



**NOTICE
GLENPOOL INDUSTRIAL AUTHORITY
SPECIAL MEETING**

A Special Session of the Glenpool Industrial Authority will be held at 6:00 p.m. immediately following the Glenpool Utility Service Authority Special Meeting on June 20, 2022, 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=QzdFVjA1b0lKa1lSUFlKbUNrUUxtdz09>

Meeting ID: 897 5355 5435

Passcode: 974088

One tap mobile

+13462487799, US (Houston)

+14086380968, US (San Jose)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 897 5355 5435

Passcode: 974088

Find your local number: <https://us02web.zoom.us/j/89753555435?pwd=QzdFVjA1b0lKa1lSUFlKbUNrUUxtdz09>

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 JUNE 20, 2022.**

AGENDA

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- 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) **Scheduled Business**
 - 1) Discussion and possible action to approve, deny or amend the Glenpool Chamber of Commerce Agreement for Fiscal Year 2022-2023, subject to the approval of the form of the contract by the City Attorney.
(David Tillotson, City Manager)

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[Staff Report - Chamber Agreement](#)

F) **Adjournment**

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on June 16, 2022, by 4:00 pm.

Signed: Wendy Knight

Secretary



To: Mayor, Council, Chair and Trustees

From: David Tillotson, City Manager

Date: June 16, 2022

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. There are two minor changes the Chamber and staff agreed to that I want to bring to your attention:

- We increased the number of monthly luncheons allowed from 9 to 11.
- We revised to BR&E section of the agreement to provide some additional clarity to the goals.

Staff Recommendation:

Staff recommends approval of the Agreement with the Glenpool Chamber of Commerce and the Glenpool Industrial Authority for FY2022-2023.

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, 2022, 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. Based on availability as determined in its discretion, GIA will provide use of meeting space for periodic use by the Chamber with reasonable notice to, and to be coordinated with, the Conference Center Director, and at no cost the Chamber. 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 the Chamber, with reasonable notice to GIA, at no cost to the Chamber.
- D. GIA will also provide, at no cost to the Chamber, use of conference center space for the annual banquet hosted by the 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 of Glenpool or the 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 the City of Glenpool and enumerated in Section II of this Agreement.
- G. GIA will provide personnel to supplement the front desk support otherwise provided by the 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 the 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 the Chamber for BlackGold Days and the cost of 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 that person's(s') responsibility to ensure that the Premises are closed and secured. Specifically, it is the responsibility of the 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 of Glenpool or GIA staff.
- C. The 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, the 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 leaders to improve communications and address areas of concerns within the business community; and
 - c. shall 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 during regular business days of the City of Glenpool for the hours from 8 a.m. through 5 p.m. Monday through Friday. No such services shall be required on days that are official holidays of the City of Glenpool. 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 the Chamber to fulfill the requirements of this section. In emergency situations (i.e. unexpected absences), the 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 to between the parties, to be submitted to the Glenpool 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 the City of Glenpool 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 a City of Glenpool fiscal year (July 1, 2022 - June 30, 2023) basis ("Term"), with any payments to the Chamber provided as consideration for services to GIA or the City of Glenpool, but not issued as of the effective date of this Agreement, being payable retroactively to July 1, 2022.
- B. Although GIA, the City and the 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, the City and the Chamber understand and acknowledge that that neither the City of Glenpool, the GIA nor the 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, the City nor the 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 July 2022.

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