

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

Tuesday, May 18, 2021 - 6:30 PM

AGENDA

RECEIVED

MAY 14 2021 

City Clerk's Office

1. **Call to Order**
Chair Bill Bush
2. **Roll Call**
3. **Consideration and approval, denial, amendment, or other appropriate action relating to a request for approval of 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 – May 4, 2021, and May 11, 2021, Regular Meetings
 - B. Approve claims
4. **Consideration and approval, denial, amendment, or other appropriate action relating to items removed from the Consent Agenda**
5. **Report from OPWA Manager**
6. **Report from OPWA Attorney**
7. **Official Notices (documents for acknowledgment or information only, no discussion or action will be taken)**
 - Payroll Payment Report – Pay Period Ending Date May 8, 2021
 - Monthly Budget Status Report – April 2021
8. **New Business (New Business is any item of business which could not have been foreseen at the time of posting of the agenda)**
9. **Adjournment**

Notice of Public Meeting filed in the office of the City Clerk on Friday, December 11, 2020, and the Agenda posted at City Hall, 200 South Main Street, at 6:00 pm on Friday, May 14, 2021.



Chris Garrett, Deputy 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

APPROPRIATE ACTION may include, but is not limited to: acknowledging, affirming, authorizing, awarding, tabling, rejecting.

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

MINUTES OF JOINT REGULAR MEETING Tuesday, May 4, 2021

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, May 4, 2021, in the Council Chambers at Old Central, 109 North Birch, Owasso, Oklahoma per the Notice of Public Meeting filed Friday, December 11, 2020; and the Agenda filed in the office of the City Clerk and posted at City Hall, 200 South Main Street, at 6:00 pm on Friday, April 30, 2021.

1. Call to Order

Mayor/Chair Bill Bush called the meeting to order at 6:30 pm.

2. Invocation

The Invocation was offered by Senior Pastor David Payne of Christ's Church Owasso.

3. Flag Salute

Councilor/Trustee Chris Kelley let the flag salute.

4. Presentation of the Character Trait of Availability

Larry Escalanta, Public Works Superintendent, presented the character trait for the month of May.

5. Oath of Office

Julie Lombardi administered the Oath of Office for Ward 1, City Councilor/Trustee Kelly Lewis and Ward 2, City Council/Trustee Alvin Fruga.

6. Roll Call

Present	Absent
Mayor/Chair – Bill Bush	None
Vice Mayor/Vice Chair – Kelly Lewis	
Councilor/Trustee – Alvin Fruga	
Councilor/Trustee – Doug Bonebrake	
Councilor/Trustee – Lyndell Dunn	

A quorum was declared present.

Staff:

City/Authority Manager - Warren Lehr

City/Authority Attorney - Julie Lombardi

7. Consideration and approval, denial, amendment, or other appropriate action relating to the Election of Mayor/OPWA Chair/OPGA Chair

Mayor/Chair Bill Bush called for a nomination for the positions of Mayor/Chair. Mr. Bonebrake moved, seconded by Ms. Lewis to elect Bill Bush to serve as Mayor/OPWA Chair/OPGA Chair.

YEA: Bonebrake, Dunn, Fruga, Lewis, Bush

NAY: None

Motion carried: 5-0

8. Consideration and approval, denial, amendment, or other appropriate action relating to the Election of Vice Mayor/OPWA Vice Chair/OPGA Vice Chair

Mayor/Chair Bill Bush called for a nomination for the positions of Vice Mayor/Vice Chair. Mr. Dunn moved, seconded by Mr. Bonebrake to elect Kelly Lewis to serve as Vice Mayor/OPWA Vice Chair/OPGA Vice Chair.

YEA: Bonebrake, Dunn, Fruga, Lewis, Bush

NAY: None

Motion carried: 5-0

9. Consideration and approval, denial, amendment, or other appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the City Council/OPWA/OPGA to be routine and will be enacted by one motion. Any Councilor may, however, remove an item from the Consent Agenda by request. A motion to adopt the Consent Agenda is non-debatable.)

- A. Approve City Council minutes – April 20, 2021, Regular Meeting
- B. Approve OPWA minutes – April 20, 2021 Regular Meeting
- C. Approve OPGA minutes – April 20, 2021 Regular Meeting
- D. Approve claims – City Council, OPWA, and OPGA
- E. Accept the Police Department Firearms Range Turning Target System and authorize final payment to ATS Targets of Waconia, Minnesota, in the amount of \$60,856.45 (City Council)

Mr. Bonebrake moved, seconded by Ms. Lewis to approve the Consent Agenda with City Council claims totaling \$925,251.64, Owasso Public Works Authority claims totaling \$868,213.28, and Owasso Public Golf Authority claims totaling \$40,036.88.

YEA: Bonebrake, Dunn, Fruga, Lewis, Bush

NAY: None

Motion carried: 5-0

10. Consideration and approval, denial, amendment, or other appropriate action relating to items removed from the Consent Agenda

None

11. Consideration and approval, denial, amendment, or other appropriate action relating to the purchase of protective chemical and biological masks (City Council)

Jason Woodruff presented the item, recommending approval to purchase seventy-five (75) chemical and biological protective mask kits in the amount of \$39,795.30 from Safeway Incorporated of Westminster, Colorado.

There were no comments from the audience. After discussion, Mr. Bonebrake moved, seconded by Ms. Lewis to approve the purchase, as recommended.

YEA: Bonebrake, Dunn, Fruga, Lewis, Bush

NAY: None

Motion carried: 5-0

12. Consideration and approval, denial, amendment, or other appropriate action relating to a consultant agreement for the acquisition of easements for the Ranch Creek Interceptor Upgrade from East 96th Street North to East 116th Street North (OPWA)

Roger Stevens presented the item, recommending approval of an Easement Consultant Agreement with Seven C's Enterprises, Inc., dba Terra Acquisition Services, of Tulsa, Oklahoma, in an amount not to exceed \$54,000.00, and authorization to execute all necessary documents.

There were no comments from the audience. After discussion, Mr. Bonebrake moved, seconded by Mr. Dunn to approve the agreement and authorize execution of all necessary documents, as recommended.

YEA: Bonebrake, Dunn, Fruga, Lewis, Bush

NAY: None

Motion carried: 5-0

13. Report from City/Authority Manager

Warren Lehr introduced Roger Stevens to provide the monthly Public Works project status report and discussion was held. Mr. Lehr reported on National Public Service Recognition

Week and acknowledged Council/Trustee-Elect Alvin Fruga and outgoing Councilor/Trustee Chris Kelley.

14. Report from City/Authority Attorney

None

15. Report from City Councilors/Trustees

Councilors/Trustees acknowledged Council/Trustee-Elect Alvin Fruga and outgoing Councilor/Trustee Chris Kelley.

16. Official Notices (documents for acknowledgment of receipt or information only, no discussion or action will be taken)

The Mayor acknowledged receipt of the following:

- Health Care Self-Insurance Claims dated as of April 29, 2021
- General Fund Payroll Payment Report - pay period ending date April 24, 2021
- Owasso Public Works Authority Payroll Payment Report - pay period ending date April 24, 2021
- Owasso Public Golf Authority Payroll Payment Report - pay period ending date April 24, 2021

17. New Business (New Business is any item of business which could not have been foreseen at the time of posting of the agenda)

None

18. Adjournment

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

YEA: Bonebrake, Dunn, Fruga, Lewis, Bush

NAY: None

Motion carried: 5-0 and the meeting adjourned at 7:21 pm.

Bill Bush, Mayor/Chair

Juliann M. Stevens, City/Authority Clerk

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

MINUTES OF JOINT REGULAR MEETING Tuesday, May 11, 2021

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, May 11, 2021, in the Council Chambers at Old Central, 109 North Birch Street, Owasso, Oklahoma, per the Notice of Public Meeting filed Friday, December 11, 2020; and the Agenda filed in the office of the City Clerk and posted at City Hall, 200 South Main Street, at 6:00 pm on Friday, May 7, 2021.

1. **Call to Order/Roll Call**

Mayor/Chair Bill Bush called the meeting to order at 6:00 pm.

Present

Mayor/Chair – Bill Bush
Councilor/Trustee – Alvin Fruga
Councilor/Trustee – Doug Bonebrake
Councilor/Trustee – Lyndell Dunn
A quorum was declared present.

Absent

Vice Mayor/Vice Chair – Kelly Lewis

2. **Presentation of the proposed FY 2021-2022 Annual Operating Budget**

Warren Lehr and Linda Jones presented the item and discussion was held. It was further explained that the required public hearing would take place during the June 1, 2021, City Council meeting.

3. **Discussion relating to surplus vehicles and equipment**

Nathan Singletery presented the item and discussion was held. It was further explained that this item would be placed on the May 18, 2021, City Council consent agenda for consideration and action.

4. **Discussion relating to a request for de-annexation of approximately 10.81 acres located near North 177th East Avenue and North Patriot Drive (OA 21-02, The Wharf at Stone Canyon)**

Karl Fritschen presented the item and discussion was held. It was further explained that this item would be placed on the May 18, 2021, City Council agenda for consideration and action.

5. **Discussion relating to an application for Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funding for proposed roadway improvements located on Main Street from Broadway to East 11th Street**

Dwayne Henderson presented the item. It was further explained that this item would be placed on the May 18, 2021, City Council agenda for consideration and action.

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

- A. Monthly sales tax report
- B. City Manager report

Warren Lehr introduced Linda Jones to present item A and discussion was held. Mr. Lehr reported on union negotiations.

7. **City Councilor/Trustee comments and inquiries**

Mr. Bonebrake commented on the Gathering on Main Street. Mr. Bush commented on the Owasso Sports Park baseball fields.

8. Consideration and approval, denial, amendment, or other appropriate action relating to a request for an executive session for the purpose of discussing personnel matters of the City Attorney and City Manager as provided for in Title 25, O.S. § 307(B)(1)

Mayor Bush presented the item. Mr. Bonebrake moved, seconded by Mr. Dunn to enter into executive session to discuss annual evaluations and employment contracts for the City Attorney and the City Manager.

YEA: Bonebrake, Dunn, Fruga, Bush

NAY: None

Motion Carried 4-0

At 7:14 pm, the City Council members entered into executive session.

At 7:40 pm, Warren Lehr entered into executive session.

At 8:00 pm, Warren Lehr exited executive session.

At 8:22 pm, Julie Lombardi entered into executive session.

At 8:34 pm, Julie Lombardi exited executive session.

At 8:34 pm, Michele Dempster entered executive session.

At 8:36 pm, all parties exited executive session and the City Council returned to open session.

9. Adjournment

The meeting adjourned at 8:38 pm.

Bill Bush, Mayor/Chair

Chris Garrett, Deputy City/Deputy Authority Clerk

Claims List - 5/18/2021

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	BLUE ENERGY FUELS, LLC	CNG FUEL PURCHASES - APRI \$45.24
		CITY GARAGE	LABOR/OVERHEAD - MAY, 202 \$165.33
		CITY OF OWASSO	ADMIN OVERHEAD \$25,000.00
		JPMORGAN CHASE BANK	EMPL RECOG \$238.70
		JPMORGAN CHASE BANK	LOWES-FIRE EXTINGUISH \$147.96
		JPMORGAN CHASE BANK	OWASSO CHAMBER-FEE \$20.00
		ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$283.14
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE \$78.96
		UNITED STATES CELLULAR CORPORATION	PW CELL PHONE \$50.20
OPWA ADMINISTRATION - Total			\$26,029.53
		MARK W & PATRICIA E KAASE	ROW/EASEMENT ACQUISITION \$11,850.20
		SEVEN C'S ENTERPRISES, INC	CONSULTING SERVICES-RANCH \$21,600.00
RANCH CRK INTCPT UPGRADE - Total			\$33,450.20
		CITY GARAGE	LABOR/OVERHEAD - MAY, 202 \$410.17
		JPMORGAN CHASE BANK	DELL-TONER \$89.49
		TERMINIX	PEST CONTROL-RECYCLE \$78.00
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE \$36.70
RECYCLE CENTER - Total			\$614.36
		BLUE ENERGY FUELS, LLC	CNG FUEL PURCHASES - APRI \$2,021.22
		CITY GARAGE	LABOR/OVERHEAD - MAY, 202 \$5,524.17
		CITY GARAGE	VEH PARTS PURCHASED - APR \$1,956.11
		FLEETCOR TECHNOLOGIES	FUELMAN EXPENSES - APRIL, \$4,837.81
		JPMORGAN CHASE BANK	BUMP2BUMP-FILTERS \$235.71
		JPMORGAN CHASE BANK	FASTENAL-PARTS \$522.72
		JPMORGAN CHASE BANK	FLEETPRIDE-AIR BAGS \$91.32
		JPMORGAN CHASE BANK	FROST-GREASE \$164.23
		JPMORGAN CHASE BANK	GRAINGER-PPE \$29.15
		JPMORGAN CHASE BANK	KIMS-HOSES \$229.16
		JPMORGAN CHASE BANK	PHILLIPS-FUEL \$94.49
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE \$149.91
		UNITED STATES CELLULAR CORPORATION	PW CELL PHONE \$44.82
REFUSE COLLECTIONS - Total			\$15,900.82
		TECHNICAL PROGRAMMING SERVICES INC	BILLING SERVICES \$3,095.32
UTILITY BILLING - Total			\$3,095.32
		BLUE ENERGY FUELS, LLC	CNG FUEL PURCHASES - APRI \$228.72
		CITY GARAGE	LABOR/OVERHEAD - MAY, 202 \$1,378.50
		CITY GARAGE	VEH PARTS PURCHASED - APR \$1,032.04
		FLEETCOR TECHNOLOGIES	FUELMAN EXPENSES - APRIL, \$716.51

Claims List - 5/18/2021

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	JPMORGAN CHASE BANK	\$13.98
		JPMORGAN CHASE BANK	\$234.60
		JPMORGAN CHASE BANK	\$1,010.00
		JPMORGAN CHASE BANK	\$218.00
		JPMORGAN CHASE BANK	\$40.80
		JPMORGAN CHASE BANK	\$29.17
		JPMORGAN CHASE BANK	\$0.89
		JPMORGAN CHASE BANK	\$170.00
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$211.72
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$123.30
	VERDIGRIS VALLEY ELECTRIC COOP	COFFEE CREEK ELECTRIC	\$565.16
	VERDIGRIS VALLEY ELECTRIC COOP	GARRETT CREEK ELECTRI	\$216.09
	VERIZON WIRELESS	WIRELESS CONNECTION	\$80.02
WASTEWATER COLLECTIONS - Total			\$6,269.50
	CITY GARAGE	LABOR/OVERHEAD - MAY, 202	\$1,064.42
	CITY GARAGE	VEH PARTS PURCHASED - APR	\$1,049.45
	FLEETCOR TECHNOLOGIES	FUELMAN EXPENSES - APRIL,	\$743.15
	JPMORGAN CHASE BANK	CORE&MAIN-SUPPLIES	\$20.00
	JPMORGAN CHASE BANK	CORE&MAIN-VALVE/FITTI	\$412.72
	JPMORGAN CHASE BANK	GRAINGER-AIR FILTERS	\$180.76
	JPMORGAN CHASE BANK	GRAINGER-PPE	\$229.67
	JPMORGAN CHASE BANK	GRAINGER-SCRAPER	\$73.96
	JPMORGAN CHASE BANK	HACH-REAGENT	\$139.77
	JPMORGAN CHASE BANK	LOWES-PARTS	\$54.97
	JPMORGAN CHASE BANK	NCL OF WISC-FILTERS	\$488.83
	JPMORGAN CHASE BANK	OREILLY-DEF	\$21.98
	JPMORGAN CHASE BANK	TERMINIX-PEST CONTROL	\$98.00
	JPMORGAN CHASE BANK	WALMART-WATER	\$10.20
	JPMORGAN CHASE BANK	WASTE MGMT-SLUDGE REM	\$10,049.13
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$133.20
	VERIZON WIRELESS	WIRELESS CONNECTION	\$80.02
WASTEWATER TREATMENT - Total			\$14,850.23
	BILL BASORE TRUCKING & EXCAVATION,	APRIL DIRT	\$86.66
	BILL BASORE TRUCKING & EXCAVATION,	JANUARY DIRT	\$43.33
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCHASES - APRI	\$65.50
	CITY GARAGE	LABOR/OVERHEAD - MAY, 202	\$2,718.17
	CITY GARAGE	VEH PARTS PURCHASED - APR	\$366.49
	CITY OF TULSA UTILITIES	WATER	\$400,000.00
	FLEETCOR TECHNOLOGIES	FUELMAN EXPENSES - APRIL,	\$1,160.05
	JPMORGAN CHASE BANK	ATWOODS-BLUE DEF	\$41.94
	JPMORGAN CHASE BANK	BROWN FARMS-SOD	\$100.00

Claims List - 5/18/2021

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	JPMORGAN CHASE BANK	CORE&MAIN-METERS \$4,974.40
		JPMORGAN CHASE BANK	CORE&MAIN-PARTS \$1,166.24
		JPMORGAN CHASE BANK	CORE&MAIN-REPAIR \$500.00
		JPMORGAN CHASE BANK	CORE&MAIN-TOOLS \$123.97
		JPMORGAN CHASE BANK	EAGLE REDI-CONCRETE \$428.00
		JPMORGAN CHASE BANK	GRAINGER-PPE \$29.17
		JPMORGAN CHASE BANK	LOWES-SUPPLIES \$35.84
		JPMORGAN CHASE BANK	QT-FUEL \$54.00
		JPMORGAN CHASE BANK	RED WING-BOOTS \$340.00
		JPMORGAN CHASE BANK	TWIN CITIES-CONCRETE \$1,261.25
		TREASURER PETTY CASH	VEHICLE TAG \$46.00
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE \$147.02
		VERDIGRIS VALLEY ELECTRIC COOP	WATER CONTROL ELECTRI \$30.60
		WATER - Total	\$413,718.63
		CROSSLAND HEAVY CONTRACTORS	WWTP UPGRADE-LS EXPANSION \$43,320.00
		WWTP UPGRADE - Total	\$43,320.00
	OPWA - Total		\$557,248.59
	OPWA Grand Total		\$557,248.59

**OWASSO PUBLIC WORKS AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 05/08/21**

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
400 OPWA Administration	18,604.87	22,178.32
405 Utility Billing	6,869.60	7,087.22
420 Water	16,010.98	23,283.26
450 Wastewater	14,233.35	15,833.15
455 Wastewater Collection	13,830.34	15,466.43
480 Refuse	14,837.78	14,837.78
485 Recycle Center	2,603.20	2,603.20
FUND TOTAL	86,990.12	101,289.36

CITY OF OWASSO
OWASSO PUBLIC WORKS AUTHORITY - OPERATING FUND
FISCAL YEAR 2020-2021
Budgetary Basis
Statement of Revenues & Expenses
As of April 30, 2021

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
OPERATING REVENUES:				
Water	\$ 542,655	\$ 6,206,879	\$ 6,596,392	94.10%
Wastewater	543,105	4,675,159	5,208,252	89.76%
Refuse & recycle	205,350	2,061,649	2,436,961	84.60%
Other Utility fees	14,280	170,802	280,600	60.87%
TOTAL OPERATING REVENUES	<u>\$ 1,305,390</u>	<u>\$ 13,114,489</u>	<u>\$ 14,522,205</u>	90.31%
OPERATING EXPENSES:				
OPWA administration	\$ (78,826)	\$ (1,004,093)	\$ (1,148,594)	87.42%
Utility Billing	(34,205)	(382,425)	(524,537)	72.91%
Water	(341,596)	(3,354,664)	(4,393,979)	76.35%
Wastewater	(166,995)	(2,284,301)	(3,025,922)	75.49%
Refuse & Recycle	(154,145)	(1,520,861)	(1,956,329)	77.74%
Debt payments	(204,668)	(2,137,616)	(2,705,000)	79.02%
TOTAL OPERATING EXPENSES	<u>\$ (980,434)</u>	<u>\$ (10,683,959)</u>	<u>\$ (13,754,361)</u>	77.68%
OPERATING REVENUES OVER/(UNDER) EXPENDITURES	<u>\$ 324,956</u>	<u>\$ 2,430,530</u>	<u>\$ 767,844</u>	
NONOPERATING REVENUES (EXPENSES):				
Interest	\$ 1,797	\$ 22,839	\$ 28,830	79.22%
Other revenues/(expenses)	3,277	23,420	20,326	115.22%
Transfers in	-	-	-	0.00%
Transfers out	(321,357)	(326,201)	(326,201)	100.00%
TOTAL NONOPERATING REVENUES (EXPENSES)	<u>\$ (316,283)</u>	<u>\$ (279,942)</u>	<u>\$ (277,045)</u>	
LONG-TERM DEBT PROCEEDS AND EXPENDITURES:				
Proceeds of long-term debt	\$ 301,627	\$ 3,751,459	\$ 34,376,052	
Expenditures of long-term debt	(685,707)	(3,491,850)	(38,898,498)	
TOTAL LONG-TERM DEBT PROCEEDS AND EXPENDITURES	<u>\$ (384,080)</u>	<u>\$ 259,609</u>	<u>\$ (4,522,446)</u>	
NET INCOME (LOSS)	<u>\$ (375,408)</u>	\$ 2,410,198	\$ (4,031,647)	
ENCUMBRANCES OUTSTANDING		\$ (23,573,674)		
BOND PROCEEDS RECEIVABLE		\$ 22,794,623		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		4,115,140	4,115,140	
Ending Balance		<u>\$ 5,746,286</u>	<u>\$ 83,493</u>	