



**NOTICE
GLENPOOL UTILITY SERVICE AUTHORITY
REGULAR MEETING**

A Regular Session of the Glenpool Utility Service Authority will be held at 6:00 p.m. immediately following the Glenpool City Council Meeting on May 3, 2021 at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3rd Floor, Glenpool, Oklahoma.

NOTE: The Glenpool Utility Service 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

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The GUSA 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, MAY 3, 2021.**

AGENDA

	Page
A) Call to Order - Timothy Lee Fox, Chairman	
B) Roll Call, Declaration of Quorum – Wendy Knight, Secretary; Timothy Lee Fox, Chairman	
C) Public Works Director Report - Rob Werley	
1) PW Report	3 - 4
D) Scheduled Business	
1) Discussion and possible action to elect Chairman. (Timothy Fox, Chairman)	
2) Discussion and possible action to elect Vice-Chairman. (Chairman)	

- 3) Discussion and possible action to approve, deny, amend or revise the minutes from April 5, 2021 meeting. 5 - 7
(Wendy Knight, Secretary)
[GUSA - 05 Apr 2021 - Minutes - Html](#)
- 4) Discussion and possible action to approve, deny, amend or revise the Employee Benefits Package for FYE 2022. 8 - 16
(David Tillotson, City Manager)
[Benefits Renewal](#)
- 5) Discussion and possible action to approve, deny, amend or revise a proposal from TK Services, LLC, to improve drainage and grading in the City's Morris Park as part of GUSA's Special Environment Projects approved by the Oklahoma Department of Environmental Quality in compliance with Consent Order No. 19-289 to resolve certain environmental compliance issues, in an amount not to exceed \$7,500.00 as budgeted for such Project in GUSA account #02-16-6279. 17 - 24
(David Tillotson, City Manager)
[SEP Project at Morris Park](#)

E) Adjournment

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on April 30, 2021, by 4:00 pm.

Signed: Wendy Knight

Secretary



3 May 2021

To: Honorable Chairman and Trustee's, Glenpool Utility Service Authority

From: Rob Werley, Public Works Director

RE: April 2021 Public Works Operations Report

The following information is a summary of the work that is in progress or has been completed by Public Works crews for the month of April:

Wastewater:

- New pump installed for WWTP lab wet well.
- 5 sewer calls; 4 were issues on the customer's side; 1 was issue in city main, unstopped line, ran tv camera and found homeowners sewer tap protruding into city main. Notified homeowner that they would need to get plumber to repair their sewer tap.
- Pulled pump at Shell lift station, sent in for repairs.
- Pulled effluent pump #2 at WWTP lift station, replaced with rebuilt pump, sent pump in for repairs.

Water:

- Meter reading started on 1 March and ended on 5 March.
- 36 defective registers replaced.
- 1 re-read were completed.
- 3 door hangers placed out for non-sufficient funds.
- 154 service orders were completed for Utility billing.
- 91 customers shut off for non-payment.
- 197 Line locates were completed.
- Monthly bac-t samples were taken, all samples passed.
- Landscape repairs from where water leaks were fixed.
- Made 9 new taps, ran service lines, set meters and meter boxes.
- Repaired 3 service line leaks.
- Notified 4 customers of leaks on their side of the meter.
- Repaired 3 water main leaks.
- Repaired 2 broken hydrants.
- Maintenance to trucks and equipment.

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

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Parks:

- Daily check of parks pick up trash and empty trash cans.
- Mowing and weed eating at Parks.
- Mowing and weed eating at PD / FD and Utility Billing buildings.
- Repaired gate at the south end of Blackgold Park.
- Maintenance to mowers and weed eaters.

Streets:

- Mowing and weed eating ROW's.
- Remove debris from storm sewer grates.
- Maintenance to mowers and weed eaters.
- Pothole and sign repairs, various locations.

NOTE: **41.29 tons of debris were collected and disposed of at the Glenpool Clean Up day held at the High School football field parking lot on April 24th.**

Water and Sewer staff attended training for license renewal hours.

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MINUTES
GUSA Meeting
Monday, April 5, 2021 Council Chambers 6:00 PM

TRUSTEES PRESENT: Tim Fox
Momodou Ceesay
Joyce Calvert
Jacqueline Triplett-Lund
Brandon Kearns

STAFF PRESENT: David Tillotson
Susan White
Lowell Peterson
Wendy Knight
Lynn Burrow
Jim Martin
Rob Werley

- A) Call to Order - Timothy Lee Fox, Chairman**
Chairman Fox called the meeting to order at 8:16 p.m.
- B) Roll Call, Declaration of Quorum – Wendy Knight, Secretary; Timothy Lee Fox, Chairman**
Wendy Knight called the roll, Chairman Fox declared a quorum present.
- C) Public Works Director Report - Rob Werley**
[GUSA PW report mar 2021](#)
- D) Scheduled Business**
- 1) Discussion and possible action to approve minutes from March 1, 2021, and March 15, 2021 meetings.
(Wendy Knight, Secretary)
- Moved by Momodou Ceesay, seconded by Brandon Kearns
- To approve the minutes as presented.*

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

CARRIED.

[GUSA - 01 Mar 2021 - Minutes - Html](#)

[GUSA - 15 Mar 2021 - Minutes - Html](#)

- 2) Discussion and possible action to approve a quote from COGENT, for one (1) air pump replacement unit at the wastewater treatment plant, in an amount not to exceed \$13,853.00, to be funded from the approved FY 2020/2021 GUSA Budget Item No.02-6-16-6278 (Sewer Improvements) and to authorize the City Manager to execute same. (Lynn Burrow, Community Development Director)

Mr. Burrow presented and recommended Board approval of a quote from COGENT, for one (1) air pump replacement unit at the wastewater treatment plant, in an amount not to exceed \$13,853.00, to be funded from the approved FY 2020/2021 GUSA Budget Item No.02-6-16-6278 (Sewer Improvements). The existing damaged pump is likely one of the original units that were installed in the late 1990's and has been in rotation with the other three like pumps since that time. The plant operates at least three of the four pumps on a continuous 24/7 basis. Thus, total operating hours on these blower units accumulate very quickly.

Moved by Brandon Kearns, seconded by Jacqueline Triplett-Lund

To approve a quote from COGENT, for one (1) air pump replacement unit at the wastewater treatment plant, in an amount not to exceed \$13,853.00, to be funded from the approved FY 2020/2021 GUSA Budget Item No.02-6-16-6278 (Sewer Improvements) and to authorize the City Manager to execute same.

	For	Against	Abstained	Absent
Tim Fox	x			
Momodou Ceesay	x			
Joyce Calvert	x			
Jacqueline Triplett-Lund	x			

Brandon Kearns	x			
	5	0	0	0

CARRIED.

[Approval of Wastewater Plant Equipment Replacement](#)

- 3) Discussion and possible action to accept the public waterline extension serving a portion of *South 75 Business Park*, located on the south side of 161st Street - east of Broadway Street.
(Lynn Burrow, Community Development Director)

Mr. Burrow presented and recommended Board approval of the public waterline extension serving a portion of *South 75 Business Park*, located on the south side of 161st Street - east of Broadway Street. This waterline extension was permitted for construction by the Oklahoma Department of Environmental Quality (ODEQ) and was inspected by City staff during construction for compliance with the approved construction plans and State and City design criteria. It should be noted that the subject waterline extension was constructed within the 161st Street right-of way dedicated to the public as part of the recorded subdivision plat of *South 75 Business Park: Phase III*.

Moved by Jacqueline Triplett-Lund, seconded by Brandon Kearns

To accept the public waterline extension serving a portion of South 75 Business Park, located on the south side of 161st Street - east of Broadway Street.

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

CARRIED.

[Waterline Acceptance South 75 Business Park](#)

E) Adjournment

Chairman Fox declared the meeting adjourned at 8:26 p.m.



To: Mayor and Council

From: David Tillotson, City Manager

Date: April 28, 2021

Re: Benefits Renewal for FY21-22

Background:

The City continues to utilize an Employee Benefits Committee whose purpose is threefold: 1) to annually review the City's benefits package and make recommendations to me regarding any changes they would like to see in the benefit offered; 2) annually review the benefit pricing packages presented by our brokers, Premier Consulting, and make recommendations on the plans being considered; and 3) to act as another level of communication with the larger employee body regarding the benefit options available and those being considered. The Benefits Committee has met multiple times over the last year to discuss options and changes they would like to see to our benefits, and I am very pleased with the role and responsibilities they have taken up on themselves to help shape our policy and act as a conduit for our larger Glenpool family. During their latest meeting they voted to recommend the comprehensive benefits package you see before you. I agree with their recommendation and believe it represents a good choice for our employees and one that falls balances my desire to minimize the budget impact to the City and maximize the insurance options for our employees. Additionally, we are adding a wellness benefit through Total Wellness that has no cost to the City. This benefit offers both free and paid screenings for the employees to allow them to customize the benefit for their families.

Finally, the Committee has recommended we begin to phase in more City funding for the family coverages that we have available to us, and while I support this endeavor it will necessitate a larger conversation centered around budgeting priorities. As I continue to work on a balanced budget to present to Council, I intend to address this funding issue at that time.

I want to commend the employees who served on this committee for the time, effort, and professionalism they exhibited during this process.

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City Manager David Tillotson, Assistant City Manager Susan White, City Clerk Wendy Knight
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Staff Recommendation:

Staff recommends the following benefits:

- Health – Community Care, Renewal at 0% increase with 2-year guarantee
- GAP – MedLink 6, Renewal
- Teledoc – Employee Voluntary Plan, Renewal
- Dental – Guardian J1 Choice, Renewal with a 2-year rate guarantee
- Vision – Renewal
- Life – The Standard, Renewal

Attachments:

- Premier Consulting Partners Rate Sheets

City of Glenpool

Medical Plan Analysis

July 1, 2021

Carrier Plan Name	Current/Original Renewal		Current/Revised Renewal		Option 1		Option 2	
	Community Care IP8 CR17		Community Care IP8 CR17		Community Care CC 5000/70 CR 17		Community Care CC 100/6600	
Benefits	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
Network	CCOK Select HMO		CCOK Select HMO		CCOK Select HMO		CCOK Select HMO	
Deductible								
Individual	\$5,000	Emergency Only	\$5,000	Emergency Only	\$5,000	Emergency Only	\$6,600	Emergency Only
Family	\$10,000		\$10,000		\$10,000		\$13,200	
Coinsurance	100%		100%		70%		100%	
Out-of-Pocket Maximum								
Individual	\$6,250		\$6,250		\$6,350		\$6,600	
Family	\$12,500		\$12,500		\$12,700		\$13,200	
Professional Services								
Office Visit								
PCP	\$35	Emergency Only	\$35	Emergency Only	\$20	Emergency Only	\$35 for 1st 3 visits, then \$0 AD	Emergency Only
Specialist	\$60		\$60		\$50		\$0 AD	
Lab & X-Ray	10%		10%		30%		\$0 AD	
Diagnostic Imaging	\$750		\$750		\$750		0% AD	
Hospital Services								
Inpatient Hospital	\$250/day, to max of \$1,000 AD		\$250/day, to max of \$1,000 AD		30% AD		0% AD	
Outpatient Hospital	\$200 AD		\$200 AD		30% AD		0% AD	
Emergency Services								
Urgent Care	\$50		\$50		\$50		\$0 AD	
Emergency Room	\$150 AD		\$150 AD		30% AD		0% AD	
Prescription Drugs								
Deductible	\$0		\$0		\$0		\$0	
Pharmacy Copays	\$0 / \$15 / \$40 / \$70 / \$160		\$0 / \$15 / \$40 / \$70 / \$160		\$0 / \$15 / \$40 / \$70 / \$160		\$0 / \$15 / \$40 / \$70 / \$160	
Mail Order	2 x Retail		2 x Retail		2 X Retail		2 X Retail	
Additional Information								
Rates								
Employee Only	69	Current	Renewal	Current	Renewal			
Employee + Spouse	3	\$532.89	\$570.19	\$532.89	\$532.89	\$519.45	\$527.81	
Employee + Child(ren)	6	\$1,119.17	\$1,197.51	\$1,119.17	\$1,119.17	\$1,090.94	\$1,108.51	
Family	4	\$959.84	\$1,027.03	\$959.84	\$959.84	\$935.63	\$950.70	
		\$1,599.64	\$1,711.61	\$1,599.64	\$1,599.64	\$1,559.29	\$1,584.41	
Estimated Monthly Premium		\$52,284.52	\$55,944.26	\$52,284.52	\$52,284.52	\$50,965.90	\$51,786.45	
Estimated Annual Premium		\$627,414.24	\$671,331.12	\$627,414.24	\$627,414.24	\$611,590.77	\$621,437.35	
% Change from Current		7.0%		0.0%	-2.5%		-1.0%	
\$ Change from Current		\$43,916.88		\$0.00	\$15,823.47		-\$9,976.89	

* 2 year rate guarantee

* 2 year rate guarantee

* 2 year rate guarantee

City of Glenpool

Medical Plan Analysis

July 1, 2021

Carrier	Plan Name	Option 3		Option 4	
		United Healthcare		Aetna	
Benefits		BUGW		OAMC 5000 50/50	
Network		In-Network	Out-of-Network	In-Network	Out-of-Network
Deductible		Select HMO		Open Access	
Individual		\$5,000	Emergency Only	\$5,000	\$10,000
Family		\$10,000		\$10,000	\$20,000
Coinsurance		80%		50%	\$50
Out-of-Pocket Maximum					
Individual		\$6,350		\$6,500	\$13,000
Family		\$12,700		\$13,000	\$26,000
Professional Services					
Office Visit					
PCP		\$35		\$30	30% AD
Specialist		\$70		\$75	30% AD
Lab & X-Ray		\$0		50% AD	50% AD
Diagnostic Imaging		20% AD		50% AD	50% AD
Hospital Services					
Inpatient Hospital		20% AD		50% AD	50% AD
Outpatient Hospital		20% AD		50% AD	50% AD
Emergency Services					
Urgent Care		\$50		\$75	30% AD
Emergency Room		\$250 + 20% AD		\$250 + 50% AD	
Prescription Drugs					
Deductible		\$0		\$0	
Pharmacy Copays		\$15 / \$45 / \$85		\$10/\$35/\$60/20% up to \$150/20% up to \$250	
Mail-Order		2.5 X Retail		2.5 X Retail	
Additional Information					
Rates					
Employee Only	69	\$509.95		\$557.00	
Employee + Spouse	3	\$1,070.99		\$1,169.00	
Employee + Child(ren)	6	\$918.53		\$1,003.00	
Family	4	\$1,530.78		\$1,671.00	
Estimated Monthly Premium		\$50,033.82		\$54,642.00	
Estimated Annual Premium		\$600,405.84		\$655,704.00	
% Change from Current		-4.3%		4.5%	
\$ Change from Current		-\$27,008.40		\$28,289.76	

City of Glenpool

GAP Plan Analysis

July 1, 2021

		Current/Renewal	Option 1
Carrier		MedLink 6	MedLink 6
Plan Name		\$5,000 GAP Plan	\$4,000 GAP Plan
Inpatient Benefit			
Individual		\$5,000	\$4,000
Family		\$10,000	\$8,000
Outpatient Benefit		Combined benefit \$5,000/\$10,000	Combined benefit \$4,000/\$8,000
Individual		\$4,500	\$3,500
Family		\$9,000	\$7,000
Benefit Notes		\$500 OP deductible	\$500 OP deductible
Additional Outpatient Riders			
Cancer Outpatient		Included	Included
Independent Lab		Included	Included
Durable Medical Equipment		Included	Included
Rates <55			
Employee Only	56	\$76.52	\$64.47
Employee + Spouse	0	\$153.03	\$128.94
Employee + Child(ren)	6	\$155.44	\$131.00
Family	4	\$231.97	\$195.47
Rates 55+			
Employee Only	13	\$114.77	\$96.70
Employee + Spouse	3	\$229.54	\$193.40
Employee + Child(ren)	0	\$193.70	\$163.24
Family	0	\$308.47	\$259.94
Estimated Monthly Premium		\$8,326.27	\$7,015.50
Estimated Annual Premium		\$99,915.24	\$84,186.00
		EMPLOYER COST	EMPLOYER COST
Estimated Annual Employer Cost		\$82,640	\$69,627

City of Glenpool

Telemedicine Proposal

July 1, 2021

Carrier		Teladoc	
Plan Name		Consults included Telemedicine	
Basic Information		Voluntary or Employer Paid	
Plan Type		All Employees	
Eligibility		None - Consults included in PEPF Fee	
Copays			
Additional Information			
Rate		Current	Renewal
Employee / Family		\$5.67	\$5.95
% Change from Current		4.9%	
\$ Change from Current		\$0.28	

City of Glenpool

Dental Plan Analysis

July 1, 2021

Carrier		Guardian J1 Choice			
Plan Name		Value Plan		Network Access Plan (NAP)	
Benefits		In-Network	Out-of-Network	In-Network	Out-of-Network
Network		DentalGuard Preferred		DentalGuard Preferred	
Annual Deductible		Waived for Preventive		Waived for Preventive	
Individual		\$100		\$100	
Family		\$300		\$300	
Annual Plan Maximum		\$5,000 plus Max Rollover		\$5,000 plus Max Rollover	
Coinsurance		100%	100%	100%	100%
Diagnostic & Preventive		100%	100%	80%	80%
Basic Services		60%	60%	50%	50%
Major Services					
Services		Major		Major	
Perio		Major		Major	
Endo		Major		Major	
Oral Surgery		Major		Major	
Implants		Major		Major	
Orthodontic Services		N/A		N/A	
Lifetime Maximum		N/A		N/A	
Coinsurance		N/A		N/A	
Age Limitation		N/A		N/A	
Reasonable & Customary		Negotiated	MAC	Negotiated	UCR 90th
Dependent Limiting Age		Age 26		Age 26	
Additional Information					
Rates		Current		Renewal	
Employee Only	55	\$33.85		\$35.88	
Employee + Spouse	10	\$70.93		\$75.19	
Employee + Child(ren)	7	\$73.58		\$77.99	
Family	10	\$118.01		\$125.09	
Estimated Monthly Premium		\$4,266.21		\$4,522.13	
Estimated Annual Premium		\$51,194.52		\$54,265.56	
% Change from Current		6.0%			
\$ Change from Current		\$3,071.04			

* Offering a 2 year rate guarantee OR a month of premium credit. Premium credit brings annual cost difference to a -2.8%.

City of Glenpool

Vision Plan Analysis

July 1, 2021

Carrier		Current	
Plan Name		Standard	
Benefits		Vision	
Network		In-Network	Out-of-Network
Rate Guarantee		VSP	
Copoly		Until 2022	
Exams		\$10	
Materials		\$25	
Frequency of Services		12 Months	
Eye Exams		12 Months	
Lenses Benefit		12 Months	
Contact Lenses		24 Months	
Frames		\$130 Retail Allowance + 20% off balance	
Frames Allowance		\$130 Allowance	
Contact Lens Allowance			
Additional Information			
Rates			
Employee Only		53	
Employee + Spouse		14	
Employee + Child(ren)		6	
Family		13	
Estimated Monthly Premium		\$766.97	
Estimated Annual Premium		\$9,203.64	

City of Glenpool

Basic Life Plan Analysis
July 1, 2021

Carrier			Current	
Plan Name			The Standard	
Basic Information			\$200,000 - \$280,000 Basic Life	
Class / Eligibility			Class 1: City Managers Class 2: All other Members	
Rate Guarantee Period			Until 2022	
Employee Coverage			Class 1: \$280,000 Class 2: \$200,000 All amounts are GI	
Benefit Amount			\$45,000	
Guarantee Issue			Birth to age 26: \$15,000	
Dependent Coverage			50% at age 70	
Spouse Benefit Amount				
Child Benefit Amount				
Reduction Schedule				
Additional Information				
Rates			Current	
Life Rate		Exposures	\$0.190	
AD&D Rate		Volume	\$0.035	
Combined Rate per \$1,000			\$0.225	
Spouse Rate per Unit		59	\$0.17	
Child Rate per Unit			\$0.20	
			\$2,542,500	
			\$885,000	
Estimated Monthly Premium			\$4,226.57	
Estimated Annual Premium			\$50,718.81	



To: Chair and Trustees

From: David Tillotson, City Manager

Date: April 28, 2021

Re: SEP Project at Morris Park

Background:

On February 16th, the City Council approved a proposal from TK Services, LLC to improve drainage and grading in Morris Park. This project is part of the City's Special Environmental Projects (SEP) approved as part of our consent order with the OK Department of Environmental Quality. When approved by Council the staff report indicated the project would be paid from the General Fund instead of where we had budgeted the SEP projects in GUSA. I did not catch this discrepancy until we were ready to encumber the project in our system. Staff is now asking the GUSA board to approve the proposal so we can use the funds originally budgeted for this project, account #02-6-16-6279.

Staff Recommendation:

Staff recommends the Board approve the proposal from TK Services LLC in the amount of \$7,500.

Attachments:

- Premier Consulting Partners Rate Sheets

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

TO: HONORABLE MAYOR and CITY COUNCIL

FROM: LYNN BURROW, PE
COMMUNITY DEVELOPMENT DIRECTOR

RE: APPROVAL AND ACCEPTANCE OF PROPOSAL FOR GRADING &
DRAINAGE IMPROVEMENTS IN MORRIS PARK

DATE: FEBRUARY 16, 2021

BACKGROUND

This item is for Council consideration and action regarding the review and approval of two separate proposals received from TK Services, LLC covering certain re-grading and erosion control improvements proposed for areas within Morris Park in the total amount of \$7,500.00. The attached site plan and aerial photo map illustrates the two areas within the park that require a certain amount of re-grading to correct overland drainage deficiencies that exist between several baseball playing fields. The areas in question will be re-graded to drain from east to west between the fields as indicated. Upon reaching the desired grading depth to allow adequate overland drainage, the affected areas will be re-sodded to prevent erosion. It should be noted that this grading activity is part of the Special Environmental Project (SEP) that was proposed to and approved by ODEQ as part of the settlement agreement reached pertaining to the Consent Order that was issued in 2020 for wastewater treatment plant permit violations.

Staff Recommendation:

Staff has reviewed the two quotes from TK Services, LLC and recommends Council approval to move ahead with this portion of the SEP as was approved by ODEQ for a total cost not to exceed \$7,500.00. Said improvements are to be funded by the approved FY2020/2021 Annual Budget under Item No. 01-6-14-6275 (Park Improvements)

Attachments:

1. Proposals received from TK Services, LLC

12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641
Mayor Tim Fox, Vice-Mayor Momodou Ceesay, Councilors: Joyce Calvert, Brandon Kearns, and Jacqueline Lund
City Manager David Tillotson, Assistant City Manager Susan White, City Clerk Wendy Knight
www.glenpoolonline.com



Glenpool
Planning & Development

City of Glenpool, Morris Park

0 20 40 60 80 100 120 140 160
Feet
1 inch = 50 feet





PURCHASE ORDER REQUISITION

REQUESTED BY:	Lynn Burrow	DATE	4-21-21
APPROVED BY:	Lynn Burrow	PO #	
VENDOR:	TK SERVICES		
ADDRESS	CITY, STATE, ZIP		
PHONE#	CHG TO ACCT: 01-6-14-6275		

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
	Drainage Improvements - Morris Park		\$7500.00
GRAND TOTAL			

- 01 General Government
- 02 Police Administration
- 03 Crime & Control
- 04 Communications
- 06 Fire Department
- 07 Emergency Manageme
- 08 Finance
- 09 Law
- 10 Com. Development

- 11 City Manager
- 13 Municipal Court
- 14 Streets & Parks
- 15 Parks
- 16 Water & Sewer Department
- 17
- 18 Administration
- 19 Refuse

Approved By: 

Date: 4-21-21

Finance Director: _____

City Manager: _____

TK SERVICES, L.L.C.

Construction & Tractor Services
Post Office Box 9784
Tulsa, OK 74157
918-697-3708 or 918-230-5063
Federal ID #73-1531271

INVOICE

Date: April 21, 2021
Invc: Ball Fields/Glenpool
(Morris Park)

TO: City of Glenpool
Attn: Lynn Burrough, PE
Community Development Director

Job Location: Morris Park
Glenpool, Oklahoma

Job Description: Grading & Drainage Improvements – Morris Park

South Field:

Grade existing elevation to prevent pooling between two (2) South
baseball fields at Morris Park \$ 2,000.00

Delivery/Installation of Astro Bermuda on finished grade to prevent
erosion (approx.. 5,000 sq. ft.) @ .35 sq. ft. + 1,750.00

Total South Field: \$ 3,750.00

North Field:

Grade existing elevation to prevent pooling between two (2) North
Baseball fields at Morris Park \$ 2,000.00

Delivery/Installation of Astro Bermuda on finished grade to prevent
erosion (approx.. 5000 sq. ft.) @ .35 sq. ft. + 1,750.00

Total North Field: \$ 3,750.00

TOTAL NOW DUE: \$ 7,500.00

Please make all checks payable to TK Services, L.L.C.

Please Contact Tim Kapke, Owner/Manager, With Any Questions

THANK YOU FOR YOUR BUSINESS!

**Request for Taxpayer
Identification Number and Certification**

Give Form to the
requester. Do not
send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above
TK Services LLC

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☒ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
PO Box 9784

6 City, state, and ZIP code
Tulsa OK 74157

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

or

Employer identification number

73-1531271

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ **Scotty D. Keph MGR/owner** Date ▶ **2-10-21**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

Proposal

Page # _____ of _____ pages

TK Services LLC
 80 Box 9784
 Tulsa OK 74107
 EIN # 73-1531271
 918-697-3708

Feb 9 - 2021

Proposal Submitted To: <u>City of Glasgow</u>		Job Name: <u>Morris Park</u>	Job #: <u>South Fields</u>
Address: _____		Job Location: _____	
Phone #: _____		Date: _____	Date of Plans: _____
Fax #: _____		Architect: _____	

We hereby submit specifications and estimates for:

Grade Existing Elevation to prevent ponding between
 Two South baseball fields at Morris Park \$2000.00

Delivery / Installation of Astro Turf on
 Finish / Grade to prevent Erosion (Approx 5000 sq. ft) .35 \$1750.00

Total \$3750.00

We propose hereby to furnish material and labor -- complete in accordance with the above specifications for the sum of

\$ 3750.00 _____ Dollars

with payments to be made as follows: _____

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully
 submitted _____

Note -- this proposal may be withdrawn by us if not accepted within _____ days

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.
 Payments will be made as outlined above

Date of Acceptance _____

Signature _____

Signature _____

TK Services LLC

Proposal

Page # _____ of _____ pages

TK Services LLC
 PO Box 9784
 Tulsa OK 74107
 TEL # 73-1531271
 918-697-3708

Feb. 9 - 2021

Proposal Submitted To: <u>City of Cleveland</u>		Job Name: <u>Morris Park</u>	Job #: <u>North Field's</u>
Address: _____		Job Location: _____	
Phone #: _____		Date: _____	Date of Plans: _____
Fax #: _____		Architect: _____	

We hereby submit specifications and estimates for:

Grade Existing Elevation to prevent ponding between
 Two North baseball fields at Morris Park \$2000.00

Delivery / Installation of Astro bermuda on
 Turf Grade to prevent Erosion (Approx 5000 sq ft) @ .35 \$1750.00

Total \$3750.00

We propose hereby to furnish material and labor — complete in accordance with the above specifications for the sum of

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Signature _____