

SAPULPA CITY COUNCIL MEETING

CITY HALL - 425 EAST DEWEY AVENUE

COUNCIL CHAMBERS, 2ND FLOOR

7:00 P.M., MONDAY, MARCH 4, 2019

Notice is hereby given that the Mayor and City Council of the City of Sapulpa, Oklahoma, will meet in regular session at 7:00 p.m. on the 4th day of March, 2019, in the Council Chambers, Sapulpa City Hall, 425 East Dewey Avenue, Sapulpa, Oklahoma, with the agenda for said meeting as follows:

MEETING PROCEDURE: Comments from the public are welcome at two different times during the course of the meeting. A **Sign in Sheet** is located at the back of the room. Those wishing to address the City Council are to sign in prior to the start of the meeting and identify the item(s) they wish to address. Comments concerning items scheduled on the Agenda will be heard immediately following the presentation by staff or petitioner. Comments concerning items not scheduled on the Agenda will only be heard under the Public Comments section. The City Council will not act on any matter discussed in the Public Comments section and will act on the Item on the Agenda after all comments have been heard.

Please come to the podium when the Mayor calls your name.

- AGENDA -

1. **CALL TO ORDER.**
2. **INVOCATION.**
3. **PLEDGE OF ALLEGIANCE.**
4. **ROLL CALL.**
5. **MINUTES.**
 - A. Consider approving the minutes of the February 18, 2019, regular city council meeting.
6. **APPOINTMENTS, AWARDS, PRESENTATIONS, AND PROCLAMATIONS.**
7. **CONSENT ITEMS:** All matters under “Consent” are considered by the City Council to be routine and will be enacted by one motion. Any City Council member may, however, remove an item from consent by request.
 - A. Consider approving Claims in the amount of \$183,341.16.

- B. Consider approving Prepaid Claims in the amount of \$20,433.64

8. **PUBLIC HEARINGS.**

9. **COMMUNITY DEVELOPMENT.**

- A. Discussion and possible action regarding the application by Becky Roper for a Specific Use Permit, SUP-029, to allow a Commercial Medicinal Marijuana Dispensary located at 921 South Main Street, Sapulpa, Oklahoma.

10. **ADMINISTRATION.**

- A. Discuss and possible action regarding a Resolution of the City of Sapulpa, Oklahoma, and the Sapulpa Development Authority, Sapulpa, Oklahoma amending the FY 2018-2019 annual budget by increasing revenues and appropriations in the Sapulpa Development Authority Fund by \$5,000.00 to recognize reimbursement revenue to provide funding for legal services related to TIF District #5.
- B. Discuss and possible action regarding a Resolution of the City of Sapulpa, Oklahoma amending the FY 2018-2019 annual budget by increasing revenues and appropriations in the Library Fund in the amount of \$3,657.00 for the purpose of recognizing grant funds awarded and appropriating such funds for the purpose of training & travel expenses.
- C. Discuss and possible action regarding an agreement with Professional Engineering Consultants, P.A., (PEC) for professional services for the Ozark Trail STP Re-Application to INCOG, in the lump sum amount of \$7,500.00, including reimbursable expenses
- D. Discuss and consider a Resolution of the City of Sapulpa, Oklahoma, and the Sapulpa Municipal Authority, Sapulpa, Oklahoma, amending the FY 2018-2019 annual budget by increasing transfers out in the Stormwater Management Fund and increasing transfers in and appropriations in the Grants and Aid Fund in the amount of \$46,480.00 to provide additional funding for the CDBG Urban County Program 2017 Grant Project which includes street overlay of several sections of Lazy H Addition.

11. **NEW BUSINESS.** (Items that were not known about at the time of posting the agenda.)

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

- A. Project status report from acting Public Works Director on City and Trust projects.

13. **PUBLIC COMMENTS.** The purpose of the Public Comments Section of the Agenda is for members of the public to speak to the City Council on any subject not scheduled on the Regular Agenda. City Council shall make no decision or action, except to direct the City Manager to take action, or to schedule the matter for City Council discussion at a later date.

Please come to the podium when the Mayor calls your name and keep your comments as brief as possible.

14. **EXECUTIVE SESSION.**

15. **ADJOURNMENT.**

Posted this 1st day of March, 2019 at or before 5:00 p.m., at the Sapulpa City Hall, 425 East Dewey Avenue, Sapulpa, Oklahoma.

Name: *Mikaila Stepp*

Title: *Administrative Assistant*



AGENDA ITEM

City Council Regular

5.A.

Meeting Date: March 4, 2019

Submitted By: Shirley Burzio, City Clerk

Department: City Clerk

Presented By:

SUBJECT:

Consider approving the minutes of the February 18, 2019, regular city council meeting.

BACKGROUND:

RECOMMENDATION:

Attachments

[minutes.02-18-2019 city](#)

CITY OF SAPULPA, OKLAHOMA
COUNCIL PROCEEDINGS
Meeting of February 18, 2019

The City Council of Sapulpa, Oklahoma, met in regular session Monday, February 18, 2019, at 7:00 o'clock P.M. in the City Hall Council Chambers, 425 East Dewey Avenue, Sapulpa, Oklahoma.

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

Absent: Bruce Bledsoe, City Councilor
 Carla Stinnett, Councilor

Staff Joan Riley, City Manager; Pam Vann, City Treasurer / Finance Director;
Present: Shirley Burzio, City Clerk

1. INVOCATION.

The invocation was given by Rev. Johnny Merrill, pastor of The Way Church.

2. PLEDGE OF ALLEGIANCE.

Mayor Reg Green led the "Pledge of Allegiance."

3. MINUTES AND CONSENT ITEMS.

Motion was made by Vice-Mayor Louis Martin, seconded by Councilor Hugo Naifeh, to approve the following:

- A.** Approve the minutes of the February 4, 2019, regular city council meeting;

B. Approve claims in the amount of \$604,113.21.

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

MOTION CARRIED

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

Motion was made by Vice-Mayor Louis Martin, seconded by Councilor Marty Cummins, to approve the following appointments:

A. **Administration and Finance:**

Mayor Reg Green, Chairman
Vice-Mayor Louis Martin
Councilor Craig Henderson
Councilor Hugo Naifeh

Community and Economic Development:

Mayor Reg Green, Chairman
Councilor Craig Henderson
Councilor Carla Stinnett
Councilor Carla Gunn

Intergovernmental Relations:

Councilor John Anderson, Chairman
Councilor Marty Cummins
Councilor Wes Galloway
Councilor Carla Gunn

Public Safety and Justice:

Councilor Marty Cummins, Chairman
Councilor John Anderson
Councilor Carla Stinnett
Councilor Bruce Bledsoe

Public Works and Transportation:

Vice-Mayor Louis Martin, Chairman
Councilor John Anderson
Councilor Marty Cummins
Councilor Bruce Bledsoe

B. Sapulpa Board of Adjustment:

Tom Hughes, reappointment to a three year term, with said term expiring January 2020.

Rick Engleman, reappointment to a three year term, with said term expiring January 2020.

Deborah Frost, reappointment to a three year term, with said term expiring January 2020.

John Mark Young, reappointment to a three year term, with said term expiring January 2022.

C. Historical Preservation Committee:

Rick Engleman, reappointment to a one year term, with said term expiring August 2019.

Tami Fleak, reappointment to a one year term, with said term expiring August 2019.

D. Regional 911 Board:

Deputy Chief Pete Sellers to serve as Deputy Director for an indefinite term.

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

MOTION CARRIED

5. PUBLIC HEARINGS.

A. The second public hearing to provide information and receive public comment regarding Tax Increment District Number Five, SeneGence Increment District, in the City of Sapulpa, Oklahoma, was held.

Ms. Carla Cale, a Kellyville School District taxpayer, commented on the length of the term for the TIF district.

6. ADMINISTRATION.

- A.** Motion was made by Councilor Hugo Naifeh, seconded by Vice-Mayor Louis Martin, to approve the adoption of an Ordinance approving and adopting that certain project plan relating to Increment District Number Five, City of Sapulpa, Oklahoma ("Senegence Increment District") dated November 14, 2018; ratifying and confirming actions, recommendations and findings; establishing "Increment District Number Five, City of Sapulpa, Oklahoma"; designating and adopting project area and increment district boundaries; adopting certain findings; apportioning incremental ad valorem revenues; creating the Senegence Increment District Apportionment Fund; designating the Sapulpa Development Authority as the public entity to carry out and administer the project plan and authorizing the Authority to make minor plan amendments; repeal or modification of ordinance; designating the chairman of the Sapulpa Development Authority as the person in charge of the administration of the plan; providing for severability; and containing other provisions relating thereto. (Ordinance No. 2811)

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

MOTION CARRIED

- B.** Motion was made by Councilor Craig Henderson, seconded by Vice-Mayor Louis Martin, to approve the professional services agreement for engineering services with Tetra Tech for on-call engineering services.

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

MOTION CARRIED

7. PUBLIC COMMENTS.

There were no comments made to the council.

8. **ADJOURNMENT.**

There being no further business to consider, motion was made by Vice-Mayor Louis Martin, seconded by Councilor Hugo Naifeh, to adjourn the meeting.

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

MOTION CARRIED

Mayor

Attest:

City Clerk



Consent Agenda 7.A.

City Council Regular

Meeting Date: March 4, 2019

Submitted For: Amber Fisher, Accounts Payable Clerk

Submitted By: Amber Fisher, Accounts Payable Clerk

SUBJECT:

Consider approving Claims in the amount of \$183,341.16.

Attachments

Claims List 2-28-19

FUND: 10 - GENERAL FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
125778	99-10090	FBI-LEEDA INC	FBI-LEEDA DUES	2/2019	42396918-19	50.00
123204	99-10159	LAWRENCE COUNTY NEWSPAPERS,	YEARLY SUBSCRIPTION	2/2019	20131 (00036)	52.00
125449	99-10159	LAWRENCE COUNTY NEWSPAPERS,	PUBLISH ORDINANCE	2/2019	20138	2,469.06
125516	99-10159	LAWRENCE COUNTY NEWSPAPERS,	LEGAL PUBLISHINGS	2/2019	20041	349.15
125565	99-10160	MERRIFIELD OFFICE SOLUTIONS	OFFICE SUPPLIES	2/2019	0165367-001	9.56
125774	99-10160	MERRIFIELD OFFICE SOLUTIONS	OFFICE/PRISONER SUPPLIES	2/2019	0164801-001	155.47
125803	99-10160	MERRIFIELD OFFICE SOLUTIONS	JANITORIAL SUPPLIES	2/2019	0164849-001	62.48
125271	99-10315	CINTAS CORPORATION NO.2	EMS MEDICAL SUPPLIES	2/2019	5012862951	390.93
124797	99-10488	ADMIRAL EXPRESS LLC	STENO PADS	2/2019	2015991-0	42.48
125166	99-10488	ADMIRAL EXPRESS LLC	OFFICE SUPPLIES	2/2019	2016308-0	48.36
125443	99-10488	ADMIRAL EXPRESS LLC	BATTERIES/PAPER TOWELS	2/2019	2016022-0	14.29
125446	99-10488	ADMIRAL EXPRESS LLC	FOUR NOTEBOOK BINERS	2/2019	2016020-0	38.68
125566	99-10488	ADMIRAL EXPRESS LLC	JANITORIAL SUPPLIES	2/2019	2015580-0	67.91
125928	99-10488	ADMIRAL EXPRESS LLC	OFFICE SUPPLIES	2/2019	2015995-0	122.23
125751	99-10733	MECHANICAL SERVICE COMPANY	A/C SENSOR	2/2019	30084	190.00
125511	99-10792	NICHOLS MCCLANAHAN INC	COURT REPORTING	2/2019	1093	1,568.00
125806	99-141	LOCKE SUPPLY CO.	AIR FILTERS, BALLESTS,	2/2019	36582987-00	121.37
125274	99-175	STANDARD DISTRIBUTING INC	84 CASES OF WATER	2/2019	359020	261.24
125514	99-2576	OKLAHOMA MUNICIPAL LEAGUE	ISPRING CONFERENCE	2/2019	13799 D WIDDOES	75.00
125931	99-28	OG&E	MONTHLY ELECTRIC-FEB	2/2019	2/21/19 125931	4,608.61
125865	99-3128	CASCO INDUSTRIES, INC.	CHEMGUARD CLASS A FOAM	2/2019	204344	1,420.00
125577	99-3286	MOTOROLA SOLUTIONS, INC	RADIO SERVICE AGREEMENT	2/2019	8230212288	6,238.47
125390	99-3707	O'REILLY AUTOMOTIVE INC	VEHICLE PARTS	2/2019	153-153450	212.05
125843	99-3707	O'REILLY AUTOMOTIVE INC	SOFTWARE/TIRE SENSOR	2/2019	153-152833	178.96
125845	99-3707	O'REILLY AUTOMOTIVE INC	VEHICLE MAINTENANCE	2/2019	153-152799	163.72
125849	99-3707	O'REILLY AUTOMOTIVE INC	STARTER	2/2019	153-153561	90.38
123581	99-3797	OCCUPATIONAL HEALTH CENTER	PRE-PLACE PHYSICAL/TESTIN	2/2019	256301997	253.00
123266	99-3822	TYLER TECHNOLOGIES, INC	ONLINE CREDIT CARD FEES	2/2019	025-251392	125.00
123208	99-39	WAL-MART	MISC SUPPLIES FOR STATION	2/2019	015623 1/15/19	86.99
124761	99-39	WAL-MART	CASCADE, DAWN, BLEACH	2/2019	031303 1/31/19	87.77
125482	99-39	WAL-MART	OFFICE SUPPLIES	2/2019	004469 2/4/19	43.87
125483	99-39	WAL-MART	JANITORIAL SUPPLIES	2/2019	004786A 2/4/19	198.81
125485	99-39	WAL-MART	BLEACH & CAT LITTER	2/2019	004786 2/4/19	199.00
125486	99-39	WAL-MART	BATTERIES, TOOL SET	2/2019	004469A 2/4/19	58.80
125488	99-39	WAL-MART	TONER & INK CARTRIDGES	2/2019	004469B 2/4/19	222.92
125859	99-39	WAL-MART	HP MONITOR	2/2019	007227A 2/7/19	138.00
125193	99-4412	COUNCIL ON LAW ENFORCEMENT	ROOM AND BOARD	2/2019	A1901-1065	3,540.00
125818	99-5120	T & W TIRE	4 NEW TIRES	2/2019	1080014346	2,580.80
125819	99-5120	T & W TIRE	4 NEW TIRES	2/2019	1080014347	2,580.80
125873	99-5120	T & W TIRE	FOUR TIRES	2/2019	1080014524	975.44
125855	99-5388	OFFICE DEPOT 25022426	ONE SERTA TASK CHAIR	2/2019	271864555001	271.99
123697	99-6457	CRAWFORD & ASSOCIATES, PC	CONSULT/ADVISE SERIES	2/2019	12265	4,027.50
125056	99-6554	PITNEY BOWES INC	POSTAGE FOR MACHINE	2/2019	2/27/19 125056	1,000.00
123447	99-6575	STATE OF OKLAHOMA	OLETS MONTHLY FEE	2/2019	21-1902406	350.00
125775	99-68	A & M ELECTRIC, INC	MECHANICALTIME CLOCK	2/2019	6369	241.00
125194	99-7415	ACTION TARGET, INC.	TARGETS	2/2019	0401891-IN	307.16
125513	99-7453	WOOD PROCESS SERVICES	PROCESS SERVICE	2/2019	803067	50.00
123209	99-7868	WESTLAKE HARDWARE INC	MISC NUTS/BOLTS/FASTENERS	2/2019	8139417	19.95
125569A	99-8016	NORTHERN SAFETY COMPANY	INCASCADE SYSTEM	2/2019	903321939	135.00
125858	99-8016	NORTHERN SAFETY COMPANY	INREPAIR OF SCBA	2/2019	903332043	606.64

FUND: 10 - GENERAL FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
125756	99-8074	SPECIAL OPS UNIFORMS, INC	BADGES	2/2019	787603	342.50
125386	99-8269	NAFECO, INC.	DRAGON FIRE GLOVES	2/2019	968925	720.00
125574	99-8269	NAFECO, INC.	SAFETY GOGGLES	2/2019	967581	456.70
125762	99-8381	NEWEGG.COM	2 COMPUTERS & MONITORS	2/2019	1301859040	1,381.05
125780	99-8381	NEWEGG.COM	OFFICE PROGRAM LICENSES	2/2019	1301877458	459.98
125867	99-8720	ASSOCIATED PARTS & SUPPLY	IHIGH TEMP WIRING/E4	2/2019	948534	45.40
124798	99-8916	SOCIETY FOR HUMAN RESOURCE	membership renewal	2/2019	5/1/19-4/30/20	209.00
125381	99-8936	CONRAD FIRE EQUIPMENT, INC.	VEHICLE MAINTENANCE	2/2019	533428	131.85
125929	99-9202	AT&T	MTHLY PHONE FEB 2019	2/2019	918A164006 2/5/19	5,174.00
124810A	99-9382	OFFICE EXPRESS JANITORIAL	SJANITORIAL SERVICES	2/2019	0319 CITY SAPULPA	1,167.50
124823	99-9382	OFFICE EXPRESS JANITORIAL	SJANITORIAL SERVICE	2/2019	0219 POLICE BLDG	2,990.00
125874	99-9643	ABC & D SERVICES OF OKLAHOMWTR	PUMP, THERMOSTAT	2/2019	5170	1,792.34
121143A	99-9683	GARVER, LLC	ENG REVIEW FEES	2/2019	18038010-2D	962.00
124234	99-9683	GARVER, LLC	ENGINEERING REVIEW	2/2019	18038010-2B	2,793.00
124237	99-9683	GARVER, LLC	ENGINEER REVIEW FEES	2/2019	18038010-3B	2,845.00
124241	99-9683	GARVER, LLC	ENGINEERING REVIEW FEES	2/2019	18038010-2C	2,517.00
124446	99-9683	GARVER, LLC	ON-CALL ENG SERVICES	2/2019	18038010-2	4,363.88
125108	99-9683	GARVER, LLC	CREOKS H & H STUDY	2/2019	18038010-3A	1,365.00
125115	99-9683	GARVER, LLC	ENGINEERING REVIEW FEES	2/2019	18038010-2A	1,910.87
125844	99-9756	BOB MOORE OF TULSA, LLC	SEAT BELT LATCH	2/2019	93072T	61.10
125881	99-9812	MIDTOWN AUTO & DIESEL, INC.	VEHICLE MAINT	2/2019	16730	338.65
123456	99-9859	VERIZON WIRELESS SERVICES	LMOBILE BROADBAND	2/2019	9823871236	40.01
125769	99-9975	SAFELITE FULFILLMENT, INC	dCRACK REPAIR	2/2019	06508-540757	84.97
FUND TOTAL:						69,252.64

FUND: 20 - SMA-AUTHORITY FUND

SUMMARY REPORT

125301	99-10282	UNITED RENTALS (NORTH AMERI6"	PUMP RENTAL	2/2019	163331840-004	3,110.62
125443	99-10488	ADMIRAL EXPRESS LLC	BATTERIES/PAPER TOWELS	2/2019	2016022-0	11.79
125671	99-10488	ADMIRAL EXPRESS LLC	OFFICE SUPPLIES	2/2019	2015992-0	206.86
125668	99-10547	BEASLEY TECHNOLOGY INC	BATTERY BACKUPS	2/2019	COR-103410	128.00
122992	99-10558	TECHNICAL PROGRAMMING SERV	MAILING OF UTILITY BILLS	2/2019	103181	1,121.40
124431	99-10729	OWRB	DEBT SERVICE PAYMENT	2/2019	ORF180020CW 3/2019	2,753.05
125343	99-10774	TIMOTHY CHRISTOPHER PENDLEY	PEST CONTROL	2/2019	262620	415.00
123397	99-1575	FIZZ-O WATER CO., INC.	DISTILLED WATER-TESTING	2/2019	1222852	84.65
125406	99-2181	AMERICAN WATER WORKS ASSC	ANNUAL MEMBERSHIP DUES	2/2019	176606 4/1-3/31/20	2,139.00
125931	99-28	OG&E	MONTHLY ELECTRIC-FEB	2/2019	2/21/19 125931	23,031.72
125407	99-3265	OKLAHOMA WATER RESOURCES	BOANNUAL WTR RIGHTS FEES	2/2019	19470004 3/15/19	150.00
123925	99-3373	BIO-AQUATIC TESTING INC.	QUARTERLY TESTING	2/2019	54320	1,800.00
122891	99-3593	CITY OF TULSA	METER FEES	2/2019	107001042 2/6/19	669.96
125847	99-3707	O'REILLY AUTOMOTIVE INC	VEHICLE MAINTENANCE	2/2019	153-153512	160.00
125848	99-3707	O'REILLY AUTOMOTIVE INC	CABLE	2/2019	153-153533	38.19
123266	99-3822	TYLER TECHNOLOGIES, INC	ONLINE CREDIT CARD FEES	2/2019	025-251392	301.00
125634	99-39	WAL-MART	JANITORIAL SUPPLIES	2/2019	017108 1/17/19	159.19
122078	99-4112	ACCURATE ENVIRONMENTAL INC.	CHEMICAL TESTING	2/2019	BB06004	980.00
123398	99-4112	ACCURATE ENVIRONMENTAL INC.	TESTING FOR DEQ PERMIT	2/2019	BB14011	180.00
125645	99-4112	ACCURATE ENVIRONMENTAL INC.	OPED FOR FEBRUARY 2019	2/2019	BB04048	115.00
125646	99-4112	ACCURATE ENVIRONMENTAL INC.	TOC FOR FEBRUARY 2019	2/2019	BB04050	100.00
125647	99-4112	ACCURATE ENVIRONMENTAL INC.	UCMR FOR FEBRUARY 19	2/2019	BB04043	1,390.00
125976	99-4112	ACCURATE ENVIRONMENTAL INC.	TEST KITS FOR PHOSPHATE	2/2019	SU29753	374.37

FUND: 20 - SMA-AUTHORITY FUND

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
125405	99-4253	US ARMY CORPS OF ENGINEERS	SKIATOOK LK STORAGE FEE	2/2019	8716	30,491.63
125978	99-4743	B & M OIL COMPANY, INC.	10 GALLONS DTE OIL LIGHT	2/2019	0479725-in	188.66
125975	99-4839	GELCO UNIFORMS & SHOES,	INSTEEL TOED BOOTS	2/2019	00241669	125.99
122991A	99-4936	WASTE MANAGEMENT OF TEXAS,	REFUSE COLLECTION SRVC	2/2019	2217936 / 2218444	114,860.77
124078	99-5493	AQUARIUS ENTERPRISES INCORPDI	BOTTLE RENTAL	2/2019	271558	13.00
125649	99-7011	LOWE'S HOME CENTERS, INC.	BATHROOM FAUCET	2/2019	12130	58.39
125324	99-7706	PARKSON COPORATION	BAR SCREEN PARTS	2/2019	AR1/51024239	1,068.01
123870	99-7821	CREEK COUNTY RURAL WATER	#2WATER	2/2019	4094 12/30-1/24/19	85.50
122996	99-7868	WESTLAKE HARDWARE INC	KNEE PADS AND GLOVES	2/2019	8139447	99.47
125905	99-8374	TRIKNTRUX	TOOL BOXES	2/2019	17008	750.00
123954	99-9207	S2 ENGINEERING SERVICES,	PLENGINEERING SERVICES	2/2019	06-691	5,000.00
123958	99-9207	S2 ENGINEERING SERVICES,	PLCHLORAMINATION SYSTEM	2/2019	06-693	2,090.00
124810A	99-9382	OFFICE EXPRESS JANITORIAL	SJANITORIAL SERVICES	2/2019	0319 CITY SAPULPA	1,167.50
122890	99-9393	AIRLINK INTERNET SVCS	NETWORK FEE	2/2019	84156	599.80
FUND TOTAL:						196,018.52

FUND: 29 - STORMWATER MANAGEMENT

SUMMARY REPORT

126027	99-10252	CECIL COX ENTERPRISES	TIRE TUBES	2/2019	3039346	29.95
113685	99-10558	TECHNICAL PROGRAMMING	SERVIEDUCATIONAL BROCHURES	2/2019	103181A	440.00
125931	99-28	OG&E	MONTHLY ELECTRIC-FEB	2/2019	2/21/19 125931	64.97
124339	99-7868	WESTLAKE HARDWARE INC	KEYS	2/2019	8139320	10.39
123695A	99-9738	JACQUELYN BROOKE KONONCHUK	STRMWTR MGMT SERVICES	2/2019	FEB-19	4,614.00
FUND TOTAL:						5,159.31

FUND: 30 - STREET & ALLEY

SUMMARY REPORT

122832	99-191	FARMERS FEED, INC.	PROPANE FOR PATCHING	2/2019	2/12/19 122832	24.64
125931	99-28	OG&E	MONTHLY ELECTRIC-FEB	2/2019	2/21/19 125931	366.21
122842	99-3707	O'REILLY AUTOMOTIVE INC	MISC TRUCK PARTS/SUPPLIES	2/2019	153-153029	218.87
126026	99-3707	O'REILLY AUTOMOTIVE INC	PARTS FOR SKID STEER	2/2019	153-153652	18.79
125846	99-8539	CROW BURLNGAME COMPANY	FOUR BATTERIES	2/2019	106-17335	359.04
126025	99-8539	CROW BURLNGAME COMPANY	PARTS FOR SKID STEER	2/2019	106-17456	203.61
FUND TOTAL:						1,191.16

FUND: 31 - CEMETERY MAINTENANCE

SUMMARY REPORT

125931	99-28	OG&E	MONTHLY ELECTRIC-FEB	2/2019	2/21/19 125931	201.61
124128	99-3707	O'REILLY AUTOMOTIVE INC	MISC PARTS FOR VEHICLES	2/2019	153-152809	43.47
124955	99-3707	O'REILLY AUTOMOTIVE INC	HUSTLER MOWER PARTS	2/2019	153-153661	21.06
125686	99-5367	SOUTHSIDE MOWERS, INC.	CHAIN SAW BARS	2/2019	144958	45.64
125684	99-6220	EAGLE PEAK MONUMENTS, INC	5 FOOT CEMENT SLAB	2/2019	100 2/19/19 125684	100.00
125687	99-7011	LOWE'S HOME CENTERS, INC.	PLYWOOD	2/2019	01981 2/20/19	240.10
125689	99-8999	KEIGLEY, SCOTT	RENEW CNG LICENSE	2/2019	2/22/19 125689	50.00
125688	99-9558	WINFIELD SOLUTIONS, LLC	SAFETY COVER	2/2019	62912208	57.00
FUND TOTAL:						758.88

FUND: 32 - HUNTING & FISHING

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
123878	99-10516	HINSCH MARY	CARETAKER AGREEMENT	2/2019	730492	75.50
126010	99-141	LOCKE SUPPLY CO.	REPAIRS	2/2019	36553809-00	38.36
125931	99-28	OG&E	MONTHLY ELECTRIC-FEB	2/2019	2/21/19 125931	1,301.60
124869	99-5482	CRYSTAL LAKE FISHERIES, INC.	TROUT STOCKING	2/2019	17581	1,125.00
FUND TOTAL:						2,540.46

FUND: 33 - GOLF COURSE

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
124896	99-10364	WEBSTER HENRY BILL	GOLF BALLS	2/2019	150673	352.00
124894	99-10592	WOOTEN PLUMBING & UTILITIES	EMERGENCY PIPE REPAIR	2/2019	12062	497.00
125041	99-2199	PROFESSIONAL TURF PRODUCTS, INC.	MAINT OF SPRAY RIG	2/2019	1442360-00	1,006.53
125931	99-28	OG&E	MONTHLY ELECTRIC-FEB	2/2019	2/21/19 125931	665.69
125042	99-2959	DAVIDSON AND DAVIDSON ENTERPRISES	THREE WATER HOSES	2/2019	0139366-IN	399.00
124259	99-39	WAL-MART	RESTOCK GRILL	2/2019	018918 1/18/19	100.39
125037	99-5278	R & R PRODUCTS, INC.	TORO PARTS/ALL MOWERS	2/2019	CD2309523	6,457.54
123747	99-8108	AT&T ADVERTISING & PUBLISHING	ADVERTISING	2/2019	1300020635 2/13/19	33.00
125044	99-9974	BOWERS OIL CO.	FUEL	2/2019	37424	1,686.17
FUND TOTAL:						11,197.32

FUND: 34 - LIBRARY

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
125247	99-10721	KENT L DANIEL JR	LANDSCAPING AT LIBRARY	2/2019	2892	500.00
125931	99-28	OG&E	MONTHLY ELECTRIC-FEB	2/2019	2/21/19 125931	976.45
125227	99-39	WAL-MART	OFFICE/JANITORIAL SUPPLY	2/2019	015568 1/15/19	141.05
FUND TOTAL:						1,617.50

FUND: 35 - PARKS & RECREATION

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
125742	99-10488	ADMIRAL EXPRESS LLC	JANITORIAL SUPPLIES	2/2019	2016032-0	63.18
126005	99-10488	ADMIRAL EXPRESS LLC	OFFICE/JANITORIAL SUPPLIES	2/2019	2016856-0	64.17
125739	99-10753	CHARLIE'S TEE'S	T-SHIRTS & JACKET	2/2019	125739 2/1/19	161.78
126004	99-1436	AARON FENCE CO., INC.	FENCE TIES & HOUSING	2/2019	136060	143.92
126001	99-2217	DAYS DISCOUNT LUMBER INC	2" X 10" BOARDS	2/2019	44286	87.95
125931	99-28	OG&E	MONTHLY ELECTRIC-FEB	2/2019	2/21/19 125931	3,792.19
125730	99-2805	SPORT SUPPLY GROUP, INC	PICKLEBALL SUPPLIES	2/2019	904346494	201.77
125728	99-39	WAL-MART	RECREATIONAL SUPPLIES	2/2019	007273 2/7/19	105.19
125729	99-39	WAL-MART	CONCESSION SUPPLIES	2/2019	028249 1/28/19	424.50
125745	99-39	WAL-MART	RECREATION SUPPLIES	2/2019	011234 2/11/19	26.72
126000	99-39	WAL-MART	RECREATIONAL SUPPLIES	2/2019	013824 2/13/19	49.26
125744	99-4520	GUARDIAN SECURITY SYSTEMS, INC.	SERVICE CALL-ALARM	2/2019	10090219	116.00
124402	99-4700	COX COMMUNICATIONS	CABLE SERVICE	2/2019	065575601 2/20/19	14.23
125472	99-8023	EASTON SOD FARMS, INC.	6 PALLETS OF SOD	2/2019	0130067	540.00
126007	99-9398	THE UPS STORE #3965	POSTAGE	2/2019	8484 2/21/19	34.06
123879	99-9595	CAMPBELL WENDY	CONTRACT SRVCS-TRACK PROG	2/2019	1/31-2/13/19	345.00
FUND TOTAL:						6,169.92

FUND: 36 - SWIMMING POOL

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
125465	99-10775	RHO PHI LAMBDA-ALPHA KAPPA	LIFEGUARD CERTIFICATION	2/2019	2/21/19 K LOMENICK	282.50
125931	99-28	OG&E	MONTHLY ELECTRIC-FEB	2/2019	2/21/19 125931	326.53

FUND: 36 - SWIMMING POOL

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
125741	99-9352	GLOBAL EQUIPMENT COMPANY,	IHAND DRYER/RESTROOM	2/2019	113847490	229.00
FUND TOTAL:						838.03

FUND: 38 - PARK DEVELOPMENT FUND

SUMMARY REPORT

125743	99-5343	WHEELER METALS INC	CONCRETE METAL DECKING	2/2019	315692	1,599.81
FUND TOTAL:						1,599.81

FUND: 40 - FIRE CASH

SUMMARY REPORT

125870	99-7569	GRANT, JASON	COVERALL REIMBURSEMENT	2/2019	1/24/19 125870	43.79
125269	99-8269	NAFECO, INC.	WILDLAND GAR/BUNKERS	2/2019	968188	4,046.30
125553	99-8269	NAFECO, INC.	BUNKERS/WILDLAND GEAR	2/2019	968757	661.75
124513	99-9390	UNITED FORD SOUTH, LLC. dba	STAFF VEHICLE	2/2019	FT11386 2/7/19	40,597.00
FUND TOTAL:						45,348.84

FUND: 41 - POLICE CASH

SUMMARY REPORT

125590	99-10388	PRECISION DELTA CORP	AMMUNITION/USA 40SW	2/2019	13773	533.76
FUND TOTAL:						533.76

FUND: 44 - MAJOR THOROFARE

SUMMARY REPORT

123869	99-2507	SIGNALTEK, INC	MAINTENANCE AGREEMENT	2/2019	15447	725.00
124310	99-2507	SIGNALTEK, INC	MISC. MAINTENANCE	2/2019	15446	5,162.00
126150	99-2507	SIGNALTEK, INC	EMERGENCY REPAIRS	2/2019	15463	50.76
125931	99-28	OG&E	MONTHLY ELECTRIC-FEB	2/2019	2/21/19 125931	1,399.50
122835	99-8909	DUNHAM'S ASPHALT SERVICE,	IPATCH	2/2019	251313	1,262.04
FUND TOTAL:						8,599.30

FUND: 46 - WATER & SEWER SALES TAX

SUMMARY REPORT

125931	99-28	OG&E	MONTHLY ELECTRIC-FEB	2/2019	2/21/19 125931	424.63
125955	99-8965	CHERRY TRUCKING & DIRT SALES	SANDY LOOM DIRT	2/2019	6807	260.00
125952	99-9080	J & R EQUIPMENT, LLC	HOSE & GUN	2/2019	40073	575.97
124717	99-9334	T & T POWERSPORTS, LLC	SAW REPAIR	2/2019	103381	283.83
FUND TOTAL:						1,544.43

FUND: 57 - E-911 FUND

SUMMARY REPORT

123453	99-133	INCOG	E-911 CHARGES	2/2019	E-001387	4,657.11
FUND TOTAL:						4,657.11

FUND: 59 - HOTEL/MOTEL TAX FUND

SUMMARY REPORT

125128	99-10735	HARDT, STEVE	ICSL CONFERENCE/UBER	2/2019	1/8-1/11/19 125128	94.75
FUND TOTAL:						94.75

FUND: 65 - STREET IMP.SALES TAX

SUMMARY REPORT

P.O.#	VENDOR #	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
124323	99-191	FARMERS FEED, INC.	GRASS SEED	2/2019	2/19/19 124323	300.00
124322	99-2926	APAC CENTRAL, INC	ASPHALT, AGGBASE	2/2019	7001202115	28,641.68
					FUND TOTAL:	28,941.68
					GRAND TOTAL:	386,063.42

G / L R E C A P

PERIOD	G/L	ACCOUNT	NAME	AMOUNT	TOTAL
2/2019	10	502-201	OFFICE SUPPLIES	48.36	
2/2019	10	503-201	OFFICE SUPPLIES	41.17	
2/2019	10	504-301	TRAINING AND TRAVEL	75.00	
2/2019	10	504-311S	ARBITRATION SUPPORT SVCS	784.00	
2/2019	10	504-315	FEES & OTHER CHARGES	399.15	
2/2019	10	506-201	OFFICE SUPPLIES	42.48	
2/2019	10	506-302	DUES AND SUBSCRIPTIONS	209.00	
2/2019	10	506-311P	PHYSICALS	253.00	
2/2019	10	508-260	MINOR EQUIPMENT & FURNISHINGS	178.96	
2/2019	10	508-331	UTILITIES	192.49	
2/2019	10	509-201	OFFICE SUPPLIES	122.23	
2/2019	10	509-311	PROFESSIONAL SERVICES	4,027.50	
2/2019	10	510-351	MAINTENANCE-EQUIPMENT	125.00	
2/2019	10	511-201	OFFICE SUPPLIES	9.56	
2/2019	10	511-211	JANITORIAL SUPPLIES	218.16	
2/2019	10	511-212	CHEMICALS	1,420.00	
2/2019	10	511-214	OPERATIONAL SUPPLIES	261.24	
2/2019	10	511-214E	EMS SUPPLIES	390.93	
2/2019	10	511-241	SAFETY EQUIPMENT	1,176.70	
2/2019	10	511-260	MINOR EQUIPMENT & FURNISHINGS	409.99	
2/2019	10	511-302	DUES AND SUBSCRIPTIONS	52.00	
2/2019	10	511-311	PROFESSIONAL SERVICES	784.00	
2/2019	10	511-331	UTILITIES	1,735.15	
2/2019	10	511-351	MAINTENANCE-EQUIPMENT	761.59	
2/2019	10	511-352	MAINTENANCE-VEHICLES	8,657.33	
2/2019	10	511-353	MAINT-BUILDINGS & FIXTURE	208.36	
2/2019	10	512-141	CONTRACT LABOR	2,990.00	
2/2019	10	512-201	OFFICE SUPPLIES	123.76	
2/2019	10	512-214	OPERATIONAL SUPPLIES	2,148.19	
2/2019	10	512-301	TRAINING AND TRAVEL	3,540.00	
2/2019	10	512-302	DUES AND SUBSCRIPTIONS	50.00	
2/2019	10	512-314	UNIFORM CLEANING	342.50	
2/2019	10	512-321	PRISONER CARE	31.71	
2/2019	10	512-331	UTILITIES	1,440.51	
2/2019	10	512-332	COMMUNICATIONS	40.01	
2/2019	10	512-351	MAINTENANCE-EQUIPMENT	6,588.47	
2/2019	10	512-352	MAINTENANCE-VEHICLES	400.17	
2/2019	10	512-353	MAINTENANCE-BUILDINGS	431.00	
2/2019	10	513-201	OFFICE SUPPLIES	43.87	
2/2019	10	513-211	JANITORIAL SUPPLIES	198.81	
2/2019	10	513-214	OPERATIONAL SUPPLIES	199.00	
2/2019	10	513-260	MINOR EQUIPMENT & FURNISHINGS	58.80	
2/2019	10	513-313	PRINTING	222.92	
2/2019	10	513-331	UTILITIES	196.17	

G / L R E C A P

PERIOD	G/L	ACCOUNT	NAME	AMOUNT	TOTAL
2/2019	10	514-331	UTILITIES	337.56	
2/2019	10	515-311	PROFESSIONAL SERVICES	12,392.87	
2/2019	10	590-141	CONTRACT LABOR	1,167.50	
2/2019	10	590-202	POSTAGE	1,000.00	
2/2019	10	590-211	JANITOR SUPPLIES	11.80	
2/2019	10	590-311	PROFESSIONAL SERVICES	4,363.88	
2/2019	10	590-312	ADVERTISING	2,469.06	
2/2019	10	590-331	UTILITIES	706.73	
2/2019	10	590-332	COMMUNICATIONS	5,174.00	69,252.64
2/2019	20	523-201	OFFICE SUPPLIES	206.86	
2/2019	20	523-241	SAFETY SUPPLIES	99.47	
2/2019	20	523-311	PROFESSIONAL SERVICES	1,121.40	
2/2019	20	523-351	MAINTENANCE-EQUIPMENT	301.00	
2/2019	20	523-352	MAINTENANCE-VEHICLES	198.19	
2/2019	20	524-211	JANITORIAL SUPPLIES	159.19	
2/2019	20	524-214	OPERATIONAL SUPPLIES	374.37	
2/2019	20	524-221	FUEL & OIL	188.66	
2/2019	20	524-241	SAFETY SUPPLIES	125.99	
2/2019	20	524-302	DUES AND SUBSCRIPTIONS	2,139.00	
2/2019	20	524-311	PROFESSIONAL SERVICES	3,695.00	
2/2019	20	524-315A	FEES & OTHER CHG-ODEQ/STA	150.00	
2/2019	20	524-322	WATER PURCHASE	669.96	
2/2019	20	524-331	UTILITIES	7,229.62	
2/2019	20	524-332	COMMUNICATIONS	599.80	
2/2019	20	524-341	RENTAL OF EQUIPMENT	13.00	
2/2019	20	524-354	MAINTENANCE-FACILITIES	186.39	
2/2019	20	524-504	DEBT SERVICE - WATER RIGHTS	30,491.63	
2/2019	20	525-214-.01	OPERATING SUPPLIES-LAB	84.65	
2/2019	20	525-311D	PROF SERVICES-TESTING	1,980.00	
2/2019	20	525-331	UTILITIES	15,180.88	
2/2019	20	525-351	MAINTENANCE-EQUIPMENT	1,068.01	
2/2019	20	525-352	MAINT-VEHICLES	750.00	
2/2019	20	525-354	MAINTENANCE-FACILITIES	3,110.62	
2/2019	20	527-141	CONTRACT LABOR	114,860.77	
2/2019	20	528-141	CONTRACT LABOR	5,000.00	
2/2019	20	528-311D	PROFESSIONAL SERV - TESTING	980.00	
2/2019	20	590-141	CONTRACT LABOR	1,167.50	
2/2019	20	590-211	JANITORIAL SUPPLIES	11.79	
2/2019	20	590-331	UTILITIES	706.72	
2/2019	20	590-353	BUILDING MAINTENANCE	415.00	
2/2019	20	590-503	NOTE PAYMENTS	2,753.05	196,018.52
2/2019	29	529-141	CONTRACT LABOR	4,614.00	
2/2019	29	529-214	OPERATING SUPPLIES	10.39	

G / L R E C A P

PERIOD	G/L	ACCOUNT	NAME	AMOUNT	TOTAL
2/2019	29	529-313	PRINTING	440.00	
2/2019	29	529-331	UTILITIES	64.97	
2/2019	29	529-352	MAINTENANCE-VEHICLES	29.95	5,159.31
2/2019	30	530-221	FUEL & OIL	24.64	
2/2019	30	530-331	UTILITIES	366.21	
2/2019	30	530-351	MAINTENANCE-EQUIPMENT	800.31	1,191.16
2/2019	31	531-241	SAFETY SUPPLIES	57.00	
2/2019	31	531-302	DUES & SUBSCRIPTIONS	50.00	
2/2019	31	531-331	UTILITIES	201.61	
2/2019	31	531-351	MAINTENANCE-EQUIPMENT	66.70	
2/2019	31	531-352	MAINTENANCE-VEHICLES	43.47	
2/2019	31	531-353	MAINT-BUILDINGS	100.00	
2/2019	31	531-354	MAINTENANCE-FACILITIES	240.10	758.88
2/2019	32	532-142	PERMIT SALES COMMISSION	75.50	
2/2019	32	532-331	UTILITIES	1,301.60	
2/2019	32	532-354	MAINTENANCE-FACILITIES	38.36	
2/2019	32	532-405A	FISH STOCKINGS	1,125.00	2,540.46
2/2019	33	533-213	CONCESSION SUPPLY	100.39	
2/2019	33	533-215	PRO SHOP SUPPLIES	352.00	
2/2019	33	533-221	FUEL & OIL	1,686.17	
2/2019	33	533-312	ADVERTISING	33.00	
2/2019	33	533-331	UTILITIES	665.69	
2/2019	33	533-351	MAINTENANCE-EQUIPMENT	7,464.07	
2/2019	33	533-353	MAINTENANCE-BUILDINGS	497.00	
2/2019	33	533-354	MAINTENANCE-FACILITIES	399.00	11,197.32
2/2019	34	534-201	OFFICE SUPPLIES	141.05	
2/2019	34	534-331	UTILITIES	976.45	
2/2019	34	534-354	MAINTENANCE-FACILITIES	500.00	1,617.50
2/2019	35	535-141	CONTRACT LABOR	345.00	
2/2019	35	535-201	OFFICE SUPPLIES	43.01	
2/2019	35	535-211	JANITORIAL SUPPLIES	118.40	
2/2019	35	535-213	CONCESSION SUPPLIES	424.50	
2/2019	35	535-243	RECREATIONAL SUPPLIES	382.94	
2/2019	35	535-314	UNIFORM CLEANING	161.78	
2/2019	35	535-331	UTILITIES	3,792.19	
2/2019	35	535-332	COMMUNICATIONS	14.23	
2/2019	35	535-354	MAINTENANCE-FACILITIES	347.87	
2/2019	35	535-405	FACILITIES	540.00	6,169.92
2/2019	36	536-301	TRAINING & TRAVEL	282.50	

G / L R E C A P

PERIOD	G/L	ACCOUNT	NAME	AMOUNT	TOTAL
2/2019	36	536-331	UTILITIES	326.53	
2/2019	36	536-353	MAINT-BUILDINGS/FIXTURES	229.00	838.03
2/2019	38	538-405	FACILITIES	1,599.81	1,599.81
2/2019	40	540-401	EQUIPMENT	4,751.84	
2/2019	40	540-403	VEHICLES	40,597.00	45,348.84
2/2019	41	541-401	EQUIPMENT	533.76	533.76
2/2019	44	544-331	UTILITIES	1,399.50	
2/2019	44	544-354	MAINTENANCE-FACILITIES	7,199.80	8,599.30
2/2019	46	546-260	MINOR EQUIPMENT & FURNISHINGS	575.97	
2/2019	46	546-331	UTILITIES	424.63	
2/2019	46	546-351	MAINTENANCE-EQUIPMENT	283.83	
2/2019	46	546-354	MAINTENANCE-FACILITIES	260.00	1,544.43
2/2019	57	557-315-.01	FEES & OTHER CHARGES-WIRELESS	4,657.11	4,657.11
2/2019	59	559-301	TRAINING & TRAVEL	94.75	94.75
2/2019	65	565-405B	FACILITIES-CONTRACT	28,941.68	28,941.68
			GRAND TOTAL ESTIMATE:		0.00
			GRAND TOTAL ACTUAL:		386,063.42
			REPORT TOTAL:		386,063.42



Consent Agenda 7.B.

City Council Regular

Meeting Date: March 4, 2019

Submitted For: Amber Fisher, Accounts Payable Clerk

Submitted By: Amber Fisher, Accounts Payable Clerk

SUBJECT:

Consider approving Prepaid Claims in the amount of \$20,433.64

Attachments

Prepaid Claims 3-4-19

Prepaid Claims for Agenda 03/04/19
Submitted by: Amber Fisher A/P

City:

AT&T for internet service at Sahoma Bait Shop

Wright Express for City vehicles fuel & oil

SMA:

US Post Office for postage to mail Utility bills.

Total Amount \$ 20,433.64



AGENDA ITEM

Community Development 9.A.

City Council Regular

Meeting Date: March 4, 2019

Submitted For: Nikki Howard, Urban Development Director

Submitted By: Nikki Howard, Urban Development Director

Department: Planning & Development

Presented By: Nikki Howard

SUBJECT:

Discussion and possible action regarding the application by Becky Roper for a Specific Use Permit, SUP-029, to allow a Commercial Medicinal Marijuana Dispensary located at 921 South Main Street, Sapulpa, Oklahoma.

BACKGROUND:

A medical marijuana dispensary license allows a business to legally sell medical marijuana and medical marijuana products. Licensed dispensaries can only sell to patient license holders, caregiver license holders, research license holders, and the parent or legal guardian named on a minor patient's license. Dispensaries engaging in unlawful sales may be fined, or their licenses may be revoked. Licensed dispensaries must comply with Title 63 O.S. § 420A *et seq.* and the Oklahoma Administrative Code (OAC) 310:681.

The proposed Medical Marijuana Dispensary is located South of the Southeast corner of East Taft Avenue and South Main Street. The property has three tenant spaces. The applicants operate a medial equipment/rental store and an "E-cig" store in the other two spaces. The proposed Medical Marijuana Dispensary fronts a primary corridor and appears to meet the "Corridor Design Criteria".

RECOMMENDATION:

The Sapulpa Metropolitan Area Planning Commission met on February 26th and voted 6-1 to recommend approval to City Council with the following conditions:

1. The Medical Marijuana Dispensary shall be permitted on the premises only. No mobile, moveable or transitory location. The SUP is limited to retail activities allowed by 63 O.S. §420 and does not include growing, processing, or research activities. The SUP is coextensive in term

with Applicant's current license from the OMMA for a Retail Dispensary and shall expire automatically upon the expiration, revocation or cancelation of said license.

2. The applicant shall submit a security plan for the location and shall contain the following:
 - Security surveillance cameras installed to monitor all entrances, along with the interior and exterior of the premises.
 - Alarm system which is professionally monitored and operated twenty-four (24) hours a day, seven (7) days a week.
 - A locking safe permanently affixed to the premises that shall store all marijuana and cash remaining in the facility overnight.
 - All marijuana in whatever form stored at the premises shall be kept in a secure manner and shall not be visible from outside the premises.
 - All of the security recordings shall be preserved for at least seven (7) days by the permit holder.
3. Sign restrictions. No pictures, photographs, drawings, or other depictions of marijuana or marijuana paraphernalia shall appear on the outside of the premises nor be visible outside of the premises. 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 premises.
4. All necessary building, electrical, plumbing, mechanical, and sign permits must be obtained.
5. The owner and operator of the facility shall use lawful methods in controlling waste or by-products from any allowed activities under the license.
6. The parking lot must be paved with a dust free, all weather surface, striped, and ADA compliant per Chapter 10 of the Zoning Code.
7. The applicants activities must be in compliance with all applicable state and local laws and regulations.
8. No loitering signs shall be posted on the exterior of the premises.

Attachments

SMAPC case report
case maps and photos



SAPULPA METROPOLITAN PLANNING COMMISSION (SMAPC)
February 26, 2019
STAFF REPORT

FILE: SUP-029 | Specific Use Permit

APPLICANT: Becky Roper

ADDRESS: 921 South Main Street

PARCEL: 1295-00-001-000-0-081-00

STR: Section 02, Township 17 North, Range 11 East

LEGAL: The South 152.85 feet of the North 230.85 feet of Lot 11, All in Block 1, Main Street Addition to the City of Sapulpa, Creek County State of Oklahoma, according to the recorded plat thereof.

LOT SIZE: 57,000 square feet more or less

ZONING: CG – Commercial General

EXISTING USE: Retail/Medical Equipment Rental

OWNER: R. Doyle Hoover

CC WARD: Ward #1 Mr. Hugo Naifeh and Mr. Wes Galloway

PREPARED BY: Nikki Howard – Urban Development Director

REQUEST:

The applicant requests a Specific Use Permit to allow a Retail Medicinal Marijuana Dispensary in a CG (Commercial General) 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:

A medical marijuana dispensary license allows a business to legally sell medical marijuana and medical marijuana products. Licensed dispensaries can only sell to patient license holders, caregiver license holders, research license holders, and the parent or legal guardian named on a minor patient’s license. Dispensaries engaging in unlawful sales may be fined, or their licenses may be revoked. Licensed dispensaries must comply with Title 63 O.S. § 420A *et seq.* and the Oklahoma Administrative Code (OAC) 310:681.

The subject property is located at South of the Southeast corner of East Taft Avenue (State Highway 117) and South Main Street. The building has three tenant spaces, all leased to the applicants. They operate a Medical Equipment sales/rental and a retail E-cig store in the other two spaces. The proposed Medicinal Marijuana Dispensary will be in the third space. The building fronts a primary corridor and appears to meet the “Corridor Design Criteria”.

SURROUNDING LAND USE AND ZONING:

North:	CG Commercial General
East:	CG Commercial General
South:	CG Commercial General
West:	Main Street Right-of-Way

(Attached to this Staff Report, is a Zoning Map of the subject property)

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

Flood Zone: The subject property is within a flood zone (see attached flood map and information from Carl Prescott – Flood Plain Administrator).

PUBLIC COMMENTS: Larry Whitaker, 910 South Main Street, is not in favor of the application.

STAFF RECOMMENDATION:

Recommended motion for SMAPC:

Staff is recommending **APPROVAL** of the application, with the following conditions:

1. The Medical Marijuana Dispensary will be permitted on the premises only. No mobile, moveable or transitory locations. The SUP is limited to retail activities allowed by 63 O.S. §420 and does not include growing, processing, or research activities. The SUP is coextensive in term with Applicant's current license from the OMMA for a Retail Dispensary and shall expire automatically upon the expiration, revocation or cancelation of said license.
2. The applicant shall submit a security plan for the location and shall contain the following:
 - a. Security surveillance cameras installed to monitor all entrances, along with the interior and exterior of the premises.
 - b. Alarm system which is professionally monitored and operated twenty-four (24) hours a day, seven (7) days a week.
 - c. A locking safe permanently affixed to the premises that shall store all marijuana and cash remaining in the facility overnight.
 - d. All marijuana in whatever form stored at the premises shall be kept in a secure manner and shall not be visible from outside the premises.
 - e. All of the security recordings shall be preserved for at least seven (7) days by the permit holder.
3. Sign Restrictions: No pictures, photographs, drawings or other depictions of marijuana or marijuana paraphernalia shall appear on the outside of the premises nor be visible outside of the premises. 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 premises nor be visible from outside the premises.
4. All necessary building, electrical, plumbing, and mechanical, sign permits must be obtained.
5. The owner and operator of the facility shall use lawful methods in controlling waste or by-products from any allowed activities under the license.
6. The Applicant's activities must be in compliance with all applicable state and local laws and regulations.

ATTACHMENTS:

1. Vicinity & Zoning Maps
2. Site photos
3. Site plan

CITY OF SAPULPA MAP PRODUCTS


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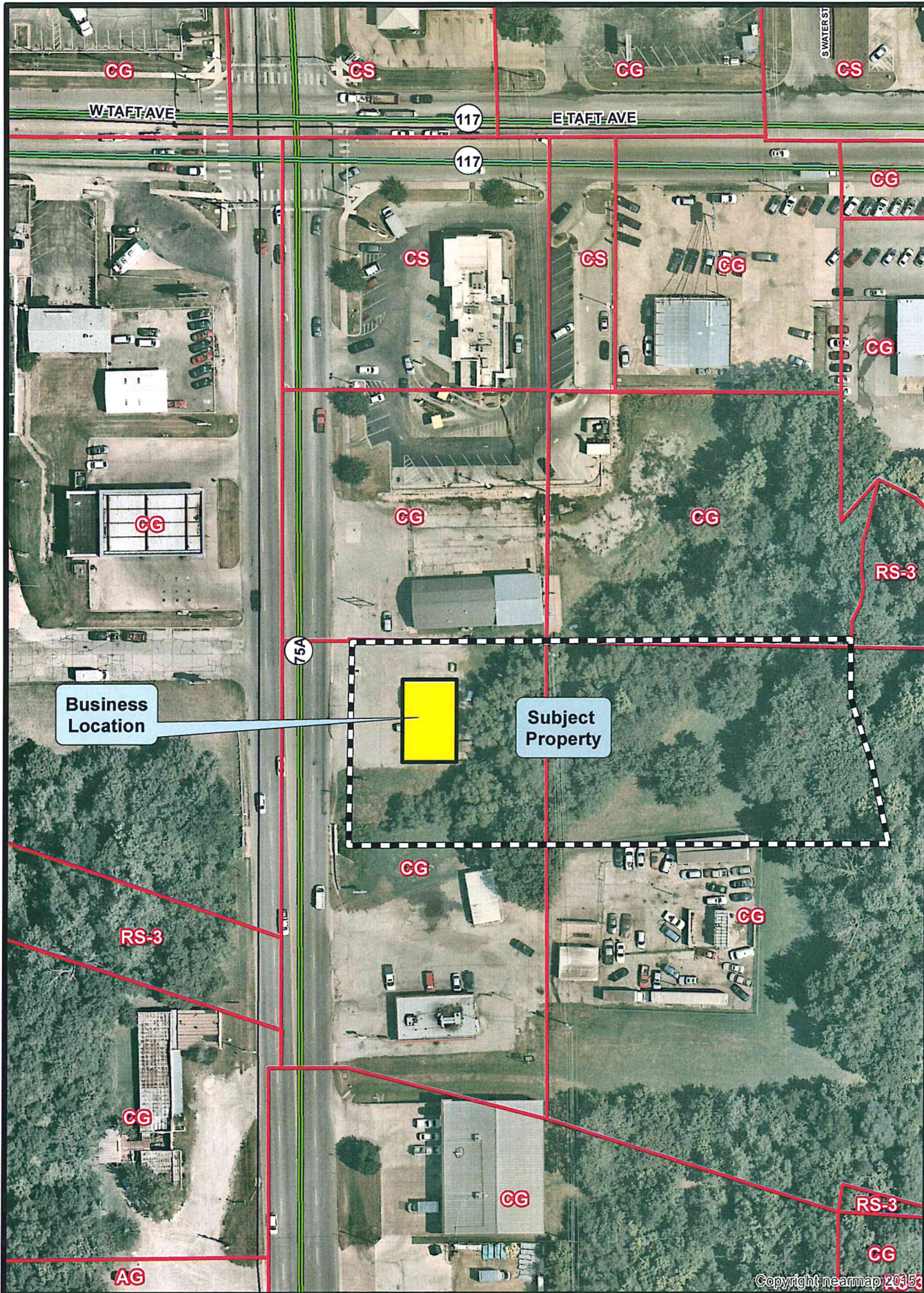
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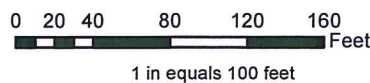
Legend

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



Property Description

The S152.85 ft of N230 ft of Lot 11,
Blk1, Main Street Addn, City of Sapulpa
AKA: 921 S Main St, Sapulpa,
Creek County, Oklahoma



Map Prepared by:
City of Sapulpa
Date: 1/29/2019

Source Data:
Creek County Assessors
City of Sapulpa, Incog



**CITY OF SAPULPA
MAP PRODUCTS**







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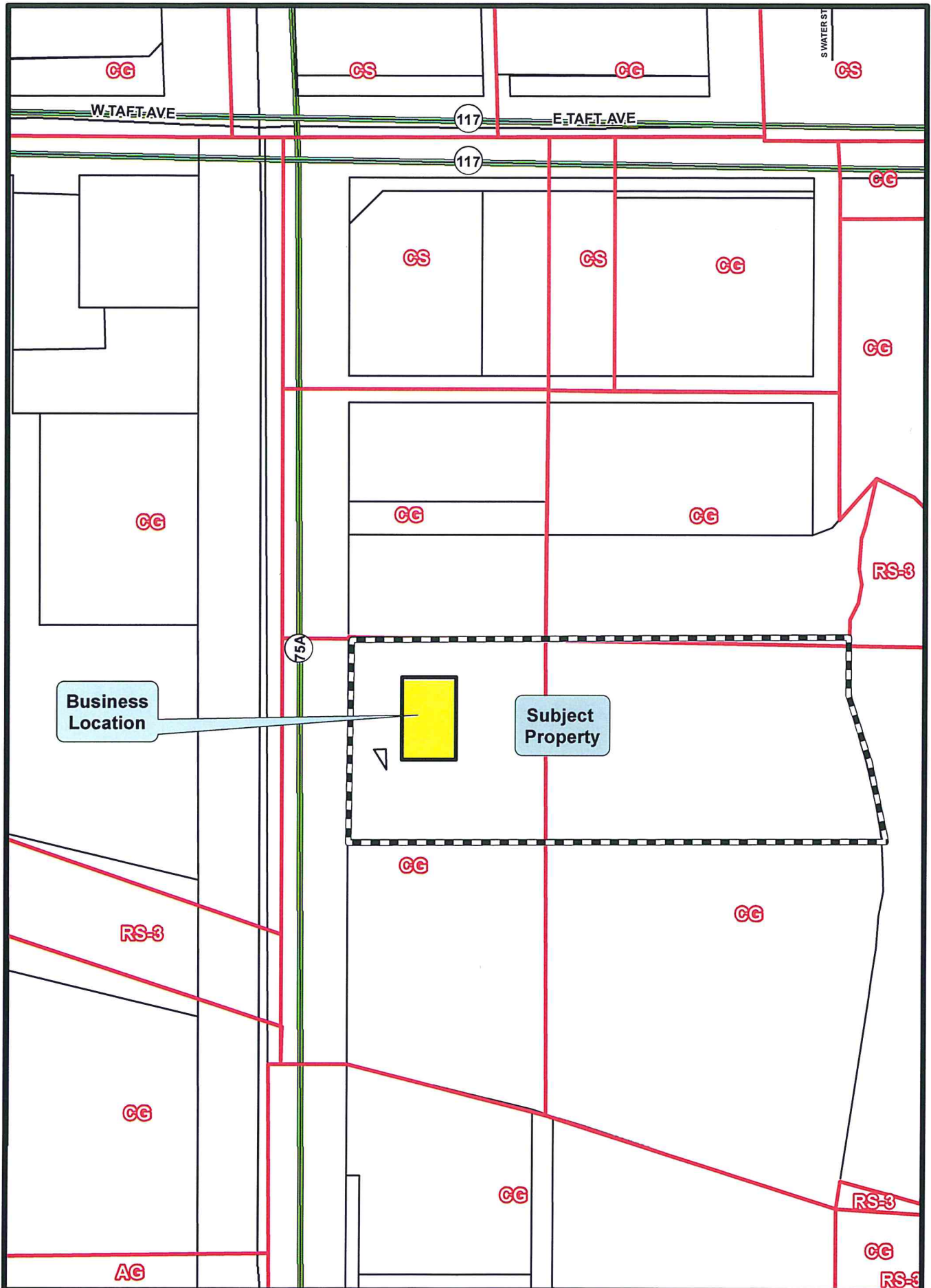
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Legend

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

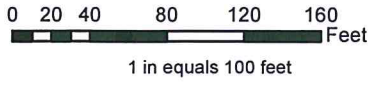


Business Location

Subject Property

Property Description

The S152.85 ft of N230 ft of Lot 11,
Blk1, Main Street Addn, City of Sapulpa
AKA: 921 S Main St, Sapulpa,
Creek County, Oklahoma



Map Prepared by:
City of Sapulpa
Date: 1/29/2019

Source Data:
Creek County Assessors
City of Sapulpa, Incog







SUP-029: The property located at 921 S Main Street, Sapulpa, Ok 74066, is placing a new business within a structure located within Flood Zone AE and a Floodway, as shown on the accompanying map provided within the case file. This structure has been located here for over 30-plus years and there is no history of a flood plain development permit for the construction of this building. This structure has been affected by multiple flooding events from Rock Creek overflowing its banks and flowing into the intermittent stream that is located directly next to the structure at 921 S Main St. I have spoken to the applicant and told them of the flooding issues at this location and they were completely aware of them as they told me that while painting the interior of the structure, they saw the “high water lines” on the walls. They also informed me that they will have flood insurance at that location. I did neglect to tell them if they do not have insurance, and the structure were to flood, then they would not be eligible for any compensation from FEMA, if it were to be declared a disaster area.

Since this is an existing structure, in a flood zone/floodway, there is no reason to differentiate between the two, in this scenario, other than to say the Floodway is more closely located to the river/creek channel and the Flood Zone AE is a flood zone area with base flood elevations that have been determined. If this was a new structure being built there would be much more stringent rules and regulations that need be taken in the pre and post construction of a structure in this location. But the main difference between the two zones is that the Floodway will require a Hydraulic analysis of the development in the floodplain to see if it will cause a rise within the immediate area, along with the normal permit process, while the AE Zone will mainly require the normal permit process of proper elevation of the structure, flood proofing, elevation certificates (pre and post construction) and other minor requirement. The Flood Plain Development permit will show all of the requirements needed.

FLOODWAY: The floodway is an engineering concept that has been incorporated into the NFIP floodplain management criteria. Floodways are defined as the areas of land immediately adjacent to a stream or river channel when in times of flooding actually become the enlarged stream or river channel and carry the floodwaters with the highest velocity. Floodways are calculated by FEMA for the 100 year base flood for major rivers and streams as part of the Flood Insurance Study undertaken for a community. When floodway delineations and data have been furnished by FEMA, the community is required to adopt a “regulatory floodway” and begin enforcing the “No encroachment” requirement through its zoning ordinance.

FLOODPLAIN: Is an area that is inundated by a (1%) one percent chance flood. Also known as the 100-year flood plain of a river, creek, ditch, lake or other flooding source. It is also referred to as a Special Flood Hazard Area (SFHA). It is the area of a community where development must be regulated through a local ordinance conforming to the standards of the National Flood Insurance Program (NFIP).

SUP-029

Becky Roper
921 S Main St
Sapulpa, OK 74066

**CITY OF SAPULPA
MAP PRODUCTS**







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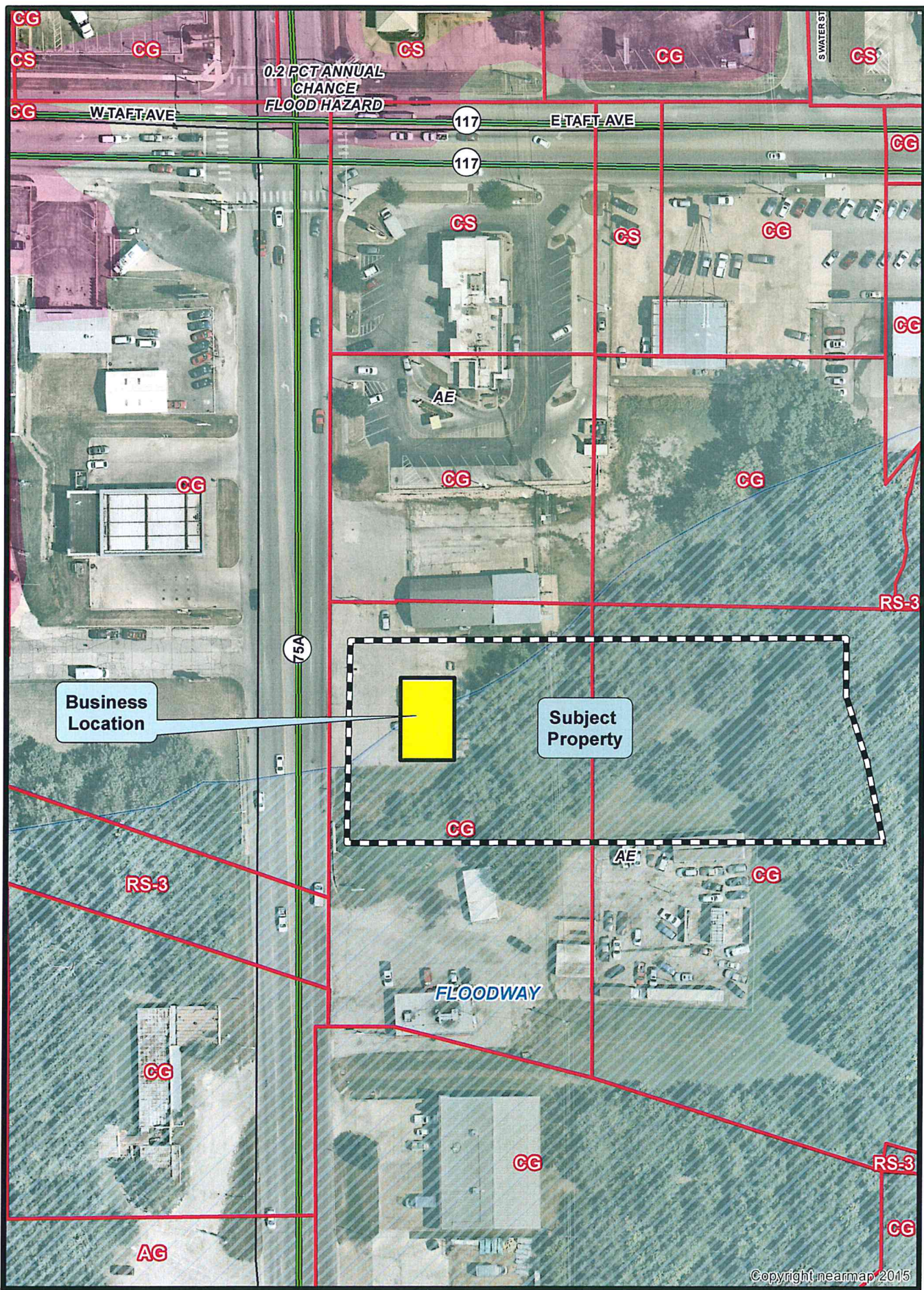
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Legend

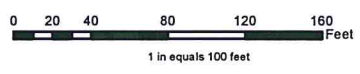
-  Zoning
-  Subject Property
-  Parcels
-  Highways
-  Roads & Streets
-  Railroads



Copyright nearmap 2015

Property Description

The S152.85 ft of N230 ft of Lot 11,
Blk1, Main Street Addn, City of Sapulpa
AKA: 921 S Main St, Sapulpa,
Creek County, Oklahoma



Legend

-  500 Yr Flood Zone
-  100 Yr Flood Zone (AE)
-  100 Yr Flood Zone (A)

Map Prepared by:
City of Sapulpa
Date: 2/11/2019

Source Data:
Creek County Assessors
City of Sapulpa, Incog





AGENDA ITEM

Administration 10.A.

City Council Regular

Meeting Date: March 4, 2019

Submitted By: Pam Vann, Finance Director

Department: Finance

Presented By: Pam Vann

SUBJECT:

Discuss and possible action regarding a Resolution of the City of Sapulpa, Oklahoma, and the Sapulpa Development Authority, Sapulpa, Oklahoma amending the FY 2018-2019 annual budget by increasing revenues and appropriations in the Sapulpa Development Authority Fund by \$5,000.00 to recognize reimbursement revenue to provide funding for legal services related to TIF District #5.

BACKGROUND:

The Sapulpa Development Authority entered into a contract in the amount of \$40,000.00 with Hilborne & Weidman, P.C. to serve as Special Council in the forming of TIF District #5. This contract had a provision for the reimbursement of reasonable expenses incurred. Costs in the amount of \$5,000.00 were incurred for the financial calculations which results in a shortfall.

RECOMMENDATION:

Staff recommends approval of the Resolution.

Attachments

Sapulpa Development Authority Resolution 030419

Sapulpa Development Authority Budget Adjustment - 030419

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF SAPULPA, OKLAHOMA, AND THE SAPULPA DEVELOPMENT AUTHORITY, SAPULPA, OKLAHOMA AMENDING THE FY 2018-2019 ANNUAL BUDGET BY INCREASING REVENUES AND APPROPRIATIONS IN THE SAPULPA DEVELOPMENT AUTHORITY FUND BY \$5,000.00 TO RECOGNIZE REIMBURSEMENT REVENUE TO PROVIDE FUNDING FOR LEGAL SERVICES RELATING TO CREATION OF TIF DISTRICT #5.

WHEREAS, the Sapulpa Development Authority entered into a contract in the amount of \$40,000.00 with Hilborne & Weidman, P.C. to serve as Special Counsel in the forming of TIF District #5; and

WHEREAS, the contract had a provision for the reimbursement of reasonable expenses incurred by counsel which amounted to \$5,000.00 for financial calculations; and

WHEREAS, the Sapulpa Development Authority will be reimbursed for said costs by the developer,

WHEREAS, the reimbursement of expenses will result in a shortfall of \$5,000.00,

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Sapulpa, Oklahoma, and the Board of Trustees of the Sapulpa Development Authority, Sapulpa, Oklahoma, that the following budget amendments be made:

SAPULPA DEVELOPMENT AUTHORITY FUND

(Increase)	15-4086 Reimbursement Revenue	<u>\$5,000.00</u>
	Total Revenues Increase:	\$5,000.00
(Increase)	15-515-311 Professional Services	<u>\$5,000.00</u>
	Total Appropriations Increase:	\$5,000.00

PASSED BY THE CITY COUCIL FOR THE CITY OF SAPULPA AND SAPULPA DEVELOPMENT AUTHORITY, SAPULPA, OKLAHOMA and signed by the Mayor/Chairman this 4th day March 2019.

Reg Green, Mayor/Chairman

ATTEST:

Shirley Burzio, City Clerk/Trust Secretary

David Widdoes, City/Trust Attorney

BUDGET TRANSFER REQUEST

DEPARTMENT	Department Head Signature	Date Requested
Sapulpa Development Authority		3/4/2019

recognize reimbursement revenue and expenditure for legal services

RESOLUTION #

Account #	Account Name	Amount Budgeted	Amount of Increase	Amount of Decrease	Adjusted Budget
15-4086	Reimbursement Revenue	\$35,000	\$5,000		\$40,000
15-515-311	Professional Services	\$35,000	\$5,000		\$40,000

Date Approved	Finance Director	Date Rejected	Reason

Date Approved	City Manager	Date Rejected	Reason

FY 18-19		Transfer :	18-



AGENDA ITEM

Administration 10.B.

City Council Regular

Meeting Date: March 4, 2019

Submitted By: Pam Vann, Finance Director

Department: Finance

Presented By: Pam Vann

SUBJECT:

Discuss and possible action regarding a Resolution of the City of Sapulpa, Oklahoma amending the FY 2018-2019 annual budget by increasing revenues and appropriations in the Library Fund in the amount of \$3,657.00 for the purpose of recognizing grant funds awarded and appropriating such funds for the purpose of training & travel expenses.

BACKGROUND:

The City has been awarded a grant in the amount of \$3,656.36 from the Oklahoma Department of Libraries. These grant funds are to be used for employees of the Sapulpa Library to attend an annual Library conference.

RECOMMENDATION:

Staff recommends approval of this resolution.

Attachments

Library Resolution-Grant 030419

Library Budget Adjustment-Grant 030419

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF SAPULPA, OKLAHOMA AMENDING THE FY 2018-2019 ANNUAL BUDGET BY INCREASING REVENUES AND APPROPRIATIONS IN THE LIBRARY FUND IN THE AMOUNT OF \$3,657.00 FOR THE PURPOSE OF RECOGNIZING GRANT FUNDS AWARDED AND APPROPRIATING SUCH FUNDS FOR THE PURPOSE OF TRAINING & TRAVEL EXPENSES.

WHEREAS, the City of Sapulpa, Oklahoma, has received a grant award in the amount of \$3,656.36 from the Oklahoma Department of Libraries, and

WHEREAS, this is a Continuing Education Grant for employees to attend a Conference,

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)	34-4091 Grant – OK Dept of Libraries	<u>\$3,657.00</u>
	Total Revenues Increase:	\$3,657.00

(Increase)	34-534-301A Training & Travel – Grant	<u>\$3,657.00</u>
	Total Appropriation Increase:	\$3,657.00

PASSED BY THE CITY COUNCIL FOR THE CITY OF SAPULPA, OKLAHOMA and signed by the Mayor this 4th day of March 2019.

Reg Green, Mayor

ATTEST:

Shirley Burzio, City Clerk

David Widdoes, City Attorney

BUDGET TRANSFER REQUEST

DEPARTMENT	Department Head Signature	Date Requested
LIBRARY		3/4/2019

TO RECOGNIZE GRANT REVENUE FROM THE OK DEPT OF LIBRARIES
AND APPROPRIATE THE FUNDS FOR EMPLOYEES TO ATTEND
CONFERENCE

RESOLUTION #

Account #	Account Name	Amount Budgeted	Amount of Increase	Amount of Decrease	Adjusted Budget
34-4091	GRANT-OK DEPT OF LIBRARIES	\$9,928	\$3,657		\$13,585
34-534-301A	TRAINING & TRAVEL - GRANT	\$0	\$3,657		\$3,657

Date Approved	Finance Director	Date Rejected	Reason
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Date Approved	City Manager	Date Rejected	Reason
---------------	--------------	---------------	--------

FY 18-19	Transfer #:	18-
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AGENDA ITEM

Administration 10.C.

City Council Regular

Meeting Date: March 4, 2019

Submitted For: Steve Hardt, Economic Development Director

Submitted By: Shirley Burzio, City Clerk

Department: Public Works

Presented By: Steve Hardt

SUBJECT:

Discuss and possible action regarding an agreement with Professional Engineering Consultants, P.A., (PEC) for professional services for the Ozark Trail STP Re-Application to INCOG, in the lump sum amount of \$7,500.00, including reimbursable expenses

BACKGROUND:

This project consists of re-applying for STP funding through INCOG for the Ozark Trail Connection to S.H. 66 by providing additional information and support for the project, with emphasis on public safety response times.

RECOMMENDATION:

Staff recommends approval.

Fiscal Impact

Amount: \$7,500.00

To be paid from: General Reserves

Account number: 10-591-390



AGENDA ITEM

Administration 10.D.

City Council Regular

Meeting Date: March 4, 2019

Submitted For: Pam Vann, Finance Director

Submitted By: Mikaila Stepp, Administrative Assistant

Department: Finance

Presented By: Pam Vann

SUBJECT:

Discuss and consider a Resolution of the City of Sapulpa, Oklahoma, and the Sapulpa Municipal Authority, Sapulpa, Oklahoma, amending the FY 2018-2019 annual budget by increasing transfers out in the Stormwater Management Fund and increasing transfers in and appropriations in the Grants and Aid Fund in the amount of \$46,480.00 to provide additional funding for the CDBG Urban County Program 2017 Grant Project which includes street overlay of several sections of Lazy H Addition.

BACKGROUND:

The City Council has been awarded a CDBG Urban County Program Grant through Tulsa County in the amount of \$130,955.00 for street overlay in the Lazy H Addition; the project was originally for City staff to overlay several street segments in the Lazy H Addition, however, it was determined that due to drainage issues, a larger paver was needed bringing the total cost to \$169,580.00. The grant funds will be used for the purchase of the materials in the amount of \$123,100.00 and stormwater funds in the amount of \$46,480.00 will be used for the contracted labor.

RECOMMENDATION:

Staff recommends approval of the resolution.

Attachments

Lazy H Addition Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF SAPULPA, OKLAHOMA, AND THE SAPULPA MUNICIPAL AUTHORITY, SAPULPA, OKLAHOMA, AMENDING THE FY 2018-2019 ANNUAL BUDGET BY INCREASING TRANSFERS OUT IN THE STORMWATER MANAGEMENT FUND AND INCREASING TRANSFERS IN AND APPROPRIATIONS IN THE GRANTS & AID FUND IN THE AMOUNT OF \$46,480.00 TO PROVIDE ADDITIONAL FUNDING FOR THE CDBG URBAN COUNTY PROGRAM 2017 GRANT PROJECT WHICH INCLUDES STREET OVERLAY OF SEVERAL SECTIONS OF LAZY H ADDITION.

WHEREAS, the City Council has been awarded a CDBG Urban County Program Grant through Tulsa County in the amount of \$130,955.00 for street overlay in the Lazy H addition; and

WHEREAS, this project was originally for City staff to overlay several street segments in the Lazy H addition however it was determined that due to drainage issues a larger paver was needed bringing the total cost to \$169,580.00; and

WHEREAS, the grant funds will be used for the purchase of the materials in the amount of \$123,100.00 and stormwater funds in the amount of \$46,480.00 will be used for the contracted labor;

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Sapulpa, Oklahoma and the Sapulpa Municipal Authority, Sapulpa, Oklahoma, that the following budget amendments be made:

STORMWATER MANAGEMENT FUND

(Increase)	29-529-960 Transfer Out: Grants & Aid Fund	<u>\$ 46,480.00</u>
	Total Appropriations Increase:	\$46,480.00

GRANTS AND AID FUND

(Increase)	60-4929 Transfer In: Stormwater Management Fund	<u>\$ 46,480.00</u>
	Total Revenue Increase:	\$46,480.00

(Increase)	60-561-410P-21 Facilities – Contract-2017-2018	<u>\$46,480.00</u>
	Total Appropriations Increase:	\$46,480.00

**PASSED BY THE CITY COUNCIL FOR THE CITY OF SAPULPA,
OKLAHOMA AND THE SAPULPA MUNICIPAL AUTHORITY, SAPULPA, OKLAHOMA**
and signed by the Mayor/Chairman this 4th day of March 2019.

Reg Green, Mayor/Chairman

ATTEST:

Shirley Burzio, City Clerk/Trust Secretary

David Widdoes, City Attorney/Trust Attorney



AGENDA ITEM

Informational Items 12.A.

City Council Regular

Meeting Date: March 4, 2019

Submitted For: Steve Hardt, Economic Development Director

Submitted By: Mikaila Stepp, Administrative Assistant

Department: Public Works

Presented By: Steve Hardt

SUBJECT:

Project status report from acting Public Works Director on City and Trust projects.

BACKGROUND:

RECOMMENDATION:

Attachments

Public Works Status Report

PUBLIC WORKS PROJECTS

SAHOMA BRIDGE

BRIDGE IS COMPLETE AND OPEN TO THE PUBLIC

CANYON ROAD

Advertising for bids in April Freedom Rd. E. to City limits

SKIATOOK 36"X24" T

Preconstruction meeting was held on 1-29-19. Skiatook valve will be closed on 3-8-19 work to be complete by 3-20-19 with Skiatook valve back on 3-21-19 **On schedule**

ANIMAL SHELTER

Floor work should start week of 3-4-19

STORM WATER DEWEY AND PARK

Received CDBG contract with Tulsa County on 1-25-19

Construction and timing is still pending

SPORTS COMPLEX

Dirt work is underway. Project has been delayed some because of rain anticipated completion of Phase 1 is late June

PUBLIC WORKS COMMITTEE MEETING

Main discussions were around the Hwy. 117 and 49th W. Ave. intersection. ODOT has agreed to do a traffic analysis.

Other discussions were on various intersections regarding the need for signal lights and or stop signs.

Full minutes will be provided after they are approved by the committee at the next scheduled meeting. Date TBD.

