

**NOTICE
GLENPOOL INDUSTRIAL AUTHORITY
REGULAR MEETING**

A Regular Session of the Glenpool Industrial Authority will be held at 6:00 p.m. immediately following the Glenpool Utility Service Authority meeting on Monday, August 6, 2018, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

AGENDA

	Page
A) Call to Order - Timothy Lee Fox, Chairman	
B) Roll Call, Declaration of Quorum – Wendy Knight, Secretary; Timothy Lee Fox, Chairman	
C) Scheduled Business	
1) Discussion and possible action to approve minutes from July 2, 2018 meeting. (Wendy Knight, Secretary) GIA - 02 Jul 2018 - Minutes - Html	2 - 3
2) Discussion and possible action to approve the Custodial Services Contract with Vickie Yarbrough. (Susan White, Assistant City Manager) Staff Report-Yarbrough Contract VICKIE YARBROUGH 2019	4 - 6
D) Adjournment	

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on August 3, 2018 at 5:00 pm.

Signed: Wendy Knight
Secretary

MINUTES
GIA Meeting
Monday, July 2, 2018 Council Chambers 6:00 PM

COUNCIL PRESENT: Tim Fox
Momodou Ceesay
Trish Agee
Brandon Kearns
Jacqueline Triplett-Lund

COUNCIL ABSENT:

STAFF PRESENT: David Tillotson
Lowell Peterson
Susan White
John Gonsalves
Lynn Burrow
Rick Malone
Dennis Waller

STAFF ABSENT:

- A) Call to Order - Timothy Lee Fox, Chairman**
- Meeting was called to order at 7:18 p.m.
- B) Roll Call, Declaration of Quorum – Susan White, Secretary; Timothy Lee Fox, Chairman**
- Secretary White called the roll. Chairman Fox declared a quorum present.
- C) Scheduled Business**
- 1) Discussion and possible action to approve minutes from June 4, and June 18, 2018 meetings.
(Susan White, Secretary)

Moved by Jacqueline Triplett-Lund, seconded by Brandon Kearns

That minutes be approved as presented.
Trustee Agee voted in favor of June 4 minutes but abstained on June 18 minutes due to her absence during the second meeting.

	For	Against	Abstained	Absent
Tim Fox	x			

Momodou Ceesay	x			
Trish Agee			x	
Brandon Kearns	x			
Jacqueline Triplett-Lund	x			
	4	0	1	0

CARRIED.

- 2) Discussion and possible action to adopt renewal of the Agreement of the City of Glenpool and the Glenpool Industrial Authority with the Glenpool Chamber of Commerce for (i) the lease of space by the Chamber in the City Hall/Conference Center for a stated consideration; (ii) the rendering of enumerated services for the City and the Conference Center for a stated consideration; and (iii) support for the economic development goals of the annual Black Gold Days event in a stated amount, for FY 2018-2019.
(David Tillotson, City Manager)

David Tillotson, City Manager advised that the Agreement required approval from the Board of Trustees because the Glenpool Industrial Authority is a party to the Agreement.

Moved by Jacqueline Triplett-Lund, seconded by Trish Agee

That the Agreement of the City of Glenpool and the Glenpool Industrial Authority with the Glenpool Chamber of Commerce for FY 2018-2019 should be approved.

	For	Against	Abstained	Absent
Tim Fox	x			
Momodou Ceesay	x			
Trish Agee	x			
Brandon Kearns	x			
Jacqueline Triplett-Lund	x			
	5	0	0	0

CARRIED.

D) Adjournment

There being no further business the meeting was adjourned at 7:20 p.m.



Date: August 6, 2018

To: Honorable Mayor and City Council

From: Susan White, Asst. City Manager

Re: Custodial Services Contract

Background

Accompanying is a renewal contract with Ms. Vickie Yarbrough to provide custodial services for the top two floors of the City Hall/Conference Center facility. The cost of is \$300 weekly to include services three times a week. The renewal terms are identical to contracts from the past two years.

Recommendation

Staff recommends approval of the Agreement.

Attached

- Custodial Services Contract

CUSTODIALSERVICESCONTRACT

[RENEWAL]

Vickie Yarbrough, in her individual capacity ("Contractor"), hereby agrees with the Glenpool Industrial Authority ("Customer"), as of July 1, 2018, to provide the necessary labor, material, supplies and equipment to perform the services identified herein.

CONTRACT WITH:	Glenpool Industrial Authority Professional
SERVICE PROVIDED:	Cleaning
WORK STANDARDS:	General cleaning services, to include vacuuming of carpets; dusting of furniture (provided that Contractor will not be expected to remove papers or personal items from any desk or cabinet space); removal of trash; and restroom cleaning, all in accordance with reasonable industry standards.
INSURANCE:	Declaration Page attached for \$25,000 Commercial General Liability Insurance. Certification attached verifying compliance with Workers' Compensation Statutory Minimum Requirements, or exemption.
RENEWAL TERM:	Commence: July 1, 2018 Terminate: June 30, 2019

1. INDEPENDENT CONTRACTOR STATUS:

The Contractor is an independent contractor and not an employee of the Customer. All persons performing services on behalf of the Contractor shall be deemed either employees or subcontractors of the Contractor and shall in no case be employees or agents of the Customer.

2. CONFIDENTIALITY:

Contractor accepts for herself and for any such other person performing services on her behalf the duty to maintain confidentiality with respect to such business of the Customer as Contractor may have reason to learn solely during or as a result of the performance of the services set forth in this Contract.

3. HOLIDAYS:

The following holidays shall be observed by the Customer and are therefore days on which the Contractor shall not be obligated to perform any services pursuant to this Contract: New Year's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; Christmas Day; and any other holiday observed by the Customer.

4. TERMS OF PAYMENT:

The Customer agrees to pay Contractor the following rates which are fixed for the period of the Renewal Term unless either party informs the other of its intent to terminate the Contract prior to expiration of the Renewal Term as set forth in Section 6 below. The Contract will be subject to renewal upon expiration of the Renewal Term in the discretion of both parties, subject to renegotiation of the rates set forth herein, based upon changes in labor and/or material costs.

Contractor will submit all invoices monthly for payment within fifteen days from the date of the invoice.

General Cleaning Services (limited to the second and third floors of the Glenpool City Hall and Conference Center): \$300.00 per week, to include 3 days a week, all services to be performed during non-business hours (5:00 p.m. - 8:00 a.m.)

Special Cleaning Services: Any out-of-the-ordinary, unscheduled cleaning needs will be performed at a separately negotiated rate to be agreed upon in writing by the parties.

Supplies: In addition to the foregoing compensation of \$300.00 per week, Customer will reimburse Contractor in the amount of no less than \$25.00 per week for cleaning equipment and supplies to be provided by Contractor, *except that* Customer shall provide all consumable products at no cost to Contractor (including, paper towels, toilet paper, soap, trash liners and similar standard consumable, replenished products). In the event that supplies required to perform the duties of this contract exceed the cost of \$25.00 per week, Contractor will submit an invoice verifying such additional cost and Customer will reimburse accordingly.

5. CUSTOMER OBLIGATIONS: Customer agrees:

To provide lockable storage space for all equipment and supplies belonging to Contractor.

To advise employees to secure all personal items and leave desks as clear of paper as possible.

To assign one employee as the individual responsible for communication between Customer and Contractor.

6. TERMINATION:

This Contract shall continue in effect for the duration of the Renewal Term unless and until either party notifies the other in writing of its intent to terminate by giving the other party thirty (30) days' written notice, provided that Customer reserves the right to terminate the Contract immediately and without notice in the event of serious misconduct by the Contractor. Serious misconduct may include deliberate damage to property; breach of confidentiality; or actions of a similar serious nature, as determined by the Customer acting in good faith.

7. ACCEPTANCE:

CUSTOMER
GLENPOOL INDUSTRIAL AUTHORITY

By: _____
Timothy Lee Fox,
Chairman, Board of Trustees

Date

CONTRACTOR

By: _____
Vickie Yarbrough

Date