

CITY OF SAPULPA, OKLAHOMA
COUNCIL PROCEEDINGS
Meeting of February 3, 2020

The City Council of Sapulpa, Oklahoma, met in regular session Monday, February 3, 2020, at 7:00 o'clock P.M. in the City Hall Council Chambers, 425 East Dewey Avenue, Sapulpa, Oklahoma.

Present: Louis Martin, Jr., Mayor Pro Tem
John Anderson, Councilor
Bruce Bledsoe, Councilor
Marty Cummins, Vice-Mayor Pro Tem
Wes Galloway, Councilor
Carla Gunn, Councilor
Craig Henderson, Councilor
Hugo Naifeh, Councilor
John Suggs, Councilor

Absent: Reg Green, Mayor

Staff City Manager Joan Riley; City Treasurer / Finance

Present: Director Pam Vann; City Attorney David Widdoes; City Clerk Shirley Burzio; Urban Development Director Nikki Howard; Human Resource Director Becky McGinnis

1. INVOCATION.

The invocation was given by Dr. Allen Ranney with the Jew and Gentile Ministries.

2. PLEDGE OF ALLEGIANCE.

Vice-Mayor Louis Martin led the Pledge of Allegiance.

3. **MINUTES.**

- A. Consider approving the minutes of the January 21, 2020, regular city council meeting.

Motion was made by Bruce Bledsoe, seconded by Hugo Naifeh to approve the minutes.

ROLL CALL: AYE: Louis Martin, Jr., John Anderson, Bruce Bledsoe, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

9 - 0 MOTION CARRIED

4. **APPOINTMENTS, AWARDS, PRESENTATIONS, AND PROCLAMATIONS.**

- A. Consider declaring Seat 2 Ward 4 of the City Council vacant.

Motion was made by Wes Galloway, seconded by John Suggs to declare Seat 2 Ward 4 of the City Council vacant.

ROLL CALL: AYE: Louis Martin, Jr., John Anderson, Bruce Bledsoe, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

9 - 0 MOTION CARRIED

- B. Discuss and consider nominations to elect an interim alternate Vice-Mayor.

Councilor John Anderson nominated Councilor Marty Cummins to serve as interim alternate Vice-Mayor.

Councilor Hugo Naifeh nominated Councilor Craig Henderson to serve as interim alternate Vice-Mayor.

Motion was made by John Suggs, seconded by Bruce Bledsoe that nominations for interim alternate Vice-Mayor cease.

ROLL CALL: AYE: Louis Martin, Jr., John Anderson, Bruce Bledsoe, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

9 - 0 MOTION CARRIED

Councilor Craig Henderson withdrew his nomination as interim alternate Vice-Mayor.

Vote to elect Councilor Marty Cummins to serve as alternate Vice-Mayor:

ROLL CALL: AYE: Louis Martin, Jr., John Anderson, Bruce Bledsoe, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

9 - 0 MOTION CARRIED

- C. Consider confirming the following Mayoral appointments to the following standing committees to fill unexpired terms of Mayor Reg Green and Councilor Carla Stinnett:

Administration and Finance:

Councilor John Suggs

Community and Economic Development:

Councilor Hugo Naifeh

Councilor John Suggs

Public Safety and Justice:

Councilor Hugo Naifeh

- D. Consider confirming Mayoral appointment of Joseph V. Allen as an Alternate Judge for the Sapulpa Municipal Court.
- E. Consider confirming the following Mayoral appointments to the Sapulpa Board of Adjustment:

Julie Longoria for a three-year term, with said term expiring January 2023.

Hunter Edwards for a three-year term, with said term expiring January 2023.

Motion was made by Bruce Bledsoe, seconded by Hugo Naifeh to approve Items #4-C, 4-D, and 4-E.

ROLL CALL: AYE: Louis Martin, Jr., John Anderson, Bruce Bledsoe, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

9 - 0 MOTION CARRIED

F. Consider confirming City Council appointments to the 2020 GO Bond Oversight and Advisory Board for a term of two years, with said term expiring February 2022, as follows:

- Lou Martin - City Council Vice-Mayor, member
- Carla Gunn - City Councilor, member (nominee of Vice-Mayor)
- Susan Vrana - Ward 1 resident member (nominee of Ward 1 Councilors)
- Andrew McGoy - Ward 2 resident member (nominee of Ward 2 Councilor Carla Gunn)
- Norma Gates - Ward 3 resident member (nominee of Ward 3 Councilors)
- Charles Bundrick - Ward 4 resident member (nominee of Ward 4 Councilor Craig Henderson)
- Bill Berry - Ward 5 resident member (nominee of Ward 5 Councilors)

Motion was made by John Suggs, seconded by Wes Galloway to approve Item #4-F.

ROLL CALL: AYE: Louis Martin, Jr., John Anderson, Bruce Bledsoe, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

9 - 0 MOTION CARRIED

G. Consider confirming Mayoral appointments to the 2020 GO Bond Oversight and Advisory Board for a term of two years, with said term expiring February 2022, as follows:

- Suzanne Shirey - Sapulpa Area Chamber of Commerce representative member
- Cindy Lawrence - Sapulpa Main Street representative member
- Johnny Bilby - Independent School District No. 33 representative member
- David Beyer - resident member at large
- Dr. Mary Webb - resident member at large

Motion was made by John Suggs, seconded by Wes Galloway to approve Item #4-G.

ROLL CALL: AYE: Louis Martin, Jr., John Anderson, Bruce Bledsoe, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

9 - 0 MOTION CARRIED

5. CONSENT ITEMS.

- A. Consider approving claims in the amount of \$242,421.50
- B. Consider approving prepaid claims in the amount of \$26,235.08

Motion was made by Hugo Naifeh, seconded by John Anderson to approve Items #5-A and 5-B.

ROLL CALL: AYE: Louis Martin, Jr., John Anderson, Bruce Bledsoe, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

9 - 0 MOTION CARRIED

6. COMMUNITY DEVELOPMENT.

- A. Discussion and possible action regarding the application by Bobby Presnell for a Specific Use Permit, SUP-052, to allow a Medical Marijuana Grow Facility located at 16441 West Highway 66.

Motion was made by Craig Henderson, seconded by Hugo Naifeh to approve SUP-053 (Item #6-A).

ROLL CALL: AYE: Louis Martin, Jr., John Anderson, Bruce Bledsoe, Marty Cummins, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

NAY: Wes Galloway

8 - 1 MOTION CARRIED

- B. Discussion and possible action regarding the application by DB Anderson Farms, LLC/Jeffrey Anderson for a Specific Use Permit, SUP-053, to allow a Medicinal Marijuana Grow Facility located at 7917 State Highway 66.

Motion was made by Hugo Naifeh, seconded by Craig Henderson to approve SUP-053 (Item #6-B).

ROLL CALL: AYE: Louis Martin, Jr., John Anderson, Bruce Bledsoe, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

9 - 0 MOTION CARRIED

7. **ADMINISTRATION.**

- A. Discussion and possible action regarding a Resolution to execute the agreement establishing the Oklahoma Municipal Management Services at an annual cost of \$5,000.00 and prorated for current fiscal year. (Resolution No. 4607)

Motion was made by Craig Henderson, seconded by Wes Galloway to approve the adoption of said resolution.

ROLL CALL: AYE: Louis Martin, Jr., John Anderson, Bruce Bledsoe, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

9 - 0 MOTION CARRIED

- B. Discussion and possible action regarding the renewal of City of Sapulpa Employee Dental Insurance with Delta Dental at 0% increase in cost.
- C. Discussion and possible action regarding the renewal of City of Sapulpa Employee Life Insurance with Standard Life Insurance at a 0% increase in cost.

Motion was made by Wes Galloway, seconded by Marty Cummins to approve Items #7-B and 7-C.

ROLL CALL: AYE: Louis Martin, Jr., John Anderson, Bruce Bledsoe, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

9 - 0 MOTION CARRIED

- D. Discuss and consider a Resolution of the City of Sapulpa, Oklahoma, amending the FY 2019-2020 annual budget by increasing revenues and appropriations in the Library Fund in the amount of \$13,147.00 for the purpose of recognizing grant revenue and appropriating funds to be used for equipment. (Resolution No. 4608)

Motion was made by Craig Henderson, seconded by Marty Cummins to approve the adoption of said resolution.

ROLL CALL: AYE: Louis Martin, Jr., John Anderson, Bruce Bledsoe, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

9 - 0 MOTION CARRIED

8. **INFORMATIONAL ITEMS FROM MAYOR, CITY COUNCIL, CITY MANAGER, OR CITY ATTORNEY.**

- A. The status report from Tetra Tech regarding various city and trust authority projects was presented for discussion only. No action was taken.

9. PUBLIC COMMENTS.

There were no comments made to the council.

10. ADJOURNMENT.

Motion was made by Craig Henderson, seconded by Bruce Bledsoe to adjourn the meeting.

ROLL CALL: AYE: Louis Martin, Jr., John Anderson, Bruce Bledsoe, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

9 - 0 MOTION CARRIED

Mayor Pro Tem

Attest:

City Clerk



AGENDA ITEM

City Council Regular

5. A.

Meeting Date: February 3, 2020

Submitted For: Shirley Burzio, City Clerk

Submitted By: Shirley Burzio, City Clerk

Department: City Clerk

Presented By:

SUBJECT:

Consider approving the minutes of the January 21, 2020, regular city council meeting.

BACKGROUND:

RECOMMENDATION:

Attachments

[minutes.01-21-2020 city](#)

CITY OF SAPULPA, OKLAHOMA
COUNCIL PROCEEDINGS
Meeting of January 21, 2020

The City Council of Sapulpa, Oklahoma, met in regular session Tuesday, January 21, 2020, at 7:00 o'clock P.M. in the City Hall Council Chambers, 425 East Dewey Avenue, Sapulpa, Oklahoma.

Present: Louis Martin, Jr., Vice-Mayor
John Anderson, Councilor
Bruce Bledsoe, Councilor
Marty Cummins, Councilor
Wes Galloway, Councilor
Carla Gunn, Councilor
Craig Henderson, Councilor
Hugo Naifeh, Councilor
John Suggs, Councilor

Absent: Reg Green, Mayor

Staff City Manager Joan Riley; City Treasurer / Finance

Present: Director Pam Vann; City Attorney David Widdoes; City Clerk Shirley Burzio; Urban Development Director Nikki Howard; Public Works Director Steve Hardt

1. INVOCATION.

The invocation was given by Kevin Day.

2. PLEDGE OF ALLEGIANCE.

Vice-Mayor Louis Martin led the Pledge of Allegiance.

3. MINUTES AND CONSENT ITEMS.

- A.** Consider approving the minutes of the January 6, 2020, regular city council meeting.
- B.** Consider approving claims in the amount of \$761,837.82

- C. Consider approving Pre-Paid claims in the amount of \$99,550.94

Motion was made by Hugo Naifeh, second by John Suggs to approve Items 3-A, 3-B, and 3-C.

ROLL CALL: AYE: Louis Martin, Jr., John Anderson, Bruce Bledsoe, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

9 - 0 MOTION CARRIED

- D. Consider acknowledging receipt and acceptance of Warranty Deed from Land Family Trust for 3.2 acres m/l located at the Southwest corner of West 81st street and Frankoma Road.

Motion was made by Marty Cummins, second by Hugo Naifeh to acknowledge receipt and acceptance of a Warrant Deed from the Land Family Trust for 3.2 acres m/l located at the southwest corner of West 81st Street and Frankoma Road.

ROLL CALL: AYE: Louis Martin, Jr., John Anderson, Bruce Bledsoe, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

9 - 0 MOTION CARRIED

4. ADMINISTRATION.

- A. Discussion and possible action regarding ratification of acceptance by the City of Sapulpa, Oklahoma, of State Aid Grant award from the Oklahoma Department of Libraries in the amount of \$11,832.00 to the Sapulpa Public Library.

Motion was made by Craig Henderson, second by Marty Cummins to approve the ratification of acceptance by the City of Sapulpa, Oklahoma, of a state aid grant award in the amount of \$11,832.00 from the Oklahoma Department of Libraries to the Sapulpa Public Library.

ROLL CALL: AYE: Louis Martin, Jr., John Anderson, Bruce Bledsoe, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

9 - 0 MOTION CARRIED

- B.** Discuss and possible action regarding release of abatement liens in the total amount of \$1,802.85 against property located at 517 North Third Street, and described as Lots 25 thru 28, inclusive, Block 28, North Heights Addition, Sapulpa, Creek County, and authorizing the Mayor to sign said release.

Motion was made by Craig Henderson, second by Marty Cummins to release abatement liens in the total amount of \$1,802.85 against property located at 517 North Third Street and Described as Lots 25 thru 28, inclusive, Block 28, North Heights Addition, Sapulpa, Creek County, and the mayor is authorized to sign said lien release.

ROLL CALL: AYE: Louis Martin, Jr., John Anderson, Bruce Bledsoe, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

9 - 0 MOTION CARRIED

- C.** Discussion and possible action regarding the renewal of City of Sapulpa Employee Health Insurance with Community Care, Inc., at 0% increase in cost.

Motion was made by Hugo Naifeh, second by Carla Gunn to approve the renewal of the City of Sapulpa's employee health insurance coverage with Community Care, Inc., at 0% increase in costs.

ROLL CALL: AYE: Louis Martin, Jr., John Anderson, Bruce Bledsoe, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

9 - 0 MOTION CARRIED

- D.** Discussion and possible action regarding a consulting agreement from WB Smith for Certified Floodplain Management Services.

Motion was made by Hugo Naifeh, second by John Suggs to approve the consulting agreement with WB Smith for certified floodplain management services.

ROLL CALL: AYE: Louis Martin, Jr., John Anderson, Bruce Bledsoe, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

9 - 0 MOTION CARRIED

- E. Discussion and possible action regarding the approval of a contract with CEC Corporation for on-call engineering.

Motion was made by Craig Henderson, second by Marty Cummins to approve the contract with CEC Corporation for on-call engineering services.

ROLL CALL: AYE: Louis Martin, Jr., John Anderson, Bruce Bledsoe, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

9 - 0 MOTION CARRIED

- F. Discussion and possible action regarding a Resolution authorizing Oklahoma Municipal Assurance Group to distribute Escrow Account Funds in the amount of \$170,000.00. (Resolution No. 4605)

Motion was made by John Suggs, second by John Anderson to approve the adoption of a resolution authorizing the Oklahoma Municipal Assurance Group to distribute escrow account funds in the amount of 170,000.00.

ROLL CALL: AYE: Louis Martin, Jr., John Anderson, Bruce Bledsoe, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

9 - 0 MOTION CARRIED

- G. Discussion and possible action regarding a Resolution of the City of Sapulpa, Oklahoma, amending the FY 2019-2020 General Fund annual budget by increasing appropriations in the Animal Control Department in the amount of \$38,500.00 for the purpose of providing funds for personnel costs, supplies, and utilities. (Resolution No. 4606)

Motion was made by John Suggs, second by Marty Cummins to approve the adoption of a resolution of the City of Sapulpa, Oklahoma, amending the FY 2019-2020 General Fund annual budget by increasing appropriations in the Animal Control Department in the amount of \$38,500.00 for the purpose of providing funds for personnel costs, supplies, and utilities.

ROLL CALL: AYE: Louis Martin, Jr., John Anderson, Bruce Bledsoe, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

9 - 0 MOTION CARRIED

5. **INFORMATIONAL ITEMS FROM MAYOR, CITY COUNCIL, CITY MANAGER, OR CITY ATTORNEY.**

- A. The results of the January 14, 2020, General Obligation Bond Election results from the Creek County Election Board were presented for discussion. There was no action taken by the council.

6. **PUBLIC COMMENTS.**

There were no comments made to the board.

7. **ADJOURNMENT.**

Motion was made by Craig Henderson, second by Hugo Naifeh to adjourn the meeting.

ROLL CALL: AYE: Louis Martin, Jr., John Anderson, Bruce Bledsoe, Marty Cummins, Wes Galloway, Carla Gunn, Craig Henderson, Hugo Naifeh, John Suggs

9 - 0 MOTION CARRIED

Mayor

Attest:

City Clerk



AGENDA ITEM

Presentations & Proclamations 6. A.

City Council Regular

Meeting Date: February 3, 2020

Submitted For: David Widdoes, City Attorney

Submitted By: Amy Hoehner, Legal Assistant

Department: Legal

Presented By: David Widdoes

SUBJECT:

Consider declaring Seat 2 Ward 4 of the City Council vacant.

BACKGROUND:

The passing of Mayor Reg Green on January 26, 2020, results in a vacancy in the City Council. Per Article II Section 6 of the City Charter, the Council should declare Seat 2 Ward 4 vacant. Per Charter, this vacancy is to be filled by a majority vote of the Council upon nomination from the remaining Ward 4 Councilor within thirty (30) days of the declaration of said vacancy.

RECOMMENDATION:

Per Council discretion.



Presentations & Proclamations 6. B.

City Council Regular

Meeting Date: February 3, 2020

Submitted By: Amy Hoehner, Legal Assistant

SUBJECT:

Discuss and consider nominations to elect an interim alternate Vice-Mayor.



Presentations & Proclamations 6. C.

City Council Regular

Meeting Date: February 3, 2020

Submitted By: Amy Hoehner, Legal Assistant

SUBJECT:

Consider confirming the following Mayoral appointments to the following standing committees to fill unexpired terms of Mayor Reg Green and Councilor Carla Stinnett:

Administration and Finance:

Councilor John Suggs

Community and Economic Development:

Councilor Hugo Naifeh

Councilor John Suggs

Public Safety and Justice:

Councilor Hugo Naifeh



AGENDA ITEM

Presentations & Proclamations 6. D.

City Council Regular

Meeting Date: February 3, 2020

Submitted For: David Widdoes, City Attorney

Submitted By: Amy Hoehner, Legal Assistant

Department: Legal

Presented By: David Widdoes

SUBJECT:

Consider confirming Mayoral appointment of Joseph V. Allen as an Alternate Judge for the Sapulpa Municipal Court.

BACKGROUND:

Due to the recent gubernatorial appointment of Ms. Laura Farris to the Creek County Judiciary, Judge Farris can no longer fulfill her role as an Alternate Judge for the City's Municipal Court. Per City Code, there is one Judge of the Municipal Court and alternate judges preside whenever the Municipal Judge is absent from court, unable to act as judge, or is otherwise disqualified from acting as judge in a particular matter. Due to the inability of Ms. Farris to continue acting as an Alternate Judge for our Municipal Court, this vacancy needs to be filled with a qualified candidate. Mr. Joseph V. Allen possesses all qualifications required and will make an outstanding Alternate Judge for our Court.

RECOMMENDATION:

Staff recommends City Council confirm the appointment of Joseph V. Allen as an Alternate Municipal Judge.



AGENDA ITEM

Presentations & Proclamations 6. E.

City Council Regular

Meeting Date: February 3, 2020

Submitted By: Nikki Howard, Urban Development Director

Department: Planning & Development

Presented By: Nikki Howard

SUBJECT:

Consider confirming the following Mayoral appointments to the Sapulpa Board of Adjustment:

Julie Longoria for a three-year term, with said term expiring January 2023.

Hunter Edwards for a three-year term, with said term expiring January 2023.

BACKGROUND:

Ms. Longoria and Mr. Edwards have indicated their willingness to serve on the Sapulpa Board of Adjustment.

RECOMMENDATION:

Staff recommends Council confirm this Mayoral appointment.



AGENDA ITEM

Presentations & Proclamations 6. F.

City Council Regular

Meeting Date: February 3, 2020

Submitted For: David Widdoes, City Attorney

Submitted By: Amy Hoehner, Legal Assistant

Department: Legal

Presented By: David Widdoes

SUBJECT:

Consider confirming City Council appointments to the 2020 GO Bond Oversight and Advisory Board for a term of two years, with said term expiring February 2022, as follows:

- Lou Martin - City Council Vice-Mayor, member
- Carla Gunn - City Councilor, member (nominee of Vice-Mayor)
- Susan Vrana - Ward 1 resident member (nominee of Ward 1 Councilors)
- Andrew McGoy - Ward 2 resident member (nominee of Ward 2 Councilor Carla Gunn)
- Norma Gates - Ward 3 resident member (nominee of Ward 3 Councilors)
- Charles Bundrick - Ward 4 resident member (nominee of Ward 4 Councilor Craig Henderson)
- Bill Berry - Ward 5 resident member (nominee of Ward 5 Councilors)

BACKGROUND:

Resolution 4604, approved by the City Council on January 6, 2020, created the Sapulpa 2020 GO Bond Advisory and Oversight Board ("Board").

The Board was created for the purpose of overseeing the 2020 General Obligation Bond expenditures of the City and projects funded as authorized by the 2020 GO Bond election. In connection with the Boards' responsibility to provide general oversight, it is also responsible to provide advice and written recommendations to the Mayor, City Council, City Manager and Economic Development Committee of the City, regarding (i) priority of projects funded by the 2020 GO Bond issues, (ii) review of construction deadlines and project status tracking for such projects, and (iii) oversight and advisory recommendations regarding implementation of economic development incentives and strategies related to said projects, including items designated by the Sapulpa Downtown Master Plan.

Per Resolution, the Board is to be composed by the City Council tacking action as follows:

1. Approve and confirm the Mayoral appointment of one City Councilor (Councilor Gunn) and the Mayor (Vice-Mayor) to the Board.
2. Confirm appointments from City Councilors of a resident member from their respective Ward.

RECOMMENDATION:

Per Council discretion.



AGENDA ITEM

Presentations & Proclamations 6. G.

City Council Regular

Meeting Date: February 3, 2020

Submitted For: David Widdoes, City Attorney

Submitted By: Amy Hoehner, Legal Assistant

Department: Legal

Presented By: David Widdoes

SUBJECT:

Consider confirming Mayoral appointments to the 2020 GO Bond Oversight and Advisory Board for a term of two years, with said term expiring February 2022, as follows:

- Suzanne Shirey - Sapulpa Area Chamber of Commerce representative member
- Cindy Lawrence - Sapulpa Main Street representative member
- Johnny Bilby - Independent School District No. 33 representative member
- David Beyer - resident member at large
- Dr. Mary Webb - resident member at large

BACKGROUND:

Resolution 4604, approved by the City Council on January 6, 2020, created the Sapulpa 2020 GO Bond Advisory and Oversight Board ("Board").

The Board was created for the purpose of overseeing the 2020 General Obligation Bond expenditures of the City and projects funded as authorized by the 2020 GO Bond election. In connection with the Boards' responsibility to provide general oversight, it is also responsible to provide advice and written recommendations to the Mayor, City Council, City Manager and Economic Development Committee of the City, regarding (i) priority of projects funded by the 2020 GO Bond issues, (ii) review of construction deadlines and project status tracking for such projects, and (iii) oversight and advisory recommendations regarding implementation of economic development incentives and strategies related to said projects, including items designated by the Sapulpa Downtown Master Plan.

Per Resolution, the Board is to be composed by the City Council taking action to approve and confirm the Mayoral appointments identified above.

RECOMMENDATION:

Per Council discretion.



Consent Agenda 7. A.

City Council Regular

Meeting Date: February 3, 2020

Submitted For: Hailey Sharp, Accounts Payable Clerk

Submitted By: Amber Fisher, Accounts Payable Clerk

SUBJECT:

Consider approving claims in the amount of \$242,421.50

Attachments

Claims List 2/3/2020

FUND: 10 - GENERAL FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
129350	99-10013	HARMON PROPERTY MANAGEMENT,	LODGING FOR OFCA CONF	1/2020	6291	228.00
128835	99-10121	ICON ENTERPRISES, INC	ANNUAL FEES	1/2020	195854	2,193.12
129055	99-10159	LAWRENCE COUNTY NEWSPAPERS,	PUBLISH ORDINANCE 2830	1/2020	23667	98.85
129021	99-10160	MERRIFIELD OFFICE SOLUTIONS	JANITORIAL SUPPLIES	1/2020	186890-001	39.98
129023	99-10160	MERRIFIELD OFFICE SOLUTIONS	PAPER, PENS, FOLDERS	1/2020	187053-001	125.98
129254	99-10160	MERRIFIELD OFFICE SOLUTIONS	SOAP/LINERS/FILE FRAME	1/2020	186479-001	274.35
129054	99-10488	ADMIRAL EXPRESS LLC	OFFICE SUPPLIES	1/2020	278977-0	291.23
127454	99-10547	BEASLEY TECHNOLOGY INC	IT SERVICES/ANTI VIRUS	1/2020	COR-113803	2,250.00
128864	99-10547	BEASLEY TECHNOLOGY INC	SOFTWARE LICENSE	1/2020	COR-114150	1,052.50
129056	99-10547	BEASLEY TECHNOLOGY INC	UPGRADE/WINDOWS 10	1/2020	COR-114560	288.60
129250	99-10613	GORFAM MARKETING INC	SHT/LONG SLEEVED SHIRTS	1/2020	64085	164.00
129089	99-10621	VAUGHN, SKYLAR	MEAL REIMB/WRESCHE	1/2020	1/16/20 129089	14.00
128558	99-10623	PRAETORIAN GROUP INC dba	PRGRANT WRITING SERVICE	1/2020	10135-3369	3,000.00
129265	99-10665	A. HOPE COMPANY dba THE	BUICHECK FIRE ALARM	1/2020	30239	960.00
129016	99-10679	GLASSCO GLASS & GLAZING	LLCPIVOTS, SWEEPS & CLOSER	1/2020	1003	610.00
129256	99-10679	GLASSCO GLASS & GLAZING	LLCREPAIR LEAKING WINDOWS	1/2020	20-1006	2,480.00
127456	99-10695	ADVANCED COPIER SYSTEMS	LLCCOPIER RENTAL	1/2020	IN8135	1,300.00
127493	99-10717	MUNICIPAL FINANCE SERVICES	DISCLOSURE RPTG SRVC	1/2020	12/26/19 127493	3,500.00
128834	99-10764	WAYFAIR LLC	ROLLING FILE CABINET	1/2020	3087809061	122.99
127279	99-10774	TIMOTHY CHRISTOPHER	PENDLEYEARLY PEST CONTROL	1/2020	368091	207.50
128297	99-10906	VITAL RECORDS HOLDINGS, LLC	8 MONTHS OF SHREDDING	1/2020	1404229	29.75
128808	99-1112	WASTE MANAGEMENT OF	OKLAHOMDUMPSTERS/ABATEMENT	1/2020	2247836-1006-2	545.60
129262	99-1563	THE PEAVEY CORPORATION	EVID BAGS/DRUG TEST KITS	1/2020	366126	392.30
126593	99-1565	OKLAHOMA MUNICIPAL ASSURAN	CLIALBLILITY/PROP INS COV	1/2020	140050403 1/11/20	223.00
128865	99-1850	AMERICAN HERITAGE BANK	SAFETY DEPOST BOX RENT	1/2020	2482 1/23/20	75.00
129024	99-213	OKLAHOMA FIRE CHIEFS ASSOC	2020 OFCA CONFERENCE	1/2020	1/23-1/24/2020	225.00
128595	99-3270	LOEFFLER, ALLEN & HAM	STAND UP TITLE OPINION	1/2020	1/10/2020 128595	300.00
129108	99-3639	SAND SPRINGS AWARDS CO	RETIRE PLAQUE/HENSON	1/2020	34982	70.00
128293A	99-369	CREEK COUNTY ELECTION BRD	GO BOND ELECTION	1/2020	1/14/20A	4,200.14
129020	99-3707	O'REILLY AUTOMOTIVE INC	OIL/BATTERIES/LAMPS	1/2020	153-213407	363.17
129198	99-3707	O'REILLY AUTOMOTIVE INC	LOWER CONTROL ARMS	1/2020	153-212680	236.82
127450	99-3822	TYLER TECHNOLOGIES, INC	WEBSITE/ONLINE PMTS	1/2020	025-285439	125.00
126958	99-39	WAL-MART	EQUIPMENT MAINTENANCE	1/2020	2148 12/17/19	149.99
128337	99-39	WAL-MART	PRINTER INK, CABLES	1/2020	8863A 1/9/20	89.97
128981	99-39	WAL-MART	JANITORIAL SUPPLIES	1/2020	5589 12/18/19	73.86
128982	99-39	WAL-MART	PAINT/GAS CANS/VACUUM	1/2020	1541 1/6/20	86.88
129077	99-39	WAL-MART	BLEACH/CAT FOOD/LITTER	1/2020	2852 12/17/19	424.00
129104	99-39	WAL-MART	TV MONITOR	1/2020	5028 12/31/19	115.00
127457	99-4047	SHOW, INC.	TRASH PICK-UP	1/2020	21282	40.00
127845	99-4047	SHOW, INC.	CLEAN UP AROUND BLDG	1/2020	21283	20.00
129013	99-5378	PREGLER LAWN & GARDEN, INC	2 CARBORATOR	1/2020	141532	114.20
129018	99-5388	OFFICE DEPOT 25022426	MONITOR DESK MOUNT	1/2020	428064000001	119.99
124448	99-6457	CRAWFORD & ASSOCIATES, PC	CONSULTING SRV FY 18/19	1/2020	13180	11,250.00
126892	99-6575	STATE OF OKLAHOMA	MONTHLY OLETS FEE	1/2020	31-3001008	1,050.00
126968	99-6646	FASTENAL COMPANY INC	NUTS, BOLTS, PLUGS	1/2020	OKSAP172163	84.81
128264	99-7011	LOWE'S HOME CENTERS, INC.	"WET" FLOOR SIGNS	1/2020	12455	27.86
129075	99-7011	LOWE'S HOME CENTERS, INC.	JANITORIAL SUPPLIES	1/2020	12455A	179.20
128904	99-7070	MO' PIZZA RESTAURANTS, LLC	STUDY SESSION MEAL	1/2020	121202	82.79
126869	99-7216	US CELLULAR	MTHLY CELL PHONE	1/2020	0349622284	27.32
129351	99-7279	TAYLOR, DAVID	MEAL REIM/D TAYLOR	1/2020	1/23-1/24/2020	50.00

FUND: 10 - GENERAL FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
129352	99-7284	PENNINGTON BRETT	MEAL REIMB/PENNINGTON	1/2020	1/23-1/24/2020	50.00
127484	99-7310	BOND LOGISTIX LLC dba BLX	GREBATE CALCULATION	1/2020	42182-3059/011320	1,500.00
127987	99-7868	WESTLAKE HARDWARE INC	BUSHINGS/NUTS/PLUGS	1/2020	8142562	134.61
128554	99-7868	WESTLAKE HARDWARE INC	STEP STOOL/TARPS/FANS	1/2020	8142509	33.24
129361	99-7957	OKLAHOMA WHOLESALE OVERHEAD	BROKEN CLAMP/STA. 3	1/2020	69426	113.95
129007	99-8016	NORTHERN SAFETY COMPANY	INSCBA MASK/GLOVES	1/2020	903792234	924.00
128238	99-8074	SPECIAL OPS UNIFORMS, INC	BADGES/BUCKLES/STRAPS	1/2020	793217	35.96
128239	99-8074	SPECIAL OPS UNIFORMS, INC	THREE CLASS A UNIFORMS	1/2020	793219	2,081.43
129124	99-8074	SPECIAL OPS UNIFORMS, INC	UNIFORMS FOR NEW HIRES	1/2020	793199	1,313.77
127854	99-8216	HILAND DAIRY FOODS CO.LLC	MILK FOR PRISONERS	1/2020	9064088	62.04
129192	99-8539	CROW BURLINGAME COMPANY	BATTERY/UNIT 6804	1/2020	106-30995	110.16
127488	99-8762	AT&T	MTHLY INTERNET SERVICE	1/2020	1088 1/11/2020	710.11
128863	99-8762	AT&T	6 MTHS E-911 SERVICES	1/2020	2444 1/11/2020	681.63
126936	99-8817	DE LAGE LANDEN PUBLIC FINAN	KYOCERA PRINTER LEASE	1/2020	66612959	150.00
128159	99-8884	CHILD'S PLAY INC	SHELTER REPLACE/PARKS	1/2020	19-3444	43,914.00
128727	99-8936	CONRAD FIRE EQUIPMENT, INC.	MISC. PARTS/PIERCE TRKS	1/2020	540219	88.91
129353	99-9072	VICKREY JAMES	MEAL REIMB/VICKREY	1/2020	1/23-1/24/2020	50.00
128831	99-9236	STAPLES CONTRACT AND COMMER	BIRTHDAY CARDS	1/2020	8057071104	104.99
129363	99-9336	ULINE, INC.	PUSH BROOM/ENGINE 3	1/2020	116246391	57.16
126860	99-9393	AIRLINK INTERNET SVCS	MONTHLY INTERNET	1/2020	5696	2,566.47
128862	99-9398	THE UPS STORE #3965	OVERNIGHT CHECK TO PSO	1/2020	9920 1/22/20	27.92
129261	99-9398	THE UPS STORE #3965	POSTAGE	1/2020	9873 1/21/20	40.24
127495	99-9690	INTEGRITY CLIENT SERVICES,	GASB 75 REPORTING	1/2020	19093001	900.00
129197	99-9756	BOB MOORE OF TULSA, LLC	OIL FILTER HOUSING/9406	1/2020	96353T	292.50
126902	99-9859	VERIZON WIRELESS SERVICES	LMTHLY MOBILE BROADBAND	1/2020	9845964867	40.01
FUND TOTAL:						95,955.85

FUND: 20 - SMA-AUTHORITY FUND

SUMMARY REPORT

128835	99-10121	ICON ENTERPRISES, INC	ANNUAL FEES	1/2020	195854	2,193.13
128046	99-10278	BEARING DISTRIBUTORS, INC	d6 FP10-167 BLOWER FILTERS	1/2020	9501041710	390.62
128762	99-10488	ADMIRAL EXPRESS LLC	COPY PAPER	1/2020	2079842-0	31.99
128942	99-10488	ADMIRAL EXPRESS LLC	LATEX GLOVES	1/2020	2079840-0	99.10
127454	99-10547	BEASLEY TECHNOLOGY INC	IT SERVICES/ANTI VIRUS	1/2020	COR-113803	2,250.00
128864	99-10547	BEASLEY TECHNOLOGY INC	SOFTWARE LICENSE	1/2020	COR-114150	1,052.50
127289	99-10558	TECHNICAL PROGRAMMING SER	VIYRLY PRNT/MAILING BILLS	1/2020	105394	2,066.76
127456	99-10695	ADVANCED COPIER SYSTEMS	LLCCOPIER RENTAL	1/2020	IN8135	1,300.00
127279	99-10774	TIMOTHY CHRISTOPHER PEN	DLEYYEARLY PEST CONTROL	1/2020	368091	207.50
127371	99-10897	PRINT SHOP LLC	DECALS/NEW TRUCK	1/2020	2164	100.00
128297	99-10906	VITAL RECORDS HOLDINGS, LLC	8 MONTHS OF SHREDDING	1/2020	1404229	29.75
128767	99-2959	DAVIDSON AND DAVIDSON	ENTERHYDRAULIC HOSE CONNECT	1/2020	153537-IN	68.15
128048	99-3437	ADVANCE ELECTRICAL SERVIC	STRBLE SHOOT/LIFT STA.	1/2020	17872	563.30
128927	99-3460	SOUTHWEST ELECTRIC CO	MOTOR REPAIR/WASH PMP	1/2020	269651-0	5,950.00
127432	99-3593	CITY OF TULSA	METER CONNECT/USE FEE	1/2020	01042 1/9/2020	2,976.46
129195	99-3707	O'REILLY AUTOMOTIVE INC	FILTERS/OIL/TIRE SENSOR	1/2020	153-211514	108.76
127450	99-3822	TYLER TECHNOLOGIES, INC	WEBSITE/ONLINE PMTS	1/2020	025-285439	301.00
127457	99-4047	SHOW, INC.	TRASH PICK-UP	1/2020	21282	40.00
127204	99-4112	ACCURATE ENVIRONMENTAL	INC.DEQ TESTING	1/2020	CA06015	300.00
128945	99-4112	ACCURATE ENVIRONMENTAL	INC.OPED TESTING/JAN 2020	1/2020	CA09047	250.00
126874	99-4319	AT&T	PHONE LINE SKITOOK	1/2020	7063 1/15/2020	77.35

FUND: 20 - SMA-AUTHORITY FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
129057	99-68	A & M ELECTRIC, INC	ELEC CONDUIT REPAIR	1/2020	7222	537.75
126869	99-7216	US CELLULAR	MTHLY CELL PHONE	1/2020	0349622284	161.39
128531	99-7409	TRANE U.S. INC.	GLYCOL/CHILL WTR LOOP	1/2020	310543385	2,288.00
127800	99-7821	CREEK COUNTY RURAL WATER #2	WATER BILL	1/2020	4094 12/22/19	85.50
127208	99-7868	WESTLAKE HARDWARE INC	MISCELLANEOUS SUPPLIES	1/2020	8142521	30.59
128831	99-9236	STAPLES CONTRACT AND COMMER	BIRTHDAY CARDS	1/2020	8057071104	104.99
125424	99-9393	AIRLINK INTERNET SVCS	CAMERA NETWORK FEES	1/2020	103675	599.80
FUND TOTAL:						24,164.39

FUND: 29 - STORMWATER MANAGEMENT

SUMMARY REPORT

128630	99-10252	CECIL COX ENTERPRISES	TIRES/LAGENIAS TRUCK	1/2020	305981	776.48
126232	99-10737	SCREENVISION DIRECT INC dba	EDUCATION COMMERCIAL	1/2020	LOC-000230776	140.00
129196	99-2959	DAVIDSON AND DAVIDSON ENTERT	TWO HYDRAULIC HOSES	1/2020	0153006-IN	19.98
126869	99-7216	US CELLULAR	MTHLY CELL PHONE	1/2020	0349622284	85.43
FUND TOTAL:						1,021.89

FUND: 30 - STREET & ALLEY

SUMMARY REPORT

129193	99-10247	ATC HOLDCO	ATC FREIGHTLIN TWO GASKETS	1/2020	125295473	38.18
128686	99-10252	CECIL COX ENTERPRISES	TWO TIRES FOR TRAILER	1/2020	3054230	122.80
128689	99-3327	A & W TOWING INC.	TOWING OF PATCH TRUCK	1/2020	43667	235.00
126869	99-7216	US CELLULAR	MTHLY CELL PHONE	1/2020	0349622284	107.31
FUND TOTAL:						503.29

FUND: 31 - CEMETERY MAINTENANCE

SUMMARY REPORT

129030	99-10302	LAMPTON WELDING SUPPLY CO,	OXYGEN/ACETYLENE	1/2020	4923266	99.46
129028	99-10927	BP TREES LLC	CUT DOWN TREES & LIMBS	1/2020	477	1,200.00
129194	99-8683	TULSA GAS TECHNOLOGIES, INC	FUEL MODULE	1/2020	3059	150.00
FUND TOTAL:						1,449.46

FUND: 32 - HUNTING & FISHING

SUMMARY REPORT

126823	99-10516	HINSCH MARY	CARETAKER COMMISSION	1/2020	832896	19.00
128966	99-7868	WESTLAKE HARDWARE INC	TOILET REPAIR KIT	1/2020	8142556	25.18
FUND TOTAL:						44.18

FUND: 33 - GOLF COURSE

SUMMARY REPORT

128781	99-2025	UNITED STATES GOLF ASSOCIAT	YEARLY MEMBERSHIP	1/2020	43769793	150.00
128783	99-3719	PATRIOT SECURITY SYSTEMS,	IFOOTAGE/STOLEN TRUCK	1/2020	121158	65.00
128012	99-3794	BOTTLING GROUP, LLC	POP/BOTTLES & FOUNTAIN	1/2020	17077564	324.67
128015	99-39	WAL-MART	CONCESSION SUPPLIES	1/2020	8562 12/24/19	48.80
128120	99-68	A & M ELECTRIC, INC	ELEC REPAIR/BATHROOMS	1/2020	7219	658.95
126297	99-7011	LOWE'S HOME CENTERS, INC.	BLDG. IMPROV. SUPPLIES	1/2020	01686	392.28
128121	99-7011	LOWE'S HOME CENTERS, INC.	PUMP HOUSE UPKEEP	1/2020	84508	581.75
126869	99-7216	US CELLULAR	MTHLY CELL PHONE	1/2020	0349622284	33.43
128780	99-8442	SYSCO FOODS SERVICES OF OKL	GRILL FOOD	1/2020	226090917	537.87
FUND TOTAL:						2,792.75

FUND: 34 - LIBRARY

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
128456	99-1589	DEMCO, INC.	PROCESSING SUPPLIES	1/2020	6733604	1,513.22
127320	99-4047	SHOW, INC.	RECYCLING FOR LIBRARY	1/2020	21266	30.00
128470	99-9336	ULINE, INC.	BUBBLE MAILERS	1/2020	115869485	137.11
FUND TOTAL:						1,680.33

FUND: 35 - PARKS & RECREATION

SUMMARY REPORT

129142	99-10488	ADMIRAL EXPRESS LLC	JANITORIAL SUPPLIES	1/2020	2078975-0	482.91
129204	99-10488	ADMIRAL EXPRESS LLC	TOWEL DISPENSERS/BTW	1/2020	2079457-0	219.96
129143	99-10631	BURK OZBIRN	DJ FOR FATH/DAUG DANCE	1/2020	558	350.00
129149	99-10873	BEST CHOICE AUTO GLASS LLC	BACK GLASS/MAINT TRUCK	1/2020	71266	230.00
129127	99-10897	PRINT SHOP LLC	EVENT BANNER/SUPPLIES	1/2020	2060	470.00
129147	99-10924	ZOLL MEDICAL CORPORATION	AED REPLACEMENT PADS	1/2020	2997785	81.60
128956	99-2805	SPORT SUPPLY GROUP, INC	BASKETBALL NETS/BTW	1/2020	907678708	81.96
129196	99-2959	DAVIDSON AND DAVIDSON ENTERTWO	HYDRAULIC HOSES	1/2020	0153006-IN	53.80
128952	99-39	WAL-MART	BLURAY/SOUND BAR/SR CT	1/2020	9790 12/30/19	176.76
129144	99-39	WAL-MART	CONCESSIONS/BTW	1/2020	0033 1/13/20	289.40
129228	99-39	WAL-MART	CRFT SUPPLIES/POWER STRIP	1/2020	5396 1/10/20	175.71
128972	99-68	A & M ELECTRIC, INC	HEAT REPRS/KELLY LIB PRK	1/2020	7221	264.00
129225	99-68	A & M ELECTRIC, INC	SRV CALL/ENTRY LIGT/BTW	1/2020	7214	96.50
126869	99-7216	US CELLULAR	MTHLY CELL PHONE	1/2020	0349622284	27.32
129234	99-7868	WESTLAKE HARDWARE INC	5 GALLONS WATER SEAL	1/2020	8142555	101.65
FUND TOTAL:						3,101.57

FUND: 36 - SWIMMING POOL

SUMMARY REPORT

129129	99-10160	MERRIFIELD OFFICE SOLUTIONS	CASH REGISTER/POOL	1/2020	185708-001	589.99
129145	99-10160	MERRIFIELD OFFICE SOLUTIONS	WATER FILTER/POP MACH	1/2020	186105-001	65.00
129146	99-8529	MAGIC REFRIGERATION CO.	SRVC CALL/ICE MACHINE	1/2020	45294-IN	410.00
FUND TOTAL:						1,064.99

FUND: 40 - FIRE CASH

SUMMARY REPORT

128568	99-8269	NAFECO, INC.	STRUC GEAR/SCHMITT	1/2020	1021028	69.00
FUND TOTAL:						69.00

FUND: 44 - MAJOR THOROFARE

SUMMARY REPORT

126873A	99-2507	SIGNALTEK, INC	STREET SIGNAL REPAIRS	1/2020	17063	725.00
128687	99-6646	FASTENAL COMPANY INC	10" NTS FOR BRIDGE REPRS	1/2020	OKSAP172438	34.27
128682	99-727	BARCO MUNICIPAL PRODUCTS	INU CHANNEL CAP	1/2020	IN-235805	176.25
127179	99-8909	DUNHAM'S ASPHALT SERVICE,	IHOT/COLD MIX	1/2020	254060	452.93
FUND TOTAL:						1,388.45

FUND: 45 - CAPITAL IMPROVEMENTS

SUMMARY REPORT

127196A	99-10028	ARROWHEAD TRUCK EQUIPMENT	ITRUCK BED & SALT SPREADER	1/2020	13633	8,835.00
127875	99-10247	ATC HOLDCO	ATC FREIGHTLINCHASSIS FOR 2020 TRUCK	1/2020	MG5573	98,927.00
129207	99-10581	STRESSCON, INC	TENSION CABLE REPAIR	1/2020	74180	200.00
FUND TOTAL:						107,962.00

FUND: 46 - WATER & SEWER SALES TAX

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
128365	99-10139	GRIFFITH, CARROLL ERIC	CDL REIMB/GRIFFITH	1/2020	81181907	81.50
127898	99-10560	CORE & MAIN LP	TRAFFIC CONTROL SIGNS	1/2020	L288914	724.48
128366	99-10902	FULLBRIGHT, RICHARD	REIMB/CDL/FULLBRIGHT	1/2020	82031341	81.50
128720	99-2959	DAVIDSON AND DAVIDSON ENTERO'RINGS FOR COMPRESSOR		1/2020	153297-IN	7.20
128714	99-39	WAL-MART	LAUNDRY SOAP/ANTI FRZE	1/2020	9193 1/6/20	84.09
126869	99-7216	US CELLULAR	MTHLY CELL PHONE	1/2020	0349622284	68.62
128717	99-8539	CROW BURLNGAME COMPANY	GREASE CERTS HD	1/2020	106-31063	16.24
127897	99-9501	C & C CONSTRUCTION LLC	MANHOLE REPLACEMENT	1/2020	97 127897	6,200.00
FUND TOTAL:						7,263.63

FUND: 48 - WATER RESOURCE

SUMMARY REPORT

128716	99-10560	CORE & MAIN LP	RETRO RESETTER	1/2020	L760799	563.00
128718	99-10560	CORE & MAIN LP	PVC PIPE	1/2020	L802292	439.80
FUND TOTAL:						1,002.80

FUND: 57 - E-911 FUND

SUMMARY REPORT

126895	99-133	INCOG	MONTHLY E-911 CHARGES	1/2020	E-001519	4,732.05
FUND TOTAL:						4,732.05

FUND: 83 - G.O.BOND CONSTR FUND

SUMMARY REPORT

128712	99-10560	CORE & MAIN LP	HYD EXT & VALVE BX RISER	1/2020	L661025	1,127.50
126297	99-7011	LOWE'S HOME CENTERS, INC.	BLDG. IMPROV. SUPPLIES	1/2020	8/20/19 126297	30.83
123679D	99-8855	DC BASS & SONS CONSTRUCTION	CONST MGMT/SPORTS COM	1/2020	16 1/25/2020	19,516.45
FUND TOTAL:						20,674.78
GRAND TOTAL:						274,871.41

G / L R E C A P

PERIOD	G/L	ACCOUNT	NAME	AMOUNT	TOTAL
1/2020	10	501-301	TRAINING & TRAVEL	82.79	
1/2020	10	501-320	ELECTION EXPENSE	4,200.14	
1/2020	10	502-260	MINOR EQUIPMENT & FURNISHINGS	122.99	
1/2020	10	503-201	OFFICE SUPPLIES	579.83	
1/2020	10	504-311	PROFESSIONAL SERVICES	300.00	
1/2020	10	505-315	FEES AND OTHER CHARGES	75.00	
1/2020	10	509-311	PROFESSIONAL SERVICES	17,150.00	
1/2020	10	509-313	PRINTING	27.92	
1/2020	10	510-351	MAINTENANCE-EQUIPMENT	125.00	
1/2020	10	511-201	OFFICE SUPPLIES	215.95	
1/2020	10	511-211	JANITORIAL SUPPLIES	113.84	
1/2020	10	511-231	MINOR TOOLS & EQUIPMENT	57.16	
1/2020	10	511-241	SAFETY EQUIPMENT	924.00	
1/2020	10	511-260	MINOR EQUIPMENT & FURNISHINGS	119.99	
1/2020	10	511-301	TRAINING AND TRAVEL	603.00	
1/2020	10	511-311	PROFESSIONAL SERVICES	3,000.00	
1/2020	10	511-314	UNIFORMS	2,117.39	
1/2020	10	511-351	MAINTENANCE-EQUIPMENT	369.41	
1/2020	10	511-352	MAINTENANCE-VEHICLES	566.28	
1/2020	10	511-353	MAINT-BUILDINGS & FIXTURE	844.07	
1/2020	10	511-505	LEASE PAYMENTS	150.00	
1/2020	10	512-201	OFFICE SUPPLIES	86.90	
1/2020	10	512-202	POSTAGE	40.24	
1/2020	10	512-211	JANITORIAL SUPPLIES	187.45	
1/2020	10	512-214	OPERATIONAL SUPPLIES	597.30	
1/2020	10	512-301	TRAINING AND TRAVEL	14.00	
1/2020	10	512-314	UNIFORM CLEANING	1,477.77	
1/2020	10	512-321	PRISONER CARE	62.04	
1/2020	10	512-332	COMMUNICATIONS	40.01	
1/2020	10	512-351	MAINTENANCE-EQUIPMENT	1,050.00	
1/2020	10	512-352	MAINTENANCE-VEHICLES	639.48	
1/2020	10	512-353	MAINTENANCE-BUILDINGS	3,440.00	
1/2020	10	513-211	JANITORIAL SUPPLIES	179.20	
1/2020	10	513-214	OPERATIONAL SUPPLIES	424.00	
1/2020	10	513-241	SAFETY SUPPLIES	27.86	
1/2020	10	513-332	COMMUNICATIONS	27.32	
1/2020	10	518-317	ABATEMENT DEMOLITION	545.60	
1/2020	10	590-141	CONTRACT LABOR	2,290.00	
1/2020	10	590-201	OFFICE SUPPLIES	104.99	
1/2020	10	590-311	PROFESSIONAL SERVICES	2,193.12	
1/2020	10	590-312	ADVERTISING	98.85	
1/2020	10	590-315	FEES & OTHER CHARGES	29.75	
1/2020	10	590-332	COMMUNICATIONS	3,958.21	
1/2020	10	590-351	MAINTENANCE-EQUIPMENT	2,352.50	

G / L R E C A P

PERIOD	G/L	ACCOUNT	NAME	AMOUNT	TOTAL
1/2020	10	590-353	MAINT-BUILDING & FIXTURES	207.50	
1/2020	10	590-362	INSURANCE EXPENSE	223.00	
1/2020	10	591-390	CONTINGENCY FOR EXP NOT BUDGET	43,914.00	95,955.85
1/2020	20	523-311	PROFESSIONAL SERVICES	2,066.76	
1/2020	20	523-332	COMMUNICATIONS	133.60	
1/2020	20	523-351	MAINTENANCE-EQUIPMENT	301.00	
1/2020	20	523-352	MAINTENANCE-VEHICLES	108.76	
1/2020	20	524-211	JANITORIAL SUPPLIES	99.10	
1/2020	20	524-311	PROFESSIONAL SERVICES	250.00	
1/2020	20	524-315B	FEES & OTHR CHGS-SKIATOOK	77.35	
1/2020	20	524-322	WATER PURCHASE	2,976.46	
1/2020	20	524-332	COMMUNICATIONS	599.80	
1/2020	20	524-352	MAINTENANCE-VEHICLE	100.00	
1/2020	20	524-354	MAINTENANCE-FACILITIES	8,238.00	
1/2020	20	525-201	OFFICE SUPPLIES	31.99	
1/2020	20	525-311D	PROF SERVICES-TESTING	300.00	
1/2020	20	525-331	UTILITIES	85.50	
1/2020	20	525-332	COMMUNICATIONS	27.79	
1/2020	20	525-351	MAINTENANCE-EQUIPMENT	458.77	
1/2020	20	525-354	MAINTENANCE-FACILITIES	593.89	
1/2020	20	590-141	CONTRACT LABOR	2,290.00	
1/2020	20	590-201	OFFICE SUPPLIES	104.99	
1/2020	20	590-311	PROFESSIONAL SERVICES	2,193.13	
1/2020	20	590-315	OTHER FEES & CHARGES	29.75	
1/2020	20	590-351	EQUIPMENT MAINTENANCE	2,352.50	
1/2020	20	590-353	BUILDING MAINTENANCE	745.25	24,164.39
1/2020	29	529-242	PUBLIC EDUCATION MATERIALS	140.00	
1/2020	29	529-332	COMMUNICATIONS	85.43	
1/2020	29	529-351	MAINTENANCE-EQUIPMENT	796.46	1,021.89
1/2020	30	530-332	COMMUNICATIONS	107.31	
1/2020	30	530-351	MAINTENANCE-EQUIPMENT	395.98	503.29
1/2020	31	531-214	OPERATING SUPPLIES	99.46	
1/2020	31	531-352	MAINTENANCE-VEHICLES	150.00	
1/2020	31	531-354	MAINTENANCE-FACILITIES	1,200.00	1,449.46
1/2020	32	532-142	PERMIT SALES COMMISSION	19.00	
1/2020	32	532-353	MAINT-BUILDINGS/FIXTURES	25.18	44.18
1/2020	33	533-213	CONCESSION SUPPLY	911.34	
1/2020	33	533-302	DUES AND SUBSCRIPTIONS	215.00	
1/2020	33	533-332	COMMUNICATIONS	33.43	

G / L R E C A P

PERIOD	G/L	ACCOUNT	NAME	AMOUNT	TOTAL
1/2020	33	533-353	MAINTENANCE-BUILDINGS	1,240.70	
1/2020	33	533-405	FACILITIES	392.28	2,792.75
1/2020	34	534-201	OFFICE SUPPLIES	1,650.33	
1/2020	34	534-353	MAINT/BUILDINGS	30.00	1,680.33
1/2020	35	535-211	JANITORIAL SUPPLIES	702.87	
1/2020	35	535-213	CONCESSION SUPPLIES	289.40	
1/2020	35	535-241	SAFETY SUPPLIES	81.60	
1/2020	35	535-243	RECREATIONAL SUPPLIES	1,194.48	
1/2020	35	535-260	MINOR EQUIPMENT & FURNISHINGS	59.95	
1/2020	35	535-332	COMMUNICATIONS	27.32	
1/2020	35	535-351	MAINTENANCE-EQUIPMENT	53.80	
1/2020	35	535-352	MAINT-VEHICLES	230.00	
1/2020	35	535-353	MAINT-BUILDINGS/FIXTURES	360.50	
1/2020	35	535-354	MAINTENANCE-FACILITIES	101.65	3,101.57
1/2020	36	536-260	MINOR EQUIPMENT & FURNISHINGS	589.99	
1/2020	36	536-351	MAINTENANCE-EQUIPMENT	475.00	1,064.99
1/2020	40	540-401	EQUIPMENT	69.00	69.00
1/2020	44	544-251	SIGN SUPPLIES	176.25	
1/2020	44	544-354	MAINTENANCE-FACILITIES	1,212.20	1,388.45
1/2020	45	530-403	VEHICLES	8,835.00	
1/2020	45	546-403	VEHICLES	98,927.00	
1/2020	45	590-405	FACILITIES	200.00	107,962.00
1/2020	46	546-211	JANITORIAL SUPPLEIS	24.81	
1/2020	46	546-241	SAFETY SUPPLIES	724.48	
1/2020	46	546-302	DUES AND SUBSCRIPTIONS	163.00	
1/2020	46	546-332	COMMUNICATIONS	68.62	
1/2020	46	546-351	MAINTENANCE-EQUIPMENT	82.72	
1/2020	46	546-354	MAINTENANCE-FACILITIES	6,200.00	7,263.63
1/2020	48	1699	INVENTORY PURCHASED	1,002.80	1,002.80
1/2020	57	557-315-.01	FEES & OTHER CHARGES-WIRELESS	4,732.05	4,732.05
1/2020	83	577-405B	FACILITIES-CONTRACT	30.83	
1/2020	83	578-405A	FACILITIES-IN HOUSE	1,127.50	
1/2020	83	578-405B	FACILITIES-CONTRACT	19,516.45	20,674.78
			GRAND TOTAL ESTIMATE:		0.00
			GRAND TOTAL ACTUAL:		274,871.41
			REPORT TOTAL:		274,871.41



Consent Agenda 7. B.

City Council Regular

Meeting Date: February 3, 2020

Submitted For: Hailey Sharp, Accounts Payable Clerk

Submitted By: Amber Fisher, Accounts Payable Clerk

SUBJECT:

Consider approving prepaid claims in the amount of \$26,235.08

Attachments

Pre-paid Claims 2/3/2020

Prepaid Claims for Agenda 02/04/2020
Submitted by: Hailey Sharp A/P

City:

Wright Express for City Vehicles Fuel & Oil January 2020- \$20,195.95

AT&T Internet for Lake - \$82.28

AT&T Advertising for Yellow Pages - \$33.11

Michael Wood CDL Re-imburement- \$79.50

Verdigris Valley Electric- \$12.24

BNSF Railway Company - Fire Training Waterline- \$4,966.00

BNSF Railway Company – Frankoma Sewer- \$1,266.00

SMA:

Total Amount \$ 26,235.08



AGENDA ITEM

Community Development 9. A.

City Council Regular

Meeting Date: February 3, 2020

Submitted By: Nikki Howard, Urban Development Director

Department: Planning & Development

Presented By: Nikki Howard

SUBJECT:

Discussion and possible action regarding the application by Bobby Presnell for a Specific Use Permit, SUP-052, to allow a Medical Marijuana Grow Facility located at 16441 West Highway 66.

BACKGROUND:

The proposed Medicinal Marijuana grow Facility is located west of the northwest corner of Dixieland Road and State Highway 66. The property currently has two single family dwellings (family). The request is to allow the grow facility in an accessory building. The subject property was annexed into the City limits in July 2017. Prior to the annexation, this would be a use allowed by right. The property is unique; there is industrial zoning on three sides of the property and state highway right of way on the other. The only residences that could possibly be affected are the applicants.

The property owners have installed driveway alarms and plan to fully secure the accessory building to City standards. They are aware that the building will need to be inspected and approved by both the Fire Marshal and Building Inspector for all life safety and building codes as well as proper ventilation and filtration.

RECOMMENDATION:

The Sapulpa Planning Commission met on January 28, 2020, and voted 5-1 to recommend approval of the application to City Council. Staff concurs with the recommendation.

Attachments

Staff report

Maps and submittals



SAPULPA PLANNING COMMISSION
January 28, 2020
STAFF REPORT

FILE: SUP-052| Specific Use Permit
APPLICANT: Bobby Brandon Presnell
ADDRESS: 16441 West Highway 66
PARCEL: 1999-01-018-011-0-047-00
STR: Section 01, Township 18 North, Range 11 East
LEGAL: All that portion of the Southeast Quarter of the Southeast Quarter (E/4 SE/4) of Section 31, Township 18 North, Range 11 East of the Indian Base and Meridian, Creek County, State of Oklahoma, according to the U.S. Government Survey thereof, more particularly described as follows, to-wit: Beginning at a point 409 feet West of the Northeast Corner of said SE/4 SE/4; thence South parallel to the East line to a point on the North line of Highway 66; thence West along said highway to the West line; thence North along the West line to the Northwest Corner thereof; thence East along the North line to the point of beginning. AND a tract of land located in the Southeast Quarter of the Southeast Quarter (SE/4 SE/4) of Section 31, Township 18 North, Range 11 East of the Indian Base and Meridian, Creek County, State of Oklahoma, according to the U.S. Government Survey thereof, more particularly described as follows, to-wit: Beginning at a point 175 feet South of the Northwest Corner of the said SE/4 SE/4 thereof; thence South 308.4 feet; thence East 425 feet; thence North 308.4 feet; thence West 425 feet to the Point of Beginning, containing 3 acres more or less.

LOT SIZE: 3 acres more or less
ZONING: AG Industrial Light
EXISTING USE: Marijuana Grow Facility
OWNER: Bobby Brent Presnell and Bobby Brandon Presnell
CC WARD: Ward #2 Mr. John Anderson and Ms. Carla Gunn
PREPARED BY: Nikki Howard – Urban Development Director

REQUEST:

The applicant requests a Specific Use Permit to allow a Marijuana Grow Facility in an AG (Agriculture) zoning district.

APPLICABLE STATE AND MUNICIPAL CODE SECTIONS:

As provided in O.S. § 11-43-113, the utilization of the SUP process is designed to address uses which are specialized in nature. The Specific Use list are so clarified because of the size of the land they require or the specialized nature of the use, or they may more intensely dominate the area in which they are located, or their effects on the general public are broader in scope than other types of uses permitted in the district.

BACKGROUND:

The proposed Medicinal Marijuana Grow Facility is located west of the northwest corner of Dixieland Road and State Highway 66. The property currently has two single family dwellings (family). The applicants would like a Specific Use Permit to allow a Marijuana Grow Facility in accessory building on their property. The subject property was annexed into the City limits in July 2017. Prior to the annexation, this use would be allowed by right. The property is unique; there is industrial zoning on three sides of the property and state highway on the other. The only residences that could possibly be affected are the applicants.

The property owners have installed driveway alarms and plan to fully secure the accessory building to City standards. They are aware that the building will need to be inspected and approved by both the Fire Marshal and Building Inspector for all life safety and building codes as well as proper ventilation and filtration.

SURROUNDING LAND USE AND ZONING:

North:	IM Industrial Moderate
East:	IM Industrial Moderate
South:	State Highway 66
West:	IM Industrial Moderate

Comprehensive Plan: The subject property is designated Office/Commercial on the Future Land Use Map (FLUM).

Flood Zone: The subject property is not within a flood zone.

PUBLIC COMMENTS: As of writing this report, staff has not received any public comments regarding the application for the grow facility.

STAFF RECOMMENDATION:

Recommended motion for SPC:

Staff is recommending **APPROVAL** of the Specific Use Permit to allow a Marijuana Grow Facility with the following conditions:

- a. Each Commercial Medical Marijuana Facility shall be operated from the permitted premises on the permitted property. No Commercial medical Marijuana Facility shall be permitted to operate from a moveable, mobile or transitory location, except for a permitted and licensed secure transporter when engaged in the lawful transport of Marijuana.
- b. Commercial operators will need to submit their security plan and shall include the following:
 - Security surveillance cameras installed to monitor all entrances, along with the interior and exterior of the permitted premises;
 - Alarm systems which are professionally monitored and operated 24 hours a day, seven days a week;
 - A locking safe permanently affixed to the permitted premises that shall store all marijuana and cash remaining in the facility overnight;
 - All marijuana in whatever form stored at the permitted premises shall be kept in a secure manner and shall not be visible from outside the permitted premises, nor shall it be grown, processed, exchanged, displayed or dispensed outside of the permitted premises;
 - All security recordings shall be preserved for at least seven (7) days by the permit holder and made available to any law enforcement officer upon request for inspection
- c. Signs: No pictures, photographs, drawings or other depictions of marijuana or marijuana paraphernalia shall appear on the outside of any permitted premises nor be visible outside of the permitted premises on the permitted property. The words "marijuana", "cannabis" and any other words used or intended to convey the presence or availability of marijuana shall not appear on the outside of the permitted premises nor be visible outside of the permitted premises on the permitted property.
- d. All activities of Commercial Medical Marijuana facilities, including without limitation, distribution, growth, cultivation, or the sale of marijuana, and all other related activity under the permit holder's license or permit must occur indoors. The facility's operation and design shall minimize any impact to adjacent uses, including the control of any odor by maintaining and operating an air filtration system so that no odor is detectable outside of the permitted premises.
- e. All necessary building, electrical, plumbing, and mechanical permits and inspections must be obtained for any part of the permitted premises.
- f. The permit holder, owner and operator of the facility shall use lawful methods in controlling waste or by-products from any activities allowed under the license or permit.

SUP-052

Bobby B. Presnell
16441 W Highway 66
Sapulpa, OK 74066

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MAP PRODUCTS**

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Legend

- Zoning
- Subject Property
- City Limits
- Parcels
- Highways
- Roads & Streets
- Railroads



Property Description

Property located in SE/4 SE/4 Sec. 31-T18N-R11E
Sapulpa, Creek County, Oklahoma
See case file for full legal description



Map Prepared by:
City of Sapulpa
Date: 12/5/2019

Source Data:
Creek County Assessors
City of Sapulpa, Inc.

SUP-052

Bobby B. Presnell
16441 W Highway 66
Sapulpa, OK 74066

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- Legend**
- Zoning
 - Subject Property
 - City Limits
 - Parcels
 - Highways
 - Roads & Streets
 - Railroads



Property Description

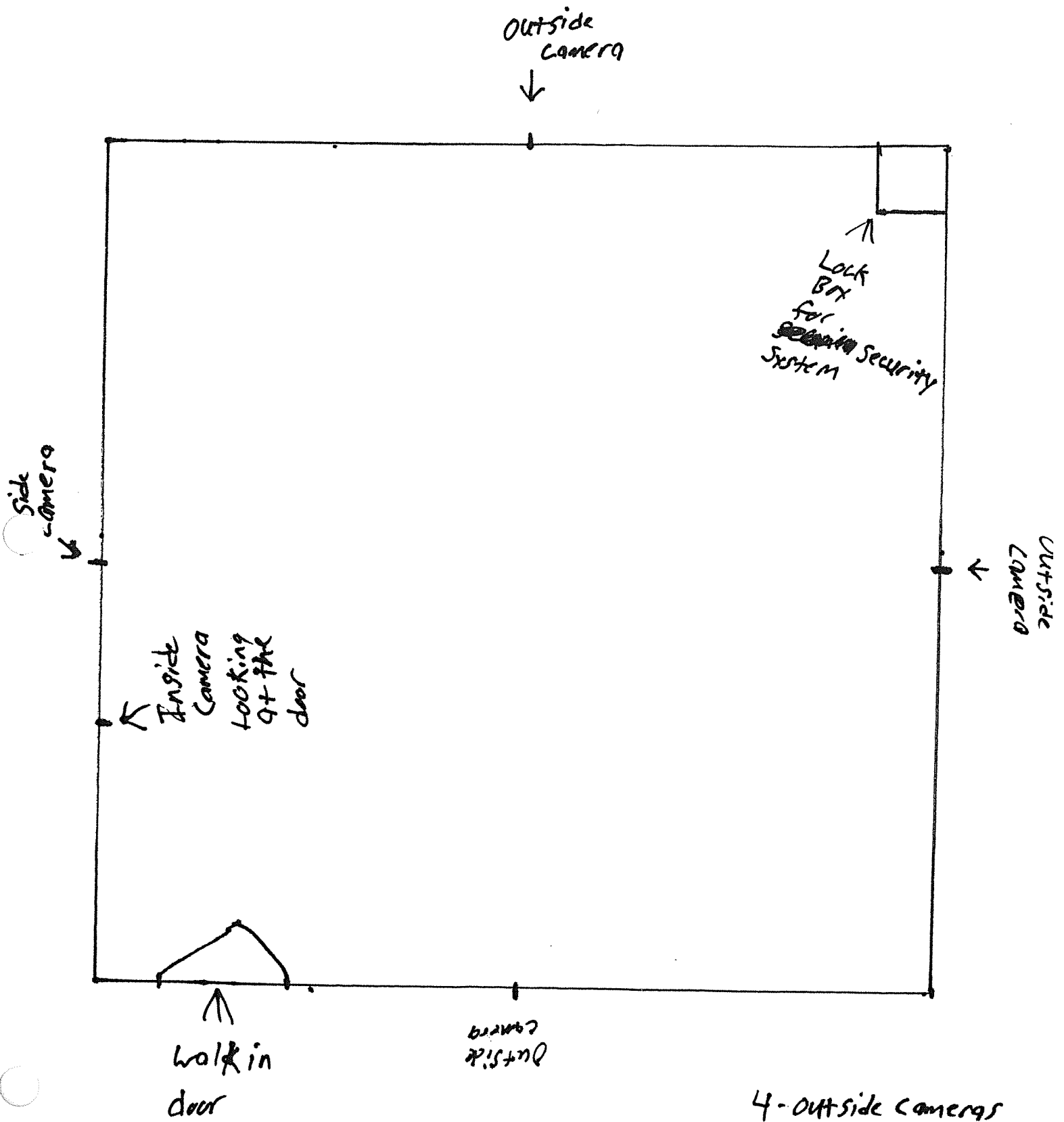
Property located in SE/4 SE/4 Sec. 31-T18N-R11E
Sapulpa, Creek County, Oklahoma
See case file for full legal description



Map Prepared by:
City of Sapulpa
Date: 12/5/2019

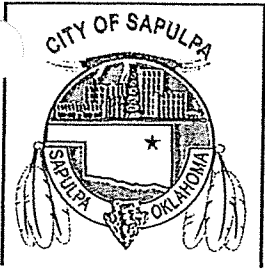
Source Data:
Creek County Assessors





- 4 - Outside cameras
- 1 - Inside cameras
- 2 - Driveway alarms

Office/Comm.
Ward #2
of flood



City of Sapulpa, Oklahoma
Urban Development Department
Specific Use Permit Application
(SUP)

Sapulpa Planning Commission (SPC)

For Office Use
Date Application Submitted 12/2/19 Received by NH Complete? Yes or No
Date of Public Hearing 1/28/2020 Case Number SUP 52 Approved? Yes or No

Applicant: Bobby Brandon Presnell Phone: 918 857 9507

Billing Address: 11044 W Highway 66 Sapulpa, OK 74066

Owner: (if different**) _____ Phone: _____

Address: _____ Zoning: AG S-T-R: _____

Lot: _____ Block: _____ Subdivision: _____

**Does the Applicant have permission from the Owner to request a Specific Use Permit? Y or N

The following items must be submitted as part of the application packet for a Specific Use Permit (SUP):

- Site Plan – A site plan shall consist of drawing(s) containing: ✓
 - A north arrow;
 - Proposed location of structures, off-street parking, and open space;
 - Dimensions of buildings and other structures;
 - Distances between existing and proposed structures, as well as setback dimensions;
 - Proposed location of buffer areas, screening, and landscaping; and
 - Sufficient surrounding area to demonstrate the relationship to adjoining uses.
- Filed Deed of ownership with the Book & Page stamp from the County Clerk ✓
- A signed and sealed 300' property ownership list from a Certified Abstract company (3 sets of labels) ✓
- Any additional information required by staff to aid the Sapulpa Planning Commission (SPC) in making a recommendation to the Sapulpa City Council (CC) – renderings, photos, color swatches, etc.
- A check payable to the City of Sapulpa (no cash or money orders) at the time of application
- The completed and signed*** copy of this application

A. Subject Property

- 1. Size in Acres or Square Feet: 400 sqft 2. Current Use: Storage
- 3. Frontage Road (Street): Highway 66
- 4. Identify structures and improvements on the property: There's ~~two~~ residential houses on the property, and three other storage buildings. The grow building will be insulated and set up to grow medical cannabis in it.
- 5. City Water: Yes No 6. City Sewer: Yes No 7. Basin (if applicable): N/A

B. Adjoining Property

- 1. Provide approximate distances from structures on adjacent lots to the property lines: Snap on is about 75 feet from W line, Pallet Co is about 195 ft from N. Line, car lot is about 291 ft from East line.
- 2. Identify adjacent and surrounding land uses: Snap on company on west property line, car lot is on east property line, Pallet company is on the North property line, and Highway 66 on South property line.

C. Specific Use Permit Request

As provided by O.S. §11-43-113, the utilization of the Specific Use Permit process is designed to address land uses, which because of the specialized nature of the use, may dominate the area in which such uses are proposed to be located.

- 1. Describe the proposed Specific Use as it pertains to your property: I'm going to turn my small building into a medical grow building
- 2. Describe any benefits to the adjacent properties or to the City: Tax revenue
- 3. Explain how the subject property is well suited for proposed Specific Use. (e.g. advantages such as topography, soil, drainage, access, proximity to populated commercial/residential areas, etc.): Surrounded by commercial property and we're zoned agricultural
- 4. Explain how the proposed Specific Use may affect the road system serving your area: Will not affect it
- 5. Provide the number of additional daily traffic counts the Specific Use may produce: N/A

6. If there are increases in traffic, what traffic control measures are proposed? N/A

7. How could the proposed Special Use be detrimental to properties in the vicinity? _____

Should not affect the surrounding properties

8. Explain what measures are proposed to minimize any adverse effects: We'll have security

Cameras, locks and driveway alarms

=====

ADDITIONAL INFORMATION FOR SPECIFIC USE PERMITS (SUP) – Please Read

- Staff will not accept an incomplete SUP application packet. The application, supporting documentation, and fees must be delivered to the Urban Development offices at least 30 days prior to the next scheduled SPC meeting.
- The City Council (CC) reviews and discusses the SUP request and the recommendation from the SPC. The CC may approve as recommended, approve with amended conditions, or deny an SUP application.
- A person knowledgeable of the application and the property must attend the meetings to represent the application.
- The approval of a Specific Use Permit does not in any way negate or circumvent the other requirements of development as stated in the City Codes. If approved, the SUP may require meeting(s) with the Technical Advisory Committee (TAC). Additional permits will be required prior to construction.
- Unless otherwise indicated, the Sapulpa Planning Commission (SPC) meets the 4th Tuesday of each month at 5:30 p.m. in the City Council Chambers
- You may contact the Urban Development Department at 918-248-5918

=====

Master fee schedule for Specific Use Permit applications within the city limits of Sapulpa, Oklahoma


BASE APPLICATION FEE \$170.00
 NOTICE PREPARATION \$30.00 flat fee
 300' or 1320' MAILING LIST \$6.xx for each name on list (postage – certified mail with return)

NEWSPAPER PUBLICATION* *Sapulpa Legal News will bill the applicant directly

For Office Use

Application Fees	Totals
Base Application Fee	\$170.00
Notice Preparation 20	\$30.00
Property Owners Mailing & Postage \$6.** x 7	\$47.00
Total Amount Due	\$ 247.00
Date Paid	
Check No.	

*****A signature acknowledges that the information provided on the application is accurate and as well as an understanding of the required documentation for processing a Specific Use Permit application.**



 Signature

11-21-18

 Date



AGENDA ITEM

Community Development 9. B.

City Council Regular

Meeting Date: February 3, 2020

Submitted By: Nikki Howard, Urban Development Director

Department: Planning & Development

Presented By: Nikki Howard

SUBJECT:

Discussion and possible action regarding the application by DB Anderson Farms, LLC/Jeffrey Anderson for a Specific Use Permit, SUP-053, to allow a Medicinal Marijuana Grow Facility located at 7917 State Highway 66.

BACKGROUND:

The proposed Marijuana Grow Facility is located in a strip mall adjacent to "Mary Jane's 918" dispensary. On July 1, 2019 this location was approved for a grow facility per SUP-039. Since that approval, the grow facility has a new owner. The applicants are licensed through OMMA. Both the Fire Marshal and the Building Inspector are working with the new owner to ensure compliance with all life/safety and building codes. That includes proper ventilation and filtration to ensure there are no adverse affects or odor from the premises.

RECOMMENDATION:

The Sapulpa Planning Commission met on January 28, 2020, and voted 5-1 to recommend approval of the application to City Council. Staff concurs with the recommendation.

Attachments

Staff report

maps and submittals



SAPULPA PLANNING COMMISSION
January 28, 2020
STAFF REPORT

FILE: SUP-053| Specific Use Permit
APPLICANT: DB Anderson Farms, LLC/Jeffrey Anderson
ADDRESS: 7917 State Highway 66
PARCEL: 1999-07-018-012-0-020-00
STR: Section 07, Township 18 North, Range 12 East
LEGAL: A tract of land in the Southeast Quarter of the Southwest Quarter (SE/4 SW/4) of Section Seven (7), Township Eighteen (18) North, Range Twelve (12) East of the Indian Base and Meridian, Creek County, State of Oklahoma, according to the U.S. Government Survey thereof, described as: Beginning at a point 1,165.23 feet North and 409.3 feet West of the Southeast corner of said SE/4 SW/4; thence South 226.28 feet; Thence S55°56'W 74.52 feet; Thence N25°25'E 456 feet; Thence S89°11'E 173 feet to the Point of Beginning.

LOT SIZE: 1.67 acres more or less
ZONING: IL Industrial Light
EXISTING USE: Marijuana Grow Facility
OWNER: Kim Chon Soo Jin Sook
CC WARD: Ward #5 Mr. Bruce Bledsoe and Mr. Hugo Naifeh
PREPARED BY: Nikki Howard – Urban Development Director

REQUEST:

The applicant requests a Specific Use Permit to allow a Marijuana Grow Facility in the IL (Industrial Light) zoning district.

APPLICABLE STATE AND MUNICIPAL CODE SECTIONS:

As provided in O.S. § 11-43-113, the utilization of the SUP process is designed to address uses which are specialized in nature. The Specific Use list are so clarified because of the size of the land they require or the specialized nature of the use, or they may more intensely dominate the area in which they are located, or their effects on the general public are broader in scope than other types of uses permitted in the district.

BACKGROUND:

The proposed Medicinal Marijuana Grow Facility is located in a strip mall adjacent to “Mary Jane’s 918” Dispensary. On July 1, 2019 this location was approved for a grow facility per SUP-039. Since that approval, the grow facility has a new owner. The applicants are approved for a Grow Facility from OMMA.

Both the Fire Marshal and Building Inspector are working with the new owner to ensure compliance with all life/safety and building codes. That includes proper ventilation and filtration to ensure there are no adverse affects or odor from the premises.

SURROUNDING LAND USE AND ZONING:

North:	IL Strip Center
East:	IL Mini storage
South:	CS Recreational Vehicle Park
West:	State Highway 66

Comprehensive Plan: The subject property is designated Commercial/Industrial on the Future Land Use Map (FLUM).

Flood Zone: The subject property is not within a flood zone.

PUBLIC COMMENTS: As of writing this report, staff has not received any public comments regarding the application for the grow facility. There were no opposing comments for the previous application (SUP-039).

STAFF RECOMMENDATION:

Recommended motion for SPC:

Staff is recommending **APPROVAL** of the Specific Use Permit to allow a Marijuana Grow Facility with the following conditions:

- a. Each Commercial Medical Marijuana Facility shall be operated from the permitted premises on the permitted property. No Commercial medical Marijuana Facility shall be permitted to operate from a moveable, mobile or transitory location, except for a permitted and licensed secure transporter when engaged in the lawful transport of Marijuana.
- b. Commercial operators will need to submit their security plan and shall include the following:
 - Security surveillance cameras installed to monitor all entrances, along with the interior and exterior of the permitted premises;
 - Alarm systems which are professionally monitored and operated 24 hours a day, seven days a week;

- A locking safe permanently affixed to the permitted premises that shall store all marijuana and cash remaining in the facility overnight;
 - All marijuana in whatever form stored at the permitted premises shall be kept in a secure manner and shall not be visible from outside the permitted premises, nor shall it be grown, processed, exchanged, displayed or dispensed outside of the permitted premises;
 - All security recordings shall be preserved for at least seven (7) days by the permit holder and made available to any law enforcement officer upon request for inspection
- c. Signs: No pictures, photographs, drawings or other depictions of marijuana or marijuana paraphernalia shall appear on the outside of any permitted premises nor be visible outside of the permitted premises on the permitted property. The words “marijuana”, “cannabis” and any other words used or intended to convey the presence or availability of marijuana shall not appear on the outside of the permitted premises nor be visible outside of the permitted premises on the permitted property.
- d. All activities of Commercial Medical Marijuana facilities, including without limitation, distribution, growth, cultivation, or the sale of marijuana, and all other related activity under the permit holder’s license or permit must occur indoors. The facility’s operation and design shall minimize any impact to adjacent uses, including the control of any odor by maintaining and operating an air filtration system so that no odor is detectable outside of the permitted premises.
- e. All necessary building, electrical, plumbing, and mechanical permits and inspections must be obtained for any part of the permitted premises.
- f. The permit holder, owner and operator of the facility shall use lawful methods in controlling waste or by-products from any activities allowed under the license or permit.

SUP-053

DB Anderson Farms LLC
5614 S. Boston Ave
Tulsa, OK 74105

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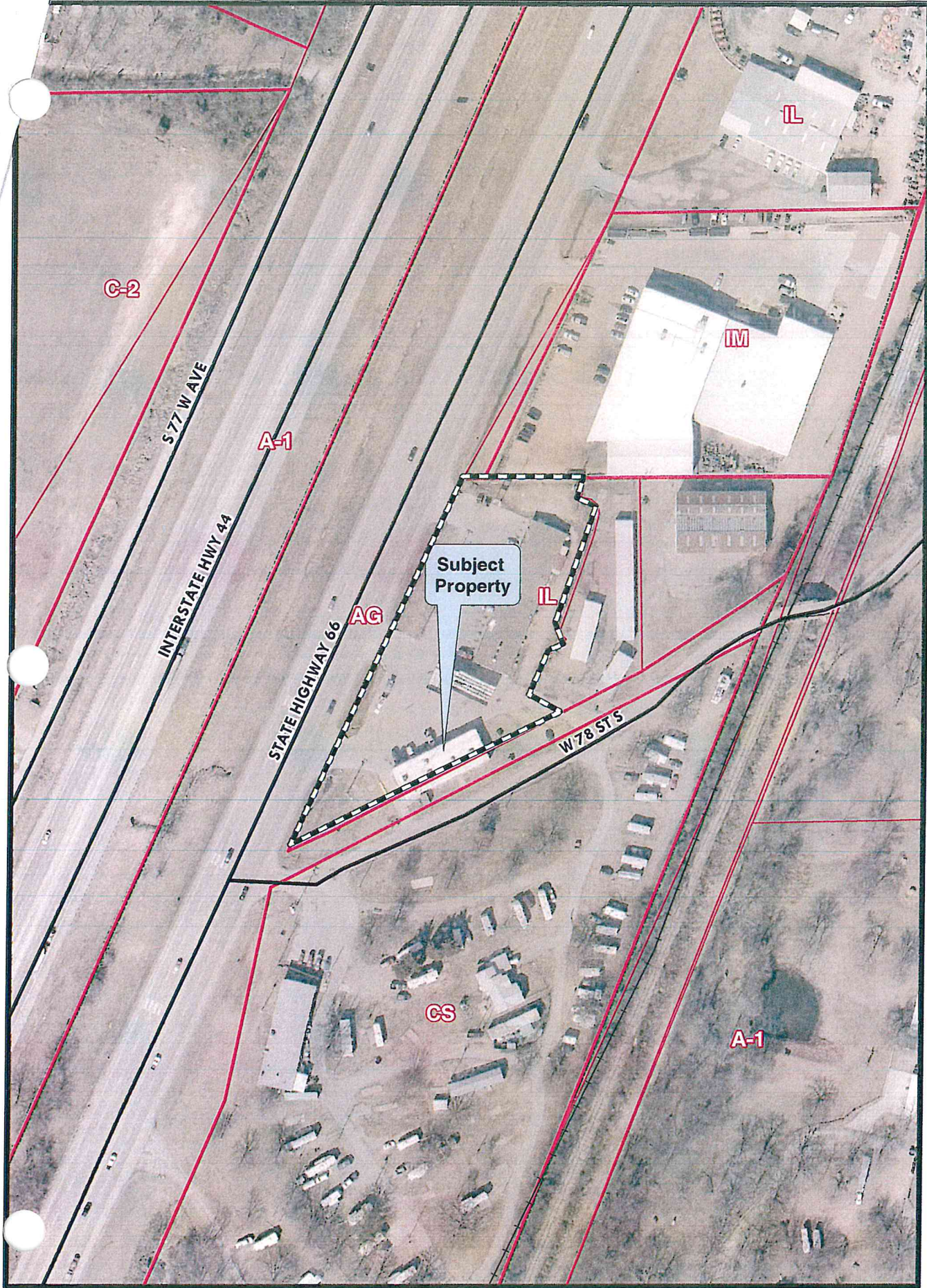
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Legend

-  Zoning
-  Subject Property
-  City Limits
-  Parcels
-  Highways
-  Roads & Streets
-  Railroads

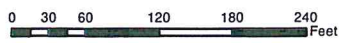


Subject Property



Property Description

Property located in SW/4 SW/4 of Sec. 7-T18N0R12E
Sapulpa, Creek County, Oklahoma
See case file for full legal description



Map Prepared by:
City of Sapulpa
Date: 12/23/2019

Source Data:
Creek County Assessors



SUP-053

DB Anderson Farms LLC
5614 S. Boston Ave
Tulsa, OK 74105

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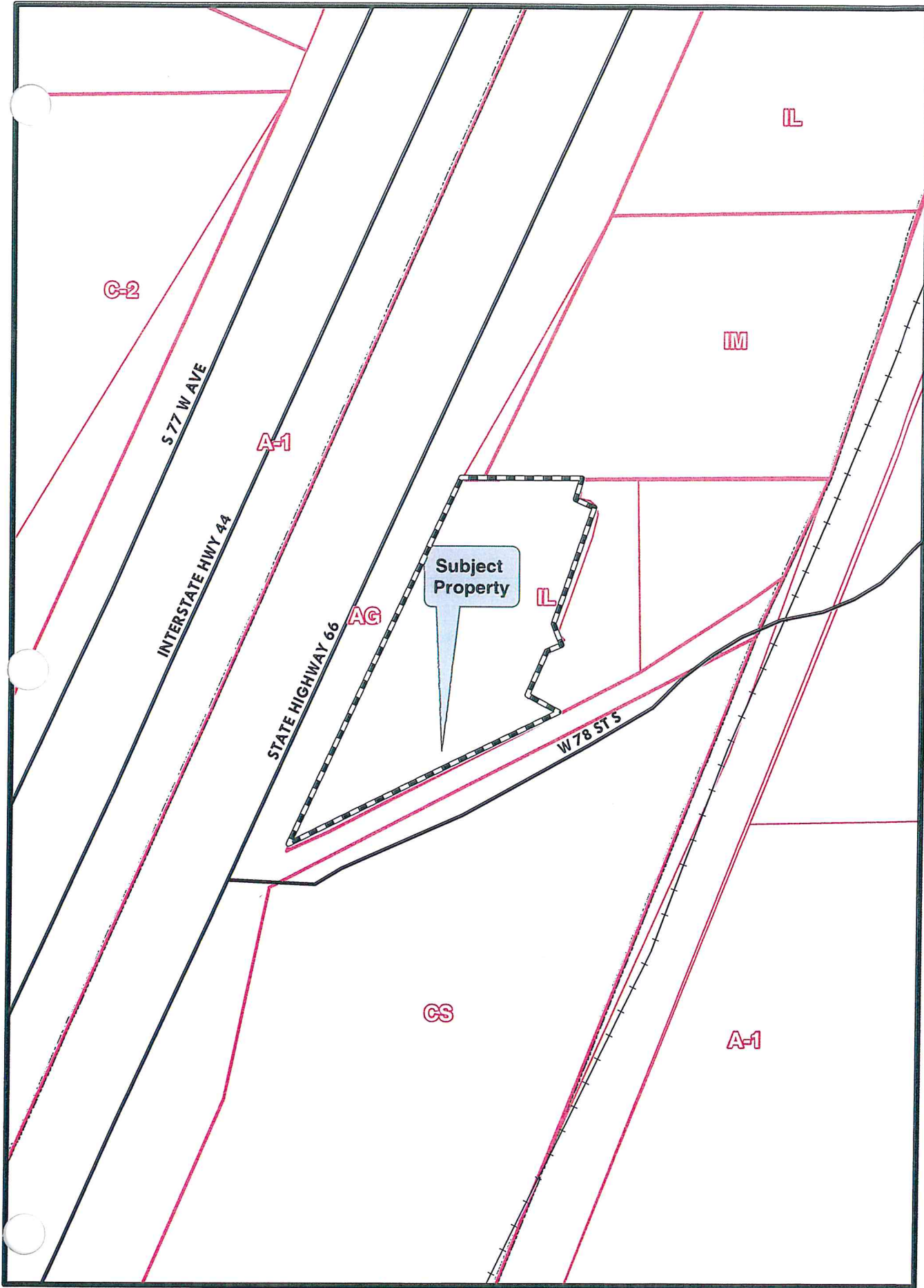
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Independent verification of all data contained herein should be obtained by any user of these map products, or the underlying data. The City disclaims, and shall not be held liable for, any and all damage, loss, or liability, whether direct, indirect, or consequential, which arises or may arise from these map products or the use thereof by any person or entity.

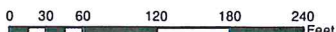
Legend

-  Zoning
-  Subject Property
-  City Limits
-  Parcels
-  Highways
-  Roads & Streets
-  Railroads



Property Description

Property located in SW/4 SW/4 of Sec. 7-T18N0R12E
Sapulpa, Creek County, Oklahoma
See case file for full legal description

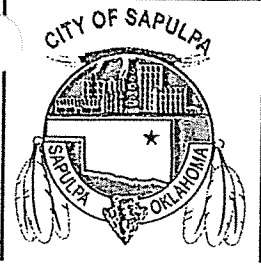


Map Prepared by:
City of Sapulpa
Date: 12/23/2019

Source Data:
Creek County Assessors



1999-07-01812-0-02



City of Sapulpa, Oklahoma
 Urban Development Department
Specific Use Permit Application
(SUP)

Ward #5
 Comm/Ind
 Flood

Sapulpa Planning Commission (SPC)

For Office Use

Date Application Submitted 12/19/19 Received by Att Complete? Yes or No

Date of Public Hearing 1/28/20 Case Number SUP-53 Approved? Yes or No

Applicant: D.B. Anderson Farms LLC Phone: 918-527-6746

Billing Address: 7917 State Hwy 66

Owner: (if different**) Jeffrey Anderson Phone: 918-527-6746

Address: 5614 S. Boston Ave Zoning: IL S-T-R: 7-18-12

Lot: _____ Block: _____ Subdivision: Undeveloped

**Does the Applicant have permission from the Owner to request a Specific Use Permit? Y or N

The following items must be submitted as part of the application packet for a Specific Use Permit (SUP):

- Site Plan – A site plan shall consist of drawing(s) containing:
 - A north arrow;
 - Proposed location of structures, off-street parking, and open space;
 - Dimensions of buildings and other structures;
 - Distances between existing and proposed structures, as well as setback dimensions;
 - Proposed location of buffer areas, screening, and landscaping; and
 - Sufficient surrounding area to demonstrate the relationship to adjoining uses.
- Filed Deed of ownership with the Book & Page stamp from the County Clerk
- A signed and sealed 300' property ownership list from a Certified Abstract company (3 sets of labels)
- Any additional information required by staff to aid the Sapulpa Planning Commission (SPC) in making a recommendation to the Sapulpa City Council (CC) – renderings, photos, color swatches, etc.
- A check payable to the City of Sapulpa (no cash or money orders) at the time of application
- The completed and signed*** copy of this application

A. Subject Property

1. Size in Acres or Square Feet: 900 sq. ft. 2. Current Use: _____
3. Frontage Road (Street): State Hwy 66
4. Identify structures and improvements on the property: No improvements to be made
-
5. City Water: Yes No 6. City Sewer: Yes No 7. Basin (if applicable): _____

B. Adjoining Property

1. Provide approximate distances from structures on adjacent lots to the property lines: Approximately 100' to the SW of JJ Superette
2. Identify adjacent and surrounding land uses: Convenience Store 100' to the NE, RV/mobile home property 100' South,

C. Specific Use Permit Request

As provided by O.S. §11-43-113, the utilization of the Specific Use Permit process is designed to address land uses, which because of the specialized nature of the use, may dominate the area in which such uses are proposed to be located.

1. Describe the proposed Specific Use as it pertains to your property: Property to be used for the cultivation of medical marijuana indoors.
2. Describe any benefits to the adjacent properties or to the City: Benefits to surrounding properties are additional income as we buy what we can locally. City will receive taxes on our purchases. We also work hard to keep trash off properties and roads.
3. Explain how the subject property is well suited for proposed Specific Use. (e.g. advantages such as topography, soil, drainage, access, proximity to populated commercial/residential areas, etc.): Access to main highways, located next to opened businesses for better security
4. Explain how the proposed Specific Use may affect the road system serving your area: Will have no effect on road system
5. Provide the number of additional daily traffic counts the Specific Use may produce: 2 cars maximum

6. If there are increases in traffic, what traffic control measures are proposed? Not applicable

7. How could the proposed Special Use be detrimental to properties in the vicinity? No detriment caused to any properties in vicinity

8. Explain what measures are proposed to minimize any adverse effects: windows are blacked out and carbon air filtration systems will be in place to reduce/eliminate any odors.

=====

ADDITIONAL INFORMATION FOR SPECIFIC USE PERMITS (SUP) – Please Read

- Staff will not accept an incomplete SUP application packet. The application, supporting documentation, and fees must be delivered to the Urban Development offices at least 30 days prior to the next scheduled SPC meeting.
- The City Council (CC) reviews and discusses the SUP request and the recommendation from the SPC. The CC may approve as recommended, approve with amended conditions, or deny an SUP application.
- A person knowledgeable of the application and the property must attend the meetings to represent the application.
- The approval of a Specific Use Permit does not in any way negate or circumvent the other requirements of development as stated in the City Codes. If approved, the SUP may require meeting(s) with the Technical Advisory Committee (TAC). Additional permits will be required prior to construction.
- Unless otherwise indicated, the Sapulpa Planning Commission (SPC) meets the 4th Tuesday of each month at 5:30 p.m. in the City Council Chambers
- You may contact the Urban Development Department at 918-248-5918

=====

Master fee schedule for Specific Use Permit applications within the city limits of Sapulpa, Oklahoma

BASE APPLICATION FEE **\$170.00**
 NOTICE PREPARATION **\$30.00** flat fee
 300' or 1320' MAILING LIST **\$6.xx** for each name on list (postage – certified mail with return)

NEWSPAPER PUBLICATION* *Sapulpa Legal News will bill the applicant directly

For Office Use

Application Fees	Totals
Base Application Fee	\$170.00
Notice Preparation <i>6.74</i>	\$30.00
Property Owners Mailing & Postage <i>\$6.** x 7</i>	\$
Total Amount Due	<i>\$247.18</i>
Date Paid	
Check No. <i>247.18</i>	

***A signature acknowledges that the information provided on the application is accurate and as well as an understanding of the required documentation for processing a Specific Use Permit application.

John W Douglas Bush
 Signature

12-19-19
 Date

OFFICE OF THE SECRETARY OF STATE



**CERTIFICATE
OF
LIMITED LIABILITY COMPANY**

WHEREAS, the Articles of Organization of

DB ANDERSON FARMS LLC

an Oklahoma limited liability company has been filed in the office of the Secretary of State as provided by the laws of the State of Oklahoma.

NOW THEREFORE, I, the undersigned, Secretary of State of the State of Oklahoma, by virtue of the powers vested in me by law, do hereby issue this certificate evidencing such filing.

IN TESTIMONY WHEREOF, I hereunto set my hand and cause to be affixed the Great Seal of the State of Oklahoma.



*Filed in the city of Oklahoma City this
14th day of August, 2019.*

A handwritten signature in cursive script, appearing to read "Ariel Reyes", is written over a horizontal line.

Secretary of State

OFFICE OF THE SECRETARY OF STATE



**CERTIFICATE OF GOOD STANDING
DOMESTIC LIMITED LIABILITY COMPANY**

I, THE UNDERSIGNED, Secretary of State of the State of Oklahoma, do hereby certify that I am, by the laws of said state, the custodian of the records of the state of Oklahoma relating to the right of certain business entities to transact business in this state and am the proper officer to execute this certificate.

I FURTHER CERTIFY that DB ANDERSON FARMS LLC whose registered agent is JEFFREY ANDERSON, with its registered office at 5614 S. BOSTON AVE TULSA Oklahoma is a Domestic Limited Liability Company duly organized and existing under and by virtue of the laws of the state of Oklahoma and is in good standing according to the records of this office. This certificate is not to be construed as an endorsement, recommendation or notice of approval of the entity's financial condition or business activities and practices. Such information is not available from this office.



IN TESTIMONY WHEREOF, I hereunto set my hand and affixed the Great Seal of the State of Oklahoma, done at the City of Oklahoma City, this 14th day of August, 2019.

Michael Rogers

Secretary Of State

State of Oklahoma

License Certificate

NON - TRANSFERABLE

COMMERCIAL GROWER LICENSE

HEREBY GRANTED TO

DB ANDERSON FARMS LLC

7917 STATE HIGHWAY 66 B , TULSA, OK, 74131

THE LICENSE IS ISSUED BY THE OKLAHOMA STATE DEPARTMENT OF HEALTH, OKLAHOMA MEDICAL MARIJUANA AUTHORITY TO CERTIFY THE ABOVE HAS FULFILLED THE REQUIREMENTS OF TITLE 63 O.S. § 420A, ET SEQ. AND THE OKLAHOMA ADMINISTRATIVE CODE AT TITLE 310 CHAPTER 681. THE LICENSE IS SUBJECT TO THE REPRESENTATIONS MADE ON THE APPLICATION THEREFOR, AND MAY BE SUSPENDED OR REVOKED FOR CAUSE AS PROVIDED BY LAW AND RULE. LICENSEE SHALL OBSERVE AND COMPLY WITH ALL APPLICABLE LAWS, ORDINANCES, RULES AND REGULATIONS OF THE STATE OF OKLAHOMA.

09/02/2020

LICENSE NUMBER:

GAAA-4J8B-PTAE



Tom Bates

TOM BATES, J.D.
Interim Commissioner
Oklahoma State Department of Health

TRANSPORTATION LICENSE ONLY

State of Oklahoma

License Certificate

NON - TRANSFERABLE

COMMERCIAL GROWER LICENSE

HEREBY GRANTED TO

DB ANDERSON FARMS LLC

7917 STATE HIGHWAY 66 B, TULSA, OK, 74131

THE LICENSE IS ISSUED BY THE OKLAHOMA STATE DEPARTMENT OF HEALTH, OKLAHOMA MEDICAL MARIJUANA AUTHORITY TO CERTIFY THE ABOVE HAS FULFILLED THE REQUIREMENTS OF TITLE 63 O.S. § 420A ET SEQ. AND THE OKLAHOMA ADMINISTRATIVE CODE AT TITLE 310 CHAPTER 681. THE LICENSE IS SUBJECT TO THE REPRESENTATIONS MADE ON THE APPLICATION THEREFOR, AND MAY BE SUSPENDED OR REVOKED FOR CAUSE AS PROVIDED BY LAW AND RULE. LICENSEE SHALL OBSERVE AND COMPLY WITH ALL APPLICABLE LAWS, ORDINANCES, RULES AND REGULATIONS OF THE STATE OF OKLAHOMA.



09/02/2020

LICENSE NUMBER:

GAAA-4J8B-PTAE

Tom Bates

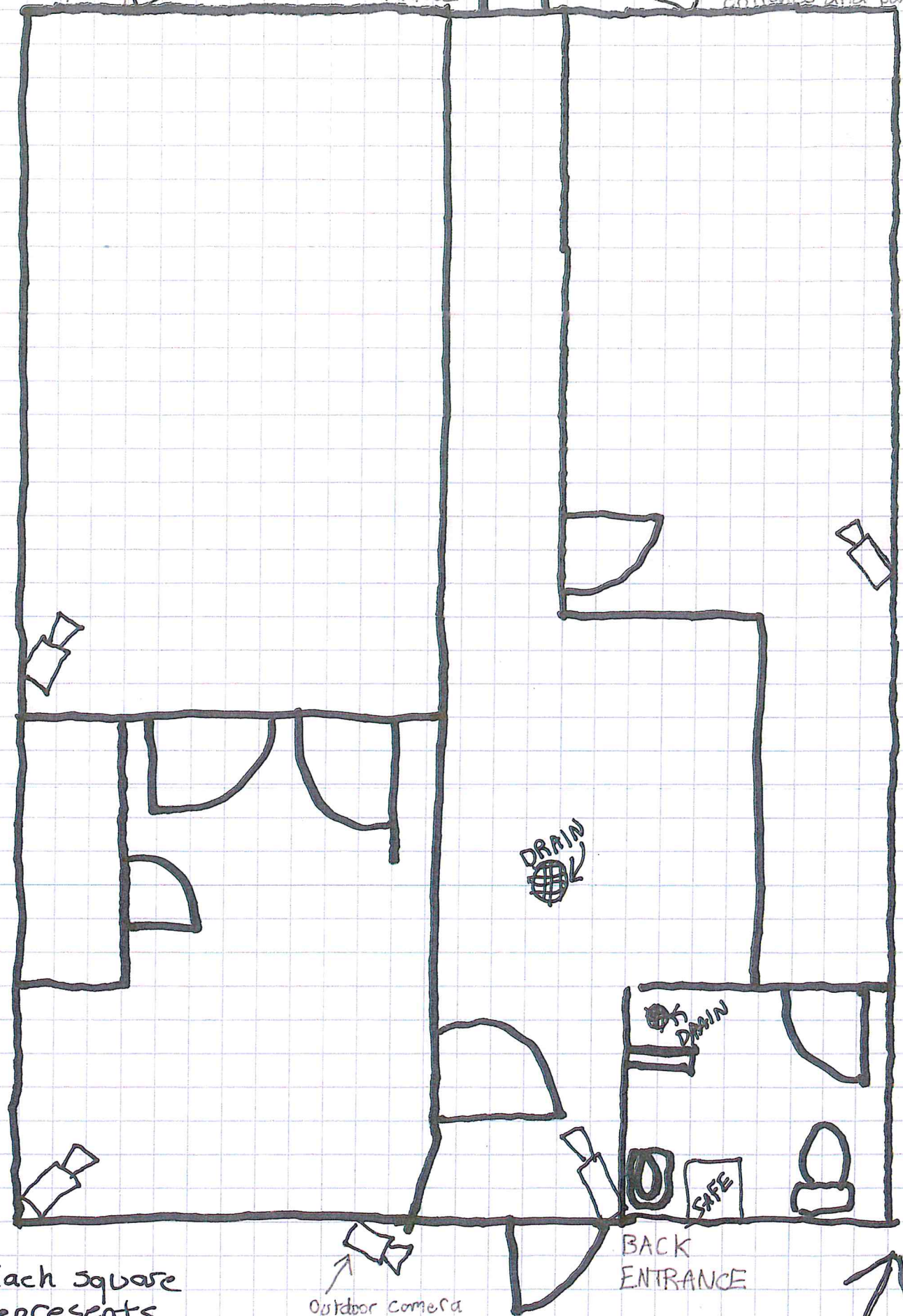
TOM BATES, J.D.
Interim Commissioner
Oklahoma State Department of Health

DO NOT COPY

outdoor camera showing entrance & parking

FRONT ENTRANCE

outdoor camera showing entrance and parking lot



Each square represents approx. 1 Foot

Outdoor camera showing rear entry



STATE HWY 66

133' SETBACK
PARKING

PARKING

Santaria
Snake
Shed

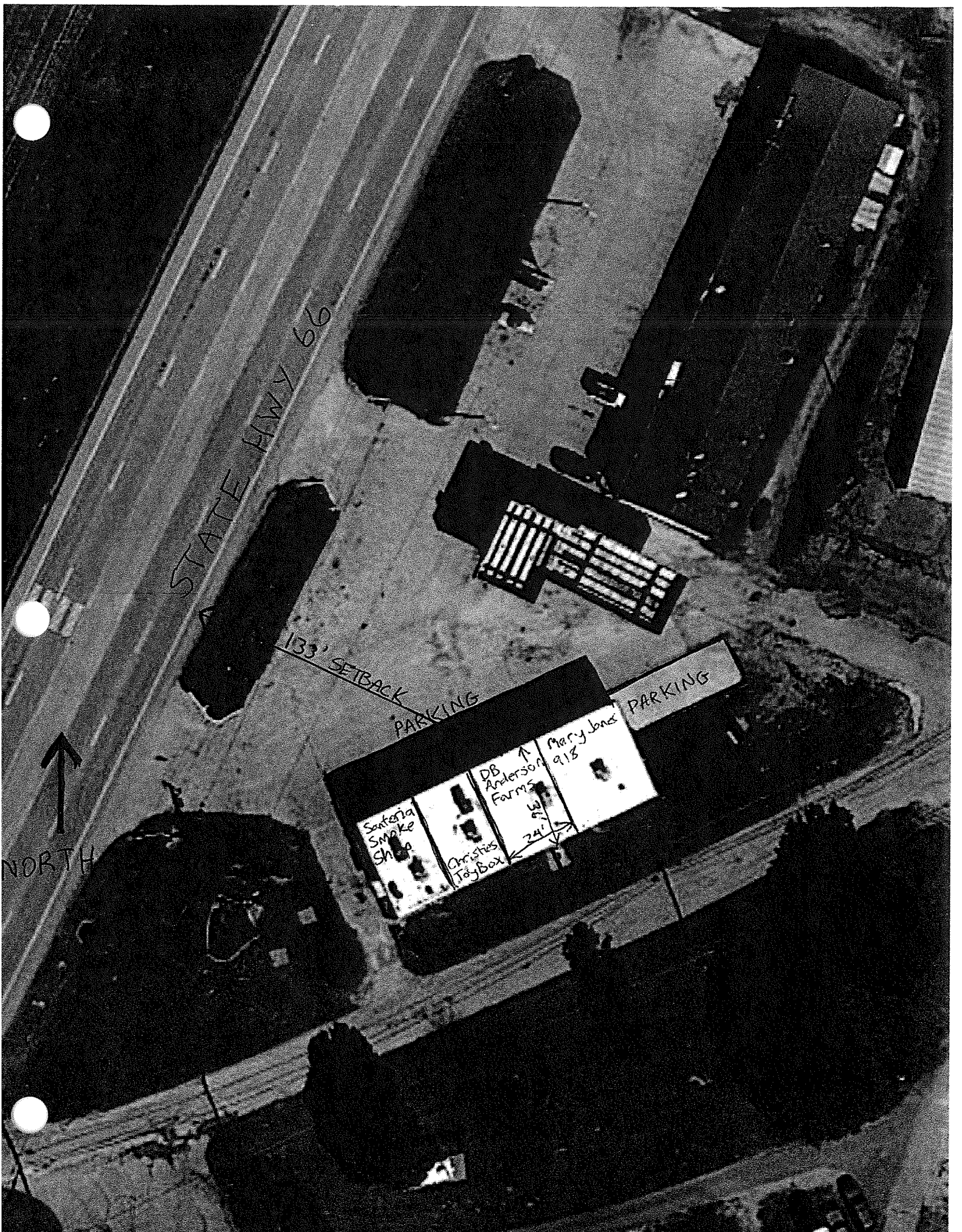
Christies
Toy Box

DB
Anderson
Farms

W
24'

Mary Jones
918

NORTH ↑



08/14/2019 02:28 PM

OKLAHOMA SECRETARY OF STATE



SOS

ARTICLES OF ORGANIZATION

(Oklahoma Limited Liability Company)

Filing Fee: \$100.00



41872430002

DATE

721 N.W. 13TH, SUITE 210
Oklahoma City, Oklahoma 73103
(405) 522-2520

I hereby execute the following articles of organization for the purpose of forming an Oklahoma limited liability company pursuant to the provisions of Title 18, Section 2005:

- 1. Name of the limited liability company: (Note: The name shall contain either the words limited liability company or limited company or the abbreviations LLC, LC, L.L.C. or L.C. The word limited may be abbreviated as Ltd., and the word company may be abbreviated as Co.)

DB Anderson Farms LLC

- 2. Street address of its principal place of business, wherever located:

7917-B St Hwy 66 Sapulpa OK 74136
Street address City State Zip Code
(P.O. BOXES ARE NOT ACCEPTABLE)

- 3. E-MAIL address of the primary contact for the registered business:

JeffreyAmelia313@gmail.com

❖ Notice of the Annual Certificate will ONLY be sent to the Limited Liability Company at its last known electronic mail address of record.

- 4. NAME and street address of the registered agent for service of process in the state of Oklahoma:

❖ The registered agent shall be the limited liability company itself, an individual resident of Oklahoma, or a domestic or qualified foreign corporation, limited liability company, or limited partnership.

Jeffrey Anderson 5614 S. Boston Ave Tulsa Oklahoma 74105
Name Street Address City State Zip Code
(P.O. BOXES ARE NOT ACCEPTABLE)

- 5. Term of existence:

Perpetual

❖ You may state perpetual, a set number of years, or a future effective expiration date. Perpetual means continuous.

The articles of organization must be signed by at least one (1) person who may or may not be a member of the limited liability company.

• Signature: [Handwritten Signature]

Dated: 08-14-2019

• Printed Name: Jeffrey Anderson

RECEIVED



OKLAHOMA SECRETARY OF STATE

Michael Rogers
Secretary of State

421 N.W. 13th, Suite 210
Oklahoma City, OK 73103

J. Kevin Stitt
Governor

August 14, 2019

RECEIPT

Page 1 of 1

JEFFREY ANDERSON
5614 S BOSTON AVE
TULSA OK 74105

Client ID: 244786758

Session ID: N/A

Process Date: 08/14/2019

Receive Date: 08/14/2019

Document Number	Document Detail	Filing Number	Entity Name	Page Count	Fee
41872430002	Articles of Organization	3512776890	DB ANDERSON FARMS LLC		\$100.00
41872430002	Same Day Service Fee		Same Day Service Fee		\$25.00
41872430003	Credit Card Surcharge Document				\$5.00
Total Document Fees					\$130.00

Payment Type	Payment Reference	Amount
Credit Card	****XXXXXXXX6383	\$130.00
Total Payments Received		\$130.00

Note: Any overpayment will be refunded within 15 days of receipt of written request, or an automatic refund will be issued in 60 days
Evidence of Filed Document(s) or Orders(s) requested is enclosed.
Please include Client ID number on all correspondence.

Business Records Department
421 N.W. 13th, Suite 210
Oklahoma City, OK 73103



Michael Rogers
Secretary of State

Oklahoma Secretary of State

Cash Receipt

August 14, 2019

Page 1 of 1

JEFFREY ANDERSON
5614 S BOSTON AVE
Tulsa OK 74105
RE: JEFFREY ANDERSON
Batch Number: 4187310
Payor ID: 41873100001
Payment Amount: \$20.00

This will acknowledge our receipt of the above referenced payment amount. If you have any questions regarding the status of this transaction, please call (405)521-4211.

Sincerely,
Business Service Division

Come visit us on the Internet @ www.sos.ok.gov

(405)521-3912

FAX (405)521-3771

TTY J. Kevin Stitt



ARTICLES OF ORGANIZATION

(Oklahoma Limited Liability Company)

Filing Fee: \$100.00

TO: OKLAHOMA SECRETARY OF STATE
421 N.W. 13th, Suite 210
Oklahoma City, Oklahoma 73103
(405) 522-2520

I hereby execute the following articles of organization for the purpose of forming an Oklahoma limited liability company pursuant to the provisions of Title 18, Section 2005:

1. Name of the limited liability company: (Note: The name shall contain either the words **limited liability company** or **limited company** or the abbreviations **LLC, LC, L.L.C.** or **L.C.** The word **limited** may be abbreviated as **Ltd.**, and the word **company** may be abbreviated as **Co.**)

DB Farms LLC

2. Street address of its principal place of business, wherever located:

7917 State Highway 66 Sapulpa OK 74131
Street address City State Zip Code
(P.O. BOXES ARE NOT ACCEPTABLE)

3. E-MAIL address of the primary contact for the registered business:

DBAndersonFarms@gmail.com

❖ Notice of the Annual Certificate will **ONLY** be sent to the Limited Liability Company at its last known electronic mail address of record.

4. NAME and street address of the registered agent for service of process in the state of Oklahoma:

❖ The registered agent shall be the limited liability company itself, an individual resident of Oklahoma, or a domestic or qualified foreign corporation, limited liability company, or limited partnership.

Oklahoma

Name Street Address City State Zip Code
(P.O. BOXES ARE NOT ACCEPTABLE)

5. Term of existence:

❖ You may state **perpetual**, a set number of years, or a future effective expiration date. Perpetual means continuous.

The articles of organization must be signed by at least one (1) person who may or may not be a member of the limited liability company.

• Signature: _____ Dated: _____

• Printed Name: _____



AFFIDAVIT OF LAWFUL PRESENCE BY PERSON MAKING APPLICATION FOR A LICENSE

Website: OMMA.ok.gov | Email: OMMA@ok.gov | Phone: (405) 522-OMMA

THE PERSON SIGNING THIS FORM MUST READ THESE INSTRUCTIONS CAREFULLY:

1. If the applicant is a citizen of the United States then check the box to the left of the statement, "The applicant is a citizen of the United States." If the person signing this form is not a citizen of the United States then the person should check the box to the left of the statement, "The applicant is an approved alien under the Federal Immigration and Nationality Act and is approved to be present in the United States."
2. Write the identification number in the space provided after "Admission/Registration #" and write the name of the authorizing document in the space provided after "Authorizing Document." For example, INS Form 1-551 or INS Form 1-94. See page 2 for valid documentary evidence of lawful presence.
3. The person signing this form should write today's date in the space provided; write the city and state where they are located when they signed this form; sign their name in the space provided for signature; and print their name in the space provided. If applying for a renewal, write the license number in the space provided. Within this form, the term "penalty of perjury" means the willful assertion of the fact of either United States citizenship or lawful presence in the United States as a qualified alien, and made upon one's oath or affirmation and knowing such assertion to be false.
4. Making such a willful assertion on this form knowing it to be false is a crime in Oklahoma and may be punishable by a term of incarceration of not more than five (5) years in prison. Additionally, one who procures another to commit perjury is guilty of the crime of subornation of perjury and may be punished in the same manner, as he would be if personally guilty of the perjury so procured.

APPLICANT INFORMATION - PLEASE PRINT OR TYPE CLEARLY

(Choose one) NEW APPLICATION RENEWAL APPLICATION

License # (if applying for renewal)

Jeffrey Lee Anderson
 First Name Middle Name Last Name
 6014 S. Boston Ave Tulsa OK 74105
 Current Physical Street Address APT# City State Zip
 Date of Birth: 10/26/1987

ATTACH A COPY OF THE FRONT AND BACK OF YOUR AUTHORIZING DOCUMENT IF APPLICABLE.

Admission/Registration# Name of Authorizing Document Attached

(Choose one) THE APPLICANT IS A CITIZEN OF THE UNITED STATES
 THE APPLICANT IS AN APPROVED ALIEN UNDER THE FEDERAL IMMIGRATION AND NATIONALITY ACT AND A APPROVED TO BE PRESENT IN THE UNITED STATES.

SIGNATURE

By my signature below I attest to one of the following statements (choose one):


- I, the applicant, being of lawful age certify that the information on this form is true and correct.
- I, the legal parent or guardian of the applicant, certify that the information on this form is true and correct.

Signature: [Handwritten Signature] Date: 08/14/2019 Tulsa, Oklahoma

**Oklahoma State Bureau of
Narcotics and Dangerous Drugs Control**
This is to certify that

DB ANDERSON FARMS LLC
DBA: DB ANDERSON FARMS LLC
B
7917 STATE HWY. 66
TULSA, OK 74131-0000




John M. Scully, Director
EXPIRES OCTOBER 31, 2020
Certificate of Registration must be readily retrievable at all times.

69914 OBN CERTIFICATE OF REGISTRATION NO.

*is (duly registered with the Oklahoma State Bureau of
Narcotics and Dangerous Drugs Control and is
(herby) authorized to legally handle*

*Schedule(s) 1-MMO
pursuant to O.S. § 2-302. (This registration is not
transferable on change of ownership or business
activity.) Date Issued: 10/08/2019*

The Oklahoma Bureau of Narcotics will not be mailing this certificate to you.



AGENDA ITEM

Administration 10. A.

City Council Regular

Meeting Date: February 3, 2020

Submitted For: Joan Riley, City Manager

Submitted By: Amy Hoehner, Legal Assistant

Department: City Manager

Presented By: Joan Riley

SUBJECT:

Discussion and possible action regarding a Resolution to Execute the Agreement Establishing the Oklahoma Municipal Management Services at an annual cost of \$5,000.00 and prorated for current Fiscal Year.

BACKGROUND:

Further information to be supplied at the meeting.

RECOMMENDATION:

Staff recommends that the City Council adopt the referenced Resolution as stated.

Attachments

Resolution

Information

Agreement

Resolution #4607

RESOLUTION NO. _____

**Resolution To Execute The
Agreement Establishing
The Oklahoma Municipal Management Services**

WHEREAS, the Interlocal Cooperation Act of the Oklahoma Statutes enable municipal governments to cooperate with each other to make the most efficient use of their powers and resources on a basis of mutual advantage; and,

WHEREAS, the City of Sapulpa desires to cooperate by providing municipal management services that assist with the operations of municipalities, including but not limited to management assistance, studies, work sessions, and analysis of operations; and,

WHEREAS, the City of Sapulpa finds that the best and most efficient way of securing this protection is by cooperating with other municipalities; and,

WHEREAS, the *Interlocal Agreement Between the City of Harrah and the City of Mustang* Establishing the Oklahoma Municipal Management Services provides a basis for securing these services for member municipalities.

NOW THEREFORE BE IT RESOLVED by the governing body of the City of Sapulpa to join with other municipalities in the Oklahoma Municipal Management Services; and,

BE IT FURTHER RESOLVED THAT, the City of Sapulpa hereby agrees to become a party to the *Interlocal Agreement Between the City of Harrah and the City of Mustang* Establishing the Oklahoma Municipal Management Services, for the purposes and in consideration of the mutual covenants contained therein by adoption and execution of this resolution.

Adopted by the City Council of the City of Sapulpa, Oklahoma, this _____ day of _____, 2020.

Mayor

ATTEST:

City Clerk

Please mail copy of resolution to:

Oklahoma Municipal Management Services
3650 South Boulevard
Edmond, OK 73013

HOME (/)
MEMBERSHIP
MEMBER BENEFITS (/MEMBER-RESOURCES)
MEMBER RESOURCES (/DOCUMENT-CENTER)
CURRENT MEMBERS (/MEMBERS)
JOIN (/JOIN)
MEDIA
NEWS (/NEWS-1)
VIDEOS (/VIDEOS)
JOBS (/JOBS)
CONNECT
STAFF (/STAFF)
CONTACT (/CONTACT)
CONFERENCE (/CONFERENCE)

Membership

MEMBER BENEFITS
(/MEMBER-RESOURCES)
MEMBER RESOURCES
(/DOCUMENT-CENTER)
CURRENT MEMBERS
(/MEMBERS)
JOIN (/JOIN)



OMMS is an Oklahoma Interlocal Cooperative in which many Oklahoma cities come together to offer management assistance and services to cities and towns. The organization will focus on several primary objectives, including:

- **MANAGEMENT SERVICES:** whether on an interim, part-time or project basis, with a focus on assisting cities and towns with long term management stability.
 - INTERIM MANAGEMENT: direct involvement in management placement, both with managers seeking employment and with cities and towns seeking managers
 - CONTRACT MANAGERS: assist with a directory of part-time or contract managers who can assist with specific projects in all areas of the state
 - CIRCUIT RIDER MANAGERS: regional management assistance on as as-needed basis
 - MANAGEMENT INTERN PLACEMENT: direct placement or sharing of management interns between cities and towns
- **REGIONAL COORDINATION:** regional agreements to provide services that are difficult for individual cities and towns; identifying and assisting cities with shared services
 - Economic Development, Grant Writing, Engineering, Bidding
 - HR, Code Enforcement, Animal Control, IT Support, etc.
- **MUNICIPAL RESEARCH:** providing studies and information that assist cities and towns in evaluating their operations, including:
 - DATABASE: a database of information that helps cities analyze operations
 - financial analysis, rate study, sales tax study, employee comparisons
 - SERVICE PROVIDERS: a database of service providers who can assist with specific projects

- VACANCIES AROUND STATE: current list of management vacancies as well as current list of managers in transition
- PR, SOCIAL MEDIA, WEBSITE: press releases or other communications tools with comparative statistics, as well as social media and website consultation.
- **RESOURCES**
 - FINANCIAL REPORTING: a minimum financial reporting form for City Councils, Commissions and Town Boards, created and endorsed by Crawford & Associates
 - SAMPLE CONTRACT: a sample employment contract for managers and administrators.
- **EMERGENCY CRISIS ASSISTANCE**
- **OMMS MEMBER NEWSLETTER, INDUSTRY NEWS**

OMMS will have an annual membership fee for cities and towns that will cover basic services and a discounted membership rate for special projects.

ANNUAL MEMBERSHIP FEE

2,500 and below: \$500.00

2,501 – 10,000: \$2,000.00

10,001 – 20,000: \$4,000.00

20,001 and above: \$5,000.00

JOIN OMMS (/JOIN)

Oklahoma Municipal Management Services

**OKLAHOMA MUNICIPAL MANAGEMENT SERVICES (OMMS)
MEMBERSHIP AGREEMENT AND INVOICE
JULY 1, 2019 THROUGH JUNE 30, 2020**

Name of Municipality: _____

Mailing Address: _____

City, State, Zip Code: _____

<u>Population</u>	<u>Fee (Circle One)</u>
2,500 and below:	\$ 500.00
2,501 to 10,000:	\$2,000.00
10,001 to 20,000:	\$4,000.00
20,001 and above:	\$5,000.00

Municipal Contact Name: _____

Municipal Contact Email: _____

Contact Telephone Number: _____

Date: _____

Please remit agreement and payment to:

Oklahoma Municipal Management Services
ATTN: OMMS Accounts Receivable
3650 South Boulevard
Edmond, OK 73013

Website: www.okmms.org

Questions can be submitted to: executivedirector@okmms.org



AGENDA ITEM

Administration 10. B.

City Council Regular

Meeting Date: February 3, 2020

Submitted By: Becky McGinnis, HR Director

Department: Human Resources

Presented By: Becky McGinnis

SUBJECT:

Discussion and possible action regarding the renewal of City of Sapulpa Employee Dental Insurance with Delta Dental at 0% increase in cost.

BACKGROUND:

Staff was made aware there was no increase in premium for the Employee Dental Insurance renewal

RECOMMENDATION:

Staff recommends the Mayor and City Councilors approve the City of Sapulpa Employee Dental Insurance renewal.

Attachments

DDOK Renewal



January 27, 2020

Becky McGinnis
City of Sapulpa
P O Box 1130
Sapulpa, OK 74067

Re: City of Sapulpa
Group No.: 0003575
Anniversary Date: May 1, 2020

Dear Ms. McGinnis:

Thank you for selecting Delta Dental of Oklahoma as your dental benefits provider. We value your business, and hope our quality service standards and access to care meet or exceed the expectations of you and your employees.

We have reviewed dental utilization along with industry costs and inflation trends, to calculate the necessary premiums for your upcoming plan year, renewal effective May 1, 2020. Your plan's renewal rates, which include the health care reform required annual issuer's fee, are also listed below.

Current Monthly Rates

Employee Only.....	\$29.48
Employee + Spouse	\$58.94
Employee + Child(ren).....	\$67.76
Employee + Family.....	\$96.36

Renewal Monthly Rates

Employee Only	\$29.48
Employee + Spouse	\$58.94
Employee + Child(ren).....	\$67.76
Employee + Family	\$96.36

Advancing the oral wellness of all Oklahomans is part of our company's not-for-profit mission, and we are proud to partner with your organization in its commitment for greater oral health. If you have any questions, or need additional information, please contact your broker or our Sales team at 405-607-4709 (OKC Metro), 866-685-2112 (Toll Free) or Sales@DeltaDentalOK.org.

Sincerely,

Lan Miller
Vice President of Sales

LPM/bb

cc: Dee Sink, HUB International The Holmes Organisation



AGENDA ITEM

Administration 10. C.

City Council Regular

Meeting Date: February 3, 2020

Submitted By: Becky McGinnis, HR Director

Department: Human Resources

Presented By: Becky McGinnis

SUBJECT:

Discussion and possible action regarding the renewal of City of Sapulpa Employee Life Insurance with Standard Life Insurance at a 0% increase in cost.

BACKGROUND:

Our Life insurer guarantees the rate for a two-year period. We are in the second year of the rate guarantee.

RECOMMENDATION:

Staff recommends the Mayor and City Councilors approve the City of Sapulpa Life Insurance renewal.



AGENDA ITEM

Administration 10. D.

City Council Regular

Meeting Date: February 3, 2020

Submitted By: Pam Vann, Finance Director

Department: Finance

Presented By: Pam Vann

SUBJECT:

Discuss and consider a Resolution of the City of Sapulpa, Oklahoma, amending the FY 2019-2020 annual budget by increasing revenues and appropriations in the Library Fund in the amount of \$13,147.00 for the purpose of recognizing grant revenue and appropriating funds to be used for equipment.

BACKGROUND:

The City has received the annual State Aid Grant for the Library in the amount of \$13,147.00. These funds will be used to purchase additional equipment for the Library.

RECOMMENDATION:

Staff recommends approval of this resolution.

Attachments

Resolution #4608

Library Fund Resolution-State Aid

Library Fund Budget Adjustment-State Aid

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF SAPULPA, OKLAHOMA, AMENDING THE FY 2019-2020 ANNUAL BUDGET BY INCREASING REVENUES AND APPROPRIATIONS IN THE LIBRARY FUND IN THE AMOUNT OF \$13,147.00 FOR THE PURPOSE OF RECOGNIZING GRANT REVENUE AND APPROPRIATING FUNDS TO BE USED FOR EQUIPMENT.

WHEREAS, the City received a grant award from the Oklahoma Department of Libraries in the amount of for \$13,147.00 for the State Aid Grant for the 2019-2020 fiscal year, and

WHEREAS, the original budget did not include any expected State Aid Grant funds, and

WHEREAS, said grant funds will be used to purchase additional equipment,

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Sapulpa, Oklahoma, that the following budget amendment be made:

LIBRARY FUND

(Increase)	34-4031 Grant	<u>\$13,147.00</u>
	Total Revenues Increase:	\$13,147.00
(Increase)	34-534-401A Equipment-State Aid Grant	<u>\$13,147.00</u>
	Total Appropriations Increase:	\$13,147.00

PASSED BY THE CITY COUNCIL FOR THE CITY OF SAPULPA, OKLAHOMA and signed by the Mayor this 3rd day of February 2020.

Lou Martin, Mayor

ATTEST:

Shirley Burzio, City Clerk

David Widdoes, City Attorney



Informational Items 12. A.

City Council Regular

Meeting Date: February 3, 2020

Submitted By: Amy Hoehner, Legal Assistant

SUBJECT:

Status Report from Tetra Tech regarding various City and SMA projects.

Attachments

Status Report

STATUS**O = Operations****P = Planning****E = Engineering Design****C = Construction**

TETRA TECH, INC.
PROJECT STATUS REPORT
SAPULPA, OKLAHOMA
FEBRUARY 3, 2020

PROJECT		TETRA TECH CONTACT	STATUS	FUNDING	COMMENTS	RECOMMENDED ACTION
1.	Water Atlas Creation	Ryan Mittasch, P.E.	P		Tetra Tech is waiting for atlas markups from city staff to document facilities that were not in the plans previously provided.	City to review draft atlas and provide updated information to Tetra Tech for data entry.
2.	N02-N04 Lift Station, Force Main, and Gravity	Ryan Mittasch, P.E.	E		Construction is ongoing.	None.
3.	SeneGence/Westside Sewer Plan	Ryan Mittasch, P.E.	E		Preliminary design of revised alignment underway.	None.
4.	Sapulpa Fire Training Facility Waterline	Ryan Mittasch, P.E.	E		Construction has begun.	None.
5.	Hobson Street Study	Ryan Mittasch, P.E.	P		Study completed.	Budget for realignment and Boyd Place circle improvements.
6.	Frankoma Road Sanitary Sewer Extension	Ryan Mittasch, P.E.	P		Project advertised for construction.	None.