



**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 24, 2024, 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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Dial by your location

+1 253 215 8782 US (Tacoma)

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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: lasmith@cityofglenpool.com **PRIOR TO 6:00 PM JUNE 24, 2024.**

AGENDA

Page

- A) **Call to Order - Joyce G. Calvert, Chair**
- B) **Roll Call, Declaration of Quorum – Lesli Smith, 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) Approval of the Minutes from June 3, 2024, meeting.

3 - 5

[GIA MINUTES ONLY 6-3-2024](#)

- 2) Approval of Budget Amendment GIA-07 for FY 23-24, increasing the Glenpool Industrial Authority Fund revenue account 30-5-15-5367 (Brookover Corner TIF 2 Ad Valorem) by \$58,051.00, and increasing expenditure account 30-6-15-6292 (Brookover Corner TIF 2) by \$58,051.00, to appropriate the additional tax revenues for disbursement to the Tax Increment Financing District. 6 - 7
[FY24 Budget Amendment GIA-07_GIA_Staff Report 06-17-24](#)
[FY24 Budget Amendment GIA-07](#)
- 3) Approval of Budget Amendment GIA-17 for FY 23-24, Increasing GIA Fund revenue account 5-00-5400 (Transfer from General Fund) by \$8,273.20 and increasing GIA expense account 6-12-6333 (Capital Purchase) by \$8,273.20 to account for final cost, including closing costs, of acquiring the Dawes property during the fiscal year. 8 - 9
[FY24 Budget Amendment GIA-17_GIA_Staff Report 06-17-24](#)
[FY24 Budget Amendment GIA-17](#)
- 4) Approval of Fund Transfers-01, completing budgeted transfers between funds for FY 23-24. 10 - 11
[FY24 Transfers between Funds_Staff Report 06-17-24](#)
[FY24 Fund Transfers-01](#)

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 June 20, 2024 at 2:30 pm.

Signed: Lesli Smith

Secretary



MINUTES
GIA Meeting
Monday, June 3, 2024 Council Chambers 6:00 PM

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

TRUSTEES ABSENT:

STAFF PRESENT: David Tillotson
Susan White
Lesli Smith

STAFF ABSENT:

Page

- A) Call to Order - Joyce G. Calvert, Chair**
Chair Calvert called the meeting to order at 9:29 p.m.
- B) Roll Call, Declaration of Quorum – Lesli Smith, Secretary; Joyce G. Calvert, Chair**
Lesli Smith called the roll, Chair Calvert declared a quorum present.
Scott Major Attorney, of Rosenstein, Fist & Ringold was also in attendance.
- 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) Approval of Minutes from May 6, 2024, meeting.
[GIA - 06 May 2024 - Minutes - Pdf](#)

4 - 39

- 2) Approval of the Budget Amendment GIA-05 for FY23-24, increasing the Glenpool Industrial Authority Fund revenue account 30-5-01-5362 (Insurance Reimbursements) by \$7,525.82, and increasing expenditure account 30-6-01-6273 (Maintenance & Repairs) by \$7,525.82, to appropriate the use of insurance reimbursements received to repair a damaged light pole and sign.
[FY24 Budget Amendment GIA-05](#) [GIA Staff Report 06-03-24](#)
[FY24 Budget Amendment GIA-05](#) 40 - 42
- 3) Approval of the Budget Amendment GIA-06 for FY23-24, increasing the Glenpool Industrial Authority Fund revenue account 30-5-01-5207 (Conference Center Fees) by \$15,000.00, and increasing expenditure account 30-6-01-6202 (Maintenance & Operations) by \$15,000.00, to appropriate additional funds for Conference Center supplies and equipment.
[FY24 Budget Amendment GIA-06](#) [GIA Staff Report 06-03-24](#)
[FY24 Budget Amendment GIA-06](#) 43 - 44
- 4) Approval of the FY24-25 Property, General Liability and Workers' Compensation insurance renewals from Oklahoma Municipal Assurance Group.
[FY25 OMAG Insurance Renewals Staff Report 06-03-24](#)
[OMAG Renewal Invoices GENERAL LIAB WC](#) 45 - 48
- 5) Approval of the FY2024-2025 Agreement between the City of Glenpool, the Glenpool Industrial Authority and the Glenpool Chamber of Commerce.
[Staff Report - Chamber Agreement](#) 49 - 53
- 6) Approval of the Engagement Letter from Crawford & Associates, P.C. to perform monthly financial accounting services, as needed, for Fiscal Year 2024-2025.
[FY25 Monthly Acct Service CRAWFORD ASSOC Engagement Letter Staff Report 06-03-24](#)
[FY25 Monthly Acct Service CRAWFORD ASSOC. Engagement Letter](#) 54 - 57
- 7) Approval of the Engagement Letter from Crawford & Associates, P.C. to prepare the financial statements for fiscal year ending June 30, 2024.
[FY24 Financial Statement Engagement Letter Staff Report 06-03-24](#)
[FY24 Financial Stmt Engagement Letter](#) 58 - 63
- 8) Approval of the Engagement Letter from Hinkle & Company, PC to conduct the fiscal year ending June 30, 2024, Annual Audit. 64 - 73

Moved by Chris Brobst, seconded by Brandon Kearns

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.

[FY24 Audit Engagement Letter Staff Report 06-03-24](#)
[Audit Engagement Letter](#)

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

No items removed from the consent agenda.

G) Scheduled Business

- 1) Discussion and possible action to ratify, or refuse to ratify, action taken by the Glenpool City Council to adopt Resolution No. 2024008, as it pertains to the Fiscal Year 2024-2025 Annual Budget of the Glenpool Industrial Authority.
(Josh Brannon, Finance Director)

Moved by Chris Brobst, seconded by Brandon Kearns

To ratify, action taken by the Glenpool City Council to adopt Resolution No. 2024008, as it pertains to the Fiscal Year 2024-2025 Annual Budget of the Glenpool Industrial Authority.

	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

The meeting was adjourned at 9:31 p.m.



To: Honorable Chair & Trustees, Glenpool Industrial Authority

From: Josh Brannon, Finance Director

Date: June 24, 2024

Re: FY23-24 GIA Budget Amendment GIA-07

Background:

The requested budget amendment requests an increase to the Glenpool Industrial Authority (GIA) Fund FY23-24 revenue budget for Brookover Corner TIF 2. The amendment also requests an increase to the GIA Fund expenditure budget for Brookover Corner TIF 2 to appropriate the additional funds for disbursement to the Tax Increment Financing District.

Staff Recommendation:

Staff recommends approval of Budget Amendment GIA-07, increasing revenue account 30-5-15-5367 (Brookover Corner TIF 2 Ad Valorem) by a total of \$58,051.00, and increasing expenditure account 30-6-15-6292 (Brookover Corner TIF 2) by \$58,051.00 in the Glenpool Industrial Authority Fund.

Attachment:

Budget Amendment Form GIA-07

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 Lesli Smith

www.glenpoolonline.com

Glenpool Industrial Authority
Budget Amendment

Fiscal Year: 2023 - 2024
Amendment No: GIA-07
Date Requested: 6/24/2024

	Revenue:						Expense:					
	Fund	Account Number	Account Name	Current Budget	Increase / (Decrease)	Revised Budget	Fund	Account Number	Account Name	Current Budget	Increase / (Decrease)	Revised Budget
1	30	5-15-5367	Brookover Corner TIF 2	\$ 50,000.00	\$ 58,051.00	\$ 108,051.00	30	6-15-6292	Brookover Corner TIF 2	\$ 167,500.00	\$ 58,051.00	\$ 225,551.00
2												
3												
4												
5												
6												
8												
9												
10												
11												
12												
13												
14												
			Total		\$ 58,051.00				Total		\$ 58,051.00	

Notes:
Lines 1: Appropriation of Brookover Corner ad valorem tax revenue in excess of original budget for disbursement to TIF district

Approved by the Glenpool Industrial Authority

Chair

Date



To: Honorable Chair & Trustees, Glenpool Industrial Authority

From: Joshua Brannon, Finance Director

Date: June 24, 2024

Re: FY23-24 City Budget Amendment GIA-17

Background:

The requested budget amendment requests an increase to the GIA Fund FY23-24 budgets for transfers from the General Fund and Capital Purchase to account for the final cost, including closing costs, of acquiring the Dawe's property during the fiscal year.

Staff Recommendation:

Staff recommends approval of Budget Amendment GIA-17, increasing GIA Fund revenue account 5-00-5400 (Transfer from General Fund) by \$8,273.20, and increasing GIA expense account 6-12-6333 (Capital Purchase) by \$8,273.20.

Attachment:

Budget Amendment Form GIA-17

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 Lesli Smith

www.glenpoolonline.com

Glenpool Industrial Authority
Budget Amendment

Fiscal Year: 2023 - 2024
Amendment No: GIA-17
Date Requested: 6/24/2024

	Revenue:						Expense:					
	Fund	Account Number	Account Name	Current Budget	Increase / (Decrease)	Revised Budget	Fund	Account Number	Account Name	Current Budget	Increase / (Decrease)	Revised Budget
1	30	5-00-5400	Transfer from General Fund	\$ 2,750,000.00	\$ 8,273.20	\$ 2,758,273.20	30	6-12-6333	Capital Purchase	\$ 2,550,000.00	\$ 8,273.20	\$ 2,558,273.20
2												
3												
4												
5												
6												
7												
8												
9												
			Total		\$ 8,273.20				Total		\$ 8,273.20	

Notes:
Line 1: Increase General Fund Transfer to GIA Fund to account for final cost, including closing costs, of acquiring the Dawe's property during the fiscal year
Complimentary to Budget Amendment City-17

Approved by the Glenpool Industrial Authority

Chair

Date



To: Honorable Mayor and City Council / Honorable Chair & Trustees, Glenpool Utility Services Authority / Honorable Chair & Trustees, Glenpool Industrial Authority

From: Joshua Brannon, Finance Director/Treasurer

Date: June 24, 2024

Re: Transfers between Funds

Background:

The FY2023-2024 Adopted Budget includes various transfers between different funds. Some of these transfers are completed on a monthly basis and others are customarily done near the end of the fiscal year. The list below shows the amount and reason for each transfer.

Transfers	Amount	Comments
From General to Capital Improvement	\$119,920.00	ODOT TAP grant match
From General to GUSA	\$2,638,009.15	Dedicated Sales Tax
From General to GUSA	\$1,800,000.00	Bond pledge
From General to GIA	\$35,323.25	FY24 Q1-Q3 TIF 1 Sales Tax
From General to GIA	\$123,386.74	FY24 Q1-Q3 TIF 2 Sales Tax
From General to GIA	\$8,273.20	To account for final costs of acquiring Dawe's property
From GUSA to General	\$1,800,000.00	Return of bond pledge
From Hotel-Motel to GIA	\$250,000.00	Economic Development

Staff Recommendation:

Staff recommends approval of these budgeted transfers to close out FY2023-2024.

Attachment:

FY24 Fund Transfers-01

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 Lesli Smith

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City of Glenpool / Glenpool Utility Services Authority / Glenpool Industrial Authority
Fund Transfers

Fiscal Year: 2023 - 2024
Fund Transfers: 1
Date Requested: 6/24/2024

	Transfers From:					Transfers To:			
	Fund	Account Number	Account Name	Amount		Fund	Account Number	Account Name	Amount
1	01	6-90-6731	Transfer to Capital Imp Fund	\$ 119,920.00		03	5-00-5400	Transfer from General Fund	\$ 119,920.00
2	01	6-90-6732	Transfer to GUSA	\$ 2,638,009.15		02	5-00-5401	Transfer from General Fund - Sales tax	\$ 2,638,009.15
3	01	6-90-6737	Transfer to GUSA Bond Pledge	\$ 1,800,000.00		02	5-00-5402	Transfer from General Fund - Bond Pledge	\$ 1,800,000.00
4	01	6-90-6740	Transfer to GIA	\$ 35,323.25		30	5-00-5400	Transfer from General Fund	\$ 35,323.25
5	01	6-90-6740	Transfer to GIA	\$ 123,386.74		30	5-00-5400	Transfer from General Fund	\$ 123,386.74
6	01	6-90-6740	Transfer to GIA	\$ 8,273.20		30	5-00-5400	Transfer from General Fund	\$ 8,273.20
7	02	6-90-6730	Transfer to General Fund	\$ 1,800,000.00		01	5-00-5404	Transfer from GUSA	\$ 1,800,000.00
8	05	6-90-6740	Transfer to GIA	\$ 250,000.00		30	5-00-5410	Transfer from Hotel-Motel	\$ 250,000.00
9									
10									
11									
			Total	\$ 6,774,912.34				Total	\$ 6,774,912.34

Notes:
Line 1: ODOT TAP grant match
Line 2: Dedicated Sales Tax
Line 3: Bond pledge
Line 4: FY24 Q1-Q3 TIF 1 Sales Tax
Line 5: FY24 Q1-Q3 TIF 2 Sales Tax
Line 6: Remainder of final Dawe's property acquisition costs
Line 7: Return of bond pledge
Line 8: Economic Development; year-end to be determined after receipt of June Hotel-Motel Tax

Approved by the City of Glenpool / Glenpool Utility Services Authority / Glenpool Industrial Authority

Mayor / Chair