

**PUBLIC NOTICE OF THE MEETING OF THE
OWASSO PUBLIC WORKS AUTHORITY (OPWA)**

Council Chambers Old Central Building

109 North Birch, Owasso, OK

Tuesday, April 18, 2023 - 6:30 PM

NOTE: APPROPRIATE ACTION may include, but is not limited to: acknowledging, affirming, amending, approving, authorizing, awarding, denying, postponing, or tabling.

AGENDA

RECEIVED

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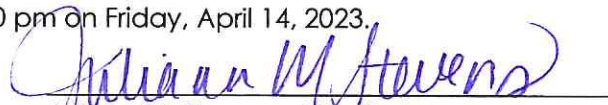
City Clerk's Office

1. **Call to Order** - Chair Kelly Lewis
2. **Roll Call**
3. **Consideration and appropriate action relating to the Consent Agenda. (All matters listed under "Consent" are considered by the Trustees to be routine and will be enacted by one motion. Any Trustee may, however, remove an item from the Consent Agenda by request. A motion to adopt the Consent Agenda is non-debatable.)**
 - A. Approve minutes – April 4, 2023, and April 11, 2023, Regular Meetings
 - B. Approve claims
4. **Consideration and appropriate action relating to items removed from the Consent Agenda**
5. **Consideration and appropriate action relating to an agreement for the purpose of leasing fleet vehicles**
Chris Garrett

Staff recommends approval of an Open-End (Equity) Lease from Enterprise Fleet Management, Inc., of Clayton, Missouri, for a lease period of forty-eight months, contingent upon annual appropriations by the City Council, and authorization to execute the necessary documents to lease four 2023 RAM 1500 Pickup Trucks for \$857.84/Month for each, and Two 2023 RAM 2500 Pickup Trucks for \$995.47/Month for each.

6. **Report from OPWA Manager**
7. **Report from OPWA Attorney**
8. **Official Notices (documents for acknowledgment or information only, no discussion or action will be taken)**
 - Payroll Payment Report – Pay Period Ending Date April 8, 2023
 - Monthly Budget Status Report – March 2023
9. **New Business (New Business is any item of business which could not have been foreseen at the time of posting of the agenda)**
10. **Adjournment**

Notice of Public Meeting filed in the office of the City Clerk on Friday, December 9, 2022, and the Agenda posted at City Hall, 200 South Main Street, at 3:00 pm on Friday, April 14, 2023.



Juliann M. Stevens, City Clerk

The City of Owasso encourages citizen participation. To request an accommodation due to a disability, contact the City Clerk at least 48 hours prior to the scheduled meeting by phone 918-376-1502 or by email to jstevens@cityofowasso.com

OWASSO PUBLIC WORKS AUTHORITY (OPWA)

MINUTES OF REGULAR MEETING TUESDAY, APRIL 4, 2023

The Owasso Public Works Authority (OPWA) met in regular session on Tuesday, April 4, 2023, in the Council Chambers at Old Central, 109 North Birch, Owasso, Oklahoma per the Notice of Public Meeting filed Friday, December 9, 2022; and the Agenda filed in the office of the City Clerk and posted at City Hall, 200 South Main Street, at 2:00 pm on Friday, March 31, 2023.

1. **Call to Order** - Chair Kelly Lewis called the meeting to order at 7:37 pm.

2. **Roll Call** – A quorum was declared present.

Present	Absent
Chair – Kelly Lewis	Trustee – Bill Bush
Vice Chair – Alvin Fruga	
Trustee – Doug Bonebrake	
Trustee – Lyndell Dunn	

Staff: Authority Manager – Warren Lehr / Authority Attorney - Julie Lombardi

3. **Consideration and appropriate action relating to the Consent Agenda. (All matters listed under "Consent" are considered by the Trustees to be routine and will be enacted by one motion. Any Trustee may, however, remove an item from the Consent Agenda by request. A motion to adopt the Consent Agenda is non-debatable.)**

- A. Approve minutes – March 21, 2023, Regular Meeting
- B. Approve claims

Mr. Dunn moved, seconded by Mr. Bonebrake to approve the Consent Agenda as presented, with claims totaling \$821,530.74.

YEA: Bonebrake, Dunn, Fruga, Lewis

NAY: None

Motion carried: 4-0

4. **Consideration and appropriate action relating to items removed from the Consent Agenda** - None

5. **Consideration and appropriate action relating to the Coffee Creek Lift Station and Force Main Improvements Project**

Earl Farris presented the item, recommending acceptance of the project and authorization for final payment to MSB Construction, LLC, of Oologah, Oklahoma, in the amount of \$265,721.04. There were no comments from the audience. After discussion, Mr. Bonebrake moved, seconded by Ms. Lewis to accept the project and authorize payment, as recommended.

YEA: Bonebrake, Dunn, Fruga, Lewis

NAY: None

Motion carried: 4-0

6. **Consideration and appropriate action relating to an amendment to the Engineering Design Services Agreement for the Recycle Center Expansion Project**

Roger Stevens presented the item, recommending authorization for payment of Amendment No. 1 to the Agreement for Engineering Services for the design of the Recycle Center Expansion Project with Casement Engineering, LLC, of Sand Springs, Oklahoma, in the amount of \$13,500.00. There were no comments from the audience. After discussion, Mr. Bonebrake moved, seconded by Mr. Dunn to authorize payment, as recommended.

YEA: Bonebrake, Dunn, Fruga, Lewis

NAY: None

Motion carried: 4-0

7. **Report from OPWA Manager** - None

8. **Report from OPWA Attorney** - None

- 9. Official Notices** - The Chair acknowledged receipt of the following:
- Payroll Payment Report – Pay Period Ending Date March 25, 2023

10. New Business - None

11. Adjournment

Mr. Dunn moved, seconded by Mr. Bonebrake to adjourn the meeting.

YEA: Bonebrake, Dunn, Fruga, Lewis

NAY: None

Motion carried: 4-0 and the meeting adjourned at 7:46 pm.

Kelly Lewis, Chair

Juliann M. Stevens, Authority Clerk

OWASSO CITY COUNCIL, PUBLIC WORKS AUTHORITY, AND PUBLIC GOLF AUTHORITY

MINUTES OF JOINT REGULAR MEETING TUESDAY, APRIL 11, 2023

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, April 11, 2023, in the Council Chambers at Old Central, 109 North Birch Street, Owasso, Oklahoma, per the Notice of Public Meeting filed Friday, December 9, 2022; and the Agenda filed in the office of the City Clerk and posted at City Hall, 200 South Main Street, at 4:00 pm on Friday, April 7, 2023.

- 1. Call to Order/Roll Call** - Mayor/Chair Kelly Lewis called the meeting to order at 6:00 pm. A quorum was declared present.

Present

Mayor/Chair – Kelly Lewis
Vice Mayor/Vice Chair – Alvin Fruga
Councilor/Trustee – Doug Bonebrake
Councilor/Trustee – Lyndell Dunn

Absent

Councilor/Trustee – Bill Bush

Staff: City/Authority Manager – Warren Lehr; Assistant City/Authority Manager – Chris Garrett;
City/Authority Attorney - Julie Lombardi

- 2. Discussion relating to Fiscal Year 2023-2024 Budget Calendar**

Carly Novozinsky presented the item and discussion was held.

- 3. Discussion relating to Community Development items**

- A. Request for final plat – Cypress Crossing Apartments, approximately 20.79 acres located north of East 99th Street North and east of North Owasso Expressway
- B. Request for annexation (OA 23-01) of approximately 2.49 acres located at 11428 North 129th East Avenue and rezoning (OZ 23-03) from Agricultural-Residential (AG-R) to Commercial Shopping (CS)

Alexa Beemer presented item A and discussion as held. Wendy Kramer presented item B and discussion was held. It was further explained these items would be placed on the April 18, 2023, City Council agenda for consideration and action.

- 4. Discussion relating Public Works items**

- A. East 86th Street North from North Main Street to North Garnett Road Widening Project, application for Surface Transportation Block Grant funding
- B. Proposed Beneficiary Agreement between the Board of County Commissions of Tulsa County and the City of Owasso for the disbursement of \$2,417,450.00 in American Rescue Plan Act (ARPA) funds eligible under the water and sanitary sewer infrastructure category
- C. Proposed amendment to the 2022 Street Rehabilitation Program priority project list to include East 76th Street North from North 129th East Avenue to North 145th East Avenue

Dwayne Henderson presented item A and discussion was held. Roger Stevens presented items B and C and discussion was held. It was further explained these items would be placed on the April 18, 2023, City Council agenda for consideration and action.

- 5. Discussion relating to the evaluation process and employment contracts for the City Manager and the City Attorney**

Michele Dempster presented the item and discussion was held.

- 6. Discussion relating to City/Authority Manager items**

- A. City Hall elevator renovation project update
- B. City facilitation of adult softball leagues
- C. Annual appointments – various citizen boards and committees
- D. Monthly sales tax report and revenue outlook
- E. City Manager report

Warren Lehr presented items A and B, discussion was held. Julie Stevens presented item C and discussion was held. Carly Novozinsky presented item D and discussion was held. Mr. Lehr reported

on the free land fill day to be held on April 15th, the Annual Economic Summit to be held on April 18th, the Lawn and Garden Spring Fling to be held on April 22nd, and a discussion item will be placed on the April 18th City Council agenda for discussion relating to the 2023 Mayor and Vice Mayor election process.

7. City Councilor/Trustee comments and inquiries

Councilor Bonebrake commented on the election of the Mayor and Vice Mayor.

8. Adjournment

The meeting adjourned at 6:57 pm.

Kelly Lewis, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 04/18/2023

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	KELLOGG ENGINEERING, INC	117 LFT STAT & FORCE MAIN \$3,309.00
117TH STREET FORCE MAIN - Total			\$3,309.00
	JPMORGAN CHASE BANK	OK DEPT-DEQ PERMIT	\$831.74
	JPMORGAN CHASE BANK	OKGOV-FEES	\$20.76
CDBG HALE ACRES WATERLINE - Total			\$852.50
	CINTAS CORPORATION	FIRST AID SUPPLIES	\$66.95
	ENTERPRISE FM TRUST	FLEET LEASE	\$601.80
	JPMORGAN CHASE BANK	PIKEPASS-FEES	\$3.30
	ONEOK INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$1,233.08
	UNIFIRST HOLDINGS LP	UNIFORM SERVICES	\$75.16
OPWA ADMINISTRATION - Total			\$1,980.29
	DOERNER, SAUNDERS, DANIEL &	LEGAL SERVICES	\$3,099.50
RANCH CRK INTCPT UPGRADE - Total			\$3,099.50
	JPMORGAN CHASE BANK	LOWES-CHOP SAW	\$253.98
	JPMORGAN CHASE BANK	LOWES-TOOLS	\$39.16
	JPMORGAN CHASE BANK	WASTE MGMT-DISPOSAL	\$1,202.43
	TREASURER PETTY CASH	WEED LINE-RCY CENTER	\$16.79
	UNIFIRST HOLDINGS LP	UNIFORM SERVICES	\$36.80
RECYCLE CENTER - Total			\$1,549.16
	BRIAN A CASEMENT	ENGINEERING SERVICES	\$17,252.50
RECYCLE CENTER EXPANSION - Total			\$17,252.50
	JPMORGAN CHASE BANK	ATWOOD-WHEELS	\$33.98
	JPMORGAN CHASE BANK	BUMPER-FILTERS	\$594.89
	JPMORGAN CHASE BANK	BUMPER-FUSE	\$13.16
	JPMORGAN CHASE BANK	BUMPER-FUSES	\$10.22
	JPMORGAN CHASE BANK	FROST OIL-SUPPLIES	\$782.99
	JPMORGAN CHASE BANK	HOME DEPOT-PARTS	\$64.51
	JPMORGAN CHASE BANK	LOWES-BATTERIES	\$13.46
	JPMORGAN CHASE BANK	LOWES-PARTS	\$70.19
	JPMORGAN CHASE BANK	QUIKSERVICE-METAL	\$551.55
	JPMORGAN CHASE BANK	QUIKSERVICE-PARTS	\$18.59
	JPMORGAN CHASE BANK	WASTE MGMT-DISPOSAL	\$8,342.99
	UNIFIRST HOLDINGS LP	UNIFORM SERVICES	\$140.57
	VERIZON WIRELESS	WIRELESS CONNECTION	\$257.40
REFUSE COLLECTIONS - Total			\$10,894.50
	JPMORGAN CHASE BANK	AMAZON-PRINTER CART	\$109.96
	SUMNERONE INC	UB PRINTER	\$446.00
	TECHNICAL PROGRAMMING SERVICES INC	BILLING SERVICES	\$3,430.15
UTILITY BILLING - Total			\$3,986.11
	CINTAS CORPORATION	FIRST AID SUPPLIES	\$166.40

Claims List - 04/18/2023

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	JPMORGAN CHASE BANK	CORE&MAIN-REPAIR PART \$103.05
		JPMORGAN CHASE BANK	HOME DEPOT-KEYS \$14.28
		JPMORGAN CHASE BANK	LOWES-FILTERS \$27.92
		JPMORGAN CHASE BANK	LOWES-PARTS \$67.74
		JPMORGAN CHASE BANK	LOWES-PUMP FITTINGS \$35.82
		JPMORGAN CHASE BANK	LOWES-SHELVES \$332.25
		JPMORGAN CHASE BANK	LOWES-TOOLS \$79.44
		JPMORGAN CHASE BANK	SCHNEIDER-SCADA CLASS \$1,000.00
		OMEGA RAIL MANAGEMENT, INC.	SEWER ROW AGREEMENT \$1,045.77
		ONEOK INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$356.29
		UNIFIRST HOLDINGS LP	UNIFORM SERVICES \$122.66
		VERDIGRIS VALLEY ELECTRIC COOP	COFFEE CREEK ELECTRIC \$31.52
		VERDIGRIS VALLEY ELECTRIC COOP	GARRETT CREEK ELECT \$206.09
		VERIZON WIRELESS	WIRELESS CONNECTION \$120.03
WASTEWATER COLLECTIONS - Total			\$3,709.26
		AT&T	PHONE SERVICE \$9.92
		JPMORGAN CHASE BANK	AMAZON-MOTOR FUSES \$749.97
		JPMORGAN CHASE BANK	BLUE BOOK-PIPETTE TIP \$90.96
		JPMORGAN CHASE BANK	BLUE BOOK-REAGENT \$319.84
		JPMORGAN CHASE BANK	CINTAS-FIRST AID \$57.15
		JPMORGAN CHASE BANK	CORE&MAIN-REFUND (\$8,200.00)
		JPMORGAN CHASE BANK	CORE&MAIN-VALVE CHECK \$8,274.00
		JPMORGAN CHASE BANK	DISCOUNT-TIRES \$464.00
		JPMORGAN CHASE BANK	FEDEX-SHIPPING \$1,466.99
		JPMORGAN CHASE BANK	GELCO-UNIFORM \$161.99
		JPMORGAN CHASE BANK	GRAINGER-GAUGES \$140.34
		JPMORGAN CHASE BANK	ODP-SUPPLIES \$89.90
		JPMORGAN CHASE BANK	REASORS-WATER \$20.70
		JPMORGAN CHASE BANK	SCHNEIDER-SCADA CLASS \$400.00
		JPMORGAN CHASE BANK	WASTE MGMT-DISPOSAL \$8,425.08
		UNIFIRST HOLDINGS LP	UNIFORM SERVICES \$125.32
		VERIZON WIRELESS	WIRELESS CONNECTION \$120.03
WASTEWATER TREATMENT - Total			\$12,716.19
		CITY OF TULSA UTILITIES	WATER \$252,267.25
		ENTERPRISE FM TRUST	FLEET LEASE \$1,203.60
		JPMORGAN CHASE BANK	ACCURATE-TESTING \$930.00
		JPMORGAN CHASE BANK	BROWN FARMS-SOD \$340.00
		JPMORGAN CHASE BANK	CORE&MAIN-METER SETS \$2,308.14
		JPMORGAN CHASE BANK	CORE&MAIN-POWER CABLE \$195.00
		JPMORGAN CHASE BANK	CORE&MAIN-SUPPLIES \$3,065.27
		JPMORGAN CHASE BANK	CORE&MAIN-VALVE PARTS \$31.00

Claims List - 04/18/2023

Fund	Vendor Name	Payable Description	Payment Amount	
61	OPWA	JPMORGAN CHASE BANK	OREILLY-FUEL CAP	\$11.27
		JPMORGAN CHASE BANK	OREILLY-GREASE	\$13.98
		JPMORGAN CHASE BANK	OREILLY-REFUND	(\$1.88)
		JPMORGAN CHASE BANK	SCHNEIDER-SCADA CLASS	\$400.00
		JPMORGAN CHASE BANK	STANDARD SUP-CONCRETE	\$282.91
		JPMORGAN CHASE BANK	VERMEER-DRIVE BELT	\$91.42
		JPMORGAN CHASE BANK	VERMEER-PARTS	\$145.85
		UNIFIRST HOLDINGS LP	UNIFORM SERVICES	\$161.18
		VERDIGRIS VALLEY ELECTRIC COOP	WATER CONTROL ELECT	\$40.80
		VERIZON WIRELESS	WIRELESS CONNECTION	\$200.05
		WATER	- Total	\$261,685.84
		CP&Y INC	WWTP LS EXPAN PROJECT	\$7,034.64
		CROSSLAND HEAVY CONTRACTORS	WWTP & MAIN LS	\$228,409.61
	WWTP UPGRADE	- Total	\$235,444.25	
	OPWA	- Total	\$556,479.10	
68	OPWA TIF	BROGRAN LLC	TIF AGREEMENT	\$48,340.80
		OPWA ECONOMIC DEV	- Total	\$48,340.80
	OPWA TIF	- Total	\$48,340.80	
OPWA Grand Total			\$604,819.90	



TO: The Honorable Chair and Trustees
Owasso Public Works Authority (OPWA)

FROM: Christopher A. Garrett, Assistant City Manager

SUBJECT: Vehicle Leasing from Enterprise Fleet Management, Inc.

DATE: April 14, 2023

BACKGROUND:

On August 3, 2021, City Council approved the Master Equity Lease Agreement with Enterprise Fleet Management, Inc. The Master Equity Lease Agreement establishes the business relationship between the City and Enterprise Fleet Management, Inc., which allows staff to initiate capital leasing arrangements for vehicles proposed as part of the FY 2023 Budget.

Due to a lack of inventory within the automotive industry, the availability of half-ton and three-quarter-ton trucks identified in the FY 2023 Budget has been sporadic. Staff has been notified by Enterprise Fleet Management that almost all of the vehicles staff ordered in June, 2022 are being readied for delivery. The vehicles staff is proposing to lease include:

- | | |
|--------------------------------------|-------------------------|
| Four (4) 2023 RAM 1500 Pickup Trucks | \$857.84/Month for each |
| Two (2) for OPWA Administration | |
| Two (2) for Wastewater Collections | |
| Two (2) 2023 RAM 2500 Pickup Trucks | \$995.47/Month for each |
| One (1) for Refuse | |
| One (1) for Recycle Center | |

To move forward, staff is seeking approval to enter into a forty-eight-month lease with Enterprise Fleet Management, Inc. to lease the nine vehicles listed above at the corresponding lease rates. As a reminder, the forty-eight-month leasing period extends beyond FY 2023, thus future payments due in months beyond June 2023 are contingent upon annual appropriations by the City Council. The leasing period does not begin until the vehicle is delivered to the City for use.

FUNDING:

Funding is available in the FY 2023 OPWA Budget.

RECOMMENDATION:

Staff recommends approval of an Open-End (Equity) Lease from Enterprise Fleet Management, Inc., of Clayton, Missouri, for a lease period of forty-eight months, contingent upon annual appropriations by the City Council, and authorization to execute all necessary documents to lease four 2023 RAM 1500 Pickup Trucks for \$857.84/Month for each, and Two 2023 RAM 2500 Pickup Trucks for \$995.47/Month for each.

**OWASSO PUBLIC WORKS AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 04/08/23**

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
400 OPWA Administration	18,176.05	26,928.27
405 Utility Billing	7,832.80	13,400.34
420 Water	14,370.06	23,205.11
450 Wastewater	15,107.46	24,674.25
455 Wastewater Collection	14,375.61	24,471.24
480 Refuse	16,240.04	27,633.41
485 Recycle Center	2,776.00	5,078.44
FUND TOTAL	88,878.02	145,391.06

CITY OF OWASSO
OWASSO PUBLIC WORKS AUTHORITY - OPERATING FUND
FISCAL YEAR 2022-2023
Budgetary Basis
Statement of Revenues & Expenses
As of March 31, 2023

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
OPERATING REVENUES:				
Water	\$ 528,089	\$ 6,345,270	\$ 7,801,161	81.34%
Wastewater	528,421	4,602,372	6,020,212	76.45%
Refuse	204,060	1,980,408	2,589,680	76.47%
Recycle	721	25,147	72,533	34.67%
Other Utility fees	20,056	177,708	215,145	82.60%
TOTAL OPERATING REVENUES	<u>\$ 1,281,347</u>	<u>\$ 13,130,905</u>	<u>\$ 16,698,731</u>	78.63%
OPERATING EXPENSES:				
OPWA administration	\$ (115,968)	\$ (1,163,443)	\$ (2,224,764)	52.30%
Utility Billing	(50,282)	(395,986)	(523,553)	75.63%
Water	(327,701)	(3,450,652)	(4,900,123)	70.42%
Wastewater Treatment	(148,137)	(1,186,044)	(1,669,990)	71.02%
Wastewater Collections	(131,998)	(852,439)	(2,137,910)	39.87%
Refuse	(102,132)	(997,879)	(1,441,637)	69.22%
Recycle	(18,433)	(160,104)	(1,183,518)	13.53%
Debt payments	(240,343)	(2,186,911)	(2,953,250)	74.05%
TOTAL OPERATING EXPENSES	<u>\$ (1,134,995)</u>	<u>\$ (10,393,459)</u>	<u>\$ (17,034,745)</u>	61.01%
OPERATING REVENUES OVER/(UNDER) EXPENDITURES	<u>\$ 146,352</u>	<u>\$ 2,737,446</u>	<u>\$ (336,014)</u>	
NONOPERATING REVENUES (EXPENSES):				
Interest	\$ 18,393	\$ 101,925	\$ 33,661	302.80%
Other revenues/(expenses)	3,938	28,623	24,850	115.18%
TIF revenues/(expenses)	183,979	225,828	(341,760)	-66.08%
Transfers in	-	-	-	0.00%
TOTAL NONOPERATING REVENUES (EXPENSES)	<u>\$ 206,310</u>	<u>\$ 356,376</u>	<u>\$ (283,249)</u>	
LONG-TERM DEBT PROCEEDS AND EXPENDITURES:				
Proceeds of long-term debt	\$ 291,615	\$ 10,580,677	\$ 20,846,448	
Expenditures of long-term debt	(329,123)	(8,824,365)	(22,577,114)	
TOTAL LONG-TERM DEBT PROCEEDS AND EXPENDITURES	<u>\$ (37,508)</u>	<u>\$ 1,756,312</u>	<u>\$ (1,730,666)</u>	
NET INCOME (LOSS)	<u>\$ 315,154</u>	\$ 4,850,135	\$ (2,349,929)	
ENCUMBRANCES OUTSTANDING		\$ (6,708,752)		
BOND PROCEEDS RECEIVABLE		125,590		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		9,920,046	9,920,046	
Ending Balance		<u>\$ 8,187,019</u>	<u>\$ 7,570,117</u>	