



NOTICE
GLENPOOL CITY COUNCIL
REGULAR MEETING

A Regular Session of the Glenpool City Council will be held at 6:00 p.m. on March 4, 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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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 MARCH 4, 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 – David Gray- Glenpool Church of Christ**
- D) **Pledge of Allegiance – Joyce G. Calvert, Mayor**
- E) **Proclamation- DECLARING ARBOR WEEK IN THE CITY OF GLENPOOL.**
 - 1) [Proclamation - Arbor Week CC AGENDA 03042024](#)
- F) **Recognition of CLEET Graduate Jace Allison– Jeremy Plane, Police Chief**
- G) **Management Report**
 - 1) [CM Report.03042024](#)
- H) **Mayor Report – Joyce G. Calvert, Mayor**

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- I) **Council Comments**
- J) **Public Comments**
- K) **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 February 20, 2024, meeting. 34 - 37
[City Council Regular Meeting - 20 Feb 2024 - Minutes - Html](#)
 - 2) Approval of Budget Amendment CITY-09 38 - 39
[CITY-09 City Council FY24 Budget Amendment Staff Report 02-29-24](#)
[City-09 Amendment Post-Audit Rollovers](#)
 - 3) Approval of Budget Amendment CITY-10 for FY23-24, increasing the ARPA Grant Fund revenue budget for ARPA Transfer from Fund Balance, and increasing the ARPA Grant Fund FY23-24 expenditure budget for Contract Services for preliminary design of the wastewater treatment facility. 40 - 45
[CITY-10 City Council Staff Report 03-04-2024 FY24 Budget Amendment](#)
[City-10 Copy of Amendment ARPA 03042024](#)
[City-10 Financials Garver Invoice for budget amendment 03042024](#)
[City-10 Garver Invoice #1-2300438-2 Budget Amendment 03042024](#)
 - 4) Resolution No.2024001, updating signatories of Bancfirst accounts. 46 - 50
[Staff Report - Bank Account Signer](#)
[Resolution No.2024001, updating signatories of Bancfirst accounts.](#)
[Resolution No.2024002 updating signatories of Bancfirst accounts](#)
 - 5) Authorizing updated signatories to any and all accounts at Mabrey Bank.
 - 6) Authorizing updated signatories to any and all accounts at American Heritage Bank.
 - 7) Appointment of Joshua Brannon as City Treasurer. 51
[Staff Report -Treasurer Appt_03042024](#)
- L) **Consideration and appropriate action relating to items removed from the Consent Agenda**
- M) **Scheduled Business**
 - 1) Request from Glenda Durham to discuss City's role in addressing safety concerns along Hwy 75.
(David Tillotson, City Manager)
 - 2) Discussion and possible action to approve, modify or deny adding new language dealing with the payout of compensatory time to Policy 3.14 of the City's Employee Handbook and Personnel Policies and to authorize allowing any current non-union employees that would have met the requirements of the policy a one-time opportunity to take advantage of the policy. 52 - 54
(David Tillotson, City Manager)
[Staff Report - Comp Time Policy Change AGENDA 03042024](#)
 - 3) Discussion and possible action to approve, modify or deny the remodeling of the Police Department second floor. 55 - 63
(Jeremy Plane, Chief of Police)

[Staff Report - PD Remodel AGENDA 03042024](#)

- 4) Discussion and possible action to enter into Executive Session for the purposes of (A) conferring on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to remain or to locate within the City of Glenpool because public disclosure of the matter discussed would interfere with the development of products or services and would violate the confidentiality of such business, pursuant to 25 O.S. § 307.C.11 of the Open Meeting Act; and (B) discussing possible amendments to, and terms and conditions of, a collective bargaining agreement with the International Association of Fire Fighters, Local 2990, pursuant to 25 O.S. § 307(B)(2) (Open Meeting Act).
(David Tillotson, City Manager)
- 5) Discussion and possible action to reconvene in Regular Session.
(Joyce G. Calvert, Mayor)

N) **Adjournment**

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on March 1, 2024, at 11:30am.

Signed: Lesli Smith
City Clerk

**PROCLAMATION DECLARING ARBOR WEEK IN GLENPOOL
AND ENCOURAGING THE CELEBRATION OF ARBOR DAY**

WHEREAS, in 1872, Arbor Day was proposed to the Nebraska Board of Agriculture; and

WHEREAS, Arbor Day was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees in our City increase property values, enhance the economic vitality of the business areas, promote walkability and beautify our community; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW THEREFORE IT IS HEREBY PROCLAIMED that the week of March 24th through 30th is declared Arbor Week within the City of Glenpool in order to coincide with the State of Oklahoma's celebration of Arbor Week and to encourage all residents and businesses within the City to celebrate by supporting efforts to protect our trees and woodlands and by planting trees across the community.

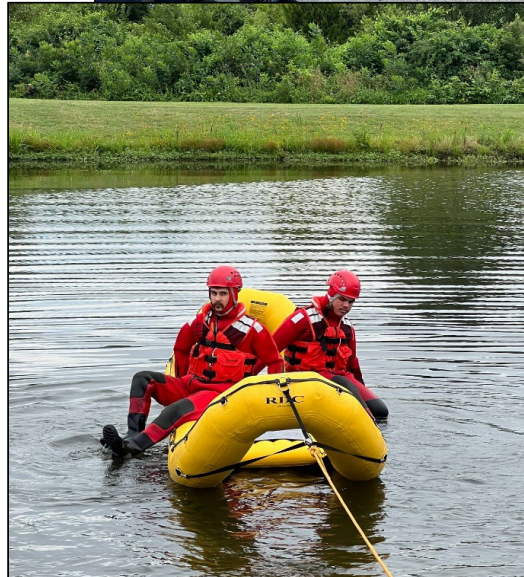
ADOPTED and SIGNED this 4th day of March 2024.

Joyce Calvert, Mayor

ATTEST: _____
Lesli Smith, City Clerk

City Manager's Report

March 4, 2024



City Of
Glenpool
Creating Opportunity

Human Resources

Open Positions

We currently have 9 open positions. These vacancies include those new positions approved in the FY2023-2024 budget.

- Public Works: 4 Positions
 - Water & Sewer Laborer (1) – Advertised and interviewing
 - Streets & Parks Laborer (1) – Post in April
 - Seasonal Streets and Parks Laborers (2) – Will post in March 2024
- Police Department: 4 Positions
 - Police Officer (3) – Offers made and accepted, pending pre-employment qualifications
 - Dispatch (1) – Advertised & accepting applications
- Administration: 1 Position
 - IT Director

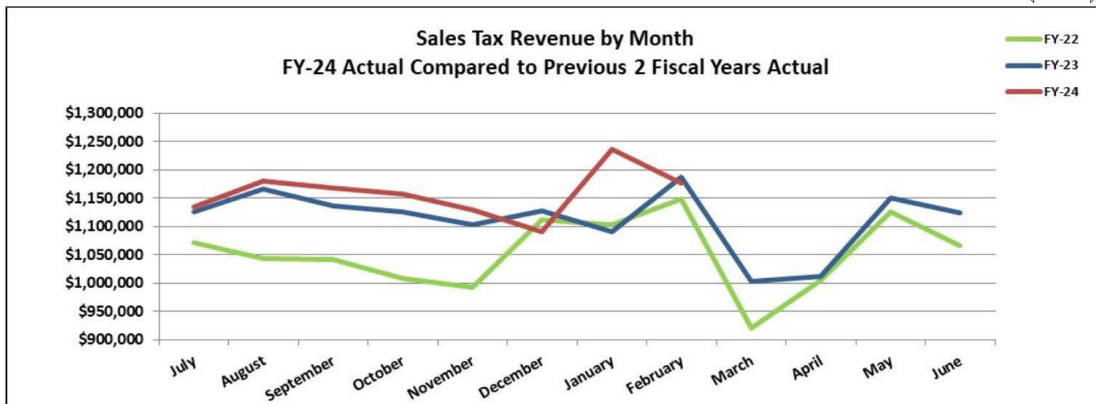
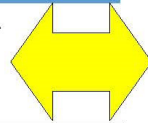
Projects and Training

- Participated in several webinars
 - SHRM: Top FMLA Mistakes: Test Your Leave Knowledge
 - SHRM: How to Drive Clarity Around Roles and Expectations
 - SHRM: 2024 HR Outlook, What Lies Ahead According to Industry Leaders
 - Guardian Tracking: Receiving Password Reset and Verification Codes

Finance

SALES TAX

FY24 Combined Sales Tax for all funds in February totaled \$1,177,808, 0.8% lower than FY23 revenues for the same period. Further details on February financial results will be reported next month after the February accounting period is closed.



GENERAL FUND REVENUES

FY24 General Fund year-to-date revenues in January totaled \$9,914,762, approximately \$843,193 or 8% higher than FY23 revenues for the same period. The change is primarily due to a 116% increase in investment income combined with a 3.7% increase in total tax revenues compared to January FY23.



GENERAL FUND EXPENDITURES

FY24 General Fund year-to-date expenditures in January totaled \$11,460,030, approximately \$4,505,341 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. Excluding this transfer, expenditures are up 28.1% over prior year-to-date.

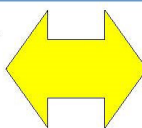


REPORT LEGEND

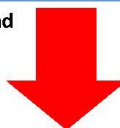
Better Than
Expected



Expected, or
Minor
Variance



Monitor and
Consider
Taking
Action



SALES TAX REVENUES—ALL FUNDS

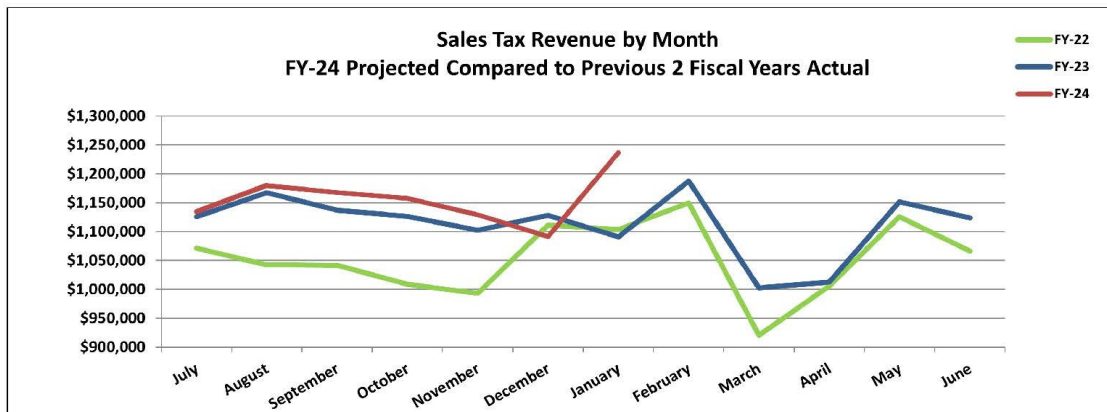


FY24 Sales Tax collections year-to-date in January were 2.1% above budget, and also 2.8% higher than FY23 collections for the same period.

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	1,236,268	95,734	1,236,268	1,090,804	145,464	8.4%	13.3%
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	\$ 8,095,804	\$ 168,337	\$ 8,095,804	\$ 13,355,155	\$ 218,574	2.5%	3.2%

Y-T-D Budget \$ 7,927,467
Y-T-D Actual 8,095,804
Y-T-D Variance 168,337
Y-T-D % Var 2.1%

Prior Year \$ 7,877,230
Y-T-D Actual 8,095,804
Y-T-D Variance 218,574
Y-T-D % Var 2.8%

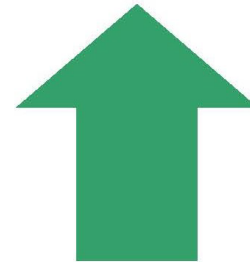
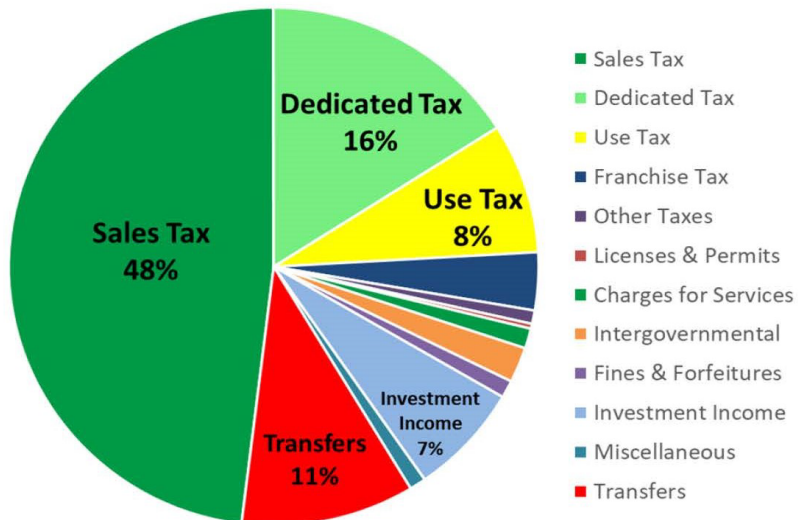


GENERAL FUND REVENUES

	YTD FY24 Budget	YTD FY24 Actual	Budget Over/(Under)	YTD FY23 Actual
Sales Tax	\$ 4,663,136	\$ 4,761,952	\$ 98,817	\$ 4,633,387
Dedicated Tax	1,554,379	1,587,587	33,209	1,544,725
Use Tax	720,095	805,107	85,012	701,851
Franchise Tax	350,000	357,327	7,327	366,633
Other Taxes	74,958	82,666	7,708	70,565
Licenses & Permits	39,258	30,535	(8,723)	36,872
Charges for Services	200,314	123,097	(77,216)	193,993
Intergovernmental	202,791	218,794	16,004	17,677
Fines & Forfeitures	123,083	107,834	(15,249)	114,886
Investment Income	58,333	689,940	631,606	311,309
Miscellaneous	35,222	99,921	64,699	88,519
Transfers	1,050,000	1,050,000	-	1,058,400
Totals	\$ 9,071,569	\$ 9,914,762	\$ 843,193	\$ 9,138,816

Over (Under) Budget year to date: **9.3%**

Increase (Decrease) over prior year: **8.5%**



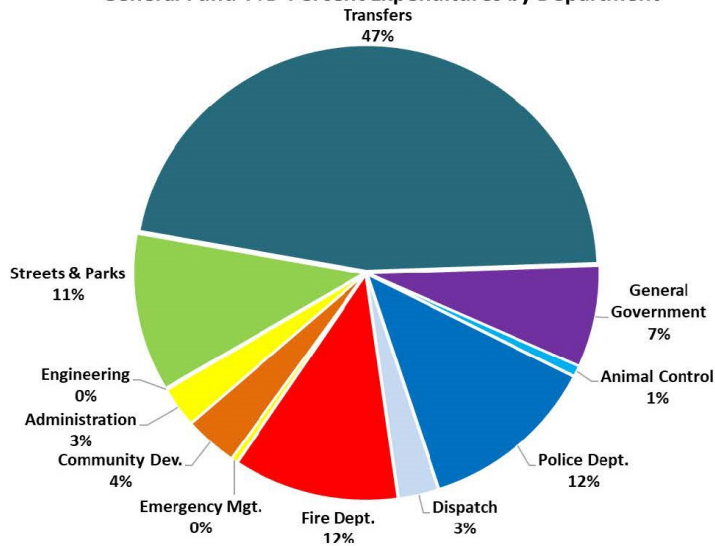
GENERAL FUND EXPENDITURES BY DEPARTMENT

DEPARTMENT	YTD FY24 Budget	YTD FY24 Actual	Budget Under/(Over)	YTD FY23 Actual
General Government	\$ 903,426	\$ 834,381	\$ 69,045	\$ 674,326
Animal Control	96,601	86,628	9,973	82,103
Police Dept.	1,634,248	1,431,194	203,054	1,020,019
Dispatch	361,036	322,887	38,149	281,939
Fire Dept.	1,782,411	1,328,043	454,368	1,190,338
Emergency Mgt.	46,372	50,539	(4,167)	1,195
Community Dev.	538,042	424,543	113,498	387,707
Administration	461,731	330,003	131,728	318,403
Engineering	125,008	11,025	113,983	-
Streets & Parks	1,075,299	1,298,337	(223,039)	403,933
Transfers	5,390,943	5,342,450	48,493	2,594,725
Totals	\$ 12,415,115	\$ 11,460,030	\$ 955,085	\$ 6,954,690

Under (Over) Budget year to date: 7.7%

Increase over prior year: 64.8%

General Fund YTD Percent Expenditures by Department



GLENPOOL UTILITY SERVICES AUTHORITY REVENUES YEAR-TO-DATE

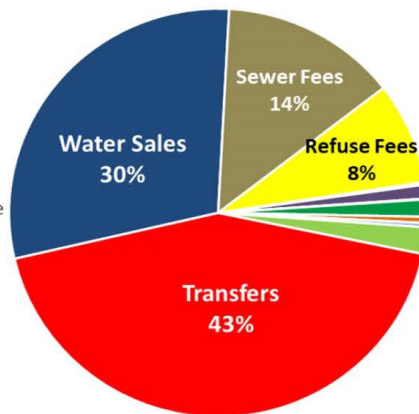
	YTD FY24 Budget	YTD FY24 Actual	Budget Over/(Under)	YTD FY23 Actual
Water Sales	\$ 1,983,333	\$ 1,800,312	\$ (183,021)	\$ 1,857,734
Sewer Fees	933,333	836,313	(97,020)	855,846
Refuse Fees	539,583	492,948	(46,636)	482,840
Solid Waste Mgt Fee	12,833	11,715	(1,118)	11,535
Storm Water Mgt Fee	73,500	67,134	(6,366)	66,134
Water/Wastewater Fee	1,692	3,600	1,908	1,361
Misc Fees	83,125	83,797	672	77,004
Taps	32,083	30,000	(2,083)	29,100
CCRWD 2	18,375	20,229	1,854	16,794
Investment Income	61,250	128,597	67,347	60,010
Transfers	2,570,990	2,637,587	66,597	2,594,725
Totals	\$ 6,310,098	\$ 6,112,232	\$ (197,866)	\$ 6,053,083

Over (Under) Budget year to date: -3.1%

Increase over prior year: 1.0%

GUSA YTD Revenues by Type

- Water Sales
- Sewer Fees
- Refuse Fees
- Solid Waste Mgt Fee
- Storm Water Mgt Fee
- Water/Wastewater Fee
- Misc Fees
- Taps
- CCRWD 2
- Investment Income
- Transfers

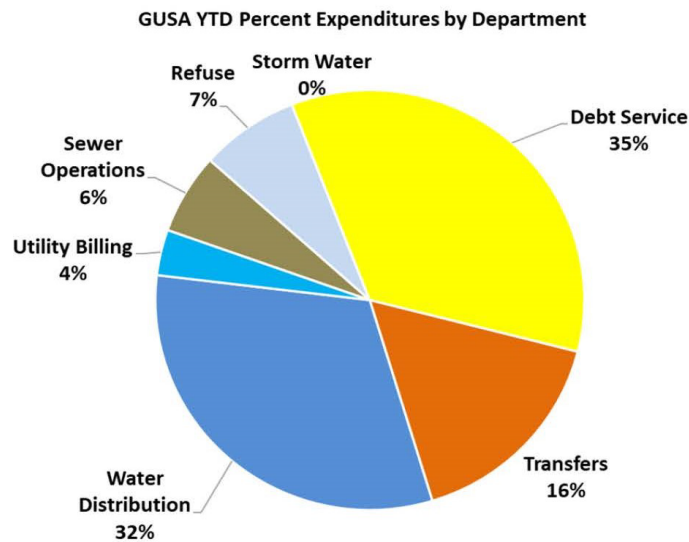


GLENPOOL UTILITY SERVICES AUTHORITY EXPENSES YEAR-TO-DATE

DEPARTMENT	YTD FY24 Budget	YTD FY24 Actual	Budget (Over)/Under	YTD FY23 Actual
Water Distribution	\$ 2,130,703	\$ 2,034,215	\$ 96,488	\$ 1,595,920
Utility Billing	226,722	226,194	528	196,790
Sewer Operations	552,849	398,692	154,157	-
Refuse	452,667	480,461	(27,794)	392,229
Storm Water	327,833	-	327,833	-
Debt Service	1,711,420	2,244,147	(532,727)	2,099,417
Transfers	1,050,000	1,050,000	-	1,050,000
Totals	\$ 6,452,194	\$ 6,433,708	\$ 18,486	\$ 5,334,356

Under (Over) Budget year to date: 0.3%

Increase over prior year: 20.6%



FUND DASHBOARD

FUND	REVENUES	EXPENDITURES	CHANGE IN FUND BALANCE
GENERAL FUND	\$9,914,762	\$11,465,099	<\$1,550,337>
GLENPOOL UTILITY SERVICES AUTHORITY FUND	\$6,122,982	\$6,433,708	<\$310,726>
GLENPOOL INDUSTRIAL AUTHORITY FUND	\$3,099,496	\$3,095,029	\$4,467
STREETS & INFRASTRUCTURE FUND	\$519,060	\$47,607	\$471,453
PUBLIC SAFETY CAPITAL FUND	\$805,441	\$741,208	\$64,233
PUBLIC SAFETY PERSONNEL FUND	\$983,387	\$840,668	\$142,719
CAPITAL FUND	-	-	-
ARPA FUND	\$187,754	\$753,404	<\$565,650>
PARKS AND RECREATION FUND	\$10,750	-	\$10,750
HOTEL FUND	\$143,011	\$126,497	\$16,514

Development Services

Listed below are current development related activities within the City of Glenpool **through the month of February 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 March 2024.
2. **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.

Commercial/Industrial Occupancy Permits Issued in February:

1. **Fear the Lamb Enterprises** (14060 S Peoria Ave #109) – Online apparel store.
2. **GH Food Group** (14060 S Peoria Ave #115) – Appliance repair.
3. **Xpress Urgent Care** (12190 S Waco Ave Ste. C) – Urgent care clinic.
4. **Ground Control Jui Jitsu** (14020 S Peoria Ave # 112 & 113) - Martial Arts Studio.

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.
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	22	36	20
4	Scissortail	88	3	42	43
5	Redbud Glen	74	12	16	46
6	Twin Ponds	25	1	1	23
	Totals	380	38	208	134

Planning Applications Under Review:

A. Annexation(s):

1. **Dawes Property Annexation** - An Annexation (ANX2024-01) application to annex a 42.74-acre into the City of Glenpool corporate limits.

B. Comprehensive Plan Amendment(s):

1. **Scissortail II** - A proposed Comprehensive Plan Amendment (CPA-01-2024) to change the Land Use Designation of a 40.2-acre site from Suburban Residential to General Residential

C. Zone Amendment(s):

1. **Scissortail II** – A proposed Zone Amendment to change the zoning of a 40.2-acre site from AG (Agricultural) to RS-3 (Single Family High Density).

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):

1. **State Farm Office Marvin Manns** – A plat map for a proposed office building located at 201 E 141st St.

F. Lot Split Application(s):

1. **COG Waste-Water Treatment Plant** - A Lot Consolidation (GLS-264) application to consolidate four (4) tracts totaling 36.56 acres into one (1) lot.

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. **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.
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. **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.
5. **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.

Items Scheduled for Planning Commission Meeting – March 11, 2024

1. **Dawes Property Annexation** - An Annexation (ANX2024-01) application to annex a 42.74-acre site into the City of Glenpool corporate limits.
2. **State Farm Office Marvin Manns** – A one (1) lot plat map for a proposed office building located at 201 E 141st St.
3. **COG Waste-Water Treatment Plant** - A Lot Consolidation (GLS-264) application to consolidate four (4) tracts totaling 36.56 acres into one (1) lot.

Items Scheduled for BOA Meeting – March 11, 2024

No items

Current Residential and Commercial Building Permit Statistics

New Residential Permits Issued February 2024	6
New Commercial Permits Issued February 2024	0
Current Active Residential Permits	52
Current Active Commercial Permits	2
Residential Permits thru February 2023	2
Residential Permits thru February 2024	11
Commercial Permits thru February 2023	0
Commercial Permits thru February 2024	0
Assessment Letters Issued in February 2024	1
Total Assessment Letters Issued in 2024	2

Code Enforcement Activity for **February 2024**

ACTIVITY DESCRIPTION:	Totals			
Complaints received and investigated Year to Date	132			
Open public nuisance cases through February 2024	56			
CODE ENFORCEMENT CASES	Nov	Dec	Jan 2024	Feb 2024
	84	62	58	74
High grass:	3	-0-	-0-	-0-
Fire damaged structures:	-0-	-0-	-0-	-0-
Illegally parked vehicles:	5	3	4	6
Nuisance abatements (contractor):	-0-	-0-	-0-	-0-
Notices issued for residents with no water service:	1	-0-	-0-	-0-
Tulsa County Health Department citations:	-0-	-0-	-0-	-0-
Illegally placed signs:	61	49	44	43
Damage to public facilities citations:	-0-	-0-	-0-	-0-
Excessive trash & debris notices:	7	4	4	17
Dilapidated structures/property notices:	-0-	-0-	1	-0-
Trash can/receptacle placement notices:	-0-	-0-	-0-	1
Building demolition & removal:	-0-	-0-	-0-	-0-
Inoperable/abandoned vehicles:	3	4	3	4
Visual impairments caused by trees, shrubs, vehicles, basketball goals, etc. interfering with traffic flow:	3	1	1	3
Stagnant water causing mosquito issues:	-0-	-0-	-0-	-0-
Pest issue:	-0-	-0-	-0-	-0-
Dilapidated fencing:	1	-0-	1	-0-
Noxious odor:	-0-	-0-	-0-	-0-

Public Works

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

Streets

- Crack sealed - NA
- Filled potholes
 - 144th & Warrior
 - 121st & Waco
 - 141st Pl & S Hickory
 - 149th & Yukon Ave
 - 1088 E 132nd
 - Misc around the city
- Fixed downed streets signs
 - 134th & Nyssa Pl - STOP
 - 135th & Nyssa Pl - STOP
- Cleaned storm drains – various areas
- Picked up trash around town.
- Weeded - NA
- Trimmed trees – NA
- Fixed Storm drain at 13967 S Madison
- Replaced 2 tires on the backhoe
- Cleaned up new property at 14314 Barber
- Lowered pond level at WWTF to allow for land clearing
- Picked up Christmas tree for Code Enforcement at 1216 E 138th Pl
- Finished ROW cleaning project in old town area.

Parks

- Black Gold
 - Fixed entrance gate
 - Trimmed trees around splash pad
- Kendalwood North -
 - Playground is on order
- Kendalwood South
 - Playset installation began
 - Removed graffiti
 - Hauled off old playset
- Lambert
 - Worked on trail borders
 - Fell dead trees
 - Watered saplings

- Morris
 - Mulched leaves around ball fields
 - Changed locks from football to baseball
- Rolling Meadows
 - Feel damaged tree.
 - Removed graffiti.
 - Cleaned up leaves from playground
- South County Soccer
- Picked up trash and emptied trash cans daily at all city parks.

Facilities Maintenance

- Installed light over new Streets & Parks tool cage within Public Works shop
- Changed Air filters in all city buildings (filters only provided at EMS and Sr Center)
- OGE replaced all lights in Black Gold Park
- 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.

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.
- Blower status:
 - Blower 1: non-operational... needs motor & blower
 - Blower 2: functional
 - Blower 3: functional
 - Blower 4: non-operational... needs blower
 - Blower for #4 has been ordered
 - #1 will be left non-operational for the time being.
- Adjusted WWTF SOP to maintain 2 blowers running for 24 hours after a low (<4.0 mg/L) Dissolved Oxygen sample at the river effluent.

Lift Stations:

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

Distribution:

- 332 Utility locates
- 138 service orders completed for the utility office
- 130 turn offs for non-payment – Jan 30
- 10 lock outs for non-payment – Feb 1
- Performed monthly meter reads and with 20 bad registers
- 5 leaks repaired (1 major, 4 minor, 3 minor repairs pending)
- 3 meters set (3 residential, 0 commercial)
- 25 pending meter sets (23 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 6 possible sewer backup(s) (5 on city side, 1 on customer side)
- Diagnosed 1 hydrants, put 4 back in service and ordered parts for all others.
- Repaired 0 Sewer Manholes
- 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
- Staff visited Tulsa's AB Jewell Water Plant to see how our water is made.

Community

- Facilitated planting saplings with homeschoolers at Lambert. 30 saplings planted throughout the park with the help of 8 students.

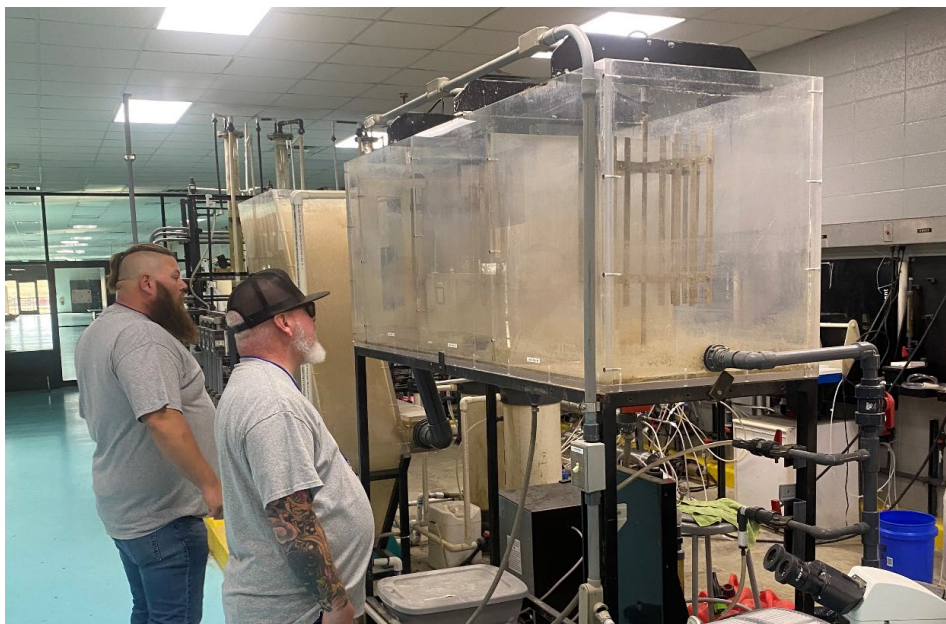
Ezra shown watering a Roughleaf Dogwood sapling along the south boarder of Lambert Park.



The youngest 4, of the 8 kid planting group, managed to plant trees and still have energy to go for a hike down the new Lambert trail.



Nick and Bryan investigating the test plant within the confines of the AB Jewell WTP



Jesse, Darius, Nick, & Bryan checking out the size of the filter gallery pipes at AB Jewell WTP



The recently acquired vacuum trailer has saved time, money, and much easier to use for many leaks we have in town. It is much appreciated and we are very thankful for this piece of equipment.



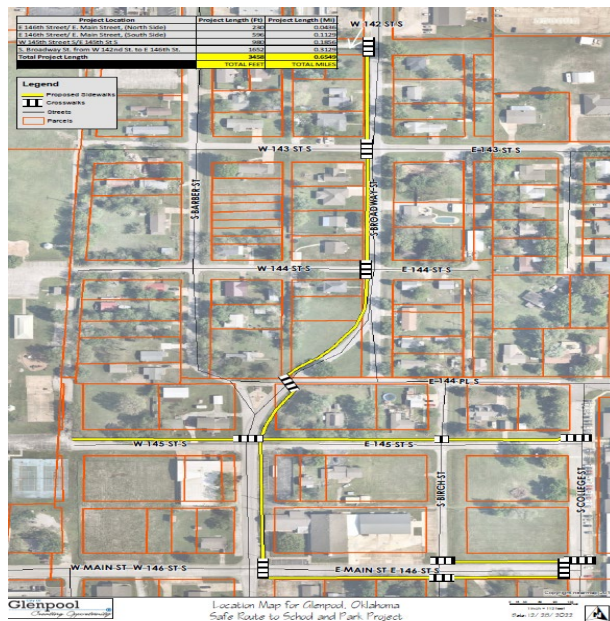
Engineering

Introduction

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

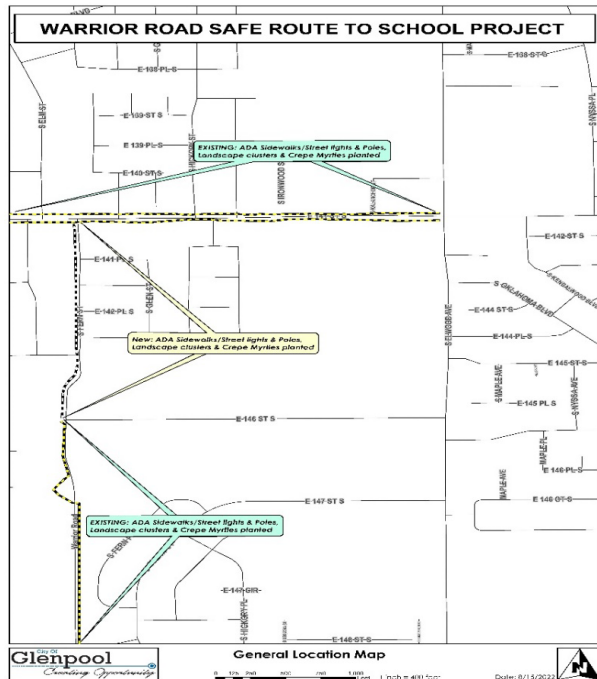
Glenpool Safe Route To School Project JP#3810404

The project establishes an ADA-compliant sidewalk network linking Glenpool Public School to Black Gold Park. Glenpool City has contracted with ODOT under the TAP3-8104 DOT Agreement to finance it. Consultant selection is in progress, with the RFQ sent out on August 30, 2023. Following interviews with two respondents, Kimley-Horn was chosen as the design consultant. Currently, ODOT is coordinating scope and fees with the consultant. The total project cost is \$1,202,760.00, with a matching fund of \$240,552.00. *(No updates have been reported since the November Engineering Departmental Report.)*



TAP Grant Sidewalk Improvement Project on Warrior Road. JP#3802804

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. Selection committee has concluded its evaluations. ODOT is coordinating the contracts with the selected Firm.



Sidewalk & Beautification Phase II Project JP#28845(05)

The project final plans, specifications and estimates have been received. The engineering department is currently coordinating the final review process. Staff would be collaborating with the consultant and ODOT on the next phases of this project.

SH67/151st Corridor Study

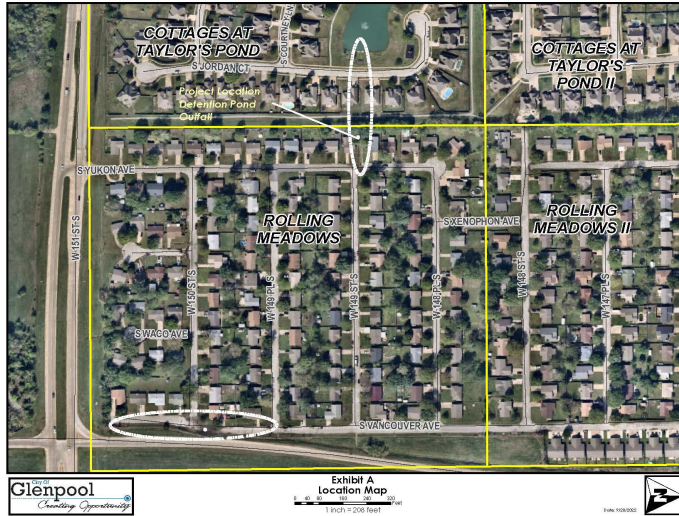
This is a progress update on the SH 67/151st St Corridor Study. The City of Glenpool in conjunction with Kimley-Horn, Oklahoma Department of Transportation, INCOG and the City of Bixby, held its 3rd Public Meeting on the SH 67/151st corridor on September 5th, 2023. City Staff has received the Draft State Highway 67 Corridor Study for final comments and review. Staff are reviewing the final draft and will provide comments to the consultant as needed.

US 75/141st

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

This project aims to address surface water runoff issues affecting residents of Rolling Meadows near the Taylor's Pond Subdivision. It entails adding stormwater collection infrastructure in the utility easement between the two subdivisions, incorporating storm inlets to gather water flowing from west to east. The Request for Qualifications (RFQ) was issued on February 1, 2024, and was available on the City of Glenpool website. Responses were due by February 26, 2024, with three submissions received. City Staff will evaluate these responses and may schedule interviews for further assessment.



Bicycle/ Pedestrian Masterplan Update

This is an update to the City of Glenpool's Bicycle and Pedestrian plan, which would become part of the INCOG Regional Go Masterplan. The City entered into agreement with INCOG on February 21st, 2024, to update the City bicycle/pedestrian plan. The selected consultant is RDG-Garver LLC.

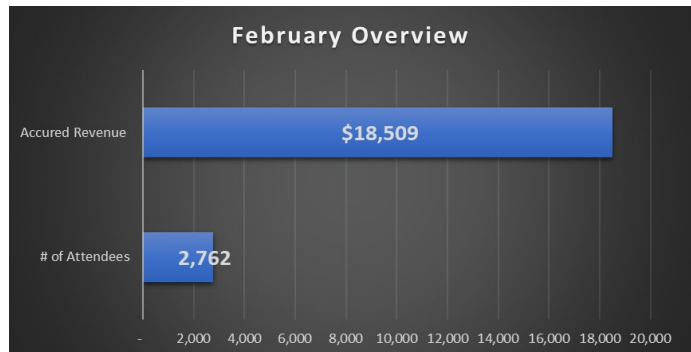
GIS

Engineering Department is in the process of obtaining GIS Services to facilitate GIS Data collection in the field and integrate ArcGIS Online functionality into our office, alongside ArcPro, within the City.

Conference Center

During February, the conference center hosted a total of 17 events. These events catered to a diverse range of interests and demographics within our community and neighboring areas. These events ranged from smaller-scale trainings, meetings, and hiring sessions to larger-scale gatherings that attracted significant attention and participation. Some events to highlight:

- ORU Baseball hosted their annual banquet where they celebrated and recognized the accomplishments of the athletes and coaches for a very successful year. This was their biggest banquet yet with over 500 people attending.
- Muscogee Creek Nation events: These consisted of a food show for their tribe to come in, taste and pick foods that will be served at other events throughout the year, as well as hosted a sweetheart dance for their elderly group.
- Jenks Southwest Elementary PTA hosted their eighth Trivia Night Fundraiser with us. This event is to raise funds for the Jenks Southwest Elementary School.
- House Divided put on their third very successful two-day trading card show. Bringing in over 200 people from across the area.
- Lastly, a scrapbooking retreat. Having attendees from neighboring states, this event provided a space for individuals to share techniques and stories, fostering connections and creativity.



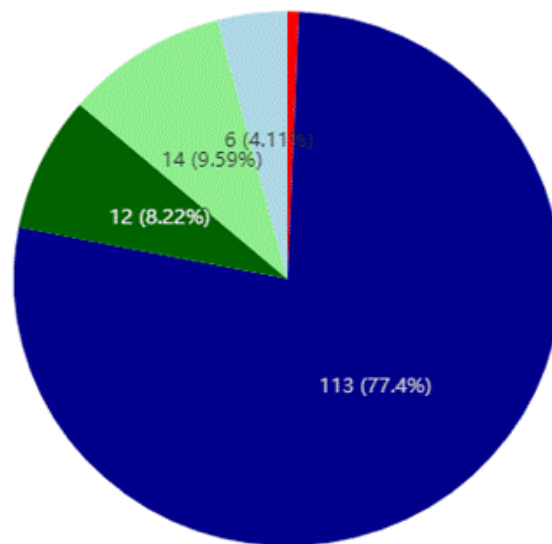
Fire Department

Glenpool Fire Department Operations February 2024

2/1/24- 2/22/24

Run Type	# of Calls	Totals Calls
EMS Runs	113	146
Fire Runs	33	
Overlapping	26	

Total (146)



Incident Type Series

1	1 - Fire
113	3 - Rescue & Emergency Medical Service Incident
12	5 - Service Call
14	6 - Good Intent Call
6	7 - False Alarm & False Call

146

Economic Development

February:

- *Business, Retention, & Expansion (BR&E)*
 - 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: On February 27, a meeting between Oklahoma Manufacturing Alliance, City of Glenpool and a Glenpool manufacturer was set up to explore options regarding a 5- or 10-year training plan. Potential for more meetings to follow.
- *New Business/Sites*
 - International Council of Shopping Centers (ICSC) Red River Follow Up: City Manager and Director of Economic Development have been following up on several action items related to Glenpool data.
 - Oklahoma Department of Commerce (ODOC) SITES (Supporting Industrial Transformation and Economic Success) Program: The Director of Economic Development attended the meeting February 13, 2024, in Oklahoma City as part of the monthly Select Oklahoma (State-wide Economic Development) gathering. This program is completely funded by the Oklahoma Department of Commerce and is free.
 - On Friday, February 27, 2024, Charlotte Howe from ODOC and Director of Economic Development will be meeting in Glenpool to discuss various sites before submission. The goal will be for 2 sites to be submitted to InSite for their recommendations on how to properly market them for business attraction.
 - 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.
- *Grants:*
 - Beth Miller (Grants – Special Projects Coordinator) worked with staff and Council to submit applications for various grants.
 - At the February 20th Council Meeting, the Council approved to accept the \$134k grant for lighting retrofit of City Hall/Conference Center and allow City Manager to sign necessary paperwork to complete it.
 - 2 Police grants declined from 2023 (drug incinerator, go-bags)
 - 6 grants in process
- *Special Projects:*
 - Farmers Market Ramp-Up.
 - Fees Established
 - Farmers Market Flyer Posted to Glenpool FB

- Vendor application live
- 2024 rules/regulations live.
- 16 vendor applications submitted and accepted; the application has been live for less than a month.
- Machine for EBT/SNAP in process
- Conference February 28-March 1st will provide supplies and knowledge (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, have meeting 3/9 with another longtime resident to locate a concrete bunker that could be related.
 - Land has been cleared in Lambert Park this month near the coordinates.
 - Trek to find well in Jan could have been located on land owned by the trailer park (possible grant -due 3.31- we can use to purchase that land)
 - Trek to locate inside City of Glenpool owned property (Lambert Park) ongoing.
 - Working with Glenpool Historian, Garret Jackson, and Preservationist, Jeff Jenkins
 - Researching grants to start a museum.
- Miscellaneous Projects: Concert Series
 - Next Scheduled Events Committee Meeting for March 6th
 - Bands have been selected for the concert series along with the 4th of July Red, White & Boom Bash.
 - Agreed to move Concert Series to Black Gold Park instead of City Hall

Police Department

Staffing

Officer Morgan has initiated his Phase II field training and is performing exceptionally well, exceeding our expectations. Since January, our department conducted examinations for three officer positions on February 10th. Following these exams, three conditional offers have been extended to the candidates. We are scheduled to commence the background check process on March 5th.

On February 23rd, Officer Jace Allison celebrated his graduation from CLEET in Ada, Oklahoma. I, along with Deputy Chief Graves, Lieutenant Glasby, and Corporal Duque, had the honor of attending the ceremony. Officer Allison's family was also present, sharing in the pride we feel in welcoming him to the Glenpool family.

In the Communications Division, we were pleased to hire dispatcher Kelsy Knott, who began her duties on February 12th. Currently, the division is operating with one vacancy. However, we are in the process of reaching out to several qualified candidates for interviews, aiming to fill this position promptly.

Training

School Resource Officer Hill recently attended the "Justice on the Reservation" training, focusing on enhancing responses to crimes against children within Indian territory. This issue is increasingly significant throughout Oklahoma, particularly in Glenpool. With the insights gained by Officer Hill, we are confident in our ability to produce more detailed reports and pursue appropriate justice for victims effectively.

Corporals Mitchell and Weygand have embarked on their third and final phase of accident reconstruction training. This course has proven to be both mentally and physically demanding. The department stands to benefit immensely from the knowledge and skills acquired by these officers, which will further advance our professionalism and accuracy in accident reconstruction efforts.

Projects

Following the approval of new ordinances regarding the destruction of unclaimed or found property, our department's property room technician has started implementing the necessary steps to either properly dispose of or donate the surplus items. This is a significant but essential task, given the considerable amount of property currently stored in the property room.

Equipment

As of February 23rd, both Animal Control Officer (ACO) trucks have been updated with new striping and are now fully operational. This simple enhancement significantly advances the professionalism of our department.

JANUARY 24 – FEBRUARY 27



Calls for Service	1456
Arrest	53
DUI	6
Collisions	24
Alarm Calls	32
Burglary	4
Disturbance	21
Domestic	19
Fraud	9
Harassment	7
Larceny	22
Loud Noise	4
Motorist Assist	34
Stolen Property	2
Suspicious Activity	48
Trespassing	0
Traffic Stops	585



Communication Officer
Kelsy Knott



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**





MINUTES
City Council Regular Meeting
Tuesday, February 20, 2024 Council Chambers 6:00 PM

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

COUNCIL ABSENT: [Brandon Kearns]

STAFF PRESENT: David Tillotson
Susan White
Lesli Smith
David Agbetunsin
Lea Ann Reed
Jeremy Plane
Debbie Pengelly
Elizabeth Miller
Gerald S. Gilbert
Jesse Hale
Joe Wuest
Paul Newton

STAFF ABSENT:

- A) Call to Order - Joyce G. Calvert, Mayor**
Mayor Calvert called the meeting to order at 6:02 p.m.
- B) Roll Call, Declaration of Quorum – Lesli Smith, City Clerk; Joyce G. Calvert, Mayor**
Scott Major Attorney, of Rosenstein, Fist & Ringold, and Joshua "Josh" Brannon recently appointed Finance Director for the City of Glenpool were also in attendance.
- C) Invocation –Rick Tabisz- King of Kings Lutheran Church**
- D) Pledge of Allegiance – Joyce G. Calvert, Mayor**
- E) Management Report**
City Manager David Tillotson officially introduced new Finance Director Joshua "Josh" Brannon to the Mayor and Council. He expressed being excited to welcome

Josh on to the City of Glenpool team who will officially start on Thursday of that week.

[CM Report.02202024](#)

F) Mayor Report – Joyce G. Calvert, Mayor

Mayor Calvert extended her welcome and congratulations to Josh Brannon on his hiring as the City of Glenpool Finance Director. She said she believed he will love working with this great staff in this wonderful community. Mayor Calvert then expressed her gratitude to Grants/Special Projects employee Beth Miller or her hard work on the Energy Efficiency Lighting Retrofit Program grant award and how that will benefit the city and its overall operating expenses.

G) Council Comments

Councilor Lund commended Glenpool Public Schools for presenting a community event on raising the awareness of Child Trafficking. She said the next installment of that event will be held at the Glenpool Conference Center on 2/21/2024.

Councilor Brobst, wanted to remind everyone about the current Mattress Fundraiser that directly benefits the Glenpool High School Band. He encouraged anyone who is in need of a new mattress to purchase from the fundraiser.

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 February 5, 2024, meeting.
[City Council Regular Meeting - 05 Feb 2024 - Minutes - Html](#)
- 2) Accept Energy Efficiency Lighting Retrofit Program grant award from the Oklahoma Department of Commerce in the amount of \$134,917.26 with no required match and authorize the City Manager to sign all grant documents.

Moved by Chris Brobst, seconded by Jacqueline Triplett-Lund

To approve the consent agenda.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns				x
Tim Fox	x			
Chris Brobst	x			

Jacqueline Triplett-Lund	x			
	4	0	0	1

CARRIED.

[Staff Report - Energy Efficiency Grant Award- BETH MILLER](#)

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 South 75 Business Park - PUD 42B (South 75 Business Park) Major Amendment. The subject site is generally located on the northeast corner of US75 and West 171st Street South in the City of Glenpool, Oklahoma. The Major Amendment to PUD 42B (South 75 Business Park) proposes to allow RV Campgrounds with the approval of a Specific Use Permit (SUP) within a 15.38-acre area located in the southern portion of the PUD 42B boundaries.

Applicant Representative: Weldon Bowman, W. Design
(Gerald Gilbert, Development Services Director)

THIS ITEM IS BEING WITHDRAWN FROM THE AGENDA AT THE REQUEST OF STAFF

[STAFF MEMO TO CC - Floyds Campground - Feb 20 2024](#)

- 2) Discussion and possible action to approve or deny the Agreement by and between the Indian Nations Council of Governments and the City of Glenpool for an update of the City of Glenpool's Bicycle/Pedestrian Masterplan.
(David Agbetunsin, City Engineer)

Moved by Tim Fox, seconded by Jacqueline Triplett-Lund

To approve the Agreement by and between the Indian Nations Council of Governments and the City of Glenpool for an update of the City of Glenpool's Bicycle/Pedestrian Masterplan.

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

Lund				
	4	0	0	1

CARRIED.

[Staff Report - Bicycle and Pedestrian Plan Update](#)
[City of Glenpool Agreement revised -BICYCLE PEDESTRIAN](#)
[MASTERPLAN](#)

- 3) Presentation and discussion related to the creation of a Strategic Plan for the City of Glenpool.
(David Tillotson, City Manager)

City Manager David Tillotson reviewed the SWOT responses from Council and staff. He provided an overview of the process and expected schedule for future planning sessions.

L) Adjournment

Mayor Calvert adjourned the meeting to order at 7:07 p.m.



To: Honorable Mayor and City Council

From: Josh Brannon, Finance Director

Date: February 29, 2024

Re: FY23-24 City Budget Amendment CITY-09

Background:

The City has projects that were encumbered in Fiscal Year 22-23 that were not complete by June 30, 2023. Under the provisions of the Oklahoma Municipal Budget Act, 11 O.S. § 17-201 through § 17-218, the City may lapse unexpended appropriations at fiscal year-end, and reapprove outstanding encumbrances in the immediately following fiscal year.

Staff Recommendation:

Staff recommends approval of Budget Amendment CITY-09.

Attachments:

Budget Amendment Form CITY-09.

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 Triplett-Lund, Ward 4

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

www.glenpoolonline.com

**City of Glenpool
Budget Amendment**

Fiscal Year:	<u>2023 - 2024</u>
Amendment No:	<u>City-09</u>
Date Requested:	<u>3/4/2024</u>

Revenue:

Fund	Account Number	Acct Name	Increase / (Decrease)	New Budget Amount
01	5-00-5409	TSF From Fund Balance	\$ 35,006.00	\$ 3,658,615.00
		Total	\$ 35,006.00	

Expense:

Fund	Account Number	Acct Name	Increase / (Decrease)	New Budget Amount
01	6-06-6350	Vehicle	\$ 5,256.00	\$ 70,787.00
01	6-07-6333	Capital Purchases	\$ 29,750.00	\$ 59,750.00
		Total	\$ 35,006.00	

Notes:

Additional rollovers resulting from FY2023 Adjusting Journal Entry.

Approved by the City of Glenpool

Chair

Date



To: Honorable Mayor and City Council

From: Josh Brannon, Finance Director

Date: February 28, 2024

Re: FY23-24 City Budget Amendment CITY-10

Background:

The attached budget amendment requests an increase to the ARPA Grant Fund FY23-24 revenue budget for ARPA Transfer from Fund Balance and an increase to the ARPA Grant Fund FY23-24 expenditure budget for Contract Services to appropriate first tranche grant proceeds from the Oklahoma Water Resources Board (OWRB) for preliminary design of the wastewater treatment facility.

Staff Recommendation:

Staff recommends approval of Budget Amendment CITY-10, increasing revenue account 06-05-00-5409 (ARPA Transfer from Fund Balance) by \$1,200,000.00, and increasing expenditure account 06-06-18-6235 (Contract Services) by \$1,200,000.00.

Attachments:

Budget Amendment Form CITY-10.

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 Triplett-Lund, Ward 4

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

www.glenpoolonline.com

City of Glenpool
Budget Amendment

Fiscal Year: 2023 - 2024
Amendment No: City-10
Date Requested: 3/4/2024

Revenue:					Expense:				
Fund	Account Number	Acct Name	Increase / (Decrease)	New Budget Amount	Fund	Account Number	Acct Name	Increase / (Decrease)	New Budget Amount
06	5-00-5409	Transfer from Fund Balance	\$ 1,200,000.00	\$ 2,400,000.00	06	6-18-6235	Contract Services	\$ 1,200,000.00	\$ 1,778,695.00
		Total	\$ 1,200,000.00				Total	\$ 1,200,000.00	

Notes:
Increase of ARPA Transfer from Fund Balance & corresponding expense account for services related to preliminary design of WWTP.

Approved by the City of Glenpool

Chair

Date



750 SW 24th Street Ste 200
Moore, OK 73160
405-329-2555

www.GarverUSA.com

INVOICE

David Agbetunsin
City of Glenpool, OK
12205 S Yukon Ave
Glenpool, OK 74033

November 15, 2023
Project No : 2300438
Invoice No: 2300438-1

Project: Glenpool Wastewater Treatment Facility Design

Professional Engineering Services through October 27, 2023

	Percent Complete	Contract Amount	Total Billed to Date	Previous Billings	Current Billing
Lump Sum Services					
Task 1- Project Management & Admin	3%	\$74,011.85	\$2,220.36	\$0.00	\$2,220.36
Task 2 - Geotechnical Coordination	0%	\$6,115.00	\$0.00	\$0.00	\$0.00
Task 3 - Preliminary Design	20%	\$927,669.00	\$185,533.80	\$0.00	\$185,533.80
Task 4 - Final Design	0%	\$1,238,962.54	\$0.00	\$0.00	\$0.00
Hourly Services					
Bidding & Equipment Procurement Services		\$126,760.00	\$0.00	\$0.00	\$0.00
Construction Administration		\$642,218.00	\$0.00	\$0.00	\$0.00
Construction Observation		\$665,258.00	\$0.00	\$0.00	\$0.00
O&M Manual and Startup Training		\$127,461.00	\$0.00	\$0.00	\$0.00
Totals		\$3,808,455.39	\$187,754.16	\$0.00	\$187,754.16

Total Amount This Invoice \$187,754.16

Authorized by: _____

Cole Niblett PE
Project Manager

Remit Payment To:

For delivery via regular US postal service:

Garver, LLC
P.O. Box 736556
Dallas, TX 75373-6556

For delivery via overnight courier service:

JPMorgan Chase (TX1-0029)
Attn: Garver, LLC P.O. Box 736556
14800 Frye Road, 2nd Floor
Fort Worth, TX 76155



6100 S Yale Ave. Suite 1300
Tulsa, OK 74136

TEL 918.250.5922

www.GarverUSA.com

Progress Report #1 Glenpool WWTP Improvements

To: Glenpool Utility Service Authority
From: Cole Niblett
Copies to: Garver File 2300438
Period Ending: October 27, 2023

Please allow us to give a brief progress report of our work on the above referenced project.

Recent Accomplishments

- Project Kick-off Meeting
- Headworks & SBR Design Workshop
- Disinfection & Sludge Dewatering Workshop
- Preliminary Sludge Dewatering Technical Memorandum
- Preliminary Disinfection Technical Memorandum
- Site Visit to Norman and Del City WWTPs
- Site Visit to Bentonville, AR WWTP
- Monthly Progress Meetings

Need from Others

- None

Planned Assignments for Next Reporting Period

- Deliver Final Sludge Dewatering Technical Memorandum
- Deliver Final Disinfection Technical Memorandum
- Discuss Current Opinion of Probable Construction Cost for Budget Purposes
- SBR Venders Lunch and Learn Presentations
- Continue working on Preliminary Design



750 SW 24th Street Ste 200
Moore, OK 73160
405-329-2555

www.GarverUSA.com

CITY OF GLENPOOL
CITY ENGINEER
APPROVED

[01/18/2024]

[4:40:04 PM]

INVOICE

David Agbetunsin
City of Glenpool, OK
12205 S Yukon Ave
Glenpool, OK 74033

January 15, 2024
Project No : 2300438
Invoice No: 2300438-2

Project: Glenpool Wastewater Treatment Facility Design

Professional Engineering Services through December 29, 2023

	Percent Complete	Contract Amount	Total Billed to Date	Previous Billings	Current Billing
Lump Sum Services					
Task 1- Project Management & Admin	4%	\$74,011.85	\$2,960.47	\$2,220.36	\$740.11
Task 2 - Geotechnical Coordination	0%	\$6,115.00	\$0.00	\$0.00	\$0.00
Task 3 - Preliminary Design	37%	\$927,669.00	\$343,237.53	\$185,533.80	\$157,703.73
Task 4 - Final Design	0%	\$1,238,962.54	\$0.00	\$0.00	\$0.00
Hourly Services					
Bidding & Equipment Procurement Services		\$126,760.00	\$0.00	\$0.00	\$0.00
Construction Administration		\$642,218.00	\$0.00	\$0.00	\$0.00
Construction Observation		\$665,258.00	\$0.00	\$0.00	\$0.00
O&M Manual and Startup Training		\$127,461.00	\$0.00	\$0.00	\$0.00
Totals		\$3,808,455.39	\$346,198.00	\$187,754.16	\$158,443.84

Total Amount This Invoice \$158,443.84

Authorized by: _____

Cole Niblett PE
Project Manager

Remit Payment To:

For delivery via regular US postal service:

Garver, LLC
P.O. Box 736556
Dallas, TX 75373-6556

For delivery via overnight courier service:

JPMorgan Chase (TX1-0029)
Attn: Garver, LLC P.O. Box 736556
14800 Frye Road, 2nd Floor
Fort Worth, TX 76155



6100 S Yale Ave. Suite 1300
Tulsa, OK 74136

TEL 918.250.5922

www.GarverUSA.com

Progress Report Glenpool WWTP Improvements

To: Glenpool Utility Service Authority
From: Cole Niblett, PE
Copies to: Garver File 2300438
Period Ending: December 29, 2023

Please allow us to give a brief progress report of our work on the above referenced project.

Recent Accomplishments

- SBR Venders Lunch and Learn Presentations
- Continue working on Preliminary Design
- Monthly Progress Meetings

Need from Others

- None

Planned Assignments for Next Reporting Period

- Deliver 50% Design Packet
- 50% Design Review Workshop
- Begin Working on Final Design



To: HONORABLE MAYOR AND CITY COUNCIL
From: Susan White, Assistant City Manager
Date: March 4, 2024
Subject: Approval of BancFirst account signatories

Background:

The attached resolutions are required by BancFirst to update account signatories, adding Joshua Brannon to the City of Glenpool, GUSA, and GIA accounts.

Staff Recommendation:

Staff recommends approval of the Resolution No.2024001.
Staff recommends approval of the Resolution No.2024002.

Attachments:

Resolution No. 2024001
Resolution No. 2024002

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

RESOLUTION 2024001

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100



Corporate Authorization Resolution

State of Incorporation: OK	Account Number: *****
Date of Corporate Meeting: 2/19/2024	Corporate Name and Address:
Corporate Tax ID Number: **-***6935	CITY OF GLENPOOL
Business Telephone Number: 918-322-5409	12205 S YUKON AVE
Trade name (if different than Corporate Name):	GLENPOOL, OK 74033-6635

I, the undersigned, Secretary, custodian of the books and records of the above named corporation (the "Corporation") do hereby certify to **BancFirst**, an Oklahoma State Bank ("BancFirst") as follows:

A. That I am the Secretary of the Corporation. That the Corporation is duly organized, validly existing, and in good standing under the laws of the state of incorporation as stated above, and doing business at the address shown above under the tradename identified above, if different than the corporate name.

B. That on the date shown above, the following resolutions were unanimously passed and adopted by the Corporation's Board of Directors at a meeting thereof, duly and legally called and participated in by a quorum of such Board:

RESOLVED that **BancFirst** is designated as a depository for the funds of this Corporation for the above referenced account with authority to accept at any time from whatever source and in whatever form, and if not endorsed to supply any missing endorsements thereto, and to pay or otherwise honor checks, drafts, bills, acceptances, and other instruments or orders for the payment, transfer, or withdrawal of money without inquiry, without regard to the application of the proceeds, and without regard to whether an overdraft results therefrom, all in accordance with the terms and provisions of the deposit agreement or contract as may from time to time be in force and effect.

RESOLVED FURTHER that all transactions, if any, with **BancFirst** with respect to deposits, withdrawals, rediscounts, and borrowings by or on behalf of this Corporation prior to the adoption of these resolutions are hereby expressly ratified, confirmed, and approved in all respects. Any and all prior resolutions adopted by the Board of Directors of this Corporation and certified to **BancFirst** as governing the operation of all accounts of this Corporation maintained at **BancFirst**, are in full force and effect, except as amended, modified and/or supplemented by these resolutions. To an extent these resolutions vary or are inconsistent with any prior resolutions for the above reference account, said prior resolutions are hereby declared to be null and void as of the date hereof.

RESOLVED FURTHER that this Corporation agrees and hereby authorized **BancFirst**, at any time and from time to time, to charge this Corporation for the above reference account for all checks, drafts, bills, acceptances, undertakings or other instruments or orders for the payment, transfer, or withdrawal of money, that are drawn on **BancFirst**, regardless of by whom or by what means the facsimile signature(s) may have been affixed so long as they reasonably resemble the facsimile signature specimens set forth below, or the facsimile specimens that this Corporation has on file with **BancFirst** from time to time, and contain the required number of signatures, if applicable, for renting, leasing, and maintaining a safe deposit box as provided below.

RESOLVED FURTHER that,

1. These resolutions shall be continuing and in full force and effect unless and until written notice of its rescission or modification has been received by **BancFirst's** Customer Service Officer at the location where the account is maintained and thereafter acknowledged and recorded by **BancFirst** on its books and records.

2. That the following authorized agents of this Corporation named below, are authorized to make any and all other contracts, agreements, stipulations, and orders which they may deem advisable for the effective exercise of the powers indicated below, from time to time with **BancFirst**, concerning funds deposited in **BancFirst**, monies borrowed from **BancFirst** or any other commercial transaction entered into between this Corporation and **BancFirst**.

3. That the following authorized agents of this Corporation named below are hereby authorized on behalf of this Corporation in connection to the above reference account to: (i) open and close said account; (ii) order any form, document, or check; (iii) change the corporate address specified above; (iv) draw and endorse checks, drafts, bills, notes, acceptances, understandings, and other instruments or orders for the payment, transfer or withdrawal of money payable to or belonging to this Corporation; (v) accept for this Corporation any and all checks, drafts, bills, notes, acceptances, understandings, and other instruments or orders for the payment of money drawn on the Corporation and receive for this Corporation any instruments, documents, securities, or other papers accompanying them; (vi) stop payment of any item drawn on the above referenced account, whether such item is signed by such person or by any other person authorized to sign, and that any stop payment order so given may be revoked only by the person so authorized in the deposit agreement or contract, then in force and effect between this Corporation and **BancFirst**; and (vii) establish preauthorized transactions.

BFAO005 (revised July 08)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

RESOLVED FURTHER that any one person listed below is authorized to:

- 1) Open and close the above referenced account in the name of this Corporation.
- 2) Endorse checks, drafts, bills, and other orders for the payment of money and withdraw cash and funds on deposit with **BancFirst**, and make deposits to the above referenced account on behalf of the Corporation.
- 3) Stop payment of any check, draft, bill, or other order for payment of money on behalf of this Corporation.
- 4) Enter into one or more written lease agreement(s) for the purpose of renting, leasing, and maintaining a Safe Deposit Box at one or more locations at **BancFirst**. Number of authorized signatures required for this purpose: 1.

<u>Name</u>	<u>Title</u>	<u>Signature or Facsimile Signature (if applicable)</u>
JOSHUA BRANNON	AUTH SIGNER	X
LESLI ANN SMITH	AUTH SIGNER	X Lesli Smith
DAVID JAMES TILLOTSON	AUTH SIGNER	X
SARAH CAGE	AUTH SIGNER	X
SUSAN MAY WHITE	AUTH SIGNER	X [Signature]

C. I further certify that: (i) none of the foregoing resolutions have been amended, modified, or rescinded, and each of such resolutions is in full force and effect on the date hereof; and (ii) there is no provision in the certificate of incorporation, corporate charter, or bylaws of this Corporation limiting the power of the Board of Directors to make the foregoing resolutions, and that the same are in conformity with the provisions of said certificate of incorporation, corporate charter and bylaws of this Corporation; (iii) the genuine signature set opposite the respective name of each of the persons named above is true and correct in all respects; and (iv) the above and foregoing resolutions contained herein are made a permanent part of the books and records of this Corporation.

IN WITNESS WHEREOF, I have hereto signed my name and caused the seal of this Corporation to be hereunto affixed effective this _____ day of _____, _____.

(CORPORATE SEAL) _____

The foregoing resolutions are hereby confirmed Name: X [Signature] Title: _____ Secretary

Name: X Title: City Manager ~~President~~

ACKNOWLEDGEMENT

STATE OF _____)
COUNTY OF _____)

SS:

The foregoing instrument was acknowledged before me on this _____ day of _____, _____, by _____, Secretary of _____, a corporation, on behalf of said corporation.

My Commission Expires:

Notary Public

Commission Number: _____

(SEAL)

RESOLUTION 2024002



Corporate Authorization Resolution

State of Incorporation: OK	Account Number: *****
Date of Corporate Meeting: 2/20/2024 Corporate	Corporate Name and Address:
Tax ID Number: **-***0967	CITY OF GLENPOOL
Business Telephone Number: 918-322-5409	12205 S YUKON AVE
Trade name (if different than Corporate Name):	GLENPOOL, OK 74033-6635

I, the undersigned, Secretary, custodian of the books and records of the above named corporation (the "Corporation") do hereby certify to **BancFirst**, an Oklahoma State Bank ("**BancFirst**") as follows:

A. That I am the Secretary of the Corporation. That the Corporation is duly organized, validly existing, and in good standing under the laws of the state of incorporation as stated above, and doing business at the address shown above under the tradename identified above, if different than the corporate name.

B. That on the date shown above, the following resolutions were unanimously passed and adopted by the Corporation's Board of Directors at a meeting thereof, duly and legally called and participated in by a quorum of such Board:

RESOLVED that **BancFirst** is designated as a depository for the funds of this Corporation for the above referenced account with authority to accept at any time from whatever source and in whatever form, and if not endorsed to supply any missing endorsements thereto, and to pay or otherwise honor checks, drafts, bills, acceptances, and other instruments or orders for the payment, transfer, or withdrawal of money without inquiry, without regard to the application of the proceeds, and without regard to whether an overdraft results therefrom, all in accordance with the terms and provisions of the deposit agreement or contract as may from time to time be in force and effect.

RESOLVED FURTHER that all transactions, if any, with **BancFirst** with respect to deposits, withdrawals, rediscounts, and borrowings by or on behalf of this Corporation prior to the adoption of these resolutions are hereby expressly ratified, confirmed, and approved in all respects. Any and all prior resolutions adopted by the Board of Directors of this Corporation and certified to **BancFirst** as governing the operation of all accounts of this Corporation maintained at **BancFirst**, are in full force and effect, except as amended, modified and/or supplemented by these resolutions. To an extent these resolutions vary or are inconsistent with any prior resolutions for the above reference account, said prior resolutions are hereby declared to be null and void as of the date hereof.

RESOLVED FURTHER that this Corporation agrees and hereby authorized **BancFirst**, at any time and from time to time, to charge this Corporation for the above reference account for all checks, drafts, bills, acceptances, undertakings or other instruments or orders for the payment, transfer, or withdrawal of money, that are drawn on **BancFirst**, regardless of by whom or by what means the facsimile signature(s) may have been affixed so long as they reasonably resemble the facsimile signature specimens set forth below, or the facsimile specimens that this Corporation has on file with **BancFirst** from time to time, and contain the required number of signatures, if applicable, for renting, leasing, and maintaining a safe deposit box as provided below.

RESOLVED FURTHER that,

1. These resolutions shall be continuing and in full force and effect unless and until written notice of its rescission or modification has been received by **BancFirst's** Customer Service Officer at the location where the account is maintained and thereafter acknowledged and recorded by **BancFirst** on its books and records.

2. That the following authorized agents of this Corporation named below, are authorized to make any and all other contracts, agreements, stipulations, and orders which they may deem advisable for the effective exercise of the powers indicated below, from time to time with **BancFirst**, concerning funds deposited in **BancFirst**, monies borrowed from **BancFirst** or any other commercial transaction entered into between this Corporation and **BancFirst**.

3. That the following authorized agents of this Corporation named below are hereby authorized on behalf of this Corporation in connection to the above reference account to: (i) open and close said account; (ii) order any form, document, or check; (iii) change the corporate address specified above; (iv) draw and endorse checks, drafts, bills, notes, acceptances, understandings, and other instruments or orders for the payment, transfer or withdrawal of money payable to or belonging to this Corporation; (v) accept for this Corporation any and all checks, drafts, bills, notes, acceptances, understandings, and other instruments or orders for the payment of money drawn on the Corporation and receive for this Corporation any instruments, documents, securities, or other papers accompanying them; (vi) stop payment of any item drawn on the above referenced account, whether such item is signed by such person or by any other person authorized to sign, and that any stop payment order so given may be revoked only by the person so authorized in the deposit agreement or contract, then in force and effect between this Corporation and **BancFirst**; and (vii) establish preauthorized transactions.

BFAO005 (revised July 08)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

RESOLVED FURTHER that any one person listed below is authorized to:

- 1) Open and close the above referenced account in the name of this Corporation.
- 2) Endorse checks, drafts, bills, and other orders for the payment of money and withdraw cash and funds on deposit with **BancFirst**, and make deposits to the above referenced account on behalf of the Corporation.
- 3) Stop payment of any check, draft, bill, or other order for payment of money on behalf of this Corporation.
- 4) Enter into one or more written lease agreement(s) for the purpose of renting, leasing, and maintaining a Safe Deposit Box at one or more locations at **BancFirst**. Number of authorized signatures required for this purpose: 1.

Name	Title	Signature or Facsimile Signature (if applicable)
JOSHUA BRANNON	AUTH SIGNER	X
LESLI ANN SMITH	AUTH SIGNER	X <i>Lesli Smith</i>
SARAH CAGE	AUTH SIGNER	X <i>S. Cage</i>
DAVID JAMES TILLOTSON	AUTH SIGNER	X
SUSAN MAY WHITE	AUTH SIGNER	X <i>Susan May White</i>

C. I further certify that: (i) none of the foregoing resolutions have been amended, modified, or rescinded, and each of such resolutions is in full force and effect on the date hereof; and (ii) there is no provision in the certificate of incorporation, corporate charter, or bylaws of this Corporation limiting the power of the Board of Directors to make the foregoing resolutions, and that the same are in conformity with the provisions of said certificate of incorporation, corporate charter and bylaws of this Corporation; (iii) the genuine signature set opposite the respective name of each of the persons named above is true and correct in all respects; and (iv) the above and foregoing resolutions contained herein are made a permanent part of the books and records of this Corporation.

IN WITNESS WHEREOF, I have hereto signed my name and caused the seal of this Corporation to be hereunto affixed effective this 27th day of February, 2024.

(CORPORATE SEAL)

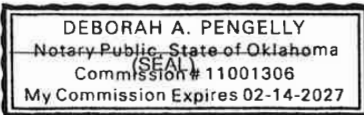
The foregoing resolutions are hereby confirmed Name: X *Lesli Smith*
Title: City Clerk / Secretary

Name: X
Title: President

STATE OF OKLAHOMA)
COUNTY OF TULSA)
SS:

The foregoing instrument was acknowledged before me on this 27th day of February, 2024,
by LESLI SMITH, Secretary of CITY OF GLENPOOL, a corporation,
on behalf of said corporation.

My Commission Expires:



Deborah A. Pengelly
Notary Public
Commission Number: 11001306



To: HONORABLE MAYOR AND CITY COUNCIL
From: Susan White, Assistant City Manager
Date: March 4, 2024
Subject: City Treasurer Appointment

Background:

Joshua Brannon has been hired as Finance Director, effective February 22, 2024. 1-9B-2, Glenpool City Code mandates the office of City Treasurer and further requires the Treasurer to be appointed by the City Council. The City Treasurer shall subsequently serve as Finance Director. The Finance Director position is appointed by the City Manager.

Staff Recommendation:

Staff recommends the City Council appoint Joshua Brannon to the position of City Treasurer effective immediately.

Attachments:

None

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



To: Mayor and Council

From: David Tillotson, City Manager

Date: February 27, 2024

Re: Proposed Addition to Compensatory Time Policy

Background:

The City's current compensatory time policy allows non-exempt (hourly) employees to choose compensatory time instead of overtime in most situations. Non-union employees may earn up to a maximum of 120 hours of compensatory time, while union employees have their maximum set by contract at 160 hours for the police department and 480 hours for the fire department. When an employee, union or non-union, has their position reclassified from non-exempt to exempt, usually due to a promotion or transfer to a new position, the City allows their compensatory hours to remain on the books. However, as an exempt (salaried) employee they are unable to earn any further compensatory time. While compensatory time saves current budgetary dollars and allows the employee additional time to take leave during the year, the downside is that any hours not taken by the employee must be paid to them upon their separation at the employee's then current salary as opposed to the salary at the time it was earned. While this process doesn't happen often, it does occur. Currently eight of our exempt employees have compensatory hours on our books, with a total current payout of almost \$38,000.

I would propose the City approve a change to **Policy 3.14** within the Employee Handbook and Personnel Policies that will add new language to the handbook as outlined in the attachment. This new language would allow non-union exempt employees the option to cash out their current compensatory time by declaring their intent to do so within 30 days of their reclassification to exempt.

Note: Currently there are no exempt union employees, but should this occur in the future, I believe the union and City can manage any desired changes to the policy through the collective bargaining agreements.

This policy will allow the employees to receive extra pay immediately while reducing the City's long-term obligations. This pay would be subject to all federal and state taxes and any deductions, including retirement, that are required by law. The policy as written does not force

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

www.glenpoolonline.com

the payout of compensatory time, but rather leaves it up to the employee to make the determination as to what works best for them.

Finally, should the Council approve this policy, I would request that the eight current exempt employees with compensatory time be allowed 30 days to decide if they want to take the payout now or hold the time on the books. By allowing these employees the option to convert the compensatory time to pay, the City can reduce its long-term liability.

I should point out that in the case of the current employees, as well as any future employees that meet the conditions of the policy addition, the employee cannot choose to convert the compensatory time to pay once the 30-day decision period has expired.

Staff Recommendation:

Staff is requesting the Council approve the compensatory time policy change and allow the current exempt employees who have compensatory time the option to choose to cash out their time within 30 days of the Council's approval.

Attachments:

- Proposed Policy Addition

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 Leslie Smith

www.glenpoolonline.com

Proposed New Language to be Added to Overtime Policy

3.14 OVERTIME

C. Non-exempt employees who are reclassified as exempt employees will have 30 days from the date of their reclassification to choose either a one-time lump sum payout of all earned compensatory time currently on the City's leave books or to leave this time on the books to be taken as leave during their employment, provided they are not covered under a collective bargaining agreement. Payment of compensatory time will be subject to all required state and federal taxes as well as any other deductions, including retirement, required by law. Employees must notify Human Resources in writing prior to the end of the 30-day period of their decision. Employees who fail to notify Human Resources within that timeframe will automatically be paid for their earned compensatory time.



MEMORANDUM

March 4, 2024

To: Mayor and Council

From: Jeremy Plane, Chief of Police

Re: Police Department Second Floor Remodel

Background:

This item is for Council consideration and action regarding the approval to remodel the second floor of the police department building. The existing floor plan, established during the original construction phase in 2008-2009, no longer meets the department's needs due to significant growth over the past fifteen years. The primary aim is to create additional office space for current employees. The proposal includes the construction of three new offices within the second floor's open waiting area and a comprehensive repaint to align with the aesthetic updates made to the first-floor last year.

The planned remodel will introduce two new offices for Detectives, an interview room, and a dedicated office for the court clerk to process payments during court sessions. Moreover, there's an essential need for adequate evidence storage, which the remodel addresses by incorporating two new pass-through evidence lockers. These lockers will enhance evidence security upon submission for processing and streamline the intake procedure for the property technician.

The department has obtained quotes covering the construction of three offices, installation of pass-through lockers, painting of the entire second floor, electrical work, HV AC, fire suppression systems, and all necessary office furnishings. The total cost of the remodel is estimated at \$53,171.44. The police department has confirmed the availability of funds within the existing budget to cover the remodel costs. The funding will be reallocated from unused salaries and wages (account O 1-6-03-6101) to building repairs (account 01-6-03-6273).

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;

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

www.glenpoolonline.com

Staff Recommendation:

Staff is requesting the Council approve the remodeling of the second floor of the police department based on the attached quotes.

Attachments:

- Quotes:
 - Butler Heat and Air
 - M&M Drywall and Painting
 - Merrifield Office Supply
 - Fasco Evidence Lockers

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

Butler Heat and Air LLC

P O Box 612
Sperry, OK 74073 US
+1 9188050983
wmbutler15@icloud.com

Estimate

ADDRESS	SHIP TO	ESTIMATE	1080
Glenpool Police Department	Glenpool Police Department	DATE	02/19/2024
14536 S. Elwood Ave	14536 S. Elwood Ave		
Glenpool, OK 74033	Glenpool, OK 74033		

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	Installation	Moving an existing duct to be more in the glass room and adding an 8 inch diffuser with damper for the next office over	1	583.00	583.00
TOTAL					\$583.00

Accepted By

Accepted Date

DRYWALL & PAINTING

13931 S. Elm - Glenpool, OK 74033

(918) 629-3888

CUSTOMER'S

NAME:

R'S
6/10/2001 PD

DATE: _____

2-19-24

Page 58 of 63

(918) 629-3888

NAME: _____

Glenpool PD

DATE: _____

2-141-24

DESCRIPTION	AMOUNT
Electric work	
2nd Floor	\$3100.00
SUBTOTAL	
TAX	
TOTAL	\$3100.00

M & M
DRYWALL & PAINTING
13931 S. Elm - Glenpool, OK 74033
(918) 629-3888

CUSTOMER'S

CUSTOMERS
NAME: Glenpool PD DATE: 2-14-24

DESCRIPTION	AMOUNT
Paint walls	
doors	
Jams	
of 2 nd Floor	
Police station	
lab + mat	\$16,480. ⁰⁰
SUBTOTAL	
TAX	
TOTAL	\$16,480. ⁰⁰



QUOTE

Page 1 of 1

Merrifield Office Supply

608 E Dewey Ave Sapulpa, OK 74066
Ph: (918) 224-6151 Fax: (918) 224-6152

Quote Number: 0027788
Quote Date: 02/07/24
Customer PO:
Account Number: T00092-01
Salesperson: Henry Merrifield

Bill To:

City of Glenpool
12205 S Yukon Ave
PO Box 70
NO DELIVERY BTW 12 AND 1
Glenpool OK 74033

Ship To: Matthew Graves
City of Glenpool Police Dept
14536 S Elwood Ave
Matthew Graves
Glenpool OK 74033

Buyer Phone: (918) 322-8110
Fax: (918) 209-4641
Route/Seq: /0

Line	Item Number	Description	UOM	Qty	Price	Total
1	PL101CG	72X36 DESK,STRAIGHT FRONT	EA	2	285.00	570.00
2	PL166CG	BBF PEDESTAL DRAWERS	EA	2	275.00	550.00
3	PL113CG	STORAGE CABINET	EA	4	280.00	1,120.00
4	PL153CG	OPEN BOOKCASE	EA	4	235.00	940.00
5	PL102CG	66X30 DESK	EA	1	230.00	230.00
6	PL166CG	BBF PEDESTAL DRAWERS	EA	1	275.00	275.00
7	PLT3066CG	66X30 TABLE TOP	EA	1	210.00	210.00
8	PLTULEG30SI	UNITE LEG BASE	EA	2	135.00	270.00
9	PLTADJMDB4872SI	ADJ SUPPORT BEAM FOR TABLE	EA	1	70.00	70.00
10	PLTCBBSINGLES	CONNECTOR BEAM BRACKET	EA	2	25.00	50.00
11	ALENV41B14	CHAIR,ENVY MESH,HIBACK,BK	EA	3	245.00	735.00
12	SAF5527GR	LOCKER,BOX,3 CLMN,GY	EA	1	1285.00	1,285.00
13	Labor	Labor DELIVER/INSTALL/RID OF TRASH	EA	1	900.00	900.00

Thank you!

Subtotal	7,205.00
Shipping	0.00
Sales Tax	0.00
Total	7,205.00

Prepared by: sapulpa01



49790 Bayside Ave.
Rush City, MN 55069
763-434-9841

2/2/2024

Scott Ward
Glenpool Police Department

RE: Pass Thru Evidence Locker

Dear Scott,

We are pleased to provide you with the following price(s) regarding the standard products of Fasco Inc. will furnish only, the materials based on the following:

Scope of work:

Base bid includes the following items:

ELP-772 Pass thru Evidence lockers, 16 ga all welded steel construction, spring loaded doors on piano hinges, 3 point locks w/ turn handle, anti pick frame design, Full size rear access door, bases, trim, powder coat finish

2-ELP-772-0105A Pass thru evidence locker

1-HD-700 pass hopper drop

Scope of work-

Base Bid _____ Dollars \$ 16,786.00 freight included; no tax

2. Standard warranty
3. Freight allowed to jobsite
4. F.O.B. Minneapolis MN
5. Payment terms to be determined : credit approval, ~~Visa or Mastercard~~
6. Submittals & delivery will be based upon a mutually agreeable schedule
7. Price subject to change after 15 days on raw materials. Fuel prices subject to increases after 15 days.
8. Retainage not allowed on material only contracts
- B. All prices quoted exclude the following items.
 1. Unloading & storage of materials
 2. Installation
 3. Conduit & wire
 4. Anchors, unless specified
 5. Taxes

Thank you for considering us on this project. Please call me if you have any questions concerning this quote.
Sincerely,

Nate O'Brien
Fasco Inc.

TERMS & CONDITIONS: Please sign below to our terms and conditions and submit back to us when purchasing. Confirmation approval of item to be submitted. Credit approval net 30 day. Credit card purchase to be completed prior to shipping. ALL SALES ARE FINAL AND CAN NOT BE RETURNED.

Signature _____ Date: _____

Position _____ Phone _____



Retainer Corner Guard

2" / Grey

\$401.44

Discount code

Apply

Subtotal

\$401.44

Shipping ⓘ

Enter shipping address

Total

USD **\$401.44**