

**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 7, 2017, 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 – Susan White, Secretary; Timothy Lee Fox, Chairman	
C) Scheduled Business	
1) Discussion and possible action to approve minutes from July 6, 2017 meeting. (Susan White, Secretary) IND AUTH MINUTES 0070617	2
2) Discussion and possible action to approve rolling FY 2017 outstanding budget encumbrances (purchase orders) to the FY 2018 Budget. (Julie Casteen, Finance Director) 2017-08-07-FY17 Budget Rollovers to FY18 - GIA	3 - 4
3) Discussion and possible action to approve proposal from Dewberry Water Works for lake fountain replacement, at a cost not to exceed \$29,235.00. (Lea Ann Reed, Conference Center Director) fountains	5 - 6
4) Discussion and possible action to approve a supplemental appropriation in the Glenpool Industrial Authority Fund, Conference Center Department to the FY 2018 Budget, Account # 30-6-01-6273, in the amount of \$29,235 for the replacement of two fountains, funded by unrestricted assets. (Julie Casteen, Finance Director) 2017-08-07-Staff Report Budget Amendment - GIA Lake Fountain Replacement	7

D) Adjournment

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on _____, _____ at _____ am/p.m.

Signed:

City Clerk

**MINUTES
GLENPOOL INDUSTRIAL AUTHORITY
REGULAR MEETING
July 6, 2017**

The Regular Meeting of the Glenpool Industrial Authority was held at Glenpool City Hall Council Chambers. Trustees present: Timothy Fox, Momodou Ceesay, Patricia Agee, Brandon Kearns and Jacqueline Triplett-Lund.

Staff present: Lowell Peterson, Trust Attorney; Susan White, Trust Secretary and Julie Casteen, Trust Treasurer.

A) Timothy Fox, Chairman called the meeting to order at 9:31 p.m.

B) Susan White, Secretary called the roll and Chairman Fox declared a quorum present.

C) Scheduled Business

1) Discussion and possible action to approve minutes from June 5, 2017 meeting.

MOTION: Trustee Lund moved, second by Vice Chairman Ceesay to approve minutes as presented.

FOR: Trustee Lund; Trustee Ceesay; Trustee Fox; Trustee Agee

AGAINST: None

ABSTAIN: Trustee Kearns (Absent on June 5, 2017)

Motion carried.

2) Discussion and possible action to renew a Custodial Services Contract with Vickie Yarbrough in her individual capacity as an independent contractor.

Susan White, Secretary advised Board members that the Contract represented a renewal with the same terms as the FY 16-17 Contract. Staff recommended approval.

MOTION: Vice Chairman Ceesay moved, second by Trustee Agee to approve renewal of Custodial Services Contract with Vickie Yarbrough as presented.

FOR: Trustee Ceesay; Trustee Fox; Trustee Agee Trustee Kearns; Trustee Lund

AGAINST: None

Motion carried.

D) Adjournment

- There being no further business, Chairman Fox declared the meeting adjourned at 9:32 p.m.

Date

Chairman

ATTEST:

Secretary



To: HONORABLE CHAIRMAN AND GIA BOARD OF TRUSTEES
From: Julie Casteen, Finance Director
Date: August 2, 2017
Subject: FY18 Budget Amendment for Purchase Order Rollovers from FY17

Background:

The proposed budget amendments are a routine process that should take place after fiscal year-end is complete. Any encumbrances (Purchase Orders) that carry a balance at the end of the previous fiscal year are "rolled over" into the current year, and the budgets that supported those balances are also added to the current budget. These amendments also adjust the budgeted beginning fund balances, based on the previous year's final ending balance numbers.

Attached is a listing of purchase orders for rollover.

Staff Recommendation:

Staff recommends a motion to approve FY17 Budget rollovers to the FY18 Budget as outlined in the attachment.

Attachments:

FY17 Budget Rollovers listing

CITY OF GLENPOOL
FY18 BUDGET AMENDMENTS
GLENPOOL INDUSTRIAL AUTHORITY

	<u>ACTUALS</u> <u>FY2017</u>	<u>APPROVED</u> <u>BUDGET</u> <u>FY2018</u>	<u>YTD</u> <u>PROCESSED</u> <u>AMENDMENTS</u>	<u>CURRENT</u> <u>BUDGET</u> <u>FY2018</u>	<u>CURRENT</u> <u>BUDGET</u> <u>AMENDMENTS</u>	<u>RESTATED</u> <u>BUDGET</u> <u>FY2018</u>
Beginning Unrestricted Net Position	\$ 1,959,103	\$ 1,868,601	\$ -	\$ 1,868,601	\$ 407,865	\$ 2,276,466
Operating Revenues	\$ 708,396	\$ 369,350	\$ -	\$ 369,350	\$ -	\$ 369,350
Non-Operating Revenues	-	14,400	-	14,400	-	14,400
Other Financing Sources	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-
Total Revenues	\$ 708,396	\$ 383,750	\$ -	\$ 383,750	\$ -	\$ 383,750
Expenses						
Conference Center	\$ 295,038	\$ 412,850	\$ -	\$ 412,850	\$ 5,651	\$ 418,501
Economic Development	64,495	-	-	-	-	-
Non-Operating Expenses	-	-	-	-	-	-
Transfers out	31,500	45,900	-	45,900	-	45,900
Total Expenses & Transfers Out	\$ 391,033	\$ 458,750	\$ -	\$ 458,750	\$ 5,651	\$ 464,401
Ending Net Position	\$ 2,276,466	\$ 1,793,601	\$ -	\$ 1,793,601	\$ 396,563	\$ 2,195,815



Glenpool Conference Center
12205 S. Yukon Ave.
PO Box 70
Glenpool, OK 74033

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCILORS
FROM: LEA ANN REED, CONFERENCE CENTER DIRECTOR
DATE: AUGUST 7, 2017
SUBJECT: LAKE FOUNTAIN REPLACEMENT PROPOSAL

Background:

Over the past 6 years, the Glenpool Conference Center has had numerous issues with the existing fountains. These fountains were manufactured and installed by Otterbine and they have since then been discontinued along with the parts to repair them. The new proposed fountains are 5 HP Aquamaster Master Series that are crystal geysers equipped with lights. These fountains come with a 5 year warranty. The fountain replacement project was not considered in the FY 2017/2018 Annual Budget. With your approval, a budget amendment will follow.

Staff Recommendation:

Staff recommends approval of the attached proposal from Dewberry Water Works in the amount of \$29,235 which includes the turn key installation of the north and middle lake fountains.

Attachment:

Dewberry Water Works Proposal

Lea Ann Reed, Conference Center Director
Phone: 918-209-4632 | Fax: 918-209-4626
lreed@cityofglenpool.com
www.glenpoolconferencecenter.com



dewberrywaterworks@gmail.com

dewberrywaterworks.com

Cell: (918) 851-2729

AQUAMASTER FOUNTAIN QUOTE

Aquamaster Fountain Quote

1 - 5hp w/ RGBW / 1 - 5hp w/ LED

Customer: City of Glenpool
Property: Conference Center
Email: lreed@cityofglenpool.com
Date: 7/31/17

Turn key installation of two (2) 5 HP Aquamaster Master Series Floating Fountains. Includes: Low profile float, stainless steel intake Screen, stainless steel power unit (motor), underwater Aqua lock connector, SOOW cable for the lights and the motor leads, a UL listed Control panel with digital timers for the lights and motor. Nozzles and lighting listed below.

Unit 1 - Middle fountain equipped with RGBW lights and Crystal Geyser nozzle

Unit 2 - North fountain equipped with white LED lights and Crown and geyser nozzle

Turn Key Installation of 2 - 5 HP units \$29,235.00

Middle fountain equipped with color changing LED lights, North fountain equipped with white LED lights.

Notes & Specs:

5 HP: 208-240 three phase: approximate amperage draw = 18 amps (also available in 440-480 3 phase same price)

LED White; 4 - 35 watt each White LED fixtures, 40,000 hour average

RGBW; 4 - 40 watt each color changing LED fixtures, 40,000 hour average life, preset controller with different color programs, IE: Christmas (red white green) 4th of July (red white blue) Mardi Gras (green white purple) - there are over 15 preset color combos and It is programmable to match any color of your choosing, you can also adjust the intensity of the color and speed at which they change Colors.

Quote includes 175 linear feet of wire for each unit, please advise before ordering if additional wire will be needed.

Warranty info: Motor = 5 years / LED lights = 3 years / Control panel = 3 years

I suggest going with a 5 HP and NOT a 7.5 HP - the 5 HP is serviceable by one man and can be removed from water and Disassembled in less than 30 minutes, the motor is around 98 pounds and can be shipped via UPS.

This quote does not include removal of existing fountains this work to be completed by others.

Payment terms: Full payment at time of installation. Lead time from factory is 7-10 business days.

Quote includes freight and labor to install.



To: HONORABLE MAYOR, MEMBERS OF THE CITY COUNCIL
From: Julie Casteen, Finance Director
Date: August 2, 2017
Subject: Supplemental Appropriation – Glenpool Industrial Authority Fund

Background:

The \$29,235 cost of the lake fountain replacement was not included in the FY17-18 Adopted Budget. A supplemental appropriation is needed to fund the project.

Staff Recommendation

Staff recommends the following Council action:

- Motion to approve a Supplemental Appropriation in the Glenpool Industrial Authority Fund, Conference Center Department, in the amount of \$29,235, account number 30-6-01-6273, for the replacement of two fountains, funded by unrestricted net assets.

	SOURCE	USE
Glenpool Industrial Authority Fund		
Unrestricted net assets	\$29,235	
Conference Center Department:		
Maintenance and Repairs, account 30-6-01-6273		\$ 29,235

Attachments

None