NOTICE
GLENPOOL CITY COUNCIL
REGULAR MEETING

A Regular Session of the Glenpool City Council will be held at 6:30 p.m. on Monday, October 3, 2016, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.
The City Council welcomes comments from citizens of Glenpool who wish to address any item on the agenda. Speakers are requested to complete one of the forms located on the agenda table and return to the City Clerk PRIOR TO THE CALL TO ORDER

AGENDA

A) Call to Order - Timothy Lee Fox, Mayor

B) Roll call, declaration of quorum – Susan White, City Clerk; Timothy Lee Fox, Mayor

C) Invocation – Greg Conner, Faith Church

D) Pledge of Allegiance – Timothy Lee Fox, Mayor

E) City Manager Report – Roger Kolman, City Manager

F) Mayor Report – Timothy Lee Fox, Mayor

G) Council Comments

H) Public Comments

I) Scheduled Business

1) Discussion and possible action to approve minutes from September 19, 2016 meeting.

2) Discussion and possible action to approve sales tax administration agreement with Oklahoma Tax Commission.
(Susan White, City Clerk)

3) Discussion and possible action to appoint members to the Comprehensive Plan Advisory Committee.
(Rick Malone, City Planner)

J) Adjournment

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on ___________________, ______ at _____________am/pm.

Signed:_______________________________

City Clerk

MINUTES
CITY COUNCIL MEETING
September 19, 2016

The Regular Session of the Glenpool City Council was held at Glenpool City Hall, 3rd Floor, 12205 S. Yukon Ave, Glenpool, Oklahoma. Councilors present: Jacqueline Triplett-Lund, Councilor; Momodou Ceesay, Vice Mayor and Timothy Fox, Mayor. Patricia Agee, Councilor; and Brandon Kearns, Councilor were absent.

Staff present: Roger Kolman, City Manager; Lowell Peterson, City Attorney; Susan White, City Clerk; Julie Casteen, Finance Director; Lynn Burrow, Community Development Director; Rick Malone, City Planner; Debbie Pengelly, Human Resources Director; and Dennis Waller, Police Chief. Paul Newton, Fire Chief was absent.

Also present were Heather Scherer, Living Water United Methodist Church; Phillip Byers; and Anne Elfrink, MS, CPA.

A) Mayor Fox called the meeting to order at 6:36 p.m.

B) Susan White, City Clerk called the roll. Mayor Fox declared a quorum present.

C) Heather Scherer with Living Water United Methodist Church offered the Invocation.

D) Mayor Fox led the Pledge of Allegiance.

E) Community Development Report – Lynn Burrow, Community Development Director

- Lynn Burrow offered a status update on the water tower project and reported that anticipated completion date is October 1. Design documents associated with the soccer complex have been submitted to Tulsa County Parks Department for approval. Final project design is anticipated for appearance on the October 3, 2016 City Council meeting. A likely construction commencement date is sometime in December 2016.
- Bids for facility improvements to the Senior Citizens Activity Building will be submitted at the October 3, 2016 City Council meeting.
- Mr. Burrow also updated the City Council on the progress of various private and public construction projects throughout the city; provided the number of residential and commercial building permits issued in August; as well as information concerning activities in the Planning, Building, and Code Enforcement Departments.

F) Treasurers Report – Julie Casteen, Finance Director

- Mrs. Casteen presented a comprehensive report for July revenues and expenditures in all Funds.

G) City Manager Report – Roger Kolman, City Manager

- Mr. Kolman announced that the Conference Center will host Spooktackular Fest on October 23. The festival will provide a safe, fun place for children to celebrate Halloween.
- An online public opinion survey was released last week. As of today the site has received three hundred thirty responses. The survey will close the first week of October.

H) Mayor Report – Timothy Fox, Mayor

- The "I Was There Festival" will be held in Black Gold Park Saturday, September 24 beginning at 11:00 a.m. Mayor Fox urged everyone to participate in the family-friendly activities.
- Mayor Fox announced that the Football Homecoming is slated for Friday, September 23. The parade is at 5:30 with kick-off at 7:30. Glenpool will be hosting Edison. He urged all to come out and support their team.
- Mayor Fox and Manager Kolman will be attending the Dallas ICSC in October.
- Katrina Stevens has been featured in Tulsa Pets concerning her Birthday Bash celebration and fundraiser which benefits the Glenpool Animal Shelter. Tulsa Pets magazine are available at Southern Agriculture.

I) Council Comments

- Councilor Lund announced that the Sound of Warrior Pride will be performing at a 5A band contest in Oolagah, Saturday, September 24 at 1:00 p.m.

J) Public Comments

- None.

K) Employee of the Month Recognition -- Timothy Lee Fox, Mayor

- Mayor Fox recognized Chuck Berryhill, July Employee of the Month and Margaret Montgomery, August Employee of the Month.

L) Scheduled Business

1) **Discussion and possible action to approve minutes from September 6, 2016 meeting.**
   MOTION: Vice Mayor Ceesay moved, second by Councilor Lund to approve minutes from September 6, 2016 as presented.
   FOR: Councilor Lund; Vice-Mayor Ceesay; Mayor Fox
   AGAINST: None
   ABSENT: Councilor Agee; Councilor Kearns
   Motion carried.

2) **Report and discussion of condemnation proceedings commenced on June 6, 2016, against South 75 Mobile Home Park, located at 17150 S. Union Avenue,**

Glenpool, by Resolution No. 16-06-01, and possible action to direct further actions by the City Attorney.
Mr. Peterson, City Attorney informed the Council that a settlement had been reached between new owner Mr. Phillip Byers and tenants which would allow the inhabitants until January 2017 to vacate. Discussion ensued concerning the June 6 City Council directives to remove the uninhabited structures. The deadline for removal had passed and the structures remain. At the conclusion of the discussion, Mr. Peterson declared that he had just learned that the judge ordered the property be deemed abandoned on January 2, 2017. Based on that information, Mr. Peterson recommended that the Council consider making a motion to give Mr. Byers until February 1, 2017 for all of the structures to be removed.
MOTION: Councilor Lund moved, second by Vice Mayor Ceesay that Mr. Byers should be given until February 15, 2017 to remove the structures. City Manager Kolman recommended that the motion should maintain consistency established in the original motion from June 2016 and state the directive pertains specifically to the "abandoned" structures. Councilor Lund withdrew her motion and restated it as, "Mr. Byers should be given until February 15, 2017 to remove the abandoned structures," motion seconded by Vice Mayor Ceesay.
FOR: Vice-Mayor Ceesay; Mayor Fox; Councilor Lund
AGAINST: None.
ABSENT: Councilor Agee; Councilor Kearns
Motion carried.

3) **Discussion and review of the first annual agreed upon procedures audit of performance by Creek County Rural Water District No. 2 and the City of Glenpool/Glenpool Utility Service Authority pursuant to the Agreement of Compromise, Settlement and Release between the parties.**
Mr. Peterson, City Attorney recapped the results of the report provided by Ms. Anne Elfrink, MS, CPA concerning the Agreed Upon Procedures. He identified two minor findings and auditor recommendations regarding the same. He further reported that no discrepancies in the conduct of the parties were found, nor were there any monetary obligations.

4) **Discussion and possible action to replace 1999 Ford animal control vehicle; purchase a 2005 Dodge Ram 1500 truck at a cost not to exceed $8,900 from B-Line Motors; and further authorize purchase of equipment to retrofit the vehicle at a cost not to exceed $6,100.00, tabled from September 6, 2016 City Council meeting.**
Chief Dennis Waller reported to Council that a mechanical inspection of the vehicle resulted in some unfavorable conditions. Waller withdrew his recommendation to purchase and advised that he would resume his search for a replacement animal control vehicle.
No action necessary.

5) **Discussion and possible action to adopt Resolution No. 16-09-01, A Resolution Approving Amendments To The 457(B) Deferred Compensation Plan And**

Approving Administrative And Brokerage/Custodial Service Agreements For The Continuing Implementation Of Said Amended Plan.
Debbie Pengelly, Human Resource Director presented Resolution No. 16-09-01 for approval. She explained the Resolution provided authorization to transfer the 457(b) custodianship and administration from Ameritas to Nationwide.
MOTION: Councilor Lund moved, second by Vice-Mayor Ceesay to adopt Resolution No. 16-09-01 as presented.
FOR: Mayor Fox; Councilor Lund; Vice-Mayor Ceesay
AGAINST: None.
ABSENT: Councilor Agee; Councilor Kearns
Motion carried.

6) **Discussion and possible action to approve Change Order request from Helms & Associates to the South County Soccer Complex.**
Mr. Lynn Burrow, Community Development Director requested approval of a change order resulting from an investigative analysis conducted at the site of the proposed soccer complex. Information collected from the analysis will be used by engineers to validate the adequacy of the earthwork in both the playing field area and parking area. The Change Order requested amounted to $2,490.00.
MOTION: Vice Mayor Ceesay moved, second by Councilor Lund to approve the Change Order as presented from Helms & Associates in an amount not to exceed $2,490.00.
FOR: Councilor Lund; Vice-Mayor Ceesay; Mayor Fox
AGAINST: None.
ABSENT: Councilor Agee; Councilor Kearns
Motion carried.

M) Adjournment.

- Meeting was adjourned at 7:38 p.m.

____
Date

____
Mayor

ATTEST:

____
City Clerk

City Of Glenpool
Creating Opportunity

Date: October 3, 2016

To: Honorable Mayor and City Council

From: Susan White, City Clerk

Re: Oklahoma Tax Commission Administrative Agreement

Background

The Agreement between the Oklahoma Tax Commission and the City of Glenpool authorizes OTC to administer the sales and use tax collections for the City. The Agreement updates the new tax rate to 5.1% which becomes effective January 1, 2017.

The tax was approved by the registered voters of the City of Glenpool during a special election on April 5, 2016.

Staff Recommendation

Staff recommends approval.

Attachment

- Agreement

OKLAHOMA TAX COMMISSION

September 15, 2016

City of Glenpool
Attn: Clerk
12205 S Yukon Ave
Glenpool, OK 74033

Clerk,

Enclosed please find the agreements for collecting your new Sales and Use Tax rate of 5.1 %, effective January 1, 2017.

We are enclosing two original copies of the Agreement for Administration of the Sales and Use Tax Ordinances. Please complete all blanks on pages of the Agreements and have the proper officials' sign on the lines designated. Also, affix the corporate seal. The date on page 1 and page 12 will be the date you sign it. If your city does not have a legal department, please leave that area blank.

Upon completion, **return both copies** of the Agreements to this Division, for acceptance and approval by the Tax Commission. One fully executed copy of the Agreement will be returned to you for your files. Please mail to:

Oklahoma Tax Commission
Attn: Dave Francis, AMD
PO Box 269060
Oklahoma City, Ok 73126-9060

We request that you give these matters your immediate attention. If you have any questions, please feel free to contact this office at the address below or at (405) 522-6600.

Your new rate is scheduled, any delay in this agreement being completed will not delay your rate from going in to effect July 1st.

Sincerely,

OKLAHOMA TAX COMMISSION

Dave Francis, City/County Coordinator
Account Maintenance Division
(405) 522-6600
dfrancis@oktax.state.ok.us

AGREEMENT FOR ADMINISTRATION
OF THE SALES AND USE TAX ORDINANCES
OF THE CITY/TOWN AND AN AGREEMENT TO ENGAGE IN COMPLIANCE
ACTIVITIES BY THE CITY/TOWN OF

Glenpool

THIS AGREEMENT is entered into this ___ day of ______, ____ pursuant to the provisions of Sections 2701 et seq. of Title 68 of the Oklahoma Statutes, between the Oklahoma Tax Commission, hereinafter referred to as "Commission," and the City/Town of _**Glenpool**_, Oklahoma, hereinafter referred to as "Municipality," for the administration of effective sales and use tax ordinances on file with the Commission hereinafter referred to as "Ordinances," levying a municipal sales or use tax of ____________ percent (__**5.1**__%) upon sales within or outside of the Municipality and to authorize Municipality to engage in compliance activities as hereinafter defined.

1. This Agreement is based upon the Ordinances for the collection of sales and uses taxes by the Municipality, certified copies of which are attached hereto and made a part hereof. The Municipality may, at any time and from time to time, amend or repeal the Ordinances and, to the extent that the Municipality amends or repeals the Ordinances, the Municipality shall promptly provide the Commission with a certified copy of the ordinance effecting such amendment or such repeal.

An increase or a decrease in the municipal sales or use tax rate shall become effective only on the first day of a calendar quarter. Provided, however, the sales and use tax rates levied by the Municipality if the Municipality levies both a sales and use tax, must be identical. The Municipality shall notify the Commission of an increase or a decrease at least seventy-five (75) days prior to the close of the current calendar quarter and shall provide the Commission with a certified copy of the ordinance affecting such increase or such decrease.

2. A. The Commission shall administer and shall enforce the Ordinances and shall collect the municipal sales and use tax, and the interest and penalties with respect thereto as provided in the Ordinances except as provided, in paragraph 16 below. It is recognized and acknowledged that:

(a) the Ordinances levy municipal sales tax upon all sales within the Municipality as authorized by Section 2701 of Title 68 of the Oklahoma Statutes; and

(b) the term "sale" as used in the Ordinances has the same meaning as the term "sale" has in the Oklahoma Sales Tax Code; and

(c) the Ordinances levy municipal use tax upon all transactions within or without the Municipality as authorized by Section 1411 of Title 68 of the Oklahoma Statutes; and

(d) the term "use" as used in the Ordinances have the same meaning as the term "use" has in the Oklahoma Use Tax Code; and

(e) the permits for sales and use tax issued by the Commission shall be the sales and use tax permits used by the municipality for the enforcement and collection of sales and use taxes within and without the municipality and said permits, as issued by the Commission, shall include the zip code plus the four digit location code commonly called the zip plus 4, when available.

To facilitate such administration, such collection and such enforcement of local taxes, the Commission shall designate a Local Tax Coordinator of the Commission who shall be generally responsible for matters related to the collection of local taxes and, with respect to such matters, shall directly advise the Administrator of the Commission. The duties which may be performed by the Local Tax Coordinator and/or other employees of the Commission under his or her supervision, shall include, without limitation,

B. (a) acting as liaison between the Commission and municipalities with respect to the administration, the collection and the enforcement of local taxes,

(b) addressing concerns of the Commission and/or taxpayers with respect to the administration, the collection and the enforcement of municipal taxes by municipalities,

(c) consulting with municipalities concerns and trends with respect to local taxes,

(d) coordinating collection and enforcement actions by the Commission and municipalities with respect to local taxes,

(e) coordinating the provision by the Commission to municipalities of information and

(f) providing educational and other support to municipalities in their collection and enforcement efforts.

In making decisions with respect to the administration of local taxes, the Commission will consider the view expressed by the Municipality.

The Municipality shall not request that the Local Tax Coordinator perform any duties which are the sole responsibility of the Municipality.

3. The method of computing sales tax to be used by vendors in collecting both state and municipal sales tax is prescribed in Section 1362 of the Oklahoma Sales Tax Code. The method of computing use tax to be used by vendors in collecting both state and municipal use tax is prescribed in Section 1401 of the Oklahoma Use Tax Code.

4. The discount (deduction) allowed to vendors in Section 1367.1 of the Oklahoma Sales Tax Code shall be applicable to both state and local sales tax remittances. Monetary allowances provided for in 68 O.S. § 1354.31 shall also be applicable to both state and local sales tax remittances. The discount (deduction) allowed to vendors in Section 1410.1 of the Oklahoma Use Tax Code shall be applicable to both state and local use tax remittances. Monetary allowances provided for in 68 O.S. § 1354.31 shall also be applicable to both state

and local use tax remittances.

5. The Commission shall retain, as its sole compensation for its services rendered hereunder, an amount not to exceed one-half of one percent (0.5%) of the municipal sales or use taxes collected for services rendered in connection with such collections and the interest and penalties with respect thereto, collected by the Commission hereunder. The applicable percentage is set forth in Exhibit A as incorporated herein.

6. Except as otherwise provided herein, the Commission shall give no preference in applying an amount received for state, municipal and county sales or use taxes owed by a taxpayer to the extent that such amount is less than the aggregate state, municipal and county sales or use tax liability of the taxpayer. Any such amount shall be applied pro rata to the satisfaction of the claims of the Commission, the claims of the Municipality and the claims of other municipalities and counties based on the portions of the aggregate state, municipal and county sales or use tax liability of the taxpayer represented by their respective claims.

7. The municipal sales or use tax received and collected by the Commission pursuant to this Agreement shall be deposited in the State Treasury as required by law. The Commission shall use its best efforts to cause to be paid to the Municipality no later than the tenth day of each calendar month all municipal sales and use tax, and the interest and the penalties with respect thereto, received and collected by the Commission during the immediately preceding calendar month, less any amount withheld by the Commission under Paragraph 5 and less any amounts deducted by the Commission in connection with refunds hereunder.

8. The Commission shall require reports of municipal sales and use tax from vendors, shall maintain records of reports, receipts and collections from vendors. The Commission shall maintain the records in such a manner that the amount due the Municipality each month by a vendor can be determined by the Commission and can be provided to the Municipality. The requirement for the Commission to maintain its records in a verifiable form is intended to require the Commission to maintain its records in a form capable of producing reports that can be electronically downloaded into, at a minimum, an excel spreadsheet or its equivalent; the Commission will use a form which is capable of being understood by a person reviewing such records. The Commission shall make available to the Municipality a monthly statement of the municipal sales and use tax, and interest and penalties with respect thereto, received and collected by the Commission during the immediately preceding calendar month, the amounts, if any, refunded by the Commission to taxpayers during the immediately, preceding calendar month and the amount withheld by the Commission under Paragraph 5. The Commission shall allow an annual review of the Commission's expenditures associated with the collection and enforcement of municipal sales and use taxes.

9. In the event a vendor remits sales or use taxes due but fails to submit city attachments, or submits a report from which the sales or use tax due Municipality cannot be determined, the Commission will allocate to Municipality such sales or use tax received pro rata based on the vendor's percentage allocation for the most recent report filed or, if no report has been filed, according to the best information available to the Commission. Such amount, and any interest and penalty as provided in Section 217 of Title 68 of the Oklahoma Statutes with respect thereto, shall be paid to the Municipality in accordance with Paragraph 7. Interest will begin as of the date the vendor remittance is deposited to the State Treasury.

10. The Municipality acknowledges that the Commission is responsible for making

refunds to taxpayers of municipal sales and use taxes previously collected by the Commission on behalf of the Municipality. The term "refunds" as used herein shall include payments made pursuant to filed claim for refund(s) or amended return(s) approved by the Commission. The Commission's determination of any taxpayer's liability for sales and use taxes shall be binding as between the Municipality and the taxpayer.

Any refund of municipal sales and use tax previously paid by the Commission to the Municipality shall be paid from subsequent collections of the municipal sales and use tax. Such refund shall be deducted from the collections payable by the Commission to the Municipality, in the immediately following calendar month following the notice requirements set out in paragraph eleven (11).

11. The Commission shall provide notice to the Municipality via the OKTap user Account to municipalities so that a municipality may view all the requests for refunds that have been filed, processed and recommended approval. All claims for refund shall be documented as outlined in OAC 710:65-11-1 upon discovery of a remittance error by the vendor. Commission, through the Local Tax Coordinator, will notify Municipality at such time the Commission determines the final amount to be refunded pursuant to a claim or remittance error. The Commission shall make available to a municipality, upon request, copies of the claims processed and recommended for approval in the amount of two thousand dollars ($2000.00) or more and related supporting documents prior to the claim being considered for approval by the Commission. The Commission shall post the requested claim documents on the municipality's OKTap user account to comply with this requirement. Municipality agrees that any amount contained in the notice given pursuant to this section will be considered as advisory only until such time as a final determination has been made by the Commission. Any municipal sales or use tax, and/or any interest and penalties with respect thereto, paid under protest by a taxpayer to the Commission during the immediately preceding calendar month shall be paid by the Commission to the Municipality as part of the payment being made by the Commission to the Municipality. If the protested municipal sales or use tax, interest or penalties are required to be refunded, such amount and any interest required to be paid thereon will be paid out of subsequent collections by the Commission.

The municipality may request by a blanket advisement to the Commission that it be notified of any hearing wherein the Commission hears a claim for refund of a protest of an assessment. If an affected municipality shall have requested such notice in writing, the Commission shall, at the same time the parties are notified of the scheduled hearing, provide written notice of the hearing date and time via electronic mail, e-mail, or mail through the United States Postal Service to the municipality affected.

12. In the event a municipality is notified as required and set out in paragraph 11, above, that it has been paid sales or use tax funds that should have been paid to another municipality, the Tax Commission shall adhere to repayment provisions of the provisions of paragraph 10.

13. The Commission shall provide to the Municipality a full and complete list of the names and the addresses of the persons and the entities which or who report doing business within the boundary of the Municipality during the preceding calendar year via the OKTap user Account. In addition the Commission shall via OKTap provide the following:

A. additions to, and deletions from, the full and complete list of the names and the addresses of persons and entities which or who report doing business during the preceding calendar year within the boundary of the Municipality;

B. a full and complete list of the persons and the entities specified in paragraph 12(a) which or who are more than sixty (60) days delinquent in filing and/or remitting municipal sales and use taxes pursuant to the Ordinances; and

C. a full and complete, list of all persons and all entities paying municipal sales and use tax under the Ordinances, and/or interest and penalties with respect thereto, and the amount of such remittances.

D. the number of audits completed and assessments determined by the Commission with respect to municipal sales and use taxes, and/or interest and penalties with respect thereto, under the Ordinances during the preceding calendar year; and

Commission also agrees to provide Municipality reports in addition to those outlined above under the following terms:

A. The report is requested in writing or via e-mail, outlining the information required and regularity of the report.

B. The report complies with all terms and statutes outlined within this agreement.

C. The information requested is available to the Commission.

D. Commission will be provided a minimum of thirty (30) days to compile new requests unless otherwise agreed.

E. Commission shall provide the requested report(s) within ninety (90) days unless otherwise agreed.

14. The Commission shall monitor the administration, the collection and the enforcement of municipal sales and use taxes, and/or interest and penalties with respect thereto, under the Ordinances. The Commission shall provide the Municipality such information as may be requested by the Municipality with respect to any protest or any refund of municipal sales or use taxes levied by the Municipality. The Municipality shall also be entitled to consult with the Commission's legal staff about protests and refunds and, to the extent that a protest or a refund involves one or more hearings, the Municipality shall, through legal counsel or other designated staff employed by the Municipality, be entitled to be present and observe such hearing(s); provided, however, the administrative law judge or the Commission may limit the number of counsel or other designated staff, if any, who may be present to the extent necessary to permit the hearing to be conducted in an orderly fashion and without undue trepidation on the part of the taxpayer.

To the extent that such documents and/or such information relates to municipal sales or use taxes, and/or interest and penalties with respect thereto, and is requested, at any time and from time to time by the Municipality, the Commission shall promptly provide to the Municipality (a) copies of applications for sales tax permits, (b) copies of sales or use tax reports, (c) copies of installment or other payment plans, if any, with taxpayers and (d) other documents and other information.

The Commission shall promptly notify the Municipality of any conduct which the Commission believes might be the basis for a criminal prosecution by the Municipality under the Ordinances and shall provide to the Municipality all of the documents and the information in the possession of the Commission with respect thereto, including, without limitation, the names of employees of the Commission who might be witnesses with respect thereto.

The Municipality acknowledges that Section 205 of Title 68 of the Oklahoma Statutes, which makes the records and the files of the Commission confidential (subject to specified exceptions) and which prohibits disclosure of such records and such files (subject to specified exceptions), includes the Commission's records and files with respect to the receipt and the collection of municipal sales and use tax. Nothing contained herein is intended to require the Commission to disclose to the Municipality any information whose disclosure to the Municipality is prohibited by Section 205.

The Commission acknowledges that (a) Section 205(c)(7) of Title 68 of the Oklahoma Statutes permits the Commission to furnish information disclosed by the records and the files of the Commission to an official person or body of this state who is concerned with the administration or the assessment of certain taxes, such as the Municipality, (b) Section 205(c)(22) of Title 68 permits the disclosure to the governing body or municipal attorney, if so designated by the governing body, of information directly involved in the resolution of issues arising out of the enforcement of a municipal sales and use tax ordinance, such as the Ordinances, pursuant to a municipal tax collection agreement, such as this Agreement, and (c) Section 22-107 of Title 11 of the Oklahoma Statutes and Section 205.1 of Title 68 of the Oklahoma Statutes permits the Commission to release specified information to municipalities.

The Municipality acknowledges that Section 205 of Title 68 of the Oklahoma Statutes may prevent the disclosure by the Municipality and persons associated with the Municipality of information which is provided by the Commission to the Municipality and that improper disclosure by the Municipality or any such person of such Information may result in civil and criminal liability. The Municipality shall comply with the restrictions imposed by Section 205.

15. The Commission has the authority to enter into an installment or other payment agreement with any taxpayer, including a taxpayer prosecuted under a municipal sales or use tax ordinance, for state and local taxes owed by the taxpayer. Commission will, through its use of a pay plan in order to keep a delinquent business open, collect the liability as quickly as possible by requiring a significant down payment and completion of the pay plan in as short a period as possible. The Municipality shall be entitled to consult with the Commission's legal staff about an installment or other payment agreement prior to negotiation of such an agreement. The installment or other payment agreement shall be void if the taxpayer becomes delinquent in future tax liability or payment under the agreement becomes delinquent. The Commission shall furnish a list of all sales and use taxpayers which have entered into agreements with the Commission on a monthly basis along with the terms, conditions and status of each such installment or payment agreement.

16. In the event of termination of this Agreement, the Commission will cause to be paid over to the Municipality, all municipal sales and use tax funds in its possession then due and payable under this Agreement. The Municipality shall thereafter be liable for and shall pay any refunds of municipal sales or use tax required by law to be made, including refunds of municipal sales or use tax, penalty and interest paid under protest that must be refunded and any interest required thereon. After such termination, the Commission's liability shall extend only to the amount of such funds being held by it. The Municipality agrees to pay any interest

required by law to be paid on such refunds.

17. The Commission shall have the authority to assess and to collect, on behalf of the Municipality, the municipal sales and use taxes levied by the Ordinances, and the interest and the penalties with respect thereto, including, without limitation, any municipal sales or use tax, interest and/or penalty existing on the date hereof except as provide in paragraph 18 below.

The Municipality agrees to refrain from contacting directly persons or entities doing business within the boundary of the Municipality subject to the requirements of paragraph 19. Municipality does have the inherent authority to contact vendors within and without the municipality concerning the vendor's alleged violation of municipal ordinances prior to the initiation of criminal prosecution.

The Municipality may inquire of the Commission into the compliance of persons and entities with the Ordinances and, to the extent that the Municipality determines that any person or any entity has not complied with the Ordinances, the Municipality may request the Commission to issue a proposed assessment against such person or such entity. To the extent that the Commission receives any such request, the Commission shall review such request within 45 days. If, after said review, Commission believes that-such request presents a basis for a proposed assessment, Commission shall issue a proposed assessment. Any such proposed assessment shall be resolved as provided in Sections 201 et seq. of Title 68 and the procedural rules promulgated by the Commission.

The Municipality may, at the option of the Municipality, request the Commission to initiate a show cause proceeding against a person or an entity which the Municipality believes, in good faith, not to be in compliance with the Ordinances or any provision thereof. To the extent that the Commission receives any such request, the Commission shall review such request within 45 days. If after said review, Commission believes that such request presents a basis for a show cause proceeding, Commission shall initiate a show cause proceeding. Such show cause proceeding shall be conducted as provided in the procedural rules promulgated by the Commission.

The Commission and the Municipality acknowledge the mutual interest of the Commission and the Municipality in maximizing compliance with the Ordinances and the collection of local taxes thereunder. The Municipality may, at any time and from time to time, either alone or in conjunction with other municipalities, submit a written proposal for collection and enforcement activities for consideration by the Commission; provided, however, it is expressly understood that any such written proposal must provide for coordination with the collection and enforcement activities of the Commission, provide for the use of the then applicable audit standards of the Commission and otherwise be in form and in substance to the Commission. In the event that Municipality's proposal is accepted by Commission, Municipality will be authorized to conduct the activities included in such proposal on behalf of Commission and no other action will be authorized by the Commission by a municipality or municipalities not included in the accepted proposal.

Provided further that upon the request of the municipality, either alone or in conjunction with other municipalities, the Commission shall enter into contractual agreements with the municipality or group of municipalities whereby the municipality or group of municipalities are authorized to implement or augment the Commission's enforcement through a contract with a private auditor(s) or audit firm(s) of the municipal tax. The auditor(s) or audit firm(s) shall first be approved by the Commission and once approved shall be appointed as an agent of the

Oklahoma Tax Commission for purposes of the audit. Contracts with a private auditor or audit firm are not subject to the limitations of Section 262 of title 68 of the Oklahoma Statutes, and the parties, the municipality, private auditor or audit firm and the Commission, are authorized to exchange necessary information to effectively perform the contracted audit. The municipality, its officers and employees and the private auditors or audit firms may receive all information necessary to perform the audit and shall preserve the confidentiality of such information as required by Section 205, title 68, of the Oklahoma Statutes, including the penalties set out therein. The Commission shall be furnished the audit results and all relevant supporting documentation. The municipalities shall pay for the private auditor(s) or audit firm(s) by deduction from the tax assessment resulting from said audit unless another method of payment is set out in the contract with the private auditor or audit firm. Any municipal sales and use tax funds recovered as a result of the use by the municipality of a private auditor or audit firm shall not be subject to the retention calculated by the Commission as provided in Paragraph 5 of this agreement, in addition the Commission shall pay to the municipality any retainage that the Commission shall be entitled to for collection of county sales and use tax and shall pay to the municipality the state's pro rata share of the expenses of the auditor. Provided further, the Commission shall have no obligation to any municipality that does not participate in an audit conducted under subsection D of Section 2702 of Title 68 of the Oklahoma Statutes or an audit conducted pursuant to this section.

Notice of a proposed independent audit shall be provided to the municipality and the municipality shall within 30 days provide acceptance or rejection of participation in the audit. Failure to act within the 30 day time period shall mean that the municipality shall not be included in the audit. Failure to act with respect to a particular independent audit within the 30 day time period shall relieve the Commission of its obligation to audit on behalf of the municipality with respect to that particular audit.

18. The Commission acknowledges the need for municipalities to have input into rulings made by the Commission regarding requests for waivers of penalties and interest assessed on municipal sales and use taxes. Therefore, the Commission agrees to provide municipalities with the opportunity to make recommendations regarding such waiver requests. Such notification shall not include waiver requests received by the Commission through its Voluntary Disclosure Agreement Program.

The Account Maintenance Division or the General Counsel's Office of the Commission will notify municipalities at least two weeks prior to submission of a waiver request to the Commission. The notification will apply to all waiver requests for penalties and interest that was assessed on state and local sales and use taxes in excess of Two Thousand Dollars ($2,000.00). Any recommendation made by the municipality will be presented to the Commission at the time of consideration of the request. If the municipality fails to make a recommendation in the time allotted, the Division will present the request to the Commission without a municipal recommendation. The Division will notify the municipality of the Commission decision.

19. A City/town may commence compliance activities under the following conditions:

A. The following words and terms, when used in this Agreement, shall have the following meaning, unless the context clearly indicates otherwise:

1. "Agent" means an employee of the Municipality or person or entity acting under contract with the Municipality and certified by the Commission as an agent

for the purpose of compliance activities as set out in this agreement except for municipal criminal prosecution.

2. "Compliance activities" means all actions to assist or induce a delinquent seller to comply with applicable laws, rules and regulations, to accurately and timely collect, source, report and remit sales and use taxes within the municipality's jurisdiction and shall include:

a. The identification of and reporting to the Tax Commission any unregistered sellers making sales sourced to the municipality under the laws of this state. "Unregistered seller" shall mean any delinquent seller which has failed to apply for a sales or use tax permit with the Tax Commission. Provided, the term shall not include any out-of-state seller that does not have a legal requirement to register with the state;

b. The prosecution of any criminal violations of a municipal ordinance related to the payment of sales or use taxes. "Prosecution" shall mean the initiation of legal proceedings by the filing of a complaint in a municipal criminal court of record pursuant to Section 28-113 of Title 11 or by the filing of a complaint in a municipal court not of record pursuant to the provisions of Section 27-115 of Title 11; and

c. Any additional compliance activities that may be performed by the agent of the municipality on accounts of delinquent sellers that were assigned to the agent at the request of the municipality that do not result in a duplication of compliance activities.

Compliance activities **shall not include** the following activities, over which the Tax Commission shall have sole authority:

a. Registering new taxpayer accounts,
b. Issuing and administering taxpayer permits,
c. Receiving returns,
d. Receiving remittances of sales and use taxes,
e. Issuing assessments,
f. Conducting hearings under Section 212 of Title 68,
g. Developing pay plans in consultation with the municipality as provided in the Agreement for Administration of the Sales and Use Tax Ordinances,
h. Revoking permits,
i. Taking legal action to close a business,
j. Issuing refunds and credits,
k. Managing audits, and
l. Determination of taxability of sales transactions.

3. "Delinquent seller" means any person making sales of tangible personal property or services in this state, the gross receipts or gross proceeds from which are taxed by law and fails to obtain a permit, file a sales tax return as required by law, or is delinquent in whole or in part in the collection and remittance of sales or use taxes.

4. "Enhanced collections" means any remittance of past due or unpaid state sales or use taxes, including penalty and interest, obtained from a delinquent seller that was not registered, underreported, failed to report or remit, failed to comply with a payment plan, or arising from liens filed by the Tax Commission following documented compliance activity of a municipality or person or entity acting under contract with such municipality.

B. Municipality elects to engage in the compliance activities designated by notice to the Commission; provided that Municipality may change its designation upon timely notice.

C. This Agreement shall include appointment of persons or entities approved by the Commission conducting compliance activities on behalf of Municipality as agents of the Commission. No appointment shall be necessary or required for Municipality to engage in prosecution of any criminal violations of its ordinance related to the payment of sales or use taxes.

All persons, including municipal employees and employees of entities acting under contract with a municipality, that will be performing compliance activities for Municipality must meet minimum qualifications provided herein and undergo training provided by the Tax Commission. The minimum qualifications shall consist of a bachelor's degree; or an equivalent combination of education and experience, substituting one year of experience in business management, tax revenue, credit collections, or investigative work for each year of the required degree. Provided, the minimum qualifications provided herein shall not apply to employees of municipalities seeking appointment as an agent if the municipality has a population less than 25,000.

Contracts with a private auditor or audit firm are not subject to the limitations of Section 262 of title 68 of the Oklahoma Statutes, and the parties, the municipality, private auditor or audit firm and the Commission, are authorized to exchange necessary information to effectively perform the contracted audit. The municipality, its officers and employees and the private auditors or audit firms may receive all information necessary to perform the audit and shall preserve the confidentiality of such information as required by Section 205, title 68, of the Oklahoma Statutes, including the penalties set out therein.

With the execution of this Agreement, Municipality shall provide the names of all persons, including employees of Municipality, who will be performing compliance activities on behalf of Municipality. The Commission shall issue letters of appointment for all persons who meet or are exempt from the minimum requirements.

Municipality agrees to notify the Commission when additional persons are added by Municipality to conduct compliance activities on behalf of Municipality. Municipality further agrees to immediately notify the Commission of the termination of employment or cancellation of contract of any person appointed as an agent for the purposes of conducting compliance activities.

D. The Commission shall provide to Municipality and agents appointed by the Commission to perform compliance activities all information necessary to perform compliance activities. Municipality and agent shall preserve the confidentiality of the information as required by Section 205 of Title 68 of the Oklahoma Statutes. Failure to comply with the statutory confidentiality requirements shall result in immediate withdrawal of appointment of any person to perform compliance activities and may result in civil and criminal liability.

Nothing herein shall limit Municipality's use of information provided by the Commission in prosecution of violations of Municipality's tax ordinances.

E. As provided in Section 2702(E)(3) of Title 68, the Tax Commission shall reimburse a municipality performing any of the compliance activities defined above as follows:

1. The Tax Commission shall pay to the municipality an amount equal to three-fourths of one percent (¾ of 1%) of enhanced collections from any unregistered seller identified and reported to the Commission by a municipality for any sales made during the period the seller was unregistered with the Tax Commission;

2. The Tax Commission shall not retain any fee and refund any fee retained from the collection of city sales and use taxes remitted as a result of the prosecution of any criminal violations of a municipal ordinance; and

3. The Tax Commission shall pay to the municipality an amount equal to three-fourths of one percent (¾ of 1%) of enhanced collections from any delinquent seller as a result of other compliance activities documented by the municipality or person acting under contract with such municipality.

To receive compensation, Municipality shall provide documentation of compliance activities which generated the enhanced collections. Documentation shall consist of reports, on forms prescribed by the Commission, listing the name of the delinquent seller, date of compliance activity, type of activity, and such other information as may be necessary to identify the delinquent seller, compliance activity, or enhanced collections.

The Commission shall provide reimbursements on a monthly basis and provide a monthly report to Municipality indicating, at a minimum, the name of the delinquent seller, amount of enhanced collections, and date of remittance by the delinquent seller in the previous month.

The Commission shall use its best efforts to cause reimbursements as a separate distribution to be paid to Municipality no later than the tenth day of each calendar month following the month of receipt of the report of enhanced collections filed with the Commission.

20. It is recognized and acknowledged that the Municipal Ordinances include criminal sanctions for violation of the Ordinances. Notwithstanding anything else contained herein, the Municipality shall have the exclusive authority to prosecute any criminal violations of the Ordinances and the Commission shall refrain from taking any such action. Nothing contained herein shall prevent the State of Oklahoma from prosecuting persons for crimes under state law, including, without limitation, embezzlement by a vendor of a municipal sales tax.

21. To the extent that the Municipality decides to prosecute criminally any action under this Agreement, the Commission and the Municipality shall cooperate, in good faith, to

maximize collections under the Ordinances and to minimize duplicative effort by the Commission and the Municipality.

22. Where the municipality takes the action recognized by paragraph 20 of this Agreement for prosecution to enforce its sales or use tax ordinance, all taxes shall be paid by the taxpayer directly to the Commission. Any resulting payment of municipal tax shall not be subject to the retention calculated by the Commission for the collection of city sales and use taxes as provided in Paragraph 5 of this agreement, subject to the implementation plan established in paragraph 2B of this agreement.

23. The Municipality agrees that, if there is a challenge to the constitutionality or the legality of the Ordinances or any provision thereof (other than a challenge based on the application by the Commission of the Ordinances or any provision thereof), the Municipality shall be responsible for the resolution of such challenge. If such a challenge is based on the application by the Commission of the Ordinances or any provision thereof, the Commission shall be responsible for the resolution of such challenge. The party responsible for the resolution of any challenge shall make all decisions with respect to the prosecution and the settlement of any litigation with respect to such challenge and the other party shall cooperate with the responsible party with respect to the resolution of such challenge. The Commission shall provide notice to the Municipality of any challenge. Notice will be provided within seven (7) business of the receipt of the challenge and the municipality shall be allowed to participate in any decision.

24. The change in the boundary of Municipality shall be effective for sales tax purposes only, on the first day of a calendar quarter following the enlargement of the municipal city limits. If a municipality should de-annex a territory the sales tax from business or firms located in the de-annexed area shall cease on the effective date of the de-annexation ordinance. Municipality shall give the Commission notice in writing of any annexation or de-annexation of territory to the municipality at least as required by Title 68 Oklahoma Statutes Section 2701. The notice shall include a verified copy of the boundaries of the newly annexed or de-annexed territory. In addition all Municipality limit lines shall be shown in map form, and certified to the Commission by the municipal clerk.

25. Neither Municipality nor Commission has entered into this Agreement with the intention of violating state law or the provisions of the Streamlined Sales Tax Agreement. If it is determined by either party that any provision violates either state law or the Streamlined Sales Tax Agreement, such provision of the Agreement shall be null and void. The remaining provision of the Agreement shall be in effect until the expiration or termination of the Agreement.

26. If a dispute arises from the application of paragraph nineteen (19) of this Agreement, and if the dispute cannot be settled through negotiation, the Commission and Municipality agree first to try in good faith to settle the dispute by mediation. Either party may request mediation before the Director of the Office of Management and Enterprise Services in the manner the Director deems appropriate.

27. This Agreement shall be in effect from **January 1, 2017** until **June 30, 2020**, and shall renew without action of the parties for additional terms of one (1) year provided that the current rate has not been changed and neither party has given written notice to the other party of its intent to terminate this Agreement prior to the expiration of the then current term. Either party may terminate this contract for any reason upon thirty (30) days written notice of its intent to terminate to the other party.

IN WITNESS WHEREOF, the parties have set their hands and affixed their official seals the day and year first above written.

THE MUNICIPALITY OF

OKLAHOMA TAX COMMISSION

____
A Municipal Corporation

____
Mayor

______________________________,
Steve Burrage, Chairman

______________________________,
Dawn Cash, Vice-Chairman

ATTEST: (CITY SEAL)

____
Municipal Clerk

______________________________,
Thomas E. Kemp Jr., Secretary-Member

ATTEST: (STATE SEAL)

____
Assistant Secretary – OTC

APPROVED BY THE CITY OF ____________________ LEGAL DEPARTMENT

BY ____________________________________ DATE ____________________

____
City Attorney

EXHIBIT A

Retention Fee = 0.5%

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: RICK MALONE, CITY PLANNER

RE: DISCUSSION AND POSSIBLE ACTION TO APPOINT TWO MEMBERS OF THE CITY COUNCIL TO THE COMPREHENSIVE PLAN ADVISORY COMMITTEE

DATE: OCTOBER 3rd, 2016

BACKGROUND:

The City Council selected Kendig Keast Collaborative at the August 1st City Council meeting to revise the Comprehensive Plan, Zoning Code and Subdivision Regulations. The next step in this update process is to select an Advisory Committee to review the direction for the future of our city and suggest changes that are needed. This committee is typically made up of two City Council members, two Planning Commission members and approximately 5-7 more members picked by the committee.

STAFF RECOMMENDATION:

Staff is recommending the City Council make an appointment to the committee consisting of two City Councilors, and each councilor to make an appointment from their ward to provide a good representation of the citizens of Glenpool, the at-large councilor, could then appoint someone from anywhere in the city to serve at the 10/17/16 City Council meeting. Those appointees should be able to commit to attending at least three or four public meetings throughout the process. Meanwhile, the Planning Commission will appoint two Planning Commissioners at their meeting on 10/10/16 to serve on the committee as well.

NOTICE
GLENPOOL UTILITY SERVICE AUTHORITY
REGULAR MEETING

A Regular Session of the Glenpool Utility Service Authority will begin at 6:30 p.m. immediately following the Glenpool City Council meeting, on Monday, October 3, 2016, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

The following items are scheduled for consideration by the Authority at that time:

AGENDA

A) Call to Order

B) Roll call, declaration of quorum

C) Public Works Director Report - Wes Richter, Director of Public Works

D) Scheduled Business

1) Discussion and possible action to approve minutes from September 6, and September 19, 2016 meetings.

2) Discussion and possible action to approve a quote from Tulsa Civil Contractors LLC for sanitary sewer repair at Eden South Addition at a cost not to exceed $14,500.00.
(Lynn Burrow, Community Development Director)

E) Adjournment

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on __________________, _____ at _____________am/pm.

Signed:________________________________
Clerk

City Of Glenpool
Creating Opportunity

Public Works Director's Report

October 3, 2016

To: Glenpool Utility Services Authority Board Members,

The following report highlights and summarizes the various activities that are currently being addressed by the Public Works Department.

Waste Water Treatment Plant:

- Submitted Monthly DMR report to ODEQ for August.
- Submitted the Quarterly Bio Monitoring Report to ODEQ Passed all Bio tests.
- Cell #1 Diffuser Membrane replacement was started on Sept. 9th and was completed on Sept 10th.
- All repairs to the Blower system have been completed, we have already started seeing lower BOD results after just a couple weeks since repairs were completed results are back below Discharge Permit Limits.
- 2 sewer backups: They were on the city side.

Water Distribution:

- Meter reading started on September 1st.
- Meter reading was completed on September 13th.
- Total rereads for September were 227 of which 23 were incorrect reads and 14 were sent out for 2nd re reads.
- 190 Service Orders, 8 Blue tags were issued by the water billing dept.
- 4 New construction meters were set and 8 meter replacements.
- 355 Line locates were issued by call Okie.
- 7 Field work orders were issued.
- 137 turned off for nonpayment.

P12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641
Mayor Tim Fox, Vice-Mayor Momodou Ceesay, Councilors: Patricia Agee, Jennifer Ballew and Brandon Kearns City Manager Roger Kolman, City ClerkSusan White
www.glenpoolonline.com

MINUTES
GLENPOOL UTILITY SERVICES AUTHORITY
REGULAR SESSION
September 6, 2016

The Regular Session of the Glenpool Utility Services Authority was held at Glenpool City Hall. Trustees present: Tim Fox, Chairman; Momodou Ceesay, Vice Chairman; Patricia Agee; Jacqueline Triplett-Lund; and Brandon Kearns.

Staff present: Roger Kolman, Trust Manager; Lowell Peterson, Trust Attorney; and Julie Casteen, Trust Treasurer. Also present was Wes Richter, Director of Public Works. Susan White, Trust Secretary was absent.

A) Chairman Fox called the meeting to order at 7:29 p.m.

B) Julie Casteen, Deputy Secretary called the roll and Chairman Fox declared a quorum present.

C) Public Works Director Report - Wes Richter, Director of Public Works

- Mr. Richter updated the Trustees on the various events relevant to the waste water treatment plant, as well as water distribution system activities during the month of August.
- Trustee Lund inquired about the number of re-reads for August and asked that the number of adjustments made as a result of re-reads be reported in the future.
- Mr. Richter discussed recent compliance issue related to BOD levels due to equipment failures at the plant and stated that he is working proactively with ODEQ to address the problem.

D) Scheduled Business:

1) Discussion and possible action to approve minutes from August 1 and August 15, 2016 meetings.
MOTION: Trustee Kearns moved, second by Trustee Lund to approve minutes as presented.
FOR: Trustee Lund; Vice Chairman Ceesay; Chairman Fox; Trustee Agee; Trustee Kearns
AGAINST: None
Motion carried.

2) Discussion and possible action to approve Proposal #2016-056 from Aeration Works in an amount not to exceed $22,640.00 for the purpose of replacement of aeration diffuser at the Waste Water Treatment Plant lagoon.
Lynn Burrow, Community Development Director explained the need for the replacement diffuser membranes, which were budgeted in the FY2016-2017 budget.
MOTION: Vice Chairman Ceesay moved, second by Trustee Lund to approve the Proposal as presented.
FOR: Vice Chairman Ceesay; Chairman Fox; Trustee Agee; Trustee Kearns; Trustee Lund
AGAINST: None
Motion carried.

E) Adjournment.

- There being no further business, Chairman Fox declared the meeting adjourned at 7:49 p.m.

____
Date

____
Chairman

ATTEST:

____
Secretary

MINUTES
GLENPOOL UTILITY SERVICES AUTHORITY
SPECIAL SESSION
September 19, 2016

The Special Session of the Glenpool Utility Services Authority was held at Glenpool City Hall. Trustees present: Tim Fox, Chairman; Momodou Ceesay, Vice Chairman; and Jacqueline Triplett-Lund. Patricia Agee and Brandon Kearns were absent.

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

A) Chairman Fox called the meeting to order at 7:39 p.m.

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

C) Scheduled Business:

1) **Discussion and review of the first annual agreed upon procedures audit of performance by Creek County Rural Water District No. 2 and the City of Glenpool/Glenpool Utility Service Authority pursuant to the Agreement of Compromise, Settlement and Release between the parties.**
Lowell Peterson explained that the item appears on both City and GUSA agendas because both entities are parties to the settlement.

D) Adjournment.

- There being no further business, Chairman Fox declared the meeting adjourned at 7:40 p.m.

____
Date

____
Chairman

ATTEST:

____
Secretary

City Of Glenpool

Creating Opportunity

MEMORANDUM

DATE: SEPTEMBER 26, 2016

TO: CHAIRMAN AND BOARD OF TRUSTEES
GLENPOOL UTILITY SERVICES AUTHORITY

RE: REQUEST FOR APPROVAL AND ACCEPTANCE - QUOTE FOR SANITARY SEWER REPAIR WORK IN EDEN SOUTH ADDITION

BACKGROUND

This item is for Board of Trustee consideration and action regarding the review and approval of a quote for services received from Tulsa Civil Contractors, LLC in the amount of $14,500.00 regarding construction work necessary to perform certain repairs to a sanitary sewer mainline serving an area of residential lots in Eden South Addition. Also attached are quotes received from several other contractors solicited to perform this repair work as well as a vicinity map illustrating the location of the needed repairs. As noted on the map, the manhole in question is located mid-block between 176th Street and 176th Place in Block Five of Eden South. Generally, the repair work consists of the excavation, line replacement, and manhole modification necessary to correct a situation that is causing a partial line blockage affecting many upstream residences. As illustrated, the manhole in question is located in the rear yard area of several lots where physical access is very limited due to fencing, storage buildings, and many existing underground utilities. Also, the depth of the existing sewer mainlines flowing into and leaving this particular manhole exceeds the ability of City equipment that would normally be used to perform this type of repair work.

STAFF RECOMMENDATION

Due to the site conditions listed above, Staff is requesting approval and acceptance of the quote received from Tulsa Civil Contractors, LLC in a total amount not to exceed $14,500.00 to be paid by budgeted funds allocated in FY 2016/2017 Budget - Item No. 02-6-16-6278. Upon acceptance and approval from the Board, Staff will move to expedite the work at the earliest possible date in an attempt to avoid any damage to the affected upstream properties.

ATTACHMENTS

1. Repair Work Quotes
2. Vicinity Map

TULSA
CIVIL CONTRACTORS, LLC

FAX TRANSMITTAL

P.O. BOX 1558, OWASSO, OK. 74055
(918) 266-1001 - FAX(918)266-1002
TERO CERTIFIED
ODOT DBE CERTIFIED - #864

KYLE WILSON
kyle@tulsacivil.com
918-277-1155

DAVID THORP
david@tulsacivil.com
918-282-1945

CITY OF TULSA "IDP" APPROVED
CITY OF TULSA "SBA" MEMBER NUMBER 04-30-16

FAX QUOTE

Date : 9/21/2016 **Fax Number :** ______

ATTN: ______

Company: CITY OF GLENPOOL

RE : SANITARY SEWER MH REHAB ELIMINATE DROP

	DESCRIPTION		TOTAL
133 WEST 176TH PL S			
	REMOVE & REPLACE FENCE IN DISTURBED AREA.		
	EXCAVATE 10.5 FT TO 1 FT BELOW UPPER LINE OF DROP. CUT OUT TEE.		
	SEAL VERTICAL DROP LINE. SEAL LOWER LINE IN MANHOLE & SHAPE INVERT.		
	INSTALL NEW UPPER LINE INTO MANHOLE WITHOUT DROP.		
	REPAIR GRASS AREA DISTURBED BY CONSTRUCTION.		
			$14,500

NOTES:

TESTING: NO TESTING HAS BEEN INCLUDED IN THIS BID

ACCEPTED this ________ day of __________20____
A signed and returned quote will constitute acceptance.
FIRM : ______________________

BY : ______________________

Respectfully Submitted :
TULSA CIVIL CONTRACTORS LLC

KYLE WILSON

Wes Richter

From: Jeremy McCool
Sent: Thursday, September 22, 2016 8:00 AM
To: Wes Richter
Subject: FW: 8" Sanitary Sewer Line and Drop Repair @ 133 W. 176th. Pl.

From: Terry Roller [mailto:terry@tgexc.com]
Sent: Monday, September 19, 2016 10:14 AM
To: Jeremy McCool
Cc: 'tgex-larry'; 'Jim Merril (T-G Excavating)'
Subject: 8" Sanitary Sewer Line and Drop Repair @ 133 W. 176th. Pl.

Jeremy,

We appreciate the opportunity to look at this work for you. After meeting with you on-site and looking at the location and access we are offering the following prices. For a complete repair, including the drop connection, we will do the work for a total lump sum price of $15,000.00. This includes all labor, materials, and equipment necessary to do the work and the clean-up. If we can make the repair without having to excavate all the way to the bottom of the drop and make our connection at the top of the riser pipe this price will drop to $12,500.00. If you have any questions or need any more information please contact us. Again, thanks for the call.

Terry Roller
Project Manager/Estimator
T-G Ecavating, Inc.
26016 E. Admiral Pl.
Catoosa, Ok. 74015
Ph: (918) 266-4736
Fax: (918) 266-4736
Cell: (918) 277-0003

BID FROM: MCGUIRE BROTHERS CONSTRUCTION, INC.
8415 S. REGENCY DRIVE
TULSA, OK 74131

PHONE: 918-224-2764
FAX: 918-224-4996

BID TO: CITY OF GLENPOOL

PHONE:
FAX:
JOB NAME: REPAIR DROP MANHOLE CONNECTION

DATE: 9/16/2016

ITEM	DESCRIPTION OF ITEM	UNITS	PER	UNIT PRICE	ESTIMATED BID
					$ -
	REPAIR DROP AT MANHOLE AT 133 W				$ -
	176TH PLACE. INCLUDING REMOVAL				$ -
	AND REPLACEMENT OF FENCE,				$ -
	EXCAVATION, MATERIAL TO REPAIR				$ -
	DROP.	1	LS	$ 23,600.00	$ 23,600.00
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
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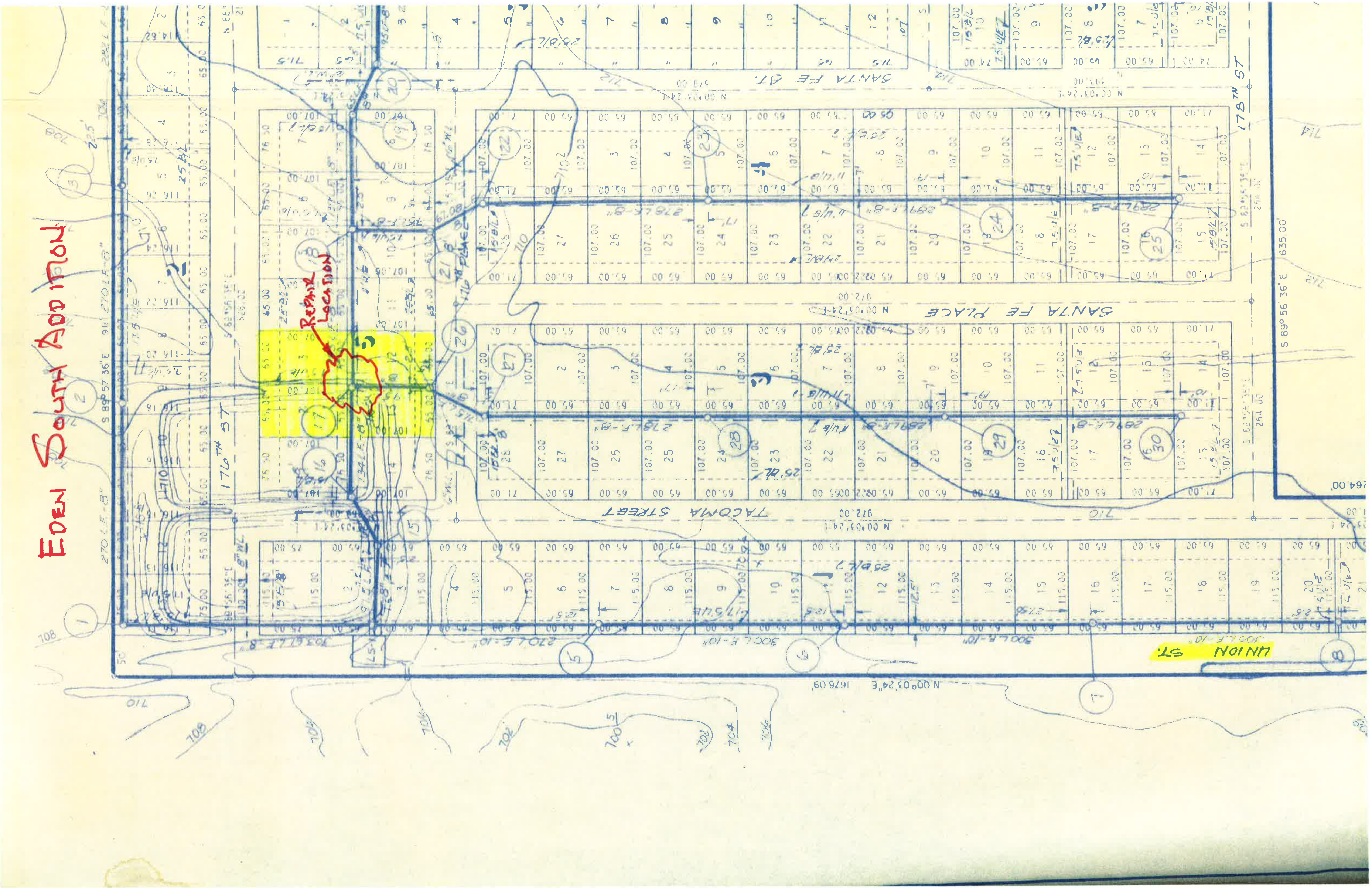
					$ -
PAGE 1	TOTAL				**$ 23,600.00**

BY:______________________________

ACCEPTED BY:______________



EDEN SOUTH ADDITION
REPAIR LOCATION
SANTA FE ST.
SANTA FE PLACE
TACOMA STREET
UNION ST.
176TH ST
178TH ST

NOTICE
GLENPOOL INDUSTRIAL AUTHORITY
MEETING

A Regular Session of the Glenpool Industrial Authority will begin at 6:30 p.m. immediately following the Glenpool Utility Service Authority meeting, Monday, October 3, 2016, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon, 3rd Floor, Glenpool, Oklahoma.

The following items are scheduled for consideration by the Authority at that time:

AGENDA

A) Call to Order.

B) Roll call, declaration of quorum.

C) Scheduled Business.

1) Discussion and possible action to approve minutes from September 6, 2016 meeting.

2) Discussion and possible action to approve proposal from South Tulsa Carpet & Tile for carpet replacement at Glenpool Conference Center at a cost not to exceed $31,077.50.
(Lea Ann Reed, Conference Center Director)

D) Adjournment.

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma,
on ____________, ______ at ___________ am/pm.

Signed:_____________________________
City Clerk

MINUTES
GLENPOOL INDUSTRIAL AUTHORITY
REGULAR MEETING
September 6, 2016

The Regular Meeting of the Glenpool Industrial Authority was held at, Glenpool City Hall Council Chambers. Trustees present: Timothy Fox, Chairman; Momodou Ceesay, Vice Chairman; Jacqueline Triplett-Lund; Patricia Agee; and Brandon Kearns.
Staff present: Roger Kolman, Trust Manager; Lowell Peterson, Trust Attorney; and Julie Casteen, Trust Treasurer. Susan White, Trust Secretary was absent.

A) Timothy Fox, Chairman called the meeting to order at 7:49 p.m.

B) Julie Casteen, Deputy Secretary called the roll and Chairman Fox declared a quorum present.

C) Scheduled Business

1) **Discussion and possible action to approve minutes from August 1, 2016 meeting.**
MOTION: Trustee Agee, second by Trustee Lund to approve minutes as presented.
FOR: Trustee Lund; Vice Chairman Ceesay, Chairman Fox, Trustee Agee, Trustee Kearns
AGAINST: None
Motion carried.

2) **Discussion and possible action to adopt renewal of the Agreement of the City of Glenpool and the Glenpool Industrial Trust 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 2016-2017, tabled from August 1, 2016.**
Mr. Kolman, Trust Manager, explained the Industrial Authority's involvement in the agreement between the City of Glenpool and the Chamber of Commerce.
MOTION: Trustee Lund moved, second by Trustee Agee to approve the Agreement as presented.
FOR: Vice Chairman Ceesay, Chairman 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 7:51 p.m.

____
Date

____
Chairman

ATTEST:

____
Secretary

Glenpool Conference Center
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: OCTOBER 3, 2016

SUBJECT: CARPET REPLACEMENT PROPOSAL

Background:

Over the past 5 ½ years, the Glenpool Conference Center has held hundreds of events with thousands of visitors each year. With this much foot traffic, the carpet has experienced lots of spills and stains. Even though we have maintained a regular routine of vacuuming, bi-weekly spot cleaning and annual steam cleaning, some of the areas in the hallways have deteriorated beyond repair. The existing carpet was installed by Key Construction at their expense and this quality of carpet only has a life expectancy of 5 years. The carpet replacement project was accounted for in the FY 2016/2017 Annual Budget in the amount of $35,000 and would be funded from line item 30-6-01-6273.

Staff Recommendation:

Staff recommends approval of the attached proposal from South Tulsa Carpet & Tile in an amount of $31,077.50 which includes the removal and replacement of the carpet located in the hallways and foyer.

Attachment:

South Tulsa Carpet & Tile Proposal

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

South Tulsa CARPET & TILE

Estimate

Sales Person	Date	Estimate #
LH	9/20/2016	700

Bill To:
Glenpool Conference Center 12205 S. Yukon Glenpool,Ok. (Leann,Reed) (918)209-4632

Project / Address:
replace carpet corridor's and foyer

Description	Qty	Cost	Total
Shaw style Hookup # Juice 24x24	1,200	17.65	21,180.00
adhesive Shaw 5000	11	92.50	1,017.50
Rope #700 6"cove base & adhesive	1	1,125.00	1,125.00
track metal and rubber transition (carpet to concrete)	15	24.00	360.00
install new carpet	1	4,950.00	4,950.00
install cove base		720.00	720.00
remove existing carpet and dispose	1,150	1.50	1,725.00

Subtotal	$31,077.50
Sales Tax (8.517%)	$0.00
Total	$31,077.50

South Tulsa Tile & Carpet
10807-B S. Memorial Drive
Tulsa, OK 74133
Phone: (918) 492-8032
Fax: (918) 492-3563

Customer Signature ____________________

NOTICE
GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT
REGULAR MEETING

A Regular Session of the Glenpool Area Emergency Medical Service District will begin at 6:30 p.m. immediately following the Glenpool Industrial Authority meeting, Monday, October 3, 2016, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

The following items are scheduled for consideration at that time:

AGENDA

A) Call to Order

B) Roll call, declaration of quorum

C) EMS Report **-** Brian Cook, Director of Operations, Mercy Regional EMS

D) District Administrator Report **-** Susan White, Adm., Sec.

E) Scheduled Business

1) Discussion and possible action to approve minutes from September 6, 2016 meeting.

F) Adjournment.

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma on ____________________,________ at _________am/pm.

Signed:______________________________
District Clerk/Secretary

Mercy Regional EMS

Brian Cook
Director of Operations
PO Box 2398
Owasso, OK 74055
Office: 918.609.5827
Email: bcook@mercy-regional.com

To: Honorable Chair and GEMS Board Members

From: Brian Cook, Director of Operations

Date: September 27, 2016

Ref: EMS Report September 1, 2016 – September 26, 2016

During the period of September 1st through September 26th we logged 105 responses. We averaged a five-minute response time and had a 98% response time compliance. Three responses required mutual aid and five responses utilized a second Mercy ambulance.

We will be training with the new firefighters within the next week. We will show them where equipment is located on the ambulance, answering any questions and this will be a great opportunity to meet the newly hired firefighters.

We have completed all of the necessary training, purchased the updated drugs and are currently using the new advanced airway protocol. We are now in the top five services in the State with the most advanced airway protocol.

Representatives from Mercy Regional met with the senior citizens to discuss our membership program and answered many questions. This past week we have taken several phone calls from Glenpool residents asking about this program. As of today we have only received four memberships but I anticipate more in the near future. We have asked the new members to let us know if for some reason they do use the ambulance and receive a bill as it will take time to get our billing company the information. One phone call to our office will take care of any problems.

We take our training very serious and we are in the process of looking at our field training program for new hires. Training Officer Michael Blevins and I have met and discussed new ideas. We are sending Mr. Blevins and Supervisor Brian Chastain to New Orleans October 3-7 to attend the EMS world expo and trauma conference. While there they will be attending several classes to bring information back to the rest of us. This is the largest EMS event in North America.

Brian Cook

Brian Cook,
Director of Operations

CRun	Destination	Dispatched	En Route	On Scene	Clear	Unit
16-1352	ST. FRANCIS TULSA	9/1/2016 12:32	9/1/2016 12:34	9/1/2016 12:38	9/1/2016 13:44	MEDIC 401
16-1354	ST. JOHN TULSA	9/1/2016 14:07	9/1/2016 14:08	9/1/2016 14:14	9/1/2016 15:25	MEDIC 401
16-1359	ST. FRANCIS TULSA	9/1/2016 17:09	9/1/2016 17:09	9/1/2016 17:13	9/1/2016 18:28	MEDIC 401
16-1370	DOA - DEAD ON ARRIVAL	9/1/2016 22:14	9/1/2016 22:14	9/1/2016 22:21	9/1/2016 22:44	MEDIC 401
16-1394	ST. JOHN TULSA	9/2/2016 12:25	9/2/2016 12:25	9/2/2016 12:26	9/2/2016 13:45	MEDIC 401
16-1396	ST. JOHN TULSA	9/2/2016 13:02	9/2/2016 13:03	9/2/2016 13:10	9/2/2016 14:11	MEDIC 101
16-1423	ST. JOHN TULSA	9/2/2016 22:36	9/2/2016 22:37	9/2/2016 22:42	9/2/2016 23:43	MEDIC 401
16-1427	ST. FRANCIS CHILDRENS HOSPITAL	9/3/2016 01:53	9/3/2016 01:57	9/3/2016 02:01	9/3/2016 03:02	MEDIC 401
16-1464	HILLCREST SOUTH	9/3/2016 20:11	9/3/2016 20:11	9/3/2016 20:11	9/3/2016 21:14	MEDIC 401
16-1475	HILLCREST MEDICAL CENTER	9/4/2016 03:37	9/4/2016 03:39	9/4/2016 03:42	9/4/2016 05:22	MEDIC 401
16-1484	ST. FRANCIS TULSA	9/4/2016 12:03	9/4/2016 12:04	9/4/2016 12:08	9/4/2016 13:27	MEDIC 401
16-1489	SIGNED PATIENT REFUSAL	9/4/2016 15:56	9/4/2016 15:56	9/4/2016 15:58	9/4/2016 16:18	MEDIC 401
16-1490	ST. FRANCIS TULSA	9/4/2016 16:52	9/4/2016 16:52	9/4/2016 16:58	9/4/2016 18:32	MEDIC 401
~~16-1491~~	~~CANCELLED BY PD OR OTHER SERV~~	~~9/4/2016 17:53~~	~~9/4/2016 17:53~~	~~9/4/2016 18:11~~	~~9/4/2016 18:11~~	~~MEDIC 102~~
16-1498	ST. FRANCIS TULSA	9/4/2016 23:21	9/4/2016 23:27	9/4/2016 23:28	9/5/2016 00:19	MEDIC 401
~~16-1503~~	~~CANCELLED BY PD OR OTHER SERV~~	~~9/5/2016 06:33~~	~~9/5/2016 06:35~~	~~9/5/2016 06:41~~	~~9/4/2016~~	~~MEDIC 401~~
16-1514	SIGNED PATIENT REFUSAL	9/5/2016 15:21	9/5/2016 15:21	9/5/2016 15:26	9/5/2016 15:48	MEDIC 401
16-1532	ST. FRANCIS TULSA	9/6/2016 03:23	9/6/2016 03:25	9/6/2016 03:29	9/6/2016 04:36	MEDIC 401
16-1535	ST. JOHN TULSA	9/6/2016 07:12	9/6/2016 07:14	9/6/2016 07:17	9/6/2016 08:27	MEDIC 401
16-1577	ST. FRANCIS SOUTH	9/6/2016 21:13	9/6/2016 21:13	9/6/2016 21:14	9/6/2016 22:23	MEDIC 401
16-1606	ST. FRANCIS TULSA	9/7/2016 12:10	9/7/2016 12:10	9/7/2016 12:14	9/7/2016 13:27	MEDIC 401
16-1617	SIGNED PATIENT REFUSAL	9/7/2016 15:26	9/7/2016 15:26	9/7/2016 15:29	9/7/2016 15:48	MEDIC 401
16-1632	ST. FRANCIS TULSA	9/7/2016 18:01	9/7/2016 18:02	9/7/2016 18:07	9/7/2016 19:30	MEDIC 401
16-1633	SIGNED PATIENT REFUSAL	9/7/2016 18:51	9/7/2016 18:51	9/7/2016 19:02	9/7/2016 19:21	MUTUAL AID RECIEVED
16-1635	HILLCREST MEDICAL CENTER	9/7/2016 20:12	9/7/2016 20:12	9/7/2016 20:17	9/7/2016 21:25	MEDIC 401
16-1638	ST. JOHN TULSA	9/7/2016 21:22	9/7/2016 21:24	9/7/2016 21:33	9/7/2016 22:25	MEDIC 102
16-1639	HILLCREST MEDICAL CENTER	9/7/2016 22:27	9/7/2016 22:29	9/7/2016 22:31	9/7/2016 23:28	MEDIC 401
16-1642	HILLCREST SOUTH	9/8/2016 00:39	9/8/2016 00:40	9/8/2016 00:43	9/8/2016 01:59	MEDIC 401
~~16-1682~~	~~CANCELLED ENROUTE~~	~~9/8/2016 22:32~~	~~9/8/2016 23:56~~	~~9/8/2016 22:36~~	~~9/8/2016 23:56~~	
16-1688	ST. JOHN TULSA	9/9/2016 06:23	9/9/2016 06:25	9/9/2016 06:38	9/9/2016 07:39	MEDIC 401
16-1695	NO PATIENT FOUND	9/9/2016 08:11	9/9/2016 08:13	9/9/2016 08:14	9/9/2016 08:16	MEDIC 401
16-1699	NO PATIENT FOUND	9/9/2016 08:38	9/9/2016 08:39	9/9/2016 08:43	9/9/2016 08:48	MEDIC 401
16-1732	ST. FRANCIS TULSA	9/9/2016 19:08	9/9/2016 19:09	9/9/2016 19:20	9/9/2016 20:02	MEDIC 401
16-1743	HILLCREST MEDICAL CENTER	9/10/2016 04:19	9/10/2016 04:21	9/10/2016 04:24	9/10/2016 05:21	MEDIC 401
16-1750	ST. FRANCIS TULSA	9/10/2016 09:47	9/10/2016 09:49	9/10/2016 09:53	9/10/2016 10:56	MEDIC 401
16-1768	HILLCREST MEDICAL CENTER	9/11/2016 00:11	9/11/2016 00:13	9/11/2016 00:13	9/11/2016 01:29	MEDIC 401

16-1771	LANDING ZONE	9/11/2016 02:32	9/11/2016 02:40	9/11/2016 02:46	9/11/2016 03:43	MEDIC 401
16-1786	ST. FRANCIS TULSA	9/11/2016 17:26	9/11/2016 17:28	9/11/2016 17:30	9/11/2016 18:17	MEDIC 401
16-1798	ST. FRANCIS TULSA	9/12/2016 03:14	9/12/2016 03:17	9/12/2016 03:22	9/12/2016 04:12	MEDIC 401
16-1829	SIGNED PATIENT REFUSAL	9/12/2016 18:04	9/12/2016 18:04	9/12/2016 18:11	9/12/2016 18:33	MEDIC 401
16-1830	ST. JOHN TULSA	9/12/2016 18:10	9/12/2016 18:10	9/12/2016 18:20	9/12/2016 20:27	MEDIC 112
16-1831	ST. JOHN TULSA	9/12/2016 19:11	9/12/2016 19:12	9/12/2016 19:16	9/12/2016 20:38	MEDIC 401
~~16-1832~~	~~ST. JOHN TULSA~~	~~9/12/2016 19:07~~	~~9/12/2016 19:07~~	~~9/12/2016 19:21~~	~~9/12/2016 19:42~~	~~MEDIC 102~~
16-1846	ST. JOHN TULSA	9/13/2016 07:57	9/13/2016 08:00	9/13/2016 08:03	9/13/2016 09:21	MEDIC 401
16-1865	HILLCREST SOUTH	9/13/2016 12:58	9/13/2016 13:00	9/13/2016 13:04	9/13/2016 14:01	MEDIC 401
16-1875	HILLCREST SOUTH	9/13/2016 16:09	9/13/2016 16:10	9/13/2016 16:16	9/13/2016 17:30	MEDIC 401
16-1876	ST. JOHN TULSA	9/13/2016 16:32	9/13/2016 16:34	9/13/2016 16:50	9/13/2016 18:17	MEDIC 112
16-1878	ST. FRANCIS TULSA	9/13/2016 17:24	9/13/2016 17:26	9/13/2016 17:36	9/13/2016 18:51	MEDIC 110
16-1906	ST. FRANCIS TULSA	9/14/2016 12:30	9/14/2016 12:32	9/14/2016 12:36	9/14/2016 13:28	MEDIC 401
16-1915	SIGNED PATIENT REFUSAL	9/14/2016 17:10	9/14/2016 17:11	9/14/2016 17:16	9/14/2016 17:38	MEDIC 401
~~16-1916~~	~~CANCELLED BY PD OR OTHER SERV~~	~~9/14/2016 17:21~~	~~9/14/2016 17:27~~	~~9/14/2016 17:27~~	~~9/14/2016 17:27~~	~~MEDIC 110~~
16-1918	ST. FRANCIS TULSA	9/14/2016 20:36	9/14/2016 20:36	9/14/2016 20:38	9/14/2016 21:14	MEDIC 401
16-1953	SIGNED PATIENT REFUSAL	9/15/2016 16:33	9/15/2016 16:33	9/15/2016 16:37	9/15/2016 17:14	MEDIC 401
16-1984	HILLCREST MEDICAL CENTER	9/16/2016 12:16	9/16/2016 12:17	9/16/2016 12:17	9/16/2016 13:26	MEDIC 401
16-1985	ST. FRANCIS CHILDRENS HOSPITAL	9/16/2016 12:22	9/16/2016 12:23	9/16/2016 12:25	9/16/2016 13:49	MEDIC 110
16-1987	SIGNED PATIENT REFUSAL	9/16/2016 12:16	9/16/2016 12:17	9/16/2016 12:17	9/16/2016 12:39	MEDIC 401
16-1988	SIGNED PATIENT REFUSAL	9/16/2016 12:16	9/16/2016 12:17	9/16/2016 12:17	9/16/2016 12:40	MEDIC 401
16-1994	NO PATIENT FOUND	9/16/2016 14:25	9/16/2016 14:26	9/16/2016 14:30	9/16/2016 14:31	MEDIC 401
16-1998	ST. FRANCIS TULSA	9/16/2016 16:16	9/16/2016 16:22	9/16/2016 16:24	9/16/2016 17:35	MEDIC 401
~~16-2013~~	~~CANCELLED ENROUTE~~	~~9/17/2016 03:28~~	~~9/17/2016 03:28~~	~~9/17/2016 03:28~~	~~9/17/2016 03:28~~	~~MEDIC 401~~
16-2015	HILLCREST SOUTH	9/17/2016 07:16	9/17/2016 07:16	9/17/2016 07:19	9/17/2016 08:15	MEDIC 401
16-2023	SIGNED PATIENT REFUSAL	9/17/2016 11:53	9/17/2016 11:53	9/17/2016 11:57	9/17/2016 12:39	MEDIC 401
16-2026	OSU MEDICAL CENTER	9/17/2016 13:48	9/17/2016 13:48	9/17/2016 13:53	9/17/2016 14:36	MEDIC 401
16-2036	SIGNED PATIENT REFUSAL	9/17/2016 22:28	9/17/2016 22:29	9/17/2016 22:32	9/17/2016 22:48	MEDIC 401
16-2041	SIGNED PATIENT REFUSAL	9/17/2016 23:48	9/17/2016 23:48	9/17/2016 23:51	9/18/2016 00:08	MEDIC 401
16-2042	SIGNED PATIENT REFUSAL	9/17/2016 23:48	9/17/2016 23:48	9/17/2016 23:51	9/18/2016 00:08	MEDIC 401
16-2047	HILLCREST SOUTH	9/18/2016 06:32	9/18/2016 06:35	9/18/2016 06:37	9/18/2016 07:57	MEDIC 401
16-2048	HILLCREST SOUTH	9/18/2016 06:32	9/18/2016 06:35	9/18/2016 06:37	9/18/2016 07:57	MEDIC 401
16-2053	ST. FRANCIS TULSA	9/18/2016 14:09	9/18/2016 14:09	9/18/2016 14:17	9/18/2016 15:05	MEDIC 401
16-2058	ST. JOHN SAPULPA	9/18/2016 20:22	9/18/2016 20:22	9/18/2016 20:25	9/18/2016 21:17	MEDIC 401
16-2070	LIFT ASSIST	9/19/2016 08:48	9/19/2016 08:48	9/19/2016 08:50	9/19/2016 09:02	MEDIC 401
16-2099	ST. FRANCIS TULSA	9/19/2016 15:25	9/19/2016 15:26	9/19/2016 15:29	9/19/2016 16:26	MEDIC 401
16-2110	SIGNED PATIENT REFUSAL	9/19/2016 20:24	9/19/2016 20:26	9/19/2016 20:31	9/19/2016 20:48	MEDIC 401

16-2111	ST. FRANCIS TULSA	9/19/2016 22:39	9/19/2016 22:41	9/19/2016 22:50	9/20/2016 00:15	MEDIC 401
16-2114	ST. JOHN SAPULPA	9/20/2016 00:21	9/20/2016 00:21	9/20/2016 00:26	9/20/2016 01:46	MEDIC 102
16-2124	ST. JOHN TULSA	9/20/2016 09:07	9/20/2016 09:09	9/20/2016 09:18	9/20/2016 10:45	MEDIC 401
16-2146	LIFT ASSIST	9/20/2016 13:57	9/20/2016 13:57	9/20/2016 14:01	9/20/2016 14:22	MEDIC 401
16-2150	SIGNED PATIENT REFUSAL	9/20/2016 15:09	9/20/2016 15:09	9/20/2016 15:10	9/20/2016 16:14	MEDIC 401
16-2162	ST. JOHN TULSA	9/21/2016 01:49	9/21/2016 01:50	9/21/2016 01:53	9/21/2016 03:37	MEDIC 401
16-2188	ST. FRANCIS TULSA	9/21/2016 15:47	9/21/2016 15:48	9/21/2016 15:51	9/21/2016 17:00	MEDIC 401
16-2202	ST. FRANCIS TULSA	9/22/2016 07:28	9/22/2016 07:32	9/22/2016 07:34	9/22/2016 08:40	MEDIC 401
16-2217	HILLCREST SOUTH	9/22/2016 12:50	9/22/2016 12:52	9/22/2016 12:53	9/22/2016 13:49	MEDIC 401
16-2226	HILLCREST MEDICAL CENTER	9/22/2016 17:17	9/22/2016 17:18	9/22/2016 17:19	9/22/2016 18:12	MEDIC 401
16-2230	ST. FRANCIS SOUTH	9/22/2016 18:15	9/22/2016 18:15	9/22/2016 18:20	9/22/2016 19:41	MEDIC 115
16-2234	SIGNED PATIENT REFUSAL	9/22/2016 18:50	9/22/2016 18:52	9/22/2016 19:02	9/22/2016 19:34	MEDIC 401
16-2240	SIGNED PATIENT REFUSAL	9/23/2016 01:34	9/23/2016 01:38	9/23/2016 01:43	9/23/2016 02:11	MEDIC 401
16-2250	NO PATIENT FOUND	9/23/2016 08:38	9/23/2016 08:39	9/23/2016 08:41	9/23/2016 08:50	MEDIC 401
16-2261	HILLCREST SOUTH	9/23/2016 11:59	9/23/2016 11:59	9/23/2016 12:04	9/23/2016 13:11	MEDIC 401
16-2267	ST. FRANCIS TULSA	9/23/2016 13:52	9/23/2016 13:52	9/23/2016 13:54	9/23/2016 14:56	MEDIC 401
16-2282	ST. FRANCIS TULSA	9/23/2016 21:53	9/23/2016 21:54	9/23/2016 21:56	9/23/2016 22:57	MEDIC 401
16-2284	OSU MEDICAL CENTER	9/23/2016 23:23	9/23/2016 23:23	9/23/2016 23:28	9/24/2016 00:42	MEDIC 401
16-2286	ST. FRANCIS TULSA	9/24/2016 01:11	9/24/2016 01:11	9/24/2016 01:16	9/24/2016 02:11	MEDIC 401
16-2289	HILLCREST MEDICAL CENTER	9/24/2016 02:25	9/24/2016 02:25	9/24/2016 02:28	9/24/2016 03:37	MEDIC 401
16-2290	ST. FRANCIS TULSA	9/24/2016 03:27	9/24/2016 03:27	9/24/2016 03:32	9/24/2016 04:30	MEDIC 102
16-2308	ST. FRANCIS TULSA	9/24/2016 19:23	9/24/2016 19:23	9/24/2016 19:23	9/24/2016 20:34	MEDIC 401
16-2309	ST. FRANCIS TULSA	9/24/2016 19:50	9/24/2016 19:50	9/24/2016 19:50	9/24/2016 20:55	MEDIC 102
16-2310		9/24/2016 19:54	9/24/2016 19:54	9/24/2016 19:54	9/24/2016 19:54	MUTUAL AID RECIEVED
16-2317	ST. FRANCIS TULSA	9/24/2016 19:50	9/24/2016 19:50	9/24/2016 19:50	9/24/2016 21:13	MEDIC 102
16-2320	HILLCREST SOUTH	9/25/2016 02:52	9/25/2016 02:53	9/25/2016 02:56	9/25/2016 03:48	MEDIC 401
16-2324	ST. FRANCIS TULSA	9/25/2016 09:43	9/25/2016 09:44	9/25/2016 09:54	9/25/2016 10:47	MEDIC 401
16-2334	ST. JOHN SAPULPA	9/25/2016 15:01	9/25/2016 15:03	9/25/2016 15:07	9/25/2016 16:05	MEDIC 401
16-2338	SIGNED PATIENT REFUSAL	9/25/2016 19:49	9/25/2016 19:51	9/25/2016 19:56	9/25/2016 20:12	MEDIC 401
16-2339	SIGNED PATIENT REFUSAL	9/25/2016 19:58	9/25/2016 19:59	9/25/2016 20:12	9/25/2016 21:30	MUTUAL AID RECIEVED
16-2349	ST. JOHN TULSA	9/26/2016 09:33	9/26/2016 09:37	9/26/2016 09:38	9/26/2016 10:48	MEDIC 401
16-2371	HILLCREST SOUTH	9/26/2016 18:29	9/26/2016 18:29	9/26/2016 18:30	9/26/2016 19:15	MEDIC 401

Glenpool Area Emergency Medical Services District
12205 South Yukon Avenue
Glenpool, Oklahoma 74033

To: HONORABLE CHAIRMAN AND GEMS DISTRICT BOARD MEMBERS
From: Susan White, District Administrator/Secretary
Date: October 3, 2016
Subject: District Administrator Report

Audit:

Oklahoma State Auditor and Inspector (OSAI) is currently reviewing GEMS management responses to the preliminary findings. Prior to issuance of the Report, OSAI will meet with Chairman Fox and members of staff to review final findings.

Mercy Care Membership:

A fact sheet describing the Mercy Care membership program was included in the September utility billing. Membership brochures have been placed at the Water Department and Chamber of Commerce. All of the brochures located at the Water Department disappeared within the first week. To date, Mercy reports four have enrolled and many people are calling to inquire.

MINUTES
GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT
Regular Meeting
September 6, 2016

The Regular Meeting of the Glenpool Area Emergency Medical Service District was held at Council Chambers, Glenpool City Hall. Trustees present: Tim Fox, Chairman; Momodou Ceesay, Vice Chairman; Patricia Agee; Jacqueline Lund and Brandon Kearns.

Staff present: Lowell Peterson, District Legal Counsel; and Julie Casteen, District Treasurer. Roger Kolman, City Manager, was also present. Susan White, District Administrator, Clerk/Secretary was absent.
Also present was Brett Copple with Mercy Regional.

A) Chairman Fox called the meeting to order at 7:51 p.m.

B) Deputy Secretary Casteen announced that Ms. Lund's appointment to the Board was approved by the Tulsa County Commissioners effective August 8, 2016. Ms. Casteen called the roll and Chairman Fox declared a quorum present.

C) EMS Report - Brian Cook, Director of Operations, Mercy Regional EMS

- Brett Copple, Manager presented the report for August activities. Mercy responded to 122 calls and maintained 98% response time compliance.

D) Scheduled Business

1) Discussion and possible action to approve minutes from August 1, 2016 meeting.
MOTION: Trustee Agee moved, second by Vice Chairman Ceesay to approve minutes as presented.
FOR: Vice Chairman Ceesay; Chairman Fox; Trustee Agee; Trustee Kearns
ABSTAIN: Trustee Lund
Motion Carried

3) Discussion and possible action to adopt FY 16-17 Estimate of Needs and FY 15-16 Financial Statement.
Julie Casteen, District Treasurer presented the Estimate of Needs for approval. The approved EON is submitted to Tulsa County Excise Board as required by state law.
MOTION: Vice Chairman Ceesay moved, second by Trustee Kearns to approve the Estimate of Needs as presented.
FOR: Vice Chairman Ceesay; Chairman Fox; Trustee Agee; Trustee Kearns; Trustee Lund
AGAINST: None
Motion Carried

E) Adjournment.

- There being no further business, the meeting was adjourned at 8:01 p.m.

____
Date

ATTEST:

____
Chairman

____
Clerk/Secretary