

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

**Tuesday, January 18, 2022 - 6:30 PM**

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

**AGENDA**

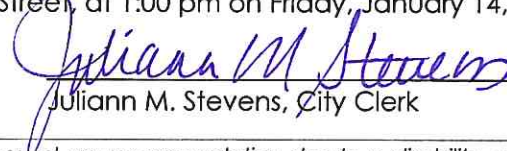
**RECEIVED**

**JAN 14 2022** *HS*

1. **Call to Order**  
Chair Bill Bush
2. **Roll Call**
3. **Consideration and 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 – January 4, 2022, and January 11, 2022, Regular Meetings
  - B. Approve claims
4. **Consideration and 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 January 1, 2022
  - Monthly Budget Status Report – December
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**

City Clerk's Office

Notice of Public Meeting filed in the office of the City Clerk on Friday, December 10, 2021, and the Agenda posted at City Hall, 200 South Main Street, at 1:00 pm on Friday, January 14, 2022.

  
\_\_\_\_\_  
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](mailto:jstevens@cityofowasso.com)*

**OWASSO CITY COUNCIL / OWASSO PUBLIC WORKS AUTHORITY /  
OWASSO PUBLIC GOLF AUTHORITY**

**MINUTES OF REGULAR JOINT MEETING  
TUESDAY, JANUARY 4, 2022**

The Owasso City Council, Owasso Public Works Authority (OPWA) and Owasso Public Golf Authority (OPGA) met in joint session on Tuesday, January 4, 2022, in the Council Chambers at Old Central, 109 North Birch, Owasso, Oklahoma per the Notice of Public Meeting filed Friday, December 10, 2021; and the Agenda filed in the office of the City Clerk and posted at City Hall, 200 South Main Street, at 12:00 pm on Thursday, December 30, 2021.

**1. Call to Order**

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

**2. Invocation**

The Invocation was offered by Senior Pastor Andrew Rankin of Freedom Baptist Church

**3. Flag Salute**

Councilor Doug Bonebrake led the flag salute.

**4. Roll Call**

Present

Absent

Mayor – Bill Bush

Vice Mayor – Kelly Lewis

Councilor – Alvin Fruga

Councilor – Doug Bonebrake

Councilor – Lyndell Dunn

A quorum was declared present.

Staff:

City Manager - Warren Lehr

City Attorney - Julie Lombardi

**5. Presentation of Character Trait of Diligence**

Michele Dempster presented the character trait for the month of January.

**6. Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered to be routine and will be enacted by one motion. Any Councilor/Trustee 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 – December 21, 2021, Regular Meeting

**B.** Approve Owasso Public Works Authority Minutes – December 21, 2021, Regular Meeting

**C.** Approve Owasso Public Golf Authority Minutes – December 21, 2021, Regular Meeting

**D.** Approve City of Owasso Claims

**E.** Approve Owasso Public Works Authority Claims

**F.** Approve Owasso Public Golf Authority Claims

**G.** Accept the 2022 Justice Assistance Grant, authorize execution of necessary grant documents with the Oklahoma Attorney General's Office, and approve a budget amendment in the Half-Penny Sales Tax Fund (Police), increasing the estimated revenue and the appropriation for expenditures by \$7,500.00 – City Council

**H.** Accept the 2022 Oklahoma Internet Crimes Against Children Task Force Grant, authorize execution of necessary grant documents, and approve a budget amendment in the Half-Penny Sales Tax Fund (Police) increasing the estimated revenue and appropriation for expenditures by \$3,880.00 – City Council

**I.** Accept public infrastructure of asphalt roads, sidewalks, stormwater, water and sanitary sewer system improvements for Abbott Farms Phase III, located on the north side of East 106<sup>th</sup> Street North, east of Mingo Road – City Council

Mr. Bonebrake moved, seconded by Mr. Dunn to approve the Consent Agenda, as presented with City Council \$227,731.44, OPWA claims totaling \$1,234,054.19, and OPGA claims totaling \$12,376.91.

YEA: Bonebrake, Dunn, Fruga, Bush

NAY: None

Motion carried: 4-0

**7. Consideration and appropriate action relating to items removed from the Consent Agenda**

None

**8. Report from City Manager/Authority Manager**

Warren Lehr introduced Roger Stevens to provide the monthly Public Works project status report and discussion was held.

**9. Report from City Attorney/Authority Attorney**

None

**10. Report from City Councilors/Authority Trustees**

None

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

The Mayor/Chair acknowledged receipt of the following:

- Payroll Payment Report – Pay Period Ending Date December 18, 2021 – City Council
- Payroll Payment Report – Pay Period Ending Date December 18, 2021 – Owasso Public Works Authority
- Payroll Payment Report – Pay Period Ending Date December 18, 2021 – Owasso Public Golf Authority
- Health Care Self-Insurance Claims – dated as of December 29, 2021
- Oklahoma Department of Environmental Quality Permit No. SL000072170806 for Keys Landing II Sanitary Sewer Line Extension

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

None

**13. Consideration and appropriate action relating to a request for an executive session, as provided for in Title 25, O.S. § 307(B)(4), for the purposes of discussing confidential communications between the City Council and its Attorneys and providing a litigation update for current condemnation cases**

Julie Lombardi recommended to enter into executive session.

Mr. Dunn moved, seconded by Mr. Fruga to enter into executive session.

YEA: Bonebrake, Dunn, Fruga, Bush

NAY: None

Motion carried: 4-0 and at 6:47pm, the City Council, along with Warren Lehr, Julie Lombardi, Roger Stevens, and Nathan Cross entered into executive session. At 7:45pm, the City Council returned to open session.

**14. Adjournment**

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

YEA: Bonebrake, Dunn, Fruga, Bush

NAY: None

Motion carried: 4-0 and the meeting adjourned at 7:45pm.

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Bill Bush, Mayor/Chair

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Juliann M. Stevens, City Clerk

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

## MINUTES OF JOINT REGULAR MEETING TUESDAY, JANUARY 11, 2022

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, January 11, 2022, in the Council Chambers at Old Central, 109 North Birch Street, Owasso, Oklahoma, per the Notice of Public Meeting filed Friday, December 10, 2021; and the Agenda filed in the office of the City Clerk and posted at City Hall, 200 South Main Street, at 12:00 pm on Friday, January 7, 2022.

### 1. Call to Order/Roll Call

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

#### Present

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

#### Absent

None

### 2. Presentation and discussion relating to the Fiscal Year 2020-2021 Audit

Linda Jones-Holt, Emily Sheldon, C.P.A. of BT&Co., P.A., and Jack Murray, Vice Chair, Audit Committee, presented the item and discussion was held.

### 3. Discussion relating to Community Development items

- A. Request for a planned unit development (OPUD 22-01) and rezoning (OZ 22-02) – approximately 16.86 acres located at the southeast corner of East 86<sup>th</sup> Street North and North Memorial Road from Agriculture (AG) to Commercial Shopping (CS) and Residential Multi-Family (RM)
- B. Request for partial plat vacation – Lots 20, 21, 22, and 23 of Block 1 of Presley Hollow located at 7906, 7908, 7910, and 7912 North 145<sup>th</sup> East Court
- C. Request for final plat – Presley Hollow Lots 20-23 Amended – approximately 0.58 acres located on the north side of East 76<sup>th</sup> Street North and three-fourths (¾) of a mile west of North 161<sup>st</sup> East Avenue

Karl Fritschen presented the items and discussion was held. It was further explained these items would be placed on the January 18, 2022, City Council agenda for consideration and action.

### 4. Discussion relating to bids received for the lease or purchase of a golf cart fleet

Corey Burd presented the item and discussion was held. It was further explained that an item would be placed on the January 18, 2022, Owasso Public Golf Authority agenda for consideration and action.

### 5. Discussion relating to a proposed agreement between the Owasso Chamber of Commerce and the City of Owasso for economic development services

Warren Lehr presented the item and discussion was held. Vice Mayor Lewis, Councilor Fruga and Councilor Bonebrake requested an item be placed on the January 18, 2022, 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-Holt to present item A and discussion was held. Mr. Lehr commented on the Finance Department staff, following the Audit Committee meeting held earlier in the day; and, a luncheon event held by the Oklahoma Municipal Management Services organization.

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

Councilor Dunn commented on the annual audit. Mayor Bush inquired about a recent water line break in Hale Acres.

**8. Adjournment**

The meeting adjourned at 7:35 pm.

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Bill Bush, Mayor/Chair

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Juliann M. Stevens, City Clerk

## Claims List - 1/18/2022

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	AMERICAN PUBLIC WORKS ASSOCIATION	YEARLY MEMBERSHIP \$222.00
		BLUE ENERGY FUELS LLC	CNG FUEL PURCH DEC 21 \$50.99
		CINTAS CORPORATION	FIRST AID SUPPLIES \$71.53
		CITY GARAGE	CITY GARAGE OH LABOR DEC2 \$195.17
		CITY GARAGE	CITY GARAGE PARTS DEC 21 \$16.32
		JPMORGAN CHASE BANK	AMAZON-SUPPLIES \$136.43
		JPMORGAN CHASE BANK	ATLAS-SERVICE \$1,580.00
		JPMORGAN CHASE BANK	CORNERSTONE-SUPPLIES \$24.99
		JPMORGAN CHASE BANK	HOME DEPOT-TOOLS \$54.34
		JPMORGAN CHASE BANK	MEETING EXPENSE 12/15 \$97.98
		JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES \$66.27
		JPMORGAN CHASE BANK	SAMS-SUPPLIES \$29.91
		ONEOK INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$1,061.42
		STANDLEY SYSTEMS LLC	COPIER MAINTENANCE AGREEM \$271.30
		UNIFIRST HOLDINGS LP	UNIFORM SERVICES \$63.80
<b>OPWA ADMINISTRATION - Total</b>			<b>\$3,942.45</b>
		CITY GARAGE	CITY GARAGE OH LABOR DEC2 \$270.24
		CITY GARAGE	CITY GARAGE PARTS DEC 21 \$724.81
		JPMORGAN CHASE BANK	FLEETPRIDE-COOLANT \$116.19
		UNIFIRST HOLDINGS LP	UNIFORM SERVICES \$37.90
<b>RECYCLE CENTER - Total</b>			<b>\$1,149.14</b>
		BLUE ENERGY FUELS LLC	CNG FUEL PURCH DEC 21 \$2,247.37
		CITY GARAGE	CITY GARAGE OH LABOR DEC2 \$4,299.25
		CITY GARAGE	CITY GARAGE PARTS DEC 21 \$3,283.46
		FLEETCOR TECHNOLOGIES	FUEL EXP DEC21 \$4,980.96
		JPMORGAN CHASE BANK	AUTOZONE-ANTENNA \$14.99
		JPMORGAN CHASE BANK	AUTOZONE-EXT CABLE \$8.99
		JPMORGAN CHASE BANK	AUTOZONE-PARTS \$91.97
		JPMORGAN CHASE BANK	BRUCKNERS-PARTS \$649.27
		JPMORGAN CHASE BANK	BUMP2BUMP-BATTERIES \$687.92
		JPMORGAN CHASE BANK	BUMP2BUMP-FILTERS \$171.20
		JPMORGAN CHASE BANK	BUMP2BUMP-PARTS \$313.62
		JPMORGAN CHASE BANK	BUMP2BUMP-REFUND (\$312.97)
		JPMORGAN CHASE BANK	BUMP2BUMP-WIRE \$6.28
		JPMORGAN CHASE BANK	LOWES-SUPPLIES \$43.46
		THE METROPOLITAN ENVIRONMENTAL TRUS	ASSESSMENT FOR MET \$8,109.50
		UNIFIRST HOLDINGS LP	UNIFORM SERVICES \$185.17
		VERIZON WIRELESS	WIRELESS CONNECTION \$161.40
<b>REFUSE COLLECTIONS - Total</b>			<b>\$24,941.84</b>
		TECHNICAL PROGRAMMING SERVICES INC	BILLING SERVICES \$1,220.53

## Claims List - 1/18/2022

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	<b>UTILITY BILLING - Total</b>	<b>\$1,220.53</b>
	BLUE ENERGY FUELS LLC	CNG FUEL PURCH DEC 21	\$180.91
	CINTAS CORPORATION	FIRST AID SUPPLIES	\$79.31
	CITY GARAGE	CITY GARAGE OH LABOR DEC2	\$1,580.92
	CITY GARAGE	CITY GARAGE PARTS DEC 21	\$1,273.65
	CREEK CONSTRUCTION LLC	EMERGENCY MANHOLE REPLACE	\$14,000.00
	DUKE'S ROOT CONTROL, INC	ROOT CONTROL	\$23,335.84
	FLEETCOR TECHNOLOGIES	FUEL EXP DEC21	\$733.71
	JPMORGAN CHASE BANK	AMERIFLEX-HOSE	\$64.90
	JPMORGAN CHASE BANK	ATWOODS-BOOTS	\$164.99
	JPMORGAN CHASE BANK	ATWOODS-SIGNS	\$22.91
	JPMORGAN CHASE BANK	BA ELECTRIC-ALTERNATO	\$237.50
	JPMORGAN CHASE BANK	CORE&MAIN-PARTS	\$71.31
	JPMORGAN CHASE BANK	CORE&MAIN-RISERS	\$275.00
	JPMORGAN CHASE BANK	CORNERSTONE-WATERHOSE	\$44.99
	JPMORGAN CHASE BANK	DELL-MONITORS	\$563.18
	JPMORGAN CHASE BANK	DELL-PC	\$1,191.43
	JPMORGAN CHASE BANK	GRAINGER-CABINET	\$314.27
	JPMORGAN CHASE BANK	LAWSON-GLOVES	\$248.19
	JPMORGAN CHASE BANK	LAWSON-LUBRICANT	\$117.08
	JPMORGAN CHASE BANK	LOWES-CONCRETE	\$194.34
	JPMORGAN CHASE BANK	LOWES-MAILBOX	\$266.32
	JPMORGAN CHASE BANK	LOWES-REFUND	(\$266.32)
	JPMORGAN CHASE BANK	LOWES-REPAIR	\$40.76
	JPMORGAN CHASE BANK	LOWES-REPAIR PARTS	\$13.47
	JPMORGAN CHASE BANK	STREETLAMPS-REPAIRS	\$195.00
	ONEOK INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$242.42
	UNIFIRST HOLDINGS LP	UNIFORM SERVICES	\$106.58
	VERDIGRIS VALLEY ELECTRIC COOP	COFFEE CREEK ELECTRIC	\$888.98
	VERDIGRIS VALLEY ELECTRIC COOP	GARRETT CREEK ELECTRI	\$213.19
	VERIZON WIRELESS	WIRELESS CONNECTION	\$80.02
		<b>WASTEWATER COLLECTIONS - Total</b>	<b>\$46,474.85</b>
	AT&T	CONSOLIDATED PHONE	\$42.22
	BLUE ENERGY FUELS LLC	CNG FUEL PURCH DEC 21	\$10.61
	CITY GARAGE	CITY GARAGE OH LABOR DEC2	\$1,364.67
	FLEETCOR TECHNOLOGIES	FUEL EXP DEC21	\$381.09
	JPMORGAN CHASE BANK	BA ELECTRIC-PARTS	\$9,811.72
	JPMORGAN CHASE BANK	DUNHAMS-UNIFORMS	\$99.98
	JPMORGAN CHASE BANK	GRAINGER-REAGENT	\$578.40
	JPMORGAN CHASE BANK	GRAINGER-SUPPLIES	\$41.65
	JPMORGAN CHASE BANK	GREEN CO-TESTING	\$3,127.00

## Claims List - 1/18/2022

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	JPMORGAN CHASE BANK	\$434.42
		JPMORGAN CHASE BANK	\$55.98
		JPMORGAN CHASE BANK	\$22.58
		JPMORGAN CHASE BANK	\$266.90
		JPMORGAN CHASE BANK	\$27.98
		JPMORGAN CHASE BANK	\$1,502.00
		JPMORGAN CHASE BANK	\$1,705.78
		JPMORGAN CHASE BANK	\$16.80
		JPMORGAN CHASE BANK	\$8,849.25
		LENOX WRECKER SERVICE INC	\$371.25
		SCHUERMAN ENTERPRISES, INC	\$2,049.69
		UNIFIRST HOLDINGS LP	\$108.84
		VERIZON WIRELESS	\$80.02
		<b>WASTEWATER TREATMENT - Total</b>	<b>\$30,948.83</b>
		BILLY BASORE	\$238.33
		BLUE ENERGY FUELS LLC	\$76.23
		CITY GARAGE	\$1,766.25
		CITY GARAGE	\$155.26
		CITY OF TULSA UTILITIES	\$240,297.25
		FLEETCOR TECHNOLOGIES	\$1,293.30
		JPMORGAN CHASE BANK	\$70.00
		JPMORGAN CHASE BANK	\$50.48
		UNIFIRST HOLDINGS LP	\$149.39
		VERDIGRIS VALLEY ELECTRIC COOP	\$30.60
		<b>WATER - Total</b>	<b>\$244,127.09</b>
		CROSSLAND HEAVY CONTRACTORS	\$802,731.96
		GREELEY & HANSEN LLC LBX 619776	\$28,187.70
		<b>WWTP UPGRADE - Total</b>	<b>\$830,919.66</b>
		<b>OPWA - Total</b>	<b>\$1,183,724.39</b>
67	OPWA SALES TAX	HAWKINS DELAFIELD & WOOD LLP	\$4,000.00
		<b>OPWA STF DEBT SERVICE - Total</b>	<b>\$4,000.00</b>
		<b>OPWA SALES TAX - Total</b>	<b>\$4,000.00</b>
		<b>OPWA Grand Total</b>	<b>\$1,187,724.39</b>



**OWASSO PUBLIC WORKS AUTHORITY  
PAYROLL PAYMENT REPORT  
PAY PERIOD ENDING DATE 01/01/2022**

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
400 OPWA Administration	16,466.54	24,966.57
405 Utility Billing	7,098.40	12,503.65
420 Water	16,540.30	27,865.16
450 Wastewater	14,414.17	24,282.88
455 Wastewater Collection	14,196.13	24,316.44
480 Refuse	18,149.75	30,014.46
485 Recycle Center	2,471.20	4,671.26
<b>FUND TOTAL</b>	<b>89,336.49</b>	<b>148,620.42</b>

**CITY OF OWASSO**  
**OWASSO PUBLIC WORKS AUTHORITY - OPERATING FUND**  
**FISCAL YEAR 2021-2022**  
**Budgetary Basis**  
**Statement of Revenues & Expenses**  
**As of December 31, 2021**

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
<b>OPERATING REVENUES:</b>				
Water	\$ 598,952	\$ 4,377,381	\$ 7,341,475	59.63%
Wastewater	490,287	2,850,442	5,387,234	52.91%
Refuse	206,184	1,313,900	2,513,437	52.28%
Recycle	3,995	33,892	36,903	91.84%
Other Utility fees	21,083	110,865	280,659	39.50%
<b>TOTAL OPERATING REVENUES</b>	<u>\$ 1,320,501</u>	<u>\$ 8,686,480</u>	<u>\$ 15,559,708</u>	55.83%
<b>OPERATING EXPENSES:</b>				
OPWA administration	\$ (79,011)	\$ (647,542)	\$ (2,161,292)	29.96%
Utility Billing	(37,179)	(239,202)	(495,454)	48.28%
Water	(298,042)	(2,127,816)	(4,600,561)	46.25%
Wastewater Treatment	(105,706)	(637,905)	(1,414,542)	45.10%
Wastewater Collections	(60,542)	(430,422)	(8,004,844)	5.38%
Refuse	(74,657)	(536,078)	(1,347,987)	39.77%
Recycle	(16,396)	(82,209)	(751,281)	10.94%
Debt payments	(240,633)	(1,354,781)	(5,222,200)	25.94%
<b>TOTAL OPERATING EXPENSES</b>	<u>\$ (912,166)</u>	<u>\$ (6,055,956)</u>	<u>\$ (23,998,161)</u>	25.24%
<b>OPERATING REVENUES OVER/(UNDER) EXPENDITURES</b>	<u>\$ 408,335</u>	<u>\$ 2,630,525</u>	<u>\$ (8,438,453)</u>	
<b>NONOPERATING REVENUES (EXPENSES):</b>				
Interest	\$ 3,235	\$ 14,980	\$ 27,670	54.14%
Other revenues/(expenses)	4,807	68,694	24,838	276.57%
TIF revenues/(expenses)	18,149	130,105	(386,641)	-33.65%
Transfers in	-	-	3,042,000	0.00%
Transfers out	-	-	-	#DIV/0!
<b>TOTAL NONOPERATING REVENUES (EXPENSES)</b>	<u>\$ 26,191</u>	<u>\$ 213,780</u>	<u>\$ 2,707,867</u>	
<b>LONG-TERM DEBT PROCEEDS AND EXPENDITURES:</b>				
Proceeds of long-term debt	\$ 838,373	\$ 9,465,408	\$ 37,170,693	
Expenditures of long-term debt	(1,607,905)	(8,690,362)	(33,135,261)	
<b>TOTAL LONG-TERM DEBT PROCEEDS AND EXPENDITURES</b>	<u>\$ (769,532)</u>	<u>\$ 775,046</u>	<u>\$ 4,035,432</u>	
<b>NET INCOME (LOSS)</b>	<u>\$ (335,006)</u>	\$ 3,619,351	\$ (1,695,154)	
<b>ENCUMBRANCES OUTSTANDING</b>		\$ (22,072,408)		
<b>BOND PROCEEDS RECEIVABLE</b>		\$ 19,647,419		
<b>FUND BALANCE (Budgetary Basis)</b>				
Beginning Balance		6,575,164	6,575,164	
Ending Balance		<u>\$ 7,769,526</u>	<u>\$ 4,880,010</u>	