

**NOTICE  
GLENPOOL CITY COUNCIL  
REGULAR MEETING**

A Regular Session of the Glenpool City Council will be held at 6:00 p.m. on Monday, October 16, 2017 at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3<sup>rd</sup> 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 – Randy DeBell, Assoc. Pastor, Church on the Move**
- D) Pledge of Allegiance – Timothy Lee Fox, Mayor**
- E) Community Development Director Report – Lynn Burrow, Community Development Director**
- F) City Manager Report – Susan White, Interim City Manager**
- G) Mayor Report – Timothy Lee Fox, Mayor**
- H) Council Comments**
- I) Public Comments**
- J) Scheduled Business**
  - 1) Discussion and possible action to approve minutes from October 2, 2017 meeting.**
  - 2) Discussion and review of the second annual Agreed Upon Procedures Audit of Performance by Creek County Rural Water District No. 2 and the City of Glenpool/Glenpool Utility Service Authority pursuant to the Agreement of Compromise, Settlement and Release between the parties. (Lowell Peterson, City Attorney and Anne Elfrink, Elfrink and Assoc., PLLC)**
  - 3) Discussion and possible action to adopt renewal of the Agreement of the City of Glenpool and the Glenpool Industrial Trust Authority with the Glenpool Chamber of Commerce for (i) the lease of space by the Chamber in the City Hall/Conference Center for a stated consideration; (ii) the rendering of enumerated services for the City and the Conference Center for a stated consideration; and (iii) support for the economic development goals of the annual Black Gold Days event in a stated amount, for FY 2017-2018.**

(Susan White, Interim City Manager/City Clerk)

- 4) Discussion and possible action to designate Deborah Pengelly as checking account signatory for all City of Glenpool checking accounts.

(Susan White, Interim City Manager/City Clerk)

- 5) Discussion and possible action to adopt Ordinance No. 743, An Ordinance Amending Ordinance No. 458, By Rezoning Certain Property Described Herein from Residential Duplex (RD) District to Commercial Shopping Center (CS) District, As Recommended by the Planning Commission Under Application GZ-264; and Repealing All Ordinances or Parts Of Ordinances In Conflict Herewith, Case GZ-264 being a request to change the zoning classification from RD to CS of a 50' x 360' tract of land located west of the northwest corner of 141<sup>st</sup> St. and Peoria Ave.

(Rick Malone, City Planner)

- 6) Discussion and possible action to adopt Ordinance No. 744, An Ordinance Amending Ordinance No. 458, by Rezoning Certain Property Described Herein from Commercial General (CG) District to Agricultural (AG) District, As Recommended by the Planning Commission Under Application GZ-265; and Repealing All Ordinances or Parts of Ordinances in Conflict Herewith, Case GZ-265 being a request to change the zoning classification from CG to AG of 14.67 acres located north and west of the northwest corner of 171st Street and US 75 Highway, Glenpool, Oklahoma.

(Rick Malone, City Planner)

- 7) Discussion and possible action to approve the purchase of a 2017 International 4300 dump truck and related equipment at a price not to exceed \$103,468.00.

(Lynn Burrow, Community Development Director)

- 8) Discussion and possible action to approve a Supplemental Appropriation in the Streets and Infrastructure Fund, Streets and Parks Department, in the amount of \$103,468, Account No. 50-6-14-6350, for the purchase of a 2017 International 4300 dump truck with snow plow, funded by a transfer from the General Fund.

(Lynn Burrow, Community Development Director)

- 9) Discussion and possible action to approve the purchase of a 2017 Chevrolet Silverado C2500 double cab truck from Hudiburg Auto Group at State of Oklahoma contract SW035 price of \$27,459.

(Lynn Burrow, Community Development Director)

## **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



## Community Development Director's Report

**Date:** October 16, 2017

**To:** Glenpool City Council

**Mayor and Councilors:**

The following report highlights and summarizes the various activities that are currently being addressed and process by the Community Development Department related to major public and private improvement and construction projects within the City of Glenpool.

### City/Public Related Activities and Projects:

#### Vision 2025 Projects

##### **South County Soccer Complex:**

- Project was deemed Substantially Complete on September 22<sup>nd</sup> with a detailed punch list of items issued needing to be completed or addressed prior to full completion and acceptance by the City.
- To-date four minor items on the punch list have yet to be completed.
- Full acceptance of all project improvements is anticipated by October 20<sup>th</sup>.

#### On-going Private Development and/or Building Projects

##### **St. Francis Health Center Southwest:** (151<sup>st</sup> Street & Broadway Ave.)

- The full Building Permit for the project was issued by the City on February 1<sup>st</sup>, 2017.
- Building structural steel installation is construction is 100% complete.
- Site improvement installation is approximately 90% complete.
- Public improvements associated with Broadway Avenue construction are approximately 90% complete.
- Improvements regarding existing paving modifications and additions on 151<sup>st</sup> Street are currently 100% complete.
- Full project completion and building turnover is predicted to be in the second quarter of 2018.

**Hotel Project: Phillips Corner Addition (123<sup>rd</sup> Street & Casper Avenue)**

- This project is located east of US Highway 75 and along the east side of Casper Avenue - immediately south of the existing Comfort Inn project.
- The Earth Change Permit was issued for the project on December 9, 2016.
- The actual Building Permit was issued on January 3, 2017.
- Full project completion is anticipated in November, 2017.

**Mark Allen Chevy Dealership: (168<sup>th</sup> Street & U.S. Highway 75)**

- The project earth change permit was issued May 1<sup>st</sup>, 2017
- The project building permit was issued July 10<sup>th</sup>, 2017.
- The official project groundbreaking ceremony was held July 11<sup>th</sup>, 2017
- Site grading and earthwork is approximately 90% complete
- The foundation for the main dealership building is fully complete.
- The under-slab plumbing installation for the main dealership building is fully complete.
- The initial project schedule indicates full project completion in the second quarter of 2018.

**Financial Equipment Company: Building Expansion – 131<sup>st</sup> Street & Elwood Ave.**

- The project consists of the construction of a third building on the site including certain parking and drives.
- The building foundation and slab installation are fully complete.
- The structural steel installation for the building framework is 100% complete.
- Full project completion is anticipated in December of 2017.

**Jiffy Lube & Car Wash : Southwest Crossroads Addition – 122<sup>nd</sup> Street & Waco Ave.**

- The project was fully permitted for building and site construction in July, 2017.
- Site grading and erosion control is 90% complete.
- The site utility service installation is 75% complete currently.
- Full completion of the project is anticipated on or before April 1, 2018.

**Elm Pointe Commercial Complex: Elm Pointe Addition – 141sr Street & Peoria Ave.**

- The Preliminary Subdivision Plat has been approved for the project.
- The Engineering design covering Public Utilities necessary to serve the project are approximately 75% complete. Full completion and permitting is anticipated in the Month of November.
- The engineering design of grading and drainage, and erosion control improvements is 100% complete.
- The Earth Change Permit for the site clearing grading has been issued.
- Site clearing and disposal is 90% complete.
- Site grading is underway and is approximately 20% complete
- Full project completion is anticipated summer of 2018.

## **Current Planning Department and Planning Commission Activities:**

**SITE PLAN REVIEW: 2017-04 - “Elm Pointe Addition” Commercial Project - Located at the NW Corner of 141<sup>st</sup> & PEORIA AVE.**

- 9/29/17: TAC REVIEW
- 10/9/17: PLANNING COMMISSION REVIEW **“APPROVED PER STAFF AND TAC RECOMMENDATIONS”**

**ZONING CHANGE: GZ-264 RD to CS - “Elm Pointe Addition” - Located at the NW/C of 141<sup>st</sup> & PEORIA AVE.**

- 10/9/17: PLANNING COMMISSION REVIEW **“RECOMMENDS APPROVAL”**
- 10/16/17: CITY COUNCIL REVIEW

**PRELIMINARY SUBDIVISION PLAT: “The Lakes at Twin Mounds Addition” - Located West of the SW/C of 161<sup>st</sup> & US HWY 75**

- 9/29/17: TAC REVIEW
- 10/9/17: PLANNING COMMISSION REVIEW  
**“APPROVED PER STAFF AND TAC RECOMMENDATIONS”**

**PRELIMINARY SUBDIVISION PLAT “Glenpool Public Schools” - Located North of the NE/C OF 141<sup>st</sup> & ELWOOD AVE.**

- 9/29/17: TAC REVIEW
- 10/9/17: PLANNING COMMISSION REVIEW  
**“APPROVED PER STAFF AND TAC RECOMMENDATIONS”**

**ZONING CHANGE: GZ-265 CG to AG - Located West of Faith Church & West of the NW/C OF 171<sup>st</sup> & US Hwy 75.**

- 10/9/17: PLANNING COMMISSION REVIEW **“RECOMMEND APPROVAL”**
- 10/16/17: CITY COUNCIL REVIEW

**LOT SPLIT: GLS-222 - Myanmar Church - Located West of the NW/c of 181<sup>st</sup> & US Hwy75)**

- 9/29/17: TAC REVIEW
- 10/9/17: PLANNING COMMISSION REVIEW **“WITHDRAWN”**

**SITE PLAN REVIEW: SP-2017-05 - “MonTapp Addition” - Office/Warehouse Project – Located West of Robertson Tire**

- 9/29/17: TAC REVIEW
- 10/9/17: PLANNING COMMISSION REVIEW **“APPROVED PER STAFF AND TAC RECOMMENDATIONS”**

**LOT SPLIT: GLS-223 – Greg Able – Located north and east of 151<sup>st</sup> Street and 26<sup>th</sup> W. Ave.**

- 10/27/17 TAC REVIEW
- 11/13/17 PLANNING COMMISSION REVIEW

**ZONING CHANGE: GZ-266 AG to RS-3/CS – Cardinal Industries – Located North Side of 151<sup>st</sup> Street - ¼ Mile East of Elwood Ave.**

- 11/13/17 PLANNING COMMISSION REVIEW
- 12/12/17 CITY COUNCIL REVIEW

**Current Building & Inspection Department Activity: September, 2017**

**Current On-Going Commercial and Residential Projects Permitted for Construction:**

- St. Francis Health System Hospital: Located on 151<sup>st</sup> Street - East of US Highway 75
- Hotel Project in Phillips Corner Addition: 123<sup>rd</sup> & Casper Avenue
- Mark Allen Chevy Dealership Project: 166<sup>th</sup> Street & U.S. Highway 75
- South County Soccer Complex: 138<sup>th</sup> Street & Peoria Avenue
- Jiffy Auto Lube. and Car Wash: Southwest Crossroads Addition
- Glen Hills Addition: 141<sup>st</sup> Street & Iroquois Avenue
- Financial Equipment Company: 131<sup>st</sup> Street & Elwood Ave.

**Glenpool Residential and Commercial Building Permit Statistics:**

• New Residential Permits Issued in September, 2017:	9 Total
• New Commercial Permits Issued in September, 2017:	1 Total
• Current Active Residential Permits:	72 Total
• Current Active Commercial Permits:	17 Total
• 2016 Residential Permits thru September:	70 Total
• 2017 Residential Permits issued thru September:	66 Total
• 2016 Commercial Permits Issued Thru September:	8 Total
• 2017 Commercial Permits Issued Thru September:	6 Total

**Code Enforcement Department: September, 2017**

**Typical Issues Addressed by the Code Enforcement Department: Public Nuisance**

- Inoperable or abandoned vehicles being stored on private property.
- Trash or debris on private property
- Excessively high grass on private property
- Special Assessment requests researched and issued to real estate lenders.
- Filing and releasing Mechanic Liens with the Tulsa County Recorder's Office.
- Illegal vehicle parking on private property yards.
- Visual impairments caused by trees, shrubs, vehicles, etc. interfering with traffic flow.
- Bidding and subcontracting involved with nuisance abatement.
- Enforcement of Health and Safety Code violations.

**Department Activity for the Month of September:**

• Year-to-Date complaint calls received and investigated	1323
• Public nuisance cases remaining open thru September 30 <sup>th</sup> .	2
• New Code Enforcement cases processed in September:	
1. Calls reporting high grass:	86
2. Structures damaged by fire:	1
3. Notices issued for vehicles illegally parked:	3
4. Nuisance abatements performed by contractors:	3
5. Notices issued for residences without water service:	1
6. Tulsa County Health Department Citations issued:	-0-
7. Notices issued for illegally placed signs:	5
8. Damage to public facilities citations:	-0-
9. Excessive trash & debris:	26
10. Dilapidated vacant structures and properties:	2
11. Trash can/receptacle placement:	-0-
12. Misc. cases:	46
Total New Cases Opened in September:	175

**• Real Estate Special Assessment Determinations: September, 2017**

1. Special Assessment Letters Issued to Title Companies	65
2. Assessment Letter Fee Collection Notices Issued	15

St. Francis Health Center



# St. Francis Health Center



# St. Francis Health Center



Phillips Corner Hotel



Phillips Corner Hotel

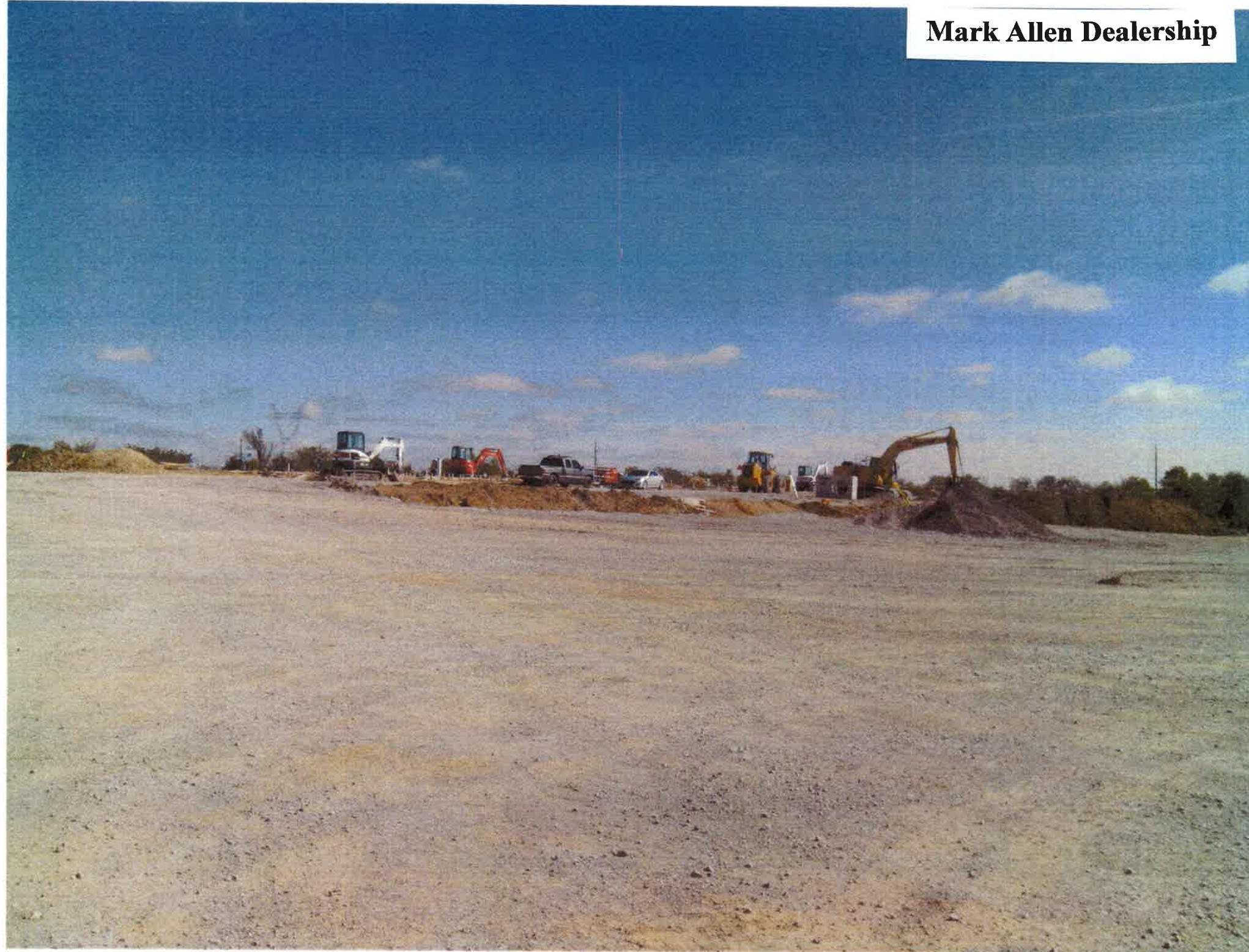


Mark Allen Dealership





**Mark Allen Dealership**





Jiffy Lube



Jiffy Lube



Jiffy Lube







Elm Pointe Center



**Elm Pointe Center**



**Elm Pointe Center**



**MINUTES  
CITY COUNCIL  
MEETING  
October 2, 2017**

The Regular Session of the Glenpool City Council was held at Glenpool City Hall, 3<sup>rd</sup> Floor, 12205 S. Yukon Ave, Glenpool, Oklahoma. Councilors present: Patricia Agee, Councilor: Brandon Kearns, Councilor; Jacqueline Triplett-Lund, Councilor; Momodou Ceesay, Vice Mayor; and Timothy Fox, Mayor.

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

Also present were Dwight Bock; Alan Woodcock, and Nathan Cross, representing the Jenkins Companies.

- 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) Mayor Fox offered the invocation.**
- D) Mayor Fox led the Pledge of Allegiance.**
- E) City Manager Report – Susan White, Interim City Manager**
  - Spooktacular is scheduled for Sunday, October 29 at the Glenpool Conference Center lake, from 4:00 to 7:00 p.m.
  - Council meeting schedule for November and December include one meeting each month, rather than two.
  - If Council is interested in scheduling a Workshop to discuss the draft Comprehensive Plan prior to approval, please submit questions to Ms. White.
  - All the open positions in the Public Works Department have been filled. Part-time animal control position is still open.
  - Ms. White announced that Julie Casteen, Finance Director had announced her resignation.
- F) Mayor Report – Timothy Fox, Mayor**
  - Mayor Fox urged everyone to remember the victims and families in the Las Vegas, NV shooting tragedy.
  - Mayor Fox attended services at First Baptist Church on Sunday. Pastor Yarbrough exchanged pulpits with the pastor at First Baptist Church Mohawk in north Tulsa. Mayor Fox was encouraged by the pastors' cooperative and progressive idea.
- G) Council Comments**
  - Councilor Agee announced the 2<sup>nd</sup> Annual Carnival will be held at the school on October 6 at 5:00 to 8:00 p.m.
  - Vice Mayor Ceesay reported on his successful trip to New York City to meet with

the President of Gambia to discuss a business opportunity and lend his assistance in the international endeavor.

**H) Public Comments**

- None.

**I) Scheduled Business**

**1) Discussion and possible action to approve minutes from September 18, and September 25, meetings.**

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

**FOR:** Councilor Lund; Vice Mayor Ceesay; Mayor Fox; Councilor Agee; Councilor Kearns

**AGAINST:** None

**Motion carried.**

**2) Discussion and possible action to approve Public Improvements Reimbursement Agreement among the City of Glenpool, the Glenpool Industrial Authority, and Saint Francis Hospital South, LLC, to reimburse the hospital for a portion of certain public improvement costs in an amount not to exceed an aggregate sum of \$952,142.17, in forty quarterly payments of at least \$23,803.55, and utilizing revenues derived from a .29% sales tax authorized by Ordinance No. 715 and approved by the registered voters as the funding source.**

Lowell Peterson, City Attorney presented the PIRA for Council consideration. He explained that it provides a reimbursement arrangement with Saint Francis for public improvements which will be installed during the hospital construction project. The funding source is the .29% sales tax delineated in the 2016 Move Glenpool Forward tax initiative.

**MOTION:** Vice-Mayor Ceesay moved, second by Councilor Agee, to approve the Public Improvements Reimbursement Agreement as presented.

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

**AGAINST:** None

**Motion carried.**

**3) Discussion and possible action to approve an amendment to the City of Glenpool Employee Handbook and Personnel Policies, Article 1, Section 1.3 City Manager, authorizing the City Manager to make non-substantive changes for clarification or proper administration.**

Susan White, Interim City Manager pointed out an apparent oversight in the current version of the Employee Handbook which was included in previous versions, this being, authorization to the City Manager to make changes to the Policy which effect the administration only and would not impact the budget.

**MOTION:** Councilor Lund moved, second by Councilor Kearns, to the amendment as presented.

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

**AGAINST:** None

**Motion carried.**

- 4) **Discussion and possible action to approve an Agreement with Dunham's Asphalt Services to install asphalt material at the intersection of 150<sup>th</sup> Street and Xenophen Avenue in Rolling Meadows Addition; in an amount not to exceed \$14,400.00.**

Mr. Burrow described the repair necessitated by excessive ground water in the affected area. Staff recommended approval.

**MOTION:** Councilor Kearns moved, second by Councilor Lund to approve the proposed agreement for asphalt materials and services in an amount not to exceed \$14,400.00.

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

**AGAINST:** None

**Motion carried.**

- 5) **Discussion and possible action to approve GZ-261, a request to change the zoning classification from AG to RS-4 on 12 acres located west of the northwest corner of 141st Street and Elwood Ave, Glenpool, Oklahoma.**

Rick Malone, City Planner introduced the rezoning application and then introduced Nathan Cross, attorney for the applicant. Mr. Cross described "The Pines" project, consisting of 12 acres, with plans to construct a maximum of 31 homes. Mr. Malone stated that the Glenpool Planning Commission recommended approval of the project. Mr. Dwight Bock, Realtor spoke in favor of the project. Mr. Alan Woodcock of Glenpool spoke against the project due to incompatibility with the Glenpool Comprehensive Plan, as well as a potential adverse financial effect on the Glenpool School District. Vice-Mayor Ceesay commented that few citizens realize Oklahoma municipalities do not receive ad valorem taxes, rather sales tax only. To attract more retailers, we must increase the number of rooftops in our city.

**MOTION:** Vice-Mayor Ceesay moved, second by Councilor Lund to approve the rezoning application and adopt Ordinance No. 739 as presented.

**FOR:** Councilor Lund; Vice-Mayor Ceesay; Mayor Fox; Councilor Agee

**AGAINST:** Councilor Kearns

**Motion carried.**

- 6) **Discussion and possible action to approve PUD 37, as a necessary corollary to implementation of the RS-4 zone change referenced in item 5, if approved.**

Nathan Cross briefly described the development plans as represented in the PUD. Councilor Kearns pointed out the plans include a fence to be constructed on the west side of the road, although Mr. Cross had previously stated otherwise. Mr. Cross admitted his oversight and agreed that the fence would be constructed according to the PUD.

**MOTION:** Vice-Mayor Ceesay moved, second by Councilor Agee to approve PUD 37, and adopt Ordinance No. 740 as presented.

**FOR:** Vice-Mayor Ceesay; Mayor Fox; Councilor Agee; Councilor Lund

**AGAINST:** Councilor Kearns

**Motion carried.**

- 7) **Discussion and possible action to convene into Executive Session to discuss the appraisal of former City Hall property at 140 W. 141<sup>st</sup> Street S., pursuant to Title 25, Section 307(B)(3) of the Oklahoma Statutes (Open Meeting Act).**

**MOTION:** Councilor Lund moved, second by Councilor Kearns, to convene into Executive Session for the purpose stated.

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

**AGAINST:** None

**Motion carried.**

City Council, City Attorney and Interim City Manager exited to Executive Session Chambers at 6:51 p.m.

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

**MOTION:** Councilor Lund moved, second by Councilor Agee, to reconvene in Regular Session at 7:02 p.m.

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

**AGAINST:** None

**Motion carried.**

- 9) **Discussion and possible action to approve and authorize the Mayor to execute a certain Contract for Sale of Real Estate (being the former City Hall property at 141<sup>st</sup> Street South and Hwy US75) and any related documents or instruments that are necessary and appropriate to facilitate the transaction described in such Contract for Sale of Real Estate to Glenpool Public Schools, Independent District No. 13, for the purchase price of \$750,000.00.**

Susan White, Interim City Manager recommended approval of the sales contract with Glenpool Public Schools, noting the school's acquisition of the property and arrangement with TCC will solidify the ability for TCC to maintain a campus in Glenpool which benefits our community's students by providing higher education opportunities.

**MOTION:** Councilor Lund; moved, second by Councilor Agee, to approve the purchase of the real estate sales contract as presented.

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

**AGAINST:** None

**Motion carried.**

- K) **Adjournment.**

- Meeting was adjourned at 7:05 p.m.

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Date

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Mayor

ATTEST:

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City Clerk



City of Glenpool  
Glenpool Utility Service Authority  
12205 So. Yukon Ave Glenpool, OK 74033

Creek County Rural Water District No. 2  
2425 West 121<sup>st</sup> Street South Jenks, OK 74037

## **Independent Accountant's Report on Applying Agreed-Upon Procedures**

We have performed the procedures enumerated below, which were requested by and agreed to by the specified users of the report as identified above, as required by that certain Agreement of Compromise, Settlement and Release (the "Agreement") entered into between the users, effective May 15, 2015 (the "Effective Date"). Management of the City of Glenpool ("City"), Glenpool Utility Service Authority ("Authority") (collectively, "Glenpool") and the Creek County Rural Water District No. 2 ("Creek-2") are responsible for their entities' financial accountability and its compliance with applicable legal and contractual requirements. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants ("AICPA") and *Generally Accepted Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

We have performed the procedures enumerated below, which were agreed to by Glenpool and Creek-2 to assist you in evaluating and monitoring the Agreement.

The procedures that we performed and our results are as follows:

### **With respect to Glenpool's Records**

1. We will update our 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 us in writing.

All Glenpool Building Permit applications are sent to the Glenpool City Planner, to ensure compliance with the Agreement. This Agreement defines the "Glenpool Territory" as comprised of the "Permissive Area" and the "Released Area" for water service. The Planner maintains the Glenpool Territory map referenced in the Agreement marking the boundaries of the Released Area and the Permissive Area. The Released Area includes the city limits and land annexed into the City as of March 2, 2012, and will not change during the term of the Agreement. The "Permissive Area" is defined as all parts of Glenpool Territory within the colloquial "Fenceline" that were unincorporated as of March 2, 2012 (even if annexed in later) and as to which Glenpool is obligated by the Agreement to pay meter connection fees and monthly royalties.

The Planner reviews all building permit applications that will include new meter connections for water or sewer service. Per direction from Glenpool management, and in accordance with the Agreement, the planner will not approve any applications for new water meters on properties that are in the Permissive Area and outside the City limits. For properties in the city limits, but also in the Permissive Area (that is, annexed after March 2, 2012), applicants for water service are given the choice to receive service from Glenpool or from Creek-2. Those customers choosing service from Creek-2 are referred directly to Creek-2 to establish water service. Customers

choosing services from Glenpool are assessed a one-time meter connection fee sufficient to pay the connection fee to Creek-2 mandated by the Agreement and a monthly royalty payment thereafter.

If a property requesting water service in the Released Area has never had Glenpool water service and is or becomes an active or inactive Creek-2 water customer at any time before or after the Effective Date, it is defined as a “Reserved Creek-2 Water Customer.”. (All Reserved Creek-2 Water Customers as of the Effective Date were to be identified on the baseline customer count, as defined in the Agreement.) In that case, the Planner refers the customer to Creek-2. If water service is anticipated for a development on property that is classified as a Reserved Creek-2 Water Customer such that Glenpool fire suppression service will be required, Glenpool and Creek-2 have arranged for a mechanism to bifurcate the water requirements. If the property is within the Released Area and is requesting water service and does not have an active or an inactive Creek-2 water meter, the Planner approves the water service request. The Community Development Administrative Assistant sends the ‘Notice Concerning Applications for Water Service in Glenpool Territory’ to Creek-2.

If Glenpool management decides to provide additional water service in the Permissive Area, this notice is also sent to Creek-2. Such water service requires the payment of a one-time connection fee and a monthly royalty provided by the Agreement.

Currently, the City has one customer with two meters in the Permissive Area; the Triumph Worship Center located at 2125 West 181st Street South. The two meters were installed prior to execution of the Agreement. The City reports on these two meters monthly sending the ‘Monthly Reporting Form for Glenpool’ to the Creek-2 District office. The first report sent to Creek-2 reflected the Glenpool billing cycle from May 15, 2015 through June 14, 2015. This initial report included the meter connection fees for the two meters; \$1,200 per meter for a total of \$2,400. Glenpool sent the required monthly report for each month from July 1, 2016 through June 30, 2017 (“Audit Period”), remitting the monthly royalty fees for these two meters. To date, Glenpool management has not approved any additional water service in the Permissive Area.

We obtained a customer history file for all active Glenpool utility customers and compared the service addresses to the service addresses in the original baseline customer count file and the building permit files provided in the current and prior years. We updated our reference file to include all service addresses for future comparisons.

**Findings:** We identified 65 service addresses for Glenpool water utility customers that were not in the baseline customer count or either of the two building permit files. Since the building permit files are being used as a basis for communication to Creek-2 regarding new services, Creek-2 had not been previously notified of these additional service locations. A review of the property addresses indicated nearly all properties had been built within the past three years. We concluded that, most likely, the building permit had been issued prior to the date of the Agreement, yet they were not an established customer at that time, most likely due to the house being under construction or unsold as of May 15, 2015. The planner provided copies of the building permits to us for Creek-2’s review. Both parties agreed that the construction was in the Released Area and, therefore, no amounts were due for connection fees or royalties.

**Suggestion:** City personnel will need to be sensitive to the possibility that a “gap” exists between the issuance of a building permit prior to May 15, 2015 and the establishment of initial water service for an address. If a “gap” property is identified, procedures regarding required notifications should be implemented and followed.

2. We will obtain building permit records for all new construction within the Permissive Area during the Audit 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.

We obtained a sequential listing of building permits issued by the Glenpool during the Audit Period and determined that there were 149 properties that had a permit type of "BLD-RES" or "BLD-COM". We compared these permits to the "Notice Concerning Applications" reports that were received by Creek-2.

**Finding:** We noted six instances where the required "Notice Concerning Applications" was not sent by Glenpool to Creek-2. The Agreement requires monthly reporting "to serve as a notification procedure by which Creek-2 and Glenpool will each inform the other as to such new customers subscribing to water services within either the Permissive Area or the Released Area, excepting only the Reserved Creek-2 water customers in the Released Area and to verify that potential new customers in the Permissive Area or Released Area, excepting only Reserved Creek-2 water customers in the Released Area, for properties not previously provided water service have been advised, on the face of the application, that they may choose which water utility provider shall provide water service to their property."

**Recommendation:** We recommend that both Glenpool and Creek-2 implement additional controls to ensure that all application notices are sent to the other party. Additionally, we recommend amending the Application Notice to include the date of signing, property address, area location type (Released or Permissive), and whether sewer services have been requested. We have supplied both Glenpool and Creek-2 with the application notice revised to add a section for the additional information at Exhibit 1.

3. We will calculate the amount of Meter Connection Fees due Creek-2 during the Audit Period based upon building permits, utility installation records, and utility billing records, and will compare the results of that calculation to the amount remitted by Glenpool during the same period. We will reconcile any differences noted and determine the correct amount due during the Audit Period.

Glenpool continues to have one customer with two meters in the Permissive Area, the Triumph Worship Center located at 2125 West 181st Street South. The two meters were installed prior to the execution of the Agreement. We reviewed the monthly reports of royalty amounts due which appeared accurate. Because payment was confirmed by both Glenpool and Creek-2; no additional testing was considered necessary.

**Finding:** No additional meter connection fees were payable during the audit 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 Audit Period are correct. We will reconcile any differences noted and determine the correct amount due to Creek-2 during the Audit Period.

Glenpool sent the required monthly report throughout the Audit Period, reporting and remitting the monthly royalty fees for the two Triumph Worship Center meters. The monthly royalty of \$7.81 per meter was paid from March 2016 through February 2017. The royalty rate was increased to \$7.97 with the February 2017 billing cycle reflected in the March 2017 report. (This increase reflected the annual CPI-U adjustment required by the Agreement and discussed in section 5.)

**Finding:** All payments were made timely and consistent with the agreed terms.

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 Audit Period and determine whether such adjustments were accurate and made in a timely manner.

The Agreement requires that the CPI-U adjustment shall be the percentage change of the year-end CPI-U from December 31 of the immediate past calendar year and the year-end CPI-U from December 31 of the second immediate past calendar year, as published by the Bureau of Labor Statistics annually. The CPI-U for December

2015 was 236.525. The CPI-U for December 2016 was 241.432 which is a 4.907 index point change. This index point change is then divided by the earlier index of 236.525 for an adjustment of 2.07%.

After the CPI-U adjustment, the meter connection fee increased by \$25.02 to \$1,233.78. The royalty fee increased by \$0.16 to \$7.97 which was the rate paid by Glenpool from the February billing cycle forward.

**Finding:** The CPI-U adjustment was calculated and applied properly.

#### **With Respect to Creek-2's Records**

1. We will update our 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.

Shared Utility Customers receive water service from Creek-2 and wastewater sewer service from Glenpool. Because there is no separate mechanism for measuring wastewater usage without metering potable water, Glenpool has provided Creek-2 with its rate structure for calculating sewer service based on water usage. This is billed to the Shared Utility Customers by Creek-2 and remitted to the City on a monthly basis, whether or not billing is paid to Creek-2. During the Audit Period, Creek-2 billed seven shared utility customers, six of these customers are located on the 14000 block of South Elwood. One additional customer is located on the 15000 block of South 26th West Avenue. However, the sewer service for the latter customer was on hold pending the completion of the Glenpool sewer line. Creek-2 was waiting for Glenpool to inform them that the connection is complete and active. Creek-2 is expecting more shared utility customers from South 26th West Avenue once the Glenpool sewer line is complete.

Historically, the establishment of a Shared Utility Customer has been a rare occurrence. These customers all live in the Glenpool city limits, are Creek-2 water customers and have converted from septic or anaerobic systems to Glenpool sewer. As the City expands its sewer services, the number of Shared Utility Customers will likewise increase.

We reviewed the billing and collection records for all seven active Shared Utility Customers. All Shared Utility Customers were billed a base charge of \$14.00 which includes the first 1,000 gallons, and an additional \$2.75 for each additional 1,000 gallons of water usage. The Shared Utility Customers are noted in the Creek-2 utility billing system as "Secondary Status G" and service type "SwrGP". Creek-2 remits the total billed for all sewer charges to Glenpool by the 20th of the month, whether or not such billing has been collected by Creek-2.

**Findings:** Procedures were documented in writing as above.

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.

Glenpool was unable to provide a list of new sewer connections for the Audit Period. As an alternative procedure, we asked the Glenpool Public Works Director, to review a list of Glenpool Territory Creek-2 water customers obtained from the Creek-2 billing system to determine if any were new sewer customers.

**Findings:** The Public Works Director's review resulted in the identification of six additional Shared Utility Customers.

**Suggestion:** The Glenpool Community Development Department should work with the Glenpool Finance Department to establish internal controls that allow the tracking of new wastewater taps as well as the identification of new Shared Utility Customers, to include communication with Creek-2 on a timely basis.

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 Audit Period and reconcile any differences noted.

We reviewed the billing and collection records for all seven active Shared Utility Customers. The rates billed were consistent with the rate schedule provided by Glenpool. Creek-2 remitted the total billed for all sewer charges to Glenpool by the 20th of each month.

For the six previously unidentified Shared Utility Customers that were identified as a result of the Creek-2 procedure "2" discussed above, the billing histories were obtained for each customer and the sewer charges were calculated based on the rate schedule provided by Glenpool. The start date was calculated as the known connection date, but no earlier than the August, 2015 billing date as this was the date that the billing procedure was established on the Creek-2 system, with the exception of the Shared Utility Customer located at 17150 Union Avenue. This property had changed ownership as of September 1, 2016 and Creek did not have a forwarding address for the prior owners. Glenpool agreed to a start date as of the September 20, 2016 billing date for sewer charges in arrears.

**Finding:** Establishment of sewer service for six shared utility customers was not communicated by Glenpool to Creek-2 resulting in billing arrearages totaling \$5,216.11.

**Recommendations:** Glenpool has requested that Creek-2 remit the aggregate amount of the arrearages to Glenpool. Creek-2 will determine the amount to bill and the timing of payment of any arrearages to be recovered. As discussed in procedure "2" above, efforts should be made to assure that the new connections are communicated in a timely manner. Further, we suggest that any future arrearages related to Shared Utility Customers that have not been communicated to Creek-2 by Glenpool be limited to the period under audit.

#### **Procedures Applicable to Creek-2 and Glenpool**

1. We will apply the following agreed-upon procedures, as specified in the Agreement provided that we 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.

**Finding:** Sampling Standards as set forth in AICPA AU Section 350, Audit Sampling were followed as indicated in the descriptions of procedures performed above.

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

We obtained a customer listing from the City of Glenpool's Finance Department and cross-checked the service addresses with a listing that included the addresses of the Glenpool Baseline Customer Count and the relevant building permit lists obtained in the audit procedures for the period ended June 30 2016 and year ended June 30, 2017. This list has been updated to include any previously omitted addresses and will be maintained and built upon in future.

**Finding:** Based on the agreed-upon procedures performed, we find that the purpose and intent of the Agreement has been met by both Creek-2 and Glenpool for the Audit Period.

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

**Finding:** The procedures described above were conducted in accordance with attestation standards established by the AICPA and GAO.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on the accompanying review of transactions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the specified users, as identified above, and is not intended to be and should not be used by anyone other than these specified parties

*Elfrink and Associates, PLLC*

Elfrink and Associates, PLLC

September 7, 2017

Attachments:

Exhibit 1 - Revised "Notice Concerning Applications for Water Service in Glenpool Territory"  
Arrearage Billing Statements – 6 previously unidentified Shared Utility Customers

**NOTICE CONCERNING APPLICATIONS FOR WATER SERVICE  
IN "GLENPOOL TERRITORY"**

Your property has been determined to be located within the "Glenpool Territory" as depicted on the attached map. If the service location has never been provided domestic water service by Glenpool Utilities Service Authority ("Glenpool") or Creek County Rural Water District No. 2 ("Creek-2") you have the right to choose either Creek-2 or Glenpool to be your domestic water service provider.

This Notice must be attached to the front of all Applications received from a potential customer if the property to be served is within the "Glenpool Territory."

**ACKNOWLEDGMENT**

I, \_\_\_\_\_ [print name], acknowledge that I received a copy of this Notice when I was provided the \_\_\_\_\_ [Glenpool or Creek-2] Water Application and Contract.

\_\_\_\_\_  
Signature

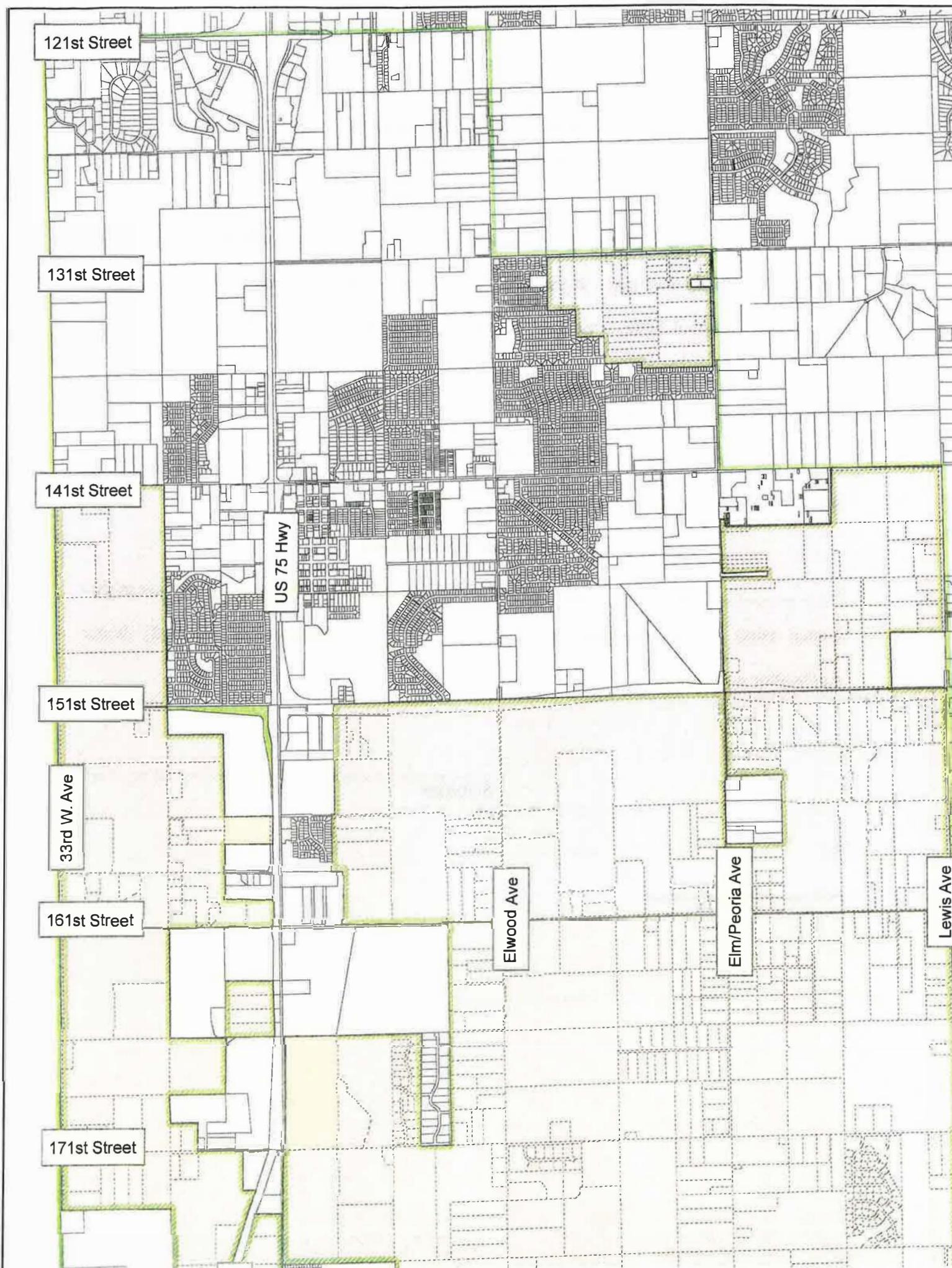
585-57.not-permissivearea-final:tf

For Office Use Only:

Document Control Number \_\_\_\_\_ Account Number \_\_\_\_\_

Date signed \_\_\_\_\_ Address \_\_\_\_\_

Zone: Released \_\_\_\_\_ Permissive \_\_\_\_\_ Sewer Tap \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_



City of Glenpool Sewer Services  
Billed through Creek County Rural Water District No. 2  
Arrearage Billing

Creek 2 Tap Account

14801 S Elwood

**4943**

Arrowhead Self Storage

<b><u>Bill Date</u></b>	<b><u>Usage</u></b>	<b><u>Base</u></b>	<b><u>Additional</u></b>	<b><u>Total</u></b>
4/21/2017	2791	14.00	4.93	\$ 18.93
5/23/2017	1730	14.00	2.01	16.01
6/21/2017	505	14.00	-	14.00
7/21/2017	446	14.00	-	14.00
Total				<hr/> <u>\$ 62.94</u>

City of Glenpool Sewer Services  
Billed through Creek County Rural Water District No. 2  
Arrearage Billing

Creek 2 Tap Account  
14440 S Elwood

**1201**

United Methodist Church Living Waters

<u>Bill Date</u>	<u>Usage</u>	<u>Base</u>	<u>Additional</u>	<u>Total</u>
7/20/2016	1000	14.00	-	\$ 14.00
8/22/2016	1000	14.00	-	14.00
9/20/2016	1000	14.00	-	14.00
10/19/2016	1000	14.00	-	14.00
11/21/2016	1000	14.00	-	14.00
12/19/2016	2000	14.00	2.75	16.75
1/19/2017	1000	14.00	-	14.00
2/21/2017	1000	14.00	-	14.00
3/22/2017	0	14.00	-	14.00
4/21/2017	1000	14.00	-	14.00
5/23/2017	2000	14.00	2.75	16.75
6/21/2017	9000	14.00	22.00	36.00
7/21/2017	6000	14.00	13.75	<u>27.75</u>
Total				<u>\$ 223.25</u>

City of Glenpool Sewer Services  
Billed through Creek County Rural Water District No. 2  
Arrearage Billing

Creek 2 Tap Account **1134** Tap Date: **1/12/2016**  
14969 S 26th West Ave Tony/Partresia Chadwick

<b><u>Bill Date</u></b>	<b><u>Usage</u></b>	<b><u>Base</u></b>	<b><u>Additional</u></b>	<b><u>Total</u></b>
2/22/2016	7000	14.00	16.50	\$ 30.50
3/22/2016	6000	14.00	13.75	27.75
4/20/2016	6000	14.00	13.75	27.75
5/20/2016	8000	14.00	19.25	33.25
6/20/2016	7000	14.00	16.50	30.50
7/20/2016	9000	14.00	22.00	36.00
8/22/2016	11000	14.00	27.50	41.50
9/20/2016	7000	14.00	16.50	30.50
10/19/2016	5000	14.00	11.00	25.00
11/21/2016	5000	14.00	11.00	25.00
12/19/2016	6000	14.00	13.75	27.75
1/19/2017	4000	14.00	8.25	22.25
2/21/2017	6000	14.00	13.75	27.75
3/22/2017	7000	14.00	16.50	30.50
4/21/2017	5000	14.00	11.00	25.00
5/23/2017	6000	14.00	13.75	27.75
6/21/2017	6000	14.00	13.75	27.75
7/21/2017	7000	14.00	16.50	30.50
Total				<u>\$ 527.00</u>

City of Glenpool Sewer Services  
 Billed through Creek County Rural Water District No. 2  
 Arrearage Billing

Creek 2 Tap Account

**1182**

400 W 141st St. S

Zack Farooqi H&Z Mart #1

<u>Bill Date</u>	<u>Usage</u>	<u>Base</u>	<u>Additional</u>	<u>Total</u>
8/21/2015	39000	14.00	104.50	\$ 118.50
9/22/2015	41000	14.00	110.00	124.00
10/21/2015	38000	14.00	101.75	115.75
11/23/2015	42000	14.00	112.75	126.75
12/18/2015	28000	14.00	74.25	88.25
1/20/2016	18000	14.00	46.75	60.75
2/22/2016	14000	14.00	35.75	49.75
3/22/2016	15000	14.00	38.50	52.50
4/20/2016	15000	14.00	38.50	52.50
5/20/2016	22000	14.00	57.75	71.75
6/20/2016	28000	14.00	74.25	88.25
7/20/2016	13000	14.00	33.00	47.00
8/22/2016	12000	14.00	30.25	44.25
9/20/2016	13000	14.00	33.00	47.00
10/19/2016	10000	14.00	24.75	38.75
11/21/2016	11000	14.00	27.50	41.50
12/19/2016	14000	14.00	35.75	49.75
1/19/2017	9758	14.00	24.08	38.08
2/21/2017	12475	14.00	31.56	45.56
3/22/2017	10251	14.00	25.44	39.44
4/21/2017	11418	14.00	28.65	42.65
5/23/2017	11125	14.00	27.84	41.84
6/21/2017	15426	14.00	39.67	53.67
7/21/2017	12246	14.00	30.93	44.93
<b>Total</b>				<b><u>\$ 1,523.17</u></b>

City of Glenpool Sewer Services  
Billed through Creek County Rural Water District No. 2  
Arrearage Billing

Creek 2 Tap Account

17150 S Union Ave

**1060**

DP Byers Company LLC

<b><u>Bill Date</u></b>	<b><u>Usage</u></b>	<b><u>Base</u></b>	<b><u>Additional</u></b>	<b><u>Total</u></b>
9/20/2016	132000	14.00	360.25	374.25
10/19/2016	110000	14.00	299.75	313.75
11/21/2016	118000	14.00	321.75	335.75
12/19/2016	127000	14.00	346.50	360.50
1/19/2017	294000	14.00	805.75	819.75
2/21/2017	0	14.00	-	14.00
3/22/2017	0	14.00	-	14.00
4/21/2017	0	14.00	-	14.00
5/23/2017	0	14.00	-	14.00
6/21/2017	0	14.00	-	14.00
7/21/2017	0	14.00	-	14.00
Total				<u><b>\$ 2,288.00</b></u>

City of Glenpool Sewer Services  
 Billed through Creek County Rural Water District No. 2  
 Arrearage Billing

Creek 2 Tap Account  
 14503 S Elwood Ave

**1198**

Randy/Donna Smith

<u>Bill Date</u>	<u>Usage</u>	<u>Base</u>	<u>Additional</u>	<u>Total</u>
8/21/2015	4000	14.00	8.25	\$ 22.25
9/22/2015	6000	14.00	13.75	27.75
10/21/2015	6000	14.00	13.75	27.75
11/23/2015	4000	14.00	8.25	22.25
12/18/2015	3000	14.00	5.50	19.50
1/20/2016	3000	14.00	5.50	19.50
2/22/2016	4000	14.00	8.25	22.25
3/22/2016	4000	14.00	8.25	22.25
4/20/2016	3000	14.00	5.50	19.50
5/20/2016	3000	14.00	5.50	19.50
6/20/2016	4000	14.00	8.25	22.25
7/20/2016	5000	14.00	11.00	25.00
8/22/2016	9000	14.00	22.00	36.00
9/20/2016	17000	14.00	44.00	58.00
10/19/2016	7000	14.00	16.50	30.50
11/21/2016	4000	14.00	8.25	22.25
12/19/2016	5000	14.00	11.00	25.00
1/19/2017	3000	14.00	5.50	19.50
2/21/2017	5000	14.00	11.00	25.00
3/22/2017	5000	14.00	11.00	25.00
4/21/2017	3000	14.00	5.50	19.50
5/23/2017	3000	14.00	5.50	19.50
6/21/2017	3000	14.00	5.50	19.50
7/21/2017	4000	14.00	8.25	22.25
<b>Total</b>				<b>\$ 591.75</b>



To: HONORABLE MAYOR AND CITY COUNCILORS  
From: Susan White, Interim City Manager  
Date: October 16, 2017  
Subject: Chamber of Commerce Agreement

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Background:

The City of Glenpool has a long-established relationship with the Glenpool Chamber of Commerce, relying upon their paid employees and a host of volunteers to provide various services to, and on behalf of the city. Those services have been valuable to the continued growth in Glenpool and are much appreciated.

The proposed agreement calls for an annual payment of \$20,000 by the City of Glenpool for services required in the agreement and an additional \$5,000 to support the annual Black Gold Days event. The agreement is funded in the FY2018 adopted budget. This agreement has been reviewed and discussed with Sydney Bland, Executive Director. It should be noted that Ms. Bland requested staff consideration to increase the annual payment by \$5,000, to \$25,000. Since the FY2018 budget does not provide for the additional \$5,000, I do not recommend the increase and it is not reflected in the proposed Agreement.

Staff Recommendation:

Staff recommends approval of the Agreement with the Glenpool Chamber of Commerce for fiscal year 2018.

Attachments:

Proposed Agreement.

## **City of Glenpool/Glenpool Industrial Authority Operational Agreement with Glenpool Chamber of Commerce**

This agreement ("Agreement") is entered as of July 1, 2017, without regard to the date signed by either party, by and among the City of Glenpool (for budgetary purposes), the Glenpool Industrial Authority (as owner of the Glenpool City Hall/Conference Center), acting jointly as "Glenpool," and the Glenpool Chamber of Commerce, a not-for-profit corporation ("Chamber").

### **I. Glenpool agrees to provide the following:**

- A. Glenpool will provide space consisting of two offices and a reception area on the first floor of the City Hall/Conference Center to be occupied by the Chamber for its exclusive use.**
- B. Based on availability as determined in its discretion, Glenpool will provide use of meeting space for periodic use by the Chamber with reasonable notice to, and to be coordinated with, the Conference Center Director, and at no cost the Chamber.**
- C. Glenpool will provide the most appropriate meeting space, as determined by the Conference Center Director, for nine monthly business luncheons hosted by the Chamber, with reasonable notice to Glenpool, at no cost to the Chamber.**
- D. Glenpool will also provide, at no cost to the Chamber, use of conference center space for the annual banquet hosted by the Chamber. Chamber shall be responsible for reserving said space at least six months in advance to avoid potential conflicts with other leases at the Conference Center.**
- E. Glenpool will provide and pay for all electricity, natural gas and City of Glenpool or the Glenpool Utility Services Authority-owned or -managed utilities for the spaces described in subsections A., B., C. and D.**
- F. Glenpool will provide Chamber One Thousand Six Hundred Sixty-Six Dollars and Sixty-Six Cents monthly (\$1,666.66 monthly; aggregate of \$20,000 annually) as consideration for Chamber services that are of community-wide benefit to the City of Glenpool and enumerated in Section II of this Agreement.**
- G. Glenpool will provide personnel to supplement the front desk support otherwise provided by the Chamber as required under Section II, for up to one day per week during any non-emergent situation. Such supplemental support shall only be required when existing Chamber personnel are needed to assist with an event being sponsored or promoted under the requirements of Section II of this Agreement. Routine requests for support will be submitted to the city manager at least 48 hours in advance or risk that such personnel will not be available. Glenpool shall not be required to provide such supplemental support for more than 12 days during any fiscal year that this Agreement is in force.**

H. Glenpool will support the economic development goals of the annual Black Gold Days event by contributing no more than \$5,000 subject to such reasonable restrictions on its use as Glenpool deems appropriate; *provided that* the Chamber, or its vendors, will be responsible for the cost of making arrangements for additional trash service, electrical work and the cost of labor, including reimbursement to the City of Glenpool for personnel provided to Chamber in the performance, without limitation, of maintenance, set-up assistance and/or security. Neither the City of Glenpool nor the Glenpool Industrial Authority will be obligated to any monetary commitment for this event beyond the \$5,000 contributed under this subsection H.

II. Chamber agrees to provide the following:

- A. At any time Chamber personnel are the last to leave the premises, it will be that person's(s') responsibility to ensure that the Premises are closed and secured. Specifically, it is the responsibility of the Chamber to ensure the Conference Center is closed and secured properly at the end of any event hosted by the Chamber.
- B. Chamber will be responsible to pay: (i) annual rent to Glenpool for specified office, storage and conference room space in an amount not to exceed one hundred dollars (\$100) for the term of this Agreement; (ii) its own phone and Internet services, and (iii) signage pre-approved by City of Glenpool staff.
- C. Chamber shall work on business retention and expansion efforts with existing businesses, and shall serve as a local business advocate addressing the concerns of local businesses. Chamber shall periodically report significant concerns of the business community to the City Manager to the extent deemed necessary and appropriate by the Chamber.
- D. Chamber shall provide front desk support for the City Hall/Conference Center during regular business days of the City of Glenpool for the hours from 8 a.m. through 5 p.m. Monday through Friday. No such services shall be required on days that are official holidays of the City of Glenpool. As provided by Section I.G., Chamber shall notify the city manager, or his/her designee, at least 48 hours in advance of non-emergent situations where supplemental personnel are needed by the Chamber to fulfill the requirements of this section. In emergency situations (i.e. unexpected absences), the Chamber shall immediately notify the city manager of the need for supplemental personnel.
- E. Chamber will provide an Annual Activity Report, in a format agreed to between the parties, to be submitted to the Glenpool City Manager by the 10<sup>th</sup> day of June of each fiscal year this Agreement is in effect.

III. Term, Renewal and Termination

- A. The term of this Agreement shall be one year, to be measured on a City of Glenpool fiscal year (July 1, 2017 - June 30, 2018) basis ("Term"), with any payments to the Chamber provided as consideration for services to the Glenpool Industrial Authority

or the City of Glenpool, but not issued as of the effective date of this Agreement, being payable retroactively to July 1, 2017.

- B. Although Glenpool and the Chamber, by appropriate action of their respective governing bodies, may opt to extend this Agreement or negotiate a new agreement upon expiration of the term set forth in subsection III. A., Glenpool and the Chamber both understand and acknowledge that that neither the City of Glenpool, the Glenpool Industrial Authority nor the Chamber intend this Agreement as a representation, nor should it be read to represent, that either party has any obligation either to extend or replace this Agreement. Under no circumstance will this Agreement automatically renew
- C. Either party may terminate this Agreement by providing written 60 days' notice to the other party, provided that either party may immediately terminate this Agreement upon the breach of a material term by the other.

IV. Entire Agreement

It is understood that this Agreement is a complete understanding of all terms and conditions governed by this Agreement during the stated term, and that said terms and conditions cannot be altered in any manner other than by written agreement of both parties.

IN WITNESS WHEREOF, the parties have hereto set their hands this 16th day of October 2017.

THE CITY OF GLENPOOL, OKLAHOMA  
A Municipal Corporation

By: \_\_\_\_\_  
Timothy Lee Fox, Mayor

THE GLENPOOL INDUSTRIAL AUTHORITY,  
An Oklahoma Public Trust Authority

By: \_\_\_\_\_  
Timothy Lee Fox, Chairman

Attest:

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Susan White, City Clerk /Trust Authority Secretary

Approved as to form:

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Lowell Peterson, City Attorney/Trust Authority Attorney

THE GLENPOOL CHAMBER OF COMMERCE

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Attest:

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Secretary, Board of Directors

Approved as to form:

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Chamber Attorney

**TO:** **Glenpool City Council**

**FROM:** **Rick Malone, City Planner**

**DATE:** **October 16, 2017**

**RE:** **GZ-264:** Request from JR Donelson representing Elm Pointe CCS, LLC to rezone a 50' wide x 360' long strip from RD to CS.

**LOCATED:** This property is located at the NW/corner of 141<sup>st</sup> Street and Peoria Ave.

A Parcel of land located in the Southeast Quarter of the Southeast Quarter (SE/4, SE/4) of Section 12, Township 17 North, Range 12 East, Tulsa County, State of Oklahoma, being more particularly described as follows:

Commencing at the Southeast corner of said SE/4; Thence South 88°32'21" West along the Southerly Line of said SE/4 for 1280.00 feet; Thence North 01°09'18" West and parallel with the Easterly Line of said SE/4 FOR 300.02 feet; Thence North 88°32'21" East and parallel with the Southerly Line of said SE/4 for 570.00 feet to the Point of Beginning; Thence North 01°09'18" West and parallel with the Easterly Line of said SE/4 for 360.00 feet; Thence North 88°32'21" East and parallel with the Southerly Line of said SE/4 for 50.00 feet; Thence South 01°09'18" East and parallel with the Easterly Line of said SE/4 for 360.00 feet; Thence South 88°32'21" West and parallel with the Southerly Line of said SE/4 for 50.1feet to the Point of Beginning.

### **INTRODUCTION**

This property is part of the Elm Pointe Development. After getting the preliminary plat approved, the owner/developer determined that northwesternmost corner [a strip 50 feet wide, west to east, and 360 feet long north to south] was inadvertently omitted when the zoning district for the remainder of the property was changed from RD (Residential-Duplex) to CS (Commercial Shopping Center). The applicant filed this application to cause the entire proposed development to be zoned CS.

The surrounding property is developed as noted below:

- North: RM-2, Multi-Family Residential zoning with Glenshire Apartments.
- East: AG (Jenks), mostly vacant, scattered residential farmland.
- West: RD (Residential Duplex), vacant land and part of future phase II of Elm Pointe.
- South: AG, mostly vacant, scattered residential.

Special District 6: Extended 141st Street. This is an extension of Special District 5, the new Central Business District (CBD) of Glenpool. The CBD is located along 141st Street commencing immediately east of US-75 and extending easterly to Elwood. The improvement of 141st Street and trend in retail and office development along 141st support the plan for expanding the CBD from Elwood to Peoria as Special District 6.

### **STAFF RECOMMENDATION**

The proposed zone change is consistent with the standards of the City of Glenpool Comprehensive Plan and Zoning Code and surrounding uses. It further effects the intended purpose of the zone change previously approved for the remainder of the Elm Pointe

Development. Therefore, staff recommends approval of rezoning case GZ-264 as requested.

**PLANNING COMMISSION RECOMMENDATION (10/9/17)**

The Planning Commission reviewed the proposed zone change at its regular meeting on 10/9/17. After a presentation by the applicant, it voted 3-0 to recommend approval of rezoning case GZ-264 as requested, as it is consistent with the standards of the City of Glenpool Comprehensive Plan and Zoning Code and surrounding uses.

**STAFF EXHIBITS**

1. Case Map
2. Application



**CITY OF GLENPOOL PLANNING COMMISSION**  
 **ZONING**     **PUD**     **PUD AMENDMENT**

CASE NUMBER 62-264

12205 S. Yukon Ave - Glenpool, Oklahoma 74033 - (918) 209-4610 - FAX (918) 209-4611

[www.glenpoolonline.com](http://www.glenpoolonline.com)

**APPLICATION INFORMATION**

RECEIVED BY: RE DATE FILED: 8/25/17 TAC DATE: MM PC DATE: 10/19/17 CITY COUNCIL DATE: 10/16/17

RES  NON-RES  COMBO RELATED ZONING OR PUD #: \_\_\_\_\_ BUILDING PERMIT APPLICATION NUMBER \_\_\_\_\_

GLENPOOL CITY LIMITS NEIGHBORHOOD ASSOCIATIONS: \_\_\_\_\_

**SUBJECT PROPERTY INFORMATION**

ADDRESS OR DESCRIPTIVE LOCATION: NW CORNER, 141ST & PEORIA TRACT SIZE: 0.41 ac

LEGAL DESCRIPTION: SEE ATTACHED EXHIBIT A

PRESENT USE: VACANT PRESENT ZONING: RD

**INFORMATION ABOUT YOUR PROPOSAL**

PROPOSED NEW ZONING: CS DEV. AREAS AFFECTED BY PUD AMENDMENT: \_\_\_\_\_ PUD PROPOSAL ATTACHED  Y  N

PROPOSED USE: COMMERCIAL/office WAREHOUSE NATURE OF PUD AMENDMENT: \_\_\_\_\_

<b>APPLICANT INFORMATION</b>		<b>PROPERTY OWNER INFORMATION</b>	
NAME	<u>JR DONELSON</u>	NAME	<u>ELM POINTE CS, LLC</u>
ADDRESS	<u>12820 S. MEMORIAL, # 100</u>	ADDRESS	<u>11063-D S. MEMORIAL, # 531</u>
CITY, ST, ZIP	<u>BIXBY, OK 74008</u>	CITY, ST, ZIP	<u>TULSA, OK 74133</u>
DAYTIME PHONE	<u>918-394-3030</u>	DAYTIME PHONE	<u>918-845-1106</u>
EMAIL	<u>JRDON@TULSA.COXMIL.COM</u>	EMAIL	<u>TJ@THE REMY COMPANIES.COM</u>
FAX	<u>918-369-9295</u>	FAX	
I, THE UNDERSIGNED APPLICANT, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.			
SIGNATURE & DATE:	<u>JR Donelson</u>	<u>8/22/17</u>	

DOES OWNER CONSENT TO THIS APPLICATION  Y  N. WHAT IS APPLICANT'S RELATIONSHIP TO OWNER? AGENT

<b>APPLICATION FEES</b>				
BASE APPLICATION FEE		\$		<u>300<sup>00</sup></u>
ADDITIONAL FEE	ACRES x SLIDING FEE	=	\$	<u>—</u>
NEWSPAPER PUBLICATION TO BE BILLED TO APPLICANT		\$		
SIGNS	<u>\$50 X 1</u>	=	\$ <u>50<sup>00</sup></u>	<u>50<sup>00</sup></u>
300' PROPERTY OWNERS MAILING & POSTAGE	<u>\$1.00 per Name</u>	=	\$ <u>1<sup>00</sup></u>	<u>1<sup>00</sup></u>
RECEIPT NUMBER:			NOTICE SUBTOTAL	\$ <u>51<sup>00</sup></u>
			TOTAL AMOUNT DUE	\$ <u>351<sup>00</sup></u>

APPLICATION FEES IN WHOLE OR PART WILL NOT BE REFUNDED AFTER NOTIFICATION HAS BEEN GIVEN.

**DISPOSITION**

STAFF RECOMMENDATION:			
PC RECOMMENDATION:	PC ACTION	DATE/VOTE:	
CITY COUNCIL ACTION	DATE/VOTE	ORDINANCE NO:	
PLAT NAME	PLAT WAIVER [ ] Y [ ] N		

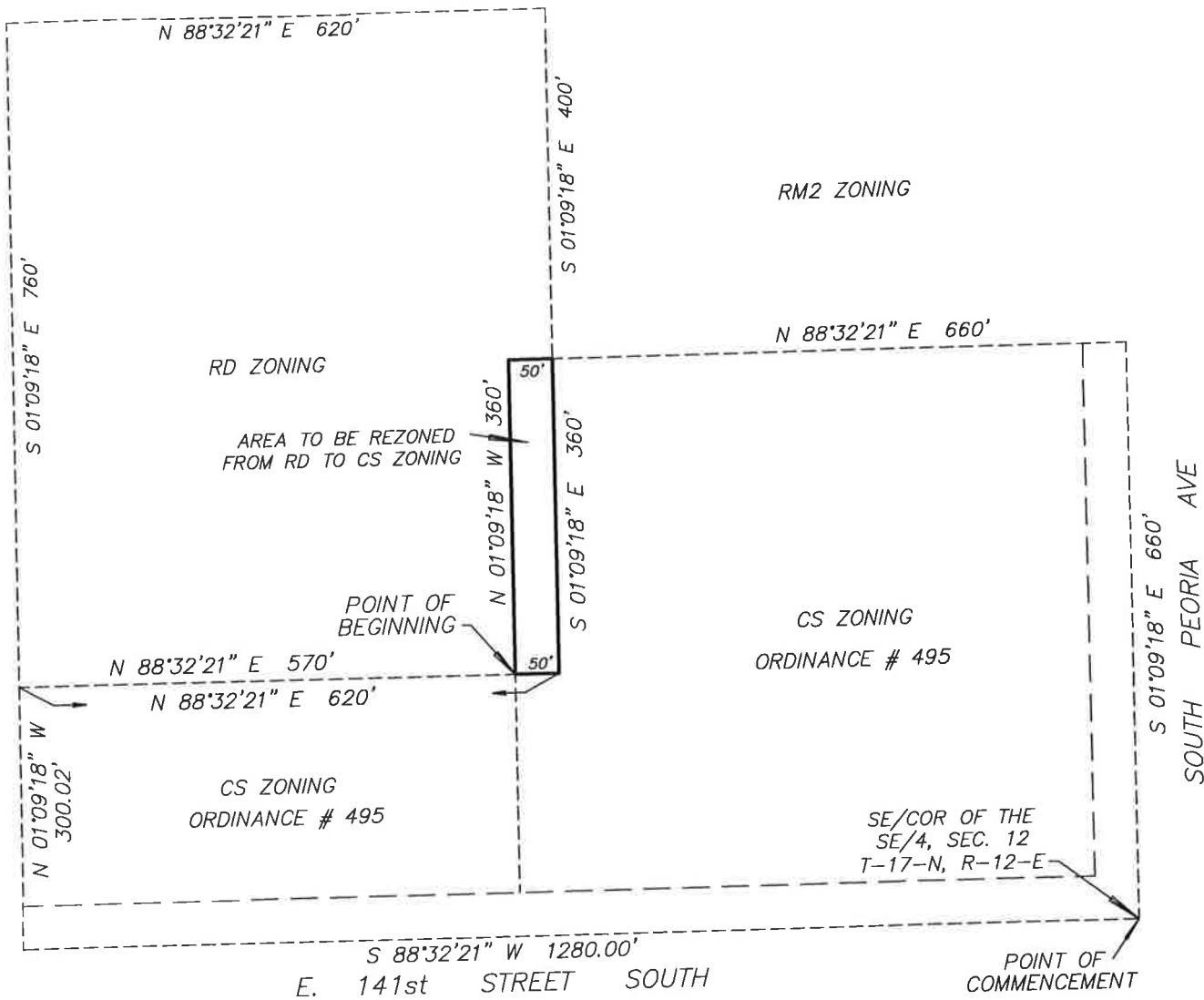
## **EXHIBIT A**

### ***LEGAL DESCRIPTION***

A Parcel of land located in the Southeast Quarter of the Southeast Quarter (SE/4, SE/4) of Section 12, Township 17 North, Range 12 East, Tulsa County, State of Oklahoma, being more particularly described as follows:

Commencing at the Southeast corner of said SE/4; Thence South 88°32'21" West along the Southerly Line of said SE/4 for 1280.00 feet; Thence North 01°09'18" West and parallel with the Easterly Line of said SE/4 for 300.02 feet; Thence North 88°32'21" East and parallel with the Southerly Line of said SE/4 for 570.00 feet to the Point of Beginning; Thence North 01°09'18" West and parallel with the Easterly Line of said SE/4 for 360.00 feet; Thence North 88°32'21" East and parallel with the Southerly Line of said SE/4 for 50.00 feet; Thence South 01°09'18" East and parallel with the Easterly Line of said SE/4 for 360.00 feet; Thence South 88°32'21" West and parallel with the Southerly Line of said SE/4 for 50.00 feet to the Point of Beginning.

## *EXHIBIT B*



*LEGAL DESCRIPTION*

A PARCEL OF LAND LOCATED IN THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER (SE/4 SE/4) OF SECTION 12, T-17-N, R-12-E, TULSA COUNTY, STATE OF OKLAHOMA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID SE/4; THENCE SOUTH 88°32'21" WEST ALONG THE SOUTHERLY LINE OF SAID SE/4 FOR 1280.00 FEET; THENCE NORTH 01°09'18" WEST AND PARALLEL WITH THE EASTERN LINE OF SAID SE/4 FOR 300.02 FEET; THENCE NORTH 88°32'21" EAST AND PARALLEL WITH THE SOUTHERLY LINE OF SAID SE/4 FOR 570.00 FEET TO THE POINT OF BEGINNING; THENCE NORTH 01°09'18" WEST AND PARALLEL WITH THE EASTERN LINE OF SAID SE/4 FOR 360.00 FEET; THENCE NORTH 88°32'21" EAST AND PARALLEL WITH THE SOUTHERLY LINE OF SAID SE/4 FOR 50.00 FEET; THENCE SOUTH 01°09'18" EAST AND PARALLEL WITH THE EASTERN LINE OF SAID SE/4 FOR 360.00 FEET; THENCE SOUTH 88°32'21" WEST AND PARALLEL WITH THE SOUTHERLY LINE OF SAID SE/4 FOR 50.00 FEET TO THE POINT OF BEGINNING.

PLAT No.

ENGINEER/SURVEYOR:  
JR DONELSON, INC.  
12820 SO. MEMORIAL DR.  
OFFICE 100  
BIXBY, OKLAHOMA 74008  
PHONE: 918-394-3030  
C.A. NO. 5611 EXP. 6-30-19

SURVEYOR:  
RYAN DOUDICAN  
OKLAHOMA SURVEY COMPANY  
12509 SO. 71st EAST AVE.  
BIXBY, OKLAHOMA 74008  
PHONE: 918-720-6787  
C.A. NO. 4717 EXP. 6-30-19  
EMAIL: OKLAHOMASURVEYCOMPANY.COM

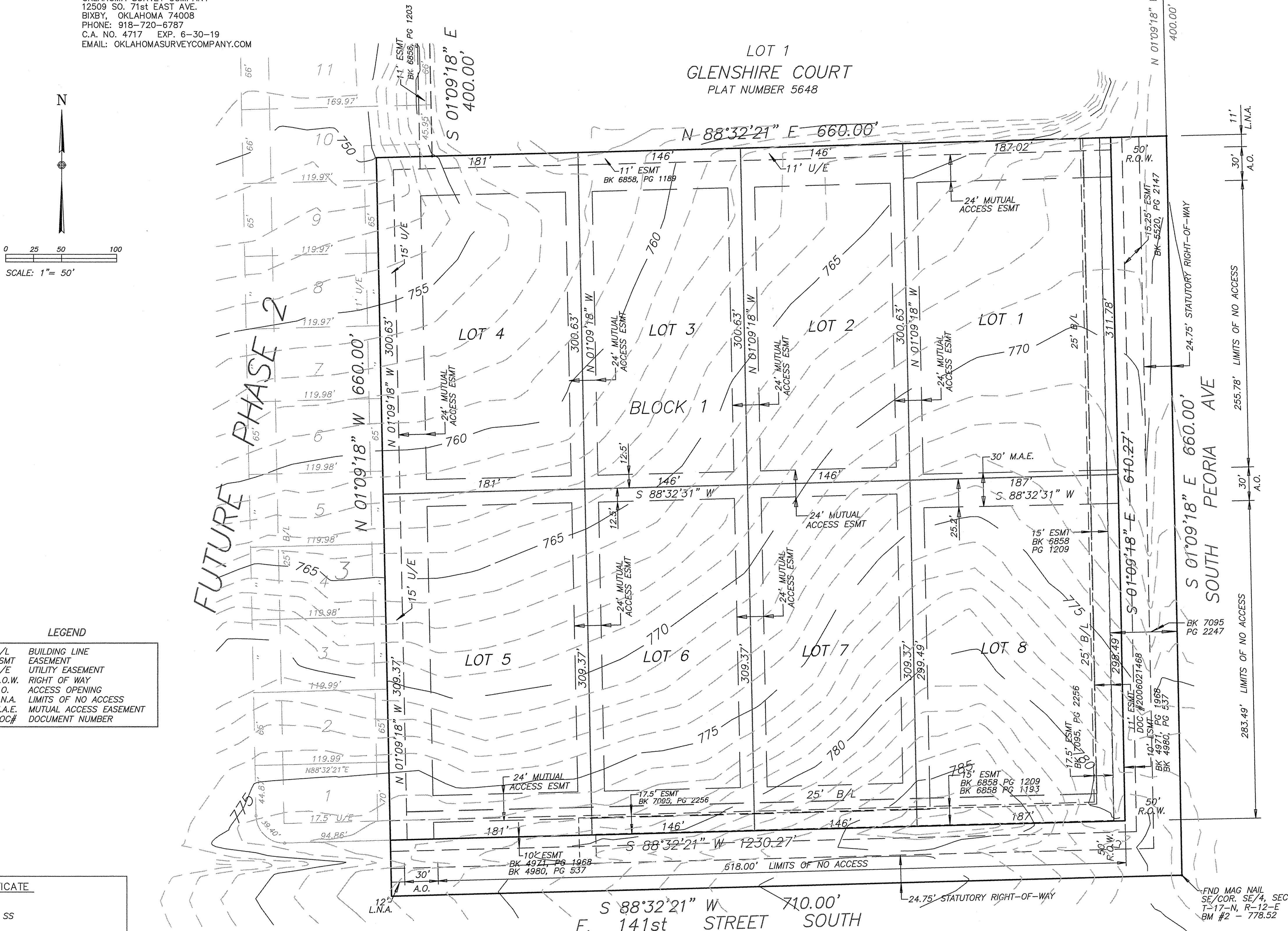
OWNER:  
ELM POINTE CS, LLC  
11063-D SO. MEMORIAL DR., #53  
TULSA, OKLAHOMA 74133  
CONTACT: TJ REMY  
PHONE: 918-845-1106

## PRELIMINARY PLAT

# ELM POINTE

A SUBDIVISION IN THE SOUTHEAST QUARTER OF THE  
SOUTHEAST QUARTER IN SECTION 12, T-17-N, R-12-E,  
CITY OF GLENPOOL, TULSA COUNTY, STATE OF OKLAHOMA

**FINAL PLAT  
CERTIFICATE OF APPROVAL**



CERTIFICATE

I, \_\_\_\_\_, Tulsa County Clerk, in and for the County and State of Oklahoma above named, do hereby certify that the foregoing is a true and correct copy of a like instrument now on file in my office.

Dated the \_\_\_\_\_ day of \_\_\_\_\_  
Tulsa County Clerk

Deputy

A STATE PLANE COORDINATE  
OKLAHOMA NORTH ZONE  
SOLID DATUM: NAD 83  
DATUM: NAVD 88

WORK # 1 ELEVATION = 758.28  
EAST END OF HEADWALL, S.  
41ST ST., AT S.W. CORNER OF  
PROPERTY

RK # 2 ELEVATION = 778.52  
NAIL AT S.W. COR, SE/4, SEC.  
-N, R-12-E, I.M., S.E. CORNER  
CT PROPERTY

THE BASIS OF BEARINGS FOR THE SURVEY  
SHOWN THEREON IS THE EAST LINE OF THE  
SE/4 OF THE SE/4 OF SAID SECTION 12,  
01°09'18"E

THIS PLAT MEETS THE OKLAHOMA MINIMUM  
STANDARDS FOR THE PRACTICE OF LAND  
SURVEYING AS ADOPTED BY THE OKLAHOMA  
STATE BOARD OF LICENSURE FOR  
PROFESSIONAL ENGINEERS AND SURVEYORS.

ELM POINTE  
PREPARATION DATE:

PREPARATION DATE: \_\_\_\_\_  
SHEET 1 OF 2

ELM POINTE  
PREPARATION DATE: 6/27/2017  
SHEET 1 OF 2

ENGINEER:  
JR DONELSON, INC.  
12820 SO. MEMORIAL DR.  
OFFICE 100  
BIXBY, OKLAHOMA 74008  
PHONE: 918-394-3030  
C.A. NO. 5611 EXP. 6-30-19

OWNER:  
ELM POINTE CS, LLC  
11063-D SO. MEMORIAL DR., #531  
TULSA, OKLAHOMA 74133  
CONTACT: TJ REMY  
PHONE: 918-845-1106

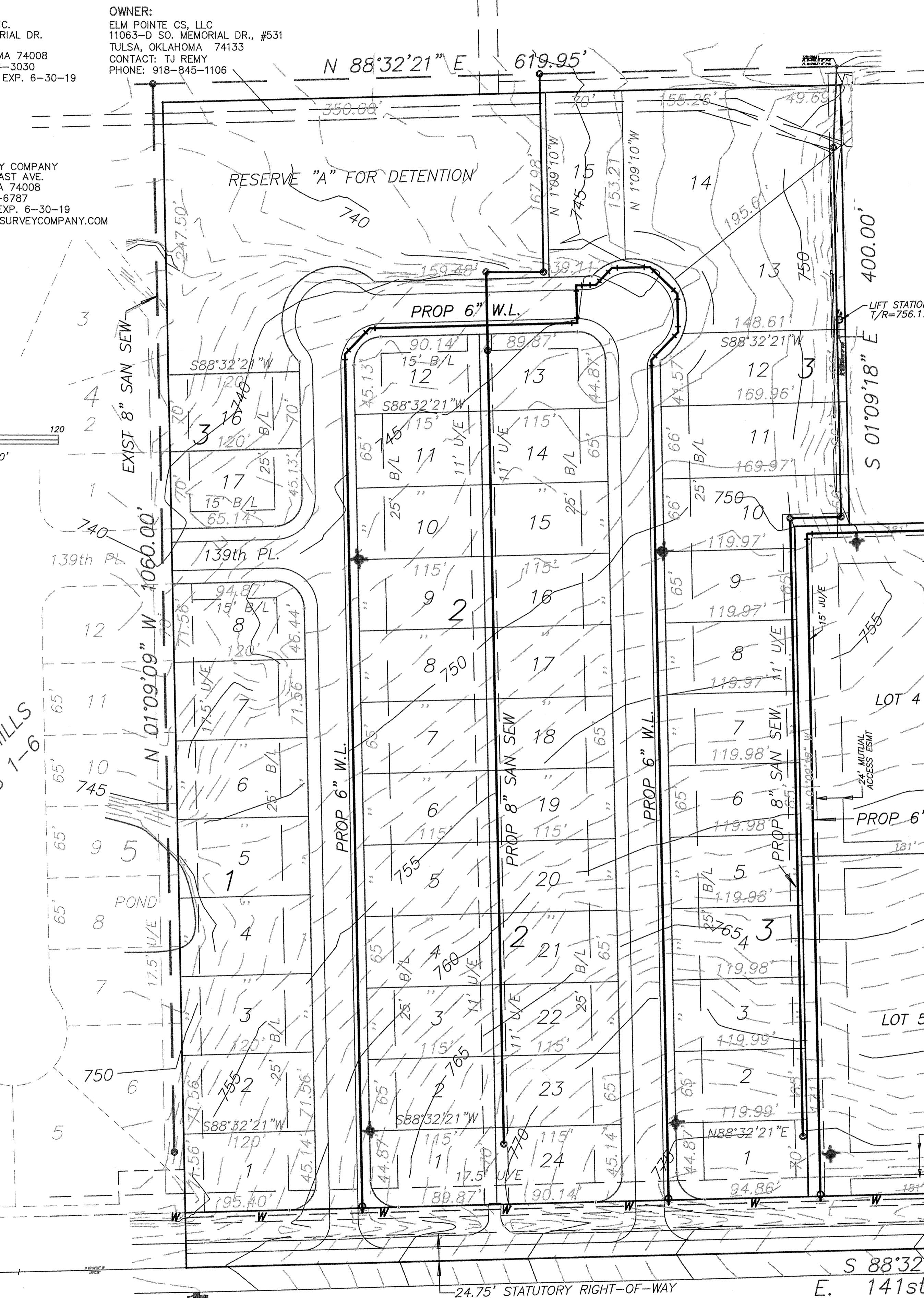
SURVEYOR:  
RYAN DOUDICAN  
OKLAHOMA SURVEY COMPANY  
12509 SO. 71st EAST AVE.  
BIXBY, OKLAHOMA 74008  
PHONE: 918-720-6787  
C.A. NO. 4717 EXP. 6-30-19  
EMAIL: OKLAHOMASURVEYCOMPANY.COM

N  
0 30 60 120  
SCALE: 1" = 60'

12  
4  
13  
140th ST.

GLENN HILLS  
BLOCKS 1-6

6  
140th PL.

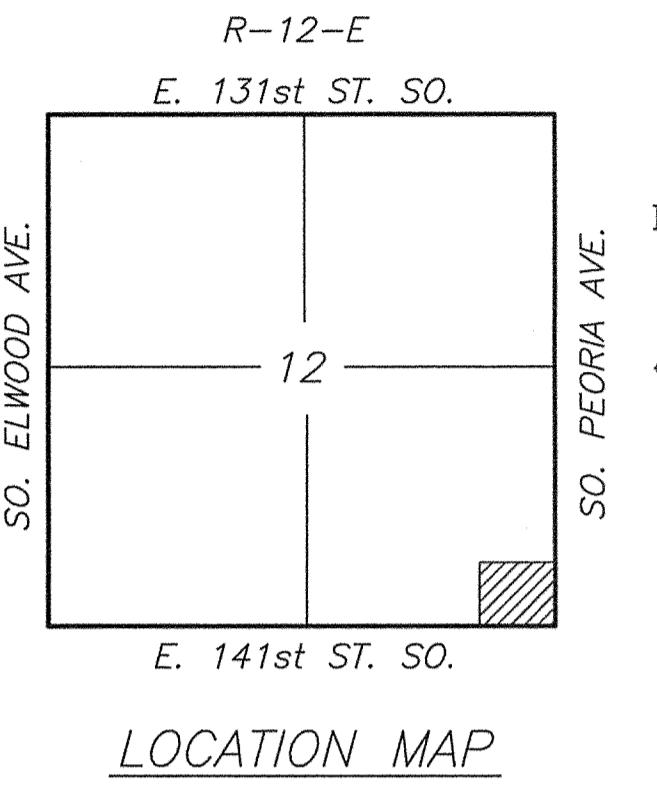


S 88°32'21" W 1280.00' E. 141st STREET SOUTH ASPHALT PAVING

S 01°09'18" E 660.00' S. PEORIA AVE ASPHALT PAVING

## CONCEPTUAL UTILITY PLAN ELM POINTE

A SUBDIVISION IN THE SOUTHEAST QUARTER OF THE  
SOUTHEAST QUARTER IN SECTION 12, T-17-N, R-12-E,  
CITY OF GLENPOOL, TULSA COUNTY, STATE OF OKLAHOMA



LOCATION MAP

OKLAHOMA STATE PLANE COORDINATE  
SYSTEM, OKLAHOMA NORTH ZONE  
HORIZONTAL DATUM: NAD 83  
VERTICAL DATUM: NAVD 88

BENCHMARK # 1 ELEVATION = 758.28  
CUT "X" EAST END OF HEADWALL, S.  
SIDE OF 141ST ST., AT S.W. CORNER OF  
SUBJECT PROPERTY

THE BASIS OF BEARINGS FOR THE SURVEY  
SHOWN THEREON IS THE EAST LINE OF THE  
SE/4 OF THE SE/4 OF SAID SECTION 12,  
S 01°09'18"E

THIS PLAT MEETS THE OKLAHOMA MINIMUM  
STANDARDS FOR THE PRACTICE OF LAND  
SURVEYING AS ADOPTED BY THE OKLAHOMA  
STATE BOARD OF LICENSURE FOR  
PROFESSIONAL ENGINEERS AND SURVEYORS.

LEGEND  
B/L BUILDING LINE  
ESMT EASEMENT  
U/E UTILITY EASEMENT  
R.O.W. RIGHT OF WAY  
A.O. ACCESS OPENING  
L.N.A. LIMITS OF NO ACCESS  
M.A.E. MUTUAL ACCESS EASEMENT  
DOC# DOCUMENT NUMBER

FND MAG NAIL  
SE/COR. SE/4, SEC 12  
T-17-N, R-12-E  
BM #2 - 778.52

**ORDINANCE NO. 743**

**AN ORDINANCE AMENDING ORDINANCE NO. 458, BY REZONING CERTAIN PROPERTY DESCRIBED HEREIN FROM RESIDENTIAL DUPLEX (RD) DISTRICT TO COMMERCIAL SHOPPING CENTER (CS) DISTRICT, AS RECOMMENDED BY THE PLANNING COMMISSION UNDER APPLICATION GZ-264; AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH**

**WHEREAS**, the City of Glenpool Planning Commission has reviewed Application GZ-264 for a rezone of the property described herein and found that the proposed zone change is consistent with the Glenpool Comprehensive Plan and current zoning patterns; and

**WHEREAS**, the City Council has reviewed the Application and considered the comments of staff, and has concluded that the Council agrees with the recommendation of the Planning Commission.

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

**SECTION 1:** That the zoning classification of the following described property situated in the City of Glenpool, Tulsa County, State of Oklahoma, *to wit*:

A Parcel of land located in the Southeast Quarter of the Southeast Quarter (SE/4, SE/4) of Section 12, Township 17 North, Range 12 East, Tulsa County, State of Oklahoma, being more particularly described as follows:

Commencing at the Southeast corner of said SE/4; Thence South 88°32'21" West along the Southerly Line of said SE/4 for 1280.00 feet; Thence North 01°09'18" West and parallel with the Easterly Line of said SE/4 FOR 300.02 feet; Thence North 88°32'21" East and parallel with the Southerly Line of said SE/4 for 570.00 feet to the Point of Beginning; Thence North 01°09'18" West and parallel with the Easterly Line of said SE/4 for 360.00 feet; Thence North 88°32'21" East and parallel with the Southerly Line of said SE/4 for 50.00 feet; Thence South 01°09'18" East and parallel with the Easterly Line of said SE/4 for 360.00 feet; Thence South 88°32'21" West and parallel with the Southerly Line of said SE/4 for 50.1feet to the Point of Beginning.

Be, and hereby is, amended from RD (Residential Duplex) District to CS (Commercial Shopping Center) District.

**SECTION 2:** That all ordinances or parts of ordinances in conflict herewith be and the same are hereby repealed.

**PASSED AND APPROVED** by the City Council of the City of Glenpool this 16<sup>th</sup> day of October 2017.

---

Timothy Lee Fox, Mayor

Attest:

---

Susan White, City Clerk

Approved as to Form:

---

Lowell Peterson, City Attorney

**TO:** **Glenpool City Council**  
**FROM:** **Rick Malone, City Planner**  
**DATE:**  
**RE:** **October 16, 2017**

**GZ-265:** Request from Ryan Davis, owner, for approval of a Zone Change from CG (Commercial General District) to AG (Agriculture District) on the following described property:

**SIZE:** 14.67 Acres

**LOCATED:** North and west of the northwest corner of 171<sup>st</sup> Street and US 75 Highway.

Part of the Southeast Quarter (SE/4) of Section Twenty-seven (27), Township Seventeen (17) North, Range Twelve (12) East of the Indian Base and Meridian Tulsa County, State of Oklahoma, according to the U.S. Government Survey thereof, being more particularly described as follows, to wit:

Commencing at the Southeast Corner of said Section; Thence N 89°50'48" W along the South line of said Section 685.14 feet; thence N 04°32'59" W 401.35 feet to the Point of Beginning; Thence N 89°50'49" W 1051.25 feet; Thence N 00°08'08" E feet to a point on the South line of the Northeast Quarter of the Southwest Quarter of the Southeast Quarter (NE/4 SW/4 SE/4) of said Section; Thence S 89°38'27" E along said South line 449.25 feet to the Southeast corner of said Northeast Quarter of the Southwest Quarter of the Southeast Quarter (NE/4 SW/4 SE/4); Thence N 00°06'52" E along the East line of said Northeast Quarter of the Southwest Quarter of the Southeast Quarter (NE/4 SW/4 SE/4) 663.33 feet to the Northeast corner of said Northeast Quarter of the Southwest Quarter of the Southeast Quarter (NE/4 SW/4 SE/4); Thence S 89°48'50" E along the North line of the Southeast Quarter of the Southeast Quarter (SE/4 SE/4) 525.99 feet; Thence S 04°32'58" E 925.11 feet to the Point of Beginning.

### **INTRODUCTION**

This application consists of a request to rezone 14.67 acres from CG to AG. This site is vacant and does not have frontage or a dedicated street. The owner is currently working out a mutual access agreement and water line service line extension/utility easement with his neighbors to the west (vet clinic) and to the east (Faith Church). The applicant has indicated that if the rezoning is approved, he wants to come back in with a lot split application to create three residential lots for his family.

\*There is a precedent for a similar rezoning based on previous zoning case GZ-234 (see attached) where the Planning Commission and City Council agreed to rezone the 5+ acre tract to the south of the subject tract from CG to AG in 2012.

The surrounding property is developed as noted below:

- North & East: CG zoning, Faith Church.
- West: AG zoning, Vet Clinic and mostly vacant land.
- South: AG zoning, residential and mostly vacant.

### **STAFF RECOMMENDATION**

The proposed zone change is not consistent with provisions of the City of Glenpool Comprehensive Plan. Specifically, this property is located in the “US-75 Corridor District,” designated by the Comprehensive Plan as extending from 151<sup>st</sup> Street (SH-67) on the north to 201<sup>st</sup> Street on the south. Commercial and Light Industrial uses are expressly encouraged and anticipated on the west side of US-75. Because, the proposed use of this property is agriculture/residential, the application does not conform to the Comprehensive Plan.

Notwithstanding that the proposed use is incompatible with the Comprehensive Plan, it is compatible with surrounding uses. There is a precedent set for residential use on adjacent property to the south in the previous case of GZ-234, which was also a change from CG to AG. Staff opposed the approval of GZ-234 for the same reason it now does not support application GZ-265.

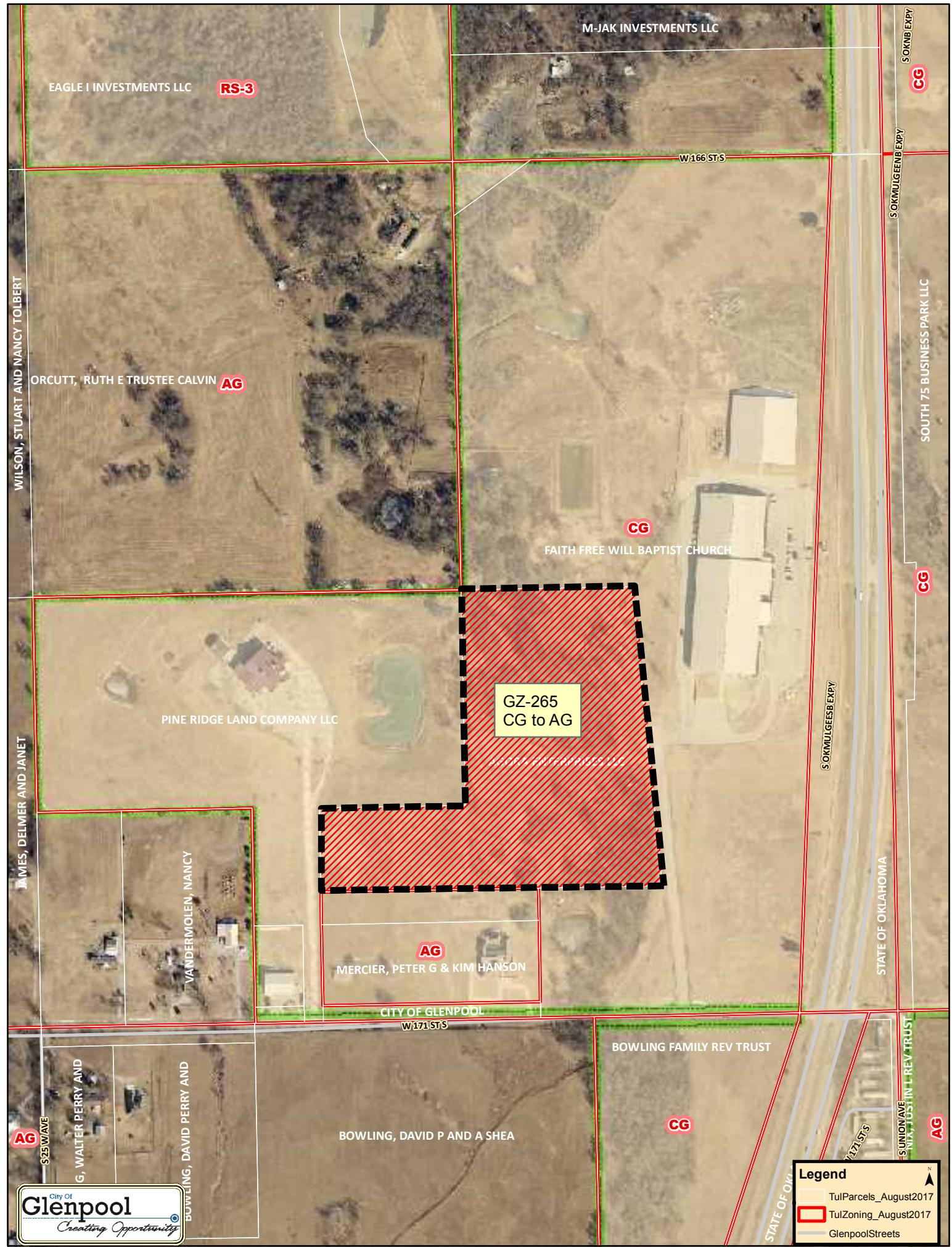
### **PLANNING COMMISSION RECOMMENDATION (10/9/17 MTG)**

The Planning Commission reviewed the application at its regular meeting on 10/9/17. There was a presentation by the applicant, who wants to build three residential houses for his family. In addition, adjacent property owner Kim Mercier, owner of the property that benefited from zone change GZ-234 discussed above, opposed this proposed zone change on the basis of her claim that it would create a “land-locked” parcel for which access might interfere with the use and enjoyment of her property. The Planning Commission voted 3-0 to approve GZ-265 because of the precedent that has been set for this use and because the issue of access is appropriately considered only as the applicant seeks to develop the site but is not relevant to a zone change.

But, again, in support of the Comprehensive Plan, staff recommends denial of rezoning application GZ-265.

### **STAFF EXHIBITS**

1. Case Map
2. Application
3. GZ-234 Documents



# CITY OF GLENPOOL PLANNING COMMISSION

ZONING  PUD  PUD AMENDMENT

CASE NUMBER 62-268

12205 S. Yukon Ave - Glenpool, Oklahoma 74033 - (918) 209-4610 - FAX (918) 209-4611

[www.glenpoolonline.com](http://www.glenpoolonline.com)

## APPLICATION INFORMATION

RECEIVED BY: PL DATE FILED: 8/2/12 TAC DATE: MIN PC DATE: 10/9/12 CITY COUNCIL DATE: TBD

RES  NON-RES  COMBO RELATED ZONING OR PUD #: \_\_\_\_\_ BUILDING PERMIT APPLICATION NUMBER \_\_\_\_\_

[ ] GLENPOOL CITY LIMITS NEIGHBORHOOD ASSOCIATIONS: \_\_\_\_\_

## SUBJECT PROPERTY INFORMATION

ADDRESS OR DESCRIPTIVE LOCATION: \_\_\_\_\_ TRACT SIZE: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

PRESENT USE: Vacant PRESENT ZONING: CG

## INFORMATION ABOUT YOUR PROPOSAL

PROPOSED NEW ZONING: AG DEV. AREAS AFFECTED BY PUD AMENDMENT: \_\_\_\_\_ PUD PROPOSAL ATTACHED  Y  N

PROPOSED USE: Residential NATURE OF PUD AMENDMENT: WIA

APPLICANT INFORMATION		PROPERTY OWNER INFORMATION	
NAME	<u>Ryan Davis</u>	NAME	<u>Same as Applicant</u>
ADDRESS	<u>12509 S. Cedar Pl</u>	ADDRESS	
CITY, ST, ZIP	<u>Jenks, OK 74037</u>	CITY, ST, ZIP	
DAYTIME PHONE	<u>(918) 798-4746</u>	DAYTIME PHONE	
EMAIL	<u>RYAN_W-Davis@yahoo.com</u>	EMAIL	
FAX	<u>(918) 250-7900</u>	FAX	
I, THE UNDERSIGNED APPLICANT, CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.			
SIGNATURE & DATE: <u>Ryan Davis</u>			

DOES OWNER CONSENT TO THIS APPLICATION  Y  N. WHAT IS APPLICANT'S RELATIONSHIP TO OWNER? SAME

APPLICATION FEES		
BASE APPLICATION FEE		\$ <u>200</u>
ADDITIONAL FEE	ACRES x SLIDING FEE	= \$ <u>0</u>
NEWSPAPER PUBLICATION TO BE BILLED TO APPLICANT		\$ <u>2/4</u>
SIGNS	\$50 X	= \$ <u>50</u>
300' PROPERTY OWNERS MAILING & POSTAGE		\$1.00 per Name = \$ <u>7.00</u>
RECEIPT NUMBER:		TOTAL AMOUNT DUE \$ <u>257</u>

APPLICATION FEES IN WHOLE OR PART WILL NOT BE REFUNDED AFTER NOTIFICATION HAS BEEN GIVEN.

## DISPOSITION

STAFF RECOMMENDATION:			
PC RECOMMENDATION:	PC ACTION	DATE/VOTE:	
CITY COUNCIL ACTION	DATE/VOTE	ORDINANCE NO:	
PLAT NAME	PLAT WAIVER <input type="checkbox"/> Y <input type="checkbox"/> N		

## PLATTING REQUIREMENT

For the purposes of providing a proper arrangement of streets and assuring the adequacy of open spaces for traffic, utilities, and access of emergency vehicles, commensurate with the intensification of land use customarily incident to a change of zoning, a platting requirement is established as follows:

For any land which has been rezoned to a zoning classification other than AG upon application of a private party or for any land which has been granted a special exception by the Board of Adjustment as enumerated within Use Units 2, 4, 5, 8, and 20, no building permit or zoning clearance permit shall be issued until that portion of the tract on which the permit is sought has been included within a subdivision plat or replat, as the case may be, submitted to and approved by the Planning Commission, and filed of record in the office of the County Clerk where the property is situated. Provided that the Planning Commission, pursuant to their exclusive jurisdiction of subdivision plats, may remove the platting requirement upon a determination that the above stated purposes have been achieved by previous platting or could not be achieved by a plat or replat.

I hereby certify that I have read and understand the above requirements and that I will plat, replat or have the platting requirements waived for the subject property in case number \_\_\_\_\_.

  
\_\_\_\_\_  
Applicant's Signature

8-21-17  
\_\_\_\_\_  
Date

Glenpool Planning Commission Case Number: \_\_\_\_\_

- Technical Advisory Committee (TAC) Meeting Date: 8-21-17 Friday, \_\_\_\_\_ 10:00 a.m.  
Glenpool Community Development Conference Room  
Glenpool City Hall/Conference Center 2<sup>nd</sup> Floor  
12205 South Yukon Ave, Glenpool, Oklahoma 74033
- Glenpool Planning Commission: Date: 10/9/17 Monday, \_\_\_\_\_ 6:30 p.m.  
Glenpool City Council Chambers  
Glenpool City Hall/Conference Center 3<sup>rd</sup> Floor  
12205 South Yukon Ave, Glenpool, Oklahoma 74033
- Glenpool City Council: Date: 7/21/17 Monday, \_\_\_\_\_ 7:00 p.m.  
Glenpool City Council Chambers  
Glenpool City Hall/Conference Center 3<sup>rd</sup> Floor  
12205 South Yukon Ave, Glenpool, Oklahoma 74033

**A person knowledgeable of the application and the property must attend the meetings listed above to represent the application.** Site Plans and development proposals should be submitted at the time of application. Photos or renderings may be presented at the hearing.

## EXHIBIT "A"

**Part of the Southeast Quarter (SE/4) of Section Twenty-seven (27), Township Seventeen (17) North, Range Twelve (12) East of the Indian Base and Meridian Tulsa County, State of Oklahoma, according to the U.S. Government Survey thereof, being more particularly described as follows, to wit:**

**Commencing at the Southeast Corner of said Section; Thence N 89°50'48" W along the South line of said Section 685.14 feet; thence N 04°32'59" W 401.35 feet to the Point Beginning; Thence N 89°50'49" W 1051.25 feet; Thence N 00°08'08" E 260.62 feet to a point on the South line of the Northeast Quarter of the Southwest Quarter of the Southeast Quarter (NE/4 SW/4 SE/4) of said Section; Thence S 89°38'27" E along said South line 449.25 feet to the Southeast corner of said Northeast Quarter of the Southwest Quarter of the Southeast Quarter (NE/4 SW/4 SE/4); Thence N 00°06'52" E along the East line of said Northeast Quarter of the Southwest Quarter of the Southeast Quarter (NE/4 SW/4 SE/4) 663.33 feet to the Northeast corner of said Northeast Quarter of the Southwest Quarter of the Southeast Quarter (NE/4 SW/4 SE/4); Thence S 89°48'50" E along the North line of the Southeast Quarter of the Southeast Quarter (SE/4 SE/4) 525.99 feet; Thence S 04°32'58" E 925.11 feet to the POINT OF BEGINNING.**



12205 S. Yukon Ave • Glenpool, OK 74033 • P: (918) 322-5409 • F: (918) 322-5432

**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** RICK MALONE, PLANNING DIRECTOR  
**RE:** GZ-234, Request for rezone 5.38 acres $\pm$  from CG (Commercial General) to AG (Agriculture). The subject tract is located west of the northwest corner of 171<sup>st</sup> street and us 75 highway and it's address is 1985 W 171<sup>st</sup> Street.  
**DATE:** September 17th, 2012

**Background:**

Mr. & Mrs. Peter Mercier are requesting rezoning of property located west of the northwest corner of 171<sup>st</sup> street and US 75 Highway from CG (Commercial General) to AG (Agriculture in order to add onto their existing residence. They filed BOA case #412 asking for a variance of the Glenpool Zoning Code in order to allow residential use in the CG zoning district. This request was tabled and the Planning Commission suggested that they try to have the property rezoned. The Planning Commission approved this case by a vote of 3-1 at their meeting on 9/10/12.

**Comprehensive Plan/Zoning:**

The *Glenpool Comprehensive Plan* provides the basis for the City's zoning policy. This property is in the "US-75 Corridor District." The placement of commercial uses on the west side of US-75 is supported. The proposed use of for this property is for residential use. This use is not in conformance with the comprehensive plan.

**Access:**

The property is currently accessed from West 171<sup>st</sup> Street.

**Services:**

The property currently has access to all services.

**Surrounding Land Uses:**

To the west of US-75. To the north and east is Legacy Equine Centre and Faith Church all zoned CG (Commercial General). To the south and west is mostly vacant pasture land and large lot residential in the County zoned AG (Agricultural).

**Physical Features of the Property:**

The property is gently rolling and drains from the northwest to the southeast.

**Development Requirements:**

**SECTION 260. PLATTING REQUIREMENT**

For the purposes of providing a proper arrangement of streets and assuring the adequacy of open spaces for traffic, utilities, and access of emergency vehicles, commensurate with the intensification of land use customarily incident to a change of zoning, a platting requirement is established as follows:

For any land which has been rezoned upon application of a private party,.... no building permit shall be issued until that portion of the tract on which the permit is sought has been included within a subdivision plat or replat, as the case may be, submitted to the Planning Commission for their review and recommendation, approved by the City Council, and filed in the office of the County Clerk where the property is situated. *Provided that the City Council, pursuant to its exclusive jurisdiction over subdivision plats, may remove the platting requirement upon a determination that the above stated purposes have been achieved by previous platting or could not be achieved by a plat or replat.*

**Use Analysis:**

The staff does not support agricultural zoning of this property. Because the rezoning application was approved by the Planning Commission, the applicant must come before the City Council for approval. If the City Council rejects the staff recommendation and approves this request then it would be my suggestion that the City Council also request that the replat requirement as stated above be waived on this property.

**STAFF RECOMMENDATION:**

The staff recommends denial of AG zoning on this site as it is not consistent with the Glenpool Comprehensive Plan.

**PLANNING COMMISSION ACTION:**

The Glenpool Planning Commission voted 3-1-0 at their meeting on 9/10/12 to recommend to the Glenpool City Council approval of rezoning of case# GZ-234 from CG (Commercial General) to AG (Agriculture).

**Attachments:**

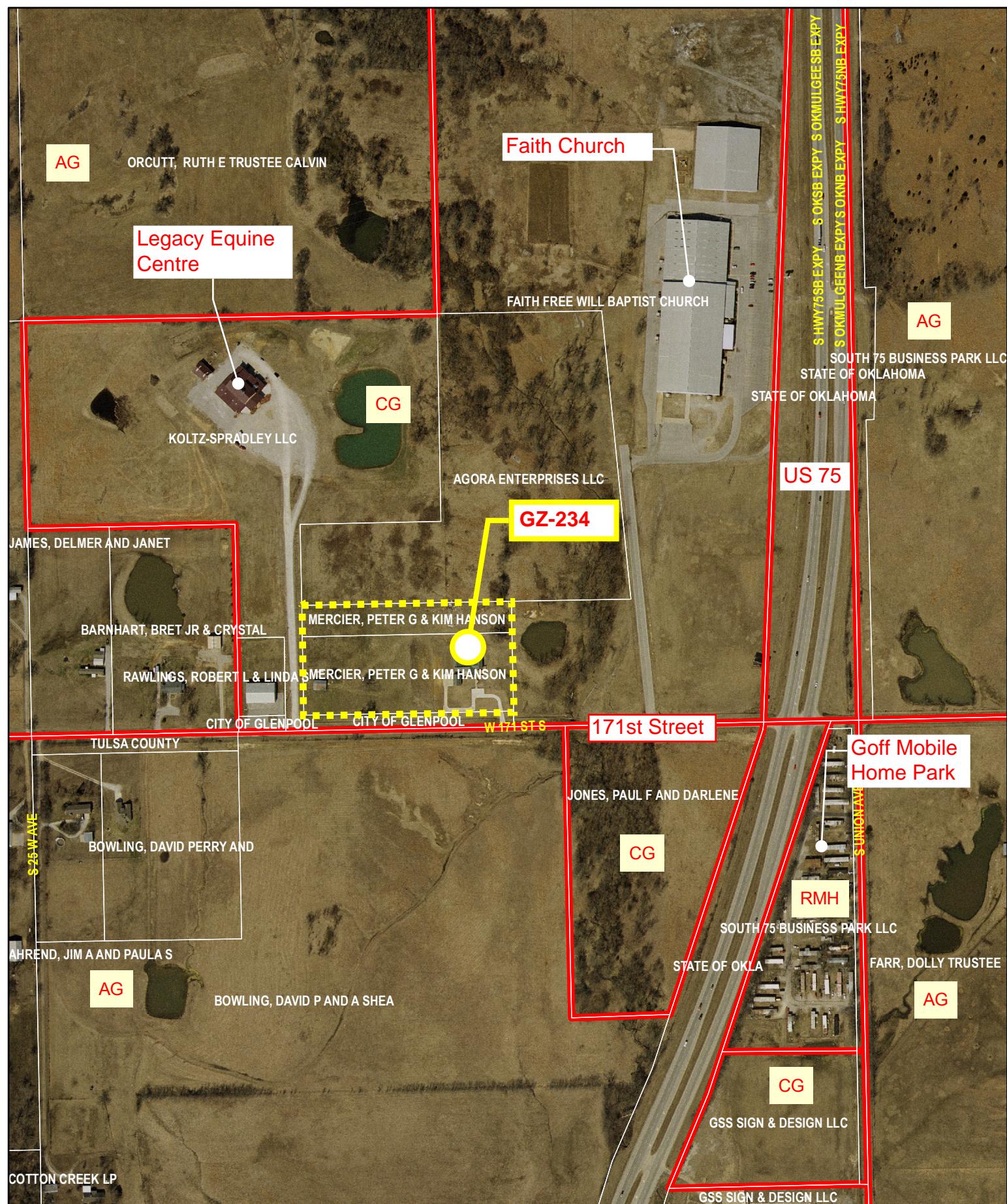
1. Application
2. Case Map



GZ-234

PREVIOUS ZONING CASE TO THE SOUTH

1 inch = 400 feet



**ORDINANCE NO. 744**

**AN ORDINANCE AMENDING ORDINANCE NO. 458, BY REZONING CERTAIN PROPERTY DESCRIBED HEREIN FROM COMMERCIAL GENERAL (CG) DISTRICT TO AGRICULTURAL (AG) DISTRICT, AS RECOMMENDED BY THE PLANNING COMMISSION UNDER APPLICATION GZ-265; AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH**

**WHEREAS**, the City of Glenpool Planning Commission has reviewed Application GZ-265 for a rezone of the property described herein and found that the proposed zone change is consistent with current zoning patterns, established precedent and surrounding use; and

**WHEREAS**, the City Council has reviewed the Application and considered the comments of staff, and has concluded that the Council agrees with the recommendation of the Planning Commission.

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

**SECTION 1:** That the zoning classification of the following described property situated in the City of Glenpool, Tulsa County, State of Oklahoma, *to wit*:

Part of the Southeast Quarter (SE/4) of Section Twenty-seven (27), Township Seventeen (17) North, Range Twelve (12) East of the Indian Base and Meridian Tulsa County, State of Oklahoma, according to the U.S. Government Survey thereof, being more particularly described as follows, *to wit*:

Commencing at the Southeast Corner of said Section; Thence N 89°50'48" W along the South line of said Section 685.14 feet; thence N 04°32'59" W 401.35 feet to the Point of Beginning; Thence N 89°50'49" W 1051.25 feet; Thence N 00°08'08" E feet to a point on the South line of the Northeast Quarter of the Southwest Quarter of the Southeast Quarter (NE/4 SW/4 SE/4) of said Section; Thence S 89°38'27" E along said South line 449.25 feet to the Southeast corner of said Northeast Quarter of the Southwest Quarter of the Southeast Quarter (NE/4 SW/4 SE/4); Thence N 00°06'52" E along the East line of said Northeast Quarter of the Southwest Quarter of the Southeast Quarter (NE/4 SW/4 SE/4) 663.33 feet to the Northeast corner of said Northeast Quarter of the Southwest Quarter of the Southeast Quarter (NE/4 SW/4 SE/4); Thence S 89°48'50" E along the North line of the Southeast Quarter of the Southeast Quarter (SE/4 SE/4) 525.99 feet; Thence S 04°32'58" E 925.11 feet to the Point of Beginning.

Be, and hereby is, amended from CG (Commercial General) District to AG (Agricultural) District.

**SECTION 2:** That all ordinances or parts of ordinances in conflict herewith be and the same are hereby repealed.

**PASSED AND APPROVED** by the City Council of the City of Glenpool this 16<sup>th</sup> day of October 2017.

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Timothy Lee Fox, Mayor

Attest:

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Susan White, City Clerk

Approved as to Form:

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Lowell Peterson, City Attorney

City Of

# Glenpool

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*Creating Opportunity*

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To: HONORABLE MAYOR, MEMBERS OF THE CITY COUNCIL  
From: Julie Casteen, Finance Director  
Date: October 11, 2017  
Subject: Request to purchase 2017 dump bed truck with snow plow

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Background:

In November 2013 the City purchased a used 2005 GMC dump truck with plow and salt spreader for \$31,600. At the time of purchase, the truck had approximately 20,000 miles.

Over the last three years various repairs totaling approximately \$15,000 have been made to the vehicle to keep it running. The truck now has a blown motor, with an estimated repair bill of \$22,650 for a remanufactured motor. The current mileage is approximately 23,500 miles.

Projects approved by voters in April 2016 for the 0.29% sales tax collected by the Streets & Infrastructure Fund includes the replacement of the snow plow truck with a budget of \$150,000. Although the purchase was not planned for FY18, staff recommends the purchase of a new 2017 International 4300 truck from Summit Truck Group in Tulsa, a vendor on the State of Oklahoma contract for large trucks.

Staff Recommendation

Staff has reviewed the vehicle pricing and recommends a motion to approve the purchase of a 2017 International 4300 truck and related equipment at a price not to exceed \$103,468. Since the purchase was not anticipated in the FY18 Budget, a request for a budget amendment to fund the purchase will follow this purchase request.

Attachments

- A. Summit Truck Group vehicle pricing and specifications - \$63,024
- B. All Wheel Drive Equipment quote for snow plow and hydraulic circuits/installation - \$26,473
- C. Ledwell quote for dump body and related equipment and lighting/installation - \$13,971



1023 N Garnett Rd | Tulsa, OK 74116  
Phone #: 918-438-2000  
Fax #: 918-234-6151

**Buyer's Order**

Date: Oct 10, 2017  
Deal #: 2771-01  
Sales Rep: Jason Brown  
918-257-0690

**Bill To**

Name: City of Glenpool  
Address: 12205 S. Yukon Ave.  
City/State/Zip: Glenpool, OK 74033

**Ship To**

Name: City of Glenpool  
Address: 12205 S. Yukon Ave.  
City/State/Zip: Glenpool, OK 74033

Qty	Purchasing	Unit Price	Total
1	2017 International 4300 SBA 4X2	\$63,024.00	\$63,024.00
	All Wheel Drive Equipment	\$26,473.00	\$26,473.00
	Ledwell Dump Body	\$13,971.00	\$13,971.00
		<i>Total</i>	\$103,468.00
		<b>Total Sales Price</b>	<b>\$103,468.00</b>

Qty	Trades	Allowance
		<b>Total Trades</b>
		<b>\$0.00</b>
		Sub Total
		\$103,468.00
		No Taxes
		\$0.00
		Deposits
		\$0.00
		<b>Amount Due</b>
		<b>\$103,468.00</b>

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Seller Signature

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Purchaser Signature



# 2018 International 4300 SBA

Year: 2018  
Make: International  
Model: 4300 SBA  
Vin: 1HTMMMMN3JH581227  
Type: SA Dump Truck  
Engine: Cummins B 6.7  
HP: 200  
Trans: Automatic  
Suspension: Spring  
Miles: 869  
GVWR: 33000  
Ratio: 5.77

Price: \$75720

Contact: Jason Brown  
Number: 918-257-0690



# All Wheel Drive Equipment

2022 E. 61st Street North

Tulsa, OK. 74130

Phone: (918) 425-5225 Fax: (918) 425-7810

Equipment Proposal:

DATE: 9.27.2017

QUOTE #: 17-10171

REV-1

27-Apr

**Prepared For:** SUMMIT TRUCK GROUP  
**Address:** 1023 N. GARNETT  
**City, State:** TULSA, OK.  
**Zip Code:** 74116 **ACCT#:** Prepared By: G.CHANDLER

**Contact Person:** JASON BROWN  
**Phone:** 918.438.2000  
**Fax:**

**COMMENTS:** SNOW PLOW, HYD. CIRCUITS  
 Quote Valid for 90-days. ////////////// Pricing does not include any applicable taxes.

0.0%

QTY	PART #	STYLE	DESCRIPTION		
<b>ALTEC BODY TRANSFER</b>					
1	1662210102	BUYERS	SNOW DOG PLOW, 120" X 42" TRIP EDGE, 4" CYLINDER, STEEL - PAINTED ORANGE		\$26,473.00
1	TBD	BUYERS	3 FUNCTION HYDRAULIC CONTROL SYSTEM, IN CAB OPERATORS CONTROL		INC
1	TBD	AEROQUIP	HYDRAULIC HOSES AND STEEL FITTINGS		INC
1	PK-20	MUNCIE	HYDRAULIC PUMP, DIRECT MOUNT		INC
1	TK35	CAN MOBILE	HYDRAULIC RESERVOIR		INC
1	32	MOBIL	HYDRAULIC OIL		INC
1	LABOR	AWD	INSTALLATION & TESTING		INC
1	MC16PA	WHELEN	16" MINI LED LIGHT BAR, AMBER, UV PROTECTIVE LENS, DOT CERTIFIED. ELECTRICAL WIRING INSTALLED WITH WEATHERPAC ENDS FOR EASY DISCONNECT		INC
1	TBD	AWD	MODIFY DUMP BODY AT CURBSIDE REAR CORNER WITH RECESSED BOX TO MOUNT QD's FOR HYDRAULIC FLUID COUPLINGS. INSTALL QD's ON SPREADER AND SNOW PLOW HYDRAULIC HOsing.		INC.
<b>TOTAL NET PRICE FOB TULSA OKLAHOMA: \$26,473.00</b>					



Quotation: QUO-09988-V5G1

Date: 10/9/2017

PO Number: \_\_\_\_\_

3300 Waco St  
Texarkana, TX 75503  
o: 903 838 6531  
f: 903 831 2719

**CUSTOMER**

Summit Truck Group Tulsa

Attn: Jason Brown

1023 N Garnett Rd.

Tulsa, OK 74116

918-438-2000

**SHIP TO**

TULSA

1023 N Garnett Rd.

Tulsa, OK 74116

REQUISITIONER	SHIP VIA	F.O.B.	Estimated Lead Time
John Crisp		FOB Texarkana, TX	
Item Description		Qty	
<b>5/6 yd Box Dump Body - Customer's Chassis</b>		1	
2017 5/6 Yard Box Dump			
Standard Equipment			
Dump Dimension	5/6 yd Box 10' X 89" X 24" X 31"		
Construction	6" Structural channel longitudinal members		
Body Material	5/6 yd Box 3/16" steel body and cylinder housing		
Body Side Material	7 Gauge steel sides		
Body Side Type	Safety support struts		
Corners	Heavy duty front and rear corner pillars		
Floor Material	1/4" Steel floor		
Hoist Type	18 Ton Capacity Telescopic Hoist		
Cab Shield Size	10 gauge Steel cab shield		
Cab Shield	1/4 Cab Shield		
Top Rail	Side board pockets with wood side boards bolted in sloping rub rails and sloping inside chamber strips		
Tailgate Chutes	Single wide chute in tailgate		
Tailgate	Double acting tail gate with horizontal and vertical braces with spreader chains		
Tailgate	Spreader chains with reinforced keyhole slots		
Tailgate Latch	Manual mechanical tailgate latch		
Lip Type	6" Asphalt lip		
Trailer Brake	Electric brake hook-up		
Tarp Type	Spring loaded crank type tarp cover		
Light Plug Type	7 Pole socket assembly		
Hydraulic Wet Kit	Hydraulic Wet kit with Air shift PTO		
Hitch Type	Non-Adjustable Pintle Hitch		
Pintle Hitch Capacity	8 Ton capacity mounted in accordance with SAE J849B pintle hitch		
Lighting Options	Rear tail light guard		
Lighting Options	Front corner lights		
Lighting Options	Recessed lights		
Lighting Options	Body-up indicator light		
DOT Compliance	Back-up alarm		

DOT Compliance	Mud flaps
DOT Compliance	Fire extinguisher
DOT Compliance	Triangle & reflector kit
DOT Compliance	ICC LED lights & reflectors
DOT Compliance	Reflexite conspicuity tape
Decals	Company Decals/Logos
Paint	Painted One Color

#### Quote Totals

<b>Detail Amount</b>	<b>13,971.00</b>
<b>DOT</b>	
<b>F.E.T.</b>	
<b>Pre-Freight Amount</b>	<b>13,971.00</b>
<b>Freight Amount - To Be Determined</b>	
<b>Quote Total</b>	<b>13,971.00</b>

#### Other Comments or Special Instructions

#### SALESPERSON

Requires 84" clear C/A, PTO compatible transmission; body-builder wiring harness

John Crisp

903.838.6531

Please note: Work performed on a customer's truck is subject to additional charges if any frame work, relocation of fuel or air tanks, battery boxes, tool boxes or any other accessories are required to properly mount the dump body.

Authorized By

\_\_\_\_\_  
Date

Please contact your salesman with any questions. Thank you for your business.

Applicable State / Local Taxes Not Included

City Of

# Glenpool

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*Creating Opportunity*

To: HONORABLE MAYOR, MEMBERS OF THE CITY COUNCIL  
From: Julie Casteen, Finance Director  
Date: October 11, 2017  
Subject: Budget Amendment – Streets & Infrastructure Fund and General Fund

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Background:

The projects approved by voters in April 2016 for the 0.29% sales tax collected by the Streets & Infrastructure Fund include the replacement of the City's lone snow plow truck with a budget of \$150,000. The Streets & Infrastructure Fund has been collecting sales tax for less than one year and has not yet built up enough fund balance to cover the purchase.

While the option to purchase the truck through a lease-purchase agreement was explored by staff, the cash flow is not yet sufficient to cover the additional debt service. Therefore, it is recommended that the General Fund advance \$103,468 to the Streets & Infrastructure Fund to allow for the truck to be purchased with cash. The General Fund unrestricted fund balance will be restored at later date when it is feasible for the Streets & Infrastructure Fund to repay the advance.

Staff Recommendation

Approval of supplemental appropriations as outlined below:

- Motion to approve a Supplemental Appropriation in the Streets & Infrastructure Fund, Streets & Parks Department, in the amount of \$103,468, account number 50-6-14-6350, for the purchase of a snow plow truck, funded by a transfer from the General Fund.

	SOURCE	USE
<b>Streets &amp; Infrastructure Fund</b>		
Transfer In – General Fund, account 50-5-00-5400	\$103,468	
Streets & Parks Department:		
Vehicles, account 50-6-14-6350		\$ 103,468
<b>General Fund</b>		
Unrestricted Fund Balance, account 01-5-00-5409	\$103,468	
Non-Departmental:		
Transfer to Streets & Infrastructure Fund, account 01-6-90-6741		\$ 103,468

Attachments

- List of Move Glenpool Forward Projects

Project	Status	Allocated Budget	Budget Adj.	Final Budget	Expended to Date
<b>Proposition 1 (0.29%)</b>					
Signalization & Infrastructure 151st St.	IP	\$ 2,000,000	\$ -	\$ 2,000,000	\$ 750,000
Economic Development Projects	NS	1,035,337	-	1,035,337	-
Wastewater Treatment Plant Design/Permitting	NS	550,000	-	550,000	-
South County Soccer Complex Field Lighting	NS	150,000	-	150,000	-
Turf Equipment Parks	NS	30,000	-	30,000	-
Automatic Meter Reading Conversion	IP	850,000	27,284	877,284	877,284
<b>Snow Plow</b>	NS	150,000	-	150,000	-
Storm Water Imp. Eden South	NS	500,000	-	500,000	-
Storm Water Imp. Main St. @ Hwy 75	NS	100,000	-	100,000	-
Storm Water Imp. 141st St. @ Hwy 75	NS	100,000	-	100,000	-
Storm water Imp. Rolling Meadows	NS	300,000	-	300,000	-
Storm Water Imp. Vancouver Avenue	NS	50,000	-	50,000	-
Storm Water Imp. Fern Avenue	NS	600,000	-	600,000	-
Storm Water Imp. Hickory Pl	NS	350,000	-	350,000	-
Kendalwood Park Rehab	NS	200,000	-	200,000	-
Lift station Rehab Project - Oak Street	NS	132,500	-	132,500	-
Lift station Rehab Project - Eden South	NS	280,000	-	280,000	-
Signalization of 141st St & Elwood	NS	410,000	-	410,000	-
Signalization 121st Street & Elwood	NS	150,000	-	150,000	-
Lane Impr. 121st Street Elwood to Hwy 75	NS	635,000	-	635,000	-
Lane Impr. Elwood 141st St to 151st St	NS	2,350,000	-	2,350,000	-
Lane Impr. Warrior Road	IP	750,000	-	750,000	-
		\$ 11,672,837	\$ 27,284	\$ 11,700,121	\$ 1,627,284
<b>Proposition 2 (0.26%)</b>					
Public Safety Radio System	IP	\$ 1,250,000	\$ 35,079	\$ 1,285,079	\$ 1,285,079
Police Vehicles	IP	3,000,000	-	3,000,000	239,258
PD Mobile Computer System	NS	208,000	-	208,000	-
Firing Range/Training Center	NS	100,000	-	100,000	-
PD Capital Improvements	NS	1,100,000	-	1,100,000	-
Fire Apparatuses and Equipment	IP	4,640,000	-	4,640,000	788,967
Firefighter Air packs	IP	250,000	-	250,000	-
		\$ 10,548,000	\$ 35,079	\$ 10,583,079	\$ 2,313,304
<b>Total Props 1 and 2</b>					
		\$ 22,220,837	\$ 62,363	\$ 22,283,200	\$ 3,940,588

**Proposition 3 (0.55%)**

Hire 7 additional Firefighters	C
Hire 5 additional Police Officers	C

NS= Project not yet started, IP= Project in progress, C= Project is complete



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To: HONORABLE MAYOR, MEMBERS OF THE CITY COUNCIL  
From: Julie Casteen, Finance Director  
Date: October 11, 2017  
Subject: Public Works Truck Replacement Proposal

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Background:

The current FY18 budget includes an appropriation for the replacement of Unit 305, a 2008 Chevy Silverado pickup with approximately 110,000 miles. The new vehicle would be driven by Public Works staff, which will allow unit 305 to be reassigned to Public Works Director Wes Richter.

The State of Oklahoma contract SW035 allows for the purchase of a Chevrolet Silverado C2500 double cab truck at \$24,333 from Hudiberg Auto Group in Midwest City. With the addition of 4WD, limited slip/locking differential and towing package the total is \$27,459. The FY18 budget is \$27,500 (line item 02-6-16-6350).

Staff Recommendation

Staff has reviewed the vehicle pricing and recommends a motion to approve the purchase of a 2017 Chevrolet Silverado C2500 double cab truck from Hudiburg Auto Group at a price not to exceed \$27,459.

Attachments

Vehicle pricing and specifications with excerpts from Oklahoma State Contract SW035

Category #25101507

Item # 1000009311

Dealer Name: Hudiburg Chevrolet

Make Bidding: CHEVROLET

3/4 Ton Extended Cab

Truck

Model Bidding: SILVERADO C2500 DDB CAB

Model Code: CC25753

Enter Vehicle Specifications and Manufacturer Option Codes		
<b>Body &amp; Chassis</b>	<b>Minimum Req.</b>	
Gross Vehicle Weight Rating	9000 # GVW	9500 # GVW
Wheelbase/CA	List Standard CA	144.2"
Extended Cab Bed Length	Standard Bed - 6 1/2'	6.5 ft. Bed
<b>Engine</b>		
Engine Type ( Cylinder/Liter	8 Cyl/List HP/Specs	6.0 Liter 360 HP V8
Alternate Fuel Engine	List Type	CNG On CNG Bid
<b>Transmission</b>		
Automatic	4 Speed Automatic/List Type	Six speed auto
<b>Drive Axle</b>		
Primary Drive Axle	Rear Wheel Drive	Rear wheel drive
Differential Type/Ratio	Reg. / List Ratio	4:10 gears
<b>Electrical</b>		
Alternator/Min (amps)	Mfg. Std. List Size	150 AMP
Battery min. (CCA)	Mfg. Std. List Size	720 Cca
<b>Fuel</b>		
Fuel Capacity min Liters(Gals)	Mfg. Std. List Amount in Gallons	36 Gal
<b>Exterior</b>		
Paint	One Color Paint	One Color Paint
Mirrors	Power Mirrors	Power Mirrors
<b>Doors &amp; Windows</b>		
Doors	4 Doors	Four Doors
Door Locks	Power Locks, Keyless Entry	Keyless Entry PCR
Windows	Power Windows	Power Windows
<b>Floor</b>		
Floor Covering	Vinyl/Rubber	Rubber Floor
<b>Interior</b>		
Air Conditioning	Front AC Req.	Front AC
Radio	AM/FM	AM/FM
Tilt & Cruise	Tilt Wheel & Cruise Control	Tilt & Cruise
<b>Seats</b>		
Seating Capacity min.	5 Passenger	Six Passenger
Seats	Cloth Bench Seat	Cloth Bench Seat 40/20/40
Rear Seat	Cloth Bench Seat	Cloth Rear Seat 60/40
<b>Safety</b>		
Brakes	4 Wheel Antilock/ List Disc/Drums	4 Wheel Disc Brakes
Restraint System All Pass	Req.	Std.
Air Bags Both Sides	Req.	Std.
<b>Tires &amp; Wheels</b>		
Tires & Wheels	Mfg. Std. List Size	LT 245/75R17E All Seasons
Spare	Full Size Spare	Full Size Spare
<b>Warranty</b>		
Bumper to Bumper Warranty	List Warranty	36 Mos / 36,000 Miles
Drive Train Warranty	List Warranty	60 Mos / 100,000 Miles
	<b>PURCHASE PRICE: EXTENDED CAB</b>	\$24,333
	<b>3YR LEASE PRICE</b>	\$763
	<b>4YR LEASE PRICE</b>	\$586
	<b>5YR LEASE PRICE</b>	\$480
	<b>MSRP PRICE OF BASE VEHICLE</b>	\$37,149

24,333  
 3,126  
 \$ 27,459

Category #25101507

Item # 1000009311

3/4 Ton Extended Cab  
TruckDealer Name: Hudiburg Auto Group  
Make Bidding: Chevrolet  
Model Bidding: DDB Cab C2500  
Model Code: CC25753

Body & Chassis		Mfg Codes / Notes	Purchase Price	3 Yr Lease Price	4 Yr Lease Price	5 Yr Lease Price
Shorter Bed	Short Bed - List Length	Short Bed - List Length	NA			
Longer Bed	Long Bed - List Length	Long Bed - 8'	\$278	\$8	\$6	\$5
Bed Delete	Delete Bed	Delete Bed Add Back Spare Tire	-\$156	-\$5	-\$4	-\$3
<b>Engine</b>						
Diesel Engine	Add Diesel Engine List /Cyl/Liters/HP	6.6 Liter 397 HP inc Allison Transmisson	\$8,510	\$254	\$195	\$160
<b>Transmission</b>						
✓ Four Wheel Drive	Add Four Wheel Drive (4WD) w/ skid plates	Add 4WD with Skid Plates	\$2,491	\$74	\$57	\$47
Transmission	Add 5 Speed Manual Trans.	NA on GM Trucks	NA			
PTO	Add PTO Provision	Requires Diesel Engine option	NC			
<b>Drive Axle</b>						
Differential Type/Ratio	Add Limited Slip/Locking Diff	Locking Diff	\$0	\$0	\$0	\$0
Ratio	Optional Rear Ratio List	3:73 Gears	\$85	\$3	\$2	\$2
<b>Electrical</b>						
Larger Alternator	Larger Alternator List Amps	220 Amps	\$150	\$4	\$3	\$3
Dual Alternator	Add Dual Alternator List Amps	Requires Diesel Engine option	\$295	\$9	\$7	\$6
Dual Battery	Add Dual Batteries	730 Amp	\$135	\$4	\$3	\$3
Power Supply	Add 12 Volt Power Supply to Cab	110 Volt Plug In	\$125	\$4	\$3	\$2
Lights	Add Daytime Running Lights	Standard on Truck	NC			
Lights	Disable Daytime Running Lights	Add Block Heater	-\$135	-\$4	-\$3	-\$3
Block Heater	Add Block Heater	Block Heater	\$90	\$3	\$2	\$2
<b>Exterior</b>						
Side Steps	Black	Factory	\$350	\$10	\$8	\$7
Side Steps	Chrome	Factory	\$640	\$19	\$15	\$12
Front Bumper	Add Chrome Front Bumper	DNP	-\$225	-\$7	-\$5	-\$4
Rear Bumper	Add Chrome Rear Bumper	Standard on Truck	NC			
Mirrors	Trailering Mirrors	Standard on Truck	NC			
<b>Doors &amp; Windows</b>						
Door Locks & Windows	Delete Power Door Locks/Windows	Not Available	NA			
Locks	Delete Keyless Entry	Not Available	NA			
Locks	Add Burglar Alarm	Dealer Installed	\$375	\$11	\$9	\$7
Keys	Cost of Additional Keys	Laser Cut Keys	\$135	\$4	\$3	\$3
Tinted Windows	Add Deep Tinted Glass	Back Doors and Back window only	\$200	\$6	\$5	\$4
<b>Floor</b>						
Floor Covering	Carpet with Floor Mats	B30 RWS Carpet with Carpet Floor Mats	\$280	\$8	\$6	\$5
Mats	HD Floor Mats/ Husky Type Front Only - Available only when ordered with carpet	Husky Floor Mats	\$145	\$4	\$3	\$3
<b>Interior</b>						
Air Conditioning	Delete AC	Not Available	NA			
Radio	Add AM/FM CD	Upgrade Radio to I04 Includes Bluetooth	\$350	\$10	\$8	\$7
Other	Smoker Pkg.	Smoker Pkg.	NA			
Upgrade	Upgrade to next Model Level	Upgrade to LT	\$3,786	\$1,113	\$87	\$71
Special Services Package	Special Services Package Model Change	Special Services Package Model Change	NA			
<b>Seats</b>						
Bucket Seats	Add Bucket Seats with Console	Requires Upgrade to LT Package	\$995	\$30	\$23	\$19

Seats	Delete Cloth	Vinyl Seats	\$0			
<b>Tires &amp; Wheels</b>						
Tires & Wheels	All Terrain Tires	LT 265/70R17E AT	\$200	\$6	\$5	\$4
Wheels	Add Chrome/Aluminium	17" Machined Aluminum Wheels	\$500	\$15	\$11	\$9
Spare Tire Lock	Add Factory Spare Tire Lock	Factory Spare Tire Lock	NC			
<b>Towing</b>						
Hitch	Add Hitch Wiring, Receiver	Hitch Wiring, Receiver	\$280	\$8	\$6	\$5
Electric Brake Controller	Add Electric Brake Controller	Electric Brake Controller	\$230	\$7	\$5	\$4
Hooks	Add Front Tow Hooks	Front Tow Hooks	NC			
Upfitter Switches	Add Factory Upfitter Switches	Factory Upfitter Switches	\$125	\$4	\$3	\$2
<b>Delivery</b>						
Delivery Cost	Price to Deliver Truck more than 150 miles	Price to Deliver Truck more than 150 miles	\$135	\$4	\$3	\$3
<b>Other</b>						
Options not listed	Discount off MSRP for options not listed	8% off of MSRP				

2491  
 280  
 230  
 125  
 3126  
 24,333  
 27,459

**NOTICE**  
**GLENPOOL UTILITY SERVICE AUTHORITY**  
**SPECIAL SESSION**

A Special Session of the Glenpool Utility Service Authority will begin at 6:00 p.m., to be held immediately following the Glenpool City Council meeting, on Monday, October 16, 2017, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3<sup>rd</sup> 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 review of the second annual Agreed Upon Procedures Audit of Performance by Creek County Rural Water District No. 2 and the City of Glenpool/Glenpool Utility Service Authority pursuant to the Agreement of Compromise, Settlement and Release between the parties.  
(Lowell Peterson, City Attorney)
  - 2) Discussion and possible action to designate Deborah Pengelly as signatory on all Glenpool Utility Service Authority accounts.  
(Susan White, Interim City Manager/City Clerk)
  - 3) Discussion and possible action to approve the purchase of a 2017 Chevrolet Silverado C2500 double cab truck from Hudiburg Auto Group at State of Oklahoma contract SW035 price of \$27,459.  
(Lynn Burrow, Community Development Director)
- D) Adjournment

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

Signed: \_\_\_\_\_  
Clerk

**NOTICE**  
**GLENPOOL INDUSTRIAL AUTHORITY**  
**SPECIAL SESSION**

A Special Session of the Glenpool Industrial Authority will begin at 6:00 p.m. immediately following the Glenpool Utility Service Authority Special meeting, Monday, October 16, 2017, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon, 3<sup>rd</sup> 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 adopt renewal of the Agreement of the City of Glenpool and the Glenpool Industrial Trust Authority with the Glenpool Chamber of Commerce for (i) the lease of space by the Chamber in the City Hall/Conference Center for a stated consideration; (ii) the rendering of enumerated services for the City and the Conference Center for a stated consideration; and (iii) support for the economic development goals of the annual Black Gold Days event in a stated amount, for FY 2017-2018.  
(Susan White, Interim City Manager/City Clerk)

**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

**NOTICE**  
**GLENPOOL AREA EMERGENCY MEDICAL SERVICE DISTRICT**  
**SPECIAL SESSION**

A Special Session of the Glenpool Area Emergency Medical Service District will begin at 6:00 p.m. immediately following the Glenpool Industrial Authority Special Session, Monday, October 16, 2017, at Glenpool City Hall, City Council Chambers, 12205 S. Yukon Ave., 3<sup>rd</sup> 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)** Scheduled Business
  - 1)** Discussion and possible action to designate Deborah Pengelly as checking account signatory.  
(Susan White, District Administrator)
- D)** 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