



**NOTICE
GLENPOOL CITY COUNCIL
REGULAR MEETING**

A Regular Session of the Glenpool City Council will be held at 6:00 p.m. on June 2, 2025, 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>

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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, JUNE 2, 2025.**

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 –Brad Ross of One Church in Glenpool**
- D) **Pledge of Allegiance – Joyce G. Calvert, Mayor**
- E) **Management Report**
 - 1) [CM Report.06022025](#)
- F) **Mayor Report – Joyce G. Calvert, Mayor**
- G) **Council Comments**
- H) **Public Comments**

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- 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) To approve the minutes from the May 2, 2025, meeting. 40 - 45
[City Council Regular Meeting - 05 May 2025 - Minutes - Pdf](#)
 - 2) To approve the Certificate and Order to County Clerk and County Treasurer for Josh Brannon, City Treasurer. 46 - 51
[Certificate and Order Josh Brannon 2025-26](#)
 - 3) To approve the Engagement Letter from Crawford & Associates, P.C. to perform monthly financial accounting services, as needed, for Fiscal Year 2025-2026. 52 - 55
[FY 2025-2026 Monthly Acct Service Engagement Letter Staff Report 06-02-25](#)
[FY 2025-2026 Monthly Acct Service Engagement Letter](#)
 - 4) To approve the Engagement Letter from Crawford & Associates, P.C. to prepare the financial statements for fiscal year ending June 30, 2025. 56 - 61
[FY 2024-2025 Financial Statement Engagement Letter Staff Report 06-02-25](#)
[FY 2025-2026 Financial Statement Engagement Letter](#)
 - 5) To approve FY 24-25 Budget Amendment CITY-10, recognizing \$10,703.15 in additional General Fund revenue per a Tulsa County order authorizing disposition of seized and unclaimed property, and appropriating the funds to be use for the purchase of Police equipment. 62 - 63
[FY 24-25 Budget Amendment CITY-10 - Staff Report GF Police Seized Unclaimed Property 06-02-25](#)
[FY 24-25 Budget Amendment CITY-10 - GF Police Seized Unclaimed Property 06-02-25](#)
 - 6) To approve FY 24-25 Budget Amendment CITY-11, appropriating \$488,470.00 from General Fund balance, to be transferred to and expensed from the City's Capital Fund (03-6-01-6360 Capital – Streets & Maintenance) as the 20% match for the Glenpool Pedestrian & Bicycle Sidewalk Expansion grant. 64 - 65
[FY 24-25 Budget Amendment CITY-11 - Staff Report GF Sidewalk Grant Match 06-02-25](#)
[FY 24-25 Budget Amendment CITY-11 - GF Sidewalk Grant Match 06-02-25](#)
 - 7) To approve the denial of the Marler tort claim, as recommended by Oklahoma Municipal Assurance Group (OMAG). 66 - 68
[OMAG recommendation of denial on MARLER Claim](#)
 - 8) To approve the denial of the Schneider tort claim, as recommended by Oklahoma Municipal Assurance Group (OMAG). 69 - 71
[OMAG recommendation of denial on SCHNEIDER Claim](#)
- J) **Consideration and appropriate action relating to items removed from the Consent Agenda**
- K) **Scheduled Business**
- 1) Discussion and possible action to appoint Matthew Hayes to the Planning 72 - 77

Commission and Board of Adjustment for a 3-year term expiring May 8, 2028.
(Joyce G. Calvert, Mayor)

[M Hayes application](#)

- 2) Discussion and possible action to approve, amend or deny the State of Oklahoma Department of Transportation Supplemental and Modification Agreement No. 1 JP#28845(04)(05) 78 - 102
(David Agbetunsin, City Engineer)
[Staff Report - ODOT INCOG TAP Modification Agreement.docx](#)
- 3) Discussion and possible action to approve, amend, or deny the Civic Plus Agenda Management and Codification Service Agreements. 103 - 112
(Lesli Smith, City Clerk)
[Civic Plus Agenda Management and Codification Staff Report](#)
[Glenpool OK Meetings Agreement](#)
[Glenpool OK Republication agreement 04092025](#)
- 4) Discussion and possible action to approve, deny, or amend Resolution No. 2025009, a Resolution of the Governing Body of the City of Glenpool to Comply with and Operate in Accordance with the Municipal Budget Act and Approve the Fiscal Year 2025-2026 Annual Budget. 113 - 114
(Josh Brannon, Finance Director)
Resolution No. 2025009
Exhibit A - FY 25-26 Budget
[Resolution No.2025009 CITY](#)
[Exhibit A - FY 2025-2026 Proposed Budget Summary](#)
- 5) 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 purpose of 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).
(David Tillotson, City Manager)
- 6) Discussion and possible action to reconvene in Regular Session.
(Joyce G. Calvert, Mayor)

L) Adjournment

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

Signed: Lesli Smith

City Clerk

City Manager's Report

June 2, 2025



City Of
Glenpool
Creating Opportunity

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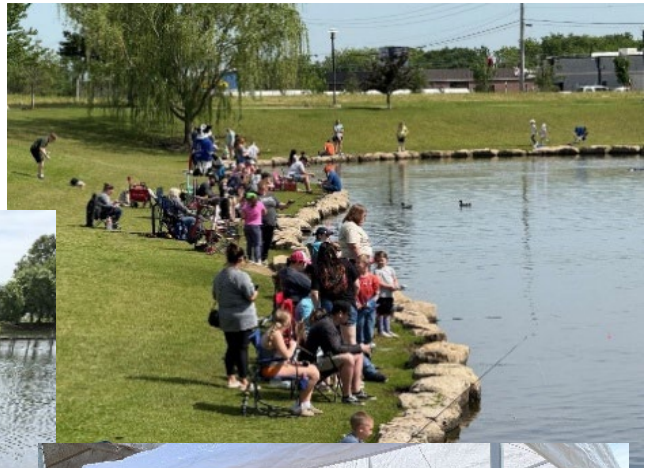
Executive Summary

Mayor and Council,

School is out and summer is in full swing! We have lots of events happening this summer, including our weekly Farmer's Market, the fishing derby that was held in May and the upcoming Red, White and Boom Bash that is scheduled for Saturday, June 28th. We are also working on a list of summer activities being held by other Glenpool organizations that we can share to help parents find fun things to do with their kids this summer.

As you review the following departmental reports, I hope you take notice of the number of different projects that have been completed or are in progress. Allow me to take a moment and highlight a few that are in the report and add a few others that I believe are informative.

- Pictured on the cover page this month is a photo of the Glenpool Fire Department joint advanced driver and aerial operations training exercise with participants from Jenks and Cushing.



- The City hosted the annual fishing derby at the Conference Center Pond on May 10th. Thank you to our sponsors for this event: Glenpool Optimist Club and the Oklahoma Department of Wildlife Conservation. I also want to say thank you to all our employees that came out to help these kids have an amazing time!
- Our pace of hiring has picked up lately and we have been able to fill several vacancies that have unfortunately been open for quite a while. I anticipate we will make offers to candidates for our two



open police officer slots soon and our final dispatcher position is set to start this month. We are currently taking applications for seasonal positions to assist with mowing and other park duties.

- The Hwy 75 Project continues to progress at a steady pace. We will continue to see traffic delays and construction-related heartburn throughout the project, but thankfully ODOT and the contractor have been responsive to our needs and requests. ODOT poured the last section of the bridge decking just after Memorial Day. We are told that the anticipated completion date is now in October.
- On the agenda, this evening you will see our final draft of the annual budget. Our team has worked hard to manage the budget while still allowing for employee raises. Based on feedback at the initial review and conversations since then, we are including several capital items and other projects as options for you to consider. These projects and purchases are not included in the current budget numbers, but we believe they are important projects to consider.
- The Development Services Department has received several preliminary plat applications that will be headed to the Planning Commission in June and July. A couple of these plats are for housing additions. This is good news as our new residential permits for 2025 are below our 2024 levels at this same time last year and our available lot count is dwindling.
- We are thrilled that David Agbetunsin, Jesse Hale and our partners at Garver and S3 Engineering were invited to speak at the recent American Public Works Association conference about our new sewer plant project. Additionally, David was asked to speak at the Tulsa Luncheon for the American Society of Civil Engineers about the project. Congrats to all of those involved!
- As you peruse this report, please check out the social media chart on page 29. While we are sixth among comparable Cities in total audience size (followers) for our City Facebook page, we are in the top three in total posts per month and are second only to Owasso as to the amount of engagement we see with our posts. Engagement is measured when someone likes, shares or comments on our posts. If you measure the total engagement per post, we rank first among comparable cities in the region with almost 94% of our posts garnering some type of engagement. This chart does not consider the other pages that we operate, including animal control, police department and conference center, nor does it take into account the other social media sites, like LinkedIn, X, and Instagram that we post on. Our internal and external teams do an amazing job managing these various communication channels!
- Upcoming Community Events/City Holidays:
 - Red, White and Boom Bash: June 28th
 - Independence Day Holiday: July 4th



As you can see from this report our teams are hard at work providing excellent service to our community. I am thankful for a team that strives relentlessly to fulfill our mission and core values.

“What we can do for others is like throwing a pebble into a river—it starts small, but it continues to ripple until the furthest drop of water is touched.” – Dalai Lama

David

Human Resources

Open Positions

We currently have 7 open positions. These vacancies include those new positions approved in the FY2024-2025 budget.

- Police Department: 3 Positions
 - Police Officer (2) – Candidates in the Background Process
 - Dispatch: (1) – Start Date of 06/02/2025
- Public Works: 3 Positions
 - Seasonal Parks Laborers (3)
- Conference Center: 1 Position
 - PT Event Coordinator – (External posting/interview process)

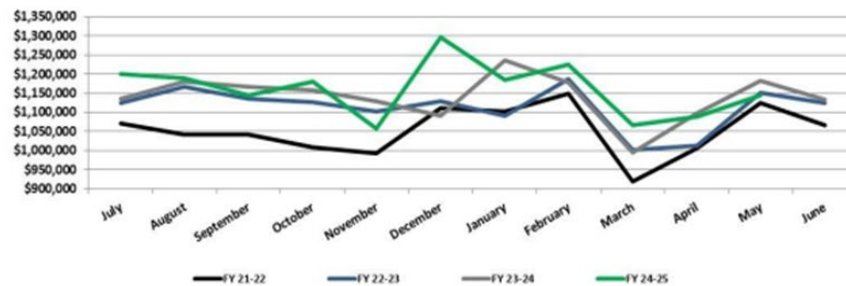
Finance

SALES TAX

FY 24-25 Combined Sales Tax for all funds in May totaled \$1,144,582, 3.2% lower than FY 23-24 revenues for the same period. Further details on May financial results will be reported next month after the accounting period is closed.



Sales Tax Revenue by Month
FY 24-25 Actual Compared to Previous 3 Fiscal Years Actual



GENERAL FUND REVENUES

FY 24-25 General Fund revenues through April totaled \$13,923,912, which is \$275,101, or 2.0%, higher than FY 23-24 revenues for the same period. Year-to-date revenues are \$452,512 above budget., with Sales Tax, Investment Income, Intergovernmental, and Miscellaneous revenues all up.



GENERAL FUND EXPENDITURES

FY 24-25 General Fund expenditures through April totaled \$12,734,179 or \$239,739 (1.9%) higher than FY 23-24 expenditures through the same period.. These expenditures were 10.3% under budget year-to-date.



REPORT LEGEND

Better Than
Expected



Expected, or
Minor
Variance



Monitor and
Consider
Taking
Action



SALES TAX REVENUES—ALL FUNDS



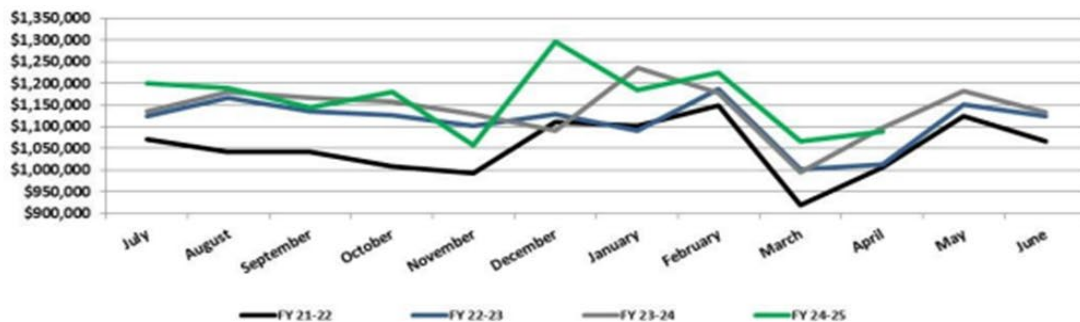
FY24-25 year-to-date Sales Tax collections through April were 1.3% above budget, and 2.4% higher than FY23-24 collections for the same period.

MONTH	COMPARISON TO BUDGET			COMPARISON TO PRIOR YEAR			PERCENTAGE	
	BUDGET	FY 24-25 ACTUAL	AMT INC/(DEC)	FY 24-25 ACTUAL	FY 23-24 ACTUAL	AMT INC/(DEC)	INC(DEC) BUDGET	INC(DEC) PRIOR YR
July	\$ 1,146,098	\$ 1,200,807	\$ 54,709	\$ 1,200,807	\$ 1,134,751	\$ 66,057	4.8%	5.8%
August	\$ 1,191,491	1,189,253	(2,238)	1,189,253	1,179,694	9,559	-0.2%	0.8%
September	\$ 1,179,101	1,145,631	(33,470)	1,145,631	1,167,426	(21,796)	-2.8%	-1.9%
October	\$ 1,168,926	1,181,483	12,557	1,181,483	1,157,352	24,130	1.1%	2.1%
November	\$ 1,140,169	1,056,590	(83,579)	1,056,590	1,128,880	(72,290)	-7.3%	-6.4%
December	\$ 1,102,348	1,295,899	193,551	1,295,899	1,091,433	204,466	17.6%	18.7%
January	\$ 1,248,631	1,183,889	(64,742)	1,183,889	1,236,268	(52,379)	-5.2%	-4.2%
February	\$ 1,189,584	1,224,229	34,645	1,224,229	1,177,808	46,421	2.9%	3.9%
March	\$ 1,004,070	1,065,806	61,736	1,065,806	994,130	71,676	6.1%	7.2%
April	\$ 1,108,582	1,090,028	(18,554)	1,090,028	1,097,606	(7,578)	-1.7%	-0.7%
May			-			-		
June			-			-		
TOTAL	\$ 11,479,000	\$ 11,633,615	\$ 154,615	\$ 11,633,615	\$ 11,365,348	\$ 268,267	1.3%	2.4%

Y-T-D Budget \$ 11,479,000
 Y-T-D Actual 11,633,615
 Y-T-D Variance 154,615
 Y-T-D % Var 1.3%

Prior Year \$ 11,365,348
 Y-T-D Actual 11,633,615
 Y-T-D Variance 268,267
 Y-T-D % Var 2.4%

**Sales Tax Revenue by Month
 FY 24-25 Actual Compared to Previous 3 Fiscal Years Actual**

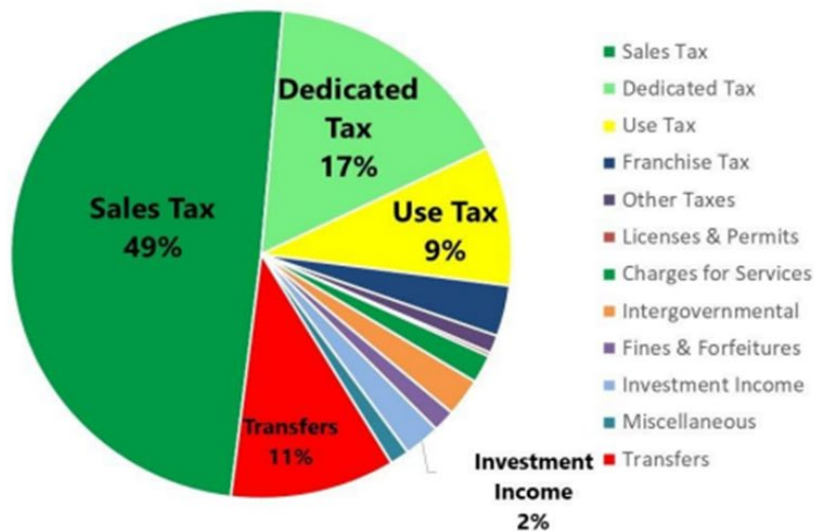


GENERAL FUND YEAR-TO-DATE REVENUES

	YTD FY24-25 Budget	YTD FY24-25 Actual	Budget Over/(Under)	YTD FY23-24 Actual
Sales Tax	\$ 6,752,234	\$ 6,842,893	\$ 90,658	\$ 6,685,382
Dedicated Tax	2,250,745	\$ 2,281,352	30,607	2,228,461
Use Tax	1,252,302	\$ 1,246,049	(6,253)	1,159,541
Franchise Tax	529,167	\$ 468,514	(60,652)	494,726
Other Taxes	114,167	\$ 166,850	52,683	132,895
Licenses & Permits	65,500	\$ 42,024	(23,476)	50,411
Charges for Services	281,474	\$ 300,960	19,486	263,734
Intergovernmental	279,581	\$ 325,006	45,426	279,592
Fines & Forfeitures	167,083	\$ 213,953	46,870	180,229
Investment Income	241,998	\$ 318,689	76,691	505,750
Miscellaneous	37,150	\$ 217,622	180,472	168,092
Transfers	1,500,000	1,500,000	-	1,500,000
Totals	\$ 13,471,400	\$ 13,923,912	\$ 452,512	\$ 13,648,811

Over (Under) Budget year to date: 3.4%

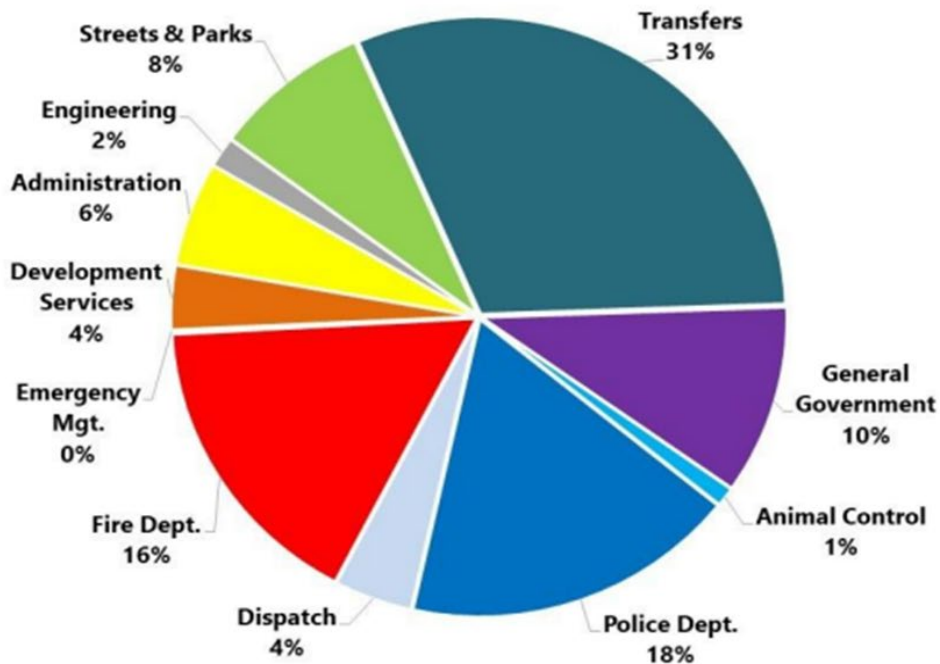
Increase (Decrease) over prior year: 2.0%



GENERAL FUND YEAR-TO-DATE EXPENDITURES

DEPARTMENT	YTD FY24-25 Budget	YTD FY24-25 Actual	Budget Under/(Over)	YTD FY23-24 Actual
General Government	\$ 1,486,324	\$ 1,294,147	\$ 192,178	\$ 1,210,144
Animal Control	143,739	133,417	10,322	126,705
Police Dept.	2,334,503	2,305,223	29,280	2,131,744
Dispatch	593,970	522,611	71,359	474,088
Fire Dept.	2,397,144	2,099,968	297,176	2,032,832
Emergency Mgt.	94,583	18,139	76,444	54,346
Development Services	499,969	445,059	54,911	636,543
Administration	829,699	739,831	89,868	480,759
Engineering	325,756	208,091	117,665	17,550
Streets & Parks	1,573,071	1,027,107	545,964	1,600,983
Transfers	3,925,519	3,940,588	(15,069)	3,728,745
Totals	\$ 14,204,278	\$ 12,734,179	\$ 1,470,099	\$ 12,494,441
Under (Over) Budget year to date:		10.3%		
Increase over prior year:		1.9%		

General Fund YTD Percent Expenditures by Department



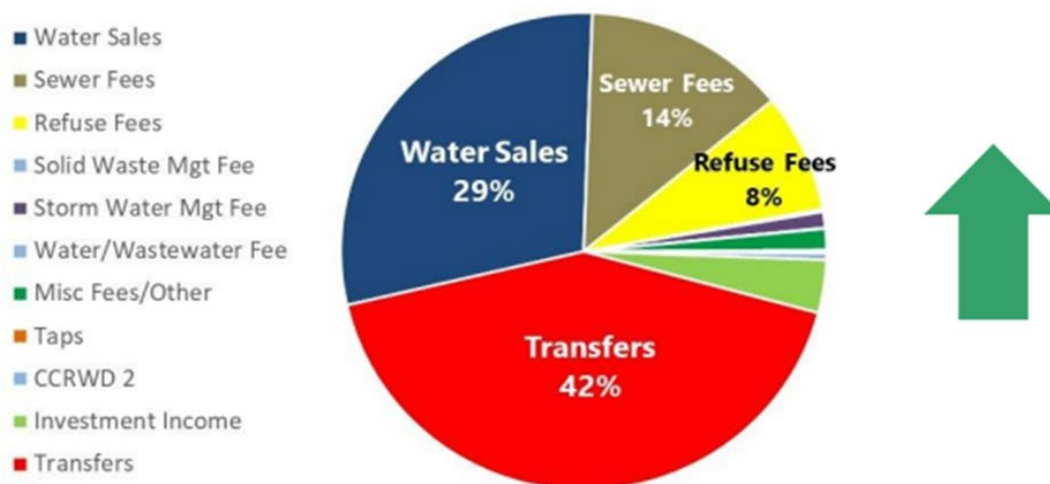
GLENPOOL UTILITY SERVICES AUTHORITY YEAR-TO-DATE REVENUES

	YTD FY24-25 Budget	YTD FY24-25 Actual	Budget Over/(Under)	YTD FY23-24 Actual
Water Sales	\$ 2,575,285	\$ 2,589,798	\$ 14,513	\$ 2,500,759
Sewer Fees	1,211,539	1,207,151	(4,389)	1,173,401
Refuse Fees	718,369	723,278	4,909	706,216
Solid Waste Mgt Fee	18,333	17,000	(1,333)	16,763
Storm Water Mgt Fee	98,333	97,400	(933)	96,059
Water/Wastewater Fee	4,167	3,755	(412)	5,982
Misc Fees/Other	124,167	142,353	18,186	134,132
Taps	47,500	17,400	(30,100)	46,200
CCRWD 2	27,917	39,369	11,453	29,285
Investment Income	75,180	316,019	240,839	326,628
Transfers	3,758,853	3,781,352	22,499	3,728,745
Totals	\$ 8,659,643	\$ 8,934,873	\$ 275,231	\$ 8,764,172

Over (Under) Budget year to date: 3.2%

Increase over prior year: 1.9%

GUSA YTD Revenues by Type



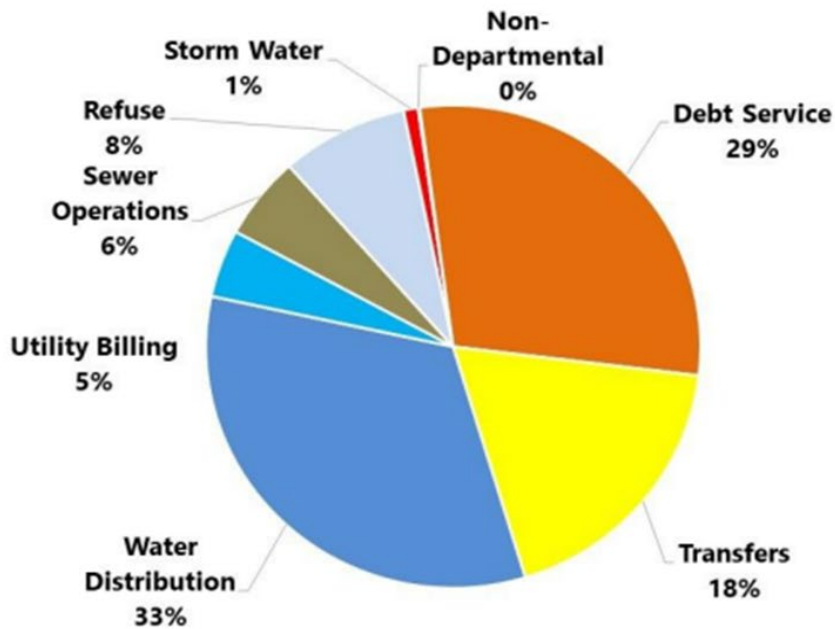
GLENPOOL UTILITY SERVICES AUTHORITY YEAR-TO-DATE EXPENDITURES

DEPARTMENT	YTD FY24-25 Budget	YTD FY24-25 Actual	Budget (Over)/Under	YTD FY23-24 Actual
Water Distribution	\$ 3,133,328	\$ 2,701,333	\$ 431,994	\$ 2,704,262
Utility Billing	364,530	371,465	(6,934)	345,910
Sewer Operations	609,537	453,887	155,650	559,763
Refuse	759,417	679,904	79,513	693,379
Storm Water	147,500	77,115	70,385	-
Non-Departmental	7,716	8,603	(887)	7,622
Debt Service	2,374,661	2,374,661	(0)	2,351,913
Transfers	1,500,000	1,500,000	-	1,500,000
Totals	\$ 8,896,688	\$ 8,166,968	\$ 729,721	\$ 8,162,849

Under (Over) Budget year to date: 8.2%

Increase over prior year: 0.1%

GUSA YTD Percent Expenditures by Department



FUND DASHBOARD

FUND	REVENUES	EXPENDITURES	CHANGE IN FUND BALANCE
GENERAL FUND	\$13,923,912	\$12,734,179	\$1,189,733
GLENPOOL UTILITY SERVICES AUTHORITY FUND	\$8,934,873	\$8,166,968	\$767,905
GLENPOOL INDUSTRIAL AUTHORITY FUND	\$959,052	\$726,931	\$232,121
STREETS & INFRASTRUCTURE FUND	\$847,133	\$403,853	\$443,280
PUBLIC SAFETY CAPITAL FUND	\$694,497	\$724,058	<\$29,561>
PUBLIC SAFETY PERSONNEL FUND	\$1,466,604	\$1,374,040	\$92,564
CAPITAL FUND	\$115,007	\$367,267	<\$252,260>
ARPA FUND	\$4,759,299	\$1,954,885	\$2,804,414
PARKS AND RECREATION FUND	\$20,823	\$9,875	\$10,948
HOTEL FUND	\$234,995	\$205,822	\$29,173

FUND DASHBOARD

FUND	REVENUES	EXPENDITURES	CHANGE IN FUND BALANCE
GENERAL FUND	\$11,277,267	\$10,233,675	\$1,043,592
GLENPOOL UTILITY SERVICES AUTHORITY FUND	\$7,273,843	\$6,909,889	\$363,954
GLENPOOL INDUSTRIAL AUTHORITY FUND	\$757,157	\$716,084	\$41,073
STREETS & INFRASTRUCTURE FUND	\$691,718	\$357,874	\$333,844
PUBLIC SAFETY CAPITAL FUND	\$567,427	\$509,259	\$58,168
PUBLIC SAFETY PERSONNEL FUND	\$1,198,074	\$1,125,788	\$72,286
CAPITAL FUND	\$90,259	\$365,752	<\$275,493>
ARPA FUND	\$1,613,241	\$1,378,551	234,690
PARKS AND RECREATION FUND	\$15,348	\$3,616	\$11,732
HOTEL FUND	\$186,907	\$162,783	\$24,124

Development Services

Listed below are current development related activities within the City of Glenpool **through the month of May 2025**. 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:

- **C & C Office Complex** – A proposed 2,672 sf office building located 459 E 151st S. The existing single-family residence will be converted into an office building.
- **Brown Veterinary Clinic – S75 Business Park** – A proposed Veterinary Clinic located at the southeast corner of W 161st St. S and S Broadway St.

Commercial/Industrial Occupancy Permits Issued in May 2025:

- **Quality HCPE (Office Warehouse)** – 15056 S. Dogwood St.
- **Ruff Wash (Dog Wash and Groom)** – 14050 S Peoria Ave Ste #103
- **Axis Healthcare (Medical Clinic)** – 12291 N. Casper St.

Earth Change Permits Issued:

- **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.
- **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.
- **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.
- **146th and Vancouver:** ODT staging and storage area for the US75 improvement project.

Residential Projects Under Construction:

Subdivision Name		Lots Approved	Under Construction	Completed	Lots Available
1	Glen Hills I (Phase 1-6)	84	1	82	1
2	Glen Hills II (Phase 7-11)	78	0	73	5
3	Scissortail	88	8	65	15
4	Redbud Glen	74	10	32	32
5	Twin Ponds	25	0	2	23
Totals		349	19	254	76

○

Planning Applications Under Review:

- **Annexation(s):**
 - **Selvidge Annexation:** An Annexation Application for a 6-acre site located on the south side of W 171st Street S approximately a quarter mile east of S 33rd Avenue.
- **Comprehensive Plan Amendment(s): No New Applications**
- **Zone Amendment(s): No New Applications**
- **Planned Unit Development (PUD):**
 - **Housley Group PUD** – A proposed Planned Unit Development (PUD 45) for an industrial development of a 14.63-acre site located on the north side of West 161st Street South, approximately a half mile east of U.S. Highway 75. The PUD proposes development and performance criteria for future industrial uses for the site.
 - **151-75 Crossing** – A proposed Planned Unit Development (PUD 45) for a mixed-use development consisting of light industrial and commercial uses. The subject site is 76.6-acres in size and is located on the southwest corner of US Highway 75 and State Highway 67.
- **Subdivision Plat(s) –**
 - **The Lakes at Twin Ponds** – A Preliminary Plat to subdivide a 94.0918-acre site into two-hundred and fifty-one (251) lots in nine (9) blocks and seven (7) reserve areas. The subject site is generally located on the south side of W 161st S and west of US75.
 - **Scissortail Phase 2** – A Preliminary Plat to subdivide an approximately 40.20-acre site into one-hundred and eleven (111) residential lots and four (4) reserve areas. The subject site is located east of E. 148th St. S and north of S. Poplar St.
 - **Housley Group Plat** – A proposed Preliminary Plat of a 14.63-acre site located on the north side of West 161st Street South, approximately a half mile east of U.S. Highway 75. The preliminary plat proposes to subdivide the site into three (3) lots.
- **Lot Split Application(s): No New Applications**
- **Site Plan Application(s): No New Applications**
 - **State Farm Office – Marvin Manns** – A Site Plan review of a proposed office building located at 201 E 141st St.

- **Specific Use Permits: No New Applications**
- **Variance(s): No New Applications**

Approved Projects Not Under Construction

- **McGraw Winfield Realtors** – A proposed 4,434sf office building located at 12189 South Yukon Avenue.
- **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.
- **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.
- **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.
- **Twin Ponds Phase II** – Preliminary Plat of a 12.29-acre site. The plat proposes subdividing 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 BOA Meeting – June 9, 2025- No items scheduled.

Items Scheduled for Planning Commission Meeting – June 9, 2025

- **Housley Group Plat** – A proposed Preliminary Plat of a 14.63-acre site located on the north side of West 161st Street South, approximately a half mile east of U.S. Highway 75. The preliminary plat proposes to subdivide the site into three (3) lots.
- **Scissortail Phase 2** – A Preliminary Plat to subdivide an approximately 40.20-acre site into one-hundred and eleven (111) residential lots and four (4) reserve areas. The subject site is located east of E. 148th St. S and north of S. Poplar St.
- **Selvidge Annexation** - An Annexation Application for a 6-acre site located on the south side of W 171st Street S approximately a quarter mile east of S. 33rd Avenue.

Current Residential and Commercial Building Permit Statistics

Current Active Residential Permits	31
Current Active Commercial Permits	4
New Residential Permits Issued May 2025 (New Construction)	3
New Commercial Permits Issued May 2025 (New Construction)	0
Residential Permits through May 2025 (New Construction)	23
Residential Permits through May 2024 (New Construction)	37
Assessment Letters Issued in 2024 (Total)	0
Assessment Letters Issued in 2025 (Total)	2

Code Enforcement Activity for May 2025

ACTIVITY DESCRIPTION:	Totals			
Complaints received and investigated Year to Date	570			
Open public nuisance cases through May 2025	23			
CODE ENFORCEMENT CASES	Feb 2025	Mar 2025	Apr 2025	May 2025
	54	107	162	155
High grass:	-0-	-0-	-1-	-46-
Fire damaged structures:	-0-	-0-	-0-	-0-
Illegally parked vehicles:	2	5	14	6
Nuisance abatements (contractor):	-0-	-0-	-0-	-0-
Notices issued for residents with no water service:	-0-	-0-	-0-	-0-
Tulsa County Health Department citations:	-0-	-0-	-0-	-0-
Illegally placed signs:	37	91	92	47
Damage to public facilities citations:	-0-	-0-	-0-	-0-
Excessive trash & debris notices:	10	11	19	10
Dilapidated structures/property notices:	-0-	-0-	-2-	-0-
Trash can/receptacle placement notices:	-0-	-0-	-0-	-0-
Building demolition & removal:	-0-	-0-	-0-	-0-
Inoperable/abandoned vehicles:	5	-0-	-0-	6
Visual impairments caused by trees, shrubs, vehicles, basketball goals, etc. interfering with traffic flow:	-0-	-0-	-0-	-0-
Stagnant water causing mosquito issues:	-0-	-0-	-0-	
Pest issue:	-0-	-0-	-0-	-0-
Dilapidated fencing:	-0-	-0-	-0-	-1-
Noxious odor:	-0-	-0-	-0-	-0-

Public Works

The following details of all work completed between April 25 – May 23, 2025

Admin

- Attended APWAOK / OWEA joint conference in Norman
- Planned and hosted monthly Public Works luncheon
- Conducted weekly recycling pickups at PW and GCC for delivery to the MET
- Staff took trash cans to city hall for the fishing derby. Also returned them to shop.
- Public Works is fully staffed for the first time in many years.
- PM trained with PW Admin to have redundancy in entering purchase orders

Streets

- Crack sealed – NA
- Filled potholes - 146th & South Waco, 138th and Fern
- Fixed downed streets signs – Elwood and Pecan Estates
- Cleaned storm drains – NA
- Picked up trash around town.
- Weeded – Fencelines on R.O.W.
- Placed steel plate over hole in street on Peabody

Parks

- Black Gold
 - Mowed and Trimmed x2
 - Replaced Flag - took old flag to be repaired
 - Trim branches over trail
 - Sprayed weeds around fence line
- Kendalwood North
 - Mowed and Trimmed x1
 - Re-staked trees
- Kendalwood South
 - Mowed and Trimmed x1
- Lambert
 - Mowed and Trimmed x1 – North Side of creek
- Morris
 - Mowed and Trimmed x1
 - USSSA has utilized the fields two weekends this season
 - 5/2 – 22 teams
 - 5/10 – 18 teams
 - 5/17 – 23 teams

- Rolling Meadows
 - Mowed and Trimmed x1
- South County Soccer
 - Mowed and Trimmed x1
- Picked up trash and emptied trash cans daily at all city parks.

Facilities Maintenance

- Finalized light pole base installation at USPS and Kendalwood North
- Finalized light pole installation at 1122A and Black Gold North Park
- Fabricated and installed two work benches at 1122B
- Light Check at City Hall
- General Maintenance at City Hall.
- Cleaned and tested 1122A pool weekly

Wastewater Treatment Plant

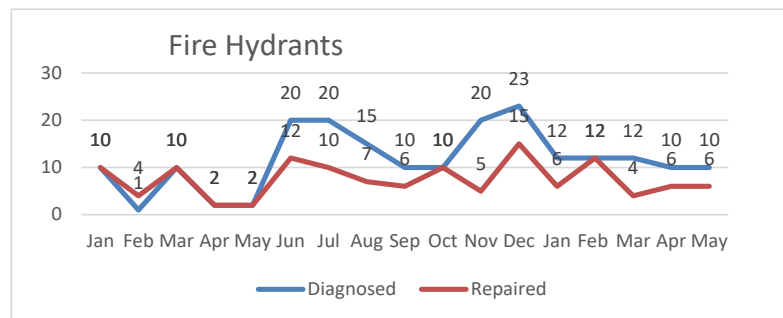
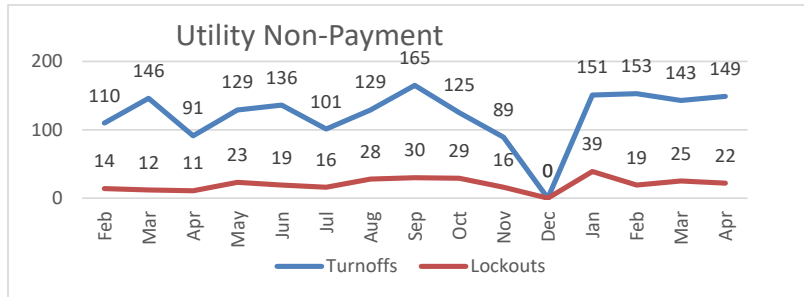
- Daily calibration and testing performed (CL, DO, pH)
- Daily readings performed.
- Daily flow monitoring performed.
- Daily addition of chemicals to lagoon
- Weekly Biological Oxygen Demand and Total Suspended Solids samples to Green Co. Testing
- Mowed, weeded, and sprayed (where needed)
- Vehicle and equipment maintenance performed.
- Only 3 of the 8 lateral lines are functional currently
- Running three 4" Venturi pumps as needed to raise DO in lagoon
 - The one remaining pump has parts on order.
- Blower status:
 - Blower 1: non-operational... needs motor & blower and will remain offline
 - Blower 2,3,4: functional
- Effluent Pump Station has 3 new VFDs, 2 refurbished pumps, 3 new check valves. These upgrades were needed to get the system through the new 3 years until the new plant is online. Additionally, the nonfunctional check valves were costing the city in wasted electricity as the pumps were recycling water needlessly.

Lift Stations

- Inspected all lift stations
 - Cleaned floats
 - Repaired fencing and prepped for latch replacement on many stations.
 - Mowed, weeded, and sprayed all stations
- Assisted WWTF operator with daily tasks
- Newman LS second pump has been rebuilt and is awaiting installation
- Elwood LS is not keeping up with flow. Bypass pump is on site until rainy season ends
- Shell lift station has been having power issues that OGE is addressing
 - 2 motor starters have burned up as well as a control transformer
- Working out bugs with eLynx on new SCADA system

Distribution

- 366 Utility locates
- 172 service orders completed for the utility office
- 149 turn offs for non-payment – (4/29)
- 25 lock outs for non-payment – (5/1)
- Performed monthly meter reads
- 12 leaks repaired (1 major, 11 minor, 3 pending)
- 1 meter(s) set (1 residential, 0 commercial)
- 2 pending meter sets (1 residential, 1 commercial)
- Bi-weekly water samples taken and PASSED
- Mowed, weeded, and sprayed (where needed) at water towers and booster stations
- Cleaned and serviced vehicles and equipment
- Repaired 1 Sewer Manholes
- Jetrodded 3 possible sewer backup(s) (1 on city side, 2 on customer side)
- Diagnosed 10 hydrants, put 6 back in service and ordered parts for all others.
- Booster Pump station on US75 at 131st has had its pin hole leak temporarily repaired. The station is now mostly isolated from distribution. Awaiting further instruction from city engineer on path forward.
- Elwood Lift Station has demonstrated that it can not keep up with flow during rain events. We have purchased a used bypass pump to use here whenever it rains.



WWTF Build – UPDATE

Lots of activity has been occurring at the plant site. The digester foundation has been completed and the walls are starting to be poured. The UV foundation is being worked on,



but the constant rain has been a



battle to keep dry. The ground work for the foundation of the SBR has started. New electrical lines have been trenched to the existing power, with the plan to have the new transformer set in the coming months. A new culvert has been placed on the driveway to drain water from property to the east.

New Valve Exerciser Trailer

A long dormant program in the city is valve exercising. This is an exhausting task and can easily burn out staff. With this new trailer, valves can be easily exercised and valve bodies can be cleaned out at the same time. This light weight trailer can also be towed by any ½ ton truck or even taken off road with the UTV. With over 500 valves in the system, this trailer can knock out all valves in a month after the program has been running for a year or two. Until then, we have a lot of valve stems to clean, repair, and find.



Engineering

APWA/OWEA Conference 2025

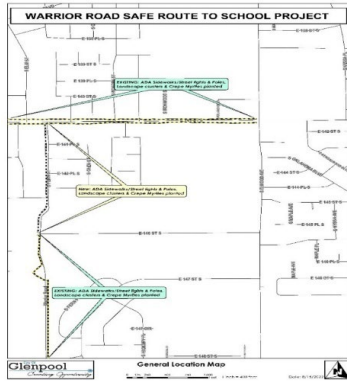
The City of Glenpool, represented by City Engineer David Agbetunsin and Public Works Director Jesse Hale, participated in the OWEA/APWA Conference. On Tuesday, May 20, 2025, the City and its consultants delivered a technical presentation titled "From Aerated Lagoon to Advanced Mechanical Plant – Glenpool's 32-Year Journey." Presenters included David Agbetunsin, Srini Sundaramoorthy, and Cole Niblett.



ASCE Monthly Meeting – May 2025

City Engineer David Agbetunsin served as the guest speaker at the American Society of Civil Engineers Monthly Luncheon held on May 21, 2025. He delivered a presentation titled "Infrastructure Development in Glenpool: A Strategic Outlook on Capital Projects with a Focus on the Wastewater Treatment Plant."





Glenpool Safe Route to School Project JP#3810404

The project establishes an ADA-compliant sidewalk network linking Glenpool Public School to Black Gold Park.

- Total cost: \$1,202,760 (City match: \$240,552 - paid).
- Kimley Horn was selected as the consultant.
- Contract signed by Kimley-Horn
- Received the Notice to Proceed from ODOT.
- The Kickoff Meeting will be scheduled soon.

Elwood Ave. Widening from 151st – 137th Street, State JP#36939(05)

Expands 1.42 miles from two to four lanes, improving pavement, traffic flow, safety, and aesthetics.

- STP grant: \$902,880 (City match: \$225,720 - paid).
- RFQ issued November 19, 2024; responses received from 10 firms by December 17, 2024.
- Qualification-based selection is in progress.



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

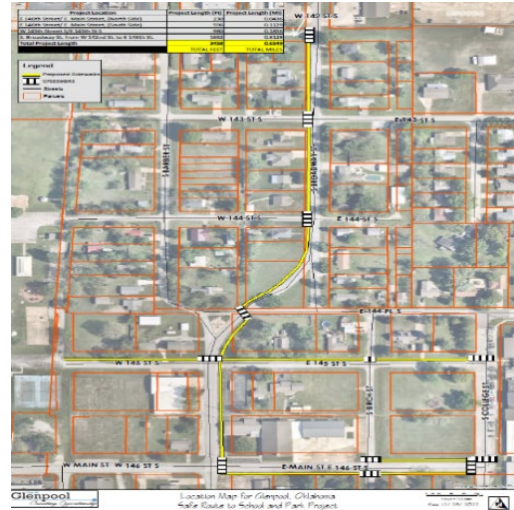
The Warrior Road Project aims to construct a sidewalk from 146th to 141st Street, covering survey, environmental, geotechnical, and engineering studies, culminating in final design and project plans.

- Urban Funding Agreement received from ODOT.
 - Kimley Horn was selected as consultant.
 - City match: \$119,920 - paid.
 - Contract signed by Kimley-Horn
 - Awaiting Notice to Proceed

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

Construction of 2 miles of sidewalks linking Glenpool School to the Glenpool Community Center along 146th street, Elwood Avenue, 141st street and Peoria Ave. Project includes installing decorative lighting along 141st street.

- Final plans and estimates received; under final review with ODOT.
- Transportation grant: \$550,800 (City match: \$137,700).
- Additional funding needed; applied for 2024 INCOG TAP grant.



The estimate for this project is summarized below:

Project	Description	Estimate
Base Bid	E 141 st Street North Side: Between Elwood Ave and Peoria Ave. S Peoria Ave: Between E 141 st St & Recreation Center	\$624,323.82
Add Alternate 1	E 141 st Street South Side: Between S Elwood Ave & S Peoria Ave	\$812,962.56
Add Alternate 2	S. Peoria Ave: In Front of Recreation Center to 137 th Pl	\$108,849.24
Add Alternate 3	E 146 th St: Between Warrior Road & S Elwood Ave. S. Elwood Ave: Between E 146 th St & E. 141 st St	\$998,925.36

This project was recommended to receive Transportation Alternatives Program grant by the INCOG Transportation Technical Committee. The grant award is \$1,500,974 in Federal Funds. Received the agreement for the grant. The agreement shall be presented to the Council at the June 2nd Council Meeting.

US 75/141st Bridge Project

This project constructs a bridge on US-75 over 141st Street, providing frontage roads and signalization.

- Estimated duration: 315 days.
- Project cost: \$27.5M; lowest bid: \$31.4M (Sherwood Construction Co.).
- Currently under construction.

Stormwater Management

Issued two (2) Notice of Violations (NOVs) to developers for erosion control violations at active construction sites within the City.

Complied and resubmitted the DEQ Annual Report for the 2024 calendar year. The report included updates on our Stormwater activities, compliance and community outreach activities.

Rolling Meadows Stormwater

This project aims to address surface water runoff issues affecting residents of Rolling Meadows near Taylor's Pond Subdivision. Crafton, Tull & Associates is the engineer for design (30% of design plans are received).



Community Development Block Grant

- FY2024 grant: \$120,143 for Glen Village Addition II improvements (stormwater, sinkhole, and street repairs).
- Next step: Develop design and specifications.

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 an agreement with INCOG on February 21st, 2024, to update the City bicycle/pedestrian plan. The selected consultant is RDG-Garver LLC.

Project is underway.

GIS Management

Creating Story Map for Capital Improvement Projects in the City of Glenpool.

Conference Center/Community Relations

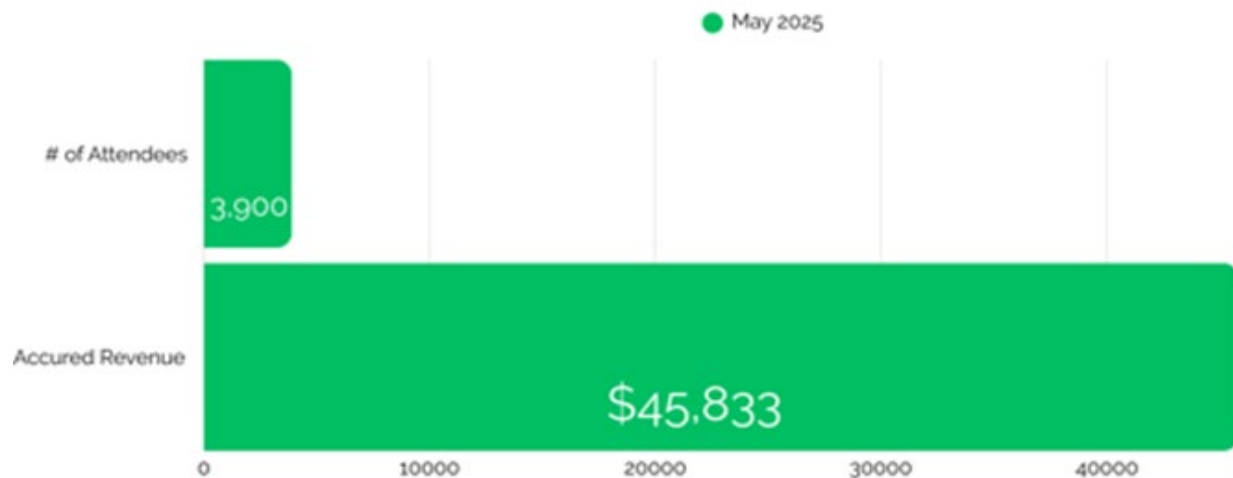
This report highlights the activities of the Community Relations Department and the Conference Center for March.

May was a busy and successful month at the Glenpool Conference Center, with over 40 events hosted throughout the month. Our venue served a wide variety of gatherings, including corporate trainings, school banquets, graduation celebrations, weddings, and quinceañeras.

EVENTS TO HIGHLIGHT

We were honored to host several special events this month, including the **Jenks Swim Club Banquet**, the **Jenks Track & Field Banquet**, **SoCo Gymnastics** and **Ultimate Gymnastics** all of which brought together students, families, and community members to celebrate achievements and milestones in their sports and outside extra curricular activities.

May showcased the versatility of our space and the continued trust from local organizations and families who choose the conference center for their important events.

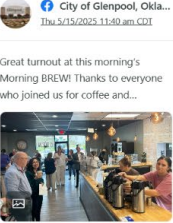




Social Media Monthly Stats:

Account	Audience	New Audience	Published Posts	Impressions	Engagements
City	9,037	120	34	202,728	18,625
Conference Center	2,283	-2	19	18,371	74
Police Department	2,257	25	5	9,649	601
Animal Control	9,998	50	48	112,625	14,323

Top City Social Media Posts for May:

 Total Engagements 3,233 Reactions 251 Comments 11 Shares 21 Post Link Clicks 2 Other Post Clicks 2,948	 Total Engagements 2,523 Reactions 537 Comments 25 Shares 39 Post Link Clicks 6 Other Post Clicks 1,916	 Total Engagements 1,691 Reactions 171 Comments 2 Shares 27 Post Link Clicks — Other Post Clicks 1,491	 Total Engagements 1,598 Reactions 99 Comments 29 Shares 91 Post Link Clicks — Other Post Clicks 1,379	 Total Engagements 1,528 Reactions 71 Comments 5 Shares 2 Post Link Clicks — Other Post Clicks 1,450	 Total Engagements 1,453 Reactions 193 Comments 30 Shares 32 Post Link Clicks 1 Other Post Clicks 1,197
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City Comparative Performance Overview:

Profile	Audience	Net Audience Growth	Published Posts	Public Engagements	Public Engagements per Post	% Audience Growth
Your Profiles Average	9,037.00	120.00	34.00	3,184.00	93.65	1.35%
Competitor Profiles Average	10,624.50	163.17	49.67	1,581.83	31.85	1.56%
1  City of Owasso, OK ...	13,230	537	176	6,350	36.08	4.23%
2  City of Sand Spring...	11,438	49	17	596	35.06	0.43%
3  City of Bixby - Muni...	11,206	85	26	324	12.46	0.76%
4  City of Jenks - Muni...	10,671	111	29	575	19.83	1.05%
5  City of Coweta	9,539	173	43	1,518	35.30	1.85%
6  City of Glenpool, ...	9,037	120	34	3,184	93.65	1.35%
7  City of Sapulpa Gov.	7,663	24	7	128	18.29	0.31%

Information Technology

Phone System Update

The final steps to new 3CX phone system are currently in the works, and we will be working with BTC (current vendor) to port all phone numbers. Training will take place two days prior to cutover. The new phone system has many features that will improve phone performance for all employees. It will also give us the ability to make/update changes in-house. These additional features will also make incoming calls to the City of Glenpool an improved experience and anticipate less hold times and call routing improvements.

Cyber-Security Grant

IT is collaborating with Police Chief Jeremy Plane to replace critical antiquated hardware and repurpose old server for back-up storage.

Security System Upgrade

IT will also be working alongside the police to update our current security cameras and access control system. This will enhance the current system and make management easier across a single platform.

Future Projects

IT department is also working on evaluating the current software provider and seeing what departments' needs that are/aren't being met. There are many areas within our current provider that need improvement.

Website Redesign

I am currently working on updates to our current City of Glenpool website and will begin working with Civic Plus on entire website refresh beginning in July.

Economic Development/Grants

Business, Retention, & Expansion (BR&E)

- **Morning BREW:** The Glenpool Chamber of Commerce, in partnership with the Economic Development Department and Keller Williams, hosts monthly gatherings for local businesses, offering coffee, networking, and valuable resources. The May event, sponsored by Curtis Evans (Brian Frere Team – Keller Williams Realty), featured updates from Beth Miller, who shared the growth of the Glenpool Farmers Market (now 60+ vendors, Saturdays 8 a.m.–12 p.m. through Oct. 11); Jake & Paisli Hanson, who introduced Empire Fitness, a new 24/7 gym with family-friendly amenities located behind Roast House; and Jesse Hale, who announced the opening of Wildcatter Run Disc Golf Park at Morris Park (Hwy 75 & 121st). The event drew strong attendance and positive engagement. **Next Morning Brew: June 19 at Roast House**



Commerce Incentives

- **Oklahoma Innovation Expansion Program (OIEP):** This competitive state incentive supports high-impact capital investment and job growth across key industries. To qualify, businesses must be for-profit, located in Oklahoma, maintain at least \$625,000 in annual payroll, and plan a minimum \$50,000 capital investment.
- For the 2025 cycle, the Oklahoma Department of Commerce received 266 applications and approved 201 projects — a 76% approval rate statewide. These projects are expected to create 967 new jobs and generate \$52 million in new payroll, representing \$82 million in capital investment across 64 Oklahoma communities.
- **Glenpool's Achievement:** Three Glenpool companies were approved for OIEP funding, receiving a combined \$255,000 in awards. We will continue working with Glenpool businesses to promote OIEP and other Oklahoma Department of Commerce incentives as we prepare for the 2026 application cycle.

New Business/Sites

- **Housing Study – Proposals Under Review:** We are currently accepting and evaluating proposals to conduct a Comprehensive Housing Study for Glenpool. Proposals under consideration include a range of deliverables such as digital reports, online dashboards, stakeholder engagement, and public surveys. The selected study will help guide future housing strategies in response to Glenpool's continued growth.
- Hosted an informal conversation with seven local home builders and developers on May 16 to discuss housing trends, gaps, and opportunities in Glenpool. The session provided valuable, constructive feedback on factors that help or hinder residential U.S.-based startup seeking a site for headquarters relocation and industrial manufacturing.
- Met with a local property owner on April 9 to discuss his vision for the site, explore potential development concepts, and identify opportunities for City support. A follow-up meeting with a potential developer took place on May 14, where conceptual plans were shared and discussed. Next steps have been outlined, and all parties plan to reconvene for continued collaboration.
- We expect an announcement soon from the buyer of the Blue Compass site outlining their plans for this addition to Glenpool.



- RFP (Request for Proposal) Submission – Submitted a privately owned Glenpool property in response to a Tulsa Area Chamber RFP for a
- development, informing us of our efforts to better support and attract future projects

Travel/Training/Misc:

- OU Economic Development Institute (OUEDI): Attended the Spring session of this nationally recognized program in Kansas City from April 27– May 1, beginning coursework in Credit Analysis and Real Estate & Reuse. Participated alongside 19 fellow Oklahomans, including four recent graduates of the program. The Institute, offered through the University of Oklahoma, equips professionals to drive growth and create opportunities in their communities.
- We conducted a comprehensive review of available tools to identify the best fit for business recruitment, site selection and development, real-time tourism and hospitality insights, small business support, and competitive analysis. In partnership with the Conference Center, we selected a platform and are currently participating in onboarding and training. We look forward to sharing regular updates based on the insights it provides.
- Met with our Commerce and Manufacturing representatives on May 8 to discuss business retention and expansion strategies, Glenpool’s OIEP award recipients, and potential workforce training opportunities.
- Participated in the Select Oklahoma meeting in Oklahoma City on May 13, which included legislative updates and a presentation by Kyla Guyette, Oklahoma’s Chief Workforce Officer. She discussed the Commission’s early efforts to better coordinate workforce programs across the state, address talent gaps, and support employers by aligning training opportunities with industry needs.
- Attended the Rose Rock Bridge Showcase in Tulsa on May 15. This event highlights innovative energy startups pitching pilot opportunities with Oklahoma’s major energy companies — supporting entrepreneurship while helping our legacy industry lead in innovation.
- Scheduled to participate in the Tulsa Regional Chamber Manufacturers Council on May 21 in Tulsa, which will feature a panel discussion on navigating current and future tariff challenges, as well as presentations by sponsor JMARK and host Muncie Power Products.
- Scheduled to participate in Tulsa’s Future Economic Development Roundtable on May 22 in Tulsa, with a focus on research tools valuable to local communities, updates on the current project pipeline, and peer discussion among regional economic developers.
- Scheduled to meet with Tulsa’s Future VP of Economic Development on May 29 to discuss resources and strategies available through the Manufacturers Council to support Glenpool’s local manufacturing community.



Grants: May 2025, Beth Miller (Grants – Special Projects Coordinator)

- **Applications being actively worked for Council consideration**
 - Opioid Grant Application – Due June 13th.
 - Oklahoma Department of Transportation Modification

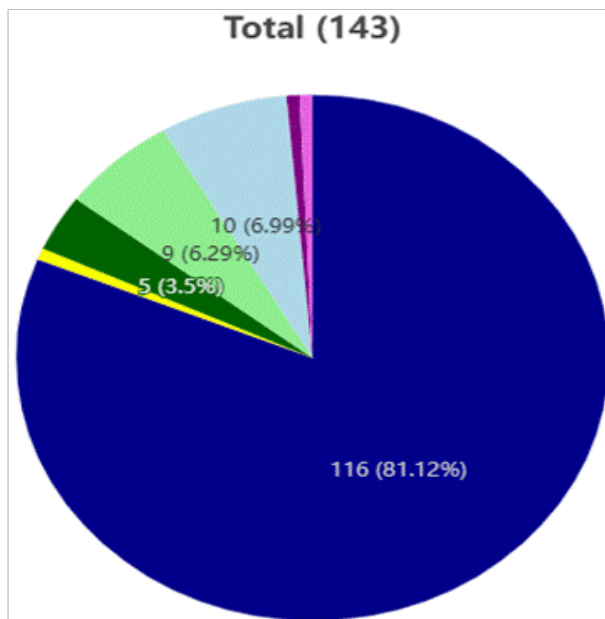
Fire Department

Glenpool Fire Department Operations May 2025

CM Report

4/28/25-5/22/25

Run Type	# of Calls	Totals Calls
EMS Runs	116	143
Fire Runs	27	
Overlapping	21	



Incident Type Series	
116	3 - Rescue & Emergency Medical Service Incident
1	4 - Hazardous Condition (No Fire)
5	5 - Service Call
9	6 - Good Intent Call
10	7 - False Alarm & False Call
1	8 - Severe Weather & Natural Disaster
1	9 - Special Incident Type
143	

Police Department



STAFFING

We are currently operating with two officer's positions unfilled. We are actively working to fill both roles through our current pool of applicants, several of whom are now undergoing background checks.

HEADLINES

During the week of May 12–16, we joined in observing National Police Week. In recognition of their service, the department presented our officers with custom-engraved handcuffs and new water bottles as tokens of appreciation.

May 1-20, 2025



Calls for Service	868
Arrest	6
DUI	9
Collison	31
Alarm Calls	29
Animal Control	18
Burglary	3
Disturbance	8
Domestic	13
Fraud	3
Harassment	5
Larceny	12
Loud Noise	2
Motorist Assist	22
Suspicious Activity	20
Threats	5
Traffic Stops	326

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

OUR CORE VALUES

Show that you **care**.

Create **WOW** moments.

Savor
the journey.

Make learning a **habit**.

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





MINUTES
City Council Regular Meeting
Monday, May 5, 2025 Council Chambers 6:00 PM

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

COUNCIL ABSENT:

STAFF PRESENT: David Tillotson
Lesli Smith
Lea Ann Reed
Joe Wuest

STAFF ABSENT:

- A) Call to Order - Joyce G. Calvert, Mayor**
Mayor Calvert called the meeting to order at 6:00 p.m.
- B) Roll Call, Declaration of Quorum – Lesli Smith, City Clerk; Joyce G. Calvert, Mayor**
Lesli Smith called the roll; Mayor Calvert declared a quorum present. Eric Wade, Attorney, of Rosenstein, Fist & Ringold, were also in attendance.
- C) Invocation – Mike McGee of Happy Acres Cowboy Church in Kiefer**
Mike McGee of Happy Acres Cowboy Church in Kiefer gave the invocation.
- D) Pledge of Allegiance – Joyce G. Calvert, Mayor**
- E) Proclamation- National Public Works Week**
Mayor Calvert read and proclaimed National Public Works Week, commending all City Public Works personnel.
- F) Management Report**
City Manager Tillotson reported that the first Farmers Market of 2025 had an estimated 300–400 attendees and 45 vendors; no additional items were presented.

G) Mayor Report – Joyce G. Calvert, Mayor

Mayor Calvert did not present a formal report but shared highlights from her recent leadership class trip to Hochatown with CAO LeaAnn Reed, noting the enthusiasm and progress of the two-year-old city.

H) Council Comments

Vice Mayor Lund congratulated Councilor Shayne Buchanan on running unopposed for his council seat.

I) Public Comments

There were no 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) To approve the minutes from the April 21, 2025, meeting.
- 2) To approve Budget Amendment CITY-09, appropriating \$14,057 in Local Cybersecurity Grant funds and \$1,201 in fund balance to purchase servers as outlined within the terms of the grant.
- 3) To approve the Memorandum of Understanding (MOU) between the Indian Nations Council of Governments (INCOG) and the City of Glenpool for the maintenance and updating of the Master Street Address Guide (MSAG) in the amount of \$2,675.
- 4) To approve the bid and enter into a contract with Key Communications for the installation of a new camera and access control system for various City facilities in the amount of \$189,300.00, subject to legal review and approval by the City Attorney.
- 5) To reappoint Kim Hanson-Mercier to the Planning Commission and Board of Adjustment for a term ending May 8, 2028.
- 6) To reappoint Kevin Norton to the Planning Commission and Board of Adjustment for a term ending May 8, 2028.

Councilor Fox requested that item #5 “To reappoint Kim Hanson-Mercier to the Planning Commission and Board of Adjustment for a term ending May 8, 2028.” be removed from the consent agenda.

Mayor Calvert asked that item #6 “To reappoint Kevin Norton to the Planning Commission and Board of Adjustment for a term ending May 8, 2028.” be removed from the consent agenda due to Mr. Norton being unable to serve the

upcoming term.

Moved by Jacqueline Triplett-Lund, seconded by Chris Brobst

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

To approve items 1-4 of the consent agenda as they are written.

CARRIED.

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

- 1) To reappoint Kim Hanson-Mercier to the Planning Commission and Board of Adjustment for a term ending May 8, 2028.

Prior to the motion and vote on item #5, Councilor Fox read the following statement:

“As a Council, I believe it’s imperative that we remain completely transparent. Given historically this Mayoral appointment, until this Mayor, has been opened up, to take interested resumes, to fill seats. To not do this, in my opinion, convolutes the transparency in this action! To have these two appointments on the consent agenda, in my opinion, further obscures the transparency, and rubber stamps the Mayors appointments and her lack of transparency!”

Moved by Joyce Calvert, seconded by Jacqueline Triplett-Lund

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

To reappoint Kim Hanson-Mercier to the Planning Commission and Board of Adjustment for a term ending May 8, 2028.

CARRIED.

L) Scheduled Business

- 1) Discussion and possible action to approve, amend, or deny the interlocal agreement between County of Tulsa, Oklahoma and the City of Glenpool, Oklahoma concerning road and bridge maintenance and repair.
(David Agbetunsin, City Engineer)

Moved by Chris Brobst, seconded by Joyce Calvert

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

To approve the interlocal agreement between County of Tulsa, Oklahoma and the City of Glenpool, Oklahoma concerning road and bridge maintenance and repair.

CARRIED.

- 2) Discussion and possible action to approve, amend, or deny the contract for the City of Glenpool Micro surfacing and Crack Sealing Project (Project No. 2025-14001), and to authorize the City Manager to execute project documents and change orders as permitted by law.
(David Agbetunsin, City Engineer)

Moved by Shayne Buchanan, seconded by Jacqueline Triplett-Lund

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

To deny the contract for the City of Glenpool Micro surfacing and Crack Sealing Project (Project No. 2025-14001), and to authorize the City Manager to execute project documents and change orders as permitted by law.

CARRIED.

- 3) Discussion and possible action to select a name for the new disc golf course currently under construction near Morris Park.
(Jesse Hale, Public Works Director)

Moved by Chris Brobst, seconded by Jacqueline Triplett-Lund

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

To select the name "Wildcatter Run Disc Golf Course" for the new disc golf course currently under construction near Morris Park.

CARRIED.

- 4) Discussion and possible action to approve, amend or deny the employee benefit plan renewal for Fiscal Year 2025-2026.
(David Tillotson)

Before the motion and vote, City Manager Tillotson thanked the HR Department and Employee Benefits Committee for their work on the upcoming year's benefit plan, noting that proposed healthcare plan increases were reduced from 33% to 7% through negotiations.

Moved by Jacqueline Triplett-Lund, seconded by Joyce Calvert

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

To approve the employee benefit plan renewal for Fiscal Year 2025-2026.

CARRIED.

M) Adjournment

The meeting was adjourned at 6:52 p.m.



To: Honorable Mayor and Council

From: Lesli Smith, City Clerk

Date: June 2, 2025

Subject: Certificate and Order to Tulsa County Clerk and County Treasurer

Background:

Tulsa County requires renewal of the Certificate and Order accompanied by a Treasurer's bond to be submitted every two years, or whenever a change in administration occurs. In this case, the County is requesting submittal of the Certificate and evidence of bond for Josh Brannon, Treasurer.

Staff Recommendation:

- Staff recommends Board approval of the Certificate and Order and authorization to submit to Tulsa County Clerk's office.

12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641
Mayor Joyce Calvert, Ward 3; Vice-Mayor Jacqueline Lund, Ward 4
Tim Fox, Ward 1; Chris Brobst, Ward 2; Shayne Buchanan, At-Large
David Tillotson City Manager, LeaAnn Reed CAO, Joe Wuest COO, Lesli Smith City Clerk
www.glenpoolonline.com

**CERTIFICATE AND ORDER
TO COUNTY CLERK AND COUNTY TREASURER**

Glenpool Oklahoma, June 2, 20 25

To the County Clerk and County Treasurer of Tulsa County, Oklahoma.

We, the undersigned, presiding officer and Clerk of the Governing Board of (City, Town, Multi-County, Library, Board of Education, School District, (state which)

Glenpool City Council of Glenpool

("Public Body") in said County, State of Oklahoma, hereby authorize you, from and after the date hereof, for the current term or for the remainder of such current term in case of appointment to fill vacancy, such authority to continue until the end of such term, and no longer, unless sooner revoked, to pay over any public funds collected for the aforesaid Public Body in accordance with the provisions of 68 Okl.St. Ann. § 2923, to Joshua Brannon Address 12205 S. Yukon Ave., Glenpool, OK 74033, Oklahoma as TREASURER of said Public Body for the term stated; and his legal qualifications for said office are hereby certified to be truly and correctly stated as follows:

- (1) Date Elected or Re-elected 20;
- (2) Date Appointed or Re-Appointed March 4, 20 24 (Note 1);
- (3) Filed Surety Bond in sum of Fifty Thousand Dollars (\$ 50,000.00)
with Western Surety Company as Surety;
- (4) Bond Terms begins March 30, 20 25, and Expires/Renews March 30, 20 26;
- (5) Number of Bond 1;
- (6) Date Bond was approved by Governing Board June 2, 20 25 (if applicable); and
- (7) Said new Bond is in custody and control of City of Glenpool (Note 2), or was deposited with City Clerk for safekeeping.

Approved on June 2, 20 25 by Glenpool City Council endorsement made.

Signed and Certified at Glenpool, Oklahoma, this 2 day of June, 20 25.

Presiding Officer

Official Title

**ATTESTING
OFFICER'S SEAL**

ATTEST:

Attesting Officer

Official Title

Note 1: Where Treasurer is appointed for an indefinite term, provide the original date of appointment. This form must be submitted annually even if Treasurer is appointed for an indefinite term, and must be submitted at any time a bond renews or the named Surety changes.

Note 2: Treasurer should not have custody of his own bond. If Financial Secretary of City serves both as Clerk and Treasurer, Mayor or other chief officer should have custody.

Note 3: See 11 Okl.St. Ann. § 8-105, requiring bond for Treasurer of a municipality; 70 Okl.St. Ann §§ 5-114 & 5-115 requiring bond for Treasurer of a Board of Education; and 65 Okl.St. Ann. § 4-105 requiring bond for Multi-County Library.

**CERTIFICATE AND
ORDER**

OF **Glenpool City Council**
Name of Public Body

County of **Tulsa**

State of Oklahoma, to the County Clerk and
County Treasurer

Qualifying **Joshua Brannon**

Glenpool Okla.,
as Treasurer of said Public Body.

Received and Filed this _____ day of
_____ 20____

County Clerk- County Treasurer

Deputy

Amount of Bond **\$ 50,000.00**

Date of Bond **March 30** 20 **25**

Bond Expires/Renews **March 30** 20 **26**

SURETIES



Western Surety Company

CONTINUATION CERTIFICATE

Western Surety Company hereby continues in force Bond No. 67044153 briefly
described as TREASURER/FINANCE DIRECTOR CITY OF GLENPOOL

for JOSHUA MICHAEL BRANNON

_____, as Principal,
in the sum of \$ FIFTY THOUSAND AND NO/100 Dollars, for the term beginning
March 30, 2025, and ending March 30, 2026, subject to all
the covenants and conditions of the original bond referred to above.

This continuation is issued upon the express condition that the liability of Western Surety Company
under said Bond and this and all continuations thereof shall not be cumulative and shall in no event exceed
the total sum above written.

Dated this 9th day of January, 2025.



WESTERN SURETY COMPANY

By Larry Kasten
Larry Kasten, Vice President

THIS "Continuation Certificate" MUST BE FILED WITH THE ABOVE BOND.

Form 90-A-6-2023

Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Larry Kasten of Sioux Falls,
State of South Dakota, its regularly elected Vice President,
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One TREASURER/FINANCE DIRECTOR CITY OF GLENPOOL

bond with bond number 67044153

for JOSHUA MICHAEL BRANNON

as Principal in the penalty amount not to exceed: \$50,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27th day of April, 2022:

"RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company."

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Vice President Larry Kasten with the corporate seal affixed this 9th day of January, 2025.

ATTEST

L. Bauder
L. Bauder, Assistant Secretary



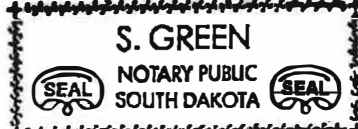
WESTERN SURETY COMPANY

Larry Kasten
Larry Kasten, Vice President

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss

On this 9th day of January, 2025, before me, a Notary Public, personally appeared
Larry Kasten and L. Bauder

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.



S. Green
Notary Public

My Commission Expires February 12, 2027

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond Coverage.

Form F9701



WESTERN SURETY COMPANY

The State of Oklahoma requires we notify you of the following:

WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

Form F2637



To: Honorable Mayor and City Council / Chair and Trustees

From: Joshua M. Brannon, Finance Director

Date: June 2, 2025

Re: Accounting Services

Background:

Crawford & Associates, P.C. has provided excellent accounting services in recent years and staff recommends continuing its services into FY 2025-2026. With the City Finance Department now fully staffed, the scope of services provided by Crawford & Associates, P.C. has been reduced, and the associated cost has likewise been reduced from \$5,000 per month to less than \$2,500 per month.

Attached is the Engagement Letter for the purpose of providing accounting services on a monthly basis at an approximated amount of \$2,500 per month based on activity.

Staff Recommendation:

Staff recommends Council approval to engage Crawford & Associates, P.C. for monthly accounting services, at an estimated cost of \$2,500 per month.

Attachments:

Crawford & Associates, P.C. Engagement Letter



April 29, 2025

Mr. Josh Brannon, Finance Director
City of Glenpool
12205 S. Yukon Ave.
Glenpool, OK 74033

Dear Mr. Brannon:

Crawford & Associates, P.C. is pleased that the City of Glenpool (the City) continues to express its confidence in our firm and our state and local government expertise. We look forward to a continued successful relationship as an integral financial management resource to the City of Glenpool management and governing body.

We are prepared to provide a full range of accounting and consulting services to the City of Glenpool contingent upon approval of your management and/or governing body. The purpose of this engagement letter is to identify the scope of available services from Crawford & Associates, the specific initial services requested at this time, and to confirm the terms, objectives, and limitations of our engagement services.

Scope of Services

The scope of professional services that are available and can be provided to the City of Glenpool are outlined below under the heading *Scope of Available Services*. While this listing includes a range of services available from Crawford & Associates, the specific initial services requested to be provided at the current time are separately identified under the heading *Initial Services Requested*. Any additional services that are available from Crawford & Associates beyond these initially requested services can be provided upon subsequent specific request and agreement.

Scope of Available Services

- Preparation of Annual Financial Statements
- General Accounting and Advisory Assistance
- Budget Preparation and Amendment Assistance
- Capital Asset Records and Accounting Assistance
- Information Technology System Assistance
- Internal Control Policies and Procedures Assistance
- Labor Relations Consulting
- Laws and Regulations Compliance Assistance
- Investigation of Allegations or Concerns
- Tax and Other Regulatory Report Assistance

Initial Services Requested

General Accounting, Balancing and Advisory Services for internal accounting records, month-to-month, as requested by City Management

Requested and Available Services

In conjunction with the requested and available services as identified in the Scope of Services section of this letter, Crawford & Associates will be responsible for providing such services upon request in accordance with the applicable professional standards of the AICPA. It is anticipated that all of these services will be performed in accordance with the standards applicable to consulting services as prescribed by the AICPA.

Crawford & Associates, is not obligated to, but will report or otherwise communicate to management any recommendations it determines necessary, resulting from the professional services provided.

Management and the governing body will be responsible for establishing the scope of our other professional services to be provided and for providing the necessary resources allocated to the work; such responsibility includes determining the nature, scope, and extent of the services to be performed, providing sufficient appropriation for the estimated cost of these services, providing overall direction and oversight for each service, and reviewing and accepting the results of the work.

Access to Working Papers and Reports

Any working papers prepared by Crawford & Associates in connection with performing the compilation and other professional services are the property of Crawford & Associates. Upon request, copies of any or all working papers and reports that we consider to be nonproprietary will be provided to management. Management may make such copies available to its external auditors and to certain regulators in the exercise of their statutory oversight responsibilities. Such copies may not be made available to any other third party without the prior written consent from Crawford & Associates.

Fees and Costs

Fees and out-of-pocket expenses for this engagement will be billed as the work progresses and payable upon receipt of our invoices. Out-of-pocket expenses include such costs incurred by Crawford & Associates in providing the services including travel, lodging, telecommunications, printing, document reproduction, and the like. Our fees for these services will be billed at our standard hourly rates, as follows, for the individual performing such services based on the actual number of hours of work, including travel time, performed by that individual.

Standard Hourly Rates:

- Firm President \$275
- Shareholders \$190
- Senior Managers \$170
- Managers \$150
- Senior Professional Staff \$130
- Professional Staff \$90
- Clerical Staff \$60

Because Crawford & Associates has no direct control over the type and amount of services requested by the management or the governing body during the term of this engagement, nor does Crawford & Associates have direct control over the quality of your accounting system or records, potential turnover of your staff, or your staffing levels, resources, or capabilities, it is impractical for us to provide an accurate amount of hours that will be required for the services requested or a not-to-exceed limit on fees and expenses charged. We will rely on you to provide us with a copy of approved purchase orders, containing

estimated fees and expenses, monitor the cumulative fees and expenses charged, and notify us if and when the cumulative amount approaches the total appropriated level estimated. You also agree to provide sufficient appropriation for all services requested prior to the services being performed. For purposes of purchase order preparation, we estimate the fees for the services anticipated at this time, as defined in the Scope of Services section of this letter, will approximate \$2,500 per month.

The term of this engagement is for services to be provided monthly, beginning July 1, 2025 and continuing monthly through June 30, 2026, unless City Management decides at their discretion to cease the monthly assistance with a one week notice prior to the first day of the subsequent month. Otherwise, the monthly contract will renew on the first of each month, up through the month of June 2025. Crawford & Associates may perform additional services upon receipt of a formal request from management or the governing body with terms and conditions that are acceptable to both parties.

The agreements and undertakings contained in this engagement letter, shall survive the completion or termination of this engagement.

Acceptance

Please indicate your acceptance of this agreement by signing in the space provided below and returning this engagement letter to us. A duplicate copy of this engagement letter is provided for your records. We look forward to continuing our professional relationship with the City of Glenpool.

Respectfully submitted and agreed to by,



Frank Crawford
Crawford and Associates, P.C.

Accepted and agreed to for the City of Glenpool:

By: _____

Title: _____

Date: _____



To: Honorable Mayor and City Council / Chair and Trustees

From: Joshua M. Brannon, Finance Director

Date: June 2, 2025

Re: Preparation of Annual Financial Statements for FYE June 30, 2025

Background:

The City requested a proposal from Crawford & Associates, P.C. to prepare the financial statements for the fiscal year ending June 30, 2025.

Attached is the Engagement Letter for the preparation of the annual financial statements and scope of work. The estimated cost to complete the financial statements is \$37,000.

Staff Recommendation:

Staff recommends Council approval to engage Crawford & Associates, P.C. for the preparation of financial statements for the fiscal year ending June 30, 2025, at an estimated cost of \$37,000.

Attachments:

Crawford & Associates, P.C. Engagement Letter



April 29, 2025

Mr. Josh Brannon, Finance Director
City of Glenpool
12205 S. Yukon Ave.
Glenpool, OK 74033

Dear Mr. Brannon:

Crawford & Associates, P.C. is pleased that the City of Glenpool (the City) continues to express its confidence in our firm and our state and local government expertise. We look forward to a successful relationship as an integral financial management resource to the City of Glenpool management and governing body.

We are prepared to provide a full range of accounting and consulting services to the City of Glenpool contingent upon approval of your management and/or governing body. The purpose of this engagement letter is to identify the scope of available services from Crawford & Associates, the specific initial services requested at this time, and to confirm the terms, objectives, and limitations of our engagement services.

Scope of Services

The scope of professional services that are available and can be provided to the City of Glenpool are outlined below under the heading *Scope of Available Services*. While this listing includes a range of services available from Crawford & Associates, the specific initial services requested to be provided at the current time are separately identified under the heading *Initial Services Requested*. Any additional services that are available from Crawford & Associates beyond these initially requested services can be provided upon subsequent specific request and agreement.

Scope of Available Services

- Preparation of Annual Financial Statements
- General Accounting and Advisory Assistance
- Budget Preparation and Amendment Assistance
- Capital Asset Records and Accounting Assistance
- Information Technology System Assistance
- Internal Control Policies and Procedures Assistance
- Labor Relations Consulting
- Laws and Regulations Compliance Assistance
- Investigation of Allegations or Concerns
- Tax and Other Regulatory Report Assistance

Initial Services Requested

Preparation of Annual Financial Statements for the fiscal year ended June 30, 2025

Services Related to the Preparation of Annual Financial Statements

You have requested that we prepare the annual financial statements of the financial reporting entity of the City of Glenpool, Oklahoma as of and for the year ended June 30, 2025. Such financial statements will include:

- a. Basic Financial Statements, including notes to the financial statements
- b. Required Supplementary Information
- c. Supplementary Information (to the extent management elects to include)
- d. Other Information (to the extent management elects to include)

Crawford & Associates' Responsibilities

The objective of our engagement is to prepare the annual financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARSS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARSS:

- a. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements
- b. The prevention and detection of fraud
- c. To ensure that the entity complies with the laws and regulations applicable to its activities
- d. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements

e. To provide us with:

- i. Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,
- ii. Additional information that may be requested for the purpose of the preparation of the financial statements, and
- iii. Unrestricted access to persons within the City of Glenpool, Oklahoma, of whom we determine necessary to communicate.

The financial statements will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

Other Requested and Available Services

In conjunction with the other requested and available services (other than the preparation of the annual financial statements) as identified in the Scope of Services section of this letter, Crawford & Associates will be responsible for providing such services upon request in accordance with the applicable professional standards of the AICPA. It is anticipated that most if not all of these other services will be performed in accordance with the standards applicable to consulting services as prescribed by the AICPA.

Crawford & Associates, is not obligated to, but will report or otherwise communicate to management any recommendations, it determines necessary, resulting from the professional services provided.

Management and the governing body will be responsible for establishing the scope of our other professional services to be provided and for providing the necessary resources allocated to the work; such responsibility includes determining the nature, scope, and extent of the services to be performed, providing sufficient appropriation for the estimated cost of these services, providing overall direction and oversight for each service, and reviewing and accepting the results of the work.

Access to Working Papers and Reports

Any working papers prepared by Crawford & Associates in connection with performing the compilation and other professional services are the property of Crawford & Associates. Upon request, copies of any or all working papers and reports that we consider to be nonproprietary will be provided to management. Management may make such copies available to its external auditors and to certain regulators in the exercise of their statutory oversight responsibilities. Such copies may not be made available to any other third party without the prior written consent from Crawford & Associates.

Fees and Costs

Fees and out-of-pocket expenses for this engagement will be billed as the work progresses and payable upon receipt of our invoices. Out-of-pocket expenses include such costs incurred by Crawford & Associates in providing the services including travel, lodging, telecommunications, printing, document reproduction, and the like. Our fees for these services will be billed at our standard hourly rates, as follows, for the individual performing such services based on the actual number of hours of work, including travel time, performed by that individual.

Standard Hourly Rates:

- Firm President \$275
- Shareholders \$190
- Senior Managers \$170
- Managers \$150
- Senior Professional Staff \$130
- Professional Staff \$90
- Clerical Staff \$60

Because Crawford & Associates has no direct control over the type and amount of services requested by the management or the governing body during the term of this engagement, nor does Crawford & Associates have direct control over the quality of your accounting system or records, potential turnover of your staff, or your staffing levels, resources, or capabilities, it is impractical for us to provide an accurate amount of hours that will be required for the services requested or a not-to-exceed limit on fees and expenses charged. We will rely on you to provide us with a copy of approved purchase orders, containing estimated fees and expenses, monitor the cumulative fees and expenses charged, and notify us if and when the cumulative amount approaches the total appropriated level estimated. You also agree to provide sufficient appropriation for all services requested prior to the services being performed. For purposes of purchase order preparation, we estimate the fees for the services anticipated at this time, as defined in the Scope of Services section of this letter, will approximate \$37,000, unless the City requests additional services outside the scope of this agreement, or substantial changes are made to the City's reporting entity or annual activity, or turnover of key staff at the City occurs, at which we will approach management and possibly the governing body at that time about possible adjustments to our fee range. In the event we complete FY 2025 prior to the end of FY 2026, we may begin interim preparations in the spring of 2026 to facilitate a more timely issuance of FY 2026's financial statements.

The term of this engagement is a period from July 1, 2025 through the June 30, 2026. Crawford & Associates may perform additional services upon receipt of a formal request from management or the governing body with terms and conditions that are acceptable to both parties.

The agreements and undertakings contained in this engagement letter, shall survive the completion or termination of this engagement.

Acceptance

Please indicate your acceptance of this agreement by signing in the space provided below and returning this engagement letter to us. A duplicate copy of this engagement letter is provided for your records. We look forward to continuing our professional relationship with the City of Glenpool.

Respectfully submitted and agreed to by,



Frank Crawford
Crawford and Associates, P.C.

Accepted and agreed to for the City of Glenpool:

By: _____

Title: _____

Date: _____



To: Honorable Mayor and City Council

From: Joshua Brannon, Finance Director

Date: June 2, 2025

Re: FY 24-25 City Budget Amendment CITY-10

Background:

The Police Department has recently received an Order Authorizing Disposition of Property held by the Glenpool Police Department, issued under Tulsa County District Court Case No. CV-2025-0073. This order authorizes the City of Glenpool to assume ownership of certain unclaimed funds currently held in the Glenpool Police Department Property Fund at Mabrey Bank.

This Budget Amendment accounts for \$10,703.15 of these funds as General Fund Miscellaneous revenue and appropriates the funds to General Fund Police Equipment (01-6-03-6357) be used toward the purchase of additional Police equipment.

Staff Recommendation

Staff recommends approval of Budget Amendment CITY-10.

Attachment:

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 Jacqueline Lund, Ward 4

Tim Fox, Ward 1; Chris Brobst, Ward 2; Shayne Buchanan, At-Large

David Tillotson City Manager, LeaAnn Reed CAO, Joe Wuest COO, Lesli Smith City Clerk

www.glenpoolonline.com

City of Glenpool Budget Amendment

Fiscal Year: 2024-2025
 Amendment No: CITY-10
 Date Requested: 6/2/2025

Revenue					
Fund	Account Number	Account Name	Current Budget	Increase / (Decrease)	Revised Budget
01	5-00-5306	Miscellaneous	\$ 7,985.00	\$ 10,703.15	\$ 18,688.15
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
		Total		\$ 10,703.15	

Expense					
Fund	Account Number	Account Name	Current Budget	Increase / (Decrease)	Revised Budget
01	6-03-6357	Police Equipment	\$ 26,397.00	\$ 10,703.15	\$ 37,100.15
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
		Total		\$ 10,703.15	

Notes:

The Police Department recently received an Order Authorizing Disposition of Property held by the Glenpool Police Department, issued under Tulsa County District Court Case No. CV-2025-0073. This order authorizes the City of Glenpool to assume ownership of certain unclaimed funds currently held in the Glenpool Police Department Property Fund at Mabrey Bank. This Budget Amendment appropriates use of the funds into the Police Equipment account to be used.

Approved by the City of Glenpool

 Mayor

 Date



To: Honorable Mayor and City Council

From: Joshua Brannon, Finance Director

Date: June 2, 2025

Re: FY 24-25 City Budget Amendment CITY-11

Background:

This Budget Amendment appropriates \$488,470.00 from General Fund fund balance, to be transferred and expensed from the City's Capital Fund (03-6-01-6360 Capital – Streets & Maintenance) as the 20% match for the Glenpool Pedestrian & Bicycle Sidewalk Expansion grant.

Staff Recommendation

Staff recommends approval of Budget Amendment CITY-11.

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 Jacqueline Lund, Ward 4

Tim Fox, Ward 1; Chris Brobst, Ward 2; Shayne Buchanan, At-Large

David Tillotson City Manager, LeaAnn Reed CAO, Joe Wuest COO, Lesli Smith City Clerk

www.glenpoolonline.com

City of Glenpool Budget Amendment

Fiscal Year: 2024-2025
 Amendment No: CITY-11
 Date Requested: 6/2/2025

Revenue					
Fund	Account Number	Account Name	Current Budget	Increase / (Decrease)	Revised Budget
01	5-00-5409	Transfer from Fund Balance	\$ 4,696,177.00	\$ 488,470.00	\$ 5,184,647.00
					\$ -
		Total		\$ 488,470.00	

Expense					
Fund	Account Number	Account Name	Current Budget	Increase / (Decrease)	Revised Budget
01	6-90-6731	Transfer to Capital Improvement Fund	\$ 3,929,968.00	\$ 488,470.00	\$ 4,418,438.00
					\$ -
		Total		\$ 488,470.00	

Revenue					
Fund	Account Number	Account Name	Current Budget	Increase / (Decrease)	Revised Budget
03	5-00-5400	Transfer from General Fund	\$ 3,929,968.00	\$ 488,470.00	\$ 4,418,438.00
					\$ -
		Total		\$ 488,470.00	

Expense					
Fund	Account Number	Account Name	Current Budget	Increase / (Decrease)	Revised Budget
03	6-01-6360	Capital - Streets & Maintenance	\$ 360,472.00	\$ 488,470.00	\$ 848,942.00
					\$ -
		Total		\$ 488,470.00	

Notes:

This Budget Amendment appropriates General Fund balance to be transferred to the Capital Fund to be expensed as the remainder of the 20% match for the Glenpool Pedestrian & Bicycle Sidewalk Expansion grant.

Approved by the City of Glenpool

 Mayor

 Date



3650 S. Boulevard • Edmond, OK 73013 • omag.org
405.657.1400 • 800.234.9461 • FAX 405.657.1401

April 25, 2025

Mr. Vernon Marler
13 Mary St
Kiefer, Oklahoma 74041

RE:	Member	:	City of Glenpool
	Claimant	:	Vernon Marler
	Date of Loss	:	April 7, 2025
	Claim No.	:	216576-1-MR

Dear Mr. Marler:

As the adjuster for the Oklahoma Municipal Assurance Group, the insurer for the City of Glenpool, I am recommending denial of this claim and find no liability on the City of Glenpool's part for this claim.

Title 47. Motor Vehicles
Chapter 11, Article 4, Section 11-405

Cite as: O.S. §,

A. Upon the immediate approach of an authorized emergency vehicle making use of audible and visual signals meeting the requirements of Section 12-218 of this act, or of a police vehicle properly and lawfully making use of an audible signal or red flashing lights, the driver of every other vehicle shall yield the right-of-way and shall immediately drive to a position parallel to, and as close as possible to, the right-hand edge or curb of the roadway clear of any intersection and shall stop and remain in such position until the authorized emergency vehicle has passed, except when otherwise directed by a police officer.

Sincerely,

Mandi Ritchie,
Claims Adjuster

cc: City of Glenpool



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405.657.1400 • 800.234.9461 • FAX 405.657.1401

April 25, 2025

City of Glenpool
Attn: Lesli Smith
12205 S. Yukon Ave.
Glenpool, Oklahoma 74033

RE: Member : City of Glenpool
 Claimant : Vernon Marler
 Date of Loss : April 7, 2025
 Claim No. : 216576-1-MR

Dear Ms. Smith:

OMAG has completed its investigation regarding the above referenced claim. It is OMAG's recommendation that this claim be denied because OMAG finds no liability on the City's part regarding this incident. The City is not required nor obligated to take any formal action on this Claim. However, if the City opts to do so, please let us know.

Thank you,

A handwritten signature in black ink, appearing to read "Mandi Ritchie".

Mandi Ritchie,
Claims Adjuster

NOTICE OF TORT CLAIM

OKLAHOMA MUNICIPAL ASSURANCE GROUP (OMAG) - MUNICIPAL LIABILITY PROTECTION PLAN A. CLAIMANT REPORT

To the Glenpool Police Dept.
Public entity you are filing the claim against

PLEASE PRINT OR TYPE AND SIGN

IMPORTANT NOTICE: This notice will be sent to OMAG Claims Dept. for investigation. You may expect them to contact you.

CLAIMANT(S) Vernon Markler
ADDRESS 13 Mary
Kiefer DR. 74041

CLAIMANT(S) SOCIAL SECURITY NO _____
CLAIMANT(S) DATE OF BIRTH -1950 Circle (M) F
PHONE: HOME _____ BUS. () _____

1. DATE AND TIME OF INCIDENT 4-7-25 (Exact Date Required) a.m. () p.m. (Continue on another sheet if needed for any information requested)
2. LOCATION OF INCIDENT Intersection of 75 Hwy + 141 Street Glenpool
3. DESCRIBE INCIDENT I was going north on 75 crossing entry section of 141st when I noticed a car came out of congested traffic zone and hit me in the side of my truck. The light was only
4. LIST ALL PERSONS AND/OR PROPERTY FOR WHICH YOU ARE CLAIMING DAMAGES: NO DAMAGE

BODILY INJURY: WAS CLAIMANT INJURED? YES ___ NO ___ If yes, complete this section

Describe injury _____

WERE YOU ON THE JOB AT THE TIME OF INJURY? YES ___ NO ___ If so, please provide Employer info.

Employer's Name _____ Address _____ Phone _____

ALL MEDICAL BILLS (attach copies) \$ _____

LIST OTHER DAMAGES CLAIMED \$ _____

MEDICARE/MEDICAID/SOCIAL SECURITY DISABILITY:

Is there any Social Security Disability involvement ___ Yes ___ No

Has any medical bill been paid or will be paid by Medicare/Medicaid? ___ Yes ___ No. If so, list Medicare/Medicaid Number. _____

If the City is responsible for such bills, the City must report any settlement to Medicare/Medicaid.

I understand that the information requested is to assist the requesting insurance information arrangement to accurately coordinate benefits with Medicare/Medicaid and to meet its mandatory reporting obligation under Medicare Secondary Payer Act 42 U.S.C. § 1395y.

Medicare/Medicaid Beneficiary Name (please print) _____ Medicare/Medicaid Beneficiary Name Signature _____

PROPERTY DAMAGE: Proof that you are the owner of the vehicle or property allegedly damaged as specified in your claim will be required.

VEHICLE YEAR 2014 MAKE Nissan MODEL Frontier

NOTE: If damage is to a vehicle, a photocopy of your motor vehicle title is required.

IF NOT A VEHICLE, DESCRIBE PROPERTY AND LOSS _____

PROPERTY DAMAGE (Attach repair bills or estimates if available) \$ _____

LIST OTHER DAMAGES CLAIMED \$ _____

only for damage to vehicle

5. NAME OF YOUR INSURANCE CO.	POLICY NO.	AMOUNT CLAIMED	AMOUNT RECEIVED
<u>Farmers Insurance</u>	<u>191198291</u>	\$ _____	\$ <u>0</u>

6. The names of any witnesses known to you:

Name	Address	Phone Number

STATE THE EXACT AMOUNT OF COMPENSATION YOU WOULD ACCEPT AS FULL SETTLEMENT ON THIS CLAIM.

Vernon Markler SIGNATURE(S) TOTAL CLAIM \$ 3
4-8-25 DATE

CONTINUE ON THE BACK



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405.657.1400 • 800.234.9461 • FAX 405.657.1401

May 15, 2025

Mr. James Schneider
14745 S Fern Place
Glenpool, Oklahoma 74033

RE:	Member	:	City of Glenpool
	Claimant	:	James Schneider
	Claim No.	:	216615-1-JM
	Date of Loss	:	March 27, 2025

Dear Mr. Schneider:

The Governmental Tort Claims Act, 51 Okla. Stat. Sec. 155 states:

"The state or a political subdivision shall not be liable if a loss or claim results from:
18. An act or omission of an independent contractor..."

Based on this exemption, we see no liability on the City of Glenpool's part for this claim.

Sincerely,

Jennifer McCraw,
Claims Adjuster

cc: City of Glenpool



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405.657.1400 • 800.234.9461 • FAX 405.657.1401

May 15, 2025

City of Glenpool
Attn: Lesli Smith
12205 S. Yukon Ave.
Glenpool, Oklahoma 74033

RE:	Member	:	City of Glenpool
	Claimant	:	James Schneider
	Date of Loss	:	March 27, 2025
	Claim No.	:	216615-1-JM

Dear Ms. Smith:

OMAG has completed its investigation regarding the above referenced claim. It is OMAG's recommendation that this claim be denied because OMAG finds no liability on the City of Glenpool's part regarding this incident. The City of Glenpool is not required nor obligated to take any formal action on this Claim. However, if the City of Glenpool opts to do so, please let us know.

Thank you,

Jennifer McCraw,
Claims Adjuster

NOTICE OF TORT CLAIM**OKLAHOMA MUNICIPAL ASSURANCE GROUP (OMAG) - MUNICIPAL LIABILITY PROTECTION PLAN****A. CLAIMANT REPORT**To the City of Glenpool
Public entity you are filing the claim against.**PLEASE PRINT OR TYPE AND SIGN****IMPORTANT NOTICE:** This notice will be sent to OMAG Claims Dept. for investigation. You may expect them to contact you.CLAIMANT(S) Daniel & Sonya Schrock CLAIMANT(S) SOCIAL SECURITY NO. _____
ADDRESS 1745 S Fern Place CLAIMANT(S) DATE OF BIRTH 2/24 Circle: (M) (F)
PHONE: HOME _____ BUS. _____

1. DATE AND TIME OF INCIDENT 3/27/25 (X) a.m. () p.m. (Continue on another sheet if needed for any information requested)
2. LOCATION OF INCIDENT Residence
3. DESCRIBE INCIDENT Leak at meter

4. LIST ALL PERSONS AND/OR PROPERTY FOR WHICH YOU ARE CLAIMING DAMAGES:**BODILY INJURY: WAS CLAIMANT INJURED? YES ___ NO ___** If yes, complete this section

Describe injury _____

WERE YOU ON THE JOB AT THE TIME OF INJURY? YES ___ NO ___ If so, please provide Employer info.

Employer's Name _____

Address _____

Phone _____

ALL MEDICAL BILLS (attach copies) \$ _____

LIST OTHER DAMAGES CLAIMED \$ _____

MEDICARE/MEDICAID/SOCIAL SECURITY DISABILITY:

Is there any Social Security Disability involvement? Yes ___ No ___

Has any medical bill been paid or will be paid by Medicare/Medicaid? Yes ___ No ___ If so, list Medicare/Medicaid Number.

Medicare/Medicaid Number _____

If the City is responsible for such bills, the City must report any settlement to Medicare/Medicaid.

I understand that the information requested is to assist the requesting insurance information arrangement to accurately coordinate benefits with Medicare/Medicaid and to meet its mandatory reporting obligation under Medicare Secondary Payer Act 42 U.S.C. § 1395y.

Medicare/Medicaid Beneficiary Name (please print) _____

Medicare/Medicaid Beneficiary Name Signature _____

PROPERTY DAMAGE: Proof that you are the owner of the vehicle or property allegedly damaged as specified in your claim will be required.

VEHICLE YEAR _____ MAKE _____ MODEL _____

NOTE: If damage is to a vehicle, a photocopy of your motor vehicle title is required.

IF NOT A VEHICLE, DESCRIBE PROPERTY AND LOSS _____

PROPERTY DAMAGE (Attach repair bills or estimates if available) \$ _____

LIST OTHER DAMAGES CLAIMED \$ _____

5. NAME OF YOUR INSURANCE CO. _____ POLICY NO. _____ AMOUNT CLAIMED \$ _____ AMOUNT RECEIVED \$ _____

6. The names of any witnesses known to you:Air Comfort Solutions

Name _____

Address _____

918-743-2300

Phone Number _____

Name _____

Address _____

Phone Number _____

STATE THE EXACT AMOUNT OF COMPENSATION YOU WOULD ACCEPT AS FULL SETTLEMENT ON THIS CLAIM.

TOTAL CLAIM.....\$ 960.00

SIGNATURE(S) _____

CONTINUE ON THE BACK

DATE 4/22/25



Please return to the City of Glenpool – City Clerk’s Office – 12205 S. Yukon Ave., Glenpool, OK 74033
Telephone: (918) 209-4647 – Fax: (918) 209-4641

Application for City of Glenpool Authorities, Boards, Commissions, Committees and Council

By submitting this application, the applicant authorizes any background check which may be helpful in the selection process, including, but not limited to, criminal background checks. All questions must be completed in order for this application to be considered. Your completed application will constitute a public record. Please submit your resume' with this application along with any additional information you believe the Council may find useful. **Please print.**

Matthew Alan Hayes 918.728.6271 mhayes@tulsacounty.org
FULL NAME: PHONE: EMAIL:
13680 S. Poplar St. Glenpool OK 74033
ADDRESS: STREET CITY STATE ZIP

DO YOU RESIDE WITHIN THE CITY LIMITS OF GLENPOOL AND IF YES, HOW LONG? (REQUIRED FOR SERVING ON BOARDS/COMMISSIONS/COUNCIL)

Yes, 8 years

ARE YOU A FULL TIME GLENPOOL RESIDENT?

Yes

COUNCIL WARD IN WHICH YOU LIVE (see attached map):

1 ☐ 2 ☐ 3 ☐ 4 ☒

ARE YOU A REGISTERED VOTER? ☒ YES ☐ NO

DO YOU CURRENTLY HOLD ANY OFFICES UNDER THE LAWS OF THE STATE OF OKLAHOMA? SUCH OFFICES WOULD INCLUDE BUT NOT BE LIMITED TO WORKING FOR A MUNICIPALITY, COUNTY, OR STATE.

☒ YES ☐ NO

PLEASE SPECIFY IF YOUR HOME ADDRESS DIFFERS FROM YOUR VOTER REGISTRATION, PLEASE INDICATE VOTER ADDRESS

Tulsa County

EMPLOYER

218 W. 6th St Tulsa, OK 74119

BUSINESS ADDRESS

Land Records Manager

OCCUPATION

Have you had previous experience working for or with a Municipality, its Boards, Commissions , Council or Trusts?

No. But I'd like to.

On what Authority, Board, Commission, Committee, or Council are you most interested in serving?

This application is for the recently vacated At-Large Council seat, but I'm open
to serving on any other committees or boards that are available.

Describe any skills, training, expertise or experience that would qualify you for service on an Authority, Board, Commission, Committee, or Council:

I have been a public servant for over 20 years. I know and understand land records.

I am great with computer technologies and systems. I manage a team of 6 individuals well.

I am great at connecting constituents to the government resources they need.

Please discuss your educational background.

Graduated from Sapulpa Highschool in 1997

Graduated from TCC in 2000 - Associates in Liberal Arts

Graduated from NSU in 2020 - Bachelor of Science (in Organizational Leadership)

Do you anticipate any conflicts of interest on issues which may be decided by the Authority, Board, Commission, Committee, or Council on which you are interested in serving?

No.

Personal References (at least one must be a professional reference)

Turley	Lois	LTurley@tulsacounty.org	
NAME: LAST	FIRST	E-MAIL:	
218 W. 6th St.	Tulsa	OK	74119
ADDRESS: STREET	CITY	STATE	ZIP
	918.596.5826	Director (Boss)	
HOME TELEPHONE	WORK TELEPHONE	MOBILE TELEPHONE	

Kinkade	Pamela	PKKinkade@cox.net	
NAME: LAST	FIRST	E-MAIL:	
6125 S. 34th W. Ave.	Tulsa	OK	74132
ADDRESS: STREET	CITY	STATE	ZIP
918.446.6017	Mother and Former Secretary to Tulsa Co Com.		
HOME TELEPHONE	WORK TELEPHONE	MOBILE TELEPHONE	

Bill	Isaiah	isaiah.bill@life.church	
NAME: LAST	FIRST	E-MAIL:	
890 W 81st St.	Tulsa	OK	74132
ADDRESS: STREET	CITY	STATE	ZIP
	539.777.1000	Pastor (Life.Church Jenks)	
HOME TELEPHONE	WORK TELEPHONE	MOBILE TELEPHONE	

I attest that all information herein is true and accurate

SIGN AND DATE

Updated 8-22-2024



SHORT ESSAY QUESTIONS (USE ADDITIONAL SHEET OF PAPER IF NECESSARY)

1. In 300 words or less, please tell us why you are the BEST candidate to fill the vacancy on the Glenpool City Council.

We all love our city. I want Glenpool to be a destination with its own identity, not "that annoying stoplight on the beeline." I want to continue the amazing growth trend we've already seen so that we are ready for the opportunities our highway ramps, hospital, business corridor, and convention center, and library will bring. I have been a public servant my entire working career and want to continue that by serving the city I fell in love with when I moved here 9 years ago.

2. In 300 words or less, please tell us what attributes, qualities, special skills, talents, awards, knowledge and leadership roles you would offer to further enhance and diversify this city council.

I am passionate about getting things started, finding the right people and connecting them to the right tasks and resources. I have a degree in Organizational Leadership which will help when it comes to planning and organizing conventions and filling up our awesome event center. I am great with information technology including websites.

3. In 300 words or less, please discuss the 3 most important issues you see facing the City of Glenpool today.

1. Growth management. Making sure we remain healthy and don't grow so fast we overwhelm our schools or infrastructure.
2. Food Health & Security. Continue to develop our Farmer's Market and look for ways to encourage community gardens and organizations like "A Bigger Table Foundation".
3. Walkability, Bikeability, 2030 plan & INCOG. We've seen alot of fruit from the 2030 plan and it's supplemental in 2017. I'd like to see what else we can accomplish and begin work on the 2050 plan.

4. In 300 words or less, please discuss what it means to you to be a good policy maker and serve the common good. Have you ever been involved in helping develop public policy at any government level?

I have not had the opportunity to develop public policy but I know it involves listening and connecting. Listening to the community, my neighbors, local business owners, and local leaders. Connecting the citizens with needs to the leaders with vision and technology while raising the funds necessary to "get 'er done."

PLEASE ATTACH:

1. Current Resume
2. 2 Letters of Recommendations or Endorsement
 - a. Letters should include:
 - i. How long the endorser has known the applicant.
 - ii. Why the applicant meets the ideal candidate profile.
 - iii. Any other pertinent information the council might need to consider the applicant.

Matthew Hayes

Tulsa County Land Records Manager

Contact



918.728.6271



mhayes@tulsacounty.org



13680 S Poplar St.
Glenpool, OK 74033

Achievements

- Citizenship Award Sapulpa Middle School
- Boy Scouts - Life First Class
- NSU President's Honor Roll 2019-2020
- 25 years at Tulsa County

Activities

- Self Publishing fiction/non-fiction
- Gardening
- Men's Ministry
- Publishing YouVersion Plans

Key Skills

- Developing and training others
- Computer Technology
- Land Records

StrengthsFinder 2.0

- Activator
- Adaptability
- Connectedness
- Individualization
- Arranger

Meyers-Briggs

- INFP

Summary

I am a tech savvy, servant oriented, people focused husband of one wife and father of three children. I have been in public service at Tulsa County for over 25 years and have served at Life.Church Jenks for 9.

Education

- **1997** Sapulpa High School
- **2000** Tulsa Community College - Associates in Liberal Arts
- **2020** Northeastern State University - Bachelors in Science (Organizational Leadership Program)

Experience

- **1998-Present** Tulsa County Clerk's office

Volunteer

- **2015-Present** Life Church Jenks - Host Team, LifeKids, Switch, LifeGroups Life Missions, Tech
- **2015-Present** Band of Brothers - Leading small groups and serving various organizations include NightLight Tulsa (Under the Bridge), Palmer House, Tulsa Hills Youth Ranch, etc.



MICHAEL WILLIS
Tulsa County Clerk

218 W. 6th St., 7th Floor
Tulsa, OK 74119-1004
918.596.5851
mwillis@tulsacounty.org

September 9, 2024

Glenpool City Council

RE: Recommendation of Matthew Hayes

Mayor Calvert and Councilors:

It's an honor to write to you in support of my friend and colleague Matt Hayes. He would be an excellent pick to serve in the open Glenpool City Council seat.

I have known Matt almost my entire life. We were school mates in elementary, middle, junior high and high school.

Not long after school, Matt found a work home here at Tulsa County in the County Clerk's Office. After 26 years of service, he has grown into a true public servant. He started as a data entry clerk and has worked in several areas of the office. He's now one of our top leaders and serves as our Land Records Manager. He has skills in information technology, records management and developing team members just to name a few.

Matt is a wonderful family man and a leader in his church. He has a desire to serve his home community of Glenpool. He's patient, thoughtful, a good listener, and works well with all people.

As someone who has worked nearly 20 years in public service, I understand the need local governments have for solid volunteers and leaders. Matt is a terrific team member with a lot of knowledge, skill and experience that sets him up well to serve as a City Councilor. I assure you Matt will serve you well.

Please call on me if you have any thoughts or questions. I know these selections can be tough. I'm confident you will find Matt Hayes as a solid choice for this critical post.

Sincerely,

Michael Willis
Tulsa County Clerk



Board of County Commissioners

Tulsa County HQ
218 W. 6th St.
Tulsa, OK 74119-1004
P: 918.596.5015
F: 918.596.8500

KAREN KEITH
COUNTY COMMISSIONER
DISTRICT #2

September 9, 2024

City of Glenpool
12205 South Yukon Avenue
Glenpool, OK 74033

RE: Recommendation for Mr. Matthew Hayes

City Council Members:

I am writing about Mr. Matthew Hayes' application for the position on the City Council vacated by Councilor Brandon Kearns.

As Tulsa County Commissioner, District 2, I have worked with Matthew and his department since January 2009. One of the first projects I began and continue to do is neighborhood cleanup events giving our constituents a way to spruce up their properties by giving them a way to dispose of debris. Matthew was instrumental in locating sites that meet statutory restrictions to stage roll-off containers for the citizens to use. His involvement helps to make these events successful and safe.

Over the years, he has advanced in the Tulsa County Clerk's office taking advantage of training opportunities to become more knowledgeable and proficient in the Land Records Department. He is an asset to Tulsa County and the citizens he serves because of his dedication and determination to assist in searching records for answers to questions they have about their deeds. His patience and kindness serve him well in dealing with the many scenarios that bring citizens to his office. He is dependable and trustworthy and would serve the City of Glenpool and its citizens well.

Please contact me if you have any questions.

Sincerely,

Karen Keith
Tulsa County Commissioner, District 2
kkeith@tulsacounty.org



To: Mayor and City Council
From: David Agbetunsin, City Engineer
Beth Miller, Grants & Special Projects Manager

Date: June 2, 2025

Discussion and Possible Action to Approve, Amend, or Deny the Oklahoma Department of Transportation Supplemental and Modification Agreement No. 1 – Project Maintenance, Financing, and Right-of-Way Agreement (JP# 28845(04)(05))

Background

In 2013, the City of Glenpool was awarded a Federal Fiscal Year (FFY) 2013–2014 Transportation Alternatives Program (TAP) grant to support the construction of the 141st Street Sidewalk and Beautification Project. The project area extends along 141st Street from Elwood Avenue to Peoria Avenue, and from the South County Recreational Center to 137th Street.

At the time of the award, the total estimated project cost was \$688,569, with \$550,856 (80%) in federal funding and a \$137,713 (20%) local match. Due to increased construction costs and inflation, the original funding is no longer sufficient to complete the project.

To address this funding deficit, the City applied for additional funds through the FFY 2025–2026 TAP and Carbon Reduction Program. The application was successful, securing a new award that brings the updated project cost to \$1,876,217.02, with the following funding breakdown:

- Federal Share: \$1,500,973.62 (80%)
- Local Match: \$375,243.40 (20%)

These funds will supplement the original federal allocation. The combined project funding now stands at:

- Total Federal Funds: \$2,051,829.62
- Total Local Match: \$512,957.00
-

To date, the City has contributed \$24,487 toward the local match, leaving a remaining balance of \$488,470.00.

Staff Recommendation

Staff recommends approval of Supplemental and Modification Agreement No. 1 with the Oklahoma Department of Transportation to reflect the revised funding and scope of the project.

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

Mayor Joyce Calvert, Ward 3; Vice-Mayor Jacqueline Lund, Ward 4

Tim Fox, Ward 1; Chris Brobst, Ward 2; Shayne Buchanan, At-Large

David Tillotson City Manager, LeaAnn Reed CAO, Joe Wuest COO, Leslie Smith City Clerk

www.glenpoolonline.com

Attachments

- Supplemental and Modification Agreement No. 1
- Original Project Agreement (Dated November 23, 2020)
- Project Location Map

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

Mayor Joyce Calvert, Ward 3; Vice-Mayor Jacqueline Lund, Ward 4

Tim Fox, Ward 1; Chris Brobst, Ward 2; Shayne Buchanan, At-Large

David Tillotson City Manager, LeaAnn Reed CAO, Joe Wuest COO, Leslie Smith City Clerk

www.glenpoolonline.com

**STATE OF OKLAHOMA
DEPARTMENT OF TRANSPORTATION
SUPPLEMENTAL AND MODIFICATION AGREEMENT NO. 1
PROJECT MAINTENANCE, FINANCING, AND RIGHT-OF-WAY AGREEMENT**

GLENPOOL PEDESTRIAN & BICYCLE SIDEWALK EXPANSION

Project No.: STP-172E(539)EH

State Job No.: 28845(04)(05)

This Supplemental and Modification Agreement, made the day and year last written below, by and between the City of GLENPOOL, hereinafter referred to as the Sponsor, and the Department of Transportation of the State of Oklahoma, hereinafter referred to as the Department, for the following intents and purposes and subject to the following terms and conditions, to wit:

WITNESSETH

WHEREAS, It is deemed necessary by the Department and Sponsor, and in order to revise the scope of the original Project Maintenance, Financing, And Right-Of-Way Agreement; and,

WHEREAS, Under the terms of Section 11 of the original Project Maintenance, Financing, And Right-Of-Way Agreement, said revisions must be reduced to a written supplemental agreement and executed by the Department and Sponsor.

NOW, THEREFORE: the Department and Sponsor, in consideration of the mutual covenants and stipulations as set forth herein, do mutually promise and agree as follows:

- A. The following sections are hereby modified from the original Project Maintenance, Financing, And Right-Of-Way Agreement;

SECTION 4: FUNDING SUMMARY

4.1 The Department and the Sponsor agree that the project will be financed at a not-to-exceed, total estimated Federal cost of \$2,051,829 as described below:

Old Funding Table

FUNDING SOURCE =>			FEDERAL		SPONSOR	
STATE JOB PIECE NO.	DESCRIPTION	TOTAL ESTIMATED COST	SHARE (%)	AMOUNT	SHARE (%)	AMOUNT
28845(05)	Design -	\$124,237	80	\$99,390	20	\$24,847
28845(04)	Construction - (With 6% Inspection)	\$564,332	80 up to a limit of	\$451,466	Remainder	\$112,866
Total		\$688,569	Total=>	\$550,856	Total=>	\$137,713

New Funding Table

FUNDING SOURCE =>			FEDERAL		SPONSOR	
STATE JOB PIECE NO.	DESCRIPTION	TOTAL ESTIMATED COST	SHARE (%)	AMOUNT	SHARE (%)	AMOUNT
28845(05)	Design -	\$124,237	80	\$99,390	20	\$24,847
28845(04)	Construction - (With 6% Inspection)	\$2,440,549	80 up to a limit of	\$1,952,439	Remainder	\$488,110
Total		\$2,564,786	Total=>	\$2,051,829	Total=>	\$512,957

This supplement is to INCREASE the TAP funds due to an additional application made to INCOG

4.2 Furthermore, the Department and the Sponsor agree that actual FEDERAL costs incurred by project phases (**JP 28845(04,05)**) may exceed initial estimates. Costs between these project phases will be administratively adjusted based on actual cost of each phase, within the total cost of this agreement, without formal supplemental agreement, in so far as the total project agreement is not exceeded.

4.3 It is understood by the SPONSOR and the Department that the funding participation stipulated herein may be altered due to bid prices, actual construction supervision costs and non-participating costs incurred during construction. The SPONSOR will be responsible for payment of any estimated local funding prior to advertising the project for bid. Upon final acceptance of this project, the total project cost will be determined, and the final amount of local funds (if any) will be determined by the Department's Comptroller per the terms of this agreement. A refund will then be made by the Department to the SPONSOR or additional funding will be requested. The SPONSOR agrees to make arrangements for payment of any Department invoice within 45 days of receipt.

B. That the original Project Maintenance, Financing, And Right-Of-Way Agreement is hereby modified as above described, said agreement in all other respects shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the Director of the Department of Transportation, pursuant to authority vested in him by the State Transportation Commission, has hereunto subscribed his name as Director of the Department of Transportation and the Sponsor has executed same pursuant to authority prescribed by law for the Sponsor.

The Sponsor, _____ on this _____ of _____,
20____, and the Department on the _____ day of _____, 20____.

THE CITY OF GLENPOOL

APPROVED AS TO FORM
AND LEGALITY

By _____
City Attorney

By _____
Mayor

By _____
Attest: City Clerk

(SEAL): Approved – THE CITY
OF GLENPOOL

STATE OF OKLAHOMA
DEPARTMENT OF TRANSPORTATION

Recommended for Approval

Local Government DATE
Division

Director of Project Delivery DATE

APPROVED AS TO FORM
AND LEGALITY

APPROVED

General Counsel DATE

Deputy Director DATE

**STATE OF OKLAHOMA
DEPARTMENT OF TRANSPORTATION
PROJECT MAINTENANCE, FINANCING, AND RIGHT-OF-WAY AGREEMENT**

GLENNPOOL PEDESTRIAN & BICYCLE SIDEWALK EXPANSION

Project No.: STP-172E(539)EH

State Job No.: 28845(04)(05)

This agreement, made the day and year last written below, by and between the City of **GLENNPOOL**, hereinafter referred to as the Sponsor, and the Department of Transportation of the State of Oklahoma, hereinafter referred to as the Department, for the following intents and purposes and subject to the following terms and conditions, to wit:

WITNESSETH

WHEREAS, The Sponsor requested that certain street improvements be approved by the Oklahoma Transportation Commission, as were previously programmed by the Sponsor and described as follows:

Project Type	Div.	County	JP No	Project No.	Work Type	Description
ENHANCEMENT	08	TULSA	28845(04)	STP-172E(539)EH	ENHANCEMENT	GLENNPOOL PEDESTRIAN & BICYCLE SIDEWALK EXPANSION

WHEREAS, the Department is charged under the laws of the State of Oklahoma with construction and maintenance of State Highways; and,

WHEREAS, the Department is, by terms of agreements with the Federal Highway Administration, responsible for the management and construction of certain federally funded projects within the corporate limits of cities within the State of Oklahoma; and,

WHEREAS, the Sponsor has been identified as the beneficiary and sub-recipient of such federally funded project; and,

WHEREAS, receipt of the benefits of this project will require that the Sponsor assume certain financial responsibilities; and,

WHEREAS, the Sponsor is a municipal corporation created and existing under the constitution and laws of the State of Oklahoma; and

WHEREAS, the laws and constitution of the State of Oklahoma impose financial restrictions on the Sponsor and its ability to ensure financial obligations; and,

WHEREAS, the Parties hereto recognize those financial limitations and agree that the financial obligations assumed by the Sponsor, by the terms of this Agreement, are enforceable only to the extent as may be allowed by law or as may be determined by a court of competent jurisdiction; and,

WHEREAS: Under the provisions of the Safe Accountable Flexible Efficient Transportation Equity Act: a Legacy for the Users, or successor program, a portion of the State's Federal-Aid highway construction and maintenance funds have been designated for "Transportation Enhancement Activities" as defined in Title 23 United States Code Section 101(a); and

WHEREAS: The Transportation Commission and **DEPARTMENT** are designated to administer the Transportation Enhancement program as set forth in federal law and under the provisions of OAC 730:10-17-1et seq.; and

WHEREAS: The **SPONSOR** desires to provide for the implementation of a Transportation Commission approved Transportation Enhancement Project located in the City of Glenpool, Tulsa County, Oklahoma in order to enhance the intermodal surface transportation system and/or preserve related historic transportation facilities or heritage in the State of Oklahoma, and

WHEREAS, Under the provisions of OAC 730:10-17-1, Transportation Enhancement funding is only available to recognized governmental entities, it is expressly understood and agreed by and between the **DEPARTMENT** and the **SPONSOR** that the **SPONSOR** shall henceforth be identified as the federal funding sub-recipient for the purposes of this agreement and shall bear the sole responsibility for the expenditure of said funding in accordance with state and federal law; and

WHEREAS, it is understood that, by virtue of the Article 10, Section 26 of the Oklahoma Constitution, the payment of Sponsor funds in the future will be limited to appropriations and available funds in the then current Sponsor fiscal year.

NOW, THEREFORE: the Department and the Sponsor, in consideration of the mutual covenants and stipulations as set forth herein, do mutually promise and agree as follows:

SECTION 1: PROJECT AGREEMENT

1.1 The Sponsor agrees to comply with Title VI of the Civil Rights Act of 1964, 78 Stat. § 252, 42 U.S.C. § 2000d et seq., and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Part 21 - "Nondiscrimination in federally assisted programs of the Department of Transportation - effectuation of Title VI of the Civil Rights Act 1964".

1.2 The DEPARTMENT and SPONSOR mutually recognize that each party is a governmental entity subject to the provisions of the Governmental Tort Claims Act (51 O.S. § 151 et seq.). The DEPARTMENT and SPONSOR hereby mutually agree that each is and may be held severally liable for any and all claims, demands, and suits in law or equity, of any nature whatsoever, paying for damages or otherwise, arising from any negligent act or omission of any of their respective employees, agents or contractors which may occur during the prosecution or performance of this Agreement to the extent provided in the Governmental Tort Claims Act. Each party agrees to severally bear all costs of investigation and defense of claims arising under the Governmental Tort Claims Act and any judgments which may be rendered in such cause to the limits provided by law. Nothing in this section shall be interpreted or construed to waive any legal defense which may be available to a party or any exemption, limitation or exception which may be provided by the Governmental Tort Claims Act.

1.3 The SPONSOR and the DEPARTMENT understand and agree that the DEPARTMENT shall have the full authority to carry out oversight for this project. The DEPARTMENT shall review, process, and approve documents required for Federal aid reimbursement in accordance with Federal requirements. It is agreed that the project contemplated herein is proposed to be financed as hereinafter described and that this Agreement, all property acquisitions and clearances, plans, specifications, estimate of costs, acceptance of work, payment, and procedures in general hereunder are subject in all things at all times to all Federal laws, regulations, and approvals as may be applicable thereto.

1.4 The Sponsor understands that should it fail to fulfill its responsibilities under this Agreement, such a failure will disqualify the Sponsor from future Federal-aid funding participation on any proposed project. Federal-aid funds are to be withheld until such a time as an engineering staff, satisfactory to the Department has been properly established and functioning, the deficiencies in regulations have been corrected or the improvements to be constructed under this Agreement are brought to a satisfactory condition of maintenance.

SECTION 2: ENGINEERING RESPONSIBILITIES

2.1 The Sponsor shall provide professional engineering services for the development of the Plans, Specifications and Estimates (PS&E) for this project. Design engineering for this project will be performed under the supervision of the Sponsor. Sponsor warrants to the Department that they will review the plans and will certify that the plans are acceptable to the Sponsor and are in full compliance with current standards and specifications.

2.2 To the extent permitted by law, the SPONSOR agrees to hold the Federal Government and the DEPARTMENT harmless from, and shall process and defend at its own expense, all claims, demands, or suits, whether at law or equity brought against the SPONSOR, the DEPARTMENT, or Federal Government, arising from the SPONSOR's execution, performance, or failure to perform any of the provisions of this Agreement, or arising by reason of the participation of the DEPARTMENT or Federal Government in the project, PROVIDED, nothing herein shall require the SPONSOR to reimburse the DEPARTMENT or Federal Government for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Federal Government or the DEPARTMENT.

2.3 When any alleged act, omission, negligence, or misconduct may be subject to the limitations, exemptions, or defenses which may be raised under the Governmental Tort Claims Act, 51 O.S. Sec. 151, et seq., all such limitations, exemptions, and defenses shall be available to and may be asserted by the SPONSOR. No liability shall attach to the DEPARTMENT, the Sponsor, or Federal Government except as expressly provided herein.

2.4 The Sponsor agrees to the location of the subject project and agrees to adopt the final plans for said project as the official plans of the Sponsor for the streets, boulevards, arterial highways and/or other improvements contained therein; and further, the Sponsor affirmatively states that it has or shall fully and completely examine the plans and shall hereby warrant to the Department, the Sponsor's complete satisfaction with these plans and the fitness of the plans to construct aforesaid project.

2.5 The Sponsor certifies that the project design plans shall comply, and the project when completed will comply, with the requirements of the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §§ 12101 – 12213), 49 CFR Parts 27, 37 and 38 and 28 CFR parts 35 and 36. The Sponsor shall be exclusively responsible for integrated ADA compliance planning for all Sponsor streets, sidewalks and other facilities provided for public administration, use and accommodation, which is required of recipients and sub-recipients by 49 CFR § 27.11. State highways continued through corporate limits of the Sponsor shall be included in the Sponsor's comprehensive compliance plans.

2.6 To the extent permitted by law, all data prepared under this agreement shall be made available to the Department without restriction or limitation on their further use, with exception of any documents or information that would be considered attorney/client privileged by the Sponsor.

2.7 The Department will conduct the environmental studies and prepare the National Environmental Protection Act documents as required for federally funded projects.

2.8 The Department will forward the environmental documents to FHWA for approval if applicable.

SECTION 3: LAND ACQUISITION AND UTILITY RELOCATION

3.1 The Sponsor warrants to the Department that they have or will acquire all land, property, or rights-of-way needed for complete implementation of said project, free and clear of all obstructions and encumbrances and in full accordance with the Department's guidelines for Right-of-Way Acquisition on Federal-Aid Projects, the Uniform Relocation Act, the National Environmental Protection Act and all other applicable local, state and federal regulations.

3.2 The Sponsor shall be responsible for ensuring all proper tax documentation is filed and issued to recipients of funds paid on behalf of the Sponsor for Right-of-Way acquisition for this project.

3.3 The Sponsor warrants to the Department that it is knowledgeable of and will comply with the provisions of 42 U.S.C.A., Section 4601-4655 and 23 U.S.C.A., Section 323 (as amended) and 49 C.F.R. Part 24 in the acquisition of all right-of-way and the relocation of any displacees.

3.4 The Sponsor shall remove, at its own expense, or cause the removal of, all encroachments on existing streets as shown on said plans, including all buildings, porches, fences, gasoline pumps, islands, and tanks, and any other such private installations and shall further remove or remediate any existing environmental contamination of soil and water from any source, known or unknown.

3.5 If the acquisition of Right of way for this project causes the displacement of any person, business or non-profit organization, the Sponsor warrants it will provide and be responsible for the Relocation Assistance Program and all costs associated with the relocation assistance program. The Department, upon request, will provide a list of service providers who have been prequalified to administer the Relocation Assistance Program. The Sponsor agrees to employ a service provider from the prequalified list

provided by the Department. Prior to any relocation assistance payments to the Sponsor, all files with parcels requiring relocation assistance shall be submitted to the Department for audit and compliance review. The Sponsor shall notify the Department within seven (7) days of the date of an offer to acquire being provided to a property owner(s) on any parcel which will require relocation assistance. Written notifications regarding service providers, in-house personnel, appeals, offers to acquire or other related correspondence shall be properly addressed and remitted as follows:

Oklahoma Department of Transportation
Operations Division
200 N.E. 21st Street
Oklahoma City, Oklahoma 73105-3204

3.6 The Sponsor warrants that any procurement, using federal funds, of property, goods or professional and personal services required for this project will be acquired by the Sponsor in compliance with the federal procurement Regulations at 40 USC 1101-1104 (Brooks Act) and the Regulations for Administration of Engineering and Design Related Service Contracts at 23 C.F.R. Part 172, as well as provisions of State purchasing laws applicable to the Sponsor.

3.7 The Sponsor will certify to the Department prior to establishing a letting date that all existing utility facilities (if any) have been properly adjusted in full accordance with the Department's Right-of-Way and Utilities Division policies and procedures to accommodate the construction of said project; and will be solely responsible for payment of any and all contractor expenses, claims, suits and/or judgments directly resultant from any actual utility relocation delays.

3.8 The Sponsor shall have the authority pursuant to 69 O.S. 2001 § 1001 and 69 O.S. 2001 § 1004 to sell any lands, or interest therein, which were acquired for highway purposes as long as such sale is conducted in accordance with the above cited statutes.

3.9 The Sponsor agrees that if any property acquired utilizing Federal funding is disposed of or is no longer used in the public interest the Sponsor shall reimburse the Department at the current fair market value.

3.10 The Sponsor agrees to;

- Transmit copies of the instruments, including all deeds and easements, to the Department prior to the advertisement of bids for construction.

- Convey title to the State of Oklahoma on all tracts of land acquired in the name of the Sponsor if the project is located on the State Highway System.

SECTION 4: FUNDING SUMMARY

4.1 The Department and the Sponsor agree that the project will be financed at a **not-to-exceed**, **Enhancement** total estimated cost of **\$550,856**, as described below:

FUNDING SOURCE =>			ENHANCEMENT		Sponsor	
STATE JOB PIECE NO.	DESCRIPTION	TOTAL ESTIMATED COST	SHARE (%)	AMOUNT	SHARE (%)	AMOUNT
28845(05)	Design -	\$124,237	80	\$99,390	20	\$24,847
28845(04)	Construction - (With 6% Inspection)	\$564,332	80 up to a limit of	\$451,466	Remainder	\$112,866
Total		\$688,569	Total=>	\$550,856	Total=>	\$137,713

4.2 Furthermore, the Department and the Sponsor agree that actual ENHANCEMENT costs incurred by project phases (**JP 28845(04,05)**) may exceed initial estimates. Costs between these project phases will be administratively adjusted based on actual cost of each phase, within the total cost of this agreement, without formal supplemental agreement, in so far as the total project agreement is not exceeded.

4.3 It is understood by the Sponsor and the Department that the funding participation stipulated herein may be altered due to bid prices, actual construction supervision costs and non-participating costs incurred during construction. The Sponsor will be responsible for payment of any estimated local funding

4.4 Federal funding in support of this project shall be in accordance with the Safe Accountable Flexible Efficient Transportation Equity Act: a Legacy for the Users, Title 23, U.S.C., as amended, and applicable Office of Management and Budget circulars. The SPONSOR shall be ultimately responsible for all costs associated with the project which are not reimbursed by the Federal Government.

- A. The SPONSOR agrees to pay for SPONSOR incurred project costs. Following such payments, the SPONSOR shall submit ODOT standardized invoice and supporting documentation in the format prescribed by the DEPARTMENT, not more than once per month. The DEPARTMENT will reimburse the SPONSOR up to the amount shown in this Agreement for those costs eligible for Federal participation to the extent that such costs are directly attributable and properly allocable to this project. Expenditures by the

SPONSOR for the establishment, maintenance, general administration, supervision, and other overhead shall not be eligible for Federal participation. The DEPARTMENT shall reimburse the SPONSOR for the Federal share of eligible project costs up to the amount shown in this Agreement.

- B. Partial payments made for costs provided to the DEPARTMENT during the course of this Agreement shall be considered progressive payments and shall be subject to audit review and recalculation upon completion of the work attributable and properly allocable to this project. Upon completion of an audit of the project records a final invoice shall be prepared and the SPONSOR shall receive final payment subject to any necessary audit adjustments. Interim payment invoices shall be signed by the authorized agent which shall without other certification be sufficient.
- C. The Federal Aid Highway Program is a reimbursement program; therefore, no advance payments will be made to the SPONSOR.
- D. E. The final request for reimbursement must be received by the DEPARTMENT no later than sixty (60) days after the project's ending date, and shall contain a final payment certification in the format prescribed by the DEPARTMENT.
- E. The SPONSOR must at the conclusion of the project provide the DEPARTMENT with a copy of an audit report which has been prepared in accordance with applicable Office of Management and Budget circulars which has been attested by Certified Public Accounting firm to report audited final costs and payments made on this project.
- F. If it is determined by the DEPARTMENT, based upon an audit performed in accordance with appropriate Federal regulations, that the terms and conditions of this agreement were not followed, or in the event costs claimed are disallowed following the audit, the SPONSOR shall reimburse the DEPARTMENT the full amount of the disallowed costs.

SECTION 5: CONSTRUCTION RESPONSIBILITIES

5.1 The Sponsor agrees to comply with all applicable laws and regulations necessary to meet the Oklahoma Department of Environmental Quality (ODEQ) requirements for pollution prevention including discharges from storm water runoff during the planning and design of this project. Further, the Sponsor agrees and stipulates as stated in the ODEQ's *General Permit OKR10*, dated September 13, 2017 or latest revision, to secure a storm water permit with the ODEQ for utility relocations, when required. It is also agreed that the storm water management plan for the project previously described in the document includes project plans and specifications, required schedules for

accomplishing the temporary and permanent erosion control work, the site specific storm water pollution prevention plan and the appropriate location map contained in the utility relocation plans.

5.2 The Sponsor's responsibility for environmental cleanup will be a continuing responsibility to remediate any and all known and unknown environmental damage throughout the duration of this contract with the Department in compliance with State and federal regulations.

5.3 The roadway improvements and all devices specified herein shall not be altered, removed, or cease to be operative without mutual written consent of the Department and the Sponsor.

5.4 Upon approval of this AGREEMENT and the plans, specifications, and estimates by the Sponsor, the Department, and the Federal Highway Administration (if applicable), the SPONSOR will advertise and let the contract for this project.

5.5 The SPONSOR shall comply with the Competitive Bidding Act of 1974 , as revised, 61 O.S. § 101 et seq. The SPONSOR and the DEPARTMENT agree to comply with the following administrative procedures:

- A. Prior to advertisement, the SPONSOR shall submit to the DEPARTMENT the Bid Proposal documents, Plans, Specifications, and Estimate (PS&E). After obtaining written authorization from the DEPARTMENT, the SPONSOR may advertise and accept bids for this project. The SPONSOR shall analyze bids prior to award to ensure the reasonable and proper expenditure of public funds.
- B. Prior to award, the SPONSOR shall submit to the DEPARTMENT affidavits of newspaper publications, a detailed summary and analysis of the bid results, including engineer's estimate and individual bidders' unit prices, along with a copy of the completed proposal from the apparent low bidder and a recommendation of award. Upon concurrence by the DEPARTMENT of the SPONSOR recommendation of award, the DEPARTMENT will authorize the SPONSOR to award the project.
- C. Prior to issuance of a Work Order/Notice to Proceed, the SPONSOR shall provide the DEPARTMENT with certified copies of the executed Contract between the SPONSOR and the Contractor. Upon approval by the DEPARTMENT of the Contract , the DEPARTMENT will authorize the SPONSOR to issue a Work Order/Notice to Proceed to the Contractor.

5.6 The Sponsor further agrees and warrants to the Department that, subsequent to the construction of said project, the Sponsor will:

- 1) Erect, maintain and operate traffic control devices, including signals, signs and pavement markings only in accordance with 47 O.S. 2011 §§ 15-104- 15-106, and subject to agreement of the Department:
 - a) In the event that any traffic signal installed hereunder is no longer needed for the purposes designated herein, then the traffic signal installed hereunder shall not be removed by the Sponsor to any other point other than that which is approved by the Department prior to such removal.
 - b) In the event there is no mutually agreed location for the reinstallation, the Sponsor will assume complete ownership of the equipment following removal if the installation is ten (10) years old or older. If the installation is less than ten (10) years old and:
 - 1) In the event the Sponsor desires total ownership of the equipment, the Sponsor shall reimburse the Department the original federal funding percentage share for the original equipment cost only, amortized for a ten(10) year service life, interest ignored, and assuming straight line depreciation.
 - 2) In the event the Sponsor does not desire total ownership of the equipment, the Sponsor shall sell the equipment at public auction to the highest bidder. The Sponsor shall reimburse the Department the original federal funding percentage share of the proceeds of such sale.
- 2) Subject to agreement with the Department, regulate and control traffic on said project, including but not limited to, the speed of vehicles, parking, stopping and turns only in accordance with 47 O.S. 2011 §§ 15-104- 15-106, and to make no changes in the provisions thereof without the approval of the Department. It shall be the responsibility of the Sponsor to notify the Department of any changes necessary to ensure safety to the traveling public.
- 3) Maintain all drainage systems and facilities constructed, installed, modified or repaired in conjunction with this project or as may be otherwise necessary to ensure proper drainage for road surfaces constructed under the terms of this Agreement.
- 4) Maintain all curbs and driveways abutting road surfaces constructed under the terms of this Agreement and all sidewalks adjacent thereto.

- 5) Maintain all right-of-way areas adjacent to road surfaces, including erosion control and period mowing of vegetation, in a manner consistent with applicable codes, ordinances and regulations.
 - 6) For any portion of the project encompassed under this agreement that is part of the State Highway System, the Sponsor shall maintain all that part of said project within the corporate limits of the Sponsor between the gutter lines and the right-of-way lines, and if no gutter exists, between the shoulder lines and the right-of-way lines, including storm sewers, all underground facilities, curbs and mowing, all in accordance with 69 O.S. Supp. 1994 §901 and all other applicable law.
 - 7) On limited access highways where county roads or city streets extend over or under the highway or public roads are constructed on state rights-of-way but there is no immediate ingress and egress from the highway, responsibility shall be as follows:
 - a. The public roads as defined in OAC 730:35-1-2 shall be maintained by the city or county and shall be included in their roadway mileage inventory.
 - b. Where county roads or city streets extend over the highway, the roadway, approaches and bridge surfaces, including the deck, shall be maintained by the city or county. The approach guardrail, bridge structure, and highest clearance posting on the structure shall be maintained by the Department.
 - c. Where county roads or city streets extend under the highway, the roadway approaches and advance signing shall be maintained by the city or county. The Department shall maintain the approach guardrail, bridge structure and surface, and the height clearance posting on the structure.
- 5.9 The Sponsor further agrees and warrants to the Department concerning any sign and highway facility lighting included as part of this project:
- 1) The Sponsor will, upon notice from the Department Engineer, provide at its own expense all required electrical energy necessary for all preliminary and operational tests of the highway lighting facilities.
 - 2) Upon completion of the construction of said project, the Sponsor will be responsible for the maintenance and cost of operation of these highway lighting

facilities, including all appurtenances thereto and including the sign lighting facilities.

- 3) It is specifically understood and agreed that the highway lighting and sign lighting facilities specified hereunder shall be continuously operated during the hours of darkness, between sunset and sunrise, and shall not be altered, removed or be allowed to cease operation without the mutual written consent of the Department and the Sponsor.
- 4) The Sponsor agrees to provide, on a periodic schedule, an inspection, cleaning and re- lamping maintenance program to assure the maximum efficiency of the highway lighting facilities.
- 5) In the event that the highway lighting facilities installed hereunder are no longer needed for the purposes designated herein, then the highway lighting facilities installed hereunder shall not be removed by the Sponsor to any point other than which is approved by the Department prior to such removal.
- 6) In the event there is no mutually agreed location for reinstallation, the Sponsor will assume complete ownership of the equipment following removal if the installation is twenty (20) years old or older. If the installation is less than twenty years old and:
 - a) In the event the Sponsor desires total ownership of the equipment, the Sponsor shall reimburse the Department the original federal funding percentage share of the original equipment costs only, amortized for a twenty (20) year service life, interest ignored, and assuming straight line depreciation.
 - b) In the event the Sponsor does not desire total ownership of the equipment, the Sponsor shall sell the equipment at public auction to the highest bidder. The Sponsor shall reimburse the Department the original federal funding percentage share of the proceeds of such sale.

5.10 The SPONSOR will follow appropriate practices for quality based selection to contract for competent supervision and inspection of the construction work performed by the construction contractor and will provide such engineering, inspection and testing services as may be required to ensure that the construction of the project is accomplished in accordance with the approved Plans, Specifications and Estimates.

- 1) The Sponsor agrees to provide such competent supervision as the Sponsor deems necessary during times that the work is in progress to insure the completion of the project to the Sponsor's satisfaction and the Sponsor's representatives. The SPONSOR does hereby accept full, complete, and total responsibility for this project. The SPONSOR does not waive any rights against any contractor(s) with respect to defects, hidden or otherwise, in materials or workmanship.
- 2) The SPONSOR agrees that the liquidated damages provisions in 23 CFR, Part 635, Subpart 127, as supplemented, relative to the amount of Federal participation in the project cost, shall be applicable in the event the contractor fails to complete the contract within the contract time. Failure to include liquidated damages provision will not relieve the SPONSOR from reduction of Federal participation in accordance with this paragraph.
- 3) The Sponsor will make ample provisions annually for the proper maintenance of said project, including the provision of competent personnel and adequate equipment, specifically, to provide all required maintenance of the project during the critical period immediately following construction and to keep the facility in good and safe condition for the benefit of the traveling public.
- 4) The Sponsor warrants to the Department that it will periodically review the adequacy of the aforesaid project to ensure the safety of the traveling public and should the Sponsor determine that further modifications or improvements be required, the Sponsor shall take such actions as are necessary to make such modifications or improvement. When operation modifications are required which in the opinion of the Department exceed the capability of the Sponsor's staff, the Sponsor agrees to retain, at the sole expense of the Sponsor, competent personnel for the purpose of bringing the improvement up to the proper standard of operation.
- 5) The Sponsor warrants and agrees that upon completion of the aforesaid project, the Sponsor assumes any and all financial obligations for the operation, use, and maintenance of the aforesaid project.
- 6) The SPONSOR agrees to provide the DEPARTMENT with acceptable project closure documents which shall include a Certificate of Completion, final estimate, statement of overruns and underruns, final inspection letter, final acceptance report, completion date, project change orders (if applicable), materials certification, DBE forms, and Buy America Certification.

SECTION 6: NON-DISCRIMINATION CLAUSE

6.1 During the performance of this Agreement, the Sponsor, for itself, its assignees and successors in interest, agrees as follows:

1) **Compliance with Regulations:**

The Sponsor shall comply with the regulations relative to nondiscrimination in federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2) **Nondiscrimination:**

The Sponsor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, age, national origin, disability/handicap, or income status, in the selection and retention of contractors or subcontractors, including procurements of materials and leases of equipment. The Sponsor shall not participate either directly or indirectly, in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in appendix B of the Regulations.

3) **Solicitations for Subcontracts, Including Procurement of Materials and Equipment:**

In all solicitations, either by competitive bidding or negotiation, made by the Sponsor for work to be performed under a contract or subcontract, including procurements of materials or leases of equipment, each potential contractor or subcontractor or supplier shall be notified by the Sponsor of the Sponsor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, sex, age, national origin, disability/handicap, or income status.

4) **Information and Reports:**

The Sponsor shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the State Department of Transportation or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a Sponsor is in the exclusive possession of another who fails or refuses to furnish this information, the Sponsor shall so certify to the State Department of Transportation, or the Federal

Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.

5) **Sanctions for Noncompliance:**

In the event of the Sponsor's noncompliance with the nondiscrimination provisions of this contract, the State Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including but not limited to:

- a. Withholding of payments to the Sponsor under the contract until the Sponsor complies and/or
- b. Cancellation, termination, or suspension of the contract in whole or in part.

6) **Incorporation of Provisions:**

The Sponsor shall include the provisions of paragraphs 1 through 6 in every contract or subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Sponsor shall take such action with respect to any contract or subcontract or procurement as the State Department of Transportation or the Federal Highway Administration may direct as a means of enforcing such provisions, including sanctions for noncompliance provided, however, that in the event a Sponsor becomes involved in, or is threatened with, litigation by a subcontractor or supplier as a result of such direction, the Sponsor may request the State Department of Transportation to enter into such litigation to protect the interests of the State; and, in addition, the Sponsor may request the United States to enter into such litigation to protect the interests of the United States.

SECTION 7: TERMINATION

7.1 This agreement may be terminated by any of the following conditions:

- a) By mutual agreement and consent, in writing of both parties.
- b) By the Department by written notice to the Sponsor as a consequence of failure by the Sponsor to perform the services set forth herein in a satisfactory manner.
- c) By either party, upon the failure of the other party to fulfill its obligations as set forth herein.

d) By the Department for reasons of its own and not subject to the mutual consent of the Sponsor upon five (5) days written notice to the Sponsor.

e) By satisfactory completion of all services and obligations described herein.

7.2 The termination of this agreement shall extinguish all rights, duties, obligations and liabilities of the Department and the Sponsor under this agreement. If the potential termination of this agreement is due to the failure of either the Department or the Sponsor to fulfill their obligation as set forth herein, the non-breaching party will notify the party alleged to be in breach that possible breach of agreement has occurred. The party alleged to be in breach should make a good faith effort to remedy that breach as outlined by non-breaching party within a period mutually agreed by each party.

SECTION 8: GOVERNING LAW AND VENUE

8.1 Any claims, disputes or litigation relating to the solicitation, execution, interpretation, performance, or enforcement of this Contract shall be governed by the laws of the State of Oklahoma and the applicable rules, regulations, policies and procedures of the Oklahoma Transportation Commission. Venue for any action, claim, dispute or litigation, mediation or arbitration shall be in Oklahoma County, Oklahoma.

SECTION 9: DISPUTE RESOLUTION

9.1 The parties hereto have entered into this Agreement in the State of Oklahoma and the laws of the State of Oklahoma shall apply. The parties agree to bargain in good faith in direct negotiation to achieve resolutions of any dispute and, if such efforts are unsuccessful, to retain a neutral mediation service to mediate the dispute prior to the filing of any court action. Mediation shall be conducted in the Oklahoma City area and the costs of such mediation shall be borne equally by the parties. If mediation is not successful, venue for any action brought to enforce the terms of this Agreement shall be in Oklahoma County, State of Oklahoma. Each party shall bear any cost and attorney fees incurred by the party in such litigation.

SECTION 10: PRIOR UNDERSTANDINGS

10.1 This agreement incorporates and reduces to writing all prior understandings, promises, agreements, commitments, covenants or conditions and constitutes the full and complete understanding and contractual relationship of the parties.

SECTION 11: AMENDMENTS OR MODIFICATIONS OF AGREEMENT

11.1 No changes, revisions, amendments or alterations in the manner, scope of type of work or compensation to be paid by the DEPARTMENT shall be effective unless reduced to writing and executed by the parties with the same formalities as are observed in the execution of this Agreement.

SECTION 12: RECORDS

12.1 The Sponsor is to maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred and to make such materials available at its respective offices at all reasonable times, during the Agreement period and for three (3) years from the date of final payment under the Agreement for inspection by the DEPARTMENT and the State Auditor and Inspector, and copies thereof shall be furnished to the DEPARTMENT, if requested.

SECTION 13: HEADINGS

10.1 Article headings used in this Agreement are inserted for convenience of reference only and shall not be deemed a part of this Agreement for any purpose.

SECTION 14: BINDING EFFECTS

14.1 This contract shall be binding upon and inure to the benefit of the ODOT and the Sponsor and shall be binding upon their successors and assigns subject to the limitations of Oklahoma law.

SECTION 15: SEVERABILITY

15.1 If any provision, clause or paragraph of this Agreement or any document incorporated by reference shall be determined invalid by a court of competent jurisdiction, such determination shall not affect the other provisions, clauses or paragraphs of this Agreement which are not affected by the determination. The provisions, clauses or paragraphs of this Agreement and any documents incorporated by reference are declared severable.

SECTION 16: EFFECTIVE DATE

16.1 This agreement shall become effective on the date of execution by the Department's Director or his designee.

IN WITNESS WHEREOF, the Director of the Department of Transportation, pursuant to authority vested in him by the State Transportation Commission, has hereunto subscribed his name as Director of the Department of Transportation and the Sponsor has executed same pursuant to authority prescribed by law for the Sponsor.

The Sponsor, City of Glenpool on this 20 of June, 2022, and the Department on the _____ day of _____, 20____.

THE CITY OF GLENPOOL

APPROVED AS TO FORM
AND LEGALITY

By

City Attorney

By

Mayor

By

Attest: City Clerk

(SEAL): Approved – THE CITY OF
GLENPOOL



STATE OF OKLAHOMA
DEPARTMENT OF TRANSPORTATION

Recommended for Approval

Local Government
Division Manager

DATE

Director of Project Delivery

DATE

APPROVED AS TO FORM
AND LEGALITY

APPROVED

General Counsel

DATE

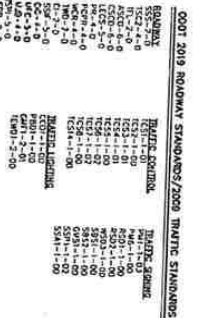
Deputy Director

DATE



CITY OF GLENPOOL, SIDEWALK EXPANSION/BEAUTIFICATION PROJECT

SHEET INDEX	
0001	THRU 5
0002	INTELL. SECTION/STATE (1-1)
0003	INTELL. SECTION/STATE (1-2)
0004	INTELL. SECTION/STATE (1-3)
0005	INTELL. SECTION/STATE (1-4)
0006	INTELL. SECTION/STATE (1-5)
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0021	INTELL. SECTION/STATE (1-20)
0022	INTELL. SECTION/STATE (1-21)
0023	INTELL. SECTION/STATE (1-22)
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0041	INTELL. SECTION/STATE (1-40)
0042	INTELL. SECTION/STATE (1-41)
0043	INTELL. SECTION/STATE (1-42)
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0102	INTELL. SECTION/STATE (1-101)
0103	INTELL. SECTION/STATE (1-102)
0104	INTELL. SECTION/STATE (1-103)
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0112	INTELL. SECTION/STATE (1-111)
0113	INTELL. SECTION/STATE (1-112)
0114	INTELL. SECTION/STATE (1-113)
0115	INTELL. SECTION/STATE (1-114)
0116	INTELL. SECTION/STATE (1-115)



APPROVED BY: _____

LYNN BURROW
DIRECTOR OF COMMUNITY DEVELOPMENT
CITY OF LOS ANGELES

ROBERT L. SHEARS & ASLA CLARK
REGISTERED L.A. No. 233
R.L. SHEARS COMPANY, P.C.



To: Honorable Mayor and Council

From: Lesli Smith, City Clerk

Date: June 2, 2025

Discussion and Possible Action to Approve, Amend, or Deny the Civic Plus Agenda Management and Codification Service Agreements

Background:

Since 2016, the City of Glenpool has utilized iCompass as its agenda management software to streamline meeting preparation and documentation processes. For ordinance codification and publication, the City has relied on American Legal for an even longer period, ensuring public access and legal compliance for our municipal code.

As the City continues to modernize its operations, staff have evaluated opportunities to improve efficiency, integration, and cost savings. CivicPlus, the provider of our current city website, offers a bundled suite of solutions that includes both agenda management and codification services. By migrating these services to CivicPlus, Glenpool will consolidate critical digital operations under a single vendor, creating a unified platform for staff and residents.

Analysis

Transitioning to CivicPlus for both agenda management and ordinance codification will provide several key benefits:

- **Integrated Platform:** Staff and residents will benefit from seamless workflows, as meeting agendas, minutes, and updated ordinances will be managed and published through a single, integrated system that connects directly with our city website.
- **Improved Efficiency:** The CivicPlus bundle is designed to streamline daily operations, reduce manual processes, and improve transparency and public engagement.
- **Enhanced Resident Experience:** Residents will have a one-stop portal for accessing agendas, minutes, and the municipal code, all through the city's website.

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

Mayor Joyce Calvert, Ward 3; Vice-Mayor Jacqueline Lund, Ward 4

Tim Fox, Ward 1; Chris Brobst, Ward 2; Shayne Buchanan, At-Large

David Tillotson City Manager, LeaAnn Reed CAO, Joe Wuest COO, Lesli Smith City Clerk

www.glenpoolonline.com

- **Cost Savings:** By bundling these services with CivicPlus, the City will realize an estimated annual savings of approximately \$7,000 compared to maintaining separate contracts for iCompass and American Legal.

Staff Recommendation:

Staff recommends approval of the proposed agreements with CivicPlus for agenda management and codification services.

Attachments

- CivicPlus Agenda Management Agreement
- CivicPlus Codification Services Agreement

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

Mayor Joyce Calvert, Ward 3; Vice-Mayor Jacqueline Lund, Ward 4

Tim Fox, Ward 1; Chris Brobst, Ward 2; Shayne Buchanan, At-Large

David Tillotson City Manager, LeaAnn Reed CAO, Joe Wuest COO, Lesli Smith City Clerk

www.glenpoolonline.com

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:**Date:****Expires On:**

Statement of Work

Q-96702-1

3/31/2025 12:46 PM

7/31/2025

Client:

City of Glenpool, OK

Bill To:

GLENPOOL CITY, OKLAHOMA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
David Hall		david.hall@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	AMM Select: Pro Standard Implementation	Pro Standard Implementation; Includes config. of up to 10 meeting types, up to 10 boards, 1 approval workflow per meeting type, 4 hrs of training, and 1 hr of consulting; Includes 1 agenda, 1 minutes, and 1 staff report design selected from Design Library	USD 2,500.00

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	AMM Select: Pro Annual Fee	AMM Select: Pro Annual Fee	USD 4,200.00

List Price - Initial Term Total	USD 8,500.00
Total Investment - Initial Term	USD 6,700.00
Annual Recurring Services (Subject to Uplift)	USD 4,200.00

Initial Term	12 Months
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
-------------------	---

Annual Uplift	5% to be applied in year 2
---------------	----------------------------

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Acceptance of Quote # Q-96702-1

The undersigned has read and agrees to the Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)



**Master Service Agreement and Statement of Work
Addendum**

THIS Master Services Agreement and Statement of Work Addendum ("Addendum") hereby sets forth the (i) additional terms and conditions applicable to the Master Services Agreement, and/or Statement of Work ("Agreements") and/or (ii) amendments to specific provisions of the terms and conditions which exist in the Agreements (collectively, the "Special Terms"), as described below, as agreed upon by CivicPlus and Glenpool, Oklahoma. The Special Terms shall be deemed to amend, modify, supplement, replace and/or supersede (as applicable) any inconsistent provisions of the Agreements, to the extent of the inconsistency.

ALL TERMS AND CONDITIONS OF THE AGREEMENTS NOT EXPRESSLEY MODIFIED HEREIN SHALL REMAIN IN FULL FORCE AND EFFECT.

Capitalized terms used and not defined herein shall have the meanings assigned to them in the Agreements (to which this Addendum is attached and incorporated).

1. AMENDMENTS

The terms and conditions of the Agreement are hereby amended as follows:

Document and Section	Amended Language
MSA #42	Reserved

2. ADDITIONAL TERMS

49. Notwithstanding the foregoing, the parties acknowledge and agree that the City is a political subdivision of the State of Oklahoma and, as such, the City is subject to the fiscal year debt limitations under Article 10, Section 26 of the Oklahoma Constitution, which prohibits the City from obligating its future fiscal year funds. Therefore, to the extent that this Agreement contemplates payments beyond the City's current fiscal year (ending June 30, 2025) or any subsequent fiscal year (July 1 to June 30), the City's obligation to make such payments is contingent upon the City's ratification of this Agreement and appropriation of funds each fiscal year while this Agreement is in effect. In the event of non-ratification or non-appropriation, this Agreement shall terminate at the conclusion of the then-current fiscal year. Under no circumstance shall the City be obligated to make any payment, in any fiscal year, in an amount exceeding the income and revenue provided for such year.

Acceptance

IN WITNESS WHEREOF, the Parties have caused this Addendum to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:**Date:****Expires On:**

Statement of Work

Q-96704-1

3/31/2025 12:48 PM

5/30/2025

Client:

City of Glenpool, OK

Bill To:

GLENPOOL CITY, OKLAHOMA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Krystal Hays		khays@civicplus.com		Net 30

Discount(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Municode Codification Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD -275.00
1.00	Municode Codification Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD -300.00

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Republication	Republication (per page) Zoning and Subdivision updated through 11-4-2024; 3 copies with tabs	USD 0.00
3.00	Municode Codification Tabs	Municode Codification Tabs	USD 0.00

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Online Code Hosting Premium Bundle	Online Code Hosting Premium Bundle: Custom Banner, CodeBank, CodeBank Compare + eNotify, OrdBank and MuniPro	USD 1,375.00

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Tri-Annual Electronic Supplementation Service Included	Online Supplementation will begin with the ordinances received on a tri-annual basis.	USD 0.00
1.00	Full-Service Supplementation Subscription	Full-Service Supplementation Subscription	USD 1,500.00
1.00	Annual Print Supplementation Service Included	Print Supplementation will begin with the ordinances received from the municipality on an annual basis.	USD 0.00
3.00	Printed Copies and Freight Included – up to [#] copies	Printed Copies and Freight Included	USD 0.00

List Price – Initial Term Total	USD 2,875.00
Total Investment - Initial Term	USD 2,300.00
Annual Recurring Services (Subject to Uplift)	USD 2,875.00

Initial Term	12 Months
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

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Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Acceptance of Quote # Q-96704-1

The undersigned has read and agrees to the Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)



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Addendum**

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1. AMENDMENTS

The terms and conditions of the Agreement are hereby amended as follows:

Document and Section	Amended Language
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2. ADDITIONAL TERMS

49. Notwithstanding the foregoing, the parties acknowledge and agree that the City is a political subdivision of the State of Oklahoma and, as such, the City is subject to the fiscal year debt limitations under Article 10, Section 26 of the Oklahoma Constitution, which prohibits the City from obligating its future fiscal year funds. Therefore, to the extent that this Agreement contemplates payments beyond the City's current fiscal year (ending June 30, 2025) or any subsequent fiscal year (July 1 to June 30), the City's obligation to make such payments is contingent upon the City's ratification of this Agreement and appropriation of funds each fiscal year while this Agreement is in effect. In the event of non-ratification or non-appropriation, this Agreement shall terminate at the conclusion of the then-current fiscal year. Under no circumstance shall the City be obligated to make any payment, in any fiscal year, in an amount exceeding the income and revenue provided for such year.

Acceptance

IN WITNESS WHEREOF, the Parties have caused this Addendum to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

RESOLUTION NO. 2025009

**A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF GLENPOOL TO COMPLY
WITH AND OPERATE IN ACCORDANCE WITH THE MUNICIPAL BUDGET ACT AND
APPROVE THE FISCAL YEAR 2025-2026 ANNUAL BUDGET.**

WHEREAS, the Oklahoma State Statutes, Title 11, Section 201 authorizes a municipality to prepare and approve an annual budget, and

WHEREAS, the Glenpool City Council has met all requirements for publications and public input on the Fiscal Year 2025-2026 budget, and

WHEREAS, the Council members of the City of Glenpool have reviewed the proposed budget and are aware of the operations and projects planned for Fiscal Year 2025-2026;

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Glenpool that:

- A. The budget for Fiscal Year 2025-2026 be approved for the funds and amounts as listed in Exhibit A.
- B. The Finance Director or City Manager may make transfers between departments and accounts within a fund. Additional appropriations and transfers between funds must be approved by the City Council prior to implementation.
- C. The Finance Director, with the approval of the City Manager, shall be directed to invest and reinvest available funds on a continuing basis during the fiscal year ending June 30, 2026.

PASSED AND APPROVED this 2nd day of June 2025.

Joyce G. Calvert, Mayor

Attest:

Lesli Smith, Clerk

EXHIBIT A

CITY OF GLENPOOL

FY 2025-2026 PROPOSED BUDGET

OPERATING FUND BUDGET			
	<u>Revenues</u>	<u>Expenditures</u>	<u>Transfers In (Out)</u>
General Fund	15,086,866		(3,005,260)
General Government		1,899,613	
Animal Control		171,638	
Police		2,974,065	
Dispatch		698,617	
Fire		2,878,308	
Emergency Management		92,300	
Development Services		564,229	
Engineering		322,504	
General Administration		757,846	
Streets & Parks		1,722,486	
Capital Improvement Fund	220,438	132,743	102,341
ARPA Fund	31,717,211	31,703,164	-
Park & Rec Fund	26,855	720	-
Hotel/Motel Fund	281,473	2,150	(279,323)
Streets & Infrastructure Fund	1,201,701		-
Capital Expenditures		-	
Water and Sewer		95,215	
Streets and Infrastructure		1,100,000	
General Administration		6,486	
Public Safety Capital Fund	1,228,191		-
Police		366,944	
Fire		134,500	
Public Safety Personnel Fund	1,993,745		-
Police		777,752	
Fire		1,215,993	
Glenpool Utility Services Authority:	6,641,180		2,678,919
Water Distribution		4,113,109	
Utility Billing		469,959	
Sewer Operations		587,060	
Refuse		930,500	
Stormwater		174,000	
Glenpool Industrial Development Authority:	718,952		503,323
Conference Center		448,086	
Tax Increment Financing		491,000	
Economic Development		223,029	
Property Management		50,400	
Debt Service		3,774,618	
Total Operating Fund Budget	\$ 59,116,612	\$ 58,879,034	\$ -