

**NOTICE
GLENPOOL CITY COUNCIL
REGULAR MEETING**

A Regular Session of the Glenpool City Council will be held at 6:30 p.m. on Tuesday, July 5, 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 – Heather Scherer, Living Water Methodist 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) Administration of Oath to Larry Smith, GPD – George Miles, Municipal Judge**
- H) Council Comments**
- I) Public Comments**
- J) Scheduled Business**
 - 1) Discussion and possible action to approve minutes from June 14, and June 20, 2016 meetings.**
(Susan White, City Clerk)
 - 2) Discussion and possible action to adjourn Regular Meeting and meet in Joint Session with the Planning Commission for the purpose of holding a public hearing to give citizens and interested persons an opportunity to be heard on proposed Ordinance No. 723, An Ordinance Of The City Of Glenpool Amending Ordinance No. 458, By Imposing A Moratorium Of Five Months (150 Days) With Respect To Residential Single-Family High Density District (RS-3) And Residential Single-Family Highest Density District (RS-4) Zone Change And Subdivision Applications In The City Of Glenpool, Oklahoma, Pending Completion Of Applicable Revisions To The City Of Glenpool 2030 Comprehensive Plan, And Including Exception For Hardship And Other Provisions Necessary To The Enforcement Of This Ordinance; And Repealing All Ordinances Or Parts Of Ordinances In Conflict Herewith; And Declaring An Emergency.**
(Timothy Fox, Mayor)
 - 3) Discussion and possible action to adjourn Joint Session with the Planning Commission and resume Regular Meeting of the City Council.**
(Timothy Fox, Mayor)

- 4) Discussion and possible action to adopt Ordinance No. 723, An Ordinance Of The City Of Glenpool Amending Ordinance No. 458, By Imposing A Moratorium Of Five Months (150 Days) With Respect To Residential Single-Family High Density District (RS-3) And Residential Single-Family Highest Density District (RS-4) Zone Change And Subdivision Applications In The City Of Glenpool, Oklahoma, Pending Completion Of Applicable Revisions To The City Of Glenpool 2030 Comprehensive Plan, And Including Exception For Hardship And Other Provisions Necessary To The Enforcement Of This Ordinance; And Repealing All Ordinances Or Parts Of Ordinances In Conflict Herewith; And Declaring An Emergency.
(Lowell Peterson, City Attorney)
- 5) Discussion and possible action to approve Emergency Clause for Ordinance No. 723, Whereas, the City Council finds that there is a current and immediate threat to the public welfare because the continued processing and granting of applications for change of any zoning classification to RS-3 or RS-4 single family residential district, or for the subdivision of property previously classified as RS-3 or RS-4 submitted subsequently to the effective date of this Ordinance, threatens to alter those conditions of the community to be evaluated by the Comprehensive Plan update and any zoning or subdivision regulation amendments adopted in accordance therewith, thereby thwarting the City's efforts to ensure orderly development that is consistent with the values of the Comprehensive Plan, the immediate operation of the provisions of Ordinance No. 723, An Ordinance Of The City Of Glenpool Amending Ordinance No. 458, By Imposing A Moratorium Of Five Months With Respect To Residential Single-Family High Density District (RS-3) And Residential Single-Family Highest Density District (RS-4) Zone Change And Subdivision Applications In The City Of Glenpool, Oklahoma, Pending Completion Of Applicable Revisions To The City Of Glenpool 2030 Comprehensive Plan, And Including Exception For Hardship And Other Provisions Necessary To The Enforcement Of This Ordinance; And Repealing All Ordinances Or Parts Of Ordinances In Conflict Herewith; And Declaring An Emergency is necessary for the preservation of the public safety, health and welfare of the City of Glenpool and the inhabitants thereof, an emergency is declared to exist and the Ordinance shall take effect and be in full force from and after its passage as provided by law.
(Lowell Peterson, City Attorney)
- 6) Discussion and possible action to adopt Resolution No. 16-06-04, A Resolution Stating The City Council's Concurrence With, And Endorsement Of, The Restated Code Of Ethics And Policy Statement For Elected And Appointed Officials Of The City Of Glenpool, As Adopted By Resolution No. 13-05-01, Dated May 13, 2013, (The "Code Of Ethics") And Directing That All Boards And Commissions Of The City Of Glenpool Shall Review And Endorse The Code Of Ethics, Provided That Such Boards And Commission May Offer Recommendations For Update Of The Code Of Ethics Which The City Council Shall Consider, All As Required By Section 20 Thereof, tabled from June 20, 2016 City Council meeting.
(Lowell Peterson, City Attorney)
- 7) Discussion and possible action to approve Engagement Letter from Anne Elfrink, CPA for Agreed Upon Procedures, jointly with the Glenpool Utility Services Authority and Creek County Rural Water District II in accordance with the Agreement of Settlement and Release dated May 2015.
(Roger Kolman, City Manager)
- 8) Discussion and possible action to enter into Executive Session for the purpose of conferring on matters pertaining to economic development, such that public disclosure of the matter would

interfere with the development of products or services or would violate the confidentiality of the business, pursuant to Title 25 O.S. § 307.C.10.

(Timothy Fox, Mayor)

9) Discussion and possible action to reconvene in Regular Session.

(Timothy Fox, Mayor)

10) Discussion and possible action to approve a Professional Services Contract with Crossroads Communications, LLC pertaining to economic development consulting services for FY 2016-2017.

(Roger Kolman, City Manager)

K) 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 SPECIAL MEETING
June 14, 2016

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

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

- A) Mayor Fox called the meeting to order at 6:32 p.m.**
- B) Susan White, City Clerk called the roll. Mayor Fox declared a quorum present.**
- C) Scheduled Business**

1) Public Hearing for the purpose of receiving public comments, if any, on the proposed FY 2016-2017 Annual Budget.

a. Open Public Hearing - Timothy Fox, Mayor

- Mayor Fox declared the public hearing open at 6:32 p.m.

b. Presentation of Proposed Budget - Julie Casteen, Finance Director

- Julie Casteen reviewed the proposed budget by fund, pointing out trends and forecasts which were used by staff as a basis for proposed appropriations and projected revenues. She identified capital purchases included in the budget as well as anticipated Personal Services costs.

c. Facilitate Public Comments - Timothy Fox, Mayor

- Mayor Fox solicited comments from the public. None were offered.

d. Close Public Hearing - Timothy Fox, Mayor

- Mayor Fox closed the public hearing at 6:56 p.m.

2) Discussion and possible action to approve Resolution No. 16-06-03, A Resolution Of The Governing Body Of The City Of Glenpool To Comply With And Operate In Accordance With The Municipal Budget Act And Adopt The 2016-2017 Annual Budget for the City of Glenpool, Oklahoma.

Ms. Casteen advised the City Council of a recommended change to the presented budget . She explained that due to the recent non-renewal notice from the Oklahoma Department of Corrections on the Public Works contract, it has become necessary to fund a full-time position in the Streets and Parks Department. Therefore, she asked Council to approve a General Fund appropriations transfer between the Administration Department, Council Contingency account and Streets/Parks Department, Salaries account.

MOTION: Vice Mayor Ceesay moved, second by Councilor Agee to approve Resolution No. 16-06-03; and to approve a General Fund transfer of appropriation in the amount of \$22,000 from the General Government Administration Department,

Council Contingency, Account 01-06-11-6289, to the Streets and Parks Department, Salaries, Account 01-6-14-6101, for the purpose of creating a new full-time laborer position in the Streets and Parks Department.

FOR: Vice-Mayor Ceesay; Mayor Fox; Councilor Agee; Councilor Kearns

AGAINST: None

Motion carried.

- 3) **Discussion and possible action to receive recommendations of the Planning Commission and to schedule a duly noticed public hearing to give parties of interest and citizens of the City of Glenpool opportunity to be heard on Ordinance No. 723, An Ordinance Of The City Of Glenpool Amending Ordinance No. 458, By Imposing A Moratorium Of Five Months (150 Days) With Respect To Residential Single-Family High Density District (RS-3) And Residential Single-Family Highest Density District (RS-4) Zone Change And Subdivision Applications In The City Of Glenpool, Oklahoma, Pending Completion Of Applicable Revisions To The City Of Glenpool 2030 Comprehensive Plan, And Including Exception For Hardship And Other Provisions Necessary To The Enforcement Of This Ordinance; And Repealing All Ordinances Or Parts Of Ordinances In Conflict Herewith; And Declaring An Emergency.**

Rick Malone, City Planner advised the Council that the Planning Commission voted unanimously to recommend holding a joint public hearing with the City Council on July 5, 2016, for the purpose of receiving public comment regarding imposing a moratorium on zoning changes for five months as set forth in Ordinance No. 723.

MOTION: Councilor Kearns moved, second by Vice Mayor Ceesay to schedule a joint public hearing with the Planning Commission for July 5, 2016.

FOR: Councilor Agee; Councilor Kearns; Vice-Mayor Ceesay; Mayor Fox

AGAINST: None

Motion carried.

D) Adjournment.

- Meeting was adjourned at 7:03 p.m.

Date

Mayor

ATTEST:

City Clerk

MINUTES

CITY COUNCIL MEETING

June 20, 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: Patricia Agee, Councilor; Brandon Kearns, Councilor; and Timothy Fox, Mayor. Momodou Ceesay, Vice Mayor was 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; Dennis Waller, Police Chief; and Paul Newton, Fire Chief.

Also present were: Jason Yarbrough, Glenpool First Baptist Church; and T.A. Hollis, Glenpool Chamber of Commerce.

- A) Mayor Fox called the meeting to order at 6:30 p.m.**
- B) Susan White, City Clerk called the roll. Mayor Fox declared a quorum present.**
- C) Jason Yarbrough offered the Invocation.**
- D) Mayor Fox led the Pledge of Allegiance.**
- E) Chamber of Commerce Report for May – T.A. Hollis, Chairman**
 - Mr. Hollis announced the Chamber had hired an Executive Director to fill the vacant position.
 - He praised the successes of Black Gold Days, highlighting a particular event added this year through the Make a Wish program to assist a local disabled veteran.
- F) Legislative Update – Lowell Peterson, City Attorney**
 - Mr. Peterson provided a legislative update of the Oklahoma 55th Legislature. He featured a number of House and Senate bills pertinent to municipalities.
- G) iCompass Agenda Management Demo – Susan White, City Clerk**
 - Ms. White presented a brief description and displayed a video demonstration of the services and features available in the iCompass product.
- H) City Manager Report – Roger Kolman, City Manager**
 - Mr. Kolman echoed the sentiment of Chamber of Commerce Chairman Hollis concerning the success of Black Gold Days.
 - He announced the employment of Larry Smith to the Police Department.
 - Mr. Kolman met with representatives from American Waste to discuss the possibility of curbside recycling for Glenpool residents.
- I) Mayor Report – Timothy Fox, Mayor**
 - Mayor Fox reviewed some of the recent events in which he participated, including: INCOG monthly meeting; INCOG annual meeting; and Black Gold Days. He publically expressed his thanks to local Boy Scouts and Cub Scouts for their participation in the Flag Ceremony. He also articulated his appreciation to Andrew "Whistler" Parker for his rendition of the

National Anthem. He further expressed his appreciation to Congressman Bridenstine for his assistance during the Make a Wish presentation.

J) Council Comments

- None.

K) Public Comments

- None.

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

- Mayor Fox recognized Lea Ann Reed, April Employee of the Month and Shelton Fair, May Employee of the Month for their dedicated work to the City of Glenpool and its residents.

M) Scheduled Business

1) Discussion and possible action to approve minutes from May 31, and June 6, 2016 meetings.

MOTION: Councilor Agee moved, second by Councilor Kearns to approve minutes as presented.

FOR: Mayor Fox; Councilor Agee; Councilor Kearns

AGAINST: None

ABSENT: Vice-Mayor Ceesay

Motion carried.

2) Discussion and possible action to affirm, reverse or reverse with conditions the decision of the Planning Commission to deny (by tie vote on June 13, 2016) the application for Site Plan submitted by STV Energy Services, Inc., for a proposed Sunoco Glenpool Butane Blending Facility on 10.71 acres that is located in approximately 1,100 feet north of the northeast corner of 131st Street South and US Hwy 75 and is within the Industrial Medium (IM) zoning district, allowing the proposed use as a matter of right.

Rick Malone, City Planner stated the application for Site Plan was appealed to the City Council due to a tie vote (denial) administered by the Planning Commission on June 13. Mr. Malone alerted the Council that the Plan conformed to required zoning and Comprehensive Plan regulations. Lynn Burrow, Community Development Director offered two concerns from city staff including, 1) To require two points of access into the proposed facility; and 2) Proof of adequate water supply in the case of fire protection services. Both points have been satisfactorily addressed by the applicant. Terry Brennam, legal representation for STV Energy Services addressed the Council on behalf of the applicant. Staff recommended approval of the submitted Site Plan.

MOTION: Councilor Kearns moved, second by Councilor Agee to approve the Site Plan and reverse the decision of the Planning Commission to deny.

FOR: Councilor Agee; Councilor Kearns; Mayor Fox

AGAINST: None

ABSENT: Vice-Mayor Ceesay

Motion carried.

3) Discussion and possible action to adopt Resolution No. 16-06-04, A Resolution Stating The City Council's Concurrence With, And Endorsement Of, The Restated Code Of

Ethics And Policy Statement For Elected And Appointed Officials Of The City Of Glenpool, As Adopted By Resolution No. 13-05-01, Dated May 13, 2013, (The “Code Of Ethics”) And Directing That All Boards And Commissions Of The City Of Glenpool Shall Review And Endorse The Code Of Ethics, Provided That Such Boards And Commission May Offer Recommendations For Update Of The Code Of Ethics Which The City Council Shall Consider, All As Required By Section 20 Thereof.

Mayor Fox suggested the Council consider a motion to table since only three members of the Council were present.

MOTION: Mayor Fox moved, second by Councilor Agee to table action on Resolution No. 16-06-04 to the next Regular Meeting.

FOR: Councilor Kearns; Mayor Fox; Councilor Agee

AGAINST: None.

ABSENT: Vice-Mayor Ceesay

Motion Carried.

- 4) **Discussion and possible action on Corporate Resolution No. 16-06-05 of the City of Glenpool, “Resolution Authorizing The City Of Glenpool To Renew That Certain Security Agreement By And Between The City Of Glenpool And The Glenpool Utility Services Authority With Respect To The Issuance Of Utility System Revenue Bonds, Tax Exempt Refunding Series 2010 A And Taxable Refunding Series 2010 B, Dated as of December 1, 2010.”**

Julie Casteen, Finance Director presented the Resolution for approval. She informed the Council that the City and GUSA entered into a security agreement to pledge sales tax dollars for the purpose of repayment of the 2010 bonds. Because state law prohibits encumbering City funds beyond one year, it is necessary to renew the Agreement annually.

MOTION: Councilor Kearns moved, second by Councilor Agee to adopt Resolution No. 16-06-05 as presented.

FOR: Mayor Fox; Councilor Agee; Councilor Kearns

AGAINST: None

ABSENT: Vice-Mayor Ceesay

Motion carried.

- 5) **Discussion and possible action on Corporate Resolution No. 16-06-06 of the City of Glenpool, “Resolution Authorizing The City Of Glenpool To Renew That Certain Security Agreement By And Between The City Of Glenpool And The Glenpool Utility Services Authority With Respect To The Issuance Of Utility System Revenue Bonds, Tax Exempt Refunding Series 2011, Dated As Of January 1, 2011.”**

MOTION: Councilor Agee moved, second by Councilor Kearns to adopt Resolution No. 16-06-06 as presented.

FOR: Councilor Agee; Councilor Kearns; Mayor Fox

AGAINST: None

ABSENT: Vice-Mayor Ceesay

Motion carried.

- 6) **Discussion and possible action to approve a Master Service Agreement And Addendum Thereto, Stating The Scope Of Work And Fee Schedule, Between The City Of Glenpool/GUSA And SpringPoint Technologies, LLC, to provide managed information technology services as provided therein.**

Ms. Casteen informed the Council that a RFP for IT services was released in April. The city received six respondents. A committee of city staff reviewed and scored the responses.

SpringPoint Technologies, LLC received the highest average rating. Staff recommended approval of the SpringPoint Agreement and Addendum.

MOTION: Councilor Agee moved, second by Councilor Kearns to approve the Master Service Agreement and Addendum.

FOR: Councilor Kearns; Mayor Fox; Councilor Agee

AGAINST: None

ABSENT: Vice-Mayor Ceesay

Motion carried.

- 7) **Discussion and possible action to approve Engagement Letter from Arledge & Associates, P.C. to conduct the annual financial and compliance audit for Fiscal Year Ending June 30, 2016 in an amount not to exceed \$22,500.**

Ms. Casteen recommended the Council accept the Engagement and Compilation letters and direct the Mayor to sign on behalf of the City government and authorize the Finance Director to sign on behalf of Management.

MOTION: Councilor Kearns moved, second by Councilor Agee to approve Engagement letters from Arledge & Associates and direct signatures as stated.

FOR: Mayor Fox; Councilor Agee; Councilor Kearns

AGAINST: None

ABSENT: Vice-Mayor Ceesay

Motion carried.

- 8) **Discussion and possible action to enter into a Judicial Services Agreement between the City of Glenpool and George M. Miles, PC, for professional services as judge of the Glenpool Municipal Court for FY 2016-2017.**

MOTION: Councilor Agee moved, second by Councilor Kearns to enter into a Judicial Services Agreement with George M. Miles, PC.

FOR: Councilor Agee; Councilor Kearns; Mayor Fox

AGAINST: None

ABSENT: Vice-Mayor Ceesay

Motion carried.

- 9) **Discussion and possible action to approve Agreement for Administration Of The Sales And Use Tax Ordinances Of The City And An Agreement To Engage In Compliance Activities By The City Of Glenpool.**

Susan White, City Clerk informed the Council that the OTC Administration Agreement reflects the .55% of one cent increase to City sales tax effective July 1, 2016.

MOTION: Councilor Agee moved, second by Councilor Kearns to approve OTC Administration Agreement as presented.

FOR: Councilor Kearns; Mayor Fox; Councilor Agee

AGAINST: None

ABSENT: Vice-Mayor Ceesay

Motion carried.

- 10) **Discussion and possible action to: (a) Ratify a certain Agreement by and between the City of Glenpool and the Glenpool Utility Services Authority (together, "Glenpool") and Rural Water District No. 2, Creek County ("Creek-2") for the purpose of collaborating to provide potable water service and fire suppression service to developments of property that are identified as "Reserved Creek-2 Water Customers" in the Agreement of Compromise, Settlement and Release, entered into by and between Glenpool and Creek-2, dated May 11, 2015, as approved in substance by the**

City Council in Regular Session on April 18, 2016; (b) Approving the final Agreement together with Exhibit A describing certain real property in the City of Glenpool to which the final Agreement applies and incorporating Exhibit A into such Agreement; and (c) Authorizing the Mayor to execute said Agreement.

Lowell Peterson, City Attorney explained to the Council that staff felt it a prudent measure to approve the Agreement each time a property is added to the area relevant to the Agreement. Exhibit A describes the property and if approved the property shall be incorporated into the Agreement.

MOTION: Councilor Agee moved, second by Councilor Kearns to approve the final Agreement, incorporating Exhibit A and authorizing the Mayor to sign the Agreement.

FOR: Mayor Fox; Councilor Agee; Councilor Kearns

AGAINST: None

ABSENT: Vice-Mayor Ceesay

Motion carried.

- 11) Discussion and possible action to enter into Executive Session for the purpose of discussing negotiation of a collective bargaining agreement with employees of the Glenpool Police Department and representatives of their bargaining unit, pursuant to Title 25, § 307(B)(3) of the Oklahoma Statutes (Open Meeting Act).**

MOTION: Councilor Agee moved, second by Councilor Kearns to enter into Executive Session for the purpose stated, at 7:51 p.m.

FOR: Councilor Agee; Councilor Kearns; Mayor Fox

AGAINST: None

ABSENT: Vice-Mayor Ceesay

Motion carried.

- 12) Discussion and possible action to reconvene in Regular Session.**

MOTION: Councilor Agee moved, second by Councilor Kearns to reconvene in Regular Session at 8:11 p.m.

FOR: Councilor Kearns; Mayor Fox; Councilor Agee

AGAINST: None

ABSENT: Vice-Mayor Ceesay

Motion carried.

- 13) Discussion and possible action to approve an Agreement Between The City Of Glenpool, Oklahoma, A Municipal Corporation And The Fraternal Order Of Police, Lodge 133, Fiscal Year 2017.**

MOTION: Councilor Kearns moved, second by Councilor Agee to approve the Agreement between the City of Glenpool and the Fraternal Order of Police, Lodge 133, Fiscal Year 2017 as presented.

FOR: Mayor Fox; Councilor Agee; Councilor Kearns

AGAINST: None

ABSENT: Vice-Mayor Ceesay

Motion carried.

N) Adjournment.

- Meeting was adjourned at 8:16 p.m.

Date

ATTEST:

City Clerk

Mayor



To: Mayor Fox and Honorable Members of the City Council
From: Lowell Peterson, City Attorney
Date: June 30, 2016
Subject: Ordinance for Moratorium

Background:

During the course of the Planning Commission's and the City Council's recent meetings, proposed amendments of the City of Glenpool Zoning Map to change existing land use categories to either of RS-3 (single-family residential high density district) or RS-4 (single-family residential highest district) have generated a certain amount of controversy among applicants, neighboring residents, other property owners and the respective agencies. Objections raised have included: diminution of neighboring property values; increased burden on the Glenpool Public Schools without an equivalent increase in *ad valorem* taxes; a perceived excess of "starter" homes in the City of Glenpool; surface drainage issues; among others.

It is in this context that a substantial number of residents and property owners submitted for consideration by the City Council, on May 2, 2016, a petition requesting moratorium on all residential zone change applications to either of RS-3 or RS-4, the zones allowing the most housing density under the City's Code, and all corresponding subdivision applications. The rationale for this request for moratorium is the argument that neither the Planning Commission nor the City Council should take action on RS-3 or RS-4 zone changes, or corresponding subdivision applications, until staff has had the opportunity to undertake and conclude pending revisions to the 2030 Comprehensive Plan, which are presently underway. The City Council voted to direct the Planning Commission to commence the process of updating the Comprehensive Plan and imposing the requested moratorium on RS-3 and RS-4 development.

At its meeting on May 9, 2016, the Planning Commission expressly directed the City Attorney to prepare a moratorium ordinance for consideration by the Planning Commission, then referral to the City Council, in conjunction with the pending revisions to the City of Glenpool 2030 Comprehensive Plan.

The requirements for adoption of a moratorium are substantially similar to those for a textual change to the Zoning Regulations with the exception that 11 O.S. § 43-106(B) sets out specific notice requirements "[i]f a municipality proposes zoning reclassifications in order to revise its comprehensive plan or official map ...". The Planning Commission and the City Council are sponsoring a duly notice public hearing on this matter on today's date and will be expected to take action in accordance with all requirements of the Oklahoma Statutes and City of Glenpool Zoning Regulations.

Staff Recommendation:

Staff recommends that, upon conclusion of the public hearing: (a) the Planning Commission consider the attached moratorium ordinance and pass its recommendation to adopt to the City Council; and (b) the City Council adopt the proposed moratorium ordinance.

Attachment:

- Ordinance No. 723, Moratorium on Zone Change and Subdivision Applications Affecting RS-3 and RS-4 Residential Districts.

ORDINANCE NO. 723

AN ORDINANCE OF THE CITY OF GLENPOOL AMENDING ORDINANCE NO. 458, BY IMPOSING A MORATORIUM OF FIVE MONTHS (150 DAYS) WITH RESPECT TO RESIDENTIAL SINGLE-FAMILY HIGH DENSITY DISTRICT (RS-3) AND RESIDENTIAL SINGLE-FAMILY HIGHEST DENSITY DISTRICT (RS-4) ZONE CHANGE AND SUBDIVISION APPLICATIONS IN THE CITY OF GLENPOOL, OKLAHOMA, PENDING COMPLETION OF APPLICABLE REVISIONS TO THE CITY OF GLENPOOL 2030 COMPREHENSIVE PLAN, AND INCLUDING EXCEPTION FOR HARDSHIP AND OTHER PROVISIONS NECESSARY TO THE ENFORCEMENT OF THIS ORDINANCE; AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith; AND DECLARING AN EMERGENCY

RECITALS, PREMISES AND STATEMENT OF FINDINGS

WHEREAS:

Title 11 § 14-101 of the Oklahoma Statutes provides that a municipal governing body may “enact ordinances, rules and regulations not inconsistent with the Constitution and laws of Oklahoma for any purpose mentioned in Title 11 of the Oklahoma Statutes or for carrying out their municipal functions”; and

Title 11 § 43-101 of the Oklahoma Statutes enables municipal governing bodies “[f]or the purpose of promoting health, safety, morals or the general welfare of the community [to] regulate and restrict the height, number of stories, and size of buildings and other structures, the percentage of lot that may be occupied, the size of yards, courts or other open spaces, the density of population, and the location and use of buildings, structures and land for trade, industry, residence or other purposes”; and

Title 11 § 43-103 of the Oklahoma Statutes provides that “municipal regulations as to buildings, structures and land shall be made in accordance with a comprehensive plan and be designed to accomplish any of the following objectives: ... (3) To promote health and the general welfare, including the peace and quality of life of the district; ... (5) To prevent the overcrowding of land; ... (8) To facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements. Regulations shall be made with reasonable consideration ... to the character of the district and its peculiar suitability for particular uses and ... with a view to encouraging the most appropriate use of land throughout the municipality”; and

Title 11 § 43-103 of the Oklahoma Statutes, and Title 11, Chapter 1, § 2 of the Code of Ordinances for the City of Glenpool further provide that zoning regulations adopted with respect to buildings, structures and land use shall be made in accordance with a comprehensive plan and shall be designed to accomplish one or more of the following objectives:

- To lessen congestion in the streets;
- To secure safety from fire, panic and other dangers;
- To promote health and the general welfare, including the peace and quality of life of the City;
- To provide adequate light and air;
- To prevent the overcrowding of land;
- To promote historical preservation;
- To avoid undue concentration of population; or
- To facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements; and

Title 11 § 43-103 of the Oklahoma Statutes further provides that such regulations must be made with reasonable consideration, among other things, of the character of each district affected by such regulations and its peculiar suitability for particular uses, and with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout the municipality; and

The primary purpose of the City of Glenpool Zoning Regulations at Title 11 of the Code of Ordinances, is implementation of the Comprehensive Plan and directing such land uses as conform to the intent and purpose of the Comprehensive Plan; and

Title 11, Chapter 7, Section 1 of the Zoning Regulations further provides that the purpose and intent of the Zoning Regulations with respect to all residential districts is to:

- Achieve the residential objectives of the Comprehensive Plan;
- Protect the character of residential areas by excluding inharmonious commercial and industrial activities;
- Achieve a suitable environment for family by permitting in residential areas appropriate neighborhood facilities, such as churches, schools, and certain cultural and recreational facilities;
- Preserve openness of the living areas and avoid overcrowding by requiring minimum yards, open spaces, and lot areas, and by limiting the bulk of structures;
- Permit a variety of dwelling types and densities to meet the varying needs of families; and
- Control the density of residential development to facilitate the planning for an economical provision of streets, utilities, and other public facilities; and

The primary purpose of the City of Glenpool Subdivision Regulations at Title 12, Chapter 1, Section 2 of the Code of Ordinances, provides that the purpose and intent of the Subdivision Regulations is to:

- Provide for the physical development of the City in accordance with the Comprehensive Plan and the major street and highway plan;
- Provide for the most beneficial relationship between the development of land and building structures, and the circulation of vehicular traffic throughout the City;
- Secure and provide for the proper arrangement and alignment of public or private streets or other types of traffic ways in relation to existing or planned streets or to the Comprehensive Plan for: adequate and convenient vehicular traffic flow; utility extensions and associated service lines; adequate access for firefighting apparatus, police and other emergency vehicle operations; appropriate and adequately designed parking lots, parks and open spaces, light and air; and the avoidance of congested population centers;
- Establish a subdivision process that is as expeditious, efficient, and the most cost effective as possible, while providing for the health, safety, convenience, and general welfare of the public;
- Ensure that proper legal descriptions, survey monumentation of land, and adequate and accurate records of the platting of real property subdivisions are kept in conjunction with the subdivision process adopted by the City;
- Ensure that public facilities and utilities are available that will have sufficient capacity to serve the proposed subdivision while providing for the orderly development of the community in general conformance with the Comprehensive Plan;
- Consider the natural beauty and topography of the City and to encourage appropriate development with regard to all natural features existing on a particular property;
- Provide that the cost of improvements which primarily benefit the tract of land being subdivided and/or developed be borne by the owners and developers of the property without undue economic burden to the public; and

Title 11 § 43-103 of the Oklahoma Statutes further expressly directs that, “The governing body shall provide the manner in which regulations, restrictions and district boundaries shall be determined, established and enforced, and amended, supplemented or changed”; and

In accordance with Title 11 O.S. § 45-103 of the Oklahoma Statutes, as part of the Planning Commission’s duty to prepare plans for the betterment of the City as a place of residence and business, it may consider and investigate any subject matter tending to the development and betterment of the municipality, and make recommendations to the City Council as it deems advisable concerning the adoption or amendment of the City of Glenpool Comprehensive Plan; and

The City of Glenpool is presently undertaking a substantial update of the City of Glenpool 2030 Comprehensive Plan in order to include current zoning trends and planning practices in the City of Glenpool, and to ensure that the Comprehensive Plan will be used most effectively as the foundation for decisions on land use, residential and commercial development and infrastructure investment in the City of Glenpool, as the determinative guide for development and as the basis for updating affected Zoning and Subdivision Regulations; and

The Comprehensive Plan update will include developing a strategy and land use map for the most advantageous use of currently developed and undeveloped property inside the city limits, including without limitation: preferred locations and arrangements of future single-family and multi-family residential development based on growth projections; and

Current housing trends in Glenpool have led to substantial and repetitive implementation of the Residential Single-Family High Density District (RS-3) and Residential Single-Family Highest Density District (RS-4) with correspondingly small lot subdivisions; and

The 2030 Comprehensive Plan, as currently written, is ambiguous with respect to the approval of amendments of the Zoning Code for the purpose of changing other categories of land use to RS-3 in a manner that is most consistent with residential area goals stated in the Comprehensive Plan; and

There is no express provision in the Comprehensive Plan for the RS-4 single-family residential highest density district, notwithstanding provisions for it in the Zoning Regulations and that subdivisions in the City have been approved and constructed in RS-4 districts without articulating how the RS-4 district furthers the intention and purpose of the Comprehensive Plan; and

It is urgent to protect the public health, safety, and welfare of the City of Glenpool by immediately preventing future zoning or subdivision applications with respect to RS-3 and RS-4 zones until appropriate land use regulatory controls can be adopted; and

It follows that such land use regulatory controls work best when built upon a carefully considered comprehensive plan; and

It will take an indefinite period of time to assemble changes to the Comprehensive Plan that ensure the direction of appropriate Zoning and Subdivision Regulations; and

During this time, demand for RS-3 or RS-4 use of land may arise for which there are inadequate or nonexistent controls; and

If the City allows development of such districts during that interim, the ultimate value of the updated Comprehensive Plan may be compromised; and

To prevent a race by property owners to obtain approval of zone changes and subdivision plats prior to the possible adoption of Zoning and Subdivision Regulations that may affect the uses to which they may put their property, the City Council concludes that the City must adopt an interim, short-term moratorium concerning the filing, acceptance, and processing of RS-3 and RS-4 zone change and

subdivision applications until the Comprehensive Plan update is completed, because doing so will preserve the status quo during the Comprehensive Plan update process and halt only two types of development temporarily, pending completion and possible adoption of amendments to the City's Zoning and Subdivision Regulations; and

Any delay in residential development that may be occasioned during the interim period of this moratorium will be temporary and will apply only to RS-3 and RS-4 single-family residential districts, leaving the option for development of all other residential or other uses available and unchanged; and

Title 11 § 43-106(B) of the Oklahoma Statutes expressly contemplates the case where "a municipality proposes zoning reclassifications in order to revise its comprehensive plan or official map"; and

The Planning Commission has treated the proposed moratorium as a textual amendment to the Zoning Regulations for the purpose of allowing City staff, the Planning Commission and the City Council sufficient time to revise the Comprehensive Plan and official map and to identify areas which may require subsequent zoning reclassifications and subdivision regulatory changes specific to population density, traffic patterns, diversity of topography or other distinguishing features of affected properties, without the disruption of contravening applications; and

As provided by Title 11, Chapter 3, Article D § of the Zoning Regulations, subject to the provisions of Title 11 § 43-104(A) and Title 11 § 43-106(B) of the Oklahoma Statutes, and at the direction of the City Council, the Planning Commission, on June 13, 2016, considered and made its recommendations regarding the proposed moratorium ordinance in a regularly scheduled and duly noticed public meeting and has passed its recommendations with respect thereto to the City Council; and

The City Council has likewise treated the proposed moratorium as a textual amendment to the Zoning Regulations for the purpose of allowing City staff, the Planning Commission and the City Council sufficient time to revise the Comprehensive Plan and official map and to identify areas which may require subsequent zoning reclassifications and subdivision regulatory changes specific to population density, traffic patterns, diversity of topography or other distinguishing features of affected properties, without the disruption of contravening applications; and

As provided by Title 11, Chapter 3, Article D § of the Zoning Regulations, subject to the provisions of Title 11 § 43-104(A) and Title 11 § 43-106(B) of the Oklahoma Statutes, the City Council implemented the following procedures:

- On July 5, 2016, the City Council held a joint public hearing with the Planning Commission in order to give parties in interest and citizens an opportunity to be heard on this matter before action is taken regarding the proposed moratorium.
- At least twenty days prior to the date of the public hearing, notice of the date, time, and place of the hearing was published in a newspaper of general circulation in the City of Glenpool.
- The notice included:
 - o The Comprehensive 2030 Plan map of the City that indicates significant landmarks throughout the City;
 - o Written description of the City's corporate limits;
 - o The provisions of the Zoning Code to be affected by the proposed moratorium;
 - o The effect of the proposed moratorium on the rezoning of property to RS-3 or RS-4 development and on corresponding subdivision applications;
 - o Date, time, and place of the public hearing; and
 - o The fact that the public hearing was to be conducted by the City Council; and
- At least twenty days prior to the date of the public hearing, notice of the date, time, and place of the hearing was posted on properties designated by City staff within the City of Glenpool by

sign and lettering thereon of sufficient size so as to be clearly visible and legible from the public street or streets toward which it faces.

- The notice stated:
 - The date, time, and place of the public hearing;
 - The zoning classifications affected by the proposed moratorium;
 - The effect that the proposed moratorium will, if adopted, have on zone change and subdivision applications; and
 - The fact that the public hearing was to be conducted by the City Council.
- After the foregoing notice and public hearing, the City Council has voted that the moratorium ordinance be:
 - _____ Approved as submitted;
 - _____ Approved as amended; or
 - _____ Denied; and

There is reasonable necessity for the proposed temporary zone change and subdivision moratorium ordinance because it allows City staff, the Planning Commission and the City Council to evaluate proposed changes to the 2030 Comprehensive Plan that will, in turn, be determinative of zoning and subdivision regulations that affect the RS-3 and RS-4 residential districts; and

The moratorium is rationally related to the legitimate governmental interest of ensuring an orderly development of available land in accordance with such changes to the Comprehensive Plan and leaves property owners a reasonable and beneficial use of land for all other residential district purposes; and

For all the foregoing reasons, the City Council has the authority to impose the proposed moratorium on the changing of any City district of any classification to an RS-3 or RS-4 single-family residential classification and on the consideration of applications for subdivision of any RS-3 or RS-4 district classified as such on the effective date of this Ordinance No. 723.

THEREFORE BE IT ORDAINED by the City Council for the City of Glenpool, Oklahoma:

§ 1: FINDINGS.

The Recitals, Premises and Statement of Findings set forth above are hereby adopted as the City Council findings in support of the moratorium imposed by this Ordinance.

§ 2: PROHIBITION.

- a. Notwithstanding any section of the Zoning Regulations adopted prior to the effective date of this Ordinance, no zone change application for any property located within the City limits of the City of Glenpool may be submitted, received, accepted or acted upon after the effective date of this ordinance for the purpose of changing the classification of any property from its current classification to an RS-3 or RS-4 single-family residential district. Any zone change that is granted as a result of error or by use of vague or deceptive descriptions in any zone change application during the moratorium is declared null and void and without legal force or effect.

- b. Notwithstanding any section of the Subdivision Regulations adopted prior to the effective date of this Ordinance, no subdivision application for any property located within the City limits of the City of Glenpool for plat, planned unit development or other purpose in connection with an RS-3 or RS-4 single family residential district may be submitted, received, accepted or acted upon after the effective date of this ordinance, regardless of whether the underlying zoning classification of the subject property was an RS-3 or RS-4 single-family residential district as of the effective date. Any subdivision application that is granted as a result of error or by use of vague or deceptive descriptions in any subdivision application during the moratorium is declared null and void and without legal force or effect.

§ 3: DURATION.

This prohibition of this Ordinance shall be in force and effect for only so long as necessary for City staff, the Planning Commission and the City Council to complete all processes and procedures necessary to adopt the pending 2030 Comprehensive Plan update and in no case more than five months (150 days) from the effective date. The City Council may, by resolution, extend this Ordinance for an additional time of up to no more than five months (150 days) based on the City Council's finding that progress toward completion and adoption of the pending 2030 Comprehensive Plan is proceeding in a timely fashion and that such extension is reasonably necessary.

§ 4. APPLICATION FOR EXEMPTION.

- a. The City Council, by resolution, may grant an exemption from the provisions of this Ordinance if evidence is presented to the City Council's satisfaction that a delay in submission, receipt, acceptance or acting on an application for zone change or subdivision otherwise prohibited by this Ordinance will cause unnecessary and extraordinary hardship to any given property owner.
- b. Any property owner seeking such an exemption shall complete an application on a form to be provided by the Community Development Department and filed with the City Clerk. The form shall require the property owner to provide credible reasons why a temporary delay in his or her application will work an unnecessary and extraordinary hardship by depriving the subject property of all economically viable use for an excessive duration without furthering a legitimate governmental interest.
- c. The City Council shall not grant an application for exemption from the prohibitions of this Ordinance, and there is deemed no unnecessary or extraordinary hardship, for merely the reason that exemption from a temporary delay in consideration of a zone change or subdivision application may result in financial gain or economic advantage to the applicant.

§ 5. PROHIBITION NOT RETROACTIVE.

The moratorium on zone change and subdivision applications affecting RS-3 and RS-4 single-family residential districts may not be applied retroactively. That is, the moratorium shall not operate to prevent consideration of any application for a zone change or subdivision approval that was filed before the effective date of the ordinance; provided that, this limitation shall

not prevent the prohibition of subdivision applications submitted after the effective date of this Ordinance, even if the subject property was zoned RS-3 or RS-4 before the effective date.

§ 6. SEVERABILITY.

If any provision of this Ordinance is declared unconstitutional or otherwise invalid by a court of competent jurisdiction, such invalidity shall not affect other provisions of this Ordinance that can be implemented without the invalid provisions. To that end, the provisions of this ordinance are severable.

§ 7. SAVINGS CLAUSE.

The provisions of this Ordinance do not apply to the extent that their application would result in a regulatory taking requiring compensation, would deprive any person of constitutional or statutory rights or privileges, or would otherwise be inconsistent with state or federal constitutional or statutory law.

§ 8. PUBLICATION.

The City Clerk shall attest to the passage of this Ordinance and shall have the title and a summary of the same published in a newspaper of general circulation in the City of Glenpool and by posting a copy of the Ordinance on the City of Glenpool official website. This Ordinance shall further be codified in the City of Glenpool Code of Ordinances in the same manner as applies to all Ordinances of the City.

PASSED AND APPROVED by the City Council of the City of Glenpool, and the Emergency Clause passed and approved separately, this ____ day of _____ 2016.

Timothy Lee Fox, Mayor

ATTEST:

Susan White, City Clerk

[SEAL]

APPROVED AS TO FORM:

Lowell Peterson, City Attorney

EMERGENCY CLAUSE

Whereas, the City Council finds that there is a current and immediate threat to the public welfare because the continued processing and granting of applications for change of any zoning classification to RS-3 or RS-4 single family residential district, or for the subdivision of property previously classified as RS-3 or RS-4 submitted subsequently to the effective date of this Ordinance, threatens to alter those conditions of the community to be evaluated by the Comprehensive Plan update and any zoning or subdivision regulation amendments adopted in accordance therewith, thereby thwarting the City's efforts to ensure orderly development that is consistent with the values of the Comprehensive Plan, the immediate operation of the provisions of Ordinance No. 723, An Ordinance Of The City Of Glenpool Amending Ordinance No. 458, By Imposing A Moratorium Of Five Months With Respect To Residential Single-Family High Density District (RS-3) And Residential Single-Family Highest Density District (RS-4) Zone Change And Subdivision Applications In The City Of Glenpool, Oklahoma, Pending Completion Of Applicable Revisions To The City Of Glenpool 2030 Comprehensive Plan, And Including Exception For Hardship And Other Provisions Necessary To The Enforcement Of This Ordinance; And Repealing All Ordinances Or Parts Of Ordinances In Conflict Herewith; And Declaring An Emergency is necessary for the preservation of the public safety, health and welfare of the City of Glenpool and the inhabitants thereof, an emergency is declared to exist and the Ordinance shall take effect and be in full force from and after its passage as provided by law.

RESOLUTION NO. 16-06-04

**ANNUAL CITY COUNCIL RESOLUTION OF ENDORSEMENT
OF RESTATED CODE OF ETHICS AND POLICY STATEMENT
FOR ELECTED AND APPOINTED OFFICIALS**

WHEREAS, Section 20 of the Restated Code of Ethics and Policy Statement for Elected and Appointed Officials, “Implementation,” requires members of the City Council, sitting as Councilors and as members of the Board of Trustees for the City’s various public trust authorities, to indicate by signature their individual endorsement of said Code of Ethics; and

WHEREAS, Section 20 of the Restated Code of Ethics and Policy Statement for Elected and Appointed Officials, “Implementation,” requires the City Council to direct that members of the Planning Commission and Board of Adjustment, as well any other administrative bodies of the City, to indicate by signature their individual endorsement of said Code of Ethics.

IT IS THEREFORE RESOLVED BY THE CITY COUNCIL THAT:

1. Each member, in their respective capacities identified below, shall sign the following endorsement below affirming that they have had the opportunity to review the foregoing Restated Code of Ethics and Policy Statement for Elected and Appointed Officials for the City of Glenpool, as required annually, and they reaffirm that they have read, understand and agree to comply with the Restated Code of Ethics and Policy Statement for Elected and Appointed Officials for the City of Glenpool.

I have read, I understand and I agree to comply with the Restated Code of Ethics and Policy Statement for Elected and Appointed Officials for the City of Glenpool.

Hon. Timothy Lee Fox, Mayor
Chair of the Glenpool Utility Service Authority,
Glenpool Industrial Authority and Glenpool
Cemetery Trust

Date

Hon. Momodou Ceesay, Vice-Mayor
Vice-Chair of the Glenpool Utility Service
Authority, Glenpool Industrial Authority and
Glenpool Cemetery Trust

Date

Councilor Brandon Kearns,
Member of the Glenpool Utility Service
Authority, Glenpool Industrial Authority and
Glenpool Cemetery Trust

Date

Councilor Trish Agee
Member of the Glenpool Utility Service
Authority, Glenpool Industrial Authority and
Glenpool Cemetery Trust

Date

2. Members of City boards and commissions, to include without limitation the Planning Commission and Board of Adjustment, shall be provided the Restated Code of Ethics and Policy Statement for Elected and Appointed Officials for the City of Glenpool and requested to affirm the same by the following endorsement.

Hon. Richard Watts
Chair of the Glenpool Planning Commission
and the Glenpool Board of Adjustment

Date

Hon. Joyce Calvert
Vice-Chair of the Glenpool Planning Commission
and the Glenpool Board of Adjustment

Date

Shayne Buchanan
Member of the Glenpool Planning Commission
and the Glenpool Board of Adjustment

Date

Howard Nelson
Member of the Glenpool Planning Commission
and the Glenpool Board of Adjustment

Date

Debra Cutsor
Member of the Glenpool Planning Commission
and the Glenpool Board of Adjustment

Date



To: HONORABLE MAYOR AND CITY COUNCIL
From: Roger Kolman, City Manager
Date: July 5, 2016
Subject: Agreed Upon Procedures Engagement

Background:

In May 2015 the City of Glenpool/Glenpool Utility Service Authority and Creek County Rural Water District No. 2 entered into an agreement of settlement and release regarding ongoing litigation. In part, that agreement created a process for, and a requirement, to engage an independent certified public accountant to review the process, procedures, and reports generated by each utility regarding services provided to customers in certain areas of the Glenpool fence line.

The City of Glenpool/Glenpool Utility Service Authority and Creek County Rural Water District No. 2 jointly issued an RFP to several qualified CPA firms in the Tulsa region that perform the type of work required by the settlement agreement. The sole respondent to that RFP was Anne Elfrink, CPA whose offices are in Tulsa. Staff from Glenpool and from Creek County Rural Water reviewed the firm's proposal and found it to be acceptable and the fee to be reasonable in light of the work required.

The proposed fees for the initial period, May 2015 through June 2016 are \$9,600 with both parties being responsible for 50% of that amount.

Staff Recommendation:

Staff recommends approval of the engagement letter for Agreed Upon Procedures to be performed by Anne Elfrink, CPA.

Attachments:

Anne Elfrink, CPA engagement letter

Anne Marie Elfrink, MS, CPA

Member of the AICPA, OSCP, and GFOA

3119 E 87th Street
Tulsa, Oklahoma 74137

Anne.Elfrink@CPA.com

918-361-2133
Fax: 918-512-4280

June 8, 2016

City of Glenpool/Glenpool Utility Service Authority and Creek County Rural Water District No. 2
12205 S. Yukon Ave.
Glenpool, OK 74033

We are pleased to confirm our understanding of the nature and limitations of the services we are to provide for the City of Glenpool/Glenpool Utility Service Authority and Creek County Rural Water District No. 2.

SCOPE OF SERVICES

We will apply the agreed-upon procedures described below to be performed in accordance with the applicable attestation standards of the American Institute of Certified Public Accountants and the fieldwork reporting standards in *Government Auditing Standards*. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described in the schedule below for any purpose. If, for any reason, we are unable to complete the procedures, we will describe the restrictions on the performance of the procedures in our report, or will not issue a report as a result of this engagement.

Because the agreed-upon procedures listed in the schedule below do not constitute an examination, we will not express an opinion on the financial statements, underlying data, or the procedures being conducted to prepare such statements. In addition, we have no obligation to perform any procedures beyond those listed in the schedule below.

We will submit a report listing the procedures performed and our findings. The report is intended solely for the use of the City of Glenpool/Glenpool Utility Service Authority and Creek County Rural Water District No. 2. It should not be used by anyone other than the specified parties. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to the parties.

You are responsible for establishing and maintaining internal controls, including monitoring ongoing activities, and for selecting the criteria and determining that such criteria are appropriate for your purposes. You are responsible for management decisions and functions; for designating an individual with suitable skill, knowledge, and/or experience to oversee the procedures we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

The specific procedures to be performed are:

With respect to Glenpool's Records

1. We will gain an understanding of the policies, procedures, and methodologies used by Glenpool to create, maintain, bill, and terminate water utility customers, particularly those existing within the Permissive Area, as that term is defined in the Agreement. Such understanding shall be documented by the Auditor in writing.
2. We will obtain building permit records for all new construction within the Permissive Area during the Auditable Period, and compare such records to records maintained within Glenpool's utility billing system pertaining to the installation of new water meters at the physical addresses on the building permits to ensure that information regarding new meter installations reported to Creek-2 is timely and accurate.
3. We will calculate the amount of Meter Connection Fees due Creek-2 during the Auditable Period based upon building permits, utility installation records, and utility billing records, and shall compare the results of that

calculation to the amount remitted by Glenpool during the same period. The Auditor shall reconcile any differences noted and determine the correct amount due during the Auditable Period.

4. We will examine Glenpool's records (including, but not limited to raw computer billing data, customer reports, software billing programs) to determine whether amounts paid to Creek-2 for Royalty Fees due on Active Water Connections in the Permissive Area during the Auditable Period are correct. The Auditor shall reconcile any differences noted and determine the correct amount due to Creek-2 during the Auditable Period.

5. We will obtain documentation of the CPI-U adjustments made to Meter Connection Fees and Royalty Fees paid by Glenpool to Creek-2 during the Auditable Period and determine whether such adjustments were accurate and made in a timely manner.

6. During the initial Auditable Period, we will review and report on the accuracy of the information included in Glenpool's Baseline Customer Count in the Permissive and Released Areas as reported to Creek-2.

With Respect to Creek-2's Records

1. We will gain an understanding of the policies, procedures, and methodologies used by Creek-2 to create, maintain, bill, and terminate Shared Utility Customers. Such understanding shall be documented by the Auditor in writing.

2. We will obtain and compare records maintained by Glenpool pertaining to wastewater taps made or maintained at addresses served by Creek-2's domestic water and compare such records to Creek-2's billing records for Shared Utility Customers.

3. We will examine Creek-2's records (including but not limited to raw computer billing data, customer reports, software billing programs) regarding water consumption by Shared Utility Customers and calculate the amounts due Glenpool for wastewater collection services for those customers. The Auditor shall compare the calculation above to the actual amounts paid to Glenpool for the Audi table Period and reconcile any differences noted.

4. During the initial Auditable Period, we will review and report on the accuracy of the information included in Creek-2's Baseline Customer Count in the Permissive and Released Areas as reported to Glenpool.

Procedures Applicable to Creek-2 and Glenpool

I. We will apply the following agreed-upon procedures, as specified in the Agreement of Compromise, Settlement and Release ("Agreement"), dated May 2015 provided that the Auditor may implement the Audit Sampling standards set forth in *AU Section 350, Audit Sampling*, implementing Statements on Auditing Standards No. 39, 43, 45 and 111, promulgated by the Auditing Standards Board of the American Institute of Certified Public Accountants, as such AU 350 may be amended or superseded.

2. We will perform any other procedures the Auditor deems reasonable and necessary to ensure that the purpose and intent of the Agreement has been met by both Creek-2 and Glenpool.

3. The above agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the Government Accountability Office.

We understand that your employees will assist in locating documents and obtaining data files we request.

The documentation for this engagement is the property of Anne Marie Elfrink, MS, CPA and constitutes confidential information. This documentation will be retained for a minimum of five years after the report release date.

Our fee for these services will be a flat baseline fee of \$9,600 for the initial audit period covering May 15, 2015 through June 30, 2016 plus \$10 per meter for each active water connection maintained by the City of Glenpool/Glenpool Utility Service Authority over 100 in the permissive area.

Our invoice for these fees will be rendered upon delivery of our final report and is payable on presentation. However, if we are prevented from continuing our work due to delays in availability of client staff or information, or any other mechanism outside of the jurisdiction and control of our firm, we will bill for services rendered on a monthly basis. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even

if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. If an expansion of scope beyond those specific procedures identified above is necessary, we will discuss it with you before we incur additional costs.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2013 peer review accompanies this letter.

We appreciate the opportunity to be of service to the City of Glenpool and Creek County Rural Water District No. 2 and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Anne Marie Elfrink, MS, CPA

RESPONSE:

This letter correctly sets forth the understanding of the City of Glenpool and Creek County Rural Water District No 2.

FOR THE CITY OF GLENPOOL:

By: _____

Title: _____

Date: _____

FOR THE GLENPOOL UTILITY SERVICE AUTHORITY:

By: _____

Title: _____

Date: _____

FOR THE CREEK COUNTY RURAL WATER DISTRICT NO. 2:

By: _____

Title: _____

Date: _____



To: HONORABLE MAYOR AND CITY COUNCIL
From: Roger Kolman, City Manager
Date: July 5, 2016
Subject: Professional Services Agreement – Crossroads Communications

Background:

The City has contracted with Crossroads Communications, LLC since 2007 to provide consulting in the areas of economic development, research, public relations, and communications. Ms. Vavrinak and her team have represented the city well during that time and staff sees great value in retaining their services for another year.

The proposed fees in this agreement for the 2016-2017 fiscal year are \$42,000, which is the same as the prior fiscal year. This contract is included in the adopted budget at line item 01-6-11-6259.

Staff Recommendation:

Staff recommends approval of the proposed agreement with Crossroads Communications, LLC.

Attachments:

Proposed agreement.

CONTRACT FOR PROFESSIONAL SERVICES

For Economic Development Consultation Services
Crossroads Communications, LLC

This Contract ("Contract") for Economic Development Consultation Services is made and entered into as of the 1st day of July 2016 by and between the City of Glenpool ("City") and Crossroads Communications, LLC ("Consultant").

This Contract shall be in effect as of the 1st day of July 2016 and shall be in effect through the 30th day of June 2017. The Contract Term may be extended or renewed by written mutual agreement of both parties.

WHEREAS, the Consultant offers specialized services for which the Consultant is a uniquely and discreetly qualified source, to wit: successful business attraction projects in numerous Oklahoma communities; performing site studies and assessments for developers considering land acquisition and business development in Tulsa and across northeastern Oklahoma; public relations and marketing strategy, communication, planning, and implementation; and in-depth research through public and private industry-leading sources to support data assessments and add strength and credibility to its recommendations; and

WHEREAS, the City desires to enter into a Contract with the Consultant for the purposes set forth below.

NOW THEREFORE, the City and the Consultant do mutually agree as follows:

I. Scope of Services

A. Objectives of Contract/Performance Criteria

The objectives of the contractual relationship between City and Consultant are to: retain and increase investment in the City by commercial business entities; manage the City's public image through public relations; provide consultation regarding community outreach and communication; improve the retail environment by providing support, information, advice, assistance and publicity for existing or potential businesses/developers/retailers in the City; facilitate new investment by commercial enterprises, thereby increasing the City's ability to increase its sales tax base and improve the quality of life for citizens who no longer have to travel to obtain goods and services; and enhance the City's ability to attract new residents and new businesses who seek locations where they can find and retain talented employees. Consultant will serve as a resource for public relations advice and project management/execution for the City, as a marketing and advertising advisor and agency, and as an economic development resource for City staff. Consultant will also serve as a facilitator for new business

development through active recruitment and through assistance in making needed connections or providing demographic information.

B. Public Relations

1. Manage public relations efforts for the City, including writing for the media, distribution, coordination efforts, utilizing media contacts, and event planning within reasonable limitations;
2. As called upon, serve as City spokesperson and media coordinator for interviews, information, and other necessary media contact for both traditional and digital/social media;
3. Work with City staff to identify, write and share potential positive stories to build community image and engagement; and
4. Serve as crisis communications point person when necessary or advisable.

C. Economic Development

1. Advise and assist the City regarding efforts to make the City an attractive new location for retailers using the International Council of Shopping Centers (“ICSC”) as a clearinghouse for remaining 2016 events and preparing for ICSC’s annual feature event, “RECon 2017”;
2. Apprise City Manager, through regular meetings, of the status of efforts, such as specific data gathering and retailers’ requesting or receiving data about the City;
3. Advise and assist the City pertaining to real estate transactions, opportunities or processes in regard to development efforts;
4. Advise and assist the City pertaining to incentives, infrastructure needs, partnering with developers and using development agreements to the best advantage of the City;
5. Serve as a liaison between the City and the development community as needed to facilitate the process of commercial investment in the community, including follow-up;
6. Maintain and grow relationships with site selection professionals;
7. Advise and assist the City with planning and execution of further specific marketing efforts geared toward Fall 2016 ICSC events and other development or economic opportunities as they arise, including continued marketing assistance for the Glenpool Conference Center, updates to pertinent economic development information on the City website and other tools necessary to market the City.

D. Other

The foregoing scope of services is exemplary only and Consultant may be called upon to perform such other tasks as are reasonably consistent with, and will best facilitate achievement of, the stated Objectives.

E. Acknowledgement of Disclaimer and Representation of Good Faith

1. Although Consultant expects to complete successfully the Objectives identified in subsection A. of this section, City acknowledges and agrees it is impossible to guarantee any level of investment (or any investment at all) because market conditions, retailers' business plans, City policies and other market drivers are subject to change at any time and are beyond the control of Consultant. City acknowledges that Consultant expressly disclaims all warranties, either express or implied, with respect to general or specific results from services delivered.
2. In no event shall Consultant be liable for any damages whatsoever (including, without limitation, damages for loss of business profits, business interruption, loss of business information, internal expenses or opportunity costs, consequential damages, or other pecuniary loss) arising out of the use of, or failure of City to use, the services delivered or the results thereof, except to the extent such damages result from grossly negligent or intentional acts of Consultant.
3. The Consultant agrees that any advice or service provided under this Contract is true and correct to the best knowledge and ability of Consultant and will be provided in good faith.

II. Compensation

Description	Quantity	Unit Price	Cost
Consultation fee, per month, payable to Consultant upon the execution of this Contract and then monthly on the 15th of each month during the Term of the Agreement.	12	\$3,500.00	\$42,000.00
Travel and Lodging when on City business and only when specifically requested by the City and pre-approved by the City Manager. Pre-approval shall not be required for travel and lodging in connection with either of the Fall/Texas ICSC event or the RECON 2016 event.	TBD	TBD	TBD
Notes: specific deliverables, such as printing, web site development, posters, etc., are not included in the consultation fee and, if required, will be estimated separately based on the City's specific public relations and economic development needs. Periodic reports and related information provided by Section J. of this Contract are included in the consultation fee and there will be no additional charge for such reports and information.			

Description	Quantity	Unit Price	Cost
			\$42,000.00

IV. General Terms And Conditions

A. Termination.

City and Consultant agree that the term of this Contract is for twelve months, as specified above, and the Contract shall not be revoked, canceled or terminated by City except for gross negligence or intentional misconduct of Consultant or an unforeseeable bona fide change of circumstances rendering the Contract moot. The Contract shall not be revoked, canceled or terminated by Consultant except for a default of payment by City to Consultant that is not remedied within 30 days of notification by Consultant.

B. Subcontract/Assignment Notification

None of the work and services covered by this Contract may be subcontracted or assigned to any third party without written consent of the City. Any work or services subcontracted hereunder shall be specified by written agreement and shall be subject to each provision of this Contract.

C. Amendments

The work and services to be performed and any other terms or conditions of this Contract may be amended only upon written agreement of both parties.

D. Event of Default.

An "Event of Default" under this Agreement shall be defined as, and shall occur when, either party fails or refuses to perform and/or pay in connection with any of its obligations or representations provided for in this Agreement, and if such failure or refusal shall continue uncured for 30 days following written notice of default served on the defaulting party by the non-defaulting Party.

E. Disputes, Interpretation, Remedies

1. In the occurrence of an event of default as provided by subsection D., or the parties fail to agree on the interpretation and implementation of any material provision of this Contract, the details of such event of default or disagreement shall be forwarded to the legal counsels of both parties for review and recommendation. Both parties shall attempt in good faith to resolve any dispute without further recourse.
2. In the event that the parties are unable otherwise to resolve any dispute under this Contract, the parties agree that such dispute shall be resolved by an appropriate action to be submitted to Dispute Resolution Consultants of Tulsa, Oklahoma. The results of mediation by DRC shall be binding on the parties.

3. Remedies shall be limited to actual monetary damages, without consequential or punitive damages; all attorney fees to be paid by losing party; and specific performance, as appropriate.
4. Neither forbearance nor payment by the City shall be construed to constitute waiver of any remedies for any default by the Consultant that exists then or occurs later.

F. Severability Clause

If any provision under this Contract or its application to any person or circumstance is held invalid by any court of competent jurisdiction, such invalidity shall not affect any other provision of this Contract or its application that can be given effect without the invalid provision or application.

G. Hold Harmless Clause

The City understands and agrees that any advice or service provided under this Contract is true and correct to the best knowledge and ability of Consultant and will be provided in good faith. The City accepts full responsibility for its decisions to act or not act according to said advice and agrees to indemnify and hold harmless Crossroads Communications, LLC, its principals, employees, sub-contractors and associates pertaining to outcomes or situations that arise from the advice, materials or other items provided under this Contract, except to the extent otherwise provided by subsection E.2.

H. Personnel

1. The Consultant represents that it will secure all such personnel as may be required in performing the services provided under this Contract. Such personnel shall not be employees or agents of, or have any contractual relationship with, the City.
2. The Consultant has full responsibility for payment of workers' compensation insurance, unemployment insurance, social security, state and federal income tax and any other deductions required by law for its employees.
3. All of the services required hereunder will be performed by the Consultant or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.

I. Conflict of Interest

1. No member of the governing body of the City, and no other officer, employee, or agent of the City who exercises any function or responsibility in connection with the planning and carrying out of any project or service pursuant to this Contract, shall have any personal financial interest, direct or indirect in such project or service, and the City shall take appropriate steps to assure compliance herewith.
2. The City covenants that it presently has no interest and shall not acquire interest, direct or indirect, which would conflict in any manner or degree with the performance of Consultant's services under this Contract. The City further covenants that, in the performance of this Contract, no person having any such interest shall be employed.

3. No partner, member, associate or employee of the Consultant who exercises any function or responsibility in connection with the planning and carrying out of any project or service pursuant to the Contract, shall have any personal financial interest, direct or indirect in such project or service, and the Consultant shall take appropriate steps to assure compliance herewith.
4. The Consultant covenants that it presently has no interest and shall not acquire interest, direct or indirect, which would conflict in any manner or degree with the performance of its services under this Contract. The Consultant further covenants that, in the performance of this Contract, no person having any such interest shall be employed.

J. Reports and Information

1. The Consultant, at such times and in such forms as the City may require, shall furnish the City such periodic reports as the City may reasonably request pertaining to the services undertaken pursuant to the Contract, costs and obligations incurred or to be incurred in connection therewith and any other matters covered by this Contract.
2. Consultant shall furnish the City narrative reports and financial reports, as applicable, related to the performance of this Contract in the forms and at such times as may be required by the City.

K. Records and Audits

1. The City and its authorized representatives shall have the right, at any time during normal business hours and subject to a three-day notice of request, to audit, examine and make copies of or extracts from all documents, reports, correspondence, records and any other materials without limitation, to the extent they pertain to performing such audit, examination, copying or extraction, whether maintained in written, electronic, or other form, relating to or pertaining to this Contract kept by or under the control of the Consultant, its employees, agents, assigns, successors, and subcontractors.
2. Consultant shall retain all books, documents, papers, records, and other materials involving all activities and transactions related to this Contract throughout the Term of this Contract and for a period of five years following the termination of this Contract or any extension or renewal of this Contract. Consultant shall, as often as deemed necessary by the City, permit authorized representatives of the City and its authorized representatives to have full access to and the right to examine fully all such materials.
3. Costs of any audits conducted under the authority of this right to audit and not addressed elsewhere will be borne by City. If an audit performed under this authority discovers substantive findings related to fraud, misrepresentation, or non-performance, City may recoup the costs of the audit from the Consultant. Any adjustments and/or payments that must be made as a result of any such audit of the Consultant's records shall be made within a reasonable amount of time (not to exceed 90 days) from presentation of City's findings to Consultant. Such reimbursement shall not exhaust City's remedies under this authority.

L. Choice of Law.

This Agreement is made and entered into in the State of Oklahoma and shall in all respects be interpreted, enforced and governed under the laws of that state.

M. Entire Agreement.

This Agreement sets forth the entire understanding between the parties, and there are no terms, conditions, representations, warranties or covenants other than those contained herein. This Agreement supersedes any and all prior discussions or negotiations, whether oral or written, of the Parties.

N. Amendment or Termination.

No term or provision of this Contract may be amended, waived, released, discharged or modified in any respect, nor may this Contract be terminated or cancelled, except in writing signed by the parties.

O. Notice.

All notices required under this Contract may be in writing, communicated by mail or electronic means, or verbal, including telephone and cell phone, as reasonably appropriate or as required elsewhere in this Contract.

For notices to City

City of Glenpool
Attn: Roger Kolman, City Manager
12205 S. Yukon Avenue
Glenpool, OK 74033
918-209-4645
rkolman@cityofglenpool.com

For notices to Consultant:

Crossroads Communications, LLC
Attn: Mandy Vavrinak, Managing Member
3732 S. Canton, Tulsa OK 74135
(918)-633-4397
mvavrinak@mac.com

In addition to any other notice required by this Agreement, the Parties shall provide each other notice in the event that the foregoing contact information changes or is updated within five business days of such change or update.

IN WITNESS WHEREOF, the City and Consultant have executed this Contract as of the date first written above.

Accepted for the City of Glenpool

Timothy Lee Fox, Mayor

Date _____

ATTEST:

Susan White, City Clerk

Approved:

Lowell Peterson, City Attorney

Accepted for Crossroads Communications, LLC

Mandy Vavrinak, Managing Member

Date _____

**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 Tuesday, July 5, 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 June 6, June 14, and June 20, 2016 meetings.
 - 2) Discussion and possible action to approve Engagement Letter from Anne Elfrink, CPA for Agreed Upon Procedures, jointly with GUSA and Creek County Rural Water District II in accordance with the Agreement of Settlement and Release.
- E) Adjournment

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

Signed: _____
Clerk



Public Works Director's Report

July 5, 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.
- 3 sewer backups: all 3 were on customer side.
- Sent in Quarterly BIO monitoring samples we passed.
- Sent in our Lab recertification results we are now waiting to see if we passed.

Water Distribution:

- Meter reading started on June 1st.
- Meter reading was completed on June 13th.
- Total rereads for May were 67.
- 237 Service Orders, 14 Blue tags were issued by the water billing dept.
- 10 New construction meters were set and 10 meter replacements.
- 386 Line locates were issued by call Okie.
- 8 Field work orders were issued.
- 146 Turned off due to none payment.
- Quarterly TTHM and Haa5 Sample results came back we passed.
- Located and Repaired 7 leaks.
- Repaired/Replaced 2 Fire Hydrants.

**MINUTES
GLENPOOL UTILITY SERVICES AUTHORITY
REGULAR SESSION
June 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 and Brandon Kearns.

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 7:56 p.m.**
- B) **Susan White, 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 actions at the waste water treatment plant and water distribution system activities during the month of May.
- D) **Scheduled Business:**
- 1) **Discussion and possible action to approve minutes from April 4, April 18, April 28, May 2, and May 5, 2016 meetings.**
MOTION: Trustee Agee moved, second by Trustee Kearns to approve minutes as presented.
FOR: Vice Chairman Ceesay; Chairman Fox; Trustee Agee; Trustee Kearns
AGAINST: None
Motion carried.
- E) **Adjournment.**
- There being no further business, Chairman Fox declared the meeting adjourned at 7:59 p.m.

Date

Chairman

ATTEST:

Secretary

MINUTES
GLENPOOL UTILITY SERVICES AUTHORITY
SPECIAL SESSION
June 14, 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; Patricia Agee and Brandon Kearns.

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

A) Chairman Fox called the meeting to order at 7:03 p.m.

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

C) Scheduled Business:

- 1) Discussion and possible action to ratify action taken by the Glenpool City Council to adopt Resolution No. 16-06-03, as it pertains to the FY 2016-2017 Budget of the Glenpool Utility Services Authority.**

MOTION: Vice Chairman Ceesay moved, second by Trustee Agee to ratify action taken by City Council to adopt Resolution No. 16-06-03.

FOR: Vice Chairman Ceesay; Chairman Fox; Trustee Agee; Trustee Kearns

AGAINST: None

Motion carried.

D) Adjournment.

- There being no further business, Chairman Fox declared the meeting adjourned at 7:04 p.m.

Date

Chairman

ATTEST:

Secretary

**MINUTES
GLENPOOL UTILITY SERVICES AUTHORITY
SPECIAL MEETING
June 20, 2016**

The Special Meeting of the Glenpool Utility Services Authority was held at Glenpool City Hall. Trustees present: Tim Fox, Chairman; Patricia Agee and Brandon Kearns. Momodou Ceesay, Vice Chairman was 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 8:16 p.m.

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

C) Scheduled Business:

- 1) Discussion and possible action to: (a) Ratify a certain Agreement by and between the City of Glenpool and the Glenpool Utility Services Authority (together, "Glenpool") and Rural Water District No. 2, Creek County ("Creek-2") for the purpose of collaborating to provide potable water service and fire suppression service to developments of property that are identified as "Reserved Creek-2 Water Customers" in the Agreement of Compromise, Settlement and Release, entered into by and between Glenpool and Creek-2, dated May 11, 2015, as approved in substance by the City Council in Regular Session on April 18, 2016; (b) Approving the final Agreement together with Exhibit A describing certain real property in the City of Glenpool to which the final Agreement applies and incorporating Exhibit A into such Agreement; and (c) Authorizing the Mayor to execute said Agreement.**

MOTION: Trustee Agee moved, second by Trustee Kearns to approve the final Agreement, incorporating Exhibit A and authorizing the Chairman to sign the Agreement.

FOR: Chairman Fox; Trustee Agee; Trustee Kearns

AGAINST: None

ABSENT: Vice Chairman Ceesay

Motion carried.

- 2) Discussion and possible action to ratify action taken by City Council on Corporate Resolution No. 16-06-05 of the City of Glenpool, "Resolution Authorizing The City Of Glenpool To Renew That Certain Security Agreement By And Between The City Of Glenpool And The Glenpool Utility Services Authority With Respect To The Issuance Of Utility System Revenue Bonds, Tax Exempt Refunding Series 2010 A And Taxable Refunding Series 2010 B, Dated as of December 1, 2010."**

MOTION: Councilor Kearns moved, second by Councilor Agee to ratify action taken by City Council to adopt Resolution No. 16-06-05 as presented.

FOR: Trustee Agee; Trustee Kearns; Chairman Fox

AGAINST: None

ABSENT: Vice Chairman Ceesay

Motion carried.

- 3) Discussion and possible action to ratify action taken by City Council on Corporate Resolution No. 16-06-06 of the City of Glenpool, "Resolution Authorizing The City Of Glenpool To Renew That Certain Security Agreement By And Between The City Of Glenpool And The Glenpool Utility Services Authority With Respect To The Issuance Of Utility System Revenue Bonds, Tax Exempt Refunding Series 2011, Dated As Of January 1, 2011."**

MOTION: Councilor Agee moved, second by Councilor Kearns to ratify action taken by City Council to adopt Resolution No. 16-06-06 as presented

FOR: Trustee Kearns; Chairman Fox; Trustee Agee

AGAINST: None

ABSENT: Vice Chairman Ceesay

Motion carried.

D) Adjournment.

- There being no further business, Chairman Fox declared the meeting adjourned at 8:23 p.m.

Date

Chairman

ATTEST:

Secretary

**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, Tuesday, July 5, 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 June 6, and June 14, 2016 meetings.
 - 2)** Discussion and possible action to award a Custodial Services Contract with Vickie Yarbrough in her individual capacity as an independent contractor.
(Roger Kolman, Trust Manager)
- 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
June 6, 2016**

The Regular Meeting of the Glenpool Industrial Authority was held at, Glenpool City Hall Council Chambers. Trustees present: Tim Fox, Chairman; Momodou Ceesay, Vice Chairman; Patricia Agee and. Brandon Kearns.

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

A) Tim Fox, Chairman called the meeting to order at 8:00 p.m.

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

C) Scheduled Business

1) Discussion and possible action to approve minutes from April 28, May 2, and May 5, 2016 meetings.

MOTION: Trustee Agee moved, second by Vice Chairman Ceesay to approve minutes as presented.

FOR: Vice Chairman Ceesay, Chairman Fox, Trustee Agee, Trustee Kearns

AGAINST: None

Motion carried.

D) Adjournment

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

Date

Chairman

ATTEST:

Secretary

**MINUTES
GLENPOOL INDUSTRIAL AUTHORITY
SPECIAL MEETING
June 14, 2016**

The Special Meeting of the Glenpool Industrial Authority was held at, Glenpool City Hall Council Chambers. Trustees present: Tim Fox, Chairman; Momodou Ceesay, Vice Chairman; Patricia Agee and. Brandon Kearns.

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

A) Tim Fox, Chairman called the meeting to order at 7:04 p.m.

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

C) Scheduled Business

- 1) Discussion and possible action to ratify action taken by the Glenpool City Council to adopt Resolution No. 16-06-03, as it pertains to the FY 2016-2017 Budget of the Glenpool Industrial Authority.**

MOTION: Vice Chairman Ceesay moved, second by Trustee Agee to ratify action taken by City Council to adopt Resolution No. 16-06-03.

FOR: Vice Chairman Ceesay, Chairman Fox, Trustee Agee, Trustee Kearns

AGAINST: None

Motion carried.

D) Adjournment

- There being no further business, Chairman Fox declared the meeting adjourned at 7:06 p.m.

Date

Chairman

ATTEST:

Secretary



To: HONORABLE CHAIRMAN, MEMBERS OF THE BOARD OF TRUSTEES
From: Roger Kolman, City Manager
Date: July 5, 2016
Subject: Contract for Services

Background:

Accompanying is a contract with Ms. Vickie Yarbrough to provide custodial services for the offices in the Conference Center complex for the sum of \$300/week for twice per week services. Ms. Yarbrough currently provides those services at the same rate.

Staff Recommendation:

Staff recommends approval of the contract.

Attachments:

Custodial Services Contract.

CUSTODIAL SERVICES CONTRACT

[RENEWAL]

Vickie Yarbrough, in her individual capacity ("Contractor"), hereby agrees with the Glenpool Industrial Authority ("Customer"), as of July 1, 2016, to provide the necessary labor, material, supplies and equipment to perform the services identified herein.

CONTRACT WITH:	Glenpool Industrial Authority
SERVICE PROVIDED:	Professional Cleaning
WORK STANDARDS:	General cleaning services, to include vacuuming of carpets; dusting of furniture (provided that Contractor will not be expected to remove papers or personal items from any desk or cabinet space); removal of trash; and restroom cleaning, all in accordance with reasonable industry standards.
INSURANCE:	Declaration Page attached for \$25,000 Commercial General Liability Insurance. Certification attached verifying compliance with Workers' Compensation Statutory Minimum Requirements, or exemption.
RENEWAL TERM:	Commence: July 1, 2016 Terminate: June 30, 2017

1. INDEPENDENT CONTRACTOR STATUS:

The Contractor is an independent contractor and not an employee of the Customer. All persons performing services on behalf of the Contractor shall be deemed either employees or subcontractors of the Contractor and shall in no case be employees or agents of the Customer.

2. CONFIDENTIALITY:

Contractor accepts for herself and for any such other person performing services on her behalf the duty to maintain confidentiality with respect to such business of the Customer as Contractor may have reason to learn solely during or as a result of the performance of the services set forth in this Contract.

3. HOLIDAYS:

The following holidays shall be observed by the Contractor and are therefore days on which the Contractor shall not be obligated to perform any services pursuant to this Contract: New Year's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; Christmas Day; and any other holiday observed by the Customer.

4. TERMS OF PAYMENT:

The Customer agrees to pay Contractor the following rates which are fixed for the period of the Renewal Term unless either party informs the other of its intent to terminate the Contract prior to expiration of the Renewal Term as set forth in Section 6 below. The Contract will be subject to renewal upon expiration of the Renewal Term in the discretion of both parties, subject to renegotiation of the rates set forth herein, based upon changes in labor and/or material costs.

Contractor will submit all invoices monthly for payment within fifteen days from the date of the invoice.

General Cleaning Services (limited to the second and third floors of the Glenpool City Hall and Conference Center): \$300.00 per week, to include 3 days a week, all services to be performed during non-business hours (5:00 p.m. – 8:00 a.m.)

Special Cleaning Services: Any out-of-the-ordinary, unscheduled cleaning needs will be performed at a separately negotiated rate to be agreed upon in writing by the parties.

Supplies: In addition to the foregoing compensation of \$300.00 per week, Customer will reimburse Contractor in the amount of no less than \$25.00 per week for cleaning equipment and supplies to be provided by Contractor, *except that* Customer shall provide all consumable products at no cost to Contractor (including, paper towels, toilet paper, soap, trash liners and similar standard consumable, replenished products). In the event that supplies required to perform the duties of this contract exceed the cost of \$25.00 per week, Contractor will submit an invoice verifying such additional cost and Customer will reimburse accordingly.

5. CUSTOMER OBLIGATIONS:

Customer agrees:

To provide lockable storage space for all equipment and supplies belonging to Contractor.

To advise employees to secure all personal items and leave desks as clear of paper as possible.

To assign one employee as the individual responsible for communication between Customer and Contractor.

6. TERMINATION:

This Contract shall continue in effect for the duration of the Renewal Term unless and until either party notifies the other in writing of its intent to terminate by giving the other party thirty (30) days' written notice, provided that Customer reserves the right to terminate the Contract immediately and without notice in the event of serious misconduct by the Contractor. Serious misconduct may include deliberate damage to property; breach of confidentiality; or actions of a similar serious nature, as determined by the Customer acting in good faith.

7. ACCEPTANCE:

GLENPOOL INDUSTRIAL AUTHORITY

By _____
Timothy Lee Fox
Chair, Board of Trustees

_____ Date

CONTRACTOR

By: _____
Vickie Yarbrough

_____ Date

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, Tuesday, July 5, 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)** District Administrator Report - Susan White, District Administrator
- D)** EMS Report - Brian Cook, Director of Operations, Mercy Regional EMS
- E)** Scheduled Business
 - 1)** Discussion and possible action to approve minutes from June 6, and June 14, 2016 meetings.
 - 2)** Discussion and possible action to recommend to the Tulsa County Commission the appointment of Jacqueline Triplett-Lund to GEMS District Board.
(Susan White, District Administrator)
- 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

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/Clerk/Secretary
Date: June 29, 2016
Subject: District Administrator Report

Audit:

Mr. Morgan with the Oklahoma State Auditor and Inspector's Office has completed the field work and passed his workpapers on to the OSAI Supervisor and Manager for review. Upon conclusion of the review the auditor will meet with Chairman Fox, Ms. Casteen, Treasurer and me to present findings, if any. Staff will submit written response including planned corrective action to the auditor within ten days to assure publication in the Audit Report. The auditor stated it is too early in the process to estimate a conclusion date but promised to keep me advised on the progress.

FYE 2016 Budget:

Revenues collected during FY 2016 were \$233,820 resulting in approximately \$12,900 over FY 2015 revenue. Expenditures were also higher than the previous year ending at \$210,810, up from \$170,954 in FY 2015. The increase was primarily due to the amendment in the Operational Agreement which more clearly defines a calculation for reimbursement to the City for first responder expenses, as well as an increase to first responder minor equipment purchases. The ending fund balance is \$400,163, an increase of \$23,010 over FYE 2015.

* The information above is based on budget balances at the time of publication. Fiscal year end closing may reflect slightly different balances.

Mercy Regional



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 District Board Members
From: Brian Cook, Director of Operations
Date: June 29, 2016
Subject: EMS activity report

During the period of June 1, 2016 to June 28, 2016 we logged 105 responses.

67 Transports
23 Refusals
7 Canceled calls
4 Calls required mutual aid
3 No patient found
1 Scene standby

During this time period we had a 97% compliance with response times.

A handwritten signature in black ink, appearing to read "Brian Cook". The signature is fluid and cursive, with the first and last names being clearly legible.

Brian Cook,
Director of Operations

Data

Call Date	CallNumber	Scene	Destination	Call Type	Unit	Dispatched	ErScene	ArScene	ErDest	ArDest	ClearDest
6/1/2016	16060041	EMERGE...	NO PATIENT FOU...	911 GLENPOOL	MEDIC 401	6/1/2016 22:27:00	6/1/2016 22:28:06	6/1/2016 22:30:32			6/1/2016 22:38:41
6/1/2016	16060043	EMERGE...	ST. FRANCIS TULSA	911 GLENPOOL	MEDIC 401	6/1/2016 22:38:00	6/1/2016 22:38:00	6/1/2016 22:41:00	6/1/2016 23:04:51	6/1/2016 23:24:40	6/1/2016 23:35:27
6/2/2016	16060060	EMERGE...	OSU MEDICAL CE...	911 GLENPOOL	MEDIC 401	6/2/2016 12:05:00	6/2/2016 12:05:00	6/2/2016 12:17:42	6/2/2016 12:39:18	6/2/2016 13:05:30	6/2/2016 13:21:57
6/2/2016	16060072	EMERGE...	ST. JOHN SAPULPA	911 GLENPOOL	MEDIC 401	6/2/2016 14:52:00	6/2/2016 14:53:45	6/2/2016 14:58:34	6/2/2016 15:12:00	6/2/2016 15:32:32	6/2/2016 15:42:24
6/2/2016	16060074	EMERGE...	HILLCREST MEDI...	911 GLENPOOL	MEDIC 110	6/2/2016 15:11:00	6/2/2016 15:11:00	6/2/2016 15:16:00	6/2/2016 15:42:06	6/2/2016 16:10:25	6/2/2016 16:37:30
6/3/2016	16060094	EMERGE...	CANCELLED ENRO...	911 GLENPOOL	MEDIC 401	6/3/2016 10:58:00	6/3/2016 10:58:00				6/3/2016 11:01:00
6/3/2016	16060123	EMERGE...	SIGNED PATIENT ...	911 GLENPOOL	MEDIC 401	6/3/2016 17:16:49	6/3/2016 17:16:50	6/3/2016 17:20:30			6/3/2016 17:39:18
6/3/2016	16060124	EMERGE...	SIGNED PATIENT ...	911 GLENPOOL	MEDIC 401	6/3/2016 17:55:00	6/3/2016 17:55:00	6/3/2016 18:01:03			6/3/2016 18:40:20
6/3/2016	16060128	EMERGE...	HILLCREST MEDI...	911 GLENPOOL	MEDIC 401	6/3/2016 21:16:15	6/3/2016 21:16:20	6/3/2016 21:19:19	6/3/2016 21:41:57	6/3/2016 22:12:24	6/3/2016 22:33:22
6/4/2016	16060149	EMERGE...	ST. FRANCIS TULSA	911 GLENPOOL	MEDIC 401	6/4/2016 16:23:00	6/4/2016 16:23:00	6/4/2016 16:30:15	6/4/2016 16:56:44	6/4/2016 17:33:07	6/4/2016 17:58:47
6/4/2016	16060159	EMERGE...	ST. FRANCIS TULSA	911 GLENPOOL	MEDIC 401	6/4/2016 20:04:00	6/4/2016 20:05:14	6/4/2016 20:11:14	6/4/2016 20:32:05	6/4/2016 20:58:23	6/4/2016 22:59:28
6/5/2016	16060171	EMERGE...	HILLCREST MEDI...	911 GLENPOOL	MEDIC 401	6/5/2016 06:39:50	6/5/2016 06:41:15	6/5/2016 06:43:38	6/5/2016 07:09:38	6/5/2016 07:37:47	6/5/2016 07:55:55
6/6/2016	16060218	EMERGE...	HILLCREST SOUTH	911 GLENPOOL	MEDIC 401	6/6/2016 19:39:00	6/6/2016 19:41:00	6/6/2016 19:42:00	6/6/2016 20:09:00	6/6/2016 20:26:43	6/6/2016 20:41:33
6/6/2016	16060224	EMERGE...	SIGNED PATIENT ...	911 GLENPOOL	MEDIC 401	6/6/2016 21:45:00	6/6/2016 21:45:00	6/6/2016 21:45:00			6/6/2016 22:09:41
6/7/2016	16060234	EMERGE...	HILLCREST MEDI...	911 GLENPOOL	MEDIC 401	6/7/2016 08:24:33	6/7/2016 08:26:00	6/7/2016 08:30:05	6/7/2016 08:45:11	6/7/2016 09:04:22	6/7/2016 09:21:31
6/7/2016	16060245	EMERGE...	HILLCREST CLARE...	911 GLENPOOL	MEDIC 401	6/7/2016 12:25:00	6/7/2016 12:27:00	6/7/2016 12:29:00	6/7/2016 12:44:22	6/7/2016 13:05:48	6/7/2016 13:34:47
6/7/2016	16060261	EMERGE...	HILLCREST MEDI...	911 GLENPOOL	MEDIC 401	6/7/2016 17:48:00	6/7/2016 17:48:00	6/7/2016 17:50:08	6/7/2016 18:09:44	6/7/2016 18:29:30	6/7/2016 18:45:22
6/8/2016	16060269	EMERGE...	HILLCREST SOUTH	911 GLENPOOL	MEDIC 401	6/8/2016 02:15:29	6/8/2016 02:16:21	6/8/2016 02:18:31	6/8/2016 02:33:38	6/8/2016 02:46:36	6/8/2016 03:09:34
6/8/2016	16060273	EMERGE...	SIGNED PATIENT ...	911 GLENPOOL	MEDIC 401	6/8/2016 05:35:48	6/8/2016 05:35:00	6/8/2016 05:36:28			6/8/2016 06:10:05
6/8/2016	16060274	EMERGE...	SIGNED PATIENT ...	911 GLENPOOL	MEDIC 401	6/8/2016 06:27:28					6/8/2016 06:27:31
6/9/2016	16060310	EMERGE...	ST. JOHN TULSA	911 GLENPOOL	MEDIC 401	6/9/2016 00:30:00	6/9/2016 00:31:00	6/9/2016 00:35:50	6/9/2016 00:55:11	6/9/2016 01:17:01	6/9/2016 01:39:00
6/9/2016	16060314	EMERGE...	SIGNED PATIENT ...	911 GLENPOOL	MEDIC 401	6/9/2016 04:58:11	6/9/2016 05:00:00	6/9/2016 05:01:34			6/9/2016 05:29:44
6/9/2016	16060328	EMERGE...	ST. FRANCIS TULSA	911 GLENPOOL	MEDIC 401	6/9/2016 12:09:00	6/9/2016 12:10:00	6/9/2016 12:12:00	6/9/2016 12:40:37	6/9/2016 13:06:32	6/9/2016 13:25:22
6/10/2016	16060365	EMERGE...	SIGNED PATIENT ...	911 GLENPOOL	MEDIC 401	6/10/2016 10:15:58	6/10/2016 10:15:58	6/10/2016 10:19:06			6/10/2016 10:42:52
6/10/2016	16060395	EMERGE...	HILLCREST SOUTH	911 GLENPOOL	MEDIC 401	6/10/2016 18:34:00	6/10/2016 18:34:00	6/10/2016 18:39:22	6/10/2016 19:02:55	6/10/2016 19:23:47	6/10/2016 20:00:04
6/10/2016	16060398	EMERGE...	HILLCREST SOUTH	911 GLENPOOL	MEDIC 110	6/10/2016 19:01:00	6/10/2016 19:01:00	6/10/2016 19:03:50	6/10/2016 19:30:03	6/10/2016 19:50:10	6/10/2016 20:00:10
6/11/2016	16060412	EMERGE...	ST. JOHN TULSA	911 GLENPOOL	MEDIC 401	6/11/2016 11:22:00	6/11/2016 11:24:00	6/11/2016 11:27:51	6/11/2016 11:57:21	6/11/2016 12:30:07	6/11/2016 12:53:20
6/12/2016	16060434	EMERGE...	ST. FRANCIS TULSA	911 GLENPOOL	MEDIC 401	6/12/2016 08:05:00	6/12/2016 08:06:00	6/12/2016 08:10:00	6/12/2016 08:31:00	6/12/2016 08:59:32	6/12/2016 09:15:29
6/12/2016	16060437	EMERGE...	SIGNED PATIENT ...	911 GLENPOOL	MEDIC 401	6/12/2016 09:58:00	6/12/2016 09:59:00	6/12/2016 10:03:00			6/12/2016 10:39:40
6/12/2016	16060440	EMERGE...	ST. FRANCIS TULSA	911 GLENPOOL	MEDIC 401	6/12/2016 11:02:00	6/12/2016 11:04:00	6/12/2016 11:10:36	6/12/2016 11:29:00	6/12/2016 11:47:39	6/12/2016 12:01:00
6/12/2016	16060443	EMERGE...	SIGNED PATIENT ...	911 GLENPOOL	MEDIC 401	6/12/2016 12:59:00	6/12/2016 13:00:00	6/12/2016 13:06:04			6/12/2016 13:18:19
6/12/2016	16060445	EMERGE...	ST. FRANCIS TULSA	911 GLENPOOL	MEDIC 401	6/12/2016 14:08:00	6/12/2016 14:09:00	6/12/2016 14:12:50	6/12/2016 14:27:23	6/12/2016 14:48:23	6/12/2016 15:17:57
6/12/2016	16060454	EMERGE...	ST. FRANCIS TULSA	911 GLENPOOL	MEDIC 401	6/12/2016 21:18:00	6/12/2016 21:20:46	6/12/2016 21:24:20	6/12/2016 21:43:02	6/12/2016 21:55:25	6/12/2016 22:19:18
6/13/2016	16060458	EMERGE...	ST. FRANCIS TULSA	911 GLENPOOL	MEDIC 401	6/13/2016 00:16:22	6/13/2016 00:19:12	6/13/2016 00:23:00	6/13/2016 00:55:20	6/13/2016 01:13:13	6/13/2016 01:32:09
6/13/2016	16060478	EMERGE...	ST. FRANCIS TULSA	911 GLENPOOL	MEDIC 401	6/13/2016 14:25:00	6/13/2016 14:26:00	6/13/2016 14:29:56	6/13/2016 14:59:45	6/13/2016 15:22:08	6/13/2016 15:38:20
6/13/2016	16060484	EMERGE...	PT TRANSPORTED	B911 GLENPOOL	MUTUAL AID ...	6/13/2016 15:31:00	6/13/2016 15:32:00				6/13/2016 15:32:00
6/13/2016	16060499	EMERGE...	HILLCREST MEDI...	911 GLENPOOL	MEDIC 401	6/13/2016 21:40:00	6/13/2016 21:40:00	6/13/2016 21:41:54	6/13/2016 22:01:25	6/13/2016 22:20:11	6/13/2016 22:31:00
6/13/2016	16060501	EMERGE...	HILLCREST SOUTH	911 GLENPOOL	MEDIC 401	6/13/2016 23:06:00	6/13/2016 23:06:00	6/13/2016 23:14:51	6/13/2016 23:30:56	6/13/2016 23:53:42	6/14/2016 00:03:00
6/14/2016	16060513	EMERGE...	ST. JOHN TULSA	911 GLENPOOL	MEDIC 401	6/14/2016 10:14:00	6/14/2016 10:15:00	6/14/2016 10:18:00	6/14/2016 10:39:18	6/14/2016 11:01:47	6/14/2016 11:25:50
6/14/2016	16060537	EMERGE...	ST. FRANCIS TULSA	911 GLENPOOL	MEDIC 401	6/14/2016 19:12:00	6/14/2016 19:13:00	6/14/2016 19:14:00	6/14/2016 19:41:48	6/14/2016 19:59:36	6/14/2016 20:19:38
6/15/2016	16060543	EMERGE...	ST. JOHN TULSA	911 GLENPOOL	MEDIC 401	6/15/2016 02:03:00	6/15/2016 02:04:00	6/15/2016 02:20:04	6/15/2016 02:43:58	6/15/2016 03:15:43	6/15/2016 03:39:57
6/15/2016	16060575	EMERGE...	OSU MEDICAL CE...	911 GLENPOOL	MEDIC 401	6/15/2016 18:28:00	6/15/2016 18:29:00	6/15/2016 18:36:44	6/15/2016 18:57:11	6/15/2016 19:18:13	6/15/2016 19:39:50
6/15/2016	16060576	EMERGE...	ST. JOHN TULSA	911 GLENPOOL	MEDIC 115	6/15/2016 18:54:00	6/15/2016 18:55:00	6/15/2016 18:59:55	6/15/2016 19:17:03	6/15/2016 19:38:19	6/15/2016 20:19:08
6/16/2016	16060598	EMERGE...	ST. JOHN TULSA	911 GLENPOOL	MEDIC 401	6/16/2016 12:52:00	6/16/2016 12:53:00	6/16/2016 12:56:50	6/16/2016 13:16:31	6/16/2016 13:41:49	6/16/2016 13:56:54
6/16/2016	16060610	EMERGE...	SIGNED PATIENT ...	911 GLENPOOL	MEDIC 110	6/16/2016 16:38:00	6/16/2016 16:38:00	6/16/2016 16:41:00			6/16/2016 16:53:23
6/16/2016	16060612	EMERGE...	SIGNED PATIENT ...	911 GLENPOOL	MEDIC 401	6/16/2016 17:18:13	6/16/2016 17:18:13	6/16/2016 17:19:29			6/16/2016 17:30:54



Glenpool

Data

Call Date	CallNumber	Scene	Destination	Call Type	Unit	Dispatched	ErScene	ArScene	ErDest	ArDest	ClearDest
6/17/2016	16060622	EMERGE...	ST. FRANCIS TULSA 911	GLENPOOL	MEDIC 401	6/17/2016 02:10:00	6/17/2016 02:12:52	6/17/2016 02:16:20	6/17/2016 02:35:29	6/17/2016 02:59:17	6/17/2016 03:15:08
6/17/2016	16060625	EMERGE...	ST. FRANCIS TULSA 911	GLENPOOL	MEDIC 401	6/17/2016 06:48:32	6/17/2016 06:48:33	6/17/2016 06:55:22	6/17/2016 07:04:18	6/17/2016 07:29:46	6/17/2016 07:45:24
6/17/2016	16060628	EMERGE...	HILLCREST MEDI...	911 GLENPOOL	MEDIC 401	6/17/2016 09:56:00	6/17/2016 09:57:25	6/17/2016 10:00:08	6/17/2016 10:17:44	6/17/2016 10:41:20	6/17/2016 11:09:09
6/17/2016	16060659	EMERGE...	ST. JOHN TULSA	911 GLENPOOL	MEDIC 401	6/17/2016 19:04:30	6/17/2016 19:04:30	6/17/2016 19:07:20	6/17/2016 19:31:53	6/17/2016 19:57:56	6/17/2016 20:31:28
6/18/2016	16060671	EMERGE...	CANCELLED ENRO...	911 GLENPOOL	MEDIC 401	6/18/2016 03:22:20	6/18/2016 03:23:45				6/18/2016 03:37:00
6/18/2016	16060672	EMERGE...	SIGNED PATIENT ...	911 GLENPOOL	MEDIC 401	6/18/2016 03:47:00	6/18/2016 03:48:44	6/18/2016 03:50:06			6/18/2016 04:06:13
6/18/2016	16060682	EMERGE...	ST. FRANCIS CHIL...	911 GLENPOOL	MEDIC 115	6/18/2016 13:39:00	6/18/2016 13:39:00	6/18/2016 13:42:00	6/18/2016 13:59:17	6/18/2016 14:24:03	6/18/2016 14:49:36
6/18/2016	16060687	EMERGE...	ST. FRANCIS TULSA 911	GLENPOOL	MEDIC 401	6/18/2016 16:27:00	6/18/2016 16:28:00	6/18/2016 16:32:33	6/18/2016 16:54:05	6/18/2016 17:15:49	6/18/2016 17:44:25
6/18/2016	16060693	EMERGE...	ST. FRANCIS TULSA 911	GLENPOOL	MEDIC 115	6/18/2016 20:54:27	6/18/2016 20:55:00	6/18/2016 20:58:00	6/18/2016 21:13:37	6/18/2016 21:37:37	6/18/2016 21:57:33
6/19/2016	16060698	EMERGE...	SIGNED PATIENT ...	911 GLENPOOL	MEDIC 401	6/19/2016 02:39:40	6/19/2016 02:40:18	6/19/2016 02:44:24			6/19/2016 03:44:19
6/19/2016	16060702	EMERGE...	SIGNED PATIENT ...	911 GLENPOOL	MEDIC 401	6/19/2016 11:46:00	6/19/2016 11:49:00	6/19/2016 11:53:00			6/19/2016 12:19:08
6/19/2016	16060709	EMERGE...	HILLCREST SOUTH	911 GLENPOOL	MEDIC 401	6/19/2016 13:39:00	6/19/2016 13:42:00	6/19/2016 13:47:37	6/19/2016 14:08:12	6/19/2016 14:27:02	6/19/2016 14:42:36
6/19/2016	16060713	EMERGE...	ST. JOHN TULSA	911 GLENPOOL	MEDIC 401	6/19/2016 16:08:00	6/19/2016 16:11:00	6/19/2016 16:14:00	6/19/2016 16:30:03	6/19/2016 16:51:07	6/19/2016 17:10:10
6/19/2016	16060717	EMERGE...	CANCELLED BY P...	911 GLENPOOL	MEDIC 401	6/19/2016 17:38:00	6/19/2016 17:40:51				6/19/2016 17:46:24
6/20/2016	16060733	EMERGE...	CANCELLED ENRO...	911 GLENPOOL	MEDIC 401	6/20/2016 11:22:52	6/20/2016 11:23:53				6/20/2016 11:25:26
6/20/2016	16060755	EMERGE...	ST. FRANCIS TULSA 911	GLENPOOL	MEDIC 401	6/20/2016 18:00:32	6/20/2016 18:00:33	6/20/2016 18:05:05	6/20/2016 18:31:02	6/20/2016 18:53:38	6/20/2016 19:27:31
6/20/2016	16060756	EMERGE...	ST. FRANCIS TULSA 911	GLENPOOL	MEDIC 114	6/20/2016 18:00:00	6/20/2016 18:00:00	6/20/2016 18:07:16	6/20/2016 18:31:50	6/20/2016 18:56:00	6/20/2016 19:30:34
6/20/2016	16060757	EMERGE...	ST. FRANCIS TULSA 911	GLENPOOL	MUTUAL AID ...	6/20/2016 18:18:00	6/20/2016 18:20:00	6/20/2016 18:34:00	6/20/2016 18:55:00	6/20/2016 19:18:00	6/20/2016 20:04:00
6/20/2016	16060759	EMERGE...	ST. FRANCIS TULSA 911	GLENPOOL	MEDIC 101	6/20/2016 18:21:25	6/20/2016 18:21:25	6/20/2016 18:34:03	6/20/2016 18:57:14	6/20/2016 19:20:08	6/20/2016 20:25:18
6/20/2016	16060761	EMERGE...	SIGNED PATIENT ...	911 GLENPOOL	MEDIC 401	6/20/2016 18:00:00	6/20/2016 18:00:00	6/20/2016 18:05:00			
6/20/2016	16060762	EMERGE...	SIGNED PATIENT ...	911 GLENPOOL	MEDIC 114	6/20/2016 18:00:00	6/20/2016 18:00:00	6/20/2016 18:07:00	6/20/2016 18:31:00	6/20/2016 18:56:00	6/20/2016 19:30:37
6/20/2016	16060763	EMERGE...	ST. FRANCIS TULSA 911	GLENPOOL	MEDIC 401	6/20/2016 19:44:11	6/20/2016 19:44:13	6/20/2016 19:46:14	6/20/2016 20:08:39	6/20/2016 20:27:20	6/20/2016 21:17:20
6/20/2016	16060764	EMERGE...	ST. JOHN SAPULPA	911 GLENPOOL	MEDIC 114	6/20/2016 19:54:40	6/20/2016 19:54:41	6/20/2016 19:59:44	6/20/2016 20:20:17	6/20/2016 20:31:28	6/20/2016 20:54:39
6/21/2016	16060793	EMERGE...	ST. FRANCIS TULSA 911	GLENPOOL	MEDIC 401	6/21/2016 13:12:00	6/21/2016 13:12:11	6/21/2016 13:15:36	6/21/2016 13:37:36	6/21/2016 13:57:29	6/21/2016 14:13:33
6/21/2016	16060798	EMERGE...	CANCELLED BY N...	911 GLENPOOL	MEDIC 401	6/21/2016 14:48:00	6/21/2016 14:48:00	6/21/2016 14:51:34			6/21/2016 14:58:19
6/21/2016	16060805	EMERGE...	ST. FRANCIS TULSA 911	GLENPOOL	MEDIC 401	6/21/2016 16:16:00	6/21/2016 16:16:00	6/21/2016 16:18:54	6/21/2016 16:38:56	6/21/2016 16:52:33	6/21/2016 17:34:20
6/22/2016	16060817	EMERGE...	ST. FRANCIS TULSA 911	GLENPOOL	MEDIC 401	6/22/2016 00:38:00	6/22/2016 00:40:22	6/22/2016 00:41:24	6/22/2016 00:58:51	6/22/2016 01:18:03	6/22/2016 01:40:00
6/22/2016	16060821	EMERGE...	SIGNED PATIENT ...	911 GLENPOOL	MEDIC 401	6/22/2016 08:38:00	6/22/2016 08:40:00	6/22/2016 08:48:24			6/22/2016 09:11:06
6/23/2016	16060850	EMERGE...	ST. FRANCIS TULSA 911	GLENPOOL	MEDIC 401	6/23/2016 02:00:00	6/23/2016 02:00:00	6/23/2016 02:06:52	6/23/2016 02:34:52	6/23/2016 02:55:18	6/23/2016 03:09:37
6/23/2016	16060852	EMERGE...	SIGNED PATIENT ...	911 GLENPOOL	MEDIC 401	6/23/2016 07:45:00	6/23/2016 07:47:59	6/23/2016 07:48:28			6/23/2016 08:14:03
6/23/2016	16060859	EMERGE...	NO PATIENT FOU...	911 GLENPOOL	MEDIC 401	6/23/2016 10:59:00	6/23/2016 10:59:00	6/23/2016 11:04:09			6/23/2016 11:06:43
6/23/2016	16060873	EMERGE...	ST. FRANCIS TULSA 911	GLENPOOL	MEDIC 401	6/23/2016 13:50:00	6/23/2016 13:52:46	6/23/2016 13:58:28	6/23/2016 14:17:31	6/23/2016 14:40:33	6/23/2016 14:55:03
6/23/2016	16060875	EMERGE...	ST. JOHN TULSA	911 GLENPOOL	MEDIC 110	6/23/2016 14:38:00	6/23/2016 14:38:00	6/23/2016 14:42:05	6/23/2016 15:02:07	6/23/2016 15:33:24	6/23/2016 15:56:00
6/24/2016	16060906	EMERGE...	ST. FRANCIS TULSA 911	GLENPOOL	MEDIC 401	6/24/2016 11:20:00	6/24/2016 11:20:00	6/24/2016 11:28:32	6/24/2016 11:58:37	6/24/2016 12:21:39	6/24/2016 12:37:47
6/24/2016	16060916	EMERGE...	ST. FRANCIS TULSA 911	GLENPOOL	MEDIC 401	6/24/2016 13:17:00	6/24/2016 13:17:00	6/24/2016 13:20:03	6/24/2016 13:30:42	6/24/2016 13:55:48	6/24/2016 14:15:46
6/24/2016	16060941	EMERGE...	ST. FRANCIS SOU...	911 GLENPOOL	MEDIC 401	6/24/2016 23:13:16	6/24/2016 23:13:17	6/24/2016 23:16:57	6/24/2016 23:41:48	6/25/2016 00:04:31	6/25/2016 00:28:16
6/25/2016	16060945	EMERGE...	ST. FRANCIS TULSA 911	GLENPOOL	MEDIC 401	6/25/2016 08:54:00	6/25/2016 08:54:00	6/25/2016 09:00:41	6/25/2016 09:31:00	6/25/2016 09:48:00	6/25/2016 10:02:05
6/25/2016	16060949	EMERGE...	SIGNED PATIENT ...	911 GLENPOOL	MEDIC 401	6/25/2016 11:19:00	6/25/2016 11:19:00	6/25/2016 11:23:00			6/25/2016 11:44:19
6/25/2016	16060959	EMERGE...	ST. JOHN TULSA	911 GLENPOOL	MEDIC 401	6/25/2016 15:07:00	6/25/2016 15:07:00	6/25/2016 15:13:00	6/25/2016 15:28:21	6/25/2016 15:50:06	6/25/2016 16:19:16
6/26/2016	16060979	EMERGE...	ST. FRANCIS TULSA 911	GLENPOOL	MEDIC 401	6/26/2016 12:44:00	6/26/2016 12:45:00	6/26/2016 12:48:17	6/26/2016 13:14:00	6/26/2016 13:38:01	6/26/2016 13:58:40
6/26/2016	16060980	EMERGE...	HILLCREST SOUTH	911 GLENPOOL	MUTUAL AID ...	6/26/2016 12:58:00	6/26/2016 12:59:00	6/26/2016 13:10:00	6/26/2016 13:19:00	6/26/2016 13:37:00	6/26/2016 13:49:00
6/26/2016	16060984	EMERGE...	CANCELLED BY P...	911 GLENPOOL	MUTUAL AID ...	6/26/2016 13:16:00	6/26/2016 13:16:00				6/26/2016 13:20:00
6/26/2016	16060983	EMERGE...	SIGNED PATIENT ...	911 GLENPOOL	MEDIC 101	6/26/2016 13:09:00	6/26/2016 13:09:00	6/26/2016 13:21:00			6/26/2016 13:37:00
6/26/2016	16060998	EMERGE...	ST. FRANCIS TULSA 911	GLENPOOL	MEDIC 401	6/26/2016 21:03:06	6/26/2016 21:03:46	6/26/2016 21:07:44	6/26/2016 22:14:34	6/26/2016 22:36:26	6/26/2016 22:52:11
6/26/2016	16060999	EMERGE...	SCENE STANDBY	911 GLENPOOL	MEDIC 102	6/26/2016 21:54:01	6/26/2016 21:54:02	6/26/2016 22:00:03			6/26/2016 23:15:22
6/27/2016	16061002	EMERGE...	CANCELLED ENRO...	911 GLENPOOL	MEDIC 401	6/27/2016 00:56:49	6/27/2016 00:56:50				6/27/2016 01:03:17

Data

Call Date	CallNumber	Scene	Destination	Call Type	Unit	Dispatched	ErScene	ArScene	ErDest	ArDest	ClearDest
6/27/2016	16061006	EMERGE...	NO PATIENT FOU...	911 GLENPOOL	MEDIC 401	6/27/2016 04:31:13	6/27/2016 04:32:21	6/27/2016 04:36:42			6/27/2016 04:41:34
6/27/2016	16061009	EMERGE...	SIGNED PATIENT ...	911 GLENPOOL	MEDIC 401	6/27/2016 09:20:00	6/27/2016 09:20:00	6/27/2016 09:26:20			6/27/2016 10:10:09
6/27/2016	16061011	EMERGE...	HILLCREST MEDI...	911 GLENPOOL	MEDIC 110	6/27/2016 10:03:00	6/27/2016 10:04:49	6/27/2016 10:09:17	6/27/2016 11:00:20	6/27/2016 11:27:31	6/27/2016 11:58:00
6/27/2016	16061020	EMERGE...	SIGNED PATIENT ...	911 GLENPOOL	MEDIC 401	6/27/2016 12:25:00	6/27/2016 12:25:00	6/27/2016 12:27:00			6/27/2016 12:42:00
6/27/2016	16061024	EMERGE...	ST. FRANCIS TULSA	911 GLENPOOL	MEDIC 401	6/27/2016 13:22:00	6/27/2016 13:23:00	6/27/2016 13:35:08	6/27/2016 13:51:49	6/27/2016 14:03:12	6/27/2016 14:26:38
6/27/2016	16061028	EMERGE...	ST. FRANCIS SOU...	911 GLENPOOL	MEDIC 401	6/27/2016 15:02:00	6/27/2016 15:03:00	6/27/2016 15:06:59	6/27/2016 15:25:14	6/27/2016 15:38:00	6/27/2016 16:04:20
6/27/2016	16061042	EMERGE...	SIGNED PATIENT ...	911 GLENPOOL	MEDIC 401	6/27/2016 22:30:00	6/27/2016 22:30:00	6/27/2016 22:37:58			6/27/2016 22:57:10
6/28/2016	16061048	EMERGE...	ST. JOHN TULSA	911 GLENPOOL	MEDIC 401	6/28/2016 00:14:00	6/28/2016 00:15:17	6/28/2016 00:17:58	6/28/2016 00:34:05	6/28/2016 00:55:49	6/28/2016 01:17:44
6/28/2016	16061069	EMERGE...	ST. JOHN TULSA	911 GLENPOOL	MEDIC 401	6/28/2016 14:26:00	6/28/2016 14:27:00	6/28/2016 14:33:00	6/28/2016 15:02:10	6/28/2016 15:25:00	6/28/2016 15:58:03
6/28/2016	16061080	EMERGE...	HILLCREST SOUTH	911 GLENPOOL	MEDIC 401	6/28/2016 16:10:00	6/28/2016 16:11:00	6/28/2016 16:23:44	6/28/2016 16:40:14	6/28/2016 17:00:07	6/28/2016 17:21:05
6/28/2016	16061085	EMERGE...	HILLCREST SOUTH	911 GLENPOOL	MEDIC 401	6/28/2016 18:22:00	6/28/2016 18:22:00	6/28/2016 18:26:17	6/28/2016 18:53:00	6/28/2016 19:07:41	6/28/2016 19:34:33
6/28/2016	16061091	EMERGE...	ST. FRANCIS SOU...	911 GLENPOOL	MEDIC 401	6/28/2016 22:22:23	6/28/2016 22:22:24	6/28/2016 22:24:53	6/28/2016 22:47:32	6/28/2016 23:04:22	6/28/2016 23:33:26

☒ Call Type: 911 GLENPOOL

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

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

Staff present: Lowell Peterson, District Legal Counsel; Susan White, District Administrator, Clerk/Secretary; and Julie Casteen, District Treasurer. Roger Kolman, City Manager, and Paul Newton, Fire Chief were also present.

- A) **Chairman Fox called the meeting to order at 8:01 p.m.**
- B) **Secretary White called the roll and Chairman Fox declared a quorum present.**
- C) **District Administrator Report - Susan White, District Administrator**
- Ms. White stated that a representative from Oklahoma State Auditor and Inspector's Office had arrived to begin the audits for fiscal years 14 and 15.
 - She alerted the Board a budget hearing and budget adoption was scheduled for June 14.
- D) **EMS Report - Brian Cook, Director of Operations, Mercy Regional EMS**
- Brett Copple, Manager presented the report for May activities. Mercy responded to 112 emergency calls for the month. Response times averaged five minutes or less.
- E) **Scheduled Business**
- 1) **Discussion and possible action to approve minutes from May 2, 2016 meeting.**
MOTION: Vice Chairman Ceesay moved, second by Member Agee to approve minutes as presented.
FOR: Vice Chairman Ceesay; Chairman Fox; Member Agee; Member Kearns
AGAINST: None
Motion Carried
- 2) **Discussion and possible action to enter into an Operational Agreement between the Glenpool Area Emergency Medical Services District (GEMS) and the City of Glenpool.**
Susan White, District Administrator recommended approval.
MOTION: Member Kearns moved, second by Member Agee to enter into the Agreement as presented.
FOR: Chairman Fox; Member Agee; Member Kearns; Vice Chairman Ceesay
AGAINST: None
Motion Carried
- 3) **Discussion and possible action to engage the Oklahoma State Auditor and Inspector's office for the purpose of conducting a Regular Audit for FY 13-14 and FY 14-15, in accordance with 19 O.S. § 1706.1, and; authorizing payment for services rendered, from Budget Account 31-6-01-6236 Audit Fees.**
Susan White, District Administrator requested the Boards approval to engage the OSAI to conduct the Regular Audit for periods FY 13-14 and FY 14-15. She further requested authorization to pay for the audit. Funds are included in the Budget for that purpose.
MOTION: Vice Chairman Ceesay moved, second by Chairman Fox to engage OSAI for the purpose of conducting an audit for periods FY 13-14; FY 14-15 and authorize payment for services rendered.
FOR: Member Agee; Member Kearns; Vice Chairman Ceesay; Chairman Fox
AGAINST: None
Motion Carried
- 4) **Discussion and possible action to ratify amendments to Mercy Regional Lease Agreement for real property located at 14522 S. Broadway, Glenpool.**

Mr. Peterson described some slight changes to the Agreement which were suggested by Mercy Regional.
MOTION: Member Agee moved, second by Member Kearns to ratify amendments to Agreement as presented.
FOR: Member Kearns; Vice Chairman Ceesay; Chairman Fox; Member Agee
AGAINST: None
Motion Carried

F) Adjournment.

- There being no further business, the meeting was adjourned at 8:13 p.m.

Date

ATTEST:

Clerk/Secretary

Chairman

MINUTES
GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT
SPECIAL SESSION
June 14, 2016

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

Staff present: Susan White, District Administrator, Clerk/Secretary; and Julie Casteen, District Treasurer. Roger Kolman, City Manager, and Paul Newton, Fire Chief were also present. Lowell Peterson, District Legal Counsel was absent.

- A) **Chairman Fox called the meeting to order at 7:06 p.m.**
- B) **Secretary White called the roll and Chairman Fox declared a quorum present.**
- C) **Scheduled Business**
- 1) **Public Hearing for the purpose of receiving public comments, if any, on the proposed FY 2016-2017 Annual Budget.**
- a. **Open Public Hearing - Timothy Fox, Chairman**
- Chairman Fox declared the public hearing open at 7:07 p.m.
- b. **Presentation of Proposed Budget - Julie Casteen, District Treasurer**
- Julie Casteen reviewed the proposed budget as evidenced on Page 1 of the presentation included in the packet.
- c. **Facilitate Public Comments - Timothy Fox, Chairman**
- Chairman Fox solicited comments from the public. None were offered.
- d. **Close Public Hearing - Timothy Fox, Chairman**
- Chairman Fox closed the public hearing at 7:16.
- 2) **Discussion and possible action to adopt FY 2016-2017 Annual Budget.**
- Julie Casteen recommended adoption of the FY 2016-2017 Annual Budget as represented on Page One of the presented material.
- MOTION:** Member Kearns moved, second by Chairman Fox to adopt FY 2016-2017 Annual Budget as represented on Page One of the presented material.
- FOR:** Vice Chairman Ceesay; Chairman Fox; Member Agee; Member Kearns
- AGAINST:** None
- Motion Carried**
- D) **Adjournment.**
- There being no further business, the meeting was adjourned at 7:17 p.m.

Date

ATTEST:

Clerk/Secretary

Chairman

Glenpool Area Emergency Medical Services District

12205 South Yukon Avenue
Glenpool, Oklahoma 74033

Date: July 5, 2016

To: Honorable Chairman and Trustees

From: Susan White, District Administrator

Re: Board Appointment Recommendation

Background

In the Oklahoma Constitution, Article 10, Section 9C. Emergency Medical Service Districts, the process for appointing trustees is set forth as the duty of the Board of County Commissioners. Institutionally, City Council members serve as duly appointed GEMS board members, appointments made by the Tulsa County Board of Commissioners. Jennifer Ballew's resignation from the City Council consequently resulted in a vacancy on the GEMS Board. Accordingly, Jacqueline Tripplett-Lund as a newly appointed City Councilor should fill the vacated GEMS Board seat.

Although it is not required by the Constitution, it is advisable for the GEMS Board to make a recommendation to the Tulsa County Board of Commissioners for Trustee appointments.

The term of the vacated Board seat began June 1, 2016 and will expire May 31, 2021.

Staff Recommendation

Staff recommends the Board request from the Tulsa County Commission to consider the appointment of Jacqueline Tripplett-Lund to the GEMS Board of Trustees to fill the board seat vacated by Jennifer Ballew.

12205 S. Yukon, Glenpool, OK 74033

Phone: 918-322-5409 Fax: 918-209-4626

*Chairman Tim Fox, Vice-Chairman Momodou Ceesay, Trustees: Patricia Agee, Brandon Kearns
District Administrator Susan White, District Legal Counsel Lowell Peterson*