



**NOTICE
GLENPOOL CITY COUNCIL
REGULAR MEETING**

A Regular Session of the Glenpool City Council will be held at 6:00 p.m. on March 18, 2024, at 1122 W.156th St, Glenpool, Oklahoma.

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**.

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 –	
D) Pledge of Allegiance – Joyce G. Calvert, Mayor	
E) Management Report	
1) CM Memo 03.18.24	3
F) Mayor Report – Joyce G. Calvert, Mayor	
G) Council Comments	
H) 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 March 4, 2024, meeting. City Council Regular Meeting - 04 Mar 2024 - Minutes - Html	4 - 9
2) Approval of Budget Amendment CITY-11, increasing revenue account 01-5-00-5350 (Sale of Assets) by \$16,500.00, and increasing expenditure accounts 01-6-02-6202 (Operating Expenses) by increasing revenue account 01-5-00-5350 (Sale of Assets) by \$16,500.00, and increasing expenditure accounts 01-6-02-6202 (Operating Expenses) by \$4,500.00 and 01-6-03-6333 (Capital Purchases) by \$12,000.00. Staff Report - PD Sale of Assets ANIMAL CONTROL 3.18.2024 City-11 Amendment Sale of PD vehicles ANIMAL CONTROL	10 - 11
J) Consideration and appropriate action relating to items removed from the Consent Agenda	
K) Scheduled Business	
1) Discussion and possible action to approve a modification to the deadline in Section 7 of the City Manager Employment Contract, as amended, for the City Council to complete the City Manager’s annual evaluation and consider a performance incentive bonus from “not later than the final Council meeting in March” to “not later than April 30” for the current fiscal year (FY2024) only.	12 - 13

(David Tillotson, City Manager)

[Modification to Deadline in Section 7 of CM Contract 2024](#)

- 2) Presentation and discussion related to the creation of a Strategic Plan for the City of Glenpool and tour of City facilities.

(David Tillotson, City Manager)

L) **Adjournment**

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on March 15, 2024, at 11:30am.

Signed: Lesli Smith

City Clerk



MEMORANDUM

To: Honorable Mayor and City Council

From: David Tillotson, City Manager

Date: March 14, 2024

Just a quick reminder that I'm on vacation through the end of the week. I'll be returning to work on Monday, March 18. Consequently, I will not be submitting a written City Manager Report for Monday's agenda. Instead I will share any updates verbally during the Council meeting.

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

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MINUTES
City Council Regular Meeting
Monday, March 4, 2024 Council Chambers 6:00 PM

COUNCIL PRESENT:

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

COUNCIL ABSENT:

STAFF PRESENT:

David Tillotson
Susan White
Lesli Smith
David Agbetunsin
Gerald S. Gilbert
Jesse Hale
Joe Wuest
Joshua Brannon
Duy Nguyen

STAFF ABSENT:

- A) Call to Order - Joyce G. Calvert, Mayor**
Mayor Calvert called the meeting to order at 6:01 p.m.
- B) Roll Call, Declaration of Quorum – Lesli Smith, City Clerk; Joyce G. Calvert, Mayor**
Scott Major, an attorney from Rosenstein, Fist & Ringold, was also present.
- 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.**
Mayor Calvert formally declared Arbor Week in the City of Glenpool by reading the proclamation aloud to the council chamber.
[Proclamation - Arbor Week CC AGENDA 03042024](#)

F) Recognition of CLEET Graduate Jace Allison– Jeremy Plane, Police Chief

Recognition of CLEET Graduate Jace Allison, by Jeremy Plane, Police Chief was deferred due to absence of all participants.

G) Management Report

There were no comments on the management report.

H) Mayor Report – Joyce G. Calvert, Mayor

Mayor Calvert expressed excitement about attending the upcoming Police Awards Banquet on March 10, 2024.

I) Council Comments

Councilor Lund congratulated all students who recently participated at the State Wrestling Tournament, especially those representing Glenpool Public Schools. She also congratulated the Glenpool High School girls' basketball team for their advancement to the upcoming state tournament in Oklahoma City.

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.

J) Public Comments

There were no 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.
[City Council Regular Meeting - 20 Feb 2024 - Minutes - Html](#)
- 2) Approval of Budget Amendment CITY-09
[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.
[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 budgent amendment 03042024](#)
[City-10 Garver Invoice #1-2300438-2 Budget Amendment 03042024](#)
- 4) Resolution No.2024001, updating signatories of Bancfirst accounts.

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.

Moved by Jacqueline Triplett-Lund, seconded by Chris Brobst

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			
	5	0	0	0

CARRIED.

Staff Report -Treasurer Appt 03042024

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

No 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)

Glenda Durham addressed the council about her safety concerns along Hwy 75. Mayor Calvert and Council thanked Mrs. Durham for her time after the conclusion of her address. There were no questions from the council, and no action was taken.

DURHAM REQUEST TO SPEAK FORM 03042024

- 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.
(David Tillotson, City Manager)

Moved by Brandon Kearns, seconded by Jacqueline Triplett-Lund

To approve 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.

	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 - Comp Time Policy Change AGENDA 03042024](#)

- 3) Discussion and possible action to approve, modify or deny the remodeling of the Police Department second floor.
(Jeremy Plane, Chief of Police)

Moved by Chris Brobst, seconded by Tim Fox

To approve the remodeling of the Police Department second floor.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns			x	
Tim Fox	x			
Chris Brobst	x			
Jacqueline Triplett-Lund	x			
	4	0	1	0

CARRIED.

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

- 4) Mayor Calvert recessed the Regular Council meeting to convene into the Trust

Authority meetings at 6:29 p.m.

Mayor Calvert reconvened the Regular Council meeting at 6:52 p.m.

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)

Moved by Brandon Kearns, seconded by Tim Fox

To convene into Executive Session at 6:54 p.m.

	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.

- 5) Discussion and possible action to reconvene in Regular Session.
(Joyce G. Calvert, Mayor)

Moved by Chris Brobst, seconded by Jacqueline Triplett-Lund

To reconvene Regular Session at 8:24 p.m.

	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.

N) Adjournment

Mayor Calvert declared the meeting adjourned at 8:24 p.m.



To: Honorable Mayor and City Council

From: Joshua Brannon, Finance Director

Date: March 18, 2024

Re: FY23-24 City Budget Amendment CITY-11

Background:

The attached budget amendment requests an increase to the General Fund FY23-24 revenue budget for Sale of Assets and an increase to General Fund expenditure budgets for Animal Control Operating Expense and Police Capital Purchases to appropriate proceeds from the sale of Police and Animal Control vehicles in the amount of \$16,500.00.

Staff Recommendation

Staff recommends approval of Budget Amendment CITY-11, increasing revenue account 01-5-00-5350 (Sale of Assets) by \$16,500.00, and increasing expenditure accounts 01-6-02-6202 (Operating Expenses) by \$4,500.00 and 01-6-03-6333 (Capital Purchases) by \$12,000.00.

Attachment:

Budget Amendment Form CITY-11.

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: 2023 - 2024
Amendment No: City-11
Date Requested: 3/18/2024

Revenue:					Expense:				
Fund	Account Number	Acct Name	Increase / (Decrease)	New Budget Amount	Fund	Account Number	Acct Name	Increase / (Decrease)	New Budget Amount
01	5-00-5350	Sale of Assets	\$ 16,500.00	\$ 31,500.00	01	6-02-6202	Operating Expense	\$ 4,500.00	\$ 13,000.00
					01	6-03-6333	Capital Purchases	\$ 12,000.00	\$ 90,750.00
		Total	\$ 16,500.00				Total	\$ 16,500.00	

Notes:
Proceeds from sale of PD vehicles.

Approved by the City of Glenpool

Chair

Date

**MODIFICATION TO THE DEADLINE IN SECTION 7
OF THE CITY MANAGER EMPLOYMENT CONTRACT**

THIS **MODIFICATION TO THE DEADLINE IN SECTION 7 OF THE CITY MANAGER EMPLOYMENT CONTRACT** (“Modification”) is made and entered into as of the 18th day of March, 2024, by and among the **CITY OF GLENPOOL, OKLAHOMA**, a municipal corporation (the “City” or “Employer”), **GLENPOOL UTILITY SERVICES AUTHORITY**, a public trust organized under the Oklahoma Public Trust Act, OKLA. STAT. tit. 60, § 176 *et seq.* (“GUSA”) and **DAVID TILLOTSON** (“Employee”). Employer, GUSA and Employee are referred to collectively as the “Parties.”

WHEREAS, on September 18, 2017, the Parties entered into a City Manager Employment Contract, which has been amended through addendums dated July 2, 2018; July 1, 2019; July 15, 2019; and July 1, 2020 (collectively the “Contract”); and

WHEREAS, Section 7 of the Contract requires the City Council to evaluate the job performance of Employee no later than the final Council meeting in March of each year, and to contemporaneously consider a performance incentive bonus for Employee; and

WHEREAS, the Parties mutually desire to modify the deadline in Section 7 of the Contract to allow additional time to complete the activities required therein for the current fiscal year (FY2024) only.

NOW THEREFORE, in consideration of the mutual covenants contained herein and intending to be legally bound, the Parties agree as follows:

1. For the current fiscal year (FY2024) only, the deadline in Section 7 of the Contract for the City Council to complete Employee’s annual evaluation and consider a performance incentive bonus is modified *from* “not later than the final Council meeting in March” *to* “not later than April 30.” For all future fiscal years during the term of the Contract or any extension thereof, the deadline in Section 7 shall be “not later than the final Council meeting in March of each year,” unless otherwise agreed in writing by the Parties.

2. No other provisions in the Contract are amended or changed by this Modification.

IN WITNESS WHEREOF, the Parties hereto have executed this Modification as of the date first above written.

DAVID TILLOTSON (EMPLOYEE):

David Tillotson, City Manager

CITY OF GLENPOOL, OKLAHOMA:

Joyce Calvert, Mayor

Attest:

Lesli Smith, City Clerk

Approved as to form:

Eric D. Wade, City Attorney

**GLENPOOL UTILITY SERVICES
AUTHORITY:**

Joyce Calvert, Chair

Attest:

Lesli Smith, Secretary

Approved as to form:

Eric D. Wade, GUSA Attorney