



**NOTICE
GLENPOOL CITY COUNCIL
REGULAR MEETING**

A Regular Session of the Glenpool City Council will be held at 6:00 p.m. on July 5, 2022, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

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

Join Zoom Meeting

<https://us02web.zoom.us/j/89753555435?pwd=QzdFVjA1b0lKa1lSUFlKbUNrUUxtdz09>

Meeting ID: 897 5355 5435

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

- Speakers attending in **PERSON** are required to complete the Request to Speak form located on the agenda table and return to the City Clerk **PRIOR TO THE CALL TO ORDER.**
- Speakers attending via **ZOOM** are required to complete the Request to Speak form located on our website: <https://glenpoolonline.civicweb.net/document/19057/Request%20to%20Speak%20Form.pdf> and email it to the City Clerk: Wknight@cityofglenpool.com **PRIOR TO 6:00 PM JULY 5, 2022.**

AGENDA

	Page
A) Call to Order - Joyce G. Calvert, Mayor	
B) Roll Call, Declaration of Quorum – Wendy Knight, City Clerk; Joyce G. Calvert, Mayor	
C) Invocation – Rod Baker, NorthStar Church	
D) Pledge of Allegiance – Joyce G. Calvert, Mayor	
E) Departmental Reports	
1) CM Report.07052022	3 - 4
2) Development Services Report - July 5 2022	5 - 8
3) Streets & Parks Report	9
F) Mayor Report – Joyce G. Calvert, Mayor	
G) Council Comments	

H) **Public Comments**

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

- | | | |
|----|---|---------|
| 1) | Minutes from June 20, 2022 meeting. | 10 - 23 |
| | City Council Regular Meeting - 20 Jun 2022 - Minutes - Html | |
| 2) | BlackGold Park Concession Lease Agreement with Lance and Michelle Cole, DBA/Koneheadz. | 24 - 32 |
| | Staff Report - Concession Agreement (003) | |
| 3) | Budget Amendment CITY01 in the amount of \$16,436 for the ODOT Pedestrian and Bicycle Sidewalk Expansion Project. | 33 - 34 |
| | Budget Amendment | |
| 4) | Budget Transfer CITY01 in the amount of \$121,277 for the ODOT Pedestrian and Bicycle Sidewalk Expansion Project. | 35 - 36 |
| | Budget Transfer | |

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

K) **Scheduled Business**

- | | | |
|----|--|---------|
| 1) | Discussion and possible action to approve, deny or amend updating the signatories of the Mabrey Bank accounts, opening a new bank account for seized/unclaimed currency, and authorizing the City Manager to sign the necessary bank forms.
(Frank Ordaz, Finance Director) | 37 |
| | Staff Report - MabreyBank Accounts Signatories | |
| 2) | Discussion and possible action to approve, deny or amend a one-year trial for alternate City Hall and Utility Billing hours.
(David Tillotson, City Manager) | 38 - 39 |
| | Staff Report - Alternate Work Schedule | |

L) **Adjournment**

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on July 1, 2022, by 4:00 pm.

Signed: Wendy Knight

City Clerk



To: Mayor and Council

From: David Tillotson

Date: June 30, 2022

Re: City Manager Report

Open Positions

We continue to see progress in filling some of our open positions and are down to 6 positions currently open. That number will increase however when we open the new positions approved in the FY22-23 budget. We expect to begin advertising for several of them in July.

I have noted those positions below that are in the process.

- Public Works: 2 Positions
 - Public Works Director - advertised
 - Equipment Operator
- Police Department: 3 Positions
 - Police Officer (2 positions) – testing starts July 9th
 - Dispatcher – position filled, starts July 13th
 - Police Chief
- Administration: 0 Positions
 - Utility Billing Clerk – position filled, starts mid-July
- Development Services: 1 Position
 - Planner - advertised

Red, White and Boom Bash

Year two of our Red, White and Boom Bash is in the books and I believe it was very well received by the public. We will be having some after-action meetings with the team to look at what went well and what didn't so we can make some adjustments for next year's event. Over the long-term we will need to find another place to hold the event. As the City's property by the water tower begins to develop out in the future our clear space needed to meet fire standards to safely shoot the fireworks off will be diminished. This will be a topic of

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

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

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

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

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conversation amongst the committee and our Executive Team over the next year. I do not have a timeline on when the move would need to take place, but we want to get ahead of the need and be prepared for the move when it comes.

I want to thank Lea Ann Reed, who chairs the Boom Bash Committee, as well as our committee members from the various departments:

- Tyler Babbit
- Darrell Colbert
- Mandy Brungardt
- Chuck Berryhill
- Carl Prescott
- Lt. Jeremy Plane
- Deputy Chief Chad Tanner

I also want to thank Glenpool Public Schools for allowing us to use the property and especially Matt Hilburn and Brandon Earp for their assistance in getting everything ready and coordinating the event with Lea Ann and the committee.

Miscellaneous

- None

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To: Honorable Mayor and Glenpool City Council

From: Gerald S. Gilbert, Development Services Director

Date: July 6, 2022

RE: Development Services Monthly Report for July 2022

Listed below are current development related activities within the City of Glenpool through the month of June 2022. These activities listed include Projects Under Construction, Planning Applications Under Review, Approved Projects Not Under Construction, Building Permits and Inspections, and Code Enforcement Activity. The most recent activities are highlighted in **red**.

Commercial/Industrial Projects Under Construction:

1. **Glenpool Ridge Senior Living** - Multi-Family Senior Apartment project located at 1922 W 161st Street South.
2. **Cotton Creek** – Mini Storage project (Second Phase) located at 2155 W 181st St S.
3. **Elwood Creek Addition** - Commercial/Office project located at the northeast corner of 151st and S Elwood Ave.
4. **Floyd's RV Dealership** - Commercial RV Sales, Service and Storage project located on the southeast corner of US Highway 75 and West 171st Street South.
5. **Wade's RV Service Center** - Commercial RV Sales, Service and Storage project located at 16059 S Us Hwy 75.
6. **Frankoma Pottery** – Commercial Pottery Sales and Manufacturing located at 17117 S. Union Ave.
7. **Mammoth Luxury Garage Condos** – Commercial storage with office space project located at 16571 S. Broadway St.
8. **Old School Bagel** – A 1,555 sf bagel restaurant located at 12165 Waco Avenue, adjacent to Sonic, within the Southwest Crossroads Shopping Center.

Commercial/Industrial Projects Under Construction (Continued):

9. **Arvest Bank** – A 5,000 sf bank on a 1.51-acres site located on South Casper Street and E. 151st Street.
10. **King of Kings** – A 6,627sf church located at 15251 South Broadway Street.
11. **Arrowhead Mini Storage** – A Site Plan application for Phase II of the Arrowhead Mini Storage located at 14801 S. Elwood Ave.

Residential Projects Under Construction:

	Subdivision Name	Lots Approved	Under Construction	Completed	Lots Available
1	Elm Pointe II	47	1	46	0
2	The Pines	31	16	15	0
3	Glen Hills I	84	7	75	2
4	Glen Hills II	78	29	0	49
5	Scissortail	88	16	7	65
6	Redbud Glen	74	15	0	59
7	Twin Ponds	25	1	0	24
Totals		427	85	143	201

Planning Applications Under Review:

A. Annexation(s):

1. **King of Kings** - An Annexation application for a 6.74-acre site located directly adjacent and east of 15251 South Broadway St. (Church under construction)

B. Subdivision Plat(s):

1. **Miller-Tippens** - A plat map application for an existing building and lot located at 437 E 141st St. S.

C. Lot Split Application(s):

No new applications.

Planning Applications Under Review (Continued):

D. Planned Unit Development (PUDs)

1. **Arrowhead Mini Storage Minor PUD Amendment** – Request to phase landscaping within Phase II of Arrowhead Mini Storage located at 14801 S. Elwood Ave.

E. Site Plan Applications:

1. **17 Quincy, LLC Warehouse #2** - A Site Plan application for a proposed 16,000 sf warehouse office building on a 1.56-acre site in MonTapp Addition.
2. **Miller Tippens** – A Site Plan application for a 5,000 sf addition to an existing building located at 437 E 141st St. S.

F. Specific Use Permits:

1. **Wachob Oil & Gas, LLC** - A proposed oil well located within the Bella Vista Estates on Lot 11 Block 12.

Approved Projects Not Under Construction

1. **Glenpool Retail** – A proposed 6,095sf retail center located at 84 West 146th Street South.
2. **McGraw Winfield Realtors** – A proposed 4,434sf office building located at 12189 South Yukon Avenue.
3. **By-Weld Industries** - A proposed metal fabrication business located on a 6.81-acre lot within the S75 Business Park Phase III. The project consists of a 16,585sf building and related site improvements.
4. **Carson Trails** – A 394-lot residential subdivision located north and east of the northeast corner of West 181st Street and South Union Avenue directly adjacent to Eden South neighborhood.
5. **Grandview Heights Apartments North Expansion** – A 120-unit apartment project on 6.8-acre site located at 12150 South Yukon Avenue. This is an expansion of the existing Grandview Heights Apartment project.
6. **Ashton/Gray Retail Center** - A Site Plan application for 10,797sf retail building on a 1.93-acre site located adjacent to Dollar Tree within Southwest Crossroads.

Current Residential and Commercial Building Permit Statistics

New Residential Permits Issued June 2022	10
New Commercial Permits Issued June 2022	1
Current Active Residential Permits	92
Current Active Commercial Permits	23
Residential Permits thru June 2021	70
Residential Permits thru June 2022	56
Commercial Permits thru June 2021	19
Commercial Permits thru June 2022	8
Assessment Letters Issued in June 2022	0
Total Assessment Letters Issued in 2022	7

Code Enforcement Activity for 2022

ACTIVITY DESCRIPTION:	Yearly Totals			
Complaints received and investigated	559			
Open public nuisance cases through March	35			
CODE ENFORCEMENT CASES	March	April	May	June
	122	88	121	122
High grass:	-0-	3	34	24
Fire damaged structures:	-0-	-0-	-0-	-0-
Illegally parked vehicles:	2	5	4	8
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:	99	67	54	62
Damage to public facilities citations:	-0-	-0-	-0-	-0-
Excessive trash & debris notices:	16	13	8	19
Dilapidated structures/property notices:	2	-0-	-0-	1
Trash can/receptacle placement notices:	-0-	-0-	-0-	-0-
Building demolition & removal:	-0-	-0-	-0-	-0-
Inoperable/abandoned vehicles:	2	4	4	2
Visual impairments caused by trees, shrubs, vehicles, basketball goals, etc. interfering with traffic flow:	3	1	12	1
Stagnant water causing mosquito issues:	-0-	-0-	-0-	1
Pest issue:	-0-	-0-	1	2
Dilapidated fencing:	-0-	-0-	3	2
Noxious odor:	1	1	1	-0-



To: Mayor and Council

From: Rick Rumsey, Interim Public Works Director

Subject: June 2022 Street and Parks Monthly Report

The following contains details of all work completed including still in-progress projects being done by the Streets and Parks Department:

- Pick up trash and empty trash cans daily at all city parks
- Removed large tree limb that had fallen and damaged large playground at Black Gold Park
- Scheduled repair of damaged playground
- Scheduled removal of two damaged trees at Black Gold Park
- Repaired storm drain in the 1200 Block E. 143rd St.
- Repaired numerous potholes
- Mowing & weed eating
- Tree trimming at Morris Park
- Ongoing cleaning of storm drains
- Assisted in repair of field lights at Morris Park
- Cleaning and maintenance of equipment
- Assisted with the Red, White and Boom Bash

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

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

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MINUTES
City Council Regular Meeting
Monday, June 20, 2022 Council Chambers 6:00 PM

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

STAFF PRESENT: David Tillotson
Susan White
Wendy Knight
Frank Ordaz
Jim Martin

STAFF ABSENT: Gerald Gilbert

- A) Call to Order - Joyce G. Calvert, Mayor**
Mayor Calvert called the meeting to order at 6:02 p.m.
- B) Roll Call, Declaration of Quorum – Wendy Knight, City Clerk; Joyce G. Calvert, Mayor**
Wendy Knight called the roll, Mayor Calvert declared a quorum present.
Brian Kuester was also in attendance.
- C) Invocation – Rick Tabisz, King of Kings Lutheran Church**
- D) Pledge of Allegiance – Joyce G. Calvert, Mayor**
- E) City Manager Report – David Tillotson, City Manager**
Frank Ordaz gave a presentation of the electronic FY 2022-2023 Budget Book.
[CM Report.06202022](#)
- F) Mayor Report – Joyce G. Calvert, Mayor**
A forum between Logan Phillips and Bobby Shultz, running for House District No. 24, will be held on Thursday, from 6:00 p.m. - 7:30 p.m. at the Conference

Center. Chris Banning declined the invitation.

G) Council Comments

Councilor Lund said the following:

- The Glenpool wrestling team will have a booth set up at the Red, White and Boom Bash, selling water, glow jewelry & glasses, and taking donations.
- The team also has a new head coach, Trent Cleveland.
- A wrestler that was on the junior dual team for Oklahoma, made All American, going 10-0. He is the first Glenpool student to do so.

H) Public Comments

I) Scheduled Business

- 1) Discussion and possible action to approve, deny, or amend minutes from June 6, 2022 meeting.
(Wendy Knight, City Clerk)

Moved by Chris Brobst, seconded by Brandon Kearns

To approve the minutes as presented.

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

CARRIED.

[City Council Regular Meeting - 06 Jun 2022 - Minutes - Html](#)

- 2) Discussion and possible action to approve, deny or amend Joint Resolution No. 2022003 of the City of Glenpool and the Glenpool Utility Services Authority, Resolution Authorizing The City Of Glenpool And The Glenpool Utility Services Authority To Renew That Certain Security Agreement By And Between The City Of Glenpool And The Glenpool Utility Services Authority With Respect To The Issuance Of The Glenpool Utility Services Authority Utility System Revenue Bonds, \$40,720,000.00 Taxable Refunding Series 2019, Dated As Of September 1, 2019.
(Frank Ordaz, Treasurer)

Mr. Ordaz presented and recommended Council approval of Joint Resolution No. 2022003 of the City of Glenpool and the Glenpool Utility Services Authority, Resolution Authorizing The City Of Glenpool And The Glenpool Utility Services Authority To Renew That Certain Security Agreement By And Between The City Of Glenpool And The Glenpool Utility Services Authority With Respect To The Issuance Of The Glenpool Utility Services Authority Utility System Revenue Bonds, \$40,720,000.00 Taxable Refunding Series 2019, Dated As Of September 1, 2019.

Moved by Brandon Kearns, seconded by Joyce Calvert

To approve Joint Resolution No. 2022003 of the City of Glenpool and the Glenpool Utility Services Authority, Resolution Authorizing The City Of Glenpool And The Glenpool Utility Services Authority To Renew That Certain Security Agreement By And Between The City Of Glenpool And The Glenpool Utility Services Authority With Respect To The Issuance Of The Glenpool Utility Services Authority Utility System Revenue Bonds, \$40,720,000.00 Taxable Refunding Series 2019, Dated As Of September 1, 2019.

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

CARRIED.

[Staff memo re 2019 security agreement renewal 2010-2011 bonds](#)
[2022 RESOLUTION for Renewal of 2019 Security Agreement](#)
[Security Agreement 090119](#)

- 3) Discussion and possible action to approve, deny or amend the Crossroads Communications Agreement for Fiscal Year 2022-2023, subject to the approval of the form of the contract by the City Attorney. (David Tillotson, City Manager)

Mr. Tillotson presented and recommended Council approval of the Crossroads Communications Agreement for Fiscal Year 2022-2023, subject to the approval of the form of the contract by the City Attorney. Crossroads continues to provide public relations, communications, marketing and economic development services for the City. These

services cannot currently be provided internally by existing City staff and the cost to hire additional staff to handle these services would exceed the cost of the agreement with Crossroads Communications. There are no substantive changes to the contract from last year and cost has stayed the same.

Moved by Tim Fox, seconded by Chris Brobst

To approve the Crossroads Communications Agreement for Fiscal Year 2022-2023, subject to the approval of the form of the contract by the City Attorney.

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

CARRIED.

[Staff Report - Crossroads Agreement](#)

- 4) Discussion and possible action to approve, deny or amend the Retail Attractions Agreement for Fiscal Year 2022-2023, subject to the approval of the form of the contract by the City Attorney.
(David Tillotson, City Manager)

Mr. Tillotson presented and recommended Council approval of the Retail Attractions Agreement for Fiscal Year 2022-2023, subject to the approval of the form of the contract by the City Attorney. Mr. Hayes and Retail Attractions has played a vital role in our retail success, and we are currently working on another new project that will have a significant impact to our future if it comes to fruition.

Moved by Tim Fox, seconded by Jacqueline Triplett-Lund

To approve the Retail Attractions Agreement for Fiscal Year 2022-2023, subject to the approval of the form of the contract by the City Attorney.

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

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

CARRIED.

[Staff Report - Retail Attractions Agreement](#)

- 5) Discussion and possible action to approve, deny or amend the Glenpool Chamber of Commerce Agreement for Fiscal Year 2022-2023, subject to the approval of the form of the contract by the City Attorney.
(David Tillotson, City Manager)

Mr. Tillotson presented and recommended Council approval of the Glenpool Chamber of Commerce Agreement for Fiscal Year 2022-2023, subject to the approval of the form of the contract by the City Attorney. There are no monetary modifications from the previous contract, which calls for \$32,000 to be paid annually to the Chamber, plus \$5,000 for BlackGold Days.

Moved by Jacqueline Triplett-Lund, seconded by Brandon Kearns

To approve the Glenpool Chamber of Commerce Agreement for Fiscal Year 2022-2023, subject to the approval of the form of the contract by the City Attorney.

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

CARRIED.

[Staff Report - Chamber Agreement](#)

- 6) Discussion and possible action to approve, deny or amend the School Resource Officer Agreement with Glenpool Public Schools for Fiscal Year 2022-2023, subject to approval of the form of the contract by the City Attorney.
(David Tillotson, City Manager)

Mr. Tillotson presented and recommended Council approval of the

School Resource Officer Agreement with Glenpool Public Schools for Fiscal Year 2022-2023, subject to approval of the form of the contract by the City Attorney. Glenpool Public Schools has contacted with the City for two school resource officers for a number of years. This contract extends the SRO program for the current school year. The cost this year for the school is \$97,189.76, which is the same as last year.

Moved by Jacqueline Triplett-Lund, seconded by Brandon Kearns

To approve the School Resource Officer Agreement with Glenpool Public Schools for Fiscal Year 2022-2023, subject to approval of the form of the contract by the City Attorney.

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

CARRIED.

Staff Report - SRO Agreement

- 7) Discussion and possible action to approve, deny or amend the Morris Park User Agreement with Indian Nations Youth Sports to host youth football from July 1, 2022 through December 31, 2022, subject to the approval of the form of the contract by the City Attorney.
(David Tillotson, City Manager)

Mr. Tillotson presented and recommended Council approval of the Morris Park User Agreement with Indian Nations Youth Sports to host youth football from July 1, 2022 through December 31, 2022, subject to the approval of the form of the contract by the City Attorney. Glenpool has leased the baseball fields at Morris Park to the Indian Nations Youth Sports football league for a number of years. This Agreement extends that lease for the upcoming football season, July 1 through December 31, 2022.

Moved by Jacqueline Triplett-Lund, seconded by Brandon Kearns

To approve the Morris Park User Agreement with Indian Nations Youth Sports to host youth football from July 1, 2022 through December 31, 2022, subject to the approval of the form of the contract by the City

Attorney.

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

CARRIED.

[Staff Report - Football User Agreement](#)

- 8) Discussion and possible action to approve, deny or amend the Memorandum of Understanding with INCOG for mapping and MSAG maintenance.
(David Tillotson, City Manager)

Mr. Tillotson presented and recommended Council approval of the Memorandum of Understanding with INCOG for mapping and MSAG maintenance. The MSAG is the controlling document that determines how all calls for emergency service are routed through the Public Safety Answering Points (PSAP) and as such, it is an integral part of the City's ability to provide 911 services to our residents and businesses and make sure those calls are answered as promptly as possible by the correct dispatching agency.

Moved by Joyce Calvert, seconded by Jacqueline Triplett-Lund

To approve the Memorandum of Understanding with INCOG for mapping and MSAG maintenance.

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

CARRIED.

[Staff Report - INCOG 911 Mapping MOU](#)

- 9) Discussion and possible action to approve, deny or amend the South County Soccer Club User Agreement for Glenpool-South County Soccer Complex for Fiscal Year 2022-2023, subject to the approval of the form of the contract by the City Attorney.
(David Tillotson, City Manager)

Mr. Tillotson presented and recommended Council approval of the South County Soccer Club User Agreement for Glenpool-South County Soccer Complex for Fiscal Year 2022-2023, subject to the approval of the form of the contract by the City Attorney. Glenpool has leased the South County Soccer Complex to the South County Soccer Club since the new fields have been open. This Agreement extends that lease for Fiscal Year 2022-2023.

Moved by Brandon Kearns, seconded by Chris Brobst

To approve the South County Soccer Club User Agreement for Glenpool-South County Soccer Complex for Fiscal Year 2022-2023, subject to the approval of the form of the contract by the City Attorney.

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

CARRIED.

[Staff Report - Soccer User Agreement](#)

- 10) Discussion and possible action to approve, deny or amend the State of Oklahoma, Department of Transportation, Project Maintenance, Finance, and Right-of-Way Agreement for Project No.: STP-172E(539)EH, Glenpool Pedestrian & Bicycle Sidewalk Expansion.
(David Tillotson, City Manager)

Mr. Tillotson presented and recommended Council approval of the State of Oklahoma, Department of Transportation, Project Maintenance, Finance, and Right-of-Way Agreement for Project No.: STP-172E(539)EH, Glenpool Pedestrian & Bicycle Sidewalk Expansion. This agreement maximizes federal funds at \$550,856 with a required match of \$137,713.

Moved by Jacqueline Triplett-Lund, seconded by Brandon Kearns

To approve the State of Oklahoma, Department of Transportation, Project Maintenance, Finance, and Right-of-Way Agreement for Project No.: STP-172E(539)EH, Glenpool Pedestrian & Bicycle Sidewalk Expansion.

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

CARRIED.

[Staff Report - ODOT Contract Sidewalk Grant](#)

- 11) Discussion and possible action to approve or deny allocating \$137,713 in Undesignated Reserve as Reserved for the Glenpool Pedestrian & Bicycle Sidewalk Expansion project.
(David Tillotson, City Manager)

Mr. Tillotson presented and recommended Council approval of allocating \$137,713 in Undesignated Reserve as Reserved for the Glenpool Pedestrian & Bicycle Sidewalk Expansion project.

Moved by Joyce Calvert, seconded by Jacqueline Triplett-Lund

To approve allocating \$137,713 in Undesignated Reserve as Reserved for the Glenpool Pedestrian & Bicycle Sidewalk Expansion project.

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

CARRIED.

- 12) Discussion and possible action to approve, deny or amend the annual

Administrative Operations Agreement between the GEMS District and the City of Glenpool setting out certain clerical and accounting services to be provided by the City to GEMS as well as Emergency Medical Response Agency emergency medical services, subject to approval of the form of the contract by the City Attorney.
(Susan White, Assistant City Manager)

Ms. White presented and recommended Council approval of the annual Administrative Operations Agreement between the GEMS District and the City of Glenpool setting out certain clerical and accounting services to be provided by the City to GEMS as well as Emergency Medical Response Agency emergency medical services, subject to approval of the form of the contract by the City Attorney. The Administrative Operations Agreement between City of Glenpool and GEMS District has been updated to reflect the new fiscal year. Other than that, it remains identical in content to the FY 2021-2022 Agreement.

Moved by Chris Brobst, seconded by Brandon Kearns

To approve the annual Administrative Operations Agreement between the GEMS District and the City of Glenpool setting out certain clerical and accounting services to be provided by the City to GEMS as well as Emergency Medical Response Agency emergency medical services, subject to approval of the form of the contract by the City Attorney.

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

CARRIED.

[Staff Report - Admin-Oper Agreement FY22-23_06.20.22](#)

- 13) Discussion and possible action to approve, deny or amend the Custodial Agreement between Vickie Yarbrough and the City of Glenpool, for cleaning of City Offices.
(Susan White, Assistant City Manager)

Ms. White presented and recommended Council approval of the Custodial Agreement between Vickie Yarbrough and the City of Glenpool, for cleaning of City Offices. Vickie Yarbrough has provided

custodial services at City Hall and the second floor of the Police Department for several years. Mrs. Yarbrough wishes to renew her contract for next fiscal year with the same terms and conditions. The City has been satisfied with the services performed by Mrs. Yarbrough and are appreciative of her desire to continue to provide this necessary assistance.

Moved by Jacqueline Triplett-Lund, seconded by Brandon Kearns

To approve the Custodial Agreement between Vickie Yarbrough and the City of Glenpool, for cleaning of City Offices.

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

CARRIED.

[Staff Report - Yarbrough Custodial Contract.06.20.22](#)

- 14) Discussion and possible action to adopt the use of a consent agenda for future Council meetings.
(David Tillotson, City Manager)

Mr. Tillotson presented and recommended Council approval of the use of a consent agenda for future Council meetings. Staff has researched consent agenda use for various cities across the state and believe the use of a consent agenda would be beneficial.

Moved by Brandon Kearns, seconded by Jacqueline Triplett-Lund

To adopt the use of a consent agenda for future Council meetings, separating the staff reports outside of the consent agenda.

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

	5	0	0	0
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CARRIED.

- 15) Discussion and possible action to schedule possible dates for a meeting with Muscogee Nation Tribal Council.
(David Tillotson, City Manager)

Mr. Tillotson presented and recommended Council approval of scheduling dates for a meeting with Muscogee Nation Tribal Council.

Moved by Jacqueline Triplett-Lund, seconded by Joyce Calvert

To schedule possible dates for a meeting with Muscogee Nation Tribal Council.

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

CARRIED.

- 16) **Mayor Calvert called for a recess at 7:08 p.m.**
Mayor Calvert reconvened from recess at 7:44 p.m.

Discussion and possible action to enter into Executive Session for the purposes of **A)** conferring on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to remain or to locate within the City of Glenpool because public disclosure of the matter discussed would interfere with the development of products or services and would violate the confidentiality of such business, pursuant to 25 O.S. § 307.C.11 of the Open Meeting Act; **B)** engaging in confidential communications between the City Council and its attorney concerning pending litigation, to wit: CCL Ranch Properties, LLC, et al. v. Cardinal Industries, LLC, et al., Oklahoma Supreme Court Case No. DF-119608, the Council having been advised by its attorney that disclosure will seriously impair the ability of the Council to conduct the litigation in the public interest, pursuant to Title 25, Section 307(B)(4) of the Oklahoma

Statutes; and **C)** engaging in confidential communications between the City Council and its attorney concerning the appeal in Jenks Outdoor Advertising v. City of Glenpool Board of Adjustment, Oklahoma Supreme Court Case No. 120070, the Council having been advised by its attorney that disclosure will seriously impair the ability of the City to conduct the litigation in the public interests, pursuant to Title 25, Section 307.B.4 of the Oklahoma Statutes.

(David Tillotson, City Manager), (Brian Kuester, City Attorney)

Moved by Jacqueline Triplett-Lund, seconded by Chris Brobst

To enter into Executive Session at 7:46 p.m.

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

CARRIED.

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

Moved by Jacqueline Triplett-Lund, seconded by Chris Brobst

To reconvene in Regular Session at 8:44 p.m.

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

CARRIED.

J) Adjournment

Mayor Calvert declared the meeting adjourned at 8:44 p.m.



To: Mayor and Council

From: David Tillotson, City Manager

Date: June 30, 2022

Re: BlackGold Park Concession Lease Agreement

Background:

The City has leased the concession building to Lance and Michelle Cole for the last several years to provide concession services at BlackGold Park. This Agreement extends that lease for Fiscal Year 2022-2023.

Staff Recommendation:

Staff recommends approval of the Lease Agreement with Lance and Michelle Cole.

Attachments:

- BlackGold Park Concession Lease Agreement

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

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

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

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

www.glenpoolonline.com

**Lease Agreement: City of Glenpool/Black Gold Park Concession Facility/City
Lance & Michelle Cole/User**

TERM: "Commencement Date" through June 30, 2023

LEASE AGREEMENT

This Agreement ("**Agreement**") is made and entered into, and shall be deemed effective, as of the date executed by all undersigned parties, City being the City of Glenpool, a municipal corporation, ("**City**") and User being Lance and Michelle Cole, of Berryhill, Oklahoma, as sole proprietors and doing business as "Koneheadz," (individually or together, the "**User**").

A. City is the owner of certain real property commonly described as **Black Gold Park**, located in the City of Glenpool, County of Tulsa, State of Oklahoma and more particularly the concession stand located on Black Gold Park at 305 W. 144th Street, Glenpool, OK 74033 (the "**Premises**").

B. User desires to lease the Premises, subject to terms and conditions set forth below, for the primary purpose of making a concession stand available to residents of the City of Glenpool, their guests and others who may visit Black Gold Park.

C. For valuable consideration recited in this Agreement, the receipt and sufficiency of which are hereby acknowledged, City and User agree as follows:

Section 1. Basic Information: In addition to any terms that may be defined elsewhere in this Agreement, the following terms have the following meaning:

- a) Premises: Black Gold Park Concession Stand at 305 W. 144th Street, Glenpool, OK 74033, together with adjacent restrooms and unlimited usage of the adjacent parking lot
- b) City: City of Glenpool
- c) City's Address: 12205 S. Yukon Avenue, Glenpool, OK 74033
Attn: Mr. David Tillotson
Telephone: 918-322-5409
Email: dtillotson@cityofglenpool.com
- d) User: Lance and Michelle Cole
- e) User's Address for Notice Purposes:
13419 South 19th Street, Bixby, Oklahoma 74008
Telephone: 918-519-3729 (Lance) 918-519-2234 (Michelle)
Email: lance@millertrucklines.com
- f) Commencement Date: Date Agreement is last approved and executed by either of City or User, as noted below

- g) Expiration Date: June 30, 2023
- h) Term of the Lease: Commencement Date through Expiration Date, as the latter may be amended according to the terms of this Agreement
- i) Rent: Payment of rent shall be waived for in-kind services described in section 3 of lease this Agreement.
- j) Renewal Terms: This Agreement may be renewed for one or more consecutive annual periods following the Expiration Date, subject to negotiations of the parties with no obligation created by this Agreement.

Section 2. Right of Entry; Purpose. User shall have the unrestricted right to enter the Premises during the Term of the Lease for the purposes of:

- a) Offering for sale shaved ice products, chips, sodas and sundry small packaged food items;
- b) Producing and offering for sale the products of a hot dog machine, nacho maker, popcorn popper, ice machine and soft drink dispenser;
- c) Utilizing the functions of an on-site refrigerator, sink and such other equipment, machinery or fixtures commonly and reasonably understood to be consistent with the operation of a concession stand and with offering for sale to the public snack food items and soft drinks;
- d) Maintaining the cleanliness and ensuring the operating order of all fixtures in the adjacent restrooms, provided that City shall be responsible for all capital repairs; and
- e) Upkeep of adjacent grounds, to include the removal of all litter generated by operation of the Premises, in the parking lot and grassy areas, provided that the City shall be responsible for maintaining the surface and striping of the parking lot.

Items (a) through (e) shall be referred to collectively as **"Operations."**

Section 3. Services in Lieu of Rent. City shall waive the payment of monetary rental payments, in exchange for the following in-kind services:

- a) Offering snack food items and soft drinks for sale to the public during the following operating hours:

DAYS OF WEEK AND HOURS: All seven days of the calendar week from 9:00 AM to 9:00 PM

- b) Maintaining the general cleanliness and ensuring the operating order of all personal property and fixtures in the concession stand, adjacent restrooms, parking lot and adjacent park grounds, provided that City shall be responsible for all capital repairs;

- c) User shall be responsible to provide all standard restroom supplies, such as paper products and soap, and City shall perform any required capital maintenance needs, undertake all mowing operations and install any fixtures.

Section 4. Other Obligations of User. It shall be the duty of the User to:

- a) Maintain the concession stand within the standards of all applicable health and safety codes, whether city, county, state or federal.
- b) Obtain and maintain in good standing all applicable business licenses, food handler permits, sales tax registration and any other lawfully required conditions of operation, whether city, county or state.
- c) Maintain the operating hours set forth in section 3 of this Agreement, provided that User may, upon notice to the City, amend such operating hours in ways that are consistent with the season, academic year and other conditions affecting volume of sales, provided that such hours shall be no earlier than 8:00 a.m. and no later than 11:00 p.m. on any date, unless User requests and City grants special exception for designated events.
- d) Conform all signage to the City of Glenpool Zoning Code, Sign Ordinance, provided that no signage shall be installed in a way that would cause damage to any surface if removed.
- e) Hold City harmless for any claims, liabilities or damages attributable directly to Operations of the User, as described in section 2 above.

Section 5. Obligations of City. It shall be the duty of the City to:

- a) Perform all mowing, snow removal and other similar grounds maintenance of the Premises.
- b) Provide all capital repairs and upgrades, and install any permanent fixtures.
- c) Provide water and electric utilities without cost to the User.
- d) Provide police protection of the Premises and surrounding areas, to include in particular the skateboard arena.
- e) Hold User harmless for any claims, liabilities or damages attributable directly to negligent or intentional actions of the City or of park patrons to the extent that User is without fault.

Section 6. Insurance, Indemnification and Release of Claims

- a) Prior Submission of Insurance Compliance. User shall arrange for certificates of insurance and endorsements to be submitted to the City Attorney for approval prior to allowing any person to commence work or engage in any Operations under this Agreement.

- b) Scope. Events within the scope of this provision include without limitation:
- Failure by User to perform any of the terms or conditions of this Agreement;
 - Any injury or damage happening on or about the Premises;
 - Failure to comply with any law of any governmental authority; or
 - Any mechanic's lien or security interest filed against equipment, materials, or alterations of buildings or improvements that belong to City.
- c) Minimum Amounts. User shall obtain and maintain insurance in no less than the following amounts and in terms no more restrictive than the following:
- General Liability Insurance covering all Premises and activities. The applicable limit of liability shall not be less than One Million Dollars (\$1,000,000.00) per claimant, One Million Dollars (\$1,000,000.00) annual aggregate; and
- Worker's Compensation Insurance Coverage in compliance with the Worker's Compensation Laws of the State of Oklahoma, to the extent required.
- d) City as Additional Insured. User shall include the City of Glenpool, its officials, representatives, agents and employees as additional insured on all required insurance policies.
- e) Notice of Insurance Cancellation. Such coverage shall not be canceled or materially changed without giving City at least thirty (30) days' prior written notification. The insurer shall have no recourse against City for payment of any insurance premium. Any insurance benefit protecting City against any loss relating to or arising out of the subject of this Agreement shall be made payable solely to City.
- f) Indemnification. User shall indemnify, defend and hold harmless the City, its officers, agents, representatives, volunteers and employees against any and all liabilities, damages, injuries (including death), property damage (including loss of use), claims, liens, judgments, costs, expenses, suit, actions or proceeding of any nature whatsoever, including reasonable attorney fees, by reason of or arising out of any act, omission, negligence or misconduct of User or of any of its employees, guests, invitees, representatives, officers, agents, or contractors or subcontractors in performing or failing to perform any of its obligations under this Agreement. This indemnification provision shall exclude only such actions as arise directly and solely out of the negligence or willful misconduct of City or any of its officers, agents, representatives, volunteers and employees, and in accordance with the terms, conditions and exceptions provided by the Oklahoma Governmental Tort Claims Act.
- g) Defense Against Liability Claims. During those times that User is in control of the Premises, City shall not be liable for any injury or damages to any property or to any person using the Premises nor for damage to any property of User. In the event that any suit based upon such a claim, action, liability, loss, costs, expenses

and damages is brought against City, User shall defend the same at its sole cost and expense; *provided that*, City retains the right to participate in said suit if any principle of governmental or public law is involved. If a final judgment is rendered against City or any of its officers, agents, and employees, or jointly against City and User and/or their respective officers, agents, and employees, User shall satisfy such judgment in its entirety.

- h) Limitation of Liability. User acknowledges and agrees that it shall be responsible for any damages occurring to the demised Premises that are directly attributable to deliberate or negligent acts of User or any of its employees, or by the general public during User's hours or operation. User shall not be responsible for damages or vandalism occurring while User is not using the Premises or attributable to the acts of persons beyond User's power to control.

Section 7. Option to Renew. City and User shall have the option, but not the obligation, to renew the term of this Agreement each successive operating season based on circumstances prevailing at that time.

Section 8. City's Right of Access. City shall have an unrestricted right to enter the Premises at its sole discretion, provided that City shall make a good faith effort to time and sequence any such access in such a manner as to be minimally disruptive of User's Operations.

Section 9. Termination. This Agreement may be terminated without any penalty or further liability in the following ways:

- a) On thirty days' written notice by either party;
- b) On default of any covenant or term hereof by either party;
- c) Immediately upon notice by City if User does not obtain or maintain any license, permit or other governmental approval necessary to its Operations;
- d) If the Premises are or become unusable for the intended purpose of operating User's business, with or without fault of either party;
- e) Expiration of the current term.

No later than thirty days after the termination of this Agreement, User will remove its personal property and fixtures and restore the Premises to their condition as of the Commencement Date, reasonable wear and tear excepted.

Section 10. Damage. If any portion of the Premises necessary for User's Operations is damaged during the Term of this Lease, other than by causes attributable to User, City will repair or rebuild such portion of the Premises to substantially the condition in which such portion was immediately prior to such damage. If the Premises are damaged to the extent that it would take, in City's reasonable judgment, more than thirty days to repair, then User may opt to terminate this Agreement without liability.

Section 11. Exclusivity of Lease. City shall not lease, license or otherwise enter into any agreement with any party other than User for the use or occupancy of the Premises during the Term of this Agreement.

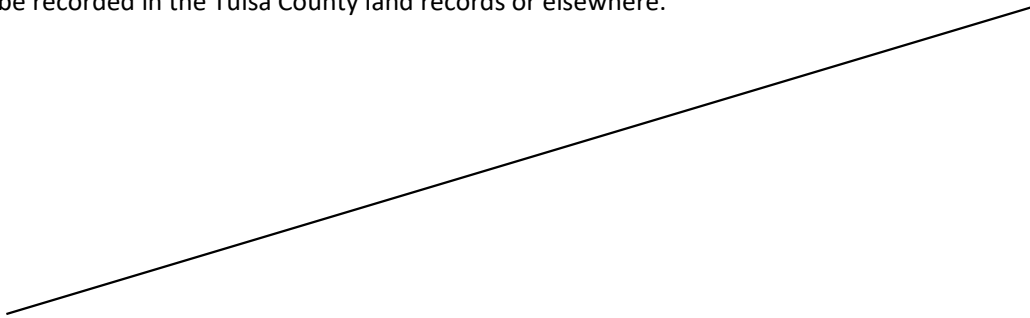
Section 12. Utilities. City will provide, at no cost to User, all utilities required by User's Operations so long as such use is within the scope of this Agreement.

Section 13. Successors and Assigns. User shall not enter into any assignment, transfer or sublease of the Premises or of any interest in its Operations without the written consent of the City.

Section 14. Complete Agreement. This Agreement contains all agreements, promises, and understandings between City and User and no other agreements, promises, or understandings shall or will be binding on either City or User. Any addition, variation, or modification to this Agreement shall be void and ineffective unless in writing and signed by the undersigned parties.

Section 15. Notices. All notices and other communications required or permitted under this Agreement may be oral or in writing, unless a writing is expressly required by any provision of this Agreement, and shall be given either in person, by telephone, by electronic transmission or by United States regular mail, addressed to the party for whom it is intended at its address set forth in Section 1. Either party may, by similar notice, change the address to which future notices or other communications shall be sent.

Section 16. Recording Not Required. City and User agree that this Agreement shall not be recorded in the Tulsa County land records or elsewhere.



IN WITNESS WHEREOF, the parties hereto have set their hand and affixed their respective seals on the day and year below written, the latter of which being the Commencement Date.

CITY: City of Glenpool

Joyce G. Calvert, Mayor

Date

Attest:

Wendy Knight, City Clerk

Date

Approved as to Form:

City Attorney

Date

USER: Business Name "Koneheadz"

Lance Cole, Co-Proprietor

Date

Michelle Cole, Co-Proprietor

Date

ACKNOWLEDGMENT

STATE OF OKLAHOMA)
) SS.
COUNTY OF TULSA)

On this the _____ day of _____, 2022, personally appeared before me Lance Cole and Michelle Cole, to me known or satisfactorily proven to be the User described in, and who executed, the foregoing

Lease Agreement, and each acknowledged that he/she is duly authorized to sign such Lease Agreement and that he/she signed the same as his/her free and voluntary act and deed, for the uses and purposes stated therein.

GIVEN under my hand and seal

Notary Public

My commission expires:

Attachments:

- Insurance certificate in compliance with Section 6 of this Lease Agreement
- Copies of all required food handler permits



To: Honorable Mayor and City Council

From: Frank Ordaz, Finance Director

Date: July 1, 2022

Re: FY2022-2023 ODOT Pedestrian and Bicycle Sidewalk Budget Amendment and Budget Transfer-CITY01

Background:

The ODOT Pedestrian and Bicycle Sidewalk Expansion Project agreement approved by City Council on June 20, 2022 (agenda item # 10) requires a local match of \$137,713. To meet this local match requirement, staff recommends a two-step approach: a budget amendment and a budget transfer as follows:

- The attached Budget Amendment for Fiscal Year 2022-2023 allocates \$16,436 in the Capital Improvement Fund as local match for the ODOT Pedestrian and Bicycle Sidewalk Expansion Project. The funding for this budget amendment is a transfer from Fund Balance of the General Fund.
- The attached Budget Transfer in the amount of \$121,277 transfers funds from the operating reserve account (03-6-90-6745) to the streets & maintenance account (03-6-01-6360) within the Capital Improvement Fund.

Staff Recommendation:

- Staff recommends approval of a Budget Amendment in the amount of \$16,436 and a budget transfer in the amount of \$121,277 as local match for the ODOT Pedestrian and Bicycle Sidewalk Expansion Project in the total amount of \$137,713.

Attachment:

- Budget Amendment Form – CITY01

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

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

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

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

www.glenpoolonline.com

City of Glenpool
Budget Amendment

Fiscal Year: 2022-2023
Amendment No: CITY 01
Date Requested: 1-Jul-22

REVENUE					EXPENSES				
Fund	Account Number	Acct Name	Increase/(Decrease)	New Budget Amount	Fund	Account Number	Acct Name	Increase/(Decrease)	New Budget Amount
01	01-5-00-5409	TRANSFER FROM FUND BALANCE	\$ 16,436	\$ 16,436	01	01-6-90-6731	TRANSFER TO CAPITAL IMPROVEMENT FUND	\$ 16,436	\$ 16,436
Total:			\$ 16,436		Total:			\$ 16,436	

REVENUE					EXPENSES				
Fund	Account Number	Acct Name	Increase/(Decrease)	New Budget Amount	Fund	Account Number	Acct Name	Increase/(Decrease)	New Budget Amount
03	03-5-00-5400	TRANSFER FROM GENERAL FUND	\$ 16,436	\$ 16,436	03	03-6-01-6360	CAPITAL - STREETS & MAINTENANCE	\$ 16,436	\$ 16,436
Total:			\$ 16,436		Total:			\$ 16,436	

Notes:
Funding in the amount of \$16,436 as local match for the ODOT pedestrian and bicycle sidewalk project in the Capital Improvement Fund (03) for Fiscal Year 2022-2023.

Approved by the City of Glenpool:

Mayor

Date



To: Honorable Mayor and City Council

From: Frank Ordaz, Finance Director

Date: July 1, 2022

Re: FY2022-2023 ODOT Pedestrian and Bicycle Sidewalk Budget Amendment and Budget Transfer-CITY01

Background:

The ODOT Pedestrian and Bicycle Sidewalk Expansion Project agreement approved by City Council on June 20, 2022 (agenda item # 10) requires a local match of \$137,713. To meet this local match requirement, staff recommends a two-step approach: a budget amendment and a budget transfer as follows:

- The attached Budget Amendment for Fiscal Year 2022-2023 allocates \$16,436 in the Capital Improvement Fund as local match for the ODOT Pedestrian and Bicycle Sidewalk Expansion Project. The funding for this budget amendment is a transfer from Fund Balance of the General Fund.
- The attached Budget Transfer in the amount of \$121,277 transfers funds from the operating reserve account (03-6-90-6745) to the streets & maintenance account (03-6-01-6360) within the Capital Improvement Fund.

Staff Recommendation:

- Staff recommends approval of a Budget Amendment in the amount of \$16,436 and a budget transfer in the amount of \$121,277 as local match for the ODOT Pedestrian and Bicycle Sidewalk Expansion Project in the total amount of \$137,713.

Attachment:

- Budget Transfer Form – CITY01

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

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

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

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

www.glenpoolonline.com

City of Glenpool Budget Transfer

Fiscal Year: 2022-2023
 Budget Transfer No: CITY 01
 Date Requested: 1-Jul-22

EXPENSES					EXPENSES				
Fund	Account Number	Acct Name	Increase/(Decrease)	New Budget Amount	Fund	Account Number	Acct Name	Increase/(Decrease)	New Budget Amount
03	03-6-90-674S	OPERATING RESERVE	\$ (121,277)	\$ *	03	03-6-01-6360	CAPITAL - STREETS & MAINTENANCE	\$ 121,277	\$ 137,713
Total:			\$ (121,277)		Total:			\$ 121,277	

Notes:
 Funding in the amount of \$121,277 is transferred from the operating reserve to the capital-streets & maintenance account within the Capital Improvement Fund (03) as local match for the ODOT pedestrian and bicycle sidewalk project for Fiscal Year 2022-2023.

Approved by the City of Glenpool:

 Mayor

 Date



To: Honorable Mayor and Council

From: Frank Ordaz, Finance Director

Date: June 30, 2022

Re: Mabrey Bank Signatories

Background:

The City of Glenpool currently has the following four accounts with Mabrey Bank:

1. Juvenile Court Bond Fund
2. Glenpool Utility Service Authority Meter Deposit
3. Municipal Court Bond Fund
4. DEA Forfeiture Account

The current account signatories are City Manager, David Tillotson, Assistant City Manager Susan White. This action would add Finance Director, Frank Ordaz as a new signatory to replace former Finance Director, John A. Gonsalves.

In addition, to improve internal controls, the City of Glenpool is opening a new bank account with Mabrey Bank to safeguard seized or unclaimed currency currently kept in a safe within the Property Room of the Police Department:

- Glenpool Police Department Seized/Unclaimed Currency Account

The City Manager will sign the required bank forms to make these changes.

Staff Recommendation:

- Staff recommends approval of updating signatories of the Mabrey Bank accounts, opening a new bank account for seized/unclaimed currency, and authorizing the City Manager to sign the necessary bank forms.

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

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

www.glenpoolonline.com



To: Mayor and Council

From: David Tillotson, City Manager

Date: June 30, 2022

Re: Alternate Work Schedule

Background:

Over the last several months, the Executive Team has been discussing ways to improve our service levels to the public, increase employee morale and improve recruitment. Out of these various discussions one option that we believe potentially impacts all three areas is changing the work schedule for employees at City Hall and Utility Billing. The Executive Team discussed a couple of different options with their employees and the consensus was to move to a work schedule of four days of nine hours and one day of four hours. Under this scenario, City Hall and Utility Billing would be open Monday through Thursday from 7:30-5:30 and from 7:30-11:30 on Friday.

We believe this work schedule will allow the public, developers, and other customers greater access to services at City Hall while also allowing our employees to experience a little longer break over the weekend. Additionally, these types of alternate schedules can become a recruiting tool as it shows our willingness to be flexible and place a focus on the needs and desires of our employees. We have seen a few different cities in Oklahoma move to this format, the latest being Stillwater. Plus, this format has been widely in use in the private sector for several years now.

I would suggest the Council consider moving to this alternate schedule for City Hall and Utility Billing on a one-year trial basis starting August 1st. This will allow us to move through a full fiscal year to make sure we don't experience any issues throughout the year, as demand for services can swing based on the time of year. The August 1st start date will give us time to get the word out the public and our developers. Police and Fire services will not be affected by this change, and Public Works has decided at this time to keep the same schedule they currently use. The Conference Center will also continue to operate under their current schedule based on event schedules.

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

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

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

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

www.glenpoolonline.com

Staff Recommendation:

Staff recommends Council approve City Hall and Utility Billing office hours of:

- Monday through Thursday: 7:30 am – 5:30 pm
- Friday: 7:30 am – 11:30 pm

Attachments:

- None

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

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

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

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

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