties as the Employer and the Committee may deem necessary and proper for such purposes, which duties shall include but not be limited to, the following:

- (1) to coordinate the deduction of Participant contributions and to see that Employer and Participant contributions are properly received and forwarded promptly to the Fund for management and investment;
- (2) to forward any communications directed to Participants and Beneficiaries by the Trustees, the Trust Service Provider or the Fund;
- (3) to lend assistance to Participants and Beneficiaries in filing applications for benefits, and in communicating with the Employer, the Committee and the Trustees or the Trust Service Provider of the Fund and to forward such communications to the addressees;
- (4) to keep the Employer and Committee informed regarding Employer contribution rates and funds required to meet the costs of the Plan;
- (5) to assist the Committee in determining whether Employees are eligible for participation in the Plan;
- (6) to certify at the direction of the Committee that an Employee is on an Authorized Leave of Absence, paid or unpaid; and
- (7) to file at the direction of the Committee a petition or nomination and cast a ballot for election of Trustees of the Fund.

EXCERPT FROM SECTION 10.1 (b) OF THE MASTER DEFINED CONTRIBUTION PLAN

Authorized Agent: An Authorized Agent shall be designated in writing by the Committee and shall act as the agent of the Employer (but not the agent of the Trustees or the Trust Service Provider of the Oklahoma Municipal Retirement Fund the "Fund") in matters pertaining to the Plan and the Fund, to centralize in one person the local administration and coordination thereof, and to file payroll and contribution information, to file claims, forms and applications for Participants, and to advise Participants, the Employer and the Committee. The Authorized Agent, under the control and direction of the Committee, shall have such general duties as the Employer and the Committee may deem necessary and proper for such purposes, which duties shall include but not be limited to, the following:

- (1) to coordinate the deduction of Participant contributions and to see that Employer and Participant contributions are properly received and forwarded promptly to the Fund for management and investment;
- (2) to forward any communications directed to Participants and Beneficiaries by the Trustees, the Trust Service Provider or the Fund;
- (3) to lend assistance to Participants and Beneficiaries in filing applications for benefits, and in communicating with the Employer, the Committee and the Trustees or the Trust Service Provider of the Fund and to forward such communications to the addressees;
- (4) to assist the Committee in determining whether Employees are eligible for participation in the Plan;
- (5) to certify at the direction of the Committee that a Participant is on an authorized leave of absence, paid or unpaid; and
- (6) to file at the direction of the Committee a petition or nomination and cast a ballot for election of Trustees of the Fund.

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: DUY NGUYEN, CITY PLANNER

**RE: REVIEW AND ACCEPTANCE OF DEEDS OF DEDICATION FROM JOE AND TRACIE
SEXSON ASSOCIATED WITH GLS 260 (SEXSON PROPERTY LOT SPLIT)**

DATE: FEBRUARY 5, 2024

BACKGROUND

This item under consideration is the acceptance of two Deeds of Dedication from Joe Sexson & Tracie Sexson to the City of Glenpool for street right-of-way and utility installation purposes. These deeds are associated with GLS No. 260 and were a condition of approval of the lot split application which created two (2) parcels.

The subject property is situated on the northeast corner of 33rd West Avenue and West 181st Street South. The proposed dedications are comprised of 50-foot wide strip of land situated along the property's frontage on two (2) parcels situated on 33rd W Avenue and West 181st Street S (see attached Exhibits). These dedications fulfill one-half of the right-of-way requirement for a secondary arterial street, a standard condition for a lot split abutting 33rd W Avenue and West 181st Street S. In addition, these dedications also establish a public easement for public and private franchise utility services which are needed for serving the subject property.

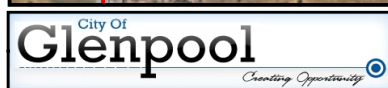
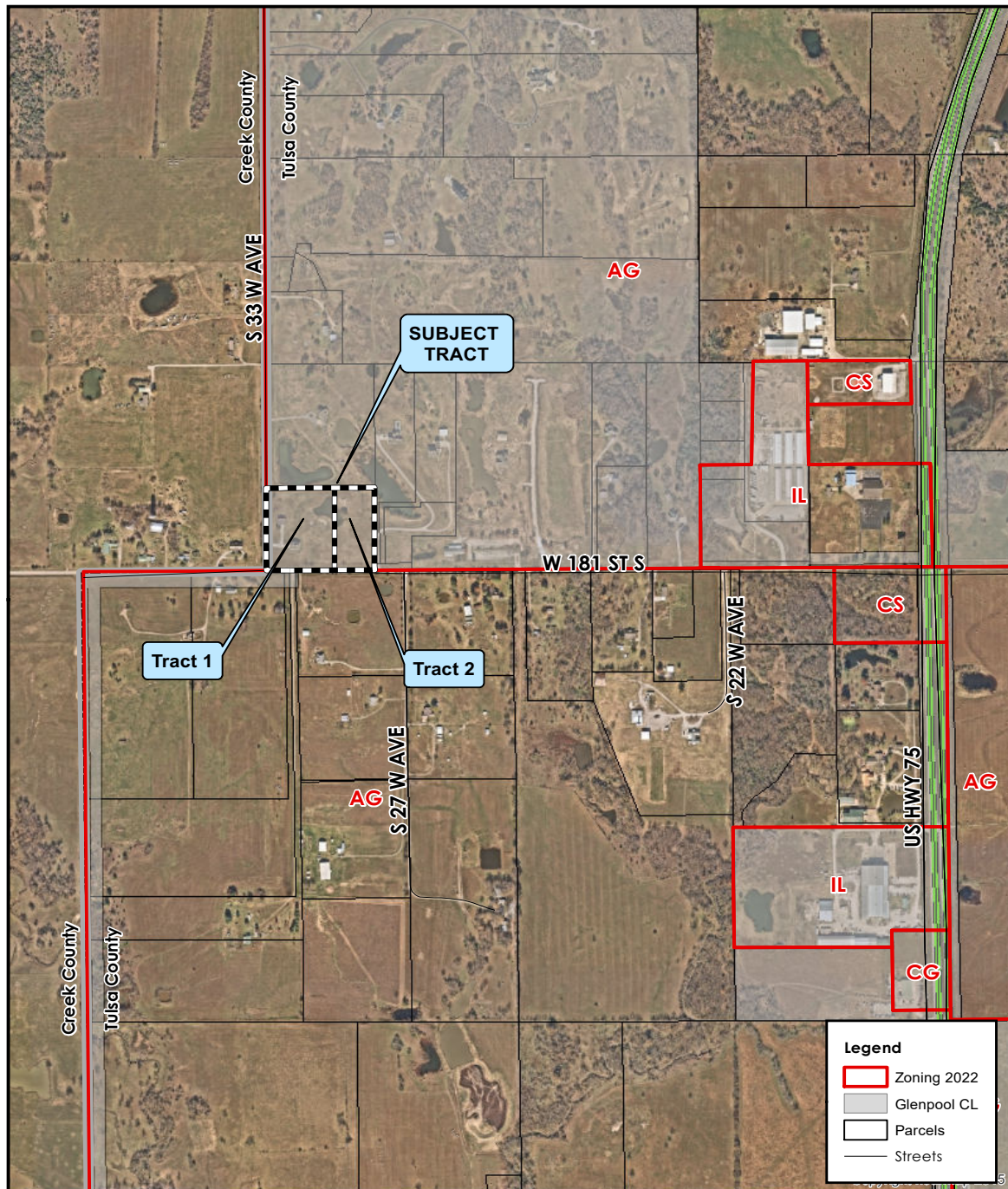
STAFF RECOMMENDATION:

Staff recommends the City Council approve and accept the Deed of Dedication documents as presented.

Attachments:

1. Location Map
2. Deed of Dedications
3. Surveys of Tracts and Dedications

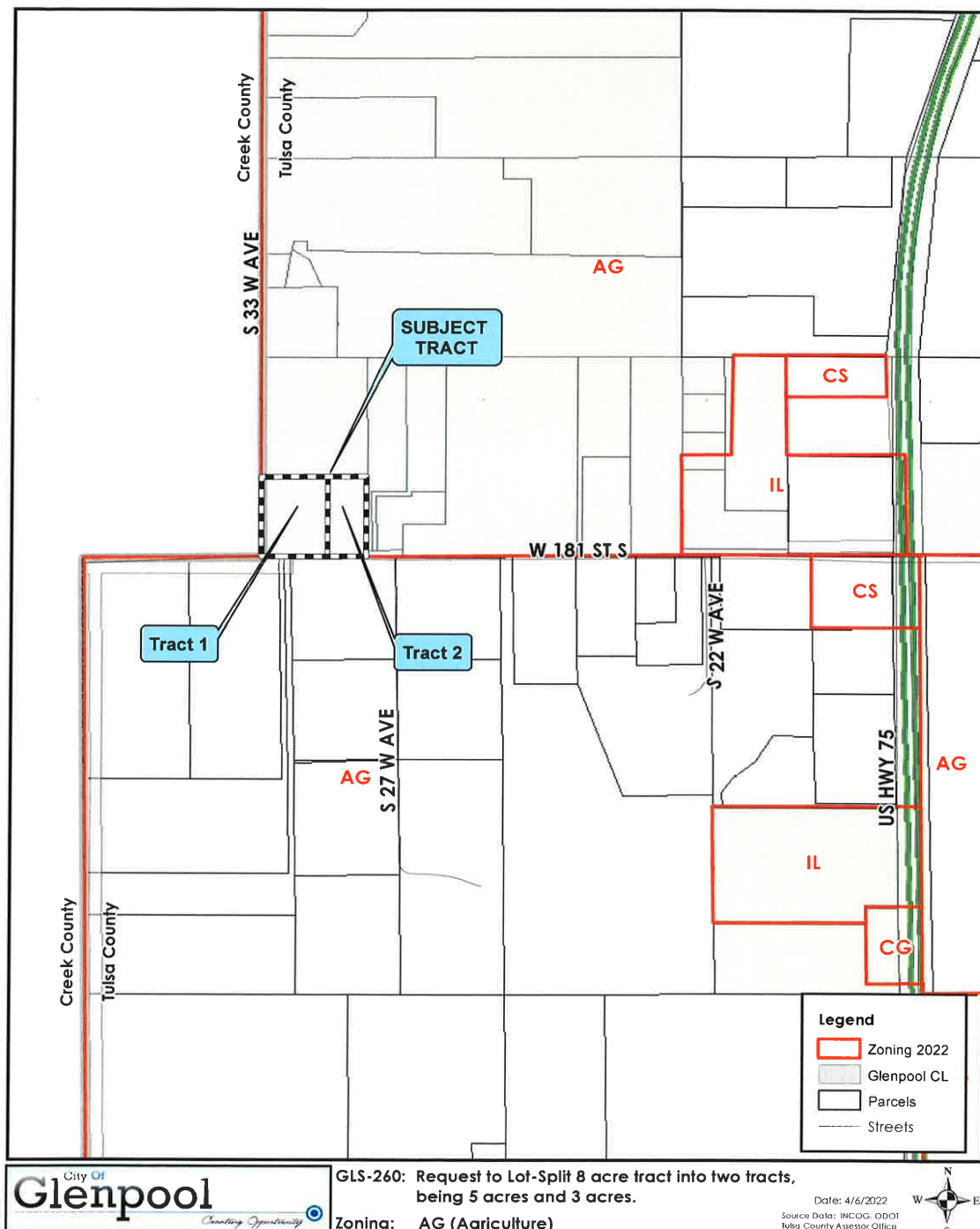
Location Map(s)



GLS-260: Request to Lot-Split 8 acre tract into two tracts,
being 5 acres and 3 acres.
Zoning: AG (Agriculture)

Date: 4/7/2022
Source Data: INCOG, ODOT
Tulsa County Assessor Office





Deed of Dedications

Upon Recording Return To: City of Glenpool
ATTN: City Clerk
12205 S. Yukon Avenue
Glenpool, OK 74033

DEED OF DEDICATION

KNOW ALL MEN BY THESE PRESENTS:

This conveyance is made and entered into for the purposes stated herein, as of the date entered below, between Joe Sexson & Tracie Sexson, an herein called "Grantor", and the CITY OF GLENPOOL, a municipal corporation, whose mailing address is 12205 S. Yukon Avenue, Glenpool, OK 74033, herein called "Grantee."

Grantor, as the record owner of legal and equitable title of the following described real estate, for and in consideration of the sum of TEN AND NO/100 DOLLARS, and other good and valuable consideration, the receipt of which is hereby acknowledged, does hereby grant, dedicate, bargain, sell, convey and warrant unto Grantee, its successors and assigns, for the benefit of the public, forever, for **roadway [or other]** purposes and for such additional purposes as are described herein a right-of way through, over, under and across the following described property, together with all appurtenances thereto:

[See Attached Exhibit] TRACT 1

SUBJECT TO all easements, rights of way, protective covenants and mineral reservations, if any.

For use as a **permanent, public right-of-way [or other use as applicable]** for the Grantee, and as a thoroughfare for ingress and egress to adjoining property and roadways for general public usage.

IF APPLICABLE: For the several purposes of surveying, constructing, maintaining, operating, repairing, replacing, and/or removing any and all roadways, public utilities, including storm sewers, sanitary sewers, telephone and communication lines, electric power lines and transformers, gas lines, water lines and cable communication lines, together with all fittings, including pavement, poles, wires, conduit, pipes, valves, meters and equipment and equipment for each of such facilities and any other appurtenances thereto, with rights of ingress and egress to and upon this right-of-way for the uses and purposes aforesaid, provided however, the Grantor hereby reserves the right to survey.)

IF APPLICABLE: The public and such franchise utility providers as are authorized by the public to enter this right-of-way for the purposes described are hereby granted the exclusive possession of said above-described premises for the purposes aforesaid. Grantor, for itself and its heirs, administrators, successors and assigns, covenants and agrees that no building, structure, fence, wall or other above-ground obstruction of any description will be placed, erected, installed, or permitted upon the above-described premises; and further covenants and agrees that in the event the terms of this paragraph are violated by the Grantor or other persons in privity with the Grantor, such violation will be promptly corrected and eliminated in a timely manner, timeliness to be determined in good faith by the City or franchisee under the prevailing circumstances, upon receipt of notice from the City or franchisee, or City or franchisee shall have the right to remove or otherwise eliminate such violation, and Grantor, its heirs, administrators, successors and assigns, shall promptly pay the actual cost thereof; and further covenants and agrees that all terms and conditions of this Dedication shall run with the land.]

_____, City Clerk

[corporate seal]

APPROVED AS TO FORM:

_____, City Attorney

COLLINS LAND SURVEYING, INC.
3340 West 151st Street South
P.O. Box 250
Kiefer, Ok 74041
Ph. 918-321-9400 Fax 321-9404

REF. NO. 22-03-064

“ATTACHMENT”

LEGAL DESCRIPTION (50 foot Roadway Right of Way For Tract 1)

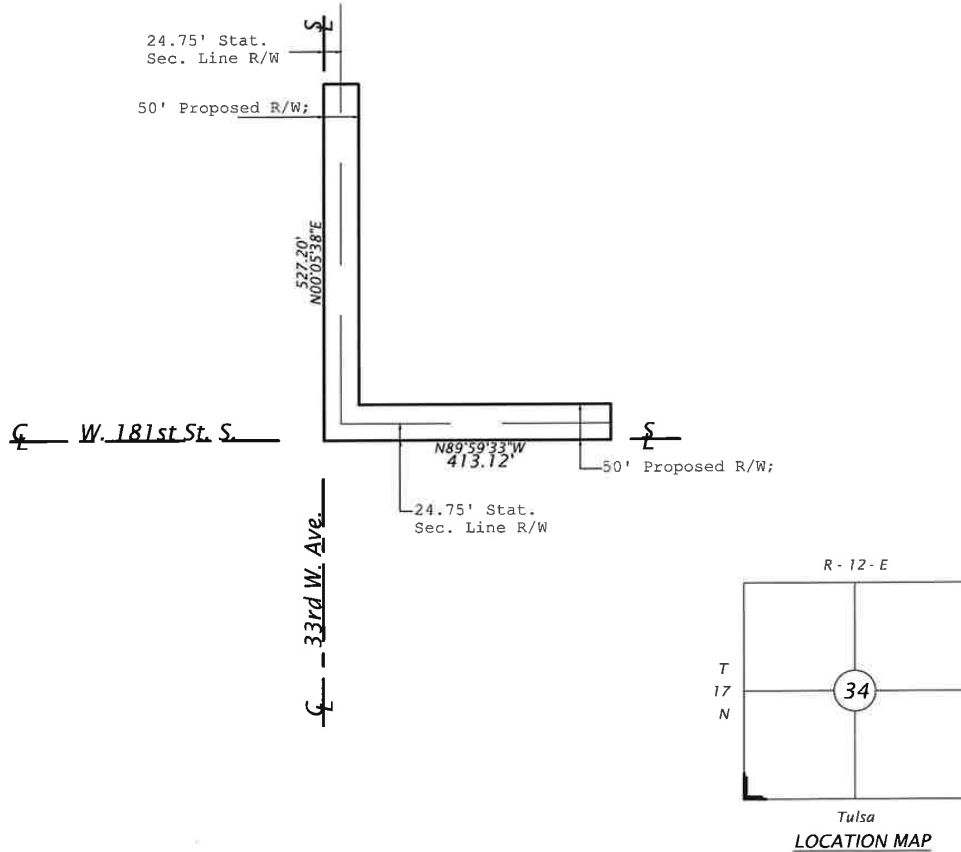
The West 50 feet and the South 50 Feet of A Tract of land in the Southwest Quarter (SW/4) of Section Thirty-four (34), Township Seventeen (17) North, Range Twelve (12) East of the Indian Base Meridian, Tulsa County, Oklahoma, according the U.s. Government Survey thereof, described by metes and bounds as follows: Beginning at the Southwest (SW) Corner of SW/4 of Section 34-Township 17 North, Range 12 East, Thence N00°05'38"E a distance of 527.20 feet, thence S89°59'54"E a distance of 413.12 feet, thence S00°05'38"W a distance of 527.20 feet, thence N89°59'33"W a distance of 413.12 feet to the Point of Beginning. Containing 5 Acres more or less.

SCALE: 1"=100'



Legal Description (50 foot Roadway Right of Way For Tract 1)

The West 50 feet and the South 50 Feet of A Tract of land in the Southwest Quarter (SW/4) of Section Thirty-four (34), Township Seventeen (17) North, Range Twelve (12) East of the Indian Base Meridian, Tulsa County, Oklahoma, according to the U.S. Government Survey thereof, described by metes and bounds as follows: Beginning at the Southwest (SW) Corner of SW/4 of Section 34-Township 17 North, Range 12 East, Thence N00°05'38"E a distance of 527.20 feet, thence S89°59'54"E a distance of 413.12 feet, thence S00°05'38"W a distance of 527.20 feet, thence N89°59'33"W a distance of 413.12 feet to the Point of Beginning. Containing 5 Acres more or less.



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3340 W. 151st ST. S. - P.O. Box 250
KIEFER, OK. 74041
OFFICE (918)321-9400 FAX (918)321-9404
CA#2656 EXPIRES: 06/30/2022

Sketch of Legal

Performed For:

Joe Sexon

I.O. NO. 22-03-064

DATE: 03/17/2022

Upon Recording Return To: City of Glenpool
ATTN: City Clerk
12205 S. Yukon Avenue
Glenpool, OK 74033

DEED OF DEDICATION

KNOW ALL MEN BY THESE PRESENTS:

This conveyance is made and entered into for the purposes stated herein, as of the date entered below, between Joe Sexson & Tracie Sexson, an herein called "Grantor", and the CITY OF GLENPOOL, a municipal corporation, whose mailing address is 12205 S. Yukon Avenue, Glenpool, OK 74033, herein called "Grantee."

Grantor, as the record owner of legal and equitable title of the following described real estate, for and in consideration of the sum of TEN AND NO/100 DOLLARS, and other good and valuable consideration, the receipt of which is hereby acknowledged, does hereby grant, dedicate, bargain, sell, convey and warrant unto Grantee, its successors and assigns, for the benefit of the public, forever, for roadway [or other] purposes and for such additional purposes as are described herein a right-of way through, over, under and across the following described property, together with all appurtenances thereto:

[See Attached Exhibit] TRACT Z

SUBJECT TO all easements, rights of way, protective covenants and mineral reservations, if any.

For use as a **permanent, public right-of-way [or other use as applicable]** for the Grantee, and as a thoroughfare for ingress and egress to adjoining property and roadways for general public usage.

IF APPLICABLE: For the several purposes of surveying, constructing, maintaining, operating, repairing, replacing, and/or removing any and all roadways, public utilities, including storm sewers, sanitary sewers, telephone and communication lines, electric power lines and transformers, gas lines, water lines and cable communication lines, together with all fittings, including pavement, poles, wires, conduit, pipes, valves, meters and equipment and equipment for each of such facilities and any other appurtenances thereto, with rights of ingress and egress to and upon this right-of-way for the uses and purposes aforesaid, provided however, the Grantor hereby reserves the right to survey.]

IF APPLICABLE: The public and such franchise utility providers as are authorized by the public to enter this right-of-way for the purposes described are hereby granted the exclusive possession of said above-described premises for the purposes aforesaid. Grantor, for itself and its heirs, administrators, successors and assigns, covenants and agrees that no building, structure, fence, wall or other above-ground obstruction of any description will be placed, erected, installed, or permitted upon the above-described premises; and further covenants and agrees that in the event the terms of this paragraph are violated by the Grantor or other persons in privity with the Grantor, such violation will be promptly corrected and eliminated in a timely manner, timeliness to be determined in good faith by the City or franchisee under the prevailing circumstances, upon receipt of notice from the City or franchisee, or City or franchisee shall have the right to remove or otherwise eliminate such violation, and Grantor, its heirs, administrators, successors and assigns, shall promptly pay the actual cost thereof; and further covenants and agrees that all terms and conditions of this Dedication shall run with the land.]

TO HAVE AND TO HOLD such **Roadway Right-of-Way** unto Grantee and Grantee's successors and assigns, together with all of Grantor's right, title and interest, in exclusive possession together with all and singular the tenements, hereditaments and appurtenances thereto belonging or in any wise appertaining forever.

Dated this 18 day of Apr, 20 22

[Signature] & Tracie Sexson
GRANTOR(S)

By: JOE & TRACIE SEXSON
[Printed Name/Title of Authorized Representative]

STATE OF OKLAHOMA)
) ss.
COUNTY OF TULSA)

Before me, the undersigned, a Notary Public, in and for said County and State on this the 28th day of April, 2022, personally appeared Joe & Tracie Sexson known or satisfactorily proven to me to be the identical person(s) who subscribed the name of the maker thereof to the foregoing instrument and representing her/himself to be duly authorized to do so, and acknowledged to me that she/he executed the same as her/his free will and voluntary act and deed for the uses and purposes therein set forth.

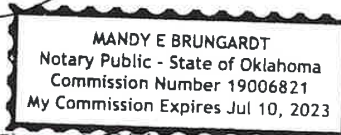
Mandy E Brungardt
Notary Public

My Commission Expires:

July 10, 2023

ACCEPTED BY CITY COUNCIL:

City of Glenpool, Oklahoma
A Municipal Corporation



Date: _____

by: _____, Mayor

ATTEST:

_____, City Clerk

[corporate seal]

APPROVED AS TO FORM:

_____, City Attorney

COLLINS LAND SURVEYING, INC.
3340 West 151st Street South
P.O. Box 250
Kiefer, Ok 74041
Ph. 918-321-9400 Fax 321-9404

REF. NO. 22-03-064

"ATTACHMENT"

LEGAL DESCRIPTION (50 foot Roadway Right of Way For Tract 2)

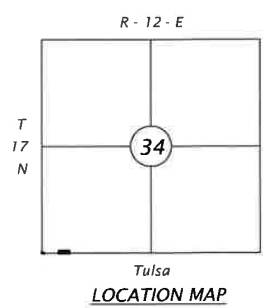
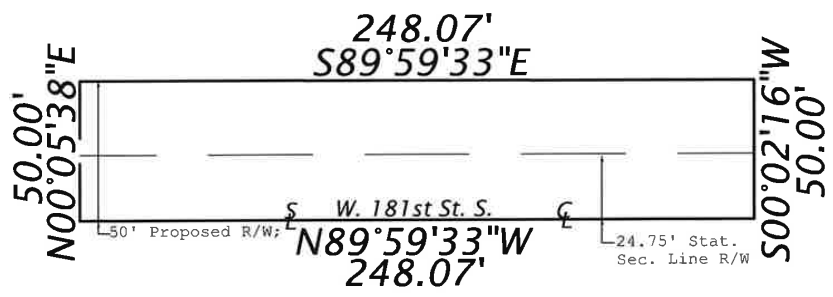
The South 50 feet of A Tract of land in the Southwest Quarter (SW/4) of Section Thirty-four (34), Township-Seventeen (17) North, Range Twelve (12) East of the Indian Base Meridian, Tulsa County, Oklahoma, according the U.S. Government Survey thereof, described by metes and bounds as follows: Commencing at the Southwest (SW) Corner of the SW/4 of Section 34 Township 17 North, Range 12 East, Thence S89°59'33"E a distance of 413.12 feet to the Point of Beginning, Thence N00°05'38"E a distance of 527.56 feet, thence S89°59'54"E a distance of 247.76 feet, thence S00°02'16"W a distance of 527.27 feet, thence N89°59'33"W a distance of 248.07 feet to the point of beginning, containing 3 acres more or less.

OK

SCALE: 1"=100'
NORTH

Legal Description (50 foot Roadway Right of Way For Tract 2)

The South 50 feet of A Tract of land in the Southwest Quarter (SW/4) of Section Thirty-four (34), Township Seventeen (17) North, Range Twelve (12) East of the Indian Base Meridian, Tulsa County, Oklahoma, according to the U.S. Government Survey thereof, described by metes and bounds as follows: Commencing at the Southwest (SW) Corner of the SW/4 of Section 34 Township 17 North, Range 12 East, Thence S89°59'33"E a distance of 413.12 feet to the Point of Beginning, Thence N00°05'38"E a distance of 527.56 feet, thence S89°59'54"E a distance of 247.76 feet, thence S00°02'16"W a distance of 527.27 feet, thence N89°59'33"W a distance of 248.07 feet to the point of beginning, containing 3 acres more or less.



COLLINS LAND SURVEYING, INC. 3340 W. 151st ST. S. - P.O. Box 250 KIEFER, OK. 74041 OFFICE (918)321-9400 FAX (918)321-9404 CA#2656 EXPIRES: 06/30/2022	Sketch of Legal Performed For: Joe Sexon J.O. NO. 22-03-064 DATE: 03/17/2022
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Legal Description

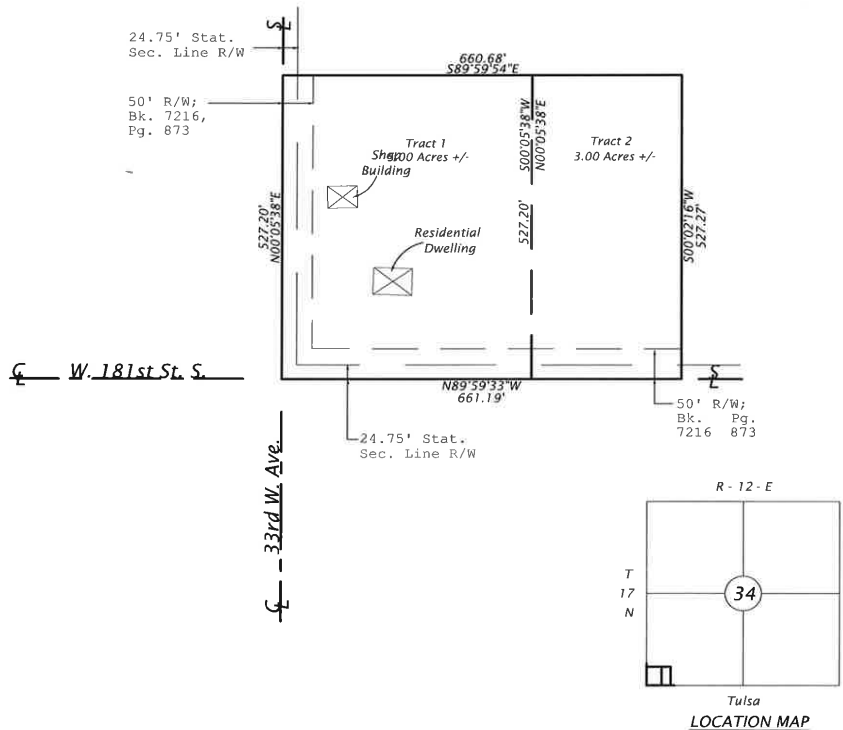
SCALE: 1"=100'
 NORTH

Legal Description (Tract 1)

A Tract of land in the Southwest Quarter (SW/4) of Section Thirty-four (34), Township Seventeen (17) North, Range Twelve (12) East of the Indian Base Meridian, Tulsa County, Oklahoma, according to the U.S. Government Survey thereof, described by metes and bounds as follows: Beginning at the Southwest (SW) Corner of SW/4 of Section 34-Township 17 North, Range 12 East, Thence N00°05'38"E a distance of 527.20 feet, thence S89°59'54"E a distance of 413.12 feet, thence S00°05'38"W a distance of 527.20 feet, thence N89°59'33"W a distance of 413.12 feet to the Point of Beginning. Containing 5 Acres more or less.

Legal Description (Tract 2)

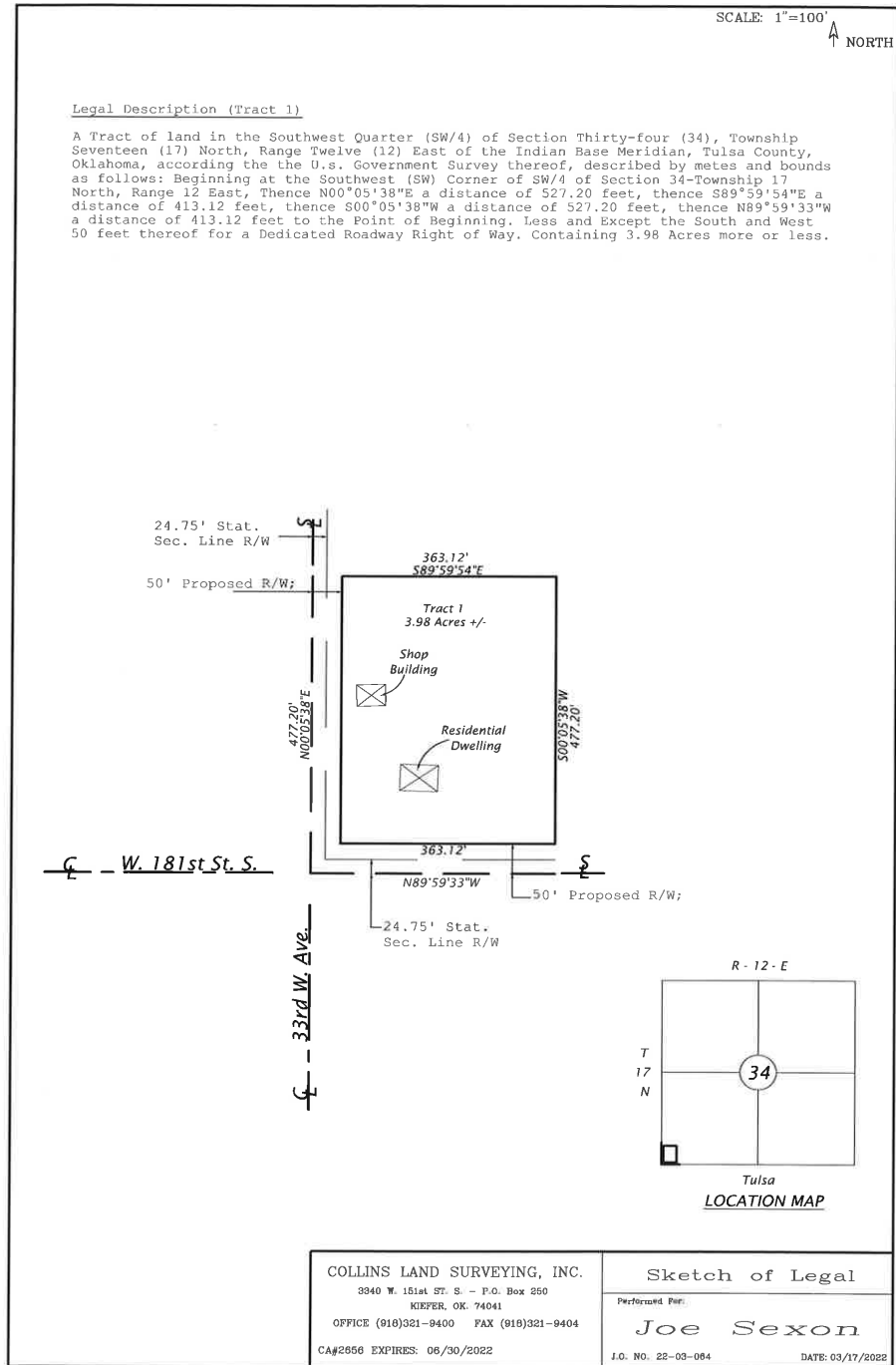
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 CA#2656 EXPIRES: 06/30/2022

Sketch of Legal
 Performed For:
Joe Sexon
 J.O. NO. 22-03-064 DATE: 03/17/2022

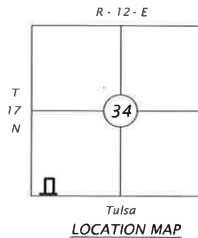
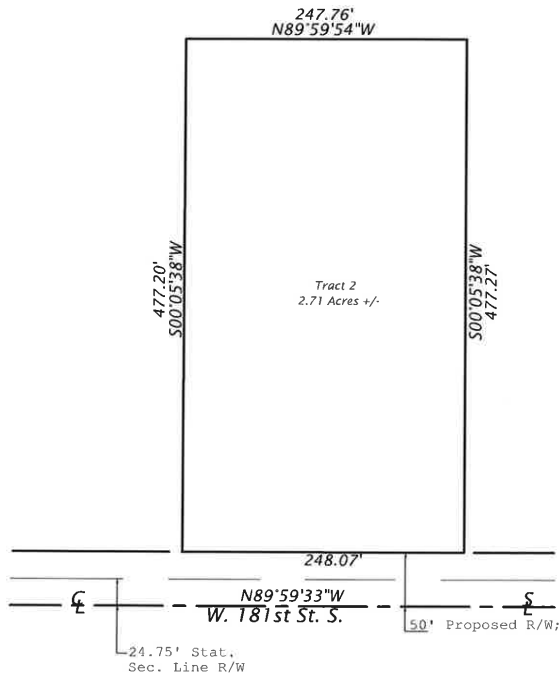
OK



SCALE: 1"=100'  NORTH

Legal Description (Tract 2)

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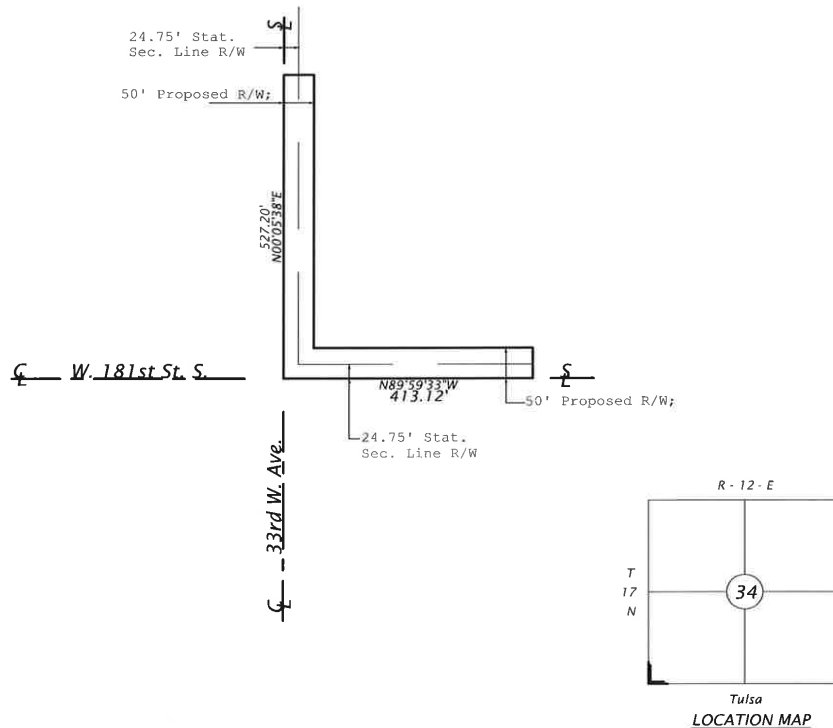
COLLINS LAND SURVEYING, INC.
3340 W. 151st ST. S. - P.O. Box 250
KIRKPEN, OK. 74041
OFFICE (918)321-9400 FAX (918)321-9404
CA#2656 EXPIRES: 06/30/2022

Sketch of Legal
Performed For:
Joe Sexon
J.O. NO. 22-03-064 DATE: 03/17/2022

SCALE: 1"=100'
 NORTH

Legal Description (50 foot Roadway Right of Way For Tract 1)

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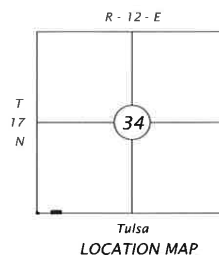
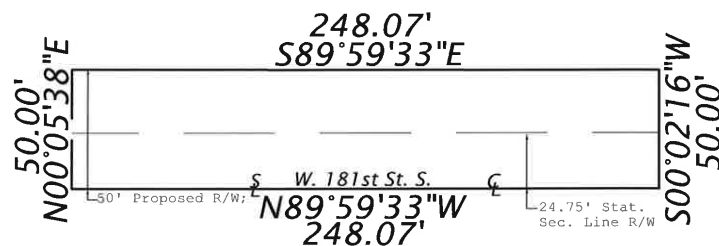
Sketch of Legal
 Prepared For:
Joe Saxon
 I.O. No. 22-03-064 DATE: 03/17/2022

OK

SCALE: 1"=100'
NORTH

Legal Description (50 foot Roadway Right of Way For Tract 2)

The South 50 feet of A Tract of land in the Southwest Quarter (SW/4) of Section Thirty-four (34), Township Seventeen (17) North, Range Twelve (12) East of the Indian Base Meridian, Tulsa County, Oklahoma, according to the U.S. Government Survey thereof, described by metes and bounds as follows: Commencing at the Southwest (SW) Corner of the SW/4 of Section 34 Township 17 North, Range 12 East, Thence S89°59'33"E a distance of 413.12 feet to the Point of Beginning, Thence N00°05'38"E a distance of 527.56 feet, thence S89°59'54"E a distance of 247.76 feet, thence S00°02'16"W a distance of 527.27 feet, thence N89°59'33"W a distance of 248.07 feet to the point of beginning, containing 3 acres more or less.



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CA#2856 EXPIRES: 06/30/2022

Sketch of Legal
Performed For:
Joe Sexon
I.O. NO. 22-03-064 DATE: 03/17/2022



Date: January 5, 2024

To: Chairman and Board of Trustees, Glenpool Utility Services Authority
Mayor and Council, City of Glenpool

From: David Agbetunsin, City Engineer

Subject: Approval or Denial of an application for lot combination (GLS 264) which will consolidate four (4) lots totaling 36.67 acres into one (1) lot.

Background:

This is a lot-combination application (GLS 264) which will consolidate four (4) lots totaling 36.67 acres into a single unified lot. The subject lots are located at the northeast corner of the intersection of U.S. Highway 75 and West 141st Street South approximately 500 feet east of U.S. Highway 75 and 575 feet north of West 141st Street South.

The ownership details of these lots are as follows:

- A. 1.31 Acres - Book 4752, Page 768 (Animal Control Building) - City of Glenpool
- B. 9.90 Acres - Case # C83-4120 (Lagoon) - City of Glenpool
- C. 4.65 Acres - Book 4452, Page 1837 (Lagoon) - GUSA
- D. 20.81 Acres - Doc #2023085568 - GUSA

The ongoing Wastewater Treatment Plant (WWTP) project is currently in the design phase. The preliminary site layout shows that the WWTP structures cross the property lines of the lots, posing set-back issues. Furthermore, part of the lagoon (9.9 acres) is owned by City of Glenpool through a condemnation case #C83-4120, while the other 4.65 acres is owned by GUSA. This lot consolidation application streamlines the ownership of these lots and combines all four lots into one (1) under the ownership of Glenpool Utility Services Authority (GUSA).

Staff Recommendation:

We recommend approval of the lot-combination application (GLS 264) to consolidate the four lots totaling 36.67 acres into one lot under the ownership of Glenpool Utility Services Authority (GUSA).

Attachments:

- Map of Tracts
- Preliminary Site Layout
- Lot Combination Application

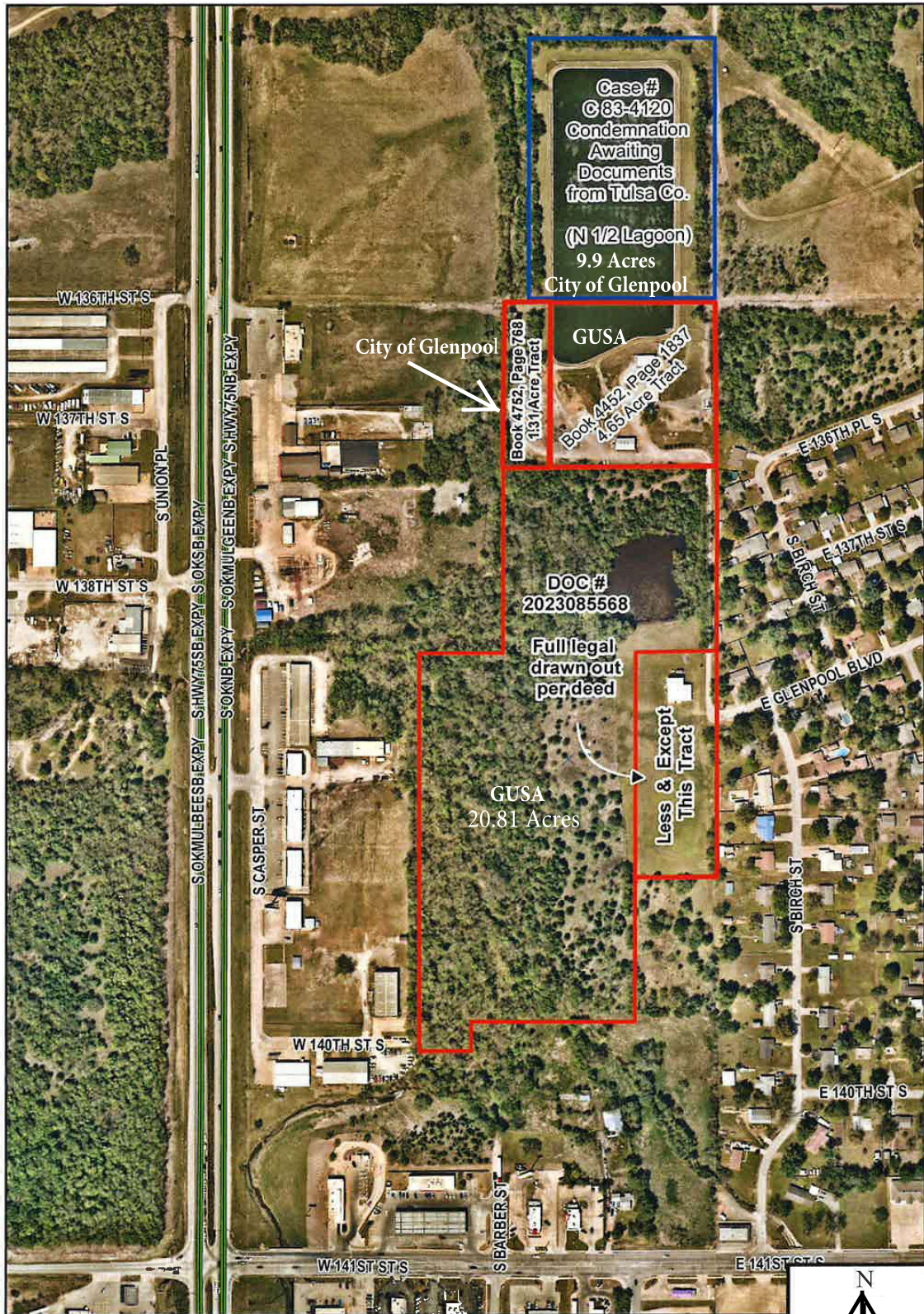
12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641

Mayor Joyce Calvert, Ward 3; Vice-Mayor Brandon Kearns, At-Large;

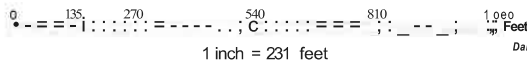
Tim Fox, Ward 1; Chris Brobst, Ward 2; Jacqueline Lund, Ward 4

City Manager David Tillotson, Assistant City Manager Susan White, City Clerk Wendy Knight

www.glenpoolonline.com



WWTP Properties to be Combined



Dato: 11/27/2023





CITY OF GLENPOOL LOT SPLIT PROCEDURE

Any individual or company who wishes to divide or merge platted or unplatted property with the City limits of the Glenpool.

1. The applicant must fully complete the application, including the legal description on the overall tract as well as the legal description of the split tracts.
2. The requested lot dimensions must be in conformance with the zoning on the property. If you are uncertain about the zoning of your property, please contact the Community Development Department at 918-209-4610.
3. The application must be accompanied by a sketch plat, survey or other type of drawing (drawn to scale on 8.5"x 11" or 11"x17" paper) accurately demonstrating the proposed split. Please show all existing buildings on the property along with the dimensions from the proposed property line to the existing building.
4. The filing fee per fee schedule: www.glenpoolonline.com.
5. Following the receipt of the completed lot split application, Staff will research and analyze the request and produce a Staff Report. Additionally, the proposed lot split will be reviewed by the Technical Advisory Committee (TAC). The applicant or the representative for the applicant should make arrangements to attend this meeting. The comments and recommendations of the TAC along with the Staff Report will be forwarded to the Planning Commission for review.
6. The Glenpool Planning Commission will hear the request for lot split per meeting schedule: www.glenpoolonline.com. The applicant or representative of the applicant should make arrangements to attend the Planning Commission meeting. At meeting, the applicant or the representative of the applicant will have a chance to speak, as well as any interested citizens. At the conclusion of the review, the Commission will approve, approve conditionally, or deny the lot split request by majority vote. The action of the Glenpool Planning Commission shall be final.

If you have any questions, or require any further information, please call the Community Development Department at 918-209-4610.



LOT SPLIT APPLICATION

FEE: per fee schedule

NOTE: Two copies of a sketch, plat of survey or other type of drawing that will accurately depict the proposed split MUST BE attached to this application.

APPLICATION NO.
S T R
RECEIPT NO.

THE FOLLOWING INFORMATION IS TO BE SUPPLIED BY APPLICANT				
NAME OF RECORD OWNER		WHAT IS THE PRESENT USE OF THE TRACT?		
LEGAL DESCRIPTION OF EXISTING UNDIVIDED TRACT, WHICH YOU PROPOSE TO SPLIT, AS SHOWN ON THE RECORD OF THE COUNTY CLERK.				
FIRST TRACT TO BE CREATED	LEGAL DESCRIPTION OF PROPOSED TRACT	STAFF USE ONLY	SOURCE OF WATER SUPPLY FOR THIS TRACT ☐ CITY ☐ WELL ☐ OTHER	
		TAC REVIEW	TYPE OF SEWAGE DISPOSAL TO BE AVAILABLE FOR THIS TRACT ☐ SEWER ☐ SEPTIC ☐ OTHER	
		PC REVIEW	STREET OR STREETS TRACT WILL FACE	
		INST. RELEASED	PROPOSED USE OF THIS TRACT	LOT SIZE OF PROPOSED TRACT FT. X FT.
SECOND TRACT TO BE CREATED	LEGAL DESCRIPTION OF PROPOSED TRACT	STAFF USE ONLY	SOURCE OF WATER SUPPLY FOR THIS TRACT ☐ CITY ☐ WELL ☐ OTHER	
		TAC REVIEW	TYPE OF SEWAGE DISPOSAL TO BE AVAILABLE FOR THIS TRACT ☐ SEWER ☐ SEPTIC ☐ OTHER	
		PC REVIEW	STREET OR STREETS TRACT WILL FACE	
		INST. RELEASED	PROPOSED USE OF THIS TRACT	LOT SIZE OF PROPOSED TRACT FT. X FT.
THIRD TRACT TO BE CREATED	LEGAL DESCRIPTION OF PROPOSED TRACT	STAFF USE ONLY	SOURCE OF WATER SUPPLY FOR THIS TRACT ☐ CITY ☐ WELL ☐ OTHER	
		TAC REVIEW	TYPE OF SEWAGE DISPOSAL TO BE AVAILABLE FOR THIS TRACT ☐ SEWER ☐ SEPTIC ☐ OTHER	
		PC REVIEW	STREET OR STREETS TRACT WILL FACE	
		INST. RELEASED	PROPOSED USE OF THIS TRACT	LOT SIZE OF PROPOSED TRACT FT. X FT.
FOURTH TRACT TO BE CREATED	LEGAL DESCRIPTION OF PROPOSED TRACT	STAFF USE ONLY	SOURCE OF WATER SUPPLY FOR THIS TRACT ☐ CITY ☐ WELL ☐ OTHER	
		TAC REVIEW	TYPE OF SEWAGE DISPOSAL TO BE AVAILABLE FOR THIS TRACT ☐ SEWER ☐ SEPTIC ☐ OTHER	
		PC REVIEW	STREET OR STREETS TRACT WILL FACE	
		INST. RELEASED	PROPOSED USE OF THIS TRACT	LOT SIZE OF PROPOSED TRACT FT. X FT.
AS APPLICANT, WHAT IS YOUR INTEREST IN THIS PROPERTY? ☐ PRESENT OWNER ☐ PURCHASER ☐ ATTORNEY FOR OWNER ☐ OTHER				
If other than present owner, give name, address and phone number of present owner.		NAME	ADDRESS	PHONE
I certify that this information is true and correct.		NAME	ADDRESS	PHONE
FOR COMMISSION USE				
L. NO.	S. T. R.	SUBDIVISION NAME		
ZONING REQUIREMENT	MAJOR STREET PLAN REQUIREMENT	UTILITY EASEMENT NEEDS	HEALTH DEPT. NEEDS	
ACTION RECOMMENDED TO THE PLANNING COMMISSION	ACTION TAKEN BY THE PLANNING COMMISSION	DATE	CONDITION:	