



NOTICE
GLENPOOL CITY COUNCIL
REGULAR MEETING

A Regular Session of the Glenpool City Council will be held at 6:00 p.m. on August 7, 2023, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

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

Join Zoom Meeting

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

Meeting ID: 897 5355 5435

Passcode: 974088

One tap mobile

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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, AUGUST 7, 2023**

AGENDA

	Page
A) Call to Order - Joyce G. Calvert, Mayor	
B) Roll Call, Declaration of Quorum – Wendy Knight, City Clerk; Joyce G. Calvert, Mayor	
C) Invocation – Jason Cowan, Faith Church	
D) Pledge of Allegiance – Joyce G. Calvert, Mayor	
E) Management Report	
1) CM Report.08072023	3 - 12
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 July 17, 2023 meeting.
City Council Regular Meeting - 17 Jul 2023 - Minutes - Html | 13 - 19 |
| 2) | Resolution No. 2023009, updating signatories of Bancfirst accounts.
Resolution No. 2023009 Bancfirst Signatories | 20 - 21 |
| 3) | Updating signatories of the Mabrey Bank accounts, and authorizing the City Manager to sign the necessary bank forms.
Staff Report - Mabrey Bank Account Signatories | 22 |
| 4) | Updating signatories of the American Heritage Bank account and authorizing the City Manager to sign the necessary bank form.
Staff Report - American Heritage Bank Account Signatories | 23 |
| 5) | Appointment of Julie Casteen as City Treasurer.
Staff Report -Treasurer Appt 08.07.23 | 24 |
| 6) | Annual Equitable Sharing Agreement and Certification.
Equitable Sharing Agreement and Certification | 25 - 30 |
- J) **Consideration and appropriate action relating to items removed from the Consent Agenda**
- K) **Scheduled Business**
- | | | |
|----|--|---------|
| 1) | Discussion and possible action to approve or deny a quote from AAA Playgrounds for the purchase of playground equipment for Kendalwood Park South, in the amount of \$63,399.00.
(Jesse Hale, Public Works Director)
Kendalwood South Park - Additional Funds | 31 - 35 |
| 2) | Discussion and possible action to approve, deny or amend the expansion of Morris Park and the design of the disc golf course(s), and the authorization to partner with the Oklahoma Disc Golf Foundation on a sponsorship drive for the construction of the course(s).
(Jesse Hale, Public Works Director)
Disc Golf | 36 - 46 |

L) **Adjournment**

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on August 4, 2023, by 11:300 am.

Signed: Wendy Knight
City Clerk

City Manager's Report

August 7, 2023



City Of
Glenpool
Creating Opportunity

Human Resources

Open Positions

We currently have 14 open positions. These vacancies include those new positions approved in the FY2023-2024 budget.

I have noted positions below that are in the process. We will begin advertising soon for the new positions approved in the FY23-24 budget.

- Public Works: 5 Positions
 - Water & Sewer Laborer – Verbal acceptance. Waiting on background and drug screenings.
 - Seasonal Streets and Parks Laborers (3)
 - Water Distribution Crew Leader
- Police Department: 6 Positions
 - Police Officer (5)
 - 2 Offer accepted. Pending acceptance from OPRRS Board in late August
 - 2 Offers ready to send to applicants.
 - 1 Position will be readvertised soon.
 - Dispatch (1) – Position Advertised.
- Conference Center: 1 Position
 - Part-time Event Planner – Interviews underway.
- Development Services: 1 Position
 - Planner – Position advertised.
- Administration: 1 Position
 - IT Director

Development Services

Listed below are current development related activities within the City of Glenpool **through the month of July 2023**. These activities listed include Projects Under Construction, Planning Applications Under Review, Approved Projects Not Under Construction, Building Permits and Inspections, and Code Enforcement Activity. The most recent activities are highlighted in **red**.

Commercial/Industrial Projects Under Construction:

1. **Wade's RV Service Center** - Commercial RV Sales, Service and Storage project located at 16059 S Us Hwy 75. Estimated completion late August 2023
2. **Mammoth Luxury Garage Condos** – Commercial storage with office space project located at 16571 S. Broadway St. Estimated completion July 2023
3. **Arrowhead Mini Storage** – A Site Plan application for Phase II of the Arrowhead Mini Storage located at 14801 S. Elwood Ave. Estimated completion August 2023
4. **Beehive Phase II** – A Site Plan application for Phase II of the Beehive Care Facility located at 12570 Vancouver Ave. Estimated completion March 2024
5. **17 Quincy, LLC Warehouse #2** - A Site Plan application for a proposed 16,000 sf warehouse office building on a 1.56-acre site in MonTapp Addition. Estimated completion September 2023
6. **Miller Tippens** – A Site Plan application for a 5,000sf addition to an existing building located at 437 E 141st St. S. Estimated completion date October 2023
7. **1st Oklahoma Credit Union** – A Site Plan application for a 5,900sf bank located at 14912 S. Broadway St. Estimated completion date September 2023

Commercial/Industrial Occupancy Permits Issued in July:

1. **Baskin Robbins** - 12190 S. Waco Ave Ste. A
2. **Staxx Smoke Shop** - 13809 Casper St W. Ste. G

Earth Change Permits Issued:

1. **Eagle I Investments (The Lakes at Twin Mounds Commercial)** – Southwest corner of W. 161st Street and US 75. The owner is clearing, grading and preparing the 11-acre site for future commercial uses.

2. **Phillips Corner** – 5.5 acres site adjacent to Crystal Pools on North Casper Street. The owner is clearing, grading and preparing the site for future commercial uses.

Residential Projects Under Construction:

Subdivision Name		Lots Approved	Under Construction	Completed	Lots Available
1	The Pines	31	3	28	0
2	Glen Hills I (Phase 1-6)	84	0	82	2
3	Glen Hills II (Phase 7-11)	78	28	23	27
4	Scissortail	88	16	26	46
5	Redbud Glen	74	0	16	58
6	Twin Ponds	25	1	1	23
Totals		380	48	176	156

Planning Applications Under Review:

A. Annexation(s): **No New Applications**

B. Comprehensive Plan Amendment(s):

1. **Scissor Phase II** - Comprehensive Plan Amendment to change the land use designation of a 40.2-acre site from Suburban Residential to General Residential. The subject site is situated north of E 148th Street and east of S Nyssa Place.

C. Zone Amendment(s):

1. **Scissortail Phase II** – Zone Amendment to change the Zoning of a 40.2-acre site from AG to RS-3. The subject site is situated north of E 148th Street and east of S Nyssa Place.

D. Planned Unit Development (PUD):

1. **Carson Trails - Major Amendment to PUD 43 (Carson Trails) for a reduction in lot sizes, frontyard setback and unit sizes.**

E. Subdivision Plat(s):

1. **Twin Ponds** – Preliminary Plat of a 12.29-acre site. The plat proposes to subdivide the site into ten (10) lots and four (4) reserve areas. The subject site is generally located north of West 181st Street South – ½ mile west of Highway 75.

F. Lot Split Application(s): **No New Applications**

G. Site Plan Applications: **No New Applications**

H. Specific Use Permits: **No New Applications**

I. Variance(s):

1. **13844 S Quincy Street (Glenn Hills 7-11)** – A Variance to reduce or eliminate the setback requirement for an abandoned oil well located at 13844 S Quincy Street.

Approved Projects Not Under Construction

1. **McGraw Winfield Realtors** – A proposed 4,434sf office building located at 12189 South Yukon Avenue.
2. **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.
3. **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.
4. **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.
5. **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.
6. **C & C Office Park** – A Preliminary and Final Plat to subdivide a 1.26-acre site into two (2) lots located at 459 E 151st St. South

Current Residential and Commercial Building Permit Statistics

New Residential Permits Issued July 2023	7
New Commercial Permits Issued July 2023	0
Current Active Residential Permits	55
Current Active Commercial Permits	13
Residential Permits thru July 2022	6
Residential Permits thru July 2023	34
Commercial Permits thru July 2022	6
Commercial Permits thru July 2023	0
Assessment Letters Issued in July 2023	2
Total Assessment Letters Issued in 2023	11

Code Enforcement Activity for 2023

ACTIVITY DESCRIPTION:	Totals			
Complaints received and investigated Year to Date	805			
Open public nuisance cases through July 2023	122			
CODE ENFORCEMENT CASES	Apr	May	Jun	Jul
	163	110	121	108
High grass:	4	18	16	32
Fire damaged structures:	-0-	-0-	-0-	-0-
Illegally parked vehicles:	16	8	4	6
Nuisance abatements (contractor):	-0-	-0-	-0-	-0-
Notices issued for residents with no water service:	1	-0-	-0-	-0-
Tulsa County Health Department citations:	-0-	-0-	-0-	-0-
Illegally placed signs:	78	40	68	42
Damage to public facilities citations:	-0-	-0-	-0-	-0-
Excessive trash & debris notices:	11	5	10	9
Dilapidated structures/property notices:	-0-	-0-	-0-	-0-
Trash can/receptacle placement notices:	-0-	-0-	-0-	-0-
Building demolition & removal:	-0-	-0-	-0-	-0-
Inoperable/abandoned vehicles:	5	4	3	4
Visual impairments caused by trees, shrubs, vehicles, basketball goals, etc. interfering with traffic flow:	46	30	16	10
Stagnant water causing mosquito issues:	1	3	2	1
Pest issue:	-0-	-0-	-0-	2
Dilapidated fencing:	1	2	2	1
Noxious odor:	-0-	-0-	-0-	1

Streets and Parks

The following details of all work completed between July 1, 2023 – July 31, 2023

- Streets
 - Crack sealed – none
 - Filled potholes around town
 - Fixed downed streets signs
 - 142nd St & Hickory – Fixed Stop sign
 - 142nd & Oak – Fixed Stop sign
 - Morris Park exit – fixed Stop Sign
 - Cleaned storm drains – ongoing
 - Cleaned Taylor's Pond 1 pond outlet into Rolling Meadows
 - Picked up trash around town
- Parks
 - Black Gold
 - Mowed & trimmed.
 - Kendalwood North
 - Mowed & trimmed.
 - Kendalwood South
 - Mowed & trimmed.
 - Clean up trees that OG&E trimmed after storm
 - Lambert
 - Mowed & trimmed.
 - Park Bridge is still closed.
 - Preliminary nature path cut into park's grass
 - Morris
 - Mowed & trimmed.
 - Changed locks on fields for football season
 - Rolling Meadows
 - Mowed & trimmed.
 - South County Soccer
 - Mowed & trimmed.
 - Picked up trash and emptied trash cans daily at all city parks.
- Community
 - Replaced 12 storm drains in Windsong Meadows.
 - Red, White & Boom Bash.
 - Setup, and tear down, of trash cans and traffic control.
 - Cleaned and set trash cans at Conference Center for city concert.
 - Cleaned and set trash cans for Farmer's Market.

- Facilities Maintenance
 - Completed Air Filter Inventory of all city buildings.
 - Fire Safety Equipment check at all city buildings.
 - South waterfall pump cleaned, inlet cleaning pending FD availability.
 - Replaced new flags at City Hall.
 - Replaced sump pump at Public Works dock.
 - Outstanding Projects:
 - AC RTU #14 at City Hall (1st floor Foyer) has been offline since May 30. Quality Heating and Cooling is awaiting parts to complete repair.
 - The north waterfall pump is out of service. Replacement pump is pending.
 - An RFQ for AC Maintenance program throughout the city has been issued. A few responses have been received.

Engineering

Capital Projects Update

- Kendalwood Park South – Phase 1 construction has reached substantial completion. Phase 2 of the project has been quoted and is being presented to Council at the August 7th meeting.
- Sewer Plant Project – Negotiations have been finalized on the land purchase and the purchase agreement is on the agenda for the August 7th GUSA meeting. Additionally, staff has finalized negotiations with the engineering design group on pricing and are finalizing the contract details. We anticipate the contract will be on the August 7th GUSA meeting as well.
- Kendalwood Park North – Finalizing contract details with vendor approved by Council.
- FYE2023 Streets Improvement Package – Contracts have been signed for Phase 1 and Phase 2 of the improvement package. Staff will be holding a pre-construction meeting with the vendor in the next week or two to finalize the project schedule. We will keep you and the public updated as we get this information.
- Joint Overlay Project – The Interlocal Agreement between the City of Glenpool, the City of Jenks and Tulsa County has now been fully executed. The overlay of Elwood from 121st to 131st, 131st from Elwood to Peoria, and 141st from Peoria to Lewis is tentatively scheduled to be performed by Tulsa County in September.

Community Relations

City Events

- Summer Concert Series – The final concert of the summer is scheduled for August 17th and will feature the Empire. We are relocating this concert to BlackGold Park in order to expand our kids activities, by adding a foam pit and other fun games. We will continue to have food trucks at this event.
- BlackGold Farmer's Market – This event will run every Saturday through October 7th from 8:00 a.m. to 12:00 p.m. We have had a tremendous response to this event since it opened in June. Our July 29th market hosted our largest number of booths to date, with 38 vendors.

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

OUR CORE Savor the journey. VALUES

Show that you **care**.

Create **WOW** moments.

Make learning a **habit**.

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





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

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

COUNCIL ABSENT: Tim Fox

STAFF PRESENT: David Tillotson
Susan White
Wendy Knight
Gerald Gilbert
Jesse Hale
David Agbetunsin
Madi Plett
Jeremy Plane

- 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.
Eric Wade of Rosenstein, Fist & Ringold was also in attendance.
- C) Invocation – Sean Farver, Kirk Crossing**
- D) Pledge of Allegiance – Joyce G. Calvert, Mayor**
- E) Departmental Reports**
- **David Tillotson, City Manager**, had a good conversation with Gentner Drummond, Oklahoma Attorney General today. He thanked Mr. Drummond for making the commute and the Glenpool Chamber for scheduling their conversation.

[CM Report.07172023](#)

[Development Services Report - July 17 2023](#)

[2023-06 Streets Parks Report](#)

F) Mayor Report – Joyce G. Calvert, Mayor

- Congratulated staff that participated in the Red, White, & Boom Bash. It gets bigger and better every year, and we received a lot of compliments.
- Stated she loves the experience of having a Farmer's Market in Glenpool. She attended on July 8th, and enjoyed the triple sweet corn.
- Announced the next Concert in the Park series will be held on Thursday, July 20th.
- Commented that she is very happy about the report of new sidewalks in Old Town.

G) Council Comments

- **Councilor Lund** announced that school is back in session on August 10th. Advised to watch out for an increase in pedestrians around this time, as well as those attending summer school.
- **Vice-Mayor Kearns** referred to **David Tillotson** to speak on the tragic loss of Mike and Kim Champagne, respected members of the Glenpool Community. **Vice-Mayor Kearns** spoke on how instrumental Mr. and Mrs. Champagne were to the community, especially Glenpool schools. **Mayor Calvert** stated Mr. and Mrs. Champagne will be dearly missed.

H) Public Comments

There were no public comments.

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

- 1) Minutes from June 19, 2023 meeting.
[City Council Regular Meeting - 19 Jun 2023 - Minutes - Html](#)
- 2) Denial of Coldwell Tort Claim as recommended by Oklahoma Municipal Assurance Group (OMAG).
[Coldwell Tort Claim](#)
- 3) Approval of the Agreement between City of Glenpool and the Department of Transportation of the State of Oklahoma for the TAP Project State Job Project Number 38104(04) with a City match fund of \$240,552.00 to be funded from the City's General Fund Balance.
[Staff Report - Agreement Glenpool Safe Route to School and Park Project.docx](#)

- 4) Approval of the Glenpool Baseball League User Agreement for FY23-24.
[Staff Report - Baseball User Agreement](#)
- 5) Approval of the Indian Nations Youth Sports User Agreement for FY23-24.
[Staff Report - Football User Agreement](#)
- 6) Approval of the BlackGold Concession Lease Agreement with Lance and Michelle Cole for FY23-24.

Moved by Jacqueline Triplett-Lund, seconded by Chris Brobst

To approve the Consent Agenda.

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

CARRIED.

[Staff Report - Concession Agreement \(003\)](#)

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

K) Scheduled Business

- 1) **C & C Office Park Final Plat** – A Final Plat to subdivide a 1.26-acre site into two (2) lots. Lot 1 is 0.59-acres (25,853 sf) in size and Lot 2 is 0.66-acres (28,918.4 sf) in size. The subject site is located at 459 E 151st St. South.

Applicant Representative: Ryan McCarty, Select Design
(Gerald Gilbert, Development Services Director)

A. Public Hearing on the proposed Final Plat.

B. Discussion and possible action to approve, deny or amend the Final Plat.

A. Mayor Calvert opened the Public Hearing at 6:11 p.m.

- Mr. Gilbert presented C & C Office Park Final Plat.
- There were no public comments.
- Mayor Calvert closed the Public Hearing at 6:22 p.m.

B. Discussion and possible action to approve, deny or amend the proposed Ordinance No. 813.

- Mr. Gilbert recommended Council approval of C & C Office Park Final Plat.

Moved by Chris Brobst, seconded by Jacqueline Triplett-Lund

*To approve the final Plat under the conditions recommended by staff:
The proposed driveway requires written ODOT approval prior to
recording of the Final Map, and
Minor Corrections to Final Plat Dated May 25, 2023.*

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

CARRIED.

[CC STAFF REPORT CC OFFICE PARK FINAL PLAT - JULY 17 2023](#)
[CC STAFF REPORT CC OFFICE PARK FINAL PLAT ATTACHMENTS - JULY 17 2023](#)

- 2) Discussion and possible action to approve or deny awarding Project Nos. 3,7,8,13,14,15,17,18 and 19 for the 2023 Street Maintenance and Stormwater Structure Improvement Project Phase 2 to the lowest responsible bidder, Dunham's Asphalt Services, Inc., in the amount of \$318,700.00, to be funded from the approved FY 23/24 Budget Account No. 01-6-14-6274: Street improvements, subject to required bonds and insurance and mutual execution of the contract, and to authorize the City Manager to execute the same on behalf of the City.
(David Tillotson, City Manager)

Mr. Tillotson passed the floor to **David Agbetunsin, City Engineer**, who advised Dunham's Asphalt Services was the lowest responsible bidder for the 2023 Street Maintenance and Stormwater Structure

Improvement Project. He reminded Council of approving Phase 1 on May 15th, 2023, and recommended proceeding with Dunham's Asphalt Services, Inc. in the amount of \$318,700.00 for Phase 2.

Moved by Brandon Kearns, seconded by Chris Brobst

To approve awarding Project Nos. 3,7,8,13,14,15,17,18 and 19 for the 2023 Street Maintenance and Stormwater Structure Improvement Project Phase 2 to the lowest responsible bidder, Dunham's Asphalt Services, Inc., in the amount of \$318,700.00, to be funded from the approved FY 23/24 Budget Account No. 01-6-14-6274: Street improvements, subject to required bonds and insurance and mutual execution of the contract, and to authorize the City Manager to execute the same on behalf of the City.

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

CARRIED.

[Staff Report Phase II - 2023 Street Repair and Stormwater Improvement Projects](#)

- 3) Discussion and possible action to approve, deny or amend increasing the pay for Public Safety Communications employees.
(David Tillotson, City Manager)

Mr. Tillotson provided an updated analysis report and recommended Council approval of the proposed salary adjustments for Public Safety Communication employees, which would include increasing the starting pay to \$18 or \$18.50 an hour. The City is experiencing significant issues with finding and retaining quality employees within Public Safety Communications and have consistently run below full staffing so far this fiscal year.

Moved by Jacqueline Triplett-Lund, seconded by Joyce Calvert

To approve the proposed salary adjustments for Public Safety Communication employees, which would include increasing the starting pay to \$18.50 an hour.

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

CARRIED.

Staff Report - Salary Increase FYE24

- 4) Discussion and possible action to enter into Executive Session for the purpose discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of David Tillotson, an individual salaried employee, in accordance with 25 O.S. § 307.B.1. (Open Meeting Act).
(Joyce G. Calvert, Mayor)

Moved by Jacqueline Triplett-Lund, seconded by Brandon Kearns

To enter into Executive Session at 6:37 p.m.

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

CARRIED.

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

Moved by Brandon Kearns, seconded by Chris Brobst

To reconvene in Regular Session at 7:26 p.m.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns	x			

City Council Regular Meeting
July 17, 2023

Tim Fox				x
Chris Brobst	x			
Jacqueline Triplett-Lund	x			
	4	0	0	1

CARRIED.

- 6) Discussion and possible action to proceed in a manner consistent with discussions in Executive Session.
(David Tillotson, City Manager)

Moved by Brandon Kearns, seconded by Joyce Calvert

To approve proceeding in a manner consistent with discussions in Executive Session.

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

CARRIED.

L) Adjournment

Mayor Calvert declared the meeting adjourned at 7:26 p.m.



To: Honorable Mayor and City Council

From: Julie Casteen, Finance Director

Date: August 4, 2023

Re: Approval of BancFirst account signatories resolution – 2023009 City Council

Background:

The attached resolution is required by BancFirst to authorize signatory changes for the City of Glenpool's bank accounts (pooled cash and sweep account).

Staff Recommendation:

- Staff recommends approval of BancFirst signatories resolution 2023009 City Council.

Attachments:

- BancFirst Resolution 2023009 City Council

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

RESOLUTION 2023009 CITY COUNCIL**MULTIPLE ACCOUNT SIGNATURE CARD (Corporation*)**☐ New ☒ RevisedCustomer Name: CITY OF GLENPOOLAddress: 12205 S YUKON AVEGLENPOOL OK 74033Date: 8/3/2023Taxpayer ID #: 23-7196935Phone: 918-322-5409CSR/CC: GLL/007

This signature card is valid for the following accounts held at BancFirst:

Account #	Account Name	Account #	Account Name
070038448	CITY OF GLENPOOL		
9500700001	CITY OF GLENPOOL SWEEP		

Name of Signatory	Signature Specimens**	Title
1. JULIE CASTEEN	SGN	
2. SARAH CAGE	SGN	
3. WENDY ANN KNIGHT	SGN	
4. DAVID JAMES TILLOTSON	SGN	
5. SUSAN MAY WHITE	SGN	
6.		

WHEREAS, the Board of Directors of _____ (the "Corporation") desires to amend the schedule of authorized signers on the subject accounts and has approved this Amended Resolution on the date set forth herein.

THEREFORE, BE IT RESOLVED, that the persons whose names are set forth herein are authorized to write checks, make deposits, transfer funds, endorse items, withdraw funds and be further authorized to take all actions necessary to accomplish any other normal banking functions on behalf of the Corporation for the account numbers set forth herein, subject to all of the terms and conditions of the Corporate Authorization Resolution, and the Bank's Funds Availability Schedule, Electronic Funds Transfer Disclosure, Account Disclosure and Privacy Disclosure, whose terms are hereby agreed to and ratified except as amended herein.

SECRETARY'S CERTIFICATE

The undersigned hereby certifies that s/he is the Corporate Secretary of CITY OF GLENPOOL, a corporation duly organized and existing under the laws of the State of OKLAHOMA; that the foregoing is a true and correct copy of the resolution adopted at a meeting of the Board of Directors of said corporation held on _____, at which meeting a quorum was at all time present and acting; that the passage of said resolutions were in all respects legal; and that said resolutions are in full force and effect.

Date: _____

Secretary

*May also be used for Public Funds and Public Trusts.

**Signature Specimens not witnessed by a BancFirst employee must be notarized.



To: Honorable Mayor and City Council

From: Julie Casteen, Finance Director

Date: August 4, 2023

Re: Mabrey Bank Signatories

Background:

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

1. Juvenile Court Bond Fund
2. Glenpool Utility Service Authority Meter Deposit
3. Municipal Court Bond Fund
4. US Drug Enforcement Agency (DEA) Forfeiture Account
5. Glenpool Police Department Seized/Unclaimed Currency Account

The current account signatories are David Tillotson, City Manager; Susan White, Assistant City Manager; Sarah Cage, Comptroller; and Wendy Knight, City Clerk. This action would add Julie Casteen, who was hired as Finance Director on July 31, 2023.

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 and authorizing the City Manager to sign the necessary bank forms.

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

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

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

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

www.glenpoolonline.com



To: Honorable Mayor and City Council

From: Julie Casteen, Finance Director

Date: August 4, 2023

Re: American Heritage Bank Signatories

Background:

The City of Glenpool currently has the following account with American Heritage Bank:

1. Certificate of Deposit

The current account signatories are David Tillotson, City Manager; Susan White, Assistant City Manager; Sarah Cage, Comptroller; and Wendy Knight, City Clerk. This action would add Julie Casteen, who was hired as Finance Director on July 31, 2023. The City Manager will sign the required bank forms to make these changes.

Staff Recommendation:

Staff recommends approval of updating signatories of the American Heritage Bank account and authorizing the City Manager to sign the necessary bank forms.

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

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

www.glenpoolonline.com



To: HONORABLE MAYOR AND CITY COUNCIL
From: Susan White, Assistant City Manager
Date: August 7, 2023
Subject: City Treasurer Appointment

Background:

Julie Casteen was hired as Finance Director, effective August 31, 2023. 1-9B-2, Glenpool City Code mandates the office of City Treasurer and further requires the Treasurer to be appointed by the City Council. The City Treasurer also serves as Finance Director.

Staff Recommendation:

Staff recommends the City Council appoint Julie Casteen to the position of City Treasurer effective immediately.

Attachments:

None



To: Honorable Mayor and Council

From: Wendy Knight, City Clerk

Date: August 7th, 2023

Re: Equitable Sharing Agreement and Certification

Background:

The Glenpool Police Department is an active participant in the Federal Equitable Sharing Program, through the U.S. Department of Justice and the U.S. Department of the Treasury. This program shares monetary assets collected during the adjudication of federal crimes in which the Glenpool Police Department assisted.

Glenpool is required to submit annual reports which demonstrate how these funds were utilized during the previous year. As designated Jurisdiction Finance Contact, it is my responsibility to submit the annual reports on behalf of the Glenpool Police Department.

Attached is the completed FY ending June 30, 2023, Equitable Sharing Agreement and Certification report. The report requires that I obtain approval and authorization from Police Chief Jeremy Plane, Agency Head, as well as Mayor Calvert, Governing Body Head, before submitting the report.

Staff Recommendation:

Staff recommends approval and authorization for Wendy Knight to electronically submit the 2023 Annual Report on behalf of the Mayor.

Attachments:

Equitable Sharing Agreement and Certification

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

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

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

www.glenpoolonline.com



Equitable Sharing Agreement and Certification



NCIC/ORI/Tracking Number: OK0720700
Agency Name: City Of Glenpool Police Department
Mailing Address: 12205 S Yukon Ave
Glenpool, OK 74033

Type: Police Department

Agency Finance Contact

Name: Plane, Jeremy
Phone: (918)322-8110 **Email:** jplane@cityofglenpool.com

Jurisdiction Finance Contact

Name: Knight, Wendy
Phone: (918) 209-4647 **Email:** wknights@cityofglenpool.com

ESAC Preparer

Name: Knight, Wendy
Phone: (918) 209-4647 **Email:** wknights@cityofglenpool.com

FY End Date: 06/30/2023

Agency FY 2024 Budget: \$39,833.07

Annual Certification Report

Summary of Equitable Sharing Activity		Justice Funds ¹	Treasury Funds ²
1	Beginning Equitable Sharing Fund Balance	\$9.49	\$2,726.69
2	Equitable Sharing Funds Received	\$0.00	\$0.00
3	Equitable Sharing Funds Received from Other Law Enforcement Agencies and Task Force	\$0.00	\$0.00
4	Other Income	\$0.00	\$0.00
5	Interest Income	\$0.00	\$2.36
6	Total Equitable Sharing Funds Received (total of lines 2-5)	\$0.00	\$2.36
7	Equitable Sharing Funds Spent (total of lines a - n)	\$0.00	\$0.00
8	Ending Equitable Sharing Funds Balance (difference between line 7 and the sum of lines 1 and 6)	\$9.49	\$2,729.05

¹Department of Justice Asset Forfeiture Program Investigative Agency participants are: FBI, DEA, ATF, USPIS, USDA, DCIS, DSS, and FDA

²Department of the Treasury Asset Forfeiture Program participants are: IRS-CI, ICE, CBP and USSS.

Summary of Shared Funds Spent		Justice Funds	Treasury Funds
a	Law Enforcement Operations and Investigations	\$0.00	\$0.00
b	Training and Education	\$0.00	\$0.00
c	Law Enforcement, Public Safety, and Detention Facilities	\$0.00	\$0.00
d	Law Enforcement Equipment	\$0.00	\$0.00
e	Joint Law Enforcement/Public Safety Equipment and Operations	\$0.00	\$0.00
f	Contracts for Services	\$0.00	\$0.00
g	Law Enforcement Travel and Per Diem	\$0.00	\$0.00
h	Law Enforcement Awards and Memorials	\$0.00	\$0.00
i	Drug, Gang, and Other Education or Awareness Programs	\$0.00	\$0.00
j	Matching Grants	\$0.00	\$0.00
k	Transfers to Other Participating Law Enforcement Agencies	\$0.00	\$0.00
l	Support of Community-Based Programs	\$0.00	\$0.00
m	Non-Categorized Expenditures	\$0.00	\$0.00
n	Salaries	\$0.00	\$0.00
Total		\$0.00	\$0.00

Date Printed: 08/01/2023

Page 1 of 5

Equitable Sharing Funds Received From Other Agencies

Transferring Agency Name	Justice Funds	Treasury Funds

Other Income

Other Income Type	Justice Funds	Treasury Funds

Matching Grants

Matching Grant Name	Justice Funds	Treasury Funds

Transfers to Other Participating Law Enforcement Agencies

Receiving Agency Name	Justice Funds	Treasury Funds

Support of Community-Based Programs

Recipient	Justice Funds	

Non-Categorized Expenditures

Description	Justice Funds	Treasury Funds

Salaries

Salary Type	Justice Funds	Treasury Funds

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create accurate and easily understood forms that impose the least possible burden on you to complete. The estimated average time to complete this form is 30 minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, please write to the Money Laundering and Asset Recovery Section at 1400 New York Avenue, N.W., Washington, DC 20005.

Privacy Act Notice

The Department of Justice is collecting this information for the purpose of reviewing your equitable sharing expenditures. Providing this information is voluntary; however, the information is necessary for your agency to maintain Program compliance. Information collected is covered by Department of Justice System of Records Notice, 71 Fed. Reg. 29170 (May 19, 2006), JMD-022 Department of Justice Consolidated Asset Tracking System (CATS). This information may be disclosed to contractors when necessary to accomplish an agency function, to law enforcement when there is a violation or potential violation of law, or in accordance with other published routine uses. For a complete list of routine uses, see the System of Records Notice as amended by subsequent publications.

Single Audit Information**Independent Auditor****Name:****Company:** N/A**Phone:** N/A**Email:** Na@notapplicable.com

Date Printed: 08/01/2023

Page 2 of 5

Were equitable sharing expenditures included on the Schedule of Expenditures of Federal Awards (SEFA) for the jurisdiction's Single Audit for the prior fiscal year? If the jurisdiction did not meet the threshold to have a Single Audit performed, select Threshold Not Met.

YES ☐ NO ☐ THRESHOLD NOT MET ☒

Prior Year Single Audit Number Assigned by Federal Audit Clearinghouse: Threshold not met

Affidavit

Under penalty of perjury, the undersigned officials certify that they have read and understand their obligations under the *Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies (Guide)* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. The undersigned officials certify that the information submitted on the Equitable Sharing Agreement and Certification form (ESAC) is an accurate accounting of funds received and spent by the Agency.

The undersigned certify that the Agency is in compliance with the applicable nondiscrimination requirements of the following laws and their Department of Justice implementing regulations: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*), which prohibit discrimination on the basis of race, color, national origin, disability, or age in any federally assisted program or activity, or on the basis of sex in any federally assisted education program or activity. The Agency agrees that it will comply with all federal statutes and regulations permitting federal investigators access to records and any other sources of information as may be necessary to determine compliance with civil rights and other applicable statutes and regulations.

Equitable Sharing Agreement

This Federal Equitable Sharing Agreement, entered into among (1) the Federal Government, (2) the Agency, and (3) the Agency's governing body, sets forth the requirements for participation in the federal Equitable Sharing Program and the restrictions upon the use of federally forfeited funds, property, and any interest earned thereon, which are equitably shared with participating law enforcement agencies. By submitting this form, the Agency agrees that it will be bound by the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. Submission of the ESAC is a prerequisite to receiving any funds or property through the Equitable Sharing Program.

1. Submission. The ESAC must be signed and electronically submitted within two months of the end of the Agency's fiscal year. Electronic submission constitutes submission to the Department of Justice and the Department of the Treasury.

2. Signatories. The ESAC must be signed by the head of the Agency and the head of the governing body. Examples of Agency heads include police chief, sheriff, director, commissioner, superintendent, administrator, county attorney, district attorney, prosecuting attorney, state attorney, commonwealth attorney, and attorney general. The governing body head is the head of the agency that appropriates funding to the Agency. Examples of governing body heads include city manager, mayor, city council chairperson, county executive, county council chairperson, administrator, commissioner, and governor. The governing body head cannot be an official or employee of the Agency and must be from a separate entity.

3. Uses. Shared assets must be used for law enforcement purposes in accordance with the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations.

4. Transfers. Before the Agency transfers funds to other state or local law enforcement agencies, it must obtain written approval from the Department of Justice or Department of the Treasury. Transfers of tangible property are not permitted. Agencies that transfer or receive equitable sharing funds must perform sub-recipient monitoring in accordance with the Code of Federal Regulations.

5. Internal Controls. The Agency agrees to account separately for federal equitable sharing funds received from the Department of Justice and the Department of the Treasury, funds from state and local forfeitures, joint law enforcement operations funds, and any other sources must not be commingled with federal equitable sharing funds.

The Agency certifies that equitable sharing funds are maintained by its jurisdiction and the funds are administrated in the same manner as the jurisdictions's appropriated or general funds. The Agency further certifies that the funds are subject to the standard accounting requirements and practices employed by the Agency's jurisdiction in accordance with the requirements set forth in the *Guide*, any subsequent updates, and the Code of Federal Regulations, including the requirement to maintain relevant documents and records for five years.

The misuse or misapplication of equitably shared funds or assets or supplantation of existing resources with shared funds or assets is prohibited. The Agency must follow its jurisdiction's procurement policies when expending equitably shared funds. Failure to comply with any provision of the *Guide*, any subsequent updates, and the Code of Federal Regulations may subject the Agency to sanctions.

6. Single Audit Report and Other Reviews. Audits shall be conducted as provided by the Single Audit Act Amendments of 1996 and OMB Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards. The Agency must report its equitable sharing expenditures on the jurisdiction's Schedule of Expenditures of Federal Awards (SEFA) under Assistance Listing Number 16.922 for Department of Justice and 21.016 for Department of the Treasury. The

Date Printed: 08/01/2023

Page 4 of 5

Department of Justice and the Department of the Treasury reserve the right to conduct audits or reviews.

7. Freedom of Information Act (FOIA). Information provided in this Document is subject to the FOIA requirements of the Department of Justice and the Department of the Treasury. Agencies must follow local release of information policies.

8. Waste, Fraud, or Abuse. An Agency or governing body is required to immediately notify the Department of Justice's Money Laundering and Asset Recovery Section and the Department of the Treasury's Executive Office for Asset Forfeiture of any allegations or theft, fraud, waste, or abuse involving federal equitable sharing funds.

Civil Rights Cases

During the past fiscal year: (1) has any court or administrative agency issued any finding, judgment, or determination that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above; or (2) has the Agency entered into any settlement agreement with respect to any complaint filed with a court or administrative agency alleging that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above?

☐ Yes ☒ No

Agency Head

Name: Plane, Jeremy
Title: Police Chief
Email: jplane@cityofglenpool.com

Signature: _____ Date: _____

To the best of my knowledge and belief, the information provided on this ESAC is true and accurate and has been reviewed and authorized by the Law Enforcement Agency Head whose name appears above. Entry of the Agency Head name above indicates his/her agreement to abide by the Guide, any subsequent updates, and the Code of Federal Regulations, including ensuring permissibility of expenditures and following all required procurement policies and procedures.

Governing Body Head

Name: Calvert, Joyce G.
Title: Mayor
Email: Jcalvertward3@gmail.com

Signature: _____ Date: _____

To the best of my knowledge and belief, the Agency's current fiscal year budget reported on this ESAC is true and accurate and the Governing Body Head whose name appears above certifies that the agency's budget has not been supplanted as a result of receiving equitable sharing funds. Entry of the Governing Body Head name above indicates his/her agreement to abide by the policies and procedures set forth in the Guide, any subsequent updates, and the Code of Federal Regulations.

☐ I certify that I have obtained approval from and I am authorized to submit this form on behalf of the Agency Head and the Governing Body Head.



Date: August 7, 2023

To: Mayor and City Council

From: Jesse Hale, Public Works Director

Subject: Kendalwood South Community Park Rehabilitation Project – Additional Funds

Background:

The city is in contract with Tulsa County for the award of a Community Development Block Grant in the amount of \$123,701.00 with a city match fund of \$799.00. This award is for the improvement of the Kendalwood Park South which is located on E144th Pl and approximately 0.2 miles south of the intersection of 141st Street and South Poplar Place.

Phase 1 of this project exhausted the initial CDBG funds. The City provided \$11,742.00 from General Fund as match for Phase 1. Glenpool's original grant application included not only fencing, sidewalks, and expanded parking (completed as part of Phase 1), but also a new playset, new swings, and a new shade, which were not completed in Phase 1 due to increased cost.

As a result of this increased cost, Tulsa County approved additional funding in the amount \$63,399.00 based on the lowest and best quote received for the park equipment. The three quotes received ranged from \$73,075.00 to \$63,399.00. The lowest quote with the required SAM.gov qualifications was submitted by AAA Playgrounds. This raised the total contract price to \$187,100.00, with no additional required match. The additional funds, as well as the original funds, will all be reimbursed by Tulsa County following substantial completion of the project.

Contingent on the council's approval, the City Manager would issue a Purchase Order to AAA Playgrounds for the above amount.

Recommendation:

Staff recommends approval of the quote from AAA Playgrounds in the amount of \$63,399.00 the purchase of the playground equipment for Kendalwood Park South.

Attachments:

Quote from AAA Playgrounds (including equipment pictures)
Tulsa County Contract Amendment

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

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

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

www.glenpoolonline.com

AAA Playgrounds

3701 Spring Hill Drive
Edmond, OK 73013



Date: March 29, 2023

Bill To:

Kendallwood Addition

Installation Address:

Ship To Address:

WADE INMAN

winman2@cox.net

Cell: 405-822-1109

Home/Office: 405-330-8882

Contact #1: Jesse Hale

Phone:

Fax:

Contact #2:

Mobile: 918.807.8851

Email:

jhale@cityofglenpool.com

Qty.	Item #	Description/Colors/Mounting/Etc...	Unit Price	Freight	Extended Amount
					\$ -
1	PKP019	Brooks 4 tower structure	\$28,000		\$ 28,000.00
1	PSW006NS	triple bay Arch Swing with 2 x belts, 2 x toddler	\$ 4,444.00		\$ 4,444.00
		bucket seats & a separate bay for the ADA swing seat			\$ -
1		ADA Swing Seat	\$900	\$300	\$ 1,200.00
1		6ft inground mt bench with backrest	\$500.00	\$250.00	\$ 750.00
77		Plastic border timbers	\$33.00		\$ 2,541.00
136		Cubic yds engineered wood fiber	\$14.00	\$1,360.00	\$ 3,264.00
1		Roll of Geotextile fabric	\$500.00		\$ 500.00
1		Excavation of existing playstructure & swings	\$500.00		\$ 500.00
1		Installation of everything above including	\$10,000		\$ 10,000.00
		concrete			\$ -
1		24'x24'x8' hip shade	\$12,000		\$ 12,000.00
		Price includes shipping, concrete &			\$ -
		Installation			\$ -
					\$ -
					\$ -
50% deposit due (if applicable):			\$ 31,599.50	Subtotal \$ 63,199.00	
Purchase Order Number:				Install See above	
Order Approved By (signature): _____				Tax exempt	
Date: _____				Total \$ 63,199.00	

Quote is valid for 30 days on all equipment and install. Quote is valid for 30 days on all freight. Quote excludes site preparation. The customer is responsible for locating all underground phone & utility lines 72 hours prior to the installation date by calling 811. By initialing, customer acknowledges that any damage done as a result of not locating these lines will be the customers liability. (Initial) _____

Without FULL installation, customer is responsible for arranging for the off-loading of equipment & check-in. If during installation, large rocks or concrete are found additional costs for removal will occur. Additional expenses must be approved by both parties. All customers are required to pay local and state taxes. If a customer has tax exempt status, AAA Playgrounds must retain a copy of 501(C)(3) or other proof of tax exempt status.

Kendalwood South Park – Proposed Equipment



Figure 1 - 24'x24'x8' Hip Shade



Figure 2 - Triple Bay Arch Swing, 2 belt, 2 toddler, 1 ADA



Figure 3 – Brook's Towers Spark in Neutral Colors

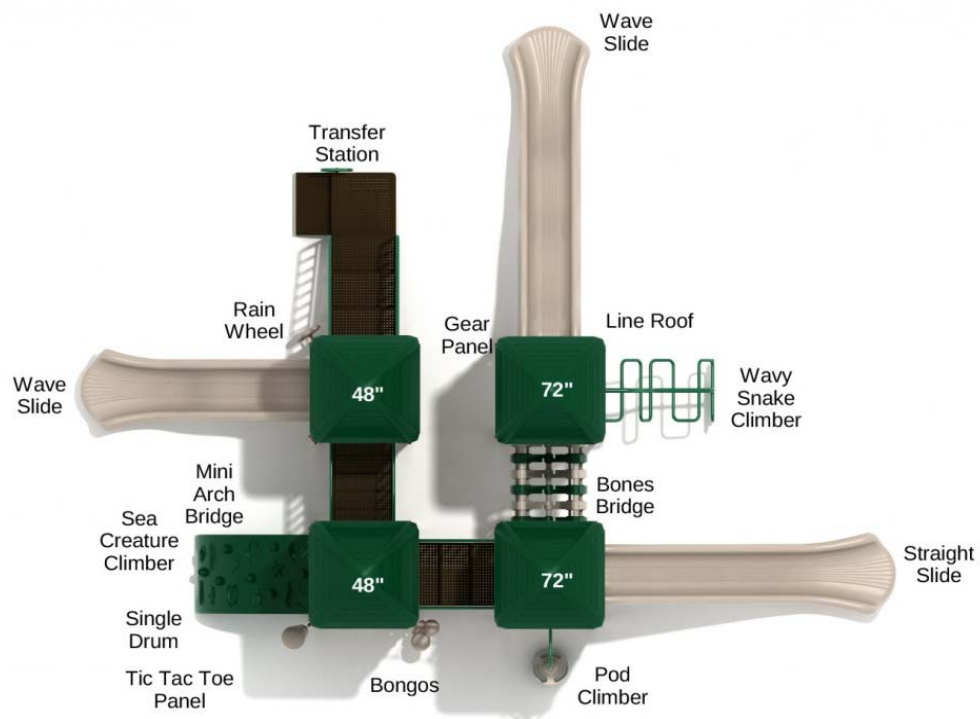


Figure 4 – Brook's Tower Spark top view



Date: August 7, 2023

To: Mayor and City Counsel

From: Jesse Hale, Public Works Director

Subject: Kendalwood South Community Park Rehabilitation Project – Additional Funds

Background:

The city is in contract with Tulsa County for the award of a Community Development Block Grant in the amount of \$123,701.00 with a city match fund of \$799.00. This award is for the improvement of the Kendalwood Park South which is located on E144th Pl and approximately 0.2 miles south of the intersection of 141st Street and South Poplar Place.

Phase 1 of this project exhausted the initial CDBG funds. The City provided \$11,742.00 from General Fund as match for Phase 1. Glenpool's original grant application included not only fencing, sidewalks, and expanded parking (completed as part of Phase 1), but also a new playset, new swings, and a new shade, which were not completed in Phase 1 due to increased cost.

As a result of this increased cost, Tulsa County approved additional funding in the amount \$63,399.00 based on the lowest and best quote received for the park equipment. The three quotes received ranged from \$73,075.00 to \$63,399.00. The lowest quote with the required SAM.gov qualifications was submitted by AAA Playgrounds. This raised the total contract price to \$187,100.00, with no additional required match. The additional funds, as well as the original funds, will all be reimbursed by Tulsa County following substantial completion of the project.

Contingent on the council's approval, the City Manager would issue a Purchase Order to AAA Playgrounds for the above amount.

Recommendation:

Staff recommends approval of the quote from AAA Playgrounds in the amount of \$63,399.00 the purchase of the playground equipment for Kendalwood Park South.

Attachments:

Quote from AAA Playgrounds (including equipment pictures)
Tulsa County Contract Amendment

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

www.glenpoolonline.com



Date: August 7, 2023

To: Mayor and City Council

From: Jesse Hale, Public Works Director

Subject: Creation of a Disc Golf Park in Morris Park West

Background:

Just east of Morris Park lies a quiet piece of city owned property. The land is covered with trees brush and has a beautiful creek bordering its east and south side with a hill on the west. The north side of this land provides access to 121st street in 2 spots. These 25.75 acres have been largely untouched and left to grow wild except for an access road for an oil lease that appears to be unused. To bring more activities for citizens, as well as bring some local tourists to our city while not spending a fortune, a proposal for a disc golf course has been created.

This combination of disc golf courses will consist of one 9-hole beginner course and one 18-hole course with alternate tee pads for intermediate and advanced players. The beginner course will be situated in the existing Morris Park green space. The advanced course will lie west of Coal Creek in Morris Park West. With the addition of these two courses, Glenpool will fill the gap in the southwest portion of the metro devoid of disc golf. Disc golfers will gladly drive 30-45 minutes to play well-built, well-maintained courses.

Staff has been working with Kyle Gibson on the creation of these courses and with Kyle's assistance has developed the proposed timeline and costs.

To defray some of these costs we will be working with Kyle Gibson and the Oklahoma Disc Golf Foundation to run a sponsorship drive.

Finally, the site is currently zoned CS, which will require the City to either change the zoning or change the zoning code to allow public spaces in CS. We are currently working on that issue and will have more at a future Council meeting.

Timeline:

October 3, 2023 – Final approval of course creation
October 2023 – Clearing of parking lot area and general clearing of course complete
October 2023 – Finalize temporary course design and begin placing baskets. Beta play.
October 2023 – Laydown of asphalt drive and parking lot
December 2023 – Utilizing beta player's input, finalize course design
Spring 2024 – Open to Public

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

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

www.glenpoolonline.com



Costs:

Disc Golf Specific items: \$30,362.42 (Kyle Gibson)
Land Clearing for Parking Lot: \$12,800 (LAM Construction)
Shade Installation (x2): \$29,000 (AAA Playgrounds)
Parking lot Asphalt & Rock: \$40,000
Total Estimated Costs: \$112,162.42

Staff Recommendation:

Staff is requesting Council's approval of the expansion of Morris Park and the design of the disc golf course(s), and the authorization to partner with the Oklahoma Disc Golf Foundation on a sponsorship drive for the construction of the course(s).

Attachments:

- Proposal from Kyle Gibson
- Quote from L.A.M. Construction LLC
- Quote from AAA Playgrounds
- Sponsorship Letter

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

PROJECT INFORMATION

PROJECT ADDRESS: 1602 WEST 121ST STREET SOUTH
GLENPOOL, OK 74033

PROJECT DESCRIPTION: 18 HOLE DISC GOLF COURSE WITH 9 ADDITIONAL SHORT TEE
PADS ON WEST SIDE OF COAL CREEK.
9 HOLE, BEGINNER FRIENDLY, DISC GOLF COURSE ON EAST
SIDE OF COAL CREEK. PARKING LOT AND PAVILION TO
ACCOMMODATE DISC GOLF ACTIVITIES.

LEGAL DESCRIPTION:
BEG 581.96E & 166.01N & 262.60NE SWC NW TH NW57.29 NE135.92 NE42.29 NW95.40 NE74.12
NE480 NE422.32 NE120.96 NW214.43 NE445 NW260 NE163.43 E493.07 S2158.90 W677.50
TO POB SEC 2 17 12 25.747ACS

APPLICABLE CODES AND REGULATIONS:
GLENPOOL ZONING CODE

BUILDING CODE INFORMATION:
ZONING: AG
OCCUPANCY: N/A
FEMA FLOODPLAIN: VARIES

AREA CALCULATIONS:
PARKING LOT: 14,500SF
PROPOSED PAVILION (PARKING LOT): 800 SF
PROPOSED PAVILION (HIKING TRAIL): 400 SF

UTILITIES INFORMATION:
CITY OF GLENPOOL WATER AND SEWER
PSO ELECTRICITY

OWNER	CONTRACTOR
CITY OF GLENPOOL	KYLE GIBSON
12205 SOUTH YUKON AVENUE GLENPOOL, OK 74033	551 SOUTH QUAKER AVENUE TULSA, OK 74120
	TEL. 918-629-4694

THE CASE FOR A DISC GOLF AT MORRIS PARK:

MORRIS PARK SITS ON NEARLY 53 ACRES. 25 OF THOSE ACRES IS LOCATED ON THE WEST
SIDE OF COAL CREEK, WHICH SPLITS THE PARK IN HALF. THE INSTALLATION OF A DISC GOLF
COURSE AND HIKING TRAIL WOULD INCREASE THE QUALITY OF LIFE FOR THE CITIZENS OF
GLENPOOL. WITH A LOW IMPACT ON THE ENVIRONMENT AND A RELATIVELY INEXPENSIVE
INVESTMENT, DISC GOLF IS AN ATTRACTIVE ADDITION TO MANY MUNICIPALITIES.

THE DESIGN OF THE COURSE WILL ACCOMMODATE ALL SKILL LEVELS. THIS APPROACH WILL
ALLOW GLENPOOL TO CAPTURE A MAXIMUM NUMBER OF LOCAL AREA PLAYERS,
TOURNAMENTS AND TRAVELING DISC GOLFERS WHILE ALSO PROVIDING A LEVEL OF PLAY
THAT WILL SUITE BEGINNERS AND CITIZENS.

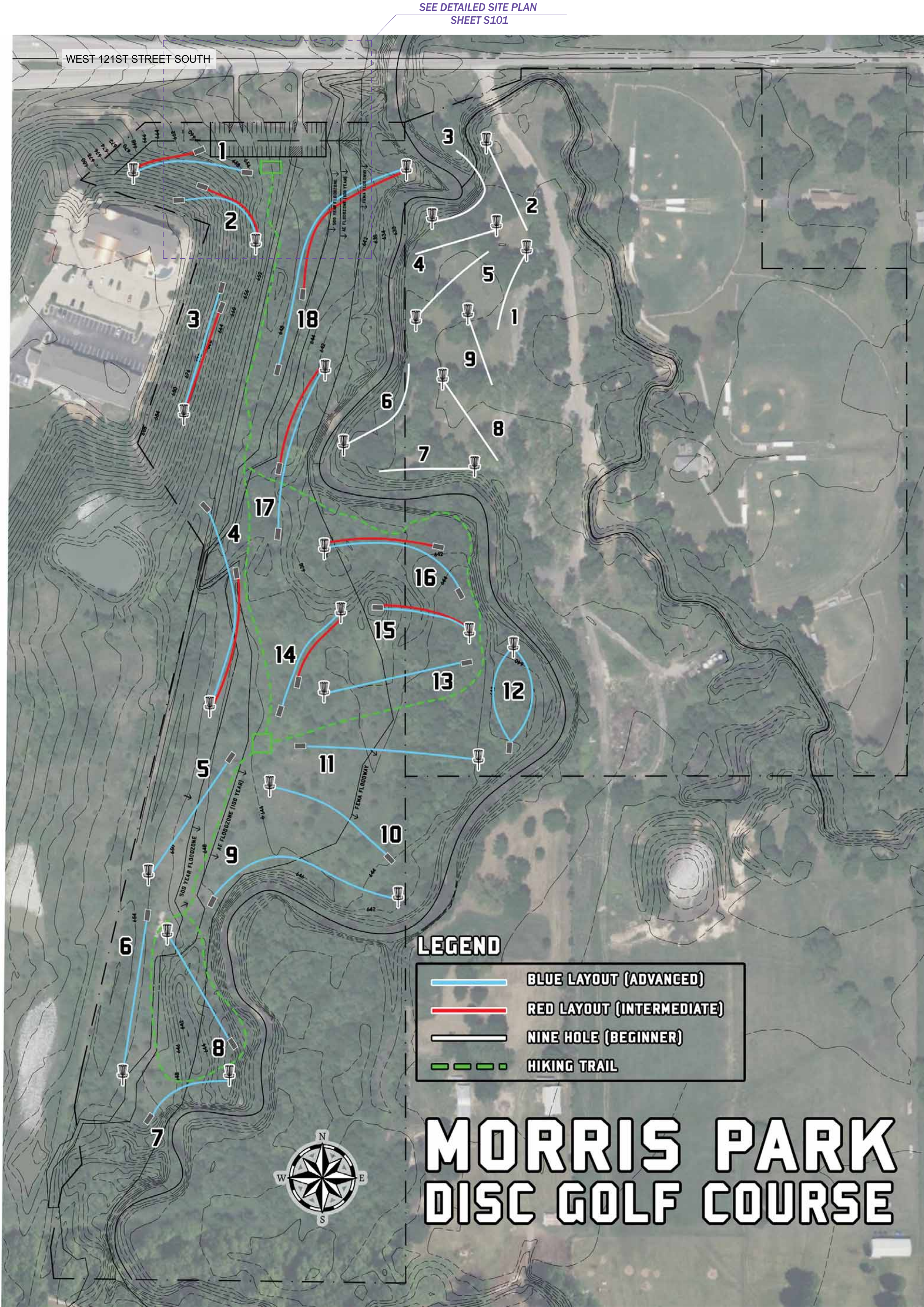
THE GROWTH OF DISC GOLF POST COVID HAS OPENED THE DOORS FOR THE SPORT TO
PROVIDE AN ECONOMIC IMPACT ON CITIES THAT INVEST IN THE SPORT. AN ANNUAL
REGIONAL TOURNAMENT CAN HAVE AN ECONOMIC IMPACT OF UPWARDS OF \$300,000 IN
ONE WEEKEND, WHILE OUR LARGER MAJOR EVENTS CAN HAVE AN IMPACT OF OVER \$1
MILLION OVER THE COURSE OF A WEEK.

CREATING OPPORTUNITY:
YOUTH PROGRAMS
LOCAL LEAGUES
REGIONAL TOURNAMENTS
SCOUTS AND OTHER LOCAL ORGANIZATION PROJECTS
NATURE TRAIL
BIRD WATCHING
CYCLING EVENTS

GENERAL NOTES

- ALL WORK SHALL BE CONFIRMED WITH CITY OF GLENPOOL PARKS DEPARTMENT AND OTHER CITY
DEPARTMENTS AS REQUIRED.
- PRIOR TO CONSTRUCTION ALL BASKET, TEEPAD AND FAIRWAY PLACEMENTS SHALL BE MARKED.
- ALL EXISTING UTILITIES, EASEMENTS AND RIGHT-OF-WAY WILL BE IDENTIFIED PRIOR TO START OF
CONSTRUCTION.
- NO WORK SHALL TAKE PLACE WITHIN SAID EASEMENTS OR RIGHT-OF-WAY
- LIABILITY INSURANCE PURCHASED BY TULSA DISC SPORTS ASSOCIATION WILL BE SUBMITTED TO
THE CITY. ANYONE WORKING ON CONSTRUCTION OF THE COURSE WILL BE REQUIRED TO SIGN A
WAIVER PROVIDED BY THE CITY OF GLENPOOL.

DRAWING INDEX	
S000	COVER SHEET/SIT PLAN
S100	DETAILED SITE PLAN
S102	FUTURE ROAD
S103	ECONOMIC IMPACT



1 OVERALL SITE PLAN N

MORRIS PARK DISC GOLF
OXBOW TRAILS
1602 WEST 121ST STREET SOUTH
GLENPOOL, OK 74033

DRAWING:
SITE PLAN

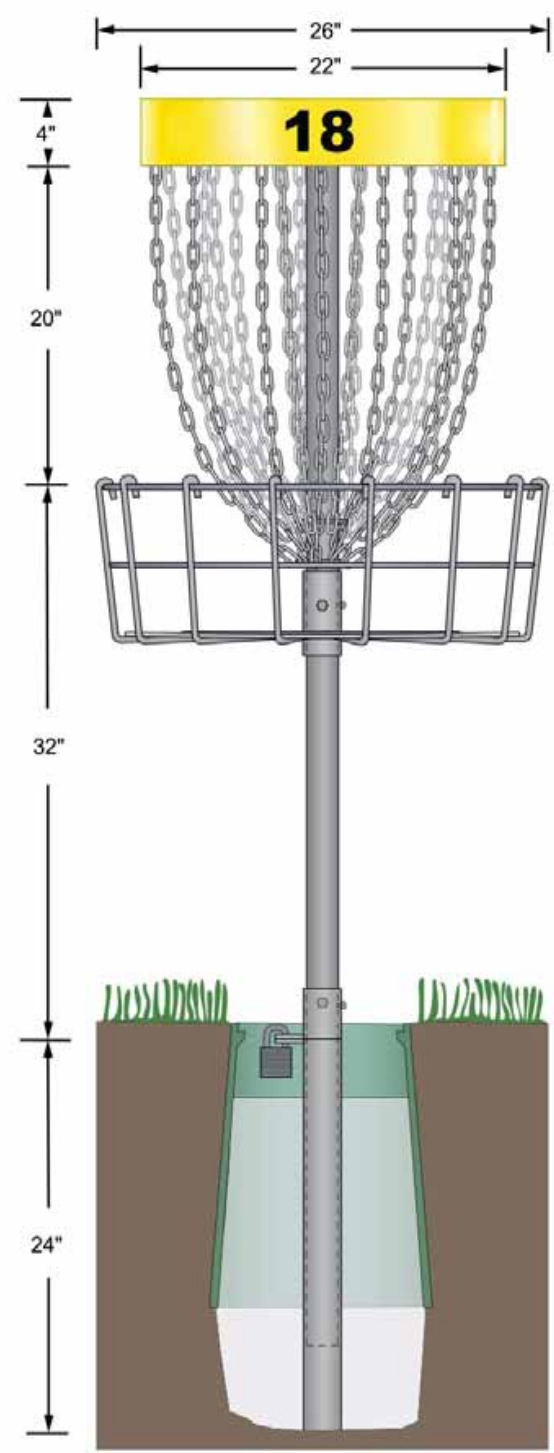
FEASIBILITY STUDY
NOT FOR
CONSTRUCTION
NOT A LEGAL DOCUMENT

DATE:
3/2/2023

SCALE:
NTS

SHEET:

S000



2 DISC GOLF TARGET

1 DETAILED SITE PLAN

**MORRIS PARK DISC GOLF
OXBOW TRAILS**
1602 WEST 121ST STREET SOUTH
GLENPOOL, OK 74033

DRAWING:
**DETAILED
SITE PLAN**
FEASIBILITY STUDY
NOT FOR
CONSTRUCTION
NOT A LEGAL DOCUMENT

DATE:
3/2/2023

SCALE:
NTS

SHEET:

S101



DRAWING:
FUTURE
ROAD

FEASIBILITY STUDY
NOT FOR
CONSTRUCTION
NOT A LEGAL DOCUMENT

DATE: 3/2/2023

SCALE: NTS

SHEET:

S102



EVENT IMPACT CALCULATOR DETAIL - 2024 JUNIOR WORLD CHAMPIONSHIPS - 08/23/2022

Event Summary				
Key Parameters			Key Results	
Event Name:	2024 Junior World Championships	Business Sales (Direct):		\$450,899.80
Organization:	Professional Disc Golf Association	Business Sales (Total):		\$795,113.91
Event Type:	Sports: Professional	Jobs Supported (Direct):		117
Start Date:	07/09/2024	Jobs Supported (Total):		137
End Date:	07/14/2024	Local Taxes (Total):		\$23,742.45
Overnight Attendees:	300	Net Direct Local Tax ROI:		\$10,078.83
Day Attendees:	2200	Est. Room Nights Demand:		637

Direct Business Sales				
Sales by Source				
Attendees Spending:	\$433,662.83	Exhibitor Spending:		\$248.65
Organizer Spending:	\$16,988.32	Total Event Spending:		\$450,899.80



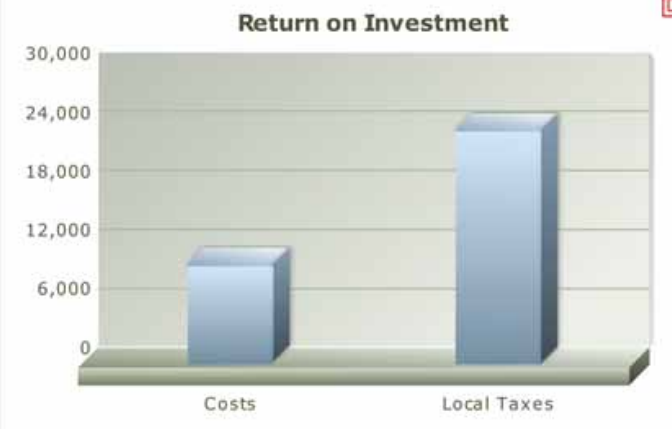
Business Sales by Sector				
Industry	Attendees	Organizer	Media/Sponsors	Total
Lodging	\$63,101.18	\$0.00*	\$0.00	\$63,101.18
Transportation	\$73,753.35	\$216.23*	\$76.35	\$74,045.93
Food & Beverage	\$82,940.99	\$2,059.60*	\$0.00	\$85,000.59
Retail	\$99,683.74	\$0.00	\$0.00	\$99,683.74
Recreation	\$114,183.57	\$0.00	\$0.00	\$114,183.57
Space Rental	\$0.00	\$513.27*	\$0.00	\$513.27
Business Services	\$0.00	\$14,199.22*	\$172.30	\$14,371.52
Totals	\$433,662.83	\$16,988.32	\$248.65	\$450,899.80

* indicates that the calculator's model defaults were used



Economic Impact Details				
	Direct	Indirect/Induced		Total
Business Sales	\$450,899.80	\$344,214.11		\$795,113.91
Personal Income	\$142,715.92	\$93,549.88		\$236,265.79
Jobs Supported				
Persons	117	20		137
Annual FTEs	5	1		6
Taxes And Assessments				
Federal Total	\$39,851.62	\$28,667.08		\$68,518.76
State Total	\$21,764.56	\$6,161.82		\$27,926.39
Sales	\$18,644.89	\$3,872.41		\$22,517.40
Income	\$953.13	\$559.22		\$1,412.35
Bed	\$0.00	\$0.00		\$0.00
Other	\$2,266.45	\$1,730.19		\$3,996.64
Local Total	\$20,078.83	\$3,663.62		\$23,742.45
Sales	\$16,656.19	\$3,459.35		\$20,115.54
Income	\$0.00	\$0.00		\$0.00
Bed	\$3,155.06	\$0.00		\$3,155.06
Per Room Charge	\$0.00	\$0.00		\$0.00
Tourism District	\$0.00	\$0.00		\$0.00
Restaurant	\$0.00	\$0.00		\$0.00
Other	\$267.58	\$204.27		\$471.85
Property Tax	\$2,637.71	\$1,496.80		\$4,134.51

Event Return On Investment (ROI)				
Direct Total Tax ROI				
Direct Tax Receipts	\$20,078.83			
DMO Hosting Costs	\$10,000.00			
Direct ROI	\$10,078.83			
Net Present Value	\$9,681.74			
Direct ROI (%)	101			
Total				
Total Local Tax Receipts	\$23,742.45			
Total ROI	\$13,742.45			
Net Present Value	\$13,201.01			
Total ROI (%)	137			



Estimated Room Demand Metrics				
Room Nights Sold:	637	:		
Room Pickup (back only):	600	:		
Peak Room Nights:	136	:		
Total Visitor Days:	1,996	:		

3 ECONOMIC IMPACT

Hole #:	Tree Removal - Underbrush (acres)	Tree Removal >5.5" Diameter:	Landscaping:
	Billy Goat/Skid Steer Removal	Chainsaw	Steps*/Bridges**
1	0.2	<10	
2	0.20	<5	50 steps
3	0.25	<10	-
4	0.15	4	25 steps / 15' Bridge across ditch
5	-	-	-
6	-	-	-
7	0.15	<5	30' Bridge over flowline
8	0.35	<5	30' Boardwalk
9	0.10	-	-
10	0.10	3	-
11	0.15	5	-
12	0.25	4	-
13	0.15	4	-
14	0.20	4	10' Bridge over dry creek
15	0.25	<10	-
16	0.30	<10	-
17	0.30	<5	-
18	-	<5	Raised Basket with retaining wall
Total:	3.1	75-95	

* PSO power poles to be used as steps. Stairways to be 3' wide/12" deep/7" risers. Coordinate with Mike Woodward.

**Bridges to be 2 power poles parallel with 2x6's screwed to top.

2 HOLE BREAKDOWN

Tee Pad Construction:					
Form Boards:		Screws:		Construction Stakes:	
6'x12' Tee Pads	27	2.5" Hex (86 Pack)	6	12" stakes (12 pack)	22
4x4x12 forms	81	16 screws per tee	528	8 stakes per form	264
Cost/Unit	20	Cost/Unit	\$ 10.86	Cost/Unit	\$ 7.60
Total	\$ 1,620.00	Total	\$ 65.16	Total	\$ 167.20
Concrete:		Aggregate		Rebar:	
Tee Pads	27	Tee Pads	27	11' (4)x5'(6)	33
CY per pad	1	CY per pad	0.5	Total LF/Tee Pad	74
Cost per tee	295	Cost/CY	35	Cost/20'	\$ 7.00
Total	\$ 7,965.00	Total	\$ 472.50	Total	\$ 854.70

Tee Signs:	
Tee Signs	36
2" O.D. Galvanized Fence Post	\$ 25.15
1/4" Angle Iron Frame (12"x20")	\$ 31.72
Aluminum Plate	\$ 10.00
Vinyl Sticker Sign	\$ 13.90
Concrete (Quickrete)	\$ 7.25
Total	\$ 3,168.72

Baskets:	
Innova Discatcher Pro	27
Concrete (Quickrete)	\$ 7.25
Cost/Unit	\$ 458.41
Total	\$ 12,572.82

Bridges:	
Bridges (2x6 platform)	450LF
Cot/Unit	\$1.00/LF
2.5" Hex (86 Pack)	10
6 screws per board	900
Cost/Unit	\$ 10.86
Total	\$ 558.60

Steps:	
Number of Steps (3' wide)	75
Total LF/Step (rebar)	6
Cost/20'	\$ 7.00
Total	\$ 157.50

Price Breakdown	
Basket Total	\$ 12,572.82
Tee Pad Total	\$ 11,144.56
Signage Total	\$ 3,168.72
Bridge Total	\$ 558.60
Steps Total	\$ 157.50
Consultation/Design (10%)	\$ 2,760.22
Total	\$ 30,362.42

1 COST ANALYSIS

MORRIS PARK DISC GOLF
OXBOW TRAILS
1602 WEST 121ST STREET SOUTH
GLENPOOL, OK 74033

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SCALE:

SHEET:

S103



Job name: Morris Park Tree Clearing
Location: Glenpool, OK
Date of submittal: ASAP
Revision: 0

Sales Tax Included: No
Proposal Type: Estimate

We appreciate the opportunity to submit an estimate for this project. This proposal is based on the plans and specifications provided for the scopes of work shown below.

Plans Provided: Yes Dated:
Geotechnical Report Provided: No Dated:
Addenda Acknowledged:

Earthwork				
Description	Quantity	Unit	Unit \$	Proposed Total
Mobilization	1	LS	\$ 2,100.00	\$ 2,100.00
Site Clearing	3/4	Acre	\$ 10,700.00	\$ 10,700.00
Earthworks Subtotal:				\$ 12,800.00

Project Total: \$ 12,800.00

Please note that these estimates are based on normal working hours and conditions. If any unexpected circumstances should arise during construction, modifying the expectations of our service, we will discuss additional fees.

L.A.M Construction, LLC carries worker's compensation and general liability insurances. Certificates of coverage will be supplied upon acceptance of the quote.

Please reach out if you have any questions or concerns.

Standard Notes and Exclusions unless otherwise noted above:

- 1) Rock excavation excluded. Should rock excavation be required, rate to be negotiated based on field conditions.
- 2) All permits excluded.
- 3) No bonding has been included unless otherwise noted. This includes, but is not limited to: bid bonds, performance bonds, maintenance bonds, warranty bonds etc.
- 4) No joint sealants included unless noted otherwise.
- 5) Proposal based on L.A.M Construction, LLC standard labor rates and does not include any special rates including TERO or other.
- 6) Proposal based on standard work hours (Monday-Friday, 7:00am-3:30pm) and excludes overtime, overnight, or other special shifts. Should these be required L.A.M Construction, LLC to be compensated accordingly.
- 7) Waterproofing excluded.
- 8) Proposal valid for 30 Days from Date of Submittal, after which L.A.M Construction, LLC reserves the right to

adjust price to account for material, labor, and equipment escalations.

9) Excludes groundwater remediation such as pumping, chemical treatment, float rock, removals, etc.

10) Excludes all structure demolition unless otherwise noted.

11) Due to material shortages across the industry please expect lead times ranging from 3-8 weeks from time of approved submittals are received. This is beyond L.A.M Construction, LLC control.

12) Survey provided by others as requested by L.A.M Construction, LLC for each individual scope of work at no cost to L.A.M Construction, LLC.

13) Geotechnical Services provided by others as needed for L.A.M Construction, LLC to complete accepted scopes of work at no cost to L.A.M Construction, LLC.

14) Excludes SWPPP and or the maintenance of the SWPPP

L.A.M Construction, LLC

Managing Member

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Wyckoff', is written over a light gray rectangular background.

Jason Wyckoff

918-519-7096



Dear Potential Sponsors,

Oklahoma Disc Golf Foundation is partnering with the City of Glenpool to design and establish a world class disc golf facility proven to boost Tulsa's livability and create a significant economic impact through the hosting of National Tournaments.

As cultivator of the new Disc Golf Experience at Morris Park in Glenpool, I would love to offer you the opportunity to assist in creating the best disc golf course in the region.

Over the last five years we have seen exponential growth in participation, corporate interest, and sponsorship of disc golf related organizations. As Tulsa embarks upon hosting the 2024 PDGA Junior Disc Golf World Championships we are looking ahead to make Tulsa a national disc golf destination. Please review our sponsorship opportunities below.

Course Features:

- 9-hole course to accommodate experienced citizens and beginners.
- 18-hole championship course with short tee pad options that will lure national tournaments, challenge everyday players, and promote player development of all ratings.
- Natural landscaping along fairways and tee pads.

Sponsorship Packages:

Hole Sponsorship - \$1,500 - (15 available):

- Includes one (1) personalized, 4'x6' Corten metal sign displayed at a designated short tee pad with your name or company logo

Hole Sponsorship - \$2,500 - (18 available):

- Includes one (1) personalized, 4'x6' Corten metal sign displayed at a designated short tee pad with your name or company logo

Title sponsorship - \$25,000 - (2 available):

- Includes Title Sponsorship of the first five (5) major tournaments hosted at Morris Park.
- Nine (9) personalized signs with your name or company logo.
- Signs will be 4'x6' Corten metal displayed at designated championship tee pads.

Thank you for your consideration in creating a premier disc golf experience. All sponsorships will assist in completing tee pad construction, signage, landscaping, and erosion control.

Make checks payable to Oklahoma Disc Golf Foundation (registered 501(c)(3)) and mail to the address below.

For more information or tax documents please contact:

Sponsorship Manager

Kyle Gibson
E: kylegibson.ok@gmail.com
T: 918-629-4694

Oklahoma Disc Golf Foundation

551 South Quaker Avenue
Tulsa, OK 74120

City of Glenpool, OK

Jesse Hale
E: jhale@cityofglenpool.com
T: 918-807-8851



City of Glenpool

24'-24'-8" HIP ROOF SHADE

**\$14,950 EACH SHADE, INSTALLATION, AND DELIVERY
(TURNKEY PRICE)**



Colors can be custom chosen

