

**NOTICE
GLENPOOL CITY COUNCIL
REGULAR MEETING**

A Regular Session of the Glenpool City Council will be held at 6:00 p.m. on Monday, April 3, 2017, 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 – Father Sam Gordin, Anglican Church of the Resurrection**
- D) Pledge of Allegiance – Timothy Lee Fox, Mayor**
- E) City Manager Report – Roger Kolman, City Manager**
- F) Mayor Report – Timothy Lee Fox, Mayor**
- G) Council Comments**
- H) Public Comments**
- I) Scheduled Business**
 - 1) Discussion and possible action to approve minutes from March 20, 2017.
 - 2) Discussion and possible action to adopt Resolution No. 17000 proclaiming April as Fair Housing Month.
(Rick Malone, City Planner)
 - 3) Discussion and possible action to accept General Utility Easement dedication from South 75 Business Park, LLC., more specifically described as a twenty-foot easement located south and parallel to the future 166th Street right-of-way, contained within the draft final subdivision plat of South 75 Business Park Phase II.
(Lynn Burrow, Community Development Director)
 - 4) Discussion and possible action to accept General Utility Easement dedication from South 75 Business Park, LLC., more specifically described as a 17.5' easement located east of the east U.S. Hwy 75 right-of-way and extending approximately from 170th to 168th Streets.
(Lynn Burrow, Community Development Director)
 - 5) Discussion and possible action to accept General Utility Easement dedication from South 75 Business Park, LLC., more specifically described as a 17.5' easement located parallel to the east U.S. Hwy 75 right-of-way and extending south from Tractor Supply to the north right-of-way of the future 166th Street.
(Lynn Burrow, Community Development Director)
 - 6) Discussion and possible action to enter into Executive Session for the purpose of discussing the employment, promotion, demotion, disciplining, resignation or retention of a salaried public employee pursuant to Title 25

Sec. 307(B)(1) of the Oklahoma Statutes (Open Meeting Act), to wit, the annual performance evaluation of the Glenpool City Manager and notice regarding renewal or termination of the current City Manager Employment Agreement, as provided respectively by sections 12.A. and 1.D. of said Agreement.
(Lowell Peterson, City Attorney)

- 7) Discussion and possible action to reconvene in Regular Session.
(Timothy Fox, Mayor)
- 8) Discussion and possible action to renew the current City Manager Employment Agreement, in accordance with its terms, as affirmed or amended, for Fiscal Year 2017-2018.
(Timothy Fox, Mayor)

J) 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 MEETING

March 20, 2017

The Regular Session of the Glenpool City Council was held at Glenpool City Hall, 3rd Floor, 12205 S. Yukon Ave, Glenpool, Oklahoma. Councilors present: Brandon Kearns, Councilor; Momodou Ceesay, Vice Mayor and Timothy Fox, Mayor. Councilor Jacqueline Triplett-Lund arrived at 6:06 p.m. Patricia Agee, Councilor 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; and Dennis Waller, Police Chief.

Also present were Rhoda Thompson from 2016 Leadership Glenpool; Sydney Bland, Exec. Dir., Glenpool Chamber of Commerce; and Rex Robertson, Ford Development Corporation.

- A) Mayor Fox called the meeting to order at 6:01 p.m.**
- B) Susan White, City Clerk called the roll. Mayor Fox declared a quorum present.**
- C) Rick Malone offered the Invocation.**
- D) Mayor Fox led the Pledge of Allegiance.**
- E) Community Development Report – Lynn Burrow, Community Development Director**
 - Mr. Burrow offered an update on the progress of numerous public and private construction projects throughout the city, including the AMR meter replacement project; South County Soccer Complex; South Elwood Mini Storage; St. Francis Health Center project; Hotel at Phillips Corner Addition; and Sidewalk project funded by ODOT grant. He further reported on various applications received by the Planning Department and slated for review, as well as information concerning activities in the Building/Inspections, and Code Enforcement Departments.
- F) Treasurers Report – Julie Casteen, Finance Director**
 - Mrs. Casteen presented a comprehensive report for January 2017 revenues and expenditures in all Funds.
- G) City Manager Report – Roger Kolman, City Manager**
 - Mr. Kolman reminded the Council and audience of the upcoming Public Forum slated for March 21 at 6:30 pm. Topics to be discussed are AMR system installation; curbside recycling; and stormwater management.
 - Mr. Kolman and Councilor Lund will travel to the state capitol on March 21 to participate in Municipal Government Day.
 - Pets in the Park 1st Annual Fundraiser will be held Saturday, March 25 from 2-4 p.m. at Black Gold Park. Donations will benefit the Glenpool Animal Shelter.
- H) Mayor Report – Timothy Fox, Mayor**
 - Mayor Fox, Vice Mayor Ceesay and Councilor Lund attended the recent FOP Banquet. Mayor Fox expressed his appreciation to Chief Waller for the invitation and exclaimed, “I was thoroughly impressed.”

I) Council Comments

- Councilor Lund echoed the sentiments of Mayor Fox regarding the FOP Banquet.

J) Public Comments

- None.

K) Scheduled Business

1) Discussion and possible action to approve minutes from March 6, 2017 meeting.

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

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

AGAINST: None

ABSENT: Councilor Agee

Motion carried.

2) Discussion and possible action to select ceremonial signage for “Black Gold Boulevard” a/k/a 141st Street.

Sydney Bland, Executive Director for the Glenpool Chamber of Commerce informed the Council that the Glenpool Leadership Class adopted the signage project after learning that action had been taken by an earlier Glenpool Council to ceremonially rename 141st Street as Black Gold Boulevard. Ms. Bland introduced Rhoda Thompson with the 2016 Leadership Class to present the sign design options, as well as other information specific to the recommended signs. Sample designs were displayed and Council was requested to select from three options. Signs will be installed above the current signage identifying 141st Street. The official street name will not change.

MOTION: Councilor Lund moved, second by Vice Mayor Ceesay to select the white background sign design.

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

AGAINST: None

ABSENT: Councilor Agee

Motion carried.

3) Discussion and possible action to approve and execute a contingent tax reimbursement agreement for ad valorem and sales tax increments with Ford Development Corporation for the purpose of implementing the South 75 Business Park Tax Increment District (Glenpool Tax Increment District No. 1).

Lowell Peterson, City Attorney advised the Council that the final step in the TIF District process was to enter an agreement with the developer. He further briefly described the terms of the Agreement as presented. Mr. Rex Robertson with Ford Development was in attendance and answered questions from the City Council.

MOTION: Vice Mayor Ceesay moved, second by Councilor Kearns to approve the Agreement as presented.

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

AGAINST: None

ABSENT: Councilor Agee

Motion carried.

- 4) **Discussion and possible action to enter into Executive Session for the purpose of discussing the employment, promotion, demotion, discipline, resignation or retention of a salaried public employee pursuant to Title 25 Sec. 307(B)(1) of the Oklahoma Statutes (Open Meeting Act), to wit, the annual performance evaluation of the Glenpool City Manager and notice regarding renewal or termination of the current City Manager Employment Agreement, as provided respectively by sections 12.A. and 1.D. of said Agreement.**

Mr. Peterson recommended entering into Executive Session to discuss the annual performance evaluation of the City Manager as provided in the Employment Agreement. He further recommended that the Council reserve the right to invite Mr. Kolman in to Executive Session but begin the proceedings without him.

MOTION: Vice Mayor Ceesay moved, second by Councilor Lund to convene in Executive Session.

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

AGAINST: None

ABSENT: Councilor Agee

Motion carried.

Council Members and Mr. Peterson exited to Executive Session chambers at 6:32 p.m.

- 5) **Possible action to reconvene in Regular Session.**

MOTION: Councilor Kearns moved, second by Councilor Lund to reconvene in Regular Session at 7:00 p.m.

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

AGAINST: None

ABSENT: Councilor Agee

Motion carried.

L) Adjournment.

- Meeting was adjourned at 7:01 p.m.

Date

Mayor

ATTEST:

City Clerk

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: RICK MALONE, CITY PLANNER

RE: STAFF RECOMMENDATION
RESOLUTION TO DECLARE APRIL 2017 AS "FAIR HOUSING MONTH"

DATE: April 3rd, 2017

BACKGROUND:

We have received a request from Steve Boettcher with INCOG asking the City of Glenpool to declare April 2017 as "Fair Housing Month". The funds for the Community Development Block Grant program come from Tulsa County CDBG Urban County through the U.S. Department of Housing and Urban Development. Over the years, the City of Glenpool has been the recipient of several CDBG grants from this program namely, the Senior Citizen Building Renovations, the Gazebo's In Black Gold Park, and the Streetscape for 141st Street.

In addition, the City of Glenpool is also a member of the Metropolitan Tulsa HOME Consortium, another source of HUD funding. One of the policies regarding these funds is that the grant recipients must implement an action to further fair housing for each year of funding they receive.

RECOMMENDATION:

Staff Recommends approval of adopting a resolution to declare April 2017 as "Fair Housing Month"

ATTACHMENTS:

1. Letter from INCOG
2. Resolution



Regional Partners — Regional Solutions

2 West Second Street Suite 800 | Tulsa, OK 74103 | 918.584.7526 | www.INCOG.org

MEMORANDUM

TO: Glenpool City Council
FROM: Steve Boettcher, INCOG
DATE: March 24, 2017
RE: April as Fair Housing Month

The funds for the Community Development Block Grant program which have been granted to the City of Glenpool come from the Tulsa County CDBG Urban County through the U.S. Department of Housing and Urban Development. In addition, the City of Glenpool is a member of the Metropolitan Tulsa HOME Consortium, another source of HUD funding.

One of the policies regarding these funds is that the grant recipients must implement an action to further fair housing for each year of funding they receive. One of the simplest ways to accomplish this is to declare April as *Fair Housing Month* in the recipient's jurisdiction. Cities and Towns may accomplish this by adopting a resolution. This action will meet the program requirements for the current year's funding.

RESOLUTION 17000

A RESOLUTION PROCLAIMING APRIL 2017 AS
FAIR HOUSING MONTH

WHEREAS, in April of 1968 one of the Nation's most important pieces of civil rights legislation- Title VIII of the Civil Rights Act of 1968- was adopted by the U.S. Congress; and

WHEREAS, Title VIII prohibits a wide range of discriminatory housing practices; and

WHEREAS, the Fair Housing Amendments Act of 1988 strengthens the mandate to each community to affirmatively further fair housing; and

WHEREAS, communities receiving Community Development Block Grant funds and HOME funds are uniquely situated to positively impact housing opportunities; and

WHEREAS, in affirmatively furthering fair housing, CDBG and HOME communities are required to actively promote wider housing opportunities for all racial and ethnic groups while maintaining a nondiscriminatory environment in all aspects of the public and private housing market within their jurisdiction.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Glenpool wholeheartedly proclaims April 2017 as Fair Housing Month in Glenpool, Oklahoma.

ADOPTED this 3rd day of April 2017.

Tim Fox
Mayor, City of Glenpool

ATTEST: (seal)

Susan White, City Clerk



MEMORANDUM

TO: HONORABLE MAYOR and CITY COUNCIL

**FROM: LYNN BURROW, PE
COMMUNITY DEVELOPMENT DIRECTOR**

RE: ACCEPTANCE OF GENERAL UTILITY EASEMENT DEDICATION

DATE: APRIL 3, 2017

BACKGROUND

This item is for Council consideration and action regarding the acceptance of a twenty foot (20') wide General Utility Easement dedication covering a certain tract of land located along, contiguous with, and parallel to the south right-of-way line of what will be 166th Street as illustrated on the attached documents. The right-of-way for 166th Street is being created by the final subdivision plat of South 75 Business Park Phase II. This easement is being dedicated to the public to provide for the installation of certain underground private and public utility service improvements extending from existing locations north of 166th street. The dedication of this easement will facilitate the installation of various public and private utility services necessary to provide service to the Mark Allen auto dealership as well as to those areas north of 166th Street during the development of future phases of the South 75 Business Park.

Staff Recommendation:

Staff has reviewed and approved the document format and content of this easement grant and is requesting Council approval and acceptance of this General Utility Easement dedication as submitted.

Attachments:

- A. General Utility Easement Dedication and Supporting Documents

GENERAL UTILITY EASEMENT

STATE OF OKLAHOMA)
) SS
COUNTY OF TULSA)

South 75 Business Park, LLC, the undersigned (Grantor), as the owner of the legal and equitable title of the following described real estate (Property), for and in consideration of the sum of TEN DOLLARS (\$10.00), and other good and valuable considerations, the receipt of which is acknowledged, does hereby grant and convey to the City of Glenpool, a Municipal Corporation (GRANTEE), a general utility easement through, over, and across the following described Property:

See Exhibits "B.1" and "B.2" attached hereto and made a part of this easement grant by reference;

for the purpose of permitting Grantee and Franchise Utility services thereon, through, over, under, and across said property, together with all necessary and convenient appurtenances thereto; to use and maintain the same; and affording Grantee and Franchise Utility service provider officers, agents, employees, and/or all persons under contract with either, the right of access at all times to and upon said premises and strip of land for the purposes of surveying, excavating for, constructing, building, operating, repairing, and maintaining all such utility services and associated appurtenances.

The Grantee and Franchise Utility service providers are hereby given and granted the non-exclusive possession of said above described premises for the purposes aforesaid and Grantor, for itself and its heirs, administrators, successors, and assigns, covenants and agrees, which covenant and agreement shall be binding on the Grantor, its heirs, administrators, successors and assigns, and shall be enforceable by the City of Glenpool, Oklahoma and by Franchise Utility service providers that:

- 1) Within the general utility easement, no building, structure, or other above or below ground obstruction that interferes with stated uses and purposes of the general utility easement shall be placed, erected, installed, or maintained, provided nothing herein shall be deemed to prohibit drives, parking areas, curbing, landscaping, retaining walls, signs, and customary screening fences, provided such improvements do not constitute an obstruction, as determined by the City of Glenpool, and are permitted by the City of Glenpool;
- 2) Grantee shall not be responsible for damage to permitted improvements placed within the general utility easement by the Grantor or third party resulting from repair, maintenance, or the installation of Grantee facilities;
- 3) Grantee has the right to recover the costs of any repairs necessary, due to the actions of the Grantor or other persons in privity with it, to the facilities the Grantee has installed within the general utility easement;
- 4) Changes in finished grade in excess of twelve (12) inches shall be prohibited;

- 5) In the event these terms are violated by the Grantor or other persons in privity with it, such violation will promptly be corrected and eliminated upon receipt of notice from the Grantee or Franchise Utility supplier, or the Grantee or Franchise Utility supplier shall have right to remove or otherwise eliminate such violation, and Grantor, its heirs, administrators, successors and assigns, shall promptly pay the actual cost thereof.

TO HAVE AND TO HOLD such easement unto to the City of Glenpool (Grantee), its successors or assigns as aforesaid:

Signed and delivered this 20 day of March, 2017.



South 75 Business Park, LLC (Grantor)
By: Rex F. Robertson, Manager of LLC

STATE OF Oklahoma)
) SS
COUNTY OF Tulsa)

CORPORATE ACKNOWLEDGEMENT

Before me, the undersigned, a Notary Public in and for said County and State, this 20 day of March, 2017, personally appeared Rex F. Robertson, to me known to be the identical person who executed the foregoing instrument, as manager of South 75 Business Park, LLC, and acknowledged to me that he executed the same as his free and voluntary act and deed, and as the free and voluntary act and deed of such corporation for the uses and purposes therein set forth.

IN WITNESS WHEREOF, I have hereunto set my official signature and affixed my notarial seal the day and year first above written.

My Commission Expires:


Notary Public

ACCEPTED BY:

CITY of GLENPOOL
A Municipal Corporation

Dated this: _____, day of _____, 2017

By: _____
Mayor: Tim Fox

ATTEST:

Susan White
City Clerk

APPROVED AS TO FORM:

Lowell Peterson
City Attorney

Exhibit "B.1"

South 75 Business Park Phase II

General Utility Easement Description

PAGE 1 OF 1

Description

A TRACT OF LAND LOCATED WITHIN THE SOUTHWEST QUARTER (SW/4) OF SECTION TWENTY-SIX (26), TOWNSHIP SEVENTEEN (17) NORTH, RANGE 12 EAST OF THE INDIAN MERIDIAN, TULSA COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE U.S. GOVERNMENT SURVEY THEREOF AND BEING A PORTION OF THAT TRACT OF LAND DESCRIBED IN GENERAL WARRANTY DEED, AS RECORDED AT DOCUMENT NO. 2008090664, OF THE TULSA COUNTY CLERK'S OFFICE, SAID TRACT BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF THE SOUTHWEST QUARTER (SW/4) OF SAID SECTION 26; THENCE NORTH 88°46'43" EAST AND ALONG THE NORTH LINE OF SAID SOUTHWEST QUARTER (SW/4) FOR A DISTANCE OF 452.91 FEET; THENCE SOUTH 1°13'17" EAST FOR A DISTANCE OF 40.00 FEET TO THE POINT OF BEGINNING;

THENCE NORTH 88°46'43" EAST AND PARALLEL WITH THE NORTH LINE OF SAID SW/4 FOR A DISTANCE OF 178.98 FEET; THENCE SOUTH 1°13'17" EAST FOR A DISTANCE OF 20.00 FEET; THENCE SOUTH 88°46'43" WEST AND PARALLEL WITH SAID NORTH LINE FOR A DISTANCE OF 178.98 FEET; THENCE NORTH 1°13'17" WEST FOR A DISTANCE OF 20.00 FEET TO THE POINT OF BEGINNING;

SAID TRACT CONTAINS 3,580 SQUARE FEET OR 0.082 ACRES.

Basis of Bearing

THE BEARINGS SHOWN HEREON ARE BASED UPON THE OKLAHOMA STATE PLANE COORDINATE SYSTEM, NORTH ZONE (3501), NORTH AMERICAN DATUM 1983 (NAD83-1993); SAID BEARINGS ARE BASED LOCALLY UPON FIELD-OBSERVED TIES TO THE FOLLOWING MONUMENTS:

- (1) FOUND 3/8" IRON PIN AT THE NORTHWEST CORNER OF THE SOUTHWEST QUARTER (SW/4) OF SECTION 26;
- (2) FOUND RAILROAD SPIKE AT THE NORTHEAST CORNER OF THE SOUTHEAST QUARTER (SE/4) OF SECTION 26;

THE BEARING BETWEEN SAID MONUMENTS BEING NORTH 88°46'43" EAST.

Certification

I, DAN E. TANNER, OF TANNER CONSULTING, LLC, CERTIFY THAT THE ATTACHED DESCRIPTION CLOSES IN ACCORD WITH EXISTING RECORDS, IS A TRUE REPRESENTATION OF THE REAL PROPERTY AS DESCRIBED, AND MEETS THE MINIMUM TECHNICAL STANDARDS FOR LAND SURVEYING OF THE STATE OF OKLAHOMA.

DAN E. TANNER, P.L.S.
OKLAHOMA P.L.S. #1435
OKLAHOMA CA #2661
EXPIRATION DATE: 6/30/17

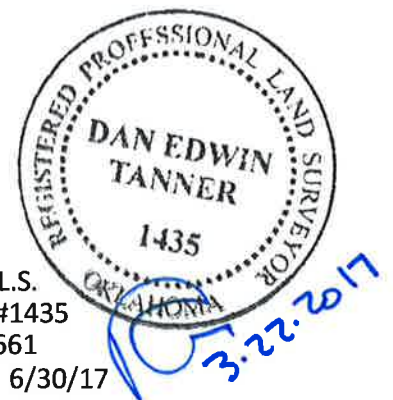
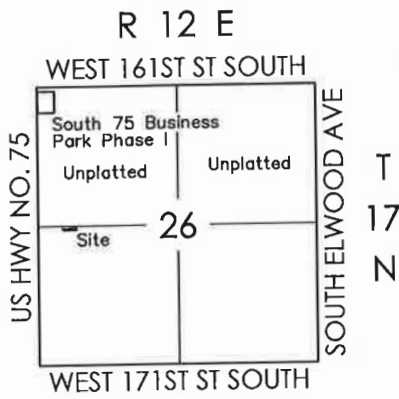


Exhibit "B.2"

South 75 Business Park Phase II

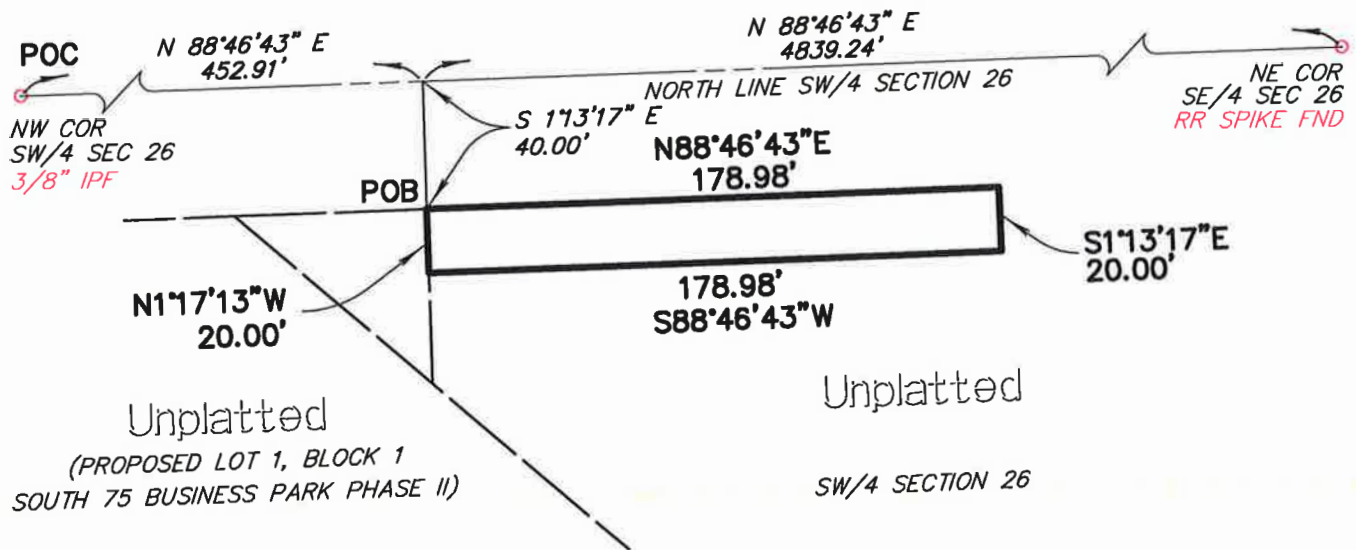
General Utility Easement Exhibit



Location Map

NW/4 SECTION 26

Unplatted



LEGEND

POB POINT OF BEGINNING
POC POINT OF COMMENCEMENT

03/20/2017 RMC GILL 16079EX UTILITY EASEMENT

 **Tanner Consulting LLC**
5323 SOUTH LEWIS AVENUE, TULSA OKLAHOMA 74105-6539 | 918.745.9929

Crandall's Method

Project:

Total Traverse Length:		397.96	
Closure:	0.0000	NE	0.000
		Perfect	Closure Precision
		Closure Area:	3,579.600 SF
			0.082 Acres

16079_Ex Utility Easement Description.xlsx - 3/17/2017 3:20 PM - Page 1



MEMORANDUM

TO: HONORABLE MAYOR and CITY COUNCIL

**FROM: LYNN BURROW, PE
COMMUNITY DEVELOPMENT DIRECTOR**

RE: ACCEPTANCE OF GENERAL UTILITY EASEMENT DEDICATION

DATE: APRIL 3, 2017

BACKGROUND

This item is for Council consideration and action regarding the acceptance of a seventeen and one half foot (17.5') wide General Utility Easement dedication covering a certain tract of land located along the east right-of-way line of US Highway No. 75 as illustrated on the attached documents. This easement is being dedicated to the public to provide for the installation of a public sanitary sewer line and related improvements extending from an existing sanitary sewer main near 170th Street to the south entry drive being constructed to serve Mark Allen auto dealership at approximately 168th Street. The dedication of this easement will facilitate the installation of various other private utility services necessary to provide service to the auto dealership as well.

Staff Recommendation:

Staff has reviewed and approved the document format and content of this easement grant and is requesting Council approval and acceptance of this General Utility Easement dedication as submitted.

Attachments:

- A. General Utility Easement Dedication and Supporting Documents

GENERAL UTILITY EASEMENT

[illegible]

South 75 Business Park, LLC, the undersigned (Grantor), as the owner of the legal and equitable title of the following described real estate (Property), for and in consideration of the sum of TEN DOLLARS (\$10.00), and other good and valuable considerations, the receipt of which is acknowledged, does hereby grant and convey to the City of Glenpool, a Municipal Corporation (GRANTEE), a general utility easement through, over, and across the following described Property:

See Exhibits "C.1" and "C.2" attached hereto and made a part of this easement grant by reference:

for the purpose of permitting Grantee and Franchise Utility services thereon, through, over, under, and across said property, together with all necessary and convenient appurtenances thereto; to use and maintain the same; and affording Grantee and Franchise Utility service provider officers, agents, employees, and/or all persons under contract with either, the right of access at all times to and upon said premises and strip of land for the purposes of surveying, excavating for, constructing, building, operating, repairing, and maintaining all such utility services and associated appurtenances.

The Grantee and Franchise Utility service providers are hereby given and granted the non-exclusive possession of said above described premises for the purposes aforesaid and Grantor, for itself and its heirs, administrators, successors, and assigns, covenants and agrees, which covenant and agreement shall be binding on the Grantor, its heirs, administrators, successors and assigns, and shall be enforceable by the City of Glenpool, Oklahoma and by Franchise Utility service providers that:

- 1) Within the general utility easement, no building, structure, or other above or below ground obstruction that interferes with stated uses and purposes of the general utility easement shall be placed, erected, installed, or maintained, provided nothing herein shall be deemed to prohibit drives, parking areas, curbing, landscaping, retaining walls, signs, and customary screening fences, provided such improvements do not constitute an obstruction, as determined by the City of Glenpool, and are permitted by the City of Glenpool;
- 2) Grantee shall not be responsible for damage to permitted improvements placed within the general utility easement by the Grantor or third party resulting from repair, maintenance, or the installation of Grantee facilities;
- 3) Grantee has the right to recover the costs of any repairs necessary, due to the actions of the Grantor or other persons in privity with it, to the facilities the Grantee has installed within the general utility easement;
- 4) Changes in finished grade in excess of twelve (12) inches shall be prohibited;

- 5) In the event these terms are violated by the Grantor or other persons in privity with it, such violation will promptly be corrected and eliminated upon receipt of notice from the Grantee or Franchise Utility supplier, or the Grantee or Franchise Utility supplier shall have right to remove or otherwise eliminate such violation, and Grantor, its heirs, administrators, successors and assigns, shall promptly pay the actual cost thereof.

TO HAVE AND TO HOLD such easement unto to the City of Glenpool (Grantee), its successors or assigns as aforesaid:

Signed and delivered this 20 day of March, 2017.



South 75 Business Park, LLC (Grantor)
By: Rex F. Robertson, Manager of LLC

STATE OF Oklahoma)

) SS

CORPORATE ACKNOWLEDGEMENT

COUNTY OF Tulsa)

Before me, the undersigned, a Notary Public in and for said County and State, this 20 day of March, 2017, personally appeared Rex F. Robertson, to me known to be the identical person who executed the foregoing instrument, as manager of South 75 Business Park, LLC, and acknowledged to me that he executed the same as his free and voluntary act and deed, and as the free and voluntary act and deed of such corporation for the uses and purposes therein set forth.

IN WITNESS WHEREOF, I hereunto set my official signature and affixed my notarial seal the day and year last above written.

My Commission Expires:




Notary Public

ACCEPTED BY:

CITY of GLENPOOL
A Municipal Corporation

Dated this: _____, day of _____, 2017

By: _____
Mayor: Tim Fox

ATTEST:

Susan White
City Clerk

APPROVED AS TO FORM:

Lowell Peterson
City Attorney

Exhibit "C.1"

South 75 Business Park Phase II

General Utility Easement Description

PAGE 1 OF 1

Description

A TRACT OF LAND THAT IS A PART OF THE WEST HALF OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER (W/2 SW/4 WW/4) OF SECTION TWENTY-SIX (26), TOWNSHIP SEVENTEEN (17) NORTH, RANGE TWELVE (12) EAST OF THE INDIAN MERIDIAN, TULSA COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE U.S. GOVERNMENT SURVEY THEREOF, SAID TRACT BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER (SW/4 SW/4) OF SAID SECTION 26; THENCE N 88°46'02" EAST AND ALONG THE SOUTH LINE OF SAID SW/4 SW/4 FOR A DISTANCE OF 24.75 FEET; THENCE NORTH 1°06'05" WEST AND PARALLEL WITH THE WEST LINE OF SAID SW/4 SW/4 FOR A DISTANCE OF 400.79 FEET TO THE POINT OF BEGINNING.

THENCE CONTINUING NORTH 1°06'05" WEST AND ALONG THE WEST RIGHT OF WAY LINE OF U.S. HIGHWAY NO. 75, AS RECORDED IN BOOK 2760 AT PAGE 340, COUNTY OF TULSA RECORDS, FOR A DISTANCE OF 139.37 FEET; THENCE NORTH 6°06'43" EAST FOR A DISTANCE OF 157.02 FEET; THENCE NORTH 4°36'47" EAST FOR A DISTANCE OF 264.84 FEET; THENCE ALONG A 5864.60 FOOT RADIUS CURVE TO THE LEFT, HAVING A CENTRAL ANGLE OF 2°53'27", A CHORD BEARING AND DISTANCE OF NORTH 0°20'38" EAST FOR 295.87 FEET, FOR AN ARC DISTANCE OF 295.90 FEET; THENCE NORTH 1°06'05" WEST FOR A DISTANCE OF 66.36 FEET TO A POINT ON THE NORTH LINE OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER (SW/4 SW/4) OF SAID SECTION 26; THENCE NORTH 88°46'22" EAST AND ALONG SAID NORTH LINE FOR A DISTANCE OF 17.50 FEET; THENCE SOUTH 1°06'05" EAST FOR A DISTANCE OF 66.40 FEET; THENCE ALONG A 5882.10 FOOT RADIUS CURVE TO THE RIGHT, HAVING A CENTRAL ANGLE OF 2°53'42", A CHORD BEARING AND DISTANCE OF SOUTH 0°20'46" WEST FOR 297.18 FEET, FOR AN ARC DISTANCE OF 297.22 FEET; THENCE SOUTH 4°36'47" WEST FOR A DISTANCE OF 265.49 FEET; THENCE SOUTH 6°06'43" WEST FOR A DISTANCE OF 295.51 FEET TO THE POINT OF BEGINNING.

SAID TRACT CONTAINS 14,951 SQUARE FEET OR 0.343 ACRES.

Basis of Bearing

THE BEARINGS SHOWN HEREON ARE BASED UPON THE OKLAHOMA STATE PLANE COORDINATE SYSTEM, NORTH ZONE (3501), NORTH AMERICAN DATUM 1983 (NAD83); SAID BEARINGS ARE BASED LOCALLY UPON FIELD-OBSERVED TIES TO THE FOLLOWING MONUMENTS:

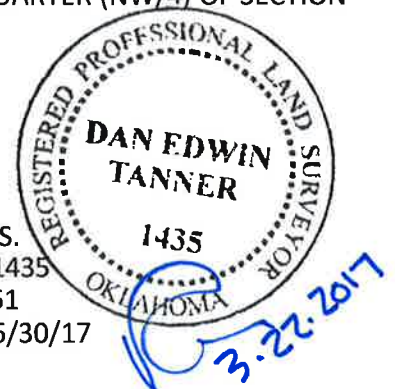
- (1) 1 $\frac{1}{2}$ " IRON PIN FOUND AT THE SOUTHWEST CORNER OF THE SOUTHWEST QUARTER (SW/4) OF SECTION 26;
- (2) 3/8" IRON PIN FOUND AT THE NORTHWEST CORNER OF THE NORTHWEST QUARTER (NW/4) OF SECTION 26;

THE BEARING BETWEEN SAID MONUMENTS BEING NORTH 1°06'05" WEST.

Certification

I, DAN E. TANNER, OF TANNER CONSULTING, LLC, CERTIFY THAT THE ATTACHED DESCRIPTION CLOSES IN ACCORD WITH EXISTING RECORDS, IS A TRUE REPRESENTATION OF THE REAL PROPERTY AS DESCRIBED, AND MEETS THE MINIMUM TECHNICAL STANDARDS FOR LAND SURVEYING OF THE STATE OF OKLAHOMA.

DAN E. TANNER, P.L.S.
OKLAHOMA P.L.S. #1435
OKLAHOMA CA #2661
EXPIRATION DATE: 6/30/17



 **Tanner Consulting LLC**
5323 SOUTH LEWIS AVENUE, TULSA OKLAHOMA 74105-6539 | 918.745.9929

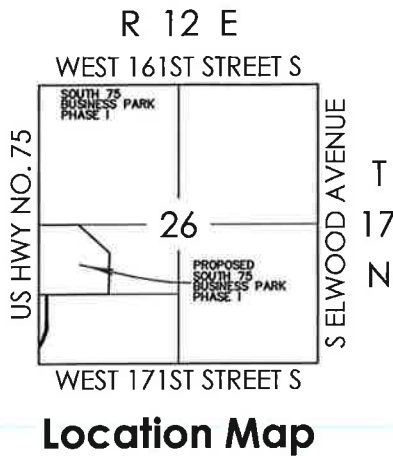
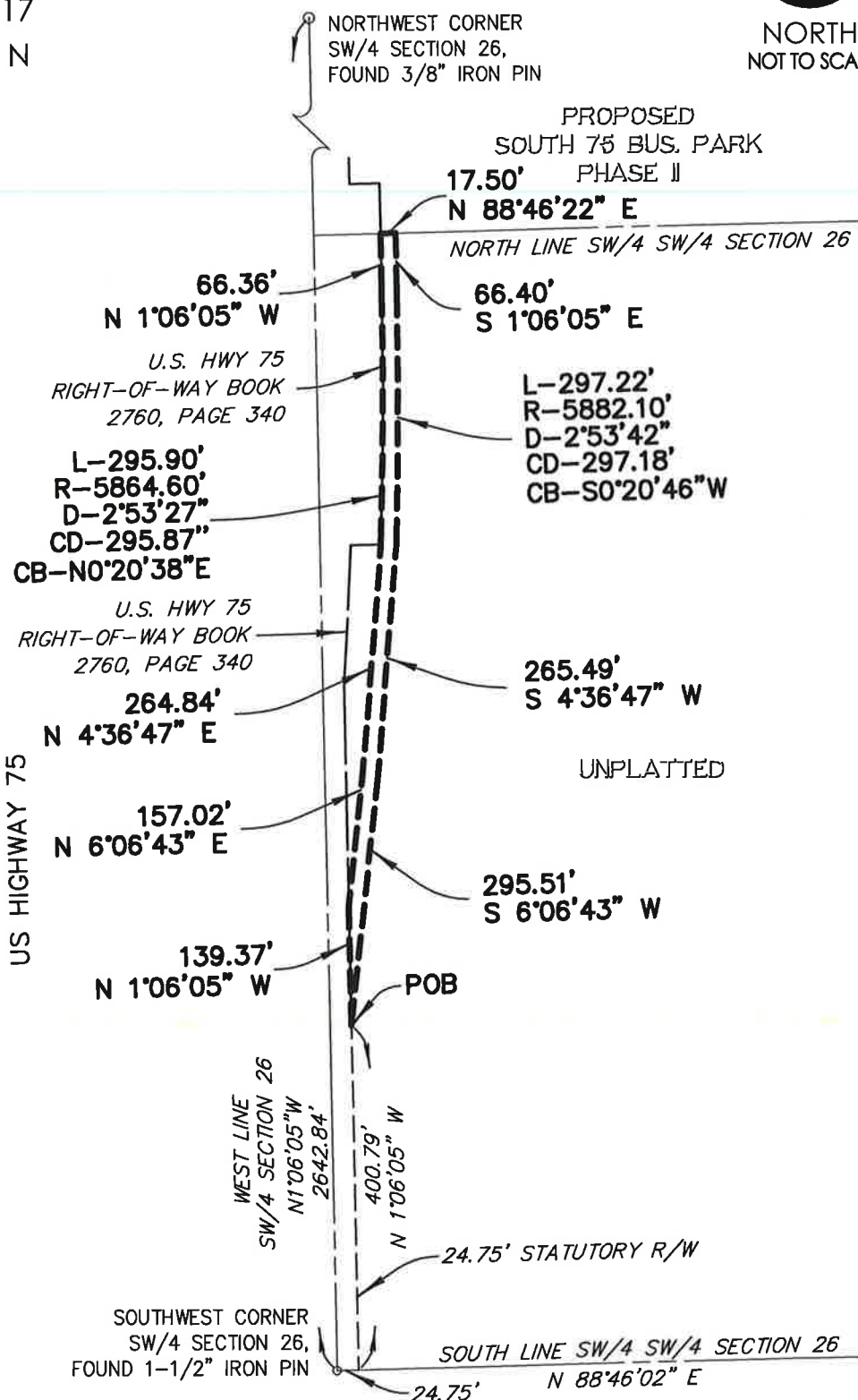


Exhibit "C.2"

South 75 Business Park Phase II

General Utility Easement Exhibit



LEGEND

CB	CHORD BEARING
CD	CHORD DISTANCE
D	DELTA ANGLE
L	LENGTH OR ARC LENGTH
POB	POINT OF BEGINNING
POC	POINT OF COMMENCEMENT

Traverse Closure

Crandall's Method

Project: **16075 Sanitary Sewer Easement**

Leg#	Bearing	Direction	Distance	Radius	Northing	Easting	New Length	Adjusted Northing	Adjusted Easting
Starting Coordinates:					5,000.0000	5,000.0000		5,000. 0000 0000	5,000. 0000 0000
1	1. 06 05	NW	139.37	5,864.60	5,139.3443	4,997.3211	139.370	5,139. 3441 8896	4,997. 3210 7584
2	6. 06 43	NE	157.02		5,295.4687	5,014.0389	157.017	5,295. 4690 7883	5,014. 0389 3312
3	4. 36 47	NE	264.84		5,559.4458	5,035.3385	264.836	5,559. 4466 9276	5,035. 3386 0872
4	1. 47 22	NE	0.00		5,559.4458	5,035.3385	0.000	5,559. 4466 9276	5,035. 3386 0872
5		L	295.90		5,855.3091	5,037.1144	295.900	5,855. 3100 2812	5,037. 1145 2367
6	1. 06 05	NW	66.36	5,882.10	5,921.6568	5,035.8389	66.360	5,921. 6577 3838	5,035. 8389 7364
7	88. 46 22	NE	17.50		5,922.0316	5,053.3349	17.500	5,922. 0325 5259	5,053. 3353 8745
8	1. 06 05	SE	66.40		5,855.6439	5,054.6112	66.400	5,855. 6447 9071	5,054. 6117 0748
9		R	297.22		5,558.4660	5,052.8158	297.215	5,558. 4668 8293	5,052. 8162 8563
10	4. 36 47	SW	265.49		5,293.8320	5,031.4631	265.493	5,293. 8334 5745	5,031. 4636 9429
End	6. 06 43	SW	295.51		4,999.9978	4,999.9994	295.513	5,000. 0000 0000	5,000. 0000 0000
					0.0000	0.0000			
					0.0000	0.0000			
					0.0000	0.0000			
					0.0000	0.0000			
					0.0000	0.0000			
					0.0000	0.0000			
					0.0000	0.0000			
					0.0000	0.0000			
					0.0000	0.0000			
11	Ending Coordinates:				4,999.9978	4,999.9994			

Total Traverse Length: 1,865.61

Closure: 16. 05 21 SW 0.002

1: 804,517.991 Closure Precision

Closure Area: 14,951.408 SF
0.343 Acres

The information shown on this sheet is confidential and intended for the use of Tanner Consulting personnel only. This sheet may not be edited, duplicated or filed of record in any form without the express written permission of Tanner Consulting.



MEMORANDUM

TO: HONORABLE MAYOR and CITY COUNCIL

FROM: LYNN BURROW, PE
COMMUNITY DEVELOPMENT DIRECTOR

RE: ACCEPTANCE OF GENERAL UTILITY EASEMENT DEDICATION

DATE: APRIL 3, 2017

BACKGROUND

This item is for Council consideration and action regarding the acceptance of a seventeen and one half foot (17.5') wide General Utility Easement dedication covering a certain tract of land located along, contiguous with, and parallel to the east right-of-way line of US Highway No. 75 as illustrated on the attached documents. This easement is being dedicated to the public to provide for the installation of underground and overhead utility service improvements from existing locations immediately south of the Tractor Supply tract south to the north right-of-way line of 166th Street. The dedication of this easement will facilitate the installation of various public and private utility facilities necessary to provide service to the Mark Allen auto dealership.

Staff Recommendation:

Staff has reviewed and approved the document format and content of this easement grant and is requesting Council approval and acceptance of this General Utility Easement dedication as submitted.

Attachments:

- A. General Utility Easement Dedication and Supporting Documents

GENERAL UTILITY EASEMENT

STATE OF OKLAHOMA)
) SS
COUNTY OF TULSA)

South 75 Business Park, LLC, the undersigned (Grantor), as the owner of the legal and equitable title of the following described real estate (Property), for and in consideration of the sum of TEN DOLLARS (\$10.00), and other good and valuable considerations, the receipt of which is acknowledged, does hereby grant and convey to the City of Glenpool, a Municipal Corporation (GRANTEE), a general utility easement through, over, and across the following described Property:

See Exhibits "A.1" and "A.2" attached hereto and made a part of this easement grant by reference;

for the purpose of permitting Grantee and Franchise Utility services thereon, through, over, under, and across said property, together with all necessary and convenient appurtenances thereto; to use and maintain the same; and affording Grantee and Franchise Utility service provider officers, agents, employees, and/or all persons under contract with either, the right of access at all times to and upon said premises and strip of land for the purposes of surveying, excavating for, constructing, building, operating, repairing, and maintaining all such utility services and associated appurtenances.

The Grantee and Franchise Utility service providers are hereby given and granted the non-exclusive possession of said above described premises for the purposes aforesaid and Grantor, for itself and its heirs, administrators, successors, and assigns, covenants and agrees, which covenant and agreement shall be binding on the Grantor, its heirs, administrators, successors and assigns, and shall be enforceable by the City of Glenpool, Oklahoma and by Franchise Utility service providers that:

- 1) Within the general utility easement, no building, structure, or other above or below ground obstruction that interferes with stated uses and purposes of the general utility easement shall be placed, erected, installed, or maintained, provided nothing herein shall be deemed to prohibit drives, parking areas, curbing, landscaping, retaining walls, signs, and customary screening fences, provided such improvements do not constitute an obstruction, as determined by the City of Glenpool, and are permitted by the City of Glenpool;
- 2) Grantee shall not be responsible for damage to permitted improvements placed within the general utility easement by the Grantor or third party resulting from repair, maintenance, or the installation of Grantee facilities;
- 3) Grantee has the right to recover the costs of any repairs necessary, due to the actions of the Grantor or other persons in privity with it, to the facilities the Grantee has installed within the general utility easement;
- 4) Changes in finished grade in excess of twelve (12) inches shall be prohibited;

- 5) In the event these terms are violated by the Grantor or other persons in privity with it, such violation will promptly be corrected and eliminated upon receipt of notice from the Grantee or Franchise Utility supplier, or the Grantee or Franchise Utility supplier shall have right to remove or otherwise eliminate such violation, and Grantor, its heirs, administrators, successors and assigns, shall promptly pay the actual cost thereof.

TO HAVE AND TO HOLD such easement unto to the City of Glenpool (Grantee), its successors or assigns as aforesaid:

Signed and delivered this 20 day of March, 2017.



South 75 Business Park, LLC (Grantor)
By: Rex F. Robertson, Manager of LLC

STATE OF Oklahoma)
) SS
COUNTY OF Tulsa)

CORPORATE ACKNOWLEDGEMENT

Before me, the undersigned, a Notary Public in and for said County and State, this 20 day of March, 2017, personally appeared Rex F. Robertson, to me known to be the identical person who executed the foregoing instrument, as manager of South 75 Business Park, LLC, and acknowledged to me that he executed the same as his free and voluntary act and deed, and as the free and voluntary act and deed of such corporation for the uses and purposes therein set forth.

IN WITNESS WHEREOF, I hereunto set my official signature and affixed my notarial seal the day and year last above written.

My Commission Expires:





Notary Public

ACCEPTED BY:

CITY of GLENPOOL
A Municipal Corporation

Dated this: _____, day of _____, 2017

By: _____
Mayor: Tim Fox

ATTEST:

Susan White
City Clerk

APPROVED AS TO FORM:

Lowell Peterson
City Attorney

Exhibit "A.1"
South 75 Business Park
General Utility Easement Description

PAGE 1 OF 1

Description

A TRACT OF LAND THAT IS A PART OF THE WEST HALF OF THE NORTHWEST QUARTER (W/2 NW/4) OF SECTION TWENTY-SIX (26), TOWNSHIP SEVENTEEN (17) NORTH, RANGE TWELVE (12) EAST OF THE INDIAN MERIDIAN, TULSA COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE U.S. GOVERNMENT SURVEY THEREOF, SAID TRACT BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF LOT 1, BLOCK 1, "SOUTH 75 BUSINESS PARK-PHASE 1", A SUBDIVISION IN THE CITY OF GLENPOOL, TULSA COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF (PLAT NO. 6273); THENCE SOUTH 1°03'42" EAST FOR A DISTANCE OF 11.00 FEET TO THE POINT OF BEGINNING;

THENCE NORTH 88°47'32" EAST AND PARALLEL WITH THE SOUTH LINE OF SAID LOT 1, FOR A DISTANCE OF 17.50 FEET; THENCE SOUTH 1°03'42" EAST AND PARALLEL WITH THE EAST RIGHT OF WAY LINE OF US HIGHWAY NO. 75, FOR A DISTANCE OF 2133.35 FEET; THENCE SOUTH 88°46'43" WEST AND PARALLEL WITH THE SOUTH LINE OF SAID NORTHWEST QUARTER OF SECTION 26, FOR A DISTANCE OF 17.50 FEET TO A POINT ON THE EAST RIGHT OF WAY LINE OF US HIGHWAY NO. 75; THENCE NORTH 1°03'42" WEST AND ALONG SAID EAST RIGHT OF WAY LINE, FOR A DISTANCE OF 2133.36 FEET TO THE POINT OF BEGINNING;

SAID TRACT CONTAINS 37,334 SQUARE FEET OR 0.857 ACRES.

Basis of Bearing

THE BEARINGS SHOWN HEREON ARE BASED UPON THE OKLAHOMA STATE PLANE COORDINATE SYSTEM, NORTH ZONE (3501), NORTH AMERICAN DATUM 1983 (NAD83); SAID BEARINGS ARE BASED LOCALLY UPON FIELD-OBSERVED TIES TO THE FOLLOWING MONUMENTS:

- (1) MAGNETIC CONCRETE NAIL FOUND AT THE NORTHWEST CORNER OF THE NORTHWEST QUARTER (NW/4) OF SECTION 26;
- (2) 3/8" IRON PIN FOUND AT THE SOUTHWEST CORNER OF THE NORTHWEST QUARTER (NW/4) OF SECTION 26;

THE BEARING BETWEEN SAID MONUMENTS BEING SOUTH 1°06'59" EAST.

Certification

I, DAN E. TANNER, OF TANNER CONSULTING, LLC, CERTIFY THAT THE ATTACHED DESCRIPTION CLOSES IN ACCORD WITH EXISTING RECORDS, IS A TRUE REPRESENTATION OF THE REAL PROPERTY AS DESCRIBED, AND MEETS THE MINIMUM TECHNICAL STANDARDS FOR LAND SURVEYING OF THE STATE OF OKLAHOMA.

DAN E. TANNER, P.L.S.
OKLAHOMA P.L.S. #1435
OKLAHOMA CA #2661
EXPIRATION DATE: 6/30/17



 **Tanner Consulting LLC**
5323 SOUTH LEWIS AVENUE, TULSA OKLAHOMA 74105-6539 | 918.745.9929

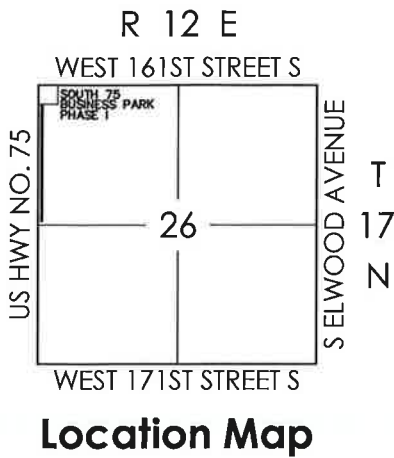
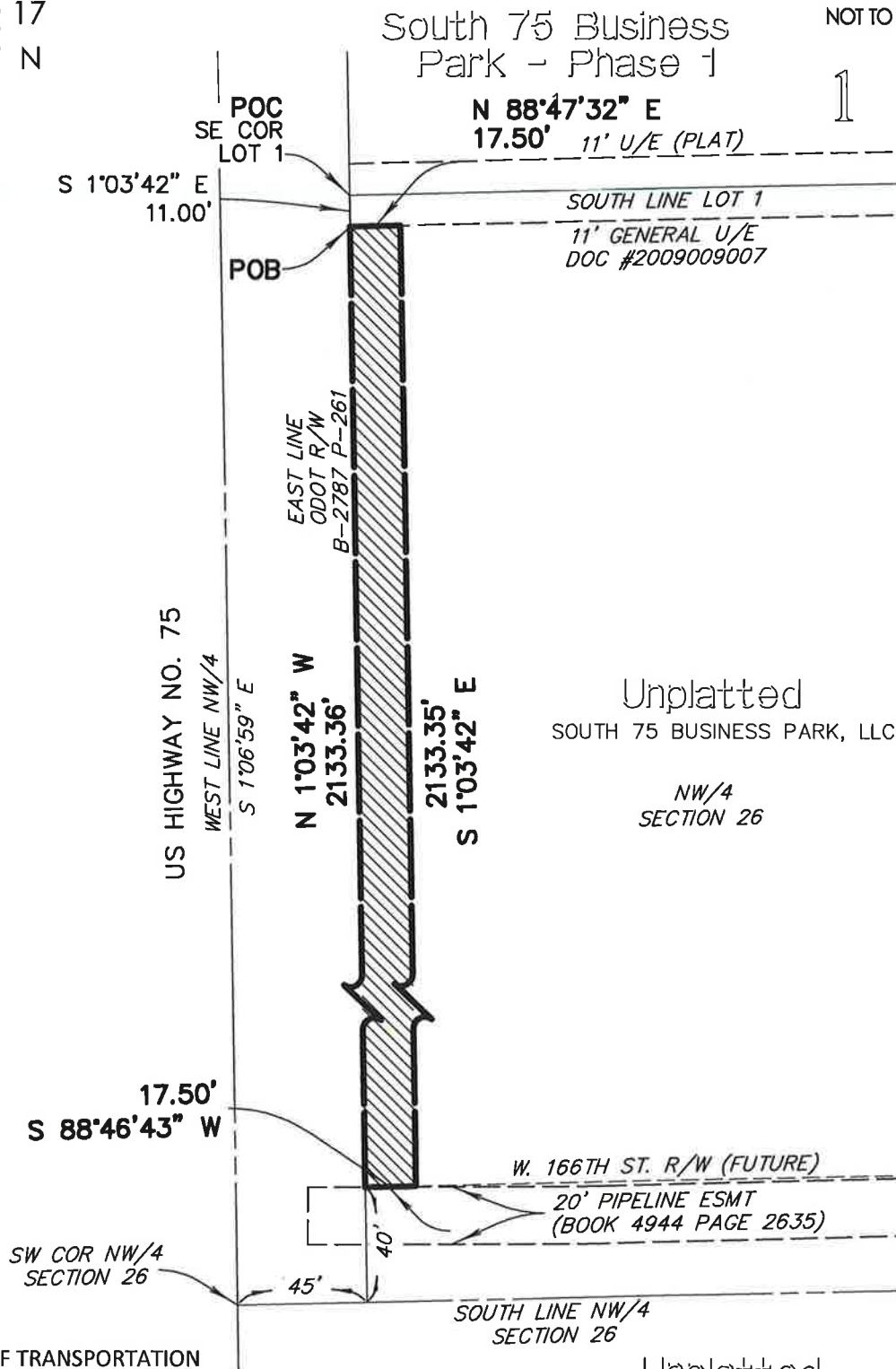


Exhibit "A.2"

South 75 Business Park

General Utility Easement Exhibit



LEGEND

B	BOOK
ODOT	OKLAHOMA DEPT. OF TRANSPORTATION
P	PAGE
POB	POINT OF BEGINNING
POC	POINT OF COMMENCEMENT
R/W	RIGHT OF WAY
U/E	UTILITY EASEMENT

02/17/2017 RMCGILL 16075EX_UTILITY EASEMENT

Crandall's Method

Leg#	Bearing	Quadrant	Distance	Northing	Easting	New Length	Adjusted Northing	Adjusted Easting
		Starting Coordinates:		5,000.0000	5,000.0000		5,000. 0000 0000	5,000. 0000 0000
1	88. 47 32	NE	17.50	5,000.3689	5,017.4961	17.500	5,000. 3688 6729	5,017. 4961 0651
2	1. 03 42	SE	2,133.35	2,867.3851	5,057.0239	2,133.353	2,867. 3821 7381	5,057. 0239 7572
3	88. 46 43	SW	17.50	2,867.0121	5,039.5279	17.500	2,867. 0091 4994	5,039. 5279 4625
End	1. 03 42	NW	2,133.36	5,000.0058	4,999.9999	2,133.357	5,000. 0000 0000	5,000. 0000 0000
				0.0000	0.0000			
				0.0000	0.0000			
				0.0000	0.0000			
				0.0000	0.0000			
				0.0000	0.0000			
				0.0000	0.0000			
				0.0000	0.0000			
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				0.0000	0.0000			
				0.0000	0.0000			
				0.0000	0.0000			
				0.0000	0.0000			
				0.0000	0.0000			
				0.0000	0.0000			
				0.0000	0.0000			
4		Ending Coordinates:		5,000.0058	4,999.9999			

Closure Area: 37,333.579 SF
0.857 Acres

16075Ex_General Utility Ease Closure.xlsx - 2/17/2017 7:03 AM - Page 1

NOTICE
GLENPOOL UTILITY SERVICE AUTHORITY
REGULAR MEETING

A Regular Session of the Glenpool Utility Service Authority will begin at 6:00 p.m. immediately following the Glenpool City Council meeting, on Monday, April 3, 2017, 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 March 6, 2017 meetings.
- E) Adjournment

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

Signed: _____
Clerk

**MINUTES
GLENPOOL UTILITY SERVICES AUTHORITY
REGULAR SESSION
March 6, 2017**

The Regular Session of the Glenpool Utility Services Authority was held at Glenpool City Hall. Trustees present: Tim Fox, Chairman; Momodou Ceesay, Vice Chairman; Brandon Kearns and Jacqueline Triplett-Lund. Trustee Patricia Agee was absent.

Staff present: Roger Kolman, Trust Manager; Lowell Peterson, Trust Attorney; Susan White, Trust Secretary; Julie Casteen, Trust Treasurer; and Wes Richter, Director of Public Works.

- A) **Chairman Fox called the meeting to order at 7:18 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 reviewed for the Board the various activities accomplished by the water/wastewater personnel during the previous month.
- D) **Scheduled Business:**
- 1) **Discussion and possible action to approve minutes from February 6 and February 21, 2017 meetings.**
MOTION: Trustee Kearns moved, second by Trustee Lund to approve minutes as presented.
FOR: Trustee Lund; Vice Chairman Ceesay (February 6, 2017); Chairman Fox; Trustee Kearns
AGAINST: None
ABSTAIN: Vice Chairman Ceesay (February 21, 2017)
ABSENT: Trustee Agee
Motion carried.
 - 2) **Discussion and possible action to ratify action of the City Council to approve a bid in the amount of \$804,229.92 and authorize the Chairman to execute a Meter Replacement and AMR Installation Agreement with RG3 Utilities, LLC for materials and installation necessary to implement a city-wide water meter replacement project.**
Mr. Burrow requested that the Board of Trustees ratify action taken by the Council to approve the bid and Agreement submitted by RG3 Utilities, LLC for materials and installation in the amount of \$804,229.92.
MOTION: Councilor Lund moved, second by Trustee Kearns to ratify action of the City Council to approve bid in the amount of \$804,229.92 and authorize the Chairman to execute the Agreement with RG3 Utilities, LLC.
FOR: Vice Chairman Ceesay; Chairman Fox; Trustee Kearns
AGAINST: Trustee Lund
ABSENT: Trustee Agee
Motion carried.
 - 3) **Discussion and possible action to accept the waterline extension constructed to serve the Sunoco butane blending facility located at 12905 S. U.S. Hwy 75 W., and associated maintenance bond.**
MOTION: Vice Chairman Ceesay moved, second by Trustee Kearns to accept the waterline extension and maintenance bond as presented.
FOR: Chairman Fox; Trustee Kearns; Trustee Lund; Vice Chairman Ceesay
AGAINST: None
ABSENT: Trustee Agee
Motion carried.
- E) **Adjournment.**
- There being no further business, Chairman Fox declared the meeting adjourned at 7:24 p.m.

Date

Chairman

ATTEST:

Secretary

**NOTICE
GLENPOOL INDUSTRIAL AUTHORITY
MEETING**

A Regular Session of the Glenpool Industrial Authority will begin at 6:00 p.m. immediately following the Glenpool Utility Service Authority meeting, Monday, April 3, 2017, 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 March 6 and March 20, 2017 meetings.
- 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
March 6, 2017**

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

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

A) Timothy Fox, Chairman called the meeting to order at 7:24 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 February 6, 2017 meeting.

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

FOR: Trustee Lund, Vice Chairman Ceesay; Chairman Fox, Trustee Kearns

AGAINST: None

ABSENT: Trustee Agee

Motion carried.

2) Discussion and possible action to receive a quit-claim deed of the EMS Facility, located at 14522 S. Broadway Street, Glenpool, from the City of Glenpool to the Glenpool Industrial Authority.

Lowell Peterson, City/Trust Attorney provided detail on the history of the ownership of the Facility, noting the Glenpool Industrial Authority as the legal owner. However, for unknown reasons the City was identified as mortgagee on a promissory note with EMS Plus. Mr. Peterson recommended the City convey title of the facility to the Glenpool Industrial Authority to maintain consistency with City policy, and that the Board of Trustees accept ownership and ongoing responsibilities.

MOTION: Vice-Chairman Ceesay moved, second by Trustee Lund to receive quit-claim deed of the EMS Facility from the City of Glenpool.

FOR: Vice Chairman Ceesay; Chairman Fox, Trustee Kearns; Trustee Lund

AGAINST: None

ABSENT: Trustee Agee

Motion carried.

D) Adjournment

- There being no further business, Chairman Fox declared the meeting adjourned at 7:26 p.m.

Date

Chairman

ATTEST:

Secretary

**MINUTES
GLENPOOL INDUSTRIAL AUTHORITY
SPECIAL SESSION
March 20, 2017**

The Special Session of the Glenpool Industrial Authority was held at Glenpool City Hall Council Chambers. Trustees present: Timothy Fox, Chairman; Momodou Ceesay, Vice Chairman; Brandon Kearns; and Jacqueline Triplett-Lund. Trustee Patricia Agee was absent.
Staff present: Roger Kolman, Trust Manager; Lowell Peterson, Trust Attorney; Susan White, Trust Secretary; and Julie Casteen, Trust Treasurer.
Also present were John Fiore and Lou Reynolds.

A) Timothy Fox, Chairman called the meeting to order at 7:01 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 Proposal from Affordable Asphalt at a cost not to exceed \$16,230, for Conference Center parking lot resealing and restriping, funding from GIA Budget 30-6-01-6273 Maintenance and Repairs; and authorize Chairman Timothy Fox to execute the Agreement.**

Lynn Burrow, Community Development Director described the condition of the parking lot at the Conference Center, noting the lifetime for the parking lot should be about three to five years. This lot hasn't been reconditioned since it was new in 2010. Mr. Burrow obtained two quotes to reseal and restripe. He recommended the lowest quote of \$16,230 from Affordable Asphalt.

MOTION: Vice Chairman Ceesay moved, second by Trustee Lund to approve Proposal from Affordable Asphalt at a cost not to exceed \$16,230, for Conference Center parking lot resealing and restriping, funding from GIA Budget 30-6-01-6273 Maintenance and Repairs; and authorize Chairman Timothy Fox to execute the Agreement.

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

AGAINST: None

ABSENT: Trustee Agee

Motion carried.

- 2) Discussion and possible action to ratify action of the City Council by authorizing execution of the tax reimbursement agreement with Ford Development Corporation approved by the City Council on this date.**

MOTION: Trustee Kearns moved, second by Vice Chairman Ceesay to ratify action of the City Council by authorizing the execution of the tax reimbursement agreement with Ford Development Corporation.

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

AGAINST: None

ABSENT: Trustee Agee

Motion carried.

- 3) Discussion and possible action to enter into Executive Session for the purpose of conferring on matters pertaining to economic development, including the transfer of**

property, financing, or the creation of a proposal to entice a business to remain or to locate within the jurisdiction of the City of Glenpool because public disclosure of the matter discussed would interfere with the development of products or services would violate the confidentiality of the business, pursuant to Title 25 Sec. 307(C)(10) of the Oklahoma Statutes (Open Meeting Act).

Lowell Peterson, Trust Attorney stated the executive session topic was a matter of economic development and reminded the Board that the law states it is appropriate to discuss in executive session anything that may jeopardize the confidentiality of a business or the public welfare in the business.

MOTION: Trustee Kearns moved, second by Trustee Lund to convene in Executive Session.

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

AGAINST: None

ABSENT: Trustee Agee

Motion carried.

The Board and Mr. Peterson exited to Executive Session Chambers at 7:11 p.m.

4) Discussion and possible action to resume in ~~regular~~ special session.

MOTION: Trustee Lund moved, second by Trustee Kearns to reconvene in special session at 7:37 p.m.

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

AGAINST: None

ABSENT: Trustee Agee

Motion carried.

5) Discussion and possible action to approve a certain letter of intent with respect to acquisition by John Fiore or related party of forty (40) acres, more or less, of land in the southeast quarter of the northwest quarter of Section 23, Township 17 North, Range 12 East, Tulsa County, presently owned by the Glenpool Industrial Authority and located east of Highway 75 on 156th Street South, Glenpool.

Roger Kolman, Trust Manager presented a letter of intent to sell a forty-acre parcel of land commonly referred to as the tower property located off 156th Street, east of U.S. Hwy 75. Mr. Fiore has determined that the property is his choice to develop an entertainment venue for Glenpool and surrounding communities.

MOTION: Vice Chairman Ceesay moved, second by Trustee Kearns to approve the letter of intent as presented.

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

AGAINST: None

ABSENT: Trustee Agee

Motion carried.

D) Adjournment

- There being no further business, Chairman Fox declared the meeting adjourned at 7:39 p.m.

Date

Chairman

ATTEST:

Secretary

NOTICE
GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT
REGULAR MEETING

A Regular Session of the Glenpool Area Emergency Medical Service District will begin at 6:00 p.m. immediately following the Glenpool Industrial Authority meeting, Monday, April 3, 2017, 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:

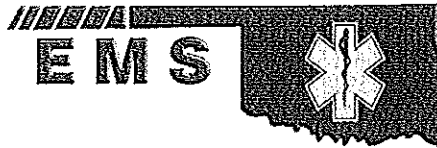
AGENDA

- A)** Call to Order
- B)** Roll call, declaration of quorum
- C)** EMS Report - Brian Cook, Director of Operations, Mercy Regional EMS
- D)** District Administrator Report - Susan White, Adm., Sec.
- E)** Scheduled Business
 - 1)** Discussion and possible action to approve minutes from March 6, 2017 meeting.
 - 2)** Discussion and possible action to approve purchase order(s) and receipts register totaling \$12,000.00.
(Julie Casteen, Treasurer)
 - 3)** Discussion and possible action to recommend to the Tulsa County Board of Commissioners that Trustee Brandon Kearns should be appointed for an additional five-year term beginning June 1, 2017 through May 31, 2022.
(Susan White, Administrator/Secretary)
- F)** Adjournment.

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

Signed: _____
District Administrator/Secretary

Mercy Regional



Brian Cook
Chief of Operations
PO Box 2398
Owasso, OK 74055
Office: 918.609.5827
Email: bcook@mercy-regional.com

To: Honorable Chair and GEMS Board Members

From: Brian Cook, Chief of Operations

Date: March 22, 2017

Ref: EMS Report March 1st 2017 – March 21, 2017

During the time of March 1st through March 21, 2017 we logged 70 calls for service with 100% response time compliance. Fifty patients were transported, ten were treated but refused transport, four required mutual aid, three calls were cancelled, and one DOA. We also utilized a second Mercy truck for four of the calls.

We have received two new memberships since March 1, 2017.

Mercy Regional was approved for a new sepsis protocol by the State. At the time, we were approved we were one of only three agencies within the State of Oklahoma to have an approved sepsis protocol. Treating sepsis in the field by EMS professionals is new to the Country and new for the State of Oklahoma but we will be able to save more lives by recognizing and treating Sepsis in the field. We continue to strive to provide the very best to our patients.

Mercy continues to talk with Chief Newton on the best communication solution with the new radios the fire department will be integrating within the next month or two. We plan on investing in equipment that will allow Mercy Regional Medics to communicate with the Glenpool Fire Department. This will be a significant financial investment for Mercy but it is imperative that all the first responders in Glenpool can communicate.

Brian Cook,
Chief of Operations

CRun	Call Date	Pick Up Location	Destination	Dispatched	En Route	On Scene	Transport	Arrived	Clear	Response Time	Unit
17-2525	3/1/2017 04:55	EMERGENCY SCENE	ST. FRANCIS TULSA	3/1/2017 04:55	3/1/2017 04:55	3/1/2017 05:02	3/1/2017 05:19	3/1/2017 05:43	3/1/2017 05:58	00:06:41	MEDIC 401
17-2541	3/1/2017 11:30	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	3/1/2017 11:31	3/1/2017 11:31	3/1/2017 11:35	3/1/2017 11:53	3/1/2017 12:17	3/1/2017 12:35	00:05:01	MEDIC 401
17-2554	3/1/2017 13:05	EMERGENCY SCENE	HILLCREST SOUTH	3/1/2017 13:05	3/1/2017 13:06	3/1/2017 13:10	3/1/2017 13:29	3/1/2017 13:50	3/1/2017 14:08	00:05:35	MEDIC 401
17-2564	3/1/2017 15:09	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	3/1/2017 15:10	3/1/2017 15:10	3/1/2017 15:10	3/1/2017 15:38	3/1/2017 15:38	3/1/2017 15:38	00:01:14	MEDIC 401
17-2567	3/1/2017 16:15	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	3/1/2017 16:16	3/1/2017 16:16	3/1/2017 16:18	3/1/2017 16:43	3/1/2017 17:07	3/1/2017 17:56	00:02:51	MEDIC 401
17-2574	3/1/2017 18:34	EMERGENCY SCENE	ST. JOHN SAPULPA	3/1/2017 18:35	3/1/2017 18:37	3/1/2017 18:40	3/1/2017 19:10	3/1/2017 19:28	3/1/2017 19:42	00:05:46	MEDIC 401
17-2605	3/2/2017 12:51	EMERGENCY SCENE	ST. JOHN TULSA	3/2/2017 12:52	3/2/2017 12:53	3/2/2017 12:53	3/2/2017 13:11	3/2/2017 13:31	3/2/2017 14:46	00:02:09	MEDIC 401
17-2622	3/2/2017 17:38	EMERGENCY SCENE	ST. FRANCIS TULSA	3/2/2017 17:40	3/2/2017 17:40	3/2/2017 17:41	3/2/2017 17:56	3/2/2017 18:12	3/2/2017 18:36	00:02:52	MEDIC 401
17-2672	3/3/2017 17:55	EMERGENCY SCENE	ST. FRANCIS TULSA	3/3/2017 17:56	3/3/2017 17:56	3/3/2017 18:00	3/3/2017 18:18	3/3/2017 18:37	3/3/2017 18:59	00:04:40	MEDIC 401
17-2674	3/3/2017 19:45	EMERGENCY SCENE	ST. JOHN TULSA	3/3/2017 19:46	3/3/2017 19:47	3/3/2017 19:53	3/3/2017 20:24	3/3/2017 20:48	3/3/2017 21:05	00:07:51	MEDIC 401
17-2680	3/3/2017 22:12	EMERGENCY SCENE	ST. FRANCIS TULSA	3/3/2017 22:12	3/3/2017 22:12	3/3/2017 22:16	3/3/2017 22:40	3/3/2017 22:57	3/3/2017 23:19	00:04:27	MEDIC 401
17-2709	3/5/2017 00:25	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	3/5/2017 00:29	3/5/2017 00:29	3/5/2017 00:33	3/5/2017 00:41	3/5/2017 00:41	3/5/2017 00:41	00:07:11	MEDIC 401
17-2711	3/5/2017 01:44	EMERGENCY SCENE	ST. FRANCIS TULSA	3/5/2017 01:46	3/5/2017 01:48	3/5/2017 01:49	3/5/2017 02:21	3/5/2017 02:40	3/5/2017 02:56	00:04:06	MEDIC 401
17-2712	3/5/2017 02:07	EMERGENCY SCENE	ST. FRANCIS TULSA	3/5/2017 02:07	3/5/2017 02:07	3/5/2017 02:19	3/5/2017 02:32	3/5/2017 02:48	3/5/2017 03:10	00:11:32	MEDIC 101
17-2713	3/5/2017 04:46	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	3/5/2017 04:50	3/5/2017 04:51	3/5/2017 04:55	3/5/2017 05:12	3/5/2017 05:12	3/5/2017 05:12	00:05:11	MEDIC 401
17-2715	3/5/2017 08:22	EMERGENCY SCENE	ST. FRANCIS TULSA	3/5/2017 08:23	3/5/2017 08:23	3/5/2017 08:24	3/5/2017 08:35	3/5/2017 09:03	3/5/2017 09:17	00:01:15	MEDIC 401
17-2717	3/5/2017 09:01	EMERGENCY SCENE	MUTUAL AID	3/5/2017 09:02	3/5/2017 09:02						MUTUAL AID RECEIVED
17-2724	3/5/2017 13:48	EMERGENCY SCENE	ST. FRANCIS TULSA	3/5/2017 13:49	3/5/2017 13:49	3/5/2017 13:51	3/5/2017 14:17	3/5/2017 14:37	3/5/2017 14:50	00:02:58	MEDIC 401
17-2728	3/5/2017 17:35	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	3/5/2017 17:36	3/5/2017 17:36	3/5/2017 17:39	3/5/2017 18:22	3/5/2017 19:15	3/5/2017 19:15	00:04:05	MEDIC 401
17-2731	3/5/2017 19:40	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	3/5/2017 19:40	3/5/2017 19:40	3/5/2017 19:44	3/5/2017 20:01	3/5/2017 20:01	3/5/2017 20:01	00:04:19	MEDIC 401
17-2737	3/5/2017 23:02	EMERGENCY SCENE	ST. JOHN TULSA	3/5/2017 23:02	3/5/2017 23:02	3/5/2017 23:10	3/5/2017 23:50	3/6/2017 00:15	3/6/2017 01:09	00:08:00	MEDIC 401
17-2740	3/6/2017 00:14	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	3/6/2017 00:16	3/6/2017 00:16	3/6/2017 00:19	3/6/2017 00:36	3/6/2017 00:36	3/6/2017 00:36	00:05:02	MEDIC 102
17-2746	3/6/2017 08:17	EMERGENCY SCENE	ST. JOHN TULSA	3/6/2017 08:18	3/6/2017 08:19	3/6/2017 08:21	3/6/2017 08:51	3/6/2017 09:11	3/6/2017 09:40	00:04:08	MEDIC 401
17-2786	3/6/2017 20:44	EMERGENCY SCENE	ST. FRANCIS TULSA	3/6/2017 20:44	3/6/2017 20:45	3/6/2017 20:50	3/6/2017 21:27	3/6/2017 21:48	3/6/2017 22:11	00:06:01	MEDIC 401
17-2791	3/6/2017 22:46	EMERGENCY SCENE	NO PATIENT FOUND	3/6/2017 22:46	3/6/2017 22:48	3/6/2017 22:55	3/6/2017 23:07	3/6/2017 23:07	3/6/2017 23:07	00:08:22	MEDIC 401
17-2802	3/7/2017 08:16	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	3/7/2017 08:17	3/7/2017 08:17	3/7/2017 08:18	3/7/2017 08:47	3/7/2017 08:47	3/7/2017 08:47	00:01:43	MEDIC 401
17-2817	3/7/2017 12:42	EMERGENCY SCENE	ST. FRANCIS TULSA	3/7/2017 12:42	3/7/2017 12:43	3/7/2017 12:46	3/7/2017 12:58	3/7/2017 13:20	3/7/2017 13:44	00:04:17	MEDIC 401
17-2820	3/7/2017 13:22	EMERGENCY SCENE	MUTUAL AID	3/7/2017 13:27	3/7/2017 13:27						MUTUAL AID RECEIVED
17-2824	3/7/2017 14:31	EMERGENCY SCENE	ST. FRANCIS TULSA	3/7/2017 14:32	3/7/2017 14:32	3/7/2017 14:34	3/7/2017 14:51	3/7/2017 15:10	3/7/2017 15:35	00:02:54	MEDIC 401
17-2829	3/7/2017 16:39	EMERGENCY SCENE	ST. FRANCIS SOUTH	3/7/2017 16:40	3/7/2017 16:40	3/7/2017 16:41	3/7/2017 16:56	3/7/2017 17:14	3/7/2017 17:29	00:02:31	MEDIC 401
17-2832	3/7/2017 17:40	EMERGENCY SCENE	OSU MEDICAL CENTER	3/7/2017 17:40	3/7/2017 17:41	3/7/2017 17:45	3/7/2017 18:15	3/7/2017 18:31	3/7/2017 18:46	00:05:17	MEDIC 401
17-2837	3/7/2017 20:58	EMERGENCY SCENE	CANCELLED BY CALLER	3/7/2017 21:08	3/7/2017 21:08						
17-2841	3/7/2017 23:54	EMERGENCY SCENE	ST. FRANCIS SOUTH	3/7/2017 23:56	3/7/2017 23:56	3/7/2017 23:59	3/8/2017 00:31	3/8/2017 00:57	3/8/2017 01:05	00:05:26	MEDIC 401
17-2853	3/8/2017 08:55	EMERGENCY SCENE	HILLCREST SOUTH	3/8/2017 08:56	3/8/2017 08:56	3/8/2017 08:59	3/8/2017 09:19	3/8/2017 09:35	3/8/2017 09:56	00:04:03	MEDIC 401
17-2873	3/8/2017 14:21	EMERGENCY SCENE	ST. FRANCIS CHILDRENS HOSPITAL	3/8/2017 14:22	3/8/2017 14:23	3/8/2017 14:26	3/8/2017 14:39	3/8/2017 15:02	3/8/2017 15:17	00:05:08	MEDIC 401
17-2874	3/8/2017 14:24	EMERGENCY SCENE	CANCELLED BY CALLER	3/8/2017 14:25	3/8/2017 14:25						
17-2911	3/9/2017 17:31	EMERGENCY SCENE	ST. JOHN TULSA	3/9/2017 17:31	3/9/2017 17:31	3/9/2017 17:36	3/9/2017 17:55	3/9/2017 18:15	3/9/2017 18:41	00:05:54	MEDIC 401
17-2930	3/10/2017 09:38	EMERGENCY SCENE	NO PATIENT FOUND	3/10/2017 09:39	3/10/2017 09:40	3/10/2017 09:44	3/10/2017 09:45	3/10/2017 09:45	3/10/2017 09:45	00:05:02	MEDIC 401
17-2942	3/10/2017 13:17	EMERGENCY SCENE	ST. FRANCIS TULSA	3/10/2017 13:18	3/10/2017 13:20	3/10/2017 13:20	3/10/2017 13:32	3/10/2017 14:12	3/10/2017 14:12	00:03:11	MEDIC 401
17-2948	3/10/2017 14:31	EMERGENCY SCENE		3/10/2017 14:31	3/10/2017 14:31	3/10/2017 14:35	3/10/2017 14:54	3/10/2017 15:16	3/10/2017 15:39	00:04:52	MEDIC 401
17-2952	3/10/2017 16:18	EMERGENCY SCENE	ST. JOHN TULSA	3/10/2017 16:18	3/10/2017 16:21	3/10/2017 16:21	3/10/2017 16:48	3/10/2017 17:06	3/10/2017 17:33	00:03:09	MEDIC 401
17-2953	3/10/2017 16:41	EMERGENCY SCENE	MUTUAL AID	3/10/2017 16:41	3/10/2017 16:41						MUTUAL AID RECEIVED
17-2973	3/11/2017 11:06	EMERGENCY SCENE	HILLCREST SOUTH	3/11/2017 11:06	3/11/2017 11:08	3/11/2017 11:10	3/11/2017 11:20	3/11/2017 11:42	3/11/2017 11:58	00:04:18	MEDIC 401
17-2974	3/11/2017 12:32	EMERGENCY SCENE	ST. FRANCIS TULSA	3/11/2017 12:33	3/11/2017 12:33	3/11/2017 12:36	3/11/2017 12:56	3/11/2017 13:13	3/11/2017 13:50	00:03:28	MEDIC 401
17-2986	3/11/2017 22:42	EMERGENCY SCENE	ST. FRANCIS TULSA	3/11/2017 22:42	3/11/2017 22:48	3/11/2017 22:48	3/11/2017 23:05	3/11/2017 23:28	3/11/2017 23:53	00:06:45	MEDIC 401
17-2988	3/11/2017 23:26	EMERGENCY SCENE	MUTUAL AID	3/11/2017 23:27							MUTUAL AID RECEIVED
17-3006	3/12/2017 21:25	EMERGENCY SCENE	HILLCREST MEDICAL CENTER	3/12/2017 21:27	3/12/2017 21:28	3/12/2017 21:33	3/12/2017 21:51	3/12/2017 22:09	3/12/2017 22:23	00:08:33	MEDIC 401
17-3007	3/12/2017 21:44	EMERGENCY SCENE	ST. FRANCIS SOUTH	3/12/2017 21:44	3/12/2017 21:44	3/12/2017 22:02	3/12/2017 22:31	3/12/2017 22:49	3/12/2017 23:11	00:17:58	MEDIC 101
17-3015	3/13/2017 08:02	EMERGENCY SCENE	HILLCREST SOUTH	3/13/2017 08:03	3/13/2017 08:04	3/13/2017 08:08	3/13/2017 08:28	3/13/2017 08:46	3/13/2017 09:08	00:06:02	MEDIC 401
17-3026	3/13/2017 12:04	EMERGENCY SCENE	ST. FRANCIS TULSA	3/13/2017 12:04	3/13/2017 12:04	3/13/2017 12:04	3/13/2017 12:07	3/13/2017 12:27	3/13/2017 12:46	00:00:17	MEDIC 401
17-3029	3/13/2017 12:15	EMERGENCY SCENE	CANCELLED BY CALLER	3/13/2017 12:16	3/13/2017 12:16						
17-3051	3/13/2017 21:46	EMERGENCY SCENE	ST. FRANCIS TULSA	3/13/2017 21:48	3/13/2017 21:48	3/13/2017 21:51	3/13/2017 22:07	3/13/2017 22:28	3/13/2017 22:47	00:05:04	MEDIC 401
17-3054	3/13/2017 23:21	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	3/13/2017 23:23	3/13/2017 23:23	3/13/2017 23:24	3/14/2017 00:01	3/14/2017 00:01	3/14/2017 00:01	00:02:54	MEDIC 401
17-3143	3/15/2017 21:07	EMERGENCY SCENE	ST. FRANCIS TULSA	3/15/2017 21:07	3/15/2017 21:07	3/15/2017 21:09	3/15/2017 21:44	3/15/2017 22:08	3/15/2017 22:24	00:02:31	MEDIC 401
17-3156	3/16/2017 10:03	EMERGENCY SCENE	ST. FRANCIS TULSA	3/16/2017 10:04	3/16/2017 10:04	3/16/2017 10:06	3/16/2017 10:38	3/16/2017 10:51	3/16/2017 11:29	00:03:06	MEDIC 401
17-3166	3/16/2017 12:51	EMERGENCY SCENE	ST. JOHN TULSA	3/16/2017 12:52	3/16/2017 12:52	3/16/2017 12:54	3/16/2017 13:09	3/16/2017 13:29	3/16/2017 14:25	00:03:39	MEDIC 401
17-3189	3/16/2017 21:57	EMERGENCY SCENE	ST. FRANCIS TULSA	3/16/2017 21:59	3/16/2017 22:00	3/16/2017 22:01	3/16/2017 22:12	3/16/2017 22:29	3/16/2017 22:51	00:04:04	MEDIC 401
17-3194	3/17/2017 01:11	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	3/17/2017 01:12	3/17/2017 01:12	3/17/2017 01:15	3/17/2017 01:36	3/17/2017 01:36	3/17/2017 01:36	00:04:31	MEDIC 401

17-3229	3/17/2017 14:56	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	3/17/2017 14:57	3/17/2017 14:58	3/17/2017 15:00	3/17/2017 15:16	3/17/2017 15:16	3/17/2017 15:16	00:04:11	MEDIC 401
17-3254	3/18/2017 15:17	EMERGENCY SCENE	HILLCREST SOUTH	3/18/2017 15:17	3/18/2017 15:20	3/18/2017 15:24	3/18/2017 15:47	3/18/2017 16:03	3/18/2017 16:23	00:07:08	MEDIC 401
17-3259	3/18/2017 18:25	EMERGENCY SCENE	ST. JOHN TULSA	3/18/2017 18:26	3/18/2017 18:26	3/18/2017 18:27	3/18/2017 18:39	3/18/2017 19:05	3/18/2017 19:24	00:01:53	MEDIC 401
17-3266	3/18/2017 23:06	EMERGENCY SCENE	ST. FRANCIS TULSA	3/18/2017 23:09	3/18/2017 23:09	3/18/2017 23:09	3/18/2017 23:44	3/18/2017 23:59	3/19/2017 00:25	00:03:42	MEDIC 401
17-3269	3/19/2017 07:47	MUTUAL AID GIVEN	ST. FRANCIS SOUTH	3/19/2017 07:48	3/19/2017 07:50	3/19/2017 07:56	3/19/2017 08:43	3/19/2017 08:58	3/19/2017 09:16	00:09:28	MEDIC 401MA GIVEN
17-3273	3/19/2017 10:51	EMERGENCY SCENE	ST. FRANCIS TULSA	3/19/2017 10:53	3/19/2017 10:53	3/19/2017 10:56	3/19/2017 11:09	3/19/2017 11:31	3/19/2017 11:44	00:04:51	MEDIC 401
17-3274	3/19/2017 12:11	EMERGENCY SCENE	ST. FRANCIS TULSA	3/19/2017 12:11	3/19/2017 12:12	3/19/2017 12:15	3/19/2017 12:31	3/19/2017 12:44	3/19/2017 13:04	00:04:38	MEDIC 401
17-3279	3/19/2017 16:01	EMERGENCY SCENE	HILLCREST SOUTH	3/19/2017 16:02	3/19/2017 16:03	3/19/2017 16:07	3/19/2017 16:18	3/19/2017 16:34	3/19/2017 17:17	00:05:47	MEDIC 401
17-3281	3/19/2017 16:49	EMERGENCY SCENE	DOA - DEAD ON ARRIVAL	3/19/2017 16:50	3/19/2017 16:50	3/19/2017 16:57	3/19/2017 17:16	3/19/2017 17:16	3/19/2017 17:16	00:08:25	MEDIC 102
17-3288	3/19/2017 21:30	EMERGENCY SCENE	SIGNED PATIENT REFUSAL	3/19/2017 21:30	3/19/2017 21:32	3/19/2017 21:34	3/19/2017 21:49	3/19/2017 21:49	3/19/2017 21:49	00:03:11	MEDIC 401
17-3307	3/20/2017 11:30	EMERGENCY SCENE	ST. FRANCIS TULSA	3/20/2017 11:30	3/20/2017 11:30	3/20/2017 11:35	3/20/2017 11:52	3/20/2017 12:15	3/20/2017 12:32	00:05:07	MEDIC 401
17-3352	3/21/2017 15:14	EMERGENCY SCENE	ST. FRANCIS TULSA	3/21/2017 15:15	3/21/2017 15:15	3/21/2017 15:16	3/21/2017 15:31	3/21/2017 15:56	3/21/2017 16:12	00:01:46	MEDIC 401

Glenpool Area Emergency Medical Services District

12205 South Yukon Avenue
Glenpool, Oklahoma 74033

To: HONORABLE CHAIRMAN AND TRUSTEES
From: Susan White, District Administrator/Secretary
Date: April 3, 2017
Subject: District Administrator Report

2015 Audit Report

The Oklahoma State Auditor and Inspector's office released the 2015 Report following the last Board meeting. The audit period was July 1, 2013 – June 30, 2015. Two of the four findings had already been identified and corrected by staff prior to the audit field work. Staff are currently working on policy or procedure amendments, or have already implemented changes to incorporate the recommendation of OSAI related to the remaining two findings.

PO/Receiving Report approval

The Board will notice a new action item scheduled on each Regular meeting agenda going forward as a result of the auditor's recommendation to approve purchase orders and a receiving report for all invoices, except those exempted by law.

Contract Renewals

Staff have scheduled meetings to review and discuss possible amendments to contracts subject to a July 1 renewal date. Final drafts will be presented for Board approval.

Capital Expenditures

Trustees should expect an item to approve the purchase of cardiac monitors on the May meeting agenda. This is a large capital expense item which was appropriated in the FY 17 Budget.

MINUTES
GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT
Regular Meeting
March 6, 2017

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

Staff present: Lowell Peterson, District Legal Counsel; Susan White, District Administrator, Secretary; and Julie Casteen, District Treasurer. Roger Kolman, City Manager, was also present.
Also present was Brett Copple with Mercy Regional EMS.

- A) **Chairman Fox called the meeting to order at 7:26 p.m.**
- B) **Secretary White called the roll and Chairman Fox declared a quorum present.**
- C) **EMS Report - Brian Cook, Director of Operations, Mercy Regional EMS**
- Brett Copple, Manager presented the report for the period of February 2017. Mercy logged 101 calls and maintained a 99.98% response time compliance.
- D) **District Administrator Report - Susan White, Adm., Sec.**
- Ms. White presented a brief update on the status of collected revenues as well as expenditures represented in the current budget.
- E) **Scheduled Business**
- 1) **Discussion and possible action to approve minutes from February 6, 2017 meeting.**
MOTION: Trustee Kearns moved, second by Trustee Lund to approve minutes as presented.
FOR: Trustee Lund; Vice Chairman Ceesay; Chairman Fox; Trustee Kearns
AGAINST: None
ABSENT: Trustee Agee
Motion carried.
- 2) **Discussion and possible action to appoint Roger Kolman as checking account signatory.**
Julie Casteen, Treasurer recommended the Board approve an additional signatory to improve internal controls and segregation of duties. She further recommended the appointment of Roger Kolman for that purpose.
MOTION: Vice-Chairman Ceesay moved, second by Trustee Lund to appoint Roger Kolman as additional checking account signatory.
FOR: Vice Chairman Ceesay; Chairman Fox; Trustee Kearns; Trustee Lund
AGAINST: None
ABSENT: Trustee Agee
Motion carried.
- F) **Adjournment.**
- There being no further business, the meeting was adjourned at 7:33 p.m.

Date

ATTEST:

Clerk/Secretary

Chairman

Glenpool Area Emergency Medical Service District

12205 South Yukon Avenue
Glenpool, Oklahoma 74033

To: HONORABLE CHAIRMAN AND GEMS DISTRICT BOARD MEMBERS
From: Julie Casteen, District Treasurer
Date: April 3, 2017
Subject: Approval of Purchase Order Receiving Report and Payment Claims as of 3/24/17 totaling \$12,000

Background:

To expand internal controls and improve transparency in the reporting of the District's expenditures, a new procedure has been established to report goods and services received, and to request approval for payment of those goods and services.

A purchase order receiving report and a list of claims to be paid will be presented to the Board monthly for approval.

Staff Recommendation:

Staff recommends a motion to accept the PO Receipt Register report dated 3/24/17 and approve the following payments:

PO #	Acct	Description	Vendor	Invoice	Amount
17-06357	31-6-01-6210	March Ambulance Service	Centurion Health Systems	1368	\$12,000
				Total	\$12,000

Attachments:

1. PO Receipt Register dated 3/24/17
2. Purchase Order Claims Register dated 3/24/17 totaling \$12,000
3. Purchase Order and Invoices totaling \$12,000

3/24/2017 10:35 AM
SEQUENCE: VENDOR NUMBER

P O R E C E I P T R E G I S T E R
AUDIT REPORT

PAGE: 1
DETAIL LEVEL: INVOICE

VENDOR	NAME	INVOICE	POST DATE	BANK	INVOICE AMOUNT	VENDOR TOTAL
01-001267	CENTURION HEALTH SYSTEMS, DBA					12,000.00
1368			3/21/2017	31	12,000.00	
TOTALS					12,000.00	12,000.00

GEM 5
Receipt Reg = 12,000.⁰⁰

3/24/2017 10:36 AM
FUND: 31 - GEMS

PURCHASE ORDER CLAIM REGISTER
SUMMARY REPORT

PAGE: 1

PURCHASE ORDER	DESCRIPTION	VENDOR #	VENDOR NAME	DATE INVOICE	AMOUNT
DEPARTMENT: 01 - NON-DEPARTMENTAL					
17-06357	AMBULANCE EMS SVC FY16-17	01-001267	CENTURION HEALTH SYSTEMS, DBA	3/2017 1368	12,000.00
DEPARTMENT TOTAL:					12,000.00
FUND TOTAL:					12,000.00
GRAND TOTAL:					12,000.00

PERIOD	G/L ACCOUNT	NAME	AMOUNT	FUND TOTAL
3/2017	31-6-01-6210	AMBULANCE CONTRACT	12,000.00	12,000.00
GRAND TOTAL:				12,000.00

P U R C H A S E O R D E R

CITY OF GLENPOOL, OK

Email invoices: AP@cityofglenpool.com

Subject line must include PO and Vendor name or emails will be rejected
PURCHASE ORDER # 17-06357 07/12/2016

ISSUED TO: VEND #: 01-001267
CENTURION HEALTH SYSTEMS,
MERCY REGIONAL OKLAHOMA
9106 N. GARNETT RD.
OWASSO, OK 74055

SHIP TO:
GEMS
14566 S. ELWOOD
GLENPOOL, OK 74033

I HEREBY APPROVE THE ISSUANCE OF THIS PURCHASE ORDER.



07/12/2016

PURCHASING OFFICER

DATE

I HEREBY CERTIFY THAT THE AMOUNT OF THIS ENCUMBRANCE HAS BEEN
ENTERED AGAINST THE DESIGNATED APPROPRIATION ACCOUNTS AND THAT
THIS ENCUMBRANCE IS WITHIN THE AUTHORIZED AVAILABLE BALANCE OF
SAID APPROPRIATION.

07/12/2016



ENCUMBERING OFFICER

DATE

UNITS	DESCRIPTION	INV PART NUMBER	REQUEST	G/L ACCOUNT	PROJ	PRICE	AMOUNT
0.00	AMBULANCE EMS SVC FY 16-17 AMBULANCE EMS SVC FY16-17		00018474	31 -6-01-6210		0.00	144,000.00 *

1368 = 12,000.00

MARCH 2017

Partial Payment

12,000.00

** TOTAL **

144,000.00

*** APPROVAL FOR PURCHASE ***

I HEREBY CERTIFY THAT THE MERCHANDISE AND/OR SERVICES DESCRIBED ABOVE HAVE BEEN SATISFACTORILY RECEIVED AND THAT THIS PURCHASE
ORDER IS NOW A TRUE AND JUST DEBT OF THIS CITY. THIS PURCHASE ORDER IS APPROVED FOR PAYMENT IN THE AMOUNT INDICATED ABOVE.



OFFICER OR DEPARTMENT HEAD IN CHARGE

3/23/17

DATE

62 O.S. SECTION 310.9 AND 74 O.S. SECTION 3109, PROVIDES THAT THE VENDOR'S SUBMISSION OF AN INVOICE OR ACCEPTANCE OF PAYMENT PURSUANT TO THIS PURCHASE CONSTITUTES A STATEMENT BY THE VENDOR THAT THE INVOICE OR CLAIM IS TRUE AND CORRECT. THE WORK, SERVICES OR MATERIALS AS SHOWN BY THE INVOICE OR CLAIM HAVE BEEN COMPLETED OR SUPPLIED IN ACCORDANCE WITH THE PLANS, SPECIFICATIONS, ORDERS OR REQUESTS FURNISHED THE VENDOR, AND THE VENDOR HAS MADE NO PAYMENT, DIRECTLY OR INDIRECTLY, TO ANY ELECTED OFFICIAL, OFFICER OR EMPLOYEE OF THIS STATE OR ANY COUNTY OR POLITICAL SUBDIVISION OF THE STATE OF MONEY OR ANY OTHER THING OF VALUE TO OBTAIN PAYMENT. ANY VENDOR WHO SUBMITS AND INVOICE OR ACCEPTS PAYMENT PURSUANT TO THIS PURCHASE ORDER SHALL BE DEEMED TO ADOPT AND AFFIRM THE STATEMENT CONTAINED IN THIS PURCHASE ORDER UNLESS THE VENDOR STATES ON THE INVOICE THAT THE STATEMENT IS INCORRECT IN WHOLE OR IN PART; AND THE CITY OF GLENPOOL OR ITS RELATED ENTITIES AS THEIR INTEREST MAY APPEAR, MAY RECOVER FROM THE VENDOR THE FULL AMOUNT PAID PURSUANT TO THE PURCHASE ORDER IF THE STATEMENT ADOPTED AND AFFIRMED BY THE VENDOR IS FALSE.

THE VENDOR SHALL FURNISH ITEMIZED INVOICE WHICH STATES THE VENDOR'S NAME AND ADDRESS. A CLEAR DESCRIPTION OF EACH ITEM PURCHASED IT'S PRICE, THE NUMBER OR VOLUME OF EACH ITEM, ITS TOTAL PRICE, THE TOTAL OF THE PURCHASE, AND DATE OF THE PURCHASE.

Mercy Regional Oklahoma

Owasso, OK 74055

Centurion Health Systems

Invoice

Date	Invoice #
3/16/2017	1368

Bill To
Glenpool City Accounts Payable 12205 S Yukon Ave Glenpool, Ok 74033

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	ALS Ambulance Subsidy for March	12,000.00	12,000.00
<div>RECEIVED MAR 20 2017 BY A/P-FIN: GLENPOOL</div>			

		Total	\$12,000.00
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Phone #	Fax #
9186095800	918-609-5799

Glenpool Area Emergency Medical Services District

12205 South Yukon Avenue
Glenpool, Oklahoma 74033

To: HONORABLE CHAIRMAN AND TRUSTEES
From: Susan White, District Administrator/Secretary
Date: April 3, 2017
Subject: Trustee Appointment

Background

The GEMS District was created under and by virtue of Section 9c, Article X, of the Constitution of the State of Oklahoma. It provides for trustees to be appointed to five-year terms by the County Commissioners.

The Tulsa County Commission appointed the original members of the Board and desire a recommendation from the Board for all subsequent appointments as terms expire.

The term of Trustee Kearns will expire on May 31.

Recommendation

Consider action to recommend to the Tulsa County Commission that Brandon Kearns serve as Trustee for an additional five years, term expiration May 31, 2022.

Attachment

Letter to Tulsa County Commission

Glenpool Area Emergency Medical Services District

12205 South Yukon Avenue
Glenpool, Oklahoma 74033

April 3, 2017

Tulsa County Board of Commissioners
Ray Jordan Administration Building
500 S. Denver Avenue
Tulsa, OK 74103

Re: Trustee Appointment of Brandon Kearns

Honorable Board of Commissioners,

The term of Trustee Brandon Kearns will expire May 31, 2017. GEMS District Board of Trustees met on April 3, 2017 and approved action to recommend to the Tulsa County Board of Commissioners that Mr. Kearns be considered for reappointment. Mr. Kearns has agreed to serve for another term if appointed.

It is my pleasure to recommend to the Tulsa County Board of Commissioners that Mr. Brandon Kearns be appointed to the Glenpool Area Emergency Medical Service District Board of Trustees for an additional five-year term.

Respectfully,

Timothy Lee Fox
Chairman