



**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 November 6, 2023, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

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

Join Zoom Meeting

<https://us02web.zoom.us/j/89753555435?pwd=QzdFVjA1b0lKa1lSUFIKbUNrUUxtdz09>

Meeting ID: 897 5355 5435

Passcode: 974088

One tap mobile

+13462487799, US (Houston)

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Meeting ID: 897 5355 5435

Passcode: 974088

Find your local number: <https://us02web.zoom.us/j/89753555435?pwd=QzdFVjA1b0lKa1lSUFIKbUNrUUxtdz09>

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

- Speakers attending in **PERSON** are required to complete the Request to Speak form located on the agenda table and return to the City Clerk **PRIOR TO THE CALL TO ORDER.**
- Speakers attending via **ZOOM** are required to complete the Request to Speak form located on our website: <https://glenpoolonline.civicweb.net/document/19057/Request%20to%20Speak%20Form.pdf> and email it to the City Clerk: Wknight@cityofglenpool.com **PRIOR TO 6:00 PM, NOVEMBER 6, 2023.**

AGENDA

Page

- A) **Call to Order - Joyce G. Calvert, Chair**
- B) **Roll Call, Declaration of Quorum – Wendy Knight, Secretary; Joyce G. Calvert, Chair**
- C) **Trustee Comments**
- D) **Public Comments**
- E) **Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the GIA Board to be routine and will be enacted by one motion. Any Trustee may, however, remove an item from the Consent Agenda by request. A motion to adopt the consent Agenda is non-debatable.)**

- | | | |
|----|---|---------|
| 1) | Minutes from October 2, 2023, October 16, 2023, and October 25, 2023 meetings. | 3 - 12 |
| | GIA - 02 Oct 2023 - Minutes - Html | |
| | GIA Special Meeting- 16 Oct 2023 - Minutes - Html | |
| | GIA Special Meeting- 25 Oct 2023 - Minutes - Html | |
| 2) | 2024 Meeting Schedule. | 13 - 14 |
| | GIA 2024 Meeting Schedule | |
| 3) | Agreement between the Glenpool Chamber of Commerce, the Glenpool Industrial Authority and the City for Fiscal Year 2023-2024. | 15 - 19 |
| | Staff Report - Chamber Agreement | |

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

G) **Scheduled Business**

H) **Adjournment**

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on November 3, 2023, by 11:30 am.

Signed: Wendy Knight

Secretary



MINUTES
GIA Meeting
Monday, October 2, 2023 Council Chambers 6:00 PM

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

STAFF PRESENT: David Tillotson
Susan White
Julie Casteen

STAFF ABSENT: Wendy Knight

- A) Call to Order - Joyce G. Calvert, Chair**
* Chair Calvert announced a change of meeting order, moving the Glenpool Industrial Authority meeting to after the Glenpool Area Emergency Medical Service District meeting.
- Chair Calvert called the Glenpool Industrial Authority meeting to order at 6:09 p.m.
- B) Roll Call, Declaration of Quorum – Wendy Knight, Secretary; Joyce G. Calvert, Chair**
Susan White called the roll, Chair Calvert declared a quorum present.
- C) Trustee Comments**
There were no Trustee comments.
- D) Public Comments**
There were no public comments.
- E) Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the GIA Board to be routine and will be enacted by one motion. Any Trustee may, however, remove an item from the Consent Agenda by**

request. A motion to adopt the consent Agenda is non-debatable.)

- 1) Minutes from September 5, 2023 meeting.
[GIA - 05 Sep 2023 - Minutes - Html](#)
- 2) Approval of Budget Amendment GIA-01 for FY23-24 for encumbrances to be rolled forward from the FY22-23 Budget.

Moved by Chris Brobst, seconded by Jacqueline Triplett-Lund

To approve the Consent Agenda.

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

CARRIED.

[Budget Amendment GIA-01](#)

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

G) Scheduled Business

- 1) Discussion and possible action to enter into Executive Session for the purposes of discussing the purchase or appraisal of certain real property located in the City of Glenpool, pursuant to 25 O.S. § 307.B.3 of the Open Meeting Act.
(Susan White, Assistant City Manager)

Moved by Jacqueline Triplett-Lund, seconded by Joyce Calvert

To enter into Executive Session at 6:10 p.m.

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

	5	0	0	0
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CARRIED.

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

Moved by Tim Fox, seconded by Jacqueline Triplett-Lund

To reconvene in Regular Session at 6:58 pm.

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

CARRIED.

- 3) Discussion and possible action to authorize the City Manager to proceed in a manner consistent with the discussion in Executive Session regarding the purchase or appraisal of certain real property located in the City of Glenpool.
(Susan White, Assistant City Manager)

Moved by Joyce Calvert, seconded by Chris Brobst

To authorize the City Manager to proceed in a manner consistent with the discussion in Executive Session regarding the purchase or appraisal of certain real property located in the City of Glenpool.

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

CARRIED.

H) Adjournment

Chair Calvert declared the meeting adjourned at 6:58 pm.



MINUTES
GIA Special Meeting
Monday, October 16, 2023 Council Chambers 6:00 PM

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

STAFF PRESENT: David Tillotson
Susan White
Wendy Knight
Julie Casteen
Gerald Gilbert
David Agbetunsin
Robert Glasby

- A) Call to Order - Joyce G. Calvert, Chair**
Chair Calvert called the meeting to order at 6:00 p.m.
- B) Roll Call, Declaration of Quorum – Wendy Knight, Secretary; Joyce G. Calvert, Chair**
Wendy Knight called the roll, Chair Calvert declared a quorum present.
Scott Major of Rosenstein, Fist & Ringold was also in attendance.
- C) Invocation – David Gray, Church of Christ**
- D) Pledge of Allegiance – Joyce G. Calvert, Mayor**
- E) Trustee Comments**
There were no Trustee comments.
- F) Public Comments**
There were no public comments.

G) Scheduled Business

- 1) Discussion and possible action to approve or deny GIA purchasing certain real property totaling approximately 41.415 acres located in the City of Glenpool for the sum of \$2,500,000, and authorize the chairwoman, city manager or their designees to take all actions necessary to complete the purchase of such property pursuant to the terms of a real estate purchase and sale agreement.
(David Tillotson, City Manager)

Mr. Tillotson recommended tabling this item.

Moved by Chris Brobst, seconded by Jacqueline Triplett-Lund

To table this item.

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

CARRIED.

- 2) Discussion and possible action to approve or deny an amendment to the FY23-24 Budget, increasing revenue account 30-5-00-5400 (Transfer from General Fund) by \$2,500,000.00, and increasing expenditure account 30-6-2-6333 (Capital Purchases) by \$2,500,000.00, for the foregoing item if approved.
(Julie Casteen, Finance Director)

Moved by Jacqueline Triplett-Lund, seconded by Chris Brobst

To table this item.

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

GIA
October 16, 2023

	5	0	0	0
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CARRIED.

[Budget Amendment GIA-02](#)

H) Adjournment

Chair Calvert declared the meeting adjourned at 6:05 p.m.



MINUTES
GIA Special Meeting
Wednesday, October 25, 2023 Council Chambers 6:30 PM

TRUSTEES PRESENT: Joyce Calvert
Tim Fox
Chris Brobst
Jacqueline Triplett-Lund

TRUSTEES ABSENT: Brandon Kearns

STAFF PRESENT: David Tillotson
Susan White
Wendy Knight
Julie Casteen
Jeremy Plane

- A) Call to Order - Joyce G. Calvert, Chair**
Chair Calvert called the meeting to order at 6:31 p.m.
- B) Roll Call, Declaration of Quorum – Wendy Knight, Secretary; Joyce G. Calvert, Chair**
Wendy Knight called the roll, Chair Calvert declared a quorum present.
Eric Wade of Rosenstein, Fist & Ringold was also in attendance.
- C) Scheduled Business**
- 1) Discussion and possible action to approve or deny GIA purchasing certain real property totaling approximately 41.415 acres located within the City of Glenpool fenceline for the sum of \$2,550,000, and authorize the chairwoman, city manager or their designees to take all actions necessary to complete the purchase of such property pursuant to the terms of a real estate purchase and sale agreement.
(David Tillotson, City Manager)
- Mr. Tillotson presented and recommended Board approval of GIA purchasing certain real property totaling approximately 41.415 acres located within the City of Glenpool fenceline for the sum of \$2,550,000, and authorize the chairwoman, city manager or their designees to take

all actions necessary to complete the purchase of such property pursuant to the terms of a real estate purchase and sale agreement.

Moved by Jacqueline Triplett-Lund, seconded by Joyce Calvert

To approve GIA purchasing certain real property totaling approximately 41.415 acres located within the City of Glenpool fenceline for the sum of \$2,550,000, and authorize the chairwoman, city manager or their designees to take all actions necessary to complete the purchase of such property pursuant to the terms of a real estate purchase and sale agreement.

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

CARRIED.

- 2) Discussion and possible action to approve or deny an amendment to the FY23-24 Budget, increasing revenue account 30-5-00-5400 (Transfer from General Fund) by \$2,550,000.00, and increasing expenditure account 30-6-2-6333 (Capital Purchases) by \$2,550,000.00, for the foregoing item if approved.
(Julie Casteen, Finance Director)

Ms. Casteen presented and recommended Board approval of an amendment to the FY23-24 Budget, increasing revenue account 30-5-00-5400 (Transfer from General Fund) by \$2,550,000.00, and increasing expenditure account 30-6-2-6333 (Capital Purchases) by \$2,550,000.00.

Moved by Chris Brobst, seconded by Tim Fox

To approve an amendment to the FY23-24 Budget, increasing revenue account 30-5-00-5400 (Transfer from General Fund) by \$2,550,000.00, and increasing expenditure account 30-6-2-6333 (Capital Purchases) by \$2,550,000.00.

	For	Against	Abstained	Absent
Joyce Calvert	x			
Brandon Kearns				x

GIA
October 25, 2023

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

CARRIED.

[231023 FY24 Budget Amendment GIA-02_GIA_Staff Report](#)
[FY24 Budget Amendment GIA-02](#)

D) Adjournment

Chair Calvert declared the meeting adjourned at 6:35 p.m.



Date: November 6, 2023

To: Honorable Mayor/Chairman and City Council/Trustees

From: Wendy Knight, City Clerk/GEMS District Clerk

Re: 2024 Meeting Schedule

Background

Per Oklahoma Open Meetings Act O.S.25 § 311(A)(1), all public bodies shall give notice in writing by December 15 of each calendar year of the schedule of the regularly scheduled meetings for the following year.

Meeting schedules have been prepared separately for City Council meetings, each Trust Authority and GEMS. They are similar to 2023 in frequency and convening time for each public body.

Attached

- 2024 Meeting Schedule

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

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

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

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

www.glenpoolonline.com

**2024 CALENDAR YEAR
SCHEDULE OF REGULAR MEETINGS
GLENPOOL INDUSTRIAL AUTHORITY
GLENPOOL, OKLAHOMA**

DATE	TIME	PLACE
JANUARY 2, 2024*	6:00 P.M.	GLENPOOL CITY HALL
FEBRUARY 5, 2024	6:00 P.M.	GLENPOOL CITY HALL
MARCH 4, 2024	6:00 P.M.	GLENPOOL CITY HALL
APRIL 1, 2024	6:00 P.M.	GLENPOOL CITY HALL
MAY 6, 2024	6:00 P.M.	GLENPOOL CITY HALL
JUNE 3, 2024	6:00 P.M.	GLENPOOL CITY HALL
JULY 1, 2024	6:00 P.M.	GLENPOOL CITY HALL
AUGUST 5, 2024	6:00 P.M.	GLENPOOL CITY HALL
SEPTEMBER 3, 2024*	6:00 P.M.	GLENPOOL CITY HALL
OCTOBER 7, 2024	6:00 P.M.	GLENPOOL CITY HALL
NOVEMBER 4, 2024	6:00 P.M.	GLENPOOL CITY HALL
DECEMBER 2, 2024	6:00 P.M.	GLENPOOL CITY HALL

* Denotes Tuesday Meeting

GLENPOOL CITY HALL, City Council Chambers, 12205 S Yukon Ave., Glenpool Oklahoma

APPROVED BY:
TRUSTEES FROM THE GLENPOOL INDUSTRIAL AUTHORITY
12205 S. YUKON
GLENPOOL, OK 74033
918-322-5409
Filed in the office of the City Clerk on the ____ day of November 2023

Signed: _____



To: Mayor, Council, Chair and Trustees

From: David Tillotson, City Manager

Date: October 31, 2023

Re: Chamber Agreement

Background:

The Chamber Contract is submitted for your approval. There are no monetary modifications from the previous contract, which calls for \$32,000 to be paid annually to the Chamber, plus \$5,000 for BlackGold Days. The only changes to the Agreement this year is the changing of the Chamber's hours of operation for the front desk and some minor typographical and grammar cleanup.

Staff Recommendation:

Staff recommends approval of the Agreement between the Glenpool Chamber of Commerce, the Glenpool Industrial Authority and the City for FY2023-2024.

Attachments:

- Chamber of Commerce Agreement

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

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

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

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

www.glenpoolonline.com

Glenpool Industrial Authority/ Glenpool Chamber of Commerce Agreement

This agreement ("Agreement") is effective as of July 1, 2023, without regard to the date signed by either party, by and between the City of Glenpool, Oklahoma, a municipal corporation (the "City"); the Glenpool Industrial Authority, an Oklahoma public trust of which the City of Glenpool is beneficiary, ("GIA"); and the Glenpool Chamber of Commerce, a not-for-profit corporation ("Chamber").

I. GIA agrees to provide the following:

- A. GIA will continue to provide space consisting of two offices, a storage room and a reception area on the first floor of the City Hall/Conference Center to be occupied by the Chamber for its exclusive use.
- B. GIA, based upon availability and in its sole discretion, will provide use of the Conference Center meeting space for periodic use by Chamber at no cost; provided Chamber furnishes reasonable notice to, and coordinates with the Conference Center Director. Chamber will be responsible for closing and locking the facility in the event their meeting concludes after City Hall business hours unless alternate arrangements are made with the Conference Center Director.
- C. GIA will provide the most appropriate meeting space, as determined by the Conference Center Director, for eleven monthly business luncheons hosted by Chamber, with reasonable notice to GIA, at no cost to Chamber.
- D. GIA will also provide, at no cost to Chamber, use of Conference Center space for the annual banquet hosted by Chamber. Chamber shall be responsible for reserving said space at least six months in advance to avoid potential conflicts with other leases at the Conference Center.
- E. GIA or City will provide and pay for all electricity, natural gas and City or Glenpool Utility Services Authority-owned or -managed utilities for the spaces described in subsections A., B., C. and D.
- F. City will provide Chamber Two Thousand Six Hundred Sixty-Six Dollars and Sixty-Six Cents monthly (\$2,666.66 monthly; aggregate of \$32,000 annually) as consideration for Chamber services that are of community-wide benefit to City and enumerated in Section II of this Agreement.
- G. GIA will provide personnel to supplement the front desk support otherwise provided by Chamber as required under Section II, for up to one day per week. Such supplemental support shall only be required when existing Chamber personnel are needed to assist with an event being sponsored or promoted under the requirements of Section II of this Agreement. Routine requests for support will be submitted to the City Manager, or his designee, at least 48 hours in advance or risk

that such personnel will not be available. GIA shall not be required to provide such supplemental support for more than 15 days during any fiscal year that this Agreement is in force.

- H. GIA will support the economic development goals of the annual BlackGold Days event by contributing \$5,000 subject to such reasonable restrictions on its use as GIA or City deems appropriate; provided that Chamber, or its vendors, will be responsible for the cost of making arrangements for additional trash service and portable restrooms. Costs for electrical work, park improvements requested by Chamber for BlackGold Days and labor for City or GIA personnel provided to Chamber for the performance, without limitation, of maintenance, set-up assistance and/or security will be negotiated annually by the Chamber Director and City Manager. Neither the City nor GIA will be obligated to any monetary commitment for this event beyond the \$5,000 contributed under this subsection H.

II. Chamber agrees to provide the following:

- A. At any time Chamber personnel are the last to leave the premises, it will be Chamber's responsibility to ensure the Premises are closed and secured. Specifically, it is the responsibility of Chamber to ensure the Conference Center is closed and secured properly at the end of any event hosted by the Chamber.
- B. Chamber will be responsible to pay: (i) annual rent to GIA for specified office, storage and conference room space in an amount not to exceed one hundred dollars (\$100) annually for the term of this Agreement; (ii) its own phone and Internet services, and (iii) signage pre-approved by City or GIA staff.
- C. Chamber shall work on business retention and expansion (BR&E) efforts with businesses residing within the City of Glenpool and shall continue to serve as a local business advocate addressing the concerns of local businesses. As such, Chamber will:
 - a. Develop a workable system for handling BR&E issues;
 - b. Will organize meetings as needed between the City Manager, or his designee, and business leader to improve communications and address areas of concerns within the business community; and
 - c. Periodically report significant areas of concern within the business community to the City Manager.
- D. Chamber shall provide front desk support for the City Hall/Conference Center for the hours from 8 a.m. through 5:30 p.m. Monday through Thursday and 8 a.m. through 11:30 a.m. on Fridays. No such services shall be required on days that are official holidays of City. As provided by Section I(G), Chamber shall notify the City Manager, or his/her designee, at least 48 hours in advance of non-emergent situations where supplemental personnel are needed by Chamber to fulfill the requirements of this section. In emergency situations (i.e. unexpected absences), Chamber shall

immediately notify the City Manager, or designee, of the need for supplemental personnel.

- E. Chamber will provide an Annual Activity Report, in a format agreed upon between the parties, to be submitted to the City Manager by the 10th day of June of each fiscal year this Agreement is in effect.
- F. Chamber agrees to provide one scholarship on behalf of City to a Glenpool resident to attend Leadership Glenpool. The City Manager and Chamber Director will jointly approve the scholarship recipient.

III. Term, Renewal and Termination

- A. The term of this Agreement shall be one year, to be measured on City's fiscal year (July 1, 2023 - June 30, 2024) basis ("Term"), with any payments to the Chamber provided as consideration for services to GIA or City, but not issued as of the effective date of this Agreement, being payable retroactively to July 1, 2023.
- B. Although GIA, City and Chamber, by appropriate action of their respective governing bodies, may opt to extend this Agreement or negotiate a new agreement upon expiration of the term set forth in subsection III. A., GIA, City and Chamber understand and acknowledge that neither City, GIA nor Chamber intend this Agreement as a representation, nor should it be read to represent, that either party has any obligation either to extend or replace this Agreement. Under no circumstance will this Agreement automatically renew.
- C. Either party may terminate this Agreement by providing written 60 days' notice to the other party, provided that either party may immediately terminate this Agreement upon the breach of a material term by the other.

IV. Force Majeure

Neither GIA, City nor Chamber shall be responsible or liable for failure to perform any obligation under this Agreement if such failure is caused by or is due to acts or regulations of public authorities, civil unrest, epidemic or outbreak of infectious disease, interruption or delay of transportation service, acts of God, or any cause beyond the control of such party.

V. Entire Agreement

It is understood that this Agreement is a complete understanding of all terms and conditions governed by this Agreement during the stated term, and that said terms and conditions cannot be altered in any manner other than by written agreement of both parties.

IN WITNESS WHEREOF, the parties have hereto set their hands this ____ day of November 2023.

THE CITY OF GLENPOOL, OKLAHOMA
A Municipal Corporation

By: _____
Joyce G. Calvert, Mayor

THE GLENPOOL INDUSTRIAL AUTHORITY,
An Oklahoma Trust Authority

By: _____
Joyce G. Calvert, Chairman

Attest:

Wendy Knight, City Clerk /Trust Authority Secretary

Approved as to form:

City Attorney/Trust Authority Attorney

THE GLENPOOL CHAMBER OF COMMERCE

By: _____

Name: _____

Title: _____

Attest:

Secretary, Board of Directors

Approved as to form:

Chamber Attorney