



**NOTICE
GLENPOOL CITY COUNCIL
REGULAR MEETING**

A Regular Session of the Glenpool City Council will be held at 6:00 p.m. on May 1, 2023, 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=QzdFVjA1b0lKa1lSUFlKbUNrUUxtdz09>

Meeting ID: 897 5355 5435

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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: Wknight@cityofglenpool.com **PRIOR TO 6:00 PM, MAY 1, 2023 .**

AGENDA

	Page
A) Call to Order - Joyce G. Calvert, Mayor	
B) Roll Call, Declaration of Quorum – Wendy Knight, City Clerk; Joyce G. Calvert, Mayor	
C) Invocation – Jason Cowan, Faith Church	
D) Pledge of Allegiance – Joyce G. Calvert, Mayor	
E) Proclamation - Joyce G. Calvert Mayor	
1) Police Week 2023	3
F) Departmental Reports	
1) CM Report.05012023	4 - 5
2) Development Services Report - May 1 2023	6 - 9
3) 2023-04 Streets Parks Report	10 - 14

- G) **Mayor Report – Joyce G. Calvert, Mayor**
 - H) **Council Comments**
 - I) **Public Comments**
 - J) **Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the City Council to be routine and will be enacted by one motion. Any Councilor may, however, remove an item from the Consent Agenda by request. A motion to adopt the consent Agenda is non-debatable.)**
 - 1) Minutes from April 17, 2023 meeting. 15 - 20
[City Council Regular Meeting - 17 Apr 2023 - Minutes - Html](#)
 - 2) Recommendation to Tulsa County Board of Commissioners to reappoint Joyce Calvert to the GEMS Board for an additional five-year term, expiring May 31, 2028. 21
[Staff Report - Calvert.Reappointment](#)
 - 3) Nomination of Tim Lyons, Pam Polk, and Justin Battles to the Oklahoma Municipal Assurance Group (OMAG) Board of Trustees. 22 - 26
[Staff Report - OMAG Trustee Election](#)
 - 4) Agreed Upon Audit Procedures Engagement Letter for FY22-23, with Elfrink and Associates, PLLC. 27 - 32
[Agreed Upon Audit Procedures Engagement Letter](#)
 - K) **Consideration and appropriate action relating to items removed from the Consent Agenda**
 - L) **Scheduled Business**
 - 1) Discussion and possible action to elect Mayor.
(Joyce G. Calvert, Mayor)
 - 2) Discussion and possible action to elect Vice-Mayor.
(Mayor)
 - 3) Discussion and possible action to approve, deny or amend a letter of support for the proposed hosting of electronic vehicle charging sites, for a Charging and Fueling Infrastructure grant proposal submitted by the Indian Nations Council of Governments (INCOG) to the United States Department of Transportation (USDOT).
(Beth Miller, Grants Coordinator) 33 - 34
[EV Charging approval letter](#)
 - M) **Adjournment**
- This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on April 28, 2023, by 11:30 am.
Signed: Wendy Knight
City Clerk



PROCLAMATION

WHEREAS, established in 1962 by President John F. Kennedy and a joint resolution in Congress, designating May 15 as Peace Officers Memorial Day in honor of those peace officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty, and, the week in which May 15 falls as National Police Week; and,

WHEREAS, the members of the Glenpool Police Department play an essential role in safeguarding the rights and freedoms of the citizens of the City of Glenpool; and,

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agencies and that members of our law enforcement agencies recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and,

WHEREAS, each May, during National Police Week, the nation pauses to recognize and honor the men and women of our law enforcement agencies who increasingly provide a high level of accountable, essential, and professional public service;

NOW, THEREFORE, I, Joyce G. Calvert, Mayor, do hereby proclaim May 14-20, 2023, as

Police Week

and Monday, May 15, 2023 as

Peace Officers Memorial Day

and call upon all citizens of the City of Glenpool to join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

Signed this the 1st day of May, 2023.

City of Glenpool

Joyce G. Calvert, Mayor



To: Mayor and Council

From: David Tillotson

Date: April 27, 2023

Re: City Manager Report

Open Positions

We currently have 15 open positions.

I have noted positions below that are in the process.

- Public Works: 4 Positions
 - Water & Sewer Laborer (3) – Offers accepted. May 5th start date.
 - Building Maintenance Technician – Offer accepted. Start date TBD.
- Police Department: 7 Positions
 - Police Officer (5) – 2 starting in June. Remaining positions advertised.
 - Dispatch (2) – Applications currently being accepted.
- Utility Billing: 1 Position
 - Part-Time Utility Billing Clerk: Position advertised.
- Development Services: 1 Position
 - Planner – Position advertised.
- Administration: 2 Positions
 - Finance Director – Position advertised.
 - IT Director

Capital Projects Update

- Kendalwood South Park – Contracts approved and issued. Notice to proceed issued. Work scheduled to start April 25th but delayed due to rain.
- Sewer Plant Project – Consulting Engineer (Project Manager) on May 1st GUSA agenda for consideration. RFP for Engineering Design Services has been issued. Proposals due back in late May.

- Kendalwood North Park – Original quotes came in higher than expected and will likely require the project to be competitively bid. Staff just received a proposal from a new contractor and are reviewing the new proposal prior to proceeding with bids.
- FYE2023 Streets Improvement Package – Bids received and are being reviewed by staff.

Leadership Glenpool

City Staff, Mayor Calvert, and Superintendent Layton joined representatives from Mercy Regional EMS and OG&E to discuss emergency response processes with the Chamber's Leadership Glenpool 2023 class.

Economic Development

Economic Development Director Joe Wuest, Mayor Calvert and I attended the Tulsa's Future Annual Meeting to discuss the Tulsa's Future program and network with Tulsa metro regional businesses, elected officials, and business representatives. Additionally, Joe Wuest has begun his certification process through OU's Economic Development Institute.

Miscellaneous

- The Community Cleanup event was well attended by the public. In addition to City staff, we had volunteers from OkieBin Cleaners onsite assisting and from Glenpool Public Schools cleaning and mulching the flower beds at the Utility Billing Office. Finally, OkieBin Cleaners, a few days prior to the Community Cleanup event, spent time at Kendalwood South Park volunteering their time cleaning the playground equipment and basketball court.
- Summer Concert Series – May 18th
 - This event is set for the third Thursday of May, June, July and August this year at the Conference Center. We will be hosting a band each evening and offering food trucks and children's activities.

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

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

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

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

www.glenpoolonline.com

To: Honorable Mayor and Glenpool City Council

From: Gerald S. Gilbert, Development Services Director

Date: May 1, 2023

RE: Development Services Monthly Report for April 2023

Listed below are current development related activities within the City of Glenpool **through the month of April 2023**. 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 June 2023**
2. **Mammoth Luxury Garage Condos** – Commercial storage with office space project located at 16571 S. Broadway St. **Estimated completion May 2023**
3. **Old School Bagel** – A 1,555 sf bagel restaurant located at 12165 Waco Avenue, adjacent to Sonic, within the Southwest Crossroads Shopping Center. **Estimated completion late May 2023**
4. **King of Kings** – A 6,627sf church located at 15251 South Broadway Street. **Estimated completion May 2023**
5. **Arrowhead Mini Storage** – A Site Plan application for Phase II of the Arrowhead Mini Storage located at 14801 S. Elwood Ave. **Estimated completion May 2023**
6. **Ashton/Gray Retail Center** - A Site Plan application for 10,797sf retail building on a 1.93-acre site located adjacent to Dollar Tree within Southwest Crossroads. **Estimated completion late May 2023**
7. **Beehive Phase II** – A Site Plan application for Phase II of the Beehive Care Facility located at 12570 Vancouver Ave. **Estimated completion April 2024**

Commercial/Industrial Projects Under Construction (Continued):

8. **17 Quincy, LLC Warehouse #2** - A Site Plan application for a proposed 16,000 sf warehouse office building on a 1.56-acre site in MonTapp Addition. **Estimated completion Feb 2024**
9. **Miller Tippens** – A Site Plan application for a 5,000sf addition to an existing building located at 437 E 141st St. S. **Estimated completion date August 2023**
10. **1st Oklahoma Credit Union** – A Site Plan application for a 5,900sf bank located at 14912 S. Broadway St. **Estimated completion date August 2023**
11. **Tropical Smoothie** – A Site Plan application for a 1,682sf fast-food restaurant located at 12134 S. Waco Avenue. **Estimated completion Nov 2023**

Earth Change Permits Issued:

1. **Bahnmaeir Property** - Southwest corner of E 141st Street South and South Elwood Avenue (882 E 141st St. South)-. The owner is clearing dead trees, vegetation, dilapidated structures and trash and has indicated the clearing is being performed for future agricultural use (hay grass).
2. **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.

Residential Projects Under Construction:

	Subdivision Name	Lots Approved	Under Construction	Completed	Lots Available
1	The Pines	31	8	23	0
2	Glen Hills I (Phase 1-6)	84	0	82	2
3	Glen Hills II (Phase 7-11)	78	28	15	35
4	Scissortail	88	15	20	53
5	Redbud Glen	74	0	16	58
6	Twin Ponds	25	1	1	23
	Totals	380	52	157	171

Planning Applications Under Review:

- A. Annexation(s): **No New Applications**
- B. Zone Amendment(s): **C & C Office:** Zone Amendment to change the zoning from AG (Agricultural) to CS (Commercial Special) for a site located at 459 E 151st Street South.
- B. Subdivision Plat(s): **No New Applications**
- C. Lot Split Application(s): **No New Applications**

Planning Applications Under Review:

- D. Planned Unit Development (PUDs): **No New Applications**
- E. Site Plan Applications: **No New Applications**
- F. Specific Use Permits: **No New Applications**
- G. Variance(s): **No New Applications**

Approved Projects Not Under Construction

1. **Glenpool Retail** – A proposed 6,095sf retail center located at 84 West 146th Street South.
2. **McGraw Winfield Realtors** – A proposed 4,434sf office building located at 12189 South Yukon Avenue.
3. **By-Weld Industries** - A proposed metal fabrication business located on a 6.81-acre lot within the S75 Business Park Phase III. The project consists of a 16,585sf building and related site improvements.
4. **Carson Trails** – A 394-lot residential subdivision located north and east of the northeast corner of West 181st Street and South Union Avenue directly adjacent to Eden South neighborhood.
5. **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.
6. **Redbud Glen Major PUD Amendment** – Amendment to PUD 30C (Redbud Glen) to add approximately 31-acres to the approved PUD 30C boundaries for a total of 51.03-acres. The site is located generally on the northwest corner of S. Elwood Avenue and 151st

Street.

Current Residential and Commercial Building Permit Statistics

New Residential Permits Issued April 2023	8
New Commercial Permits Issued April 2023	1
Current Active Residential Permits	56
Current Active Commercial Permits	17
Residential Permits thru April 2022	44
Residential Permits thru April 2023	16
Commercial Permits thru April 2022	3
Commercial Permits thru April 2023	1
Assessment Letters Issued in April 2023	2
Total Assessment Letters Issued in 2023	5

Code Enforcement Activity for 2023

ACTIVITY DESCRIPTION:	Totals			
Complaints received and investigated Year to Date	466			
Open public nuisance cases through April 2023	75			
CODE ENFORCEMENT CASES	Jan	Feb	Mar	April
	77	85	141	163
High grass:	3	2	1	4
Fire damaged structures:	-0-	-0-	-0-	-0-
Illegally parked vehicles:	4	5	5	16
Nuisance abatements (contractor):	-0-	-0-	-0-	-0-
Notices issued for residents with no water service:	-0-	-0-	1	1
Tulsa County Health Department citations:	-0-	-0-	-0-	-0-
Illegally placed signs:	48	56	105	78
Damage to public facilities citations:	-0-	-0-	-0-	-0-
Excessive trash & debris notices:	12	14	17	11
Dilapidated structures/property notices:	2	2	1	-0-
Trash can/receptacle placement notices:	-0-	-0-	-0-	-0-
Building demolition & removal:	-0-	-0-	-0-	-0-
Inoperable/abandoned vehicles:	2	2	4	5
Visual impairments caused by trees, shrubs, vehicles, basketball goals, etc. interfering with traffic flow:	3	0	2	46
Stagnant water causing mosquito issues:	-0-	-0-	2	1
Pest issue:	-0-	-0-	-0-	-0-
Dilapidated fencing:	2	2	2	1
Noxious odor:	-0-	-0-	1	-0-

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To: Mayor and Council

From: Jesse Hale, Public Works Director

Subject: April 2023 Street and Parks Monthly Report

The following details of all work completed between March 29, 2023 – April 26, 2023

- Streets
 - o Crack sealed – none
 - o Filled potholes - none
 - o Fixed downed streets signs
 - 147th & Vancouver – Stop sign fixed
 - 148th & Broadway – Stop sign fixed
 - 138th & Hickory – Stop sign fixed
 - Temp Stop Sign placed at 151st and Elwood after accident. ODOT fixed
 - 142nd & Oak – Stop sign placed
 - 141st & Oak – Stop sign bolts replaced.
 - o Cleaned storm drains – ongoing
 - o Picked up trash around town
 - o Reblocked off 131st bridge on east and west side
 - o Moved millings from WWTP to Morris Park drive and 156th water tower
- Parks
 - o Black Gold
 - Mowed & trimmed untreated areas
 - Treated areas remain short
 - Pressure Washed flow on large pavilion
 - o Kendalwood North
 - Mowed & trimmed
 - o Kendalwood South
 - Mowed & trimmed
 - o Lambert
 - Mowed & trimmed
 - Park Bridge still closed
 - o Morris
 - Mowed & trimmed
 - Treated ball diamond grass remains short
 - o Rolling Meadows
 - Mowed & trimmed

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City Of Glenpool

Creating Opportunity

- o South County Soccer –
 - Treated areas remain short – no mowing yet
 - Cleaned up south side of soccer field (construction debris)
- o Picked up trash and emptied trash cans daily at all city parks
- Community
 - o 3 crew worked Community Cleanup at HS Stadium 4/22 (9 hours)
 - Over 30 roll offs were taken away
 - Lots of “thank yous” from the community during the event.
- Misc.
 - o Assisted water department with leveling and sodding 10 homeowner’s yards
 - o Assisted water department with water turn offs

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City Of Glenpool

Creating Opportunity

Thanks to Okie Bin Cleaners for their time and efforts power washing Rolling Meadows Park
AND for their assistance during the Community Cleanup.



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City Of Glenpool

Creating Opportunity

Thanks to Shelly Woodall (HS science teacher) and the National Honor Society volunteer for braving the chilly weather and helping to redo some of the flower beds at the utility billing office.



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City Of Glenpool

Creating Opportunity

Thanks to the members of the VFW for their clean up of the south side of the senior building. The VFW does share the building with the Senior Center, but they took care of the clean up on the south side (Senior Entrance) of the building.



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

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MINUTES
City Council Regular Meeting
Monday, April 17, 2023 Council Chambers 6:00 PM

COUNCIL PRESENT:

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

STAFF PRESENT:

David Tillotson
Susan White
Wendy Knight
Gerald Gilbert
David Agbetunsin
Joe Wuest
Beth Miller
Paul Newton
Matt Graves

- A) Administration of Oath - Wendy Knight, City Clerk**
Wendy Knight, City Clerk, administered the Oath of Office to Joyce Calvert, Councilor Ward 3; Jacqueline Triplett-Lund, Councilor Ward 4; and Brandon Kearns, Councilor At-Large.
- B) Call to Order - Joyce G. Calvert, Mayor**
Mayor Calvert called the meeting to order at 6:07 p.m.
- C) Roll Call, Declaration of Quorum – Wendy Knight, City Clerk; Joyce G. Calvert, Mayor**
Wendy Knight called the roll, Mayor Calvert declared a quorum present. Scott Major, City Attorney, was also in attendance.
- D) Invocation – Rick Tabisz, King of Kings Lutheran Church**
- E) Pledge of Allegiance – Joyce G. Calvert, Mayor**

F) Departmental Reports

City Manager David Tillotson added the following to his report:

- Update on the hiring status of water/sewer positions - 3 offers were made, and all candidates indicated that due to the Council approving the increase in paid insurance benefits, it help them decide to interview.
- The election of Mayor and Vice-Mayor should have been on the agenda, but will now be on May 1, 2023 agenda - approved by Legal Counsel.
- Legal Counsel has also recommended that the Trust Authorities table the election of Chair and Vice-Chair to the May 1, 2023 meetings.

[CM Report.04172023](#)

G) Mayor Report – Joyce G. Calvert, Mayor

- Mayor Calvert was excited to see in the last INCOG meeting - and in the CM report that Engineer David Agbetunsin and Grant Coordinator Beth Miller had written and received grants for sidewalks and other projects. Mayor Calvert noted that Economic Development Director Joe Wuest had provided some programs for local businesses, and said everyone is hitting their stride - and is very much appreciated!

H) Council Comments

Vice-Mayor Kearns congratulated the Glenpool High School Oklahoma Scholastic Esports team for finishing first place in spring 2023. These are student athletes in their first year on campus, that took first place in Halo, Call of Duty, Fortnite, and Rocket League. Three students have also been offered Esports scholarships, valued at over \$28,000.00. People may have their thoughts and comments on kids gaming and not getting outside, but there are programs with scholarship money available to help these student athletes reduce their over-all college debt.

I) Public Comments

- **April Henderson**, Glenpool resident, wanted to address Council about a statement that was made during the last Council meeting - saying that she is not related to the Calverts or Hunters. She has lived here since 1989, her parents grew up here, and her boys went to school here - who are now grown and have families of their own.

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

- 1) Minutes from April 3, 2023 meeting.

[City Council Regular Meeting - 03 Apr 2023 - Minutes - Html](#)

- 2) Surplus EDACS Communication Equipment.
[Surplus Request COMMS 2021](#)
- 3) Surplus Self-Contained Breathing Apparatus (SCBA).

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.

[Surplus SCBA](#)

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

L) Scheduled Business

- 1) Discussion and possible action to approve, deny or amend Resolution No. 2023005, a Resolution of Project Sponsorship for the Surface Transportation Block Grant - Elwood Street Widening Project, to receive \$543,150.00, with a required City match amount of \$181,050.00, to be funded from GL Account Number 01-6-90-6745: City Reserve.
(Beth Miller, Grants Coordinator) (David Agbetunsin, City Engineer)

Ms. Miller presented and recommended Council approval of Resolution No. 2023005, a Resolution of Project Sponsorship for the Surface Transportation Block Grant - Elwood Street Widening Project, amending the Resolution to receive \$677,160.00, with a required City match amount of \$225,720.00, to be funded from City Reserve funds. The proposed project involves the implementation of functional planning/engineering, planning and environment linkages, right-of-way acquisition, and utility relocation related to completion/upgrading of Elwood Avenue Widening Project.

Moved by Brandon Kearns, seconded by Joyce Calvert

To approve Resolution No. 2023005, a Resolution of Project Sponsorship for the Surface Transportation Block Grant - Elwood Street Widening Project, amending the Resolution to receive \$677,160.00, with a required City match amount of \$225,720.00, to be funded from City Reserve funds.

	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.

[Resolution 2023005 STBG Elwood Project](#)

- 2) **Mayor Calvert called for a recess at 6:20 p.m.**
Mayor Calvert reconvened meeting at 6:24 p.m.

Discussion and possible action to enter into Executive Session for the purpose of discussing negotiations concerning employees and representatives of employee groups, specifically for the purposes of **(A)** discussing possible amendments to, and terms and conditions of, a collective bargaining agreement with the Fraternal Order of Police, Lodge 133, pursuant to 25 O.S. § 307(B)(2) (Open Meeting Act); **(B)** engaging in confidential communications between the city council and its attorney concerning a pending claim or action against Teva, Allergan, CVS, Walgreens and Walmart, related to the State of Oklahoma's litigation against opioid distributors, the council having been advised by its attorney that disclosure will seriously impair the ability of the City to process the claim or action in the public interest, pursuant to 25 O.S. § 307.B.4 of the Open Meeting; and **(C)** discussing the purchase or appraisal of certain real property, pursuant to Title 25, Section 307(B)(3) of the Oklahoma Statutes.
(Susan White, Assistant City Manager) (David Tillotson, City Manager)

Moved by Jacqueline Triplett-Lund, seconded by Chris Brobst

To enter into Executive Session at 6:26 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.

- 3) Discussion and possible action to reconvene in Regular Session.
(Mayor)

Moved by Jacqueline Triplett-Lund, seconded by Chris Brobst

To reconvene in Regular Session at 7:45 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.

- 4) Discussion and possible action to approve or deny the City of Glenpool's participation in the State of Oklahoma's settlement of claims against certain opioid distributors; specifically, Teva, Allergan, CVS, Walgreens and Walmart, and authorize execution of the Subdivision Settlement Participation Form by the appropriate city officials(s).
(David Tillotson, City Manager)

Moved by Jacqueline Triplett-Lund, seconded by Chris Brobst

To approve the City of Glenpool's participation in the State of Oklahoma's settlement of claims against certain opioid distributors; specifically, Teva, Allergan, CVS, Walgreens and Walmart, and authorize execution of the Subdivision Settlement Participation Form by the appropriate city officials(s).

	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 authorize the City Manager to submit a bid by the City for the purchase of certain real property, to wit: a piece of land lying in part of the NW/4 of NW/4 of Section 23, T17N, R12E in Tulsa County, Oklahoma, 2.82 acres, on terms consistent with those discussed in executive session.
(David Tillotson, City Manager)

Moved by Joyce Calvert, seconded by Brandon Kearns

To authorize the City Manager to submit a bid by the City for the purchase of certain real property, to wit: a piece of land lying in part of the NW/4 of NW/4 of Section 23, T17N, R12E in Tulsa County, Oklahoma, 2.82 acres, on terms consistent with those discussed in executive session.

	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.

M) Adjournment

Mayor Calvert declared the meeting adjourned at 7:47 p.m.



To: Honorable City Councilors and GEMS Board of Trustees
From: Susan White, District Administrator
Date: May 1, 2023
Subject: Trustee Appointment

Background

The GEMS District was created under Section 9c, Article X of the Oklahoma Constitution. It provides for trustees to be appointed by the county commission to a five-year term.

The Tulsa County Commission desires a recommendation for appointment to the GEMS Board of Trustees from the Glenpool City Council and the GEMS Board.

Trustee Joyce Calvert's term expires May 31, 2023. Trustee Calvert has agreed to remain on the GEMS board following her appointment by the Tulsa County Commission.

Recommendation

Staff recommends City Council/Trustees propose to Tulsa County Board of Commissioners to reappoint Joyce Calvert to an additional five-year term, expiring May 31, 2028.



To: Mayor and Council

From: David Tillotson, City Manager

Date: April 20, 2023

Re: OMAG Trustee Election

Background:

Oklahoma Municipal Assurance Group (OMAG) provides insurance and risk management needs to over five hundred municipalities in Oklahoma. OMAG services are designed specifically for Oklahoma municipalities which comprise its only market. Glenpool participates in the Municipal Liability, Municipal Property, and Workers' Compensation plans.

OMAG is governed by a seven-member Board of Trustees. Each Trustee must be an elected or appointed official of an OMAG Member Municipality. The OMAG Board designs and manages plan coverages with assistance from OMAG staff and outside consultants. The governing bodies of each member municipality are urged to vote in the election of Trustees to the OMAG Board.

The current ballot allows the City to vote for three candidates. Two trustee terms are expiring and both incumbents are seeking re-election. Those trustees are: Tim Lyon, City of Midwest City and Pam Polk, City of Colinsville. The ballot is attached showing the other candidates seeking election to the Board of Trustees.

Staff Recommendation:

Staff recommends casting Glenpool's vote for incumbents Tim Lyons and Pam Polk along. Additionally, we recommend the Council's third vote be for Justin Battles, City of Mustang.

Attachments:

- OMAG Trustee Ballot
- Candidate Letters

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

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

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

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

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BALLOT

OKLAHOMA MUNICIPAL ASSURANCE GROUP 2023 Election of THREE Trustees For a three-year term starting July 1, 2023

The biographical sketch on the next page for each nominee was written by the person who made the nomination. YOU MAY VOTE FOR THREE (3) NOMINEES.

- _____ TIM LYON, City Manager, City of Midwest City (Incumbent)
- _____ PAM POLK, City Manager, City of Collinsville (Incumbent)
- _____ JUSTIN BATTLES, Assistant City Manager, City of Mustang
- _____ BRIAN LINLEY, City Manager, City of Choctaw
- _____ RUSS MEACHAM, Chief Financial Officer, City of Perry
- _____ ELIZABETH SLOAT, City / Court Clerk, City of Healdton

SIGN AND ATTEST

Ballot cast by the governing body of the municipality of

Signed: _____
Mayor

Attested: _____ Date: _____, 2023
Clerk

FAILURE TO PROPERLY SUBMIT THIS BALLOT WILL INVALIDATE THE BALLOT.

Your Ballot must be received by the OMAG no later than *May 15, 2023*, by:

- (1) emailing the ballot to elections@omag.org;**
- (2) sending the ballot to OMAG by mail to 3650 S. Boulevard, Edmond, OK 73013; or**
- (3) sending a facsimile of the ballot to OMAG at (405) 657-1401.**

SEE REVERSE FOR BIOGRAPHICAL SKETCHES

BIOGRAPHICAL SKETCHES

TIM LYON (Incumbent) Tim Lyon has over 38 years of local government experience specializing in Risk Management, a M.A. in Political Science, and is an accredited City Manager. For the past 23 years, Tim has served Midwest City as the Human Resources Director, Assistant City Manager, and now as the City Manager. **(Midwest City participates in the Municipal Liability Protection Plan and the Municipal Property Protection Plan.)**

PAM POLK (Incumbent) Pam Polk, the ICMA credentialed Collinsville City Manager since 2005, has served Oklahoma municipalities for over 26 years. She currently serves as the Vice-President of OML and was named City Manager of the Year in 2017 and the Oklahoma Women in Municipal Government Woman of the Year in 2020. **(Collinsville participates in the Municipal Property Protection Plan, the Municipal Liability Protection Plan, and the Workers' Compensation Plan.)**

JUSTIN BATTLES Justin Battles is passionate about communities and working with others. As Mustang's Assistant City Manager, he understands the demands cities and towns face continually. Justin has over 20 years of city government experience including tort claims, infrastructure, capital projects and parks. He is a member of CMAO and ICMA. **(Mustang participates in the Municipal Liability Protection Plan and the Municipal Property Protection Plan.)**

BRIAN LINLEY Brian Linley assumed the duties of City Manager of the City of Choctaw and Executive Director Choctaw Utilities Authority on July 1, 2022. As City Manager and Executive Director, he leads a staff of just over 70 to oversee and direct Public Safety, Public Works, Parks and Recreation, and Planning. **(Choctaw participates in the Municipal Property Protection Plan, the Municipal Liability Protection Plan, and the Workers' Compensation Plan.)**

RUSS MEACHAM Russ Meacham, CPA, has served as the CFO for the City of Perry since June 2008. Russ also serves as a consultant to over 40 municipalities across the state, assisting them with their financial needs. Russ's career began at Deloitte & Touche after graduation from the University of Oklahoma. **(Perry participates in the Municipal Liability Protection Plan, the Municipal Property Protection Plan, and the Workers' Compensation Plan.)**

ELIZABETH SLOAT Elizabeth Sloat has worked for the City of Healdton for 12 years. While working for the city she has earned her state certifications for City and Court Clerk. She has also earned her bachelor's degree in Business Administration and is currently working on her Master's in Public Administration. **(Healdton participates in the Municipal Liability Protection Plan and the Municipal Property Protection Plan.)**



City Manager
100 N. Midwest Boulevard
Midwest City, OK 73110
Office 405.739.1201
tlyon@midwestcityok.org
www.midwestcityok.org

April 3, 2023

RE: Tim Lyon, Candidate for OMAG Board of Trustees

Dear Mayor, Council Members, City Managers and City Clerks:

I currently serve on the Oklahoma Municipal Assurance Group's (OMAG) Board of Trustees as the Vice-Chairman. In addition, I was recently appointed as an OMAG board representative to the newly created Oklahoma Municipal Natural Gas Coalition interlocal. My term expires in June and I would very much appreciate your consideration in voting for me in the upcoming Board of Director's election.

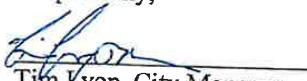
For the last 37 years, I have served in two municipalities and spent 10 years teaching at the Center for Local Government Technology at Oklahoma State University. I earned a Master's Degree in Political Science with an emphasis in Public Administration in 1986 and in 2016 earned a city manager accreditation from the City Manager's Association of Oklahoma (CMAO). For the past 23 years, I have served as the Human Resources Director, Assistant City Manager and now as the City Manager of the City of Midwest City. My undergraduate degree is a Bachelor's in Political Science with an emphasis in Public Law and Private Rights.

During my entire career, I have directly supervised and managed many different types of self-insurance programs that includes health insurance, workers compensation, safety programs, property, and liability programs. In addition, I serve on the board of directors for a nationwide captive liability insurance program called States Insurance and Chair their Audit and Finance Committee.

Finally, I grew up on a family cattle ranch in northeast Oklahoma and continue to be involved in operating this ranch. This experience has given me an affinity for not only living in a large metropolitan area but also the core values of living in rural Oklahoma. I recently celebrated my 40th wedding anniversary to my wife Rhonda. We have a daughter who is a Registered Nurse for Oklahoma Arthritis and a son who is a Captain on the Stillwater Fire Department.

I would be honored to continue serving on the OMAG Board utilizing my vast experience to advocate for Oklahoma cities and towns during these difficult inflationary financial times. I will continue to work for small and large cities alike and hope to aide municipal gas operations through the development of the Oklahoma Municipal Natural Gas Coalition.

Respectfully,


Tim Lyon, City Manager
City of Midwest City

City of Mustang

Council-Manager Form of Government

City of Glenpool
12205 S. Yukon Ave.
Glenpool, Oklahoma 74033

405-376-4521 1501 N. Mustang Road, Mustang, Oklahoma 73064

April 3, 2023

Dear Sir or Madam,

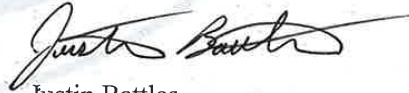
My name is Justin Battles, and I am currently a candidate for the Oklahoma Municipal Assurance Group Board of Trustees.

I have been in public service my entire career and currently serve as the Assistant City Manager for the City of Mustang. Throughout my service to the City of Mustang, we have witnessed vast growth, doubling the population within our municipal boundaries. I am well aware of the daily ongoing needs of cities and towns. I take great pride in providing our citizens with excellent service while keeping the small-town feel that Mustang has always had.

As members of OMAG, the City of Mustang can attest to the continued need for such an organization to help facilitate insurance needs, training, legal advice, and so much more. My experience overseeing all facets of municipal government will benefit all cities and towns. In today's litigious world, the ongoing need for experienced individuals to serve is paramount.

Throughout my 20 years of municipal service, I have kept a straightforward phrase in mind. Municipalities are in the service industry, always trying to provide the citizens with the best service possible. The Oklahoma Municipal Assurance Group has always provided excellent service to the City of Mustang. I would be honored to have your vote to continue working with them to improve the cities and towns they serve.

Respectfully,



Justin Battles
Assistant City Manager
Mustang, OK

Community with Vision



Date: May 1, 2023

To: Honorable Mayor/Chairman and City Council/Trustees

From: Wendy Knight, City Clerk

Re: Reaffirmation of Agreed Upon Procedures Engagement Letter with Elfrink and Associates, PLLC, for FY 2022-2023 Annual Audit of Compliance with Glenpool/Creek II Settlement Agreement of May 2015

Background

In the Settlement Agreement that terminated the litigation between the City of Glenpool and the Glenpool Utility Services Authority (together "Glenpool") and Creek County Rural Water District #2 ("Creek-2") in May of 2015, Glenpool proposed, and Creek-2 accepted, a methodology for minimizing and hopefully preventing any future disputes or claims based on multiple years of real or perceived non-compliance by either party. The parties agreed to retain, annually, an independent auditor who will examine all pertinent records and accounts to determine whether the parties have met their respective reporting and payment obligations during the "Auditable Period" under review. Auditable Period has been defined, to conform to the parties' fiscal years, as the 12-month period from July 1 - June 30 of each year of the Agreement.

Essential terms of the Settlement Agreement that are audited include:

- Whether Glenpool has accurately reported all new water customer connections within the "Permissive Area" and paid to Creek-2 the corresponding Meter Connection Fees in the initial amount of \$800 per tap of less than 1-inch and \$1,200 per tap for lines of 1-inch or more diameter, as adjusted annually in accordance with the CPI-U.
- Whether Glenpool has accurately reported all Active Water Connections maintained by Glenpool within the Permissive Area and paid to Creek-2 a monthly Royalty in the initial amount of \$7.75 per month for each such connection, as adjusted annually in accordance with the CPI-U. [This now also includes "Construction Meters."]

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- Confirm that no Meter Connection Fees and no Royalty payments have been paid to Creek-2 for Glenpool water customers situated in the Released Area, defined as the Glenpool city limits as of March 2, 2012.
- Whether Creek-2 has charged its water customers who choose to connect to the Glenpool sanitary sewer system the applicable sewer rate, based on water usage, and remitted the corresponding amount to Glenpool on a monthly basis (whether or not the customer pays Creek-2 the amount of the bill).

Creek-2 and Glenpool have used the services of Elfrink and Associates, PLLC, (Anne Elfrink) for the past six fiscal year annual audits. She recently confirmed with both parties that they would like to use her services again. In response she sent the attached engagement letter, representing that she is prepared to do the FY22-23 Annual Audit in accordance with the same agreed-upon procedures used for the last six fiscal years.

Recommendation

Staff recommends that the City Council, the Glenpool Utilities Service Authority's Board of Trustees, and the Creek-2 Board of Directors approve the attached engagement letter setting forth procedures first adopted on October 24, 2016 and updated to May 11, 2020.

Attached

- Agreed Upon Audit Procedures Engagement Letter for FY 2022-2023

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

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Elfrink and Associates, PLLC

Member of the AICPA, OSCP, and GFOA

8905 S Yale Avenue, Suite 102
Tulsa, Oklahoma 74137

Anne.Elfrink@CPA.com

918-361-2133
Fax: 918-512-4280

April 10, 2023

City of Glenpool/Glenpool Utility Service Authority and
Creek County Rural Water District No. 2
12205 S. Yukon Ave.
Glenpool, OK 74033

We are pleased to confirm our understanding of the nature and limitations of the services we are to provide for the City of Glenpool/Glenpool Utility Service Authority ("Glenpool") and Creek County Rural Water District No. 2 ("Creek-2" for the audit period of July 1, 2022 through June 30, 2023 ("Auditable Period").

SCOPE OF SERVICES

We will apply the agreed-upon procedures described below to be performed in accordance with the applicable attestation standards of the American Institute of Certified Public Accountants and the fieldwork reporting standards in *Government Auditing Standards*. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described in the schedule below for any purpose. If, for any reason, we are unable to complete the procedures, we will describe the restrictions on the performance of the procedures in our report or will not issue a report as a result of this engagement.

Because the agreed-upon procedures listed in the schedule below do not constitute an examination, we will not express an opinion on the financial statements, underlying data, or the procedures being conducted to prepare such statements. In addition, we have no obligation to perform any procedures beyond those listed in the schedule below.

We will submit a report listing the procedures performed and our findings. The report is intended solely for the use of the City of Glenpool/Glenpool Utility Service Authority and Creek County Rural Water District No. 2. It should not be used by anyone other than the specified parties. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to the parties.

You are responsible for establishing and maintaining internal controls, including monitoring ongoing activities, and for selecting the criteria and determining that such criteria are appropriate for your purposes. You are responsible for management decisions and functions; for designating an individual with suitable skill, knowledge, and/or experience to oversee the procedures we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

The specific procedures to be performed are:

With respect to Glenpool's Records

1. We will update our understanding of the policies, procedures, and methodologies used by Glenpool to create, maintain, bill, and terminate water utility customers, particularly those existing within the Permissive Area, as that term is defined in the Agreement. Such understanding shall be documented by us in writing.
2. We will obtain building permit records for all new construction within the Permissive Area during the Auditable Period, and compare such records to records maintained within Glenpool's utility billing system pertaining to the installation of new water meters at the physical addresses on the building permits to ensure that information regarding new meter installations reported to Creek-2 is timely and accurate.
3. We will calculate the amount of Meter Connection Fees due Creek-2 during the Auditable Period based upon building permits, utility installation records, and utility billing records, and shall compare the results of that calculation to the amount remitted by Glenpool during the same period. We will reconcile any differences noted and determine the correct amount due during the Auditable Period.
4. We will examine Glenpool's records (including, but not limited to raw computer billing data, customer reports, software billing programs) to determine whether amounts paid to Creek-2 for Royalty Fees due on Active Water Connections in the Permissive Area during the Auditable Period are correct. We will reconcile any differences noted and determine the correct amount due to Creek-2 during the Auditable Period.
5. We will obtain documentation of the CPI-U adjustments made to Meter Connection Fees and Royalty Fees paid by Glenpool to Creek-2 during the Auditable Period and determine whether such adjustments were accurate and made in a timely manner.

With Respect to Creek-2's Records

1. We will update our understanding of the policies, procedures, and methodologies used by Creek-2 to create, maintain, bill, and terminate Shared Utility Customers. We will document our understanding in writing.
2. We will obtain and compare records maintained by Glenpool pertaining to wastewater taps made or maintained at addresses served by Creek-2's domestic water and compare such records to Creek-2's billing records for Shared Utility Customers.
3. We will examine Creek-2's records (including but not limited to raw computer billing data, customer reports, software billing programs) regarding water consumption by Shared Utility Customers and calculate the amounts due Glenpool for wastewater collection services for those customers. We will compare the calculation above to the actual amounts paid to Glenpool for the Auditable Period and reconcile any differences noted.

Procedures Applicable to Creek-2 and Glenpool

- I. We will apply the following agreed-upon procedures, as specified in the Agreement of Compromise, Settlement and Release ("Agreement"), dated May 2015 provided that the Auditor may implement the Audit Sampling standards set forth in *AU Section 350, Audit Sampling*, implementing Statements on Auditing Standards No. 39, 43, 45 and 111, promulgated by the Auditing Standards Board of the American Institute of Certified Public Accountants, as such AU 350 may be amended or superseded.

2. We will perform any other procedures we deem reasonable and necessary to ensure that the purpose and intent of the Agreement has been met by both Creek-2 and Glenpool.
3. The above agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the Government Accountability Office.

We understand that your employees will assist in locating documents and obtaining data files we request.

The documentation for this engagement is the property of Elfrink and Associates, PLLC and constitutes confidential information. This documentation will be retained for a minimum of five years after the report release date.

Our fee for these services will be a flat baseline fee of \$11,600 for the audit period covering July 1, 2022 through June 30, 2023 plus \$20 per meter for each active water connection maintained by the City of Glenpool/Glenpool Utility Service Authority in the permissive area and each shared utility customer.

Our invoice for these fees will be rendered upon delivery of our final report and is payable on presentation. However, if we are prevented from continuing our work due to delays in availability of client staff or information, or any other mechanism outside of the jurisdiction and control of our firm, we will bill for services rendered on a monthly basis at our standard rates. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. An invoice that is not paid within 45 days of the billing date will accrue interest at the rate of 6% per annum from the date of the invoice. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. If an expansion of scope beyond those specific procedures identified above is necessary, we will discuss it with you before we incur additional costs.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2022 peer review letter accompanies this letter.

We appreciate the opportunity to be of service to the City of Glenpool and Creek County Rural Water District No. 2 and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Elfrink and Associates, PLLC

AFFIRMATION:

This letter correctly sets forth the understanding of the City of Glenpool/Glenpool Utility Service Authority and Creek County Rural Water District No 2 for the Auditable Period of July 1, 2022 through June 30, 2023.

FOR THE CITY OF GLENPOOL:

By: _____

Title: _____

Date: _____

FOR THE GLENPOOL UTILITY SERVICE AUTHORITY:

By: _____

Title: _____

Date: _____

FOR THE CREEK COUNTY RURAL WATER DISTRICT NO. 2:

By: _____

Title: _____

Date: _____



To: Mayor and Council

From: Beth Miller, Grants/Special Projects Coordinator

Date: May 1st, 2023

Re: Approval of letter of support for the proposed hosting of EV charging sites

Background:

The staff is proposing to be added to a USDOT notice of funding opportunity number 693JJ323NF00004 with INCOG as the primary applicant to install electronic vehicle charging stations in Glenpool at City Hall and Black Gold Park. This will be at no cost to the city as the application will include agency contractors covering the matching 20%.

Please find the attached letter of support. The proposed project involves a signed letter that verifies the city's commitment to providing the proposed sites to host the charging equipment. Although other sites have been identified, they will not be included in the selection process until the project's stakeholders or program partners have been informed.

Staff Recommendation:

Staff recommends the approval of the letter to support the hosting of charging stations at City Hall and Black Gold Park.

Attachments:

- Letter of Support

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

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May 1st, 2023

U.S. Department of Transportation FHWA
Office of Planning, Environment and Realty (HEP)
1200 New Jersey Avenue, SE
Washington, DC 20590

Re: NOFO 693JJ323NF00004, Charging and Fueling Infrastructure Discretionary Grant Opportunity

To Whom it May Concern,

I am writing this letter to express the commitment of the City of Glenpool in support of the Charging and Fueling Infrastructure grant proposal submitted by the Indian Nations Council of Governments (INCOG). The City of Glenpool appreciates the opportunity to be involved in the addition of electric vehicle (EV) infrastructure in our community, particularly since there are no EV charging sites available within the city at this time.

We acknowledge that the deployment of EV charging infrastructure plays a role in reducing harmful emissions and improving air quality, and we also recognize that this deployment must be equitable. The City of Glenpool is proud to partner with INCOG and other regional partners in creating a robust region-wide network of community-centered charging infrastructure to make it possible for more residents, particularly those in multifamily housing, low- and moderate-income areas, and existing charging deserts, to adopt EVs.

In this effort, the City of Glenpool is pleased to host proposed charging infrastructure on our property at City Hall and Black Gold Park. City Hall is adjacent to multifamily housing, shopping, many restaurants, and within a half mile of a major highway. Black Gold Park is amidst low-to-moderate-income areas, restaurants, and adjacent to a major highway.

As an effort led by and for the communities in question, we believe that this proposal has significant potential to improve air quality and enhance equitable access to EV charging infrastructure.

Sincerely,

Joyce G. Calvert
Mayor
City of Glenpool

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