

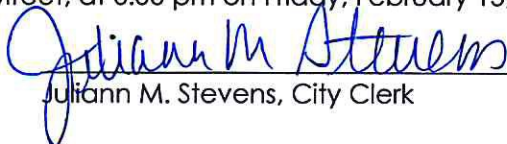
PUBLIC NOTICE OF THE MEETING OF THE
OWASSO PUBLIC WORKS AUTHORITY (OPWA)

RECEIVED
FEB 15 2019 *HS*
City Clerk's Office

Council Chambers, Old Central Building
109 North Birch, Owasso, OK 74055
Regular Meeting
Tuesday, February 19, 2019 – 6:30 pm

1. **Call to Order**
Chair Chris Kelley
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
 - February 5, 2019, Regular Meeting
 - February 12, 2019, Regular Meeting
 - 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 to Authority (documents for acknowledgment or information only, no discussion or action will be taken)**
 - Payroll Payment Reports – Pay Period Ending Date February 2, 2019
 - Monthly Budget Report – January 2019
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 14, 2018, and the Agenda posted at City Hall, 200 South Main Street, at 6:00 pm on Friday, February 15, 2019.


Julian 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

MINUTES OF REGULAR MEETING Tuesday, February 5, 2019

The Owasso Public Works Authority (OPWA) met in regular session on Tuesday, February 5, 2019, in the Council Chambers at Old Central, 109 North Birch, Owasso, Oklahoma per the Notice of Public Meeting filed December 14, 2018, 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, February 1, 2019.

1. Call to Order

Chair Chris Kelley called the meeting to order at 9:00 pm.

2. Roll Call

Present	Absent
Chair – Chris Kelley	none
Vice-Chair – Bill Bush	
Trustee – Doug Bonebrake	
Trustee – Lyndell Dunn	
Trustee – Kelly Lewis	

A quorum was declared present.

Staff:

Authority Manager - Warren Lehr
Authority Attorney - Julie Lombardi

3. Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the Authority 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 of the January 15, 2019, Regular Meeting
- B. Approve claims

Mr. Dunn moved, seconded by Ms. Lewis to approve the Consent Agenda with claims totaling \$629,916.87.

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0

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

None

5. Consideration and appropriate action relating to amendments to the Development and Financing Agreement and Covenant Agreement with BROGRAN, LLC for Tax Increment Financing, Owasso Redbud District, Increment District No. 1, Development Project Assistance, for the project known as Mowery Lofts and Retail

Chelsea Levo Feary presented the item requesting approval of Amendment No. 1 to the Brogran, LLC Redbud District Development and Finance Agreement and Amendment No. 1 to the Covenant Agreement for the Mowery Lofts and Retail project.

There were no comments from the audience. After discussion, Mr. Bush moved, seconded by Mr. Dunn to approve Amendment No. 1 to the Development and Finance Agreement and Amendment No. 1 to the Covenant Agreement, as recommended.

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0

6. Report from OPWA Manager

None

7. Report from OPWA Attorney

None

8. Official Notices to Council (documents for acknowledgment or information only, no discussion or action will be taken)

The Chair acknowledged receipt of the following:

- Payroll Payment Reports – Pay Period Ending Date 01/19/2019

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

None

10. Adjournment

Mr. Bonebrake moved, seconded by Ms. Lewis to adjourn the meeting.

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0 and the meeting adjourned at 9:03 pm.

Chris Kelley, Chair

Juliann M. Stevens, Authority Clerk

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

MINUTES OF JOINT REGULAR MEETING Tuesday, February 12, 2019

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, February 12, 2019, in the Council Chambers at Old Central, 109 North Birch Street, Owasso, Oklahoma, per the Notice of Public Meeting filed December 14, 2018, 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, February 8, 2019.

1. Call to Order/Roll Call

Mayor/Chair Chris Kelley called the meeting to order at 6:00 pm.

Present

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

Absent

None

2. Discussion relating to a request to amend the list of Capital Improvement Projects eligible for funding from the Capital Improvements Fund to include the purchase of a 62.55 acre tract of land located at 11301 North Mingo Road and 1000 East 116th Street North

Teresa Willson and Roger Stevens presented the item and discussion was held. It was further explained that the required public hearing would take place during the February 19, 2019, City Council meeting.

3. Discussion relating to Community Development Department Items

- A. Request for a Specific Use Permit (Sup 18-01) – Coffee Creek Glover Jeep Dealership
- B. Engage Owasso Survey Request

Karl Fritschen and Brian Dempster presented item 3A and discussion was held. Mr. Fritschen and Teresa Willson presented item 3B and discussion was held. It was further explained that item 3A would be placed on the February 19, 2019, City Council Agenda for consideration and action.

4. Discussion relating to Part 3, Alcoholic Beverages, Taxation, and Regulation, of the Owasso Code of Ordinances

Julie Lombardi and Juliann Stevens presented the item and discussion was held. It was further explained that an item would be placed on March 12, 2019, Work Session agenda for additional discussion.

5. Discussion relating to the sale of various city properties valued at more than \$250,000

Julie Lombardi presented the item and discussion was held. It was further explained that an item would be placed on the March 5, 2019, City Council agenda for consideration and action.

6. Discussion relating to City Manager items

- Monthly sales tax report
- City Manager report

Jennifer Newman presented the monthly sales tax report. Chris Garrett advised that staff is pursuing bids for the roof replacement on the Police Department Headquarters.

7. City Councilor/Trustee comments and inquiries

None

8. Adjournment

The meeting adjourned at 7:46pm.

Chris Kelley, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 2/19/2019

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	CP&Y INC	DESIGN SERVICES
			\$86,436.72
		2017 WWTP UPGRADE - Total	\$86,436.72
		AMERICAN MUNICIPAL SERVICES CORP.	COLLECTION SERVICES
			\$180.36
		OPWA - Total	\$180.36
		ADVANCE TEL-NET, INC	REPAIR
			\$946.00
		AT&T	LONG DISTANCE PHONE
			\$9.17
		BLUE ENERGY FUELS, LLC	CNG FUEL PURCHASED - JAN,
			\$50.65
		CITY GARAGE	LABOR/OVERHEAD - FEB, 201
			\$505.33
		CLEAN UNIFORM COMPANY	UNIFORM SERVICE
			\$104.76
		HOLDER'S INC.	KEYS
			\$31.00
		HOLLON FIRE PROTECTION	FIRE EXTINGUISHER SERVICE
			\$20.00
		JPMORGAN CHASE BANK	GELCO-BOOTS
			\$125.00
		JPMORGAN CHASE BANK	INTERSTATE-BATTERIES
			\$24.20
		JPMORGAN CHASE BANK	LOCKE-REPAIR
			\$74.10
		JPMORGAN CHASE BANK	MEETING EXPENSE
			\$23.54
		JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES
			\$41.15
		JPMORGAN CHASE BANK	SAMS-MEMB FEE
			\$45.00
		JPMORGAN CHASE BANK	SAMS-SUPPLIES
			\$22.48
		ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE
			\$883.99
		TERMINIX	PEST CONTROL
			\$84.00
		TREASURER PETTY CASH	PARKING EXPENSE
			\$12.00
		TREASURER PETTY CASH	PW CHARACTER TRAINING
			\$250.00
		UNITED STATES CELLULAR CORPORATION	PW CELL PHONES
			\$36.71
		WALTON PROPERTY SERVICES LLC	LAND APPRAISAL
			\$900.00
		OPWA ADMINISTRATION - Total	\$4,189.08
		AT&T	LONG DISTANCE PHONE
			\$0.54
		CINTAS CORPORATION	FIRST AID SUPPLIES, 50127
			\$50.36
		CITY GARAGE	LABOR/OVERHEAD - FEB, 201
			\$357.43
		CLEAN UNIFORM COMPANY	UNIFORM SERVICE
			\$9.22
		TREASURER PETTY CASH	CDL-CYRUS
			\$29.00
		UNITED STATES CELLULAR CORPORATION	PW CELL PHONES
			\$36.71
		RECYCLE CENTER - Total	\$483.26
		BLUE ENERGY FUELS, LLC	CNG FUEL PURCHASED - JAN,
			\$4,024.42
		CINTAS CORPORATION	FIRST AID SUPPLIES, 50127
			\$53.75
		CITY GARAGE	LABOR/OVERHEAD - FEB, 201
			\$4,844.17
		CITY GARAGE	VEH PARTS PURCHASED - JAN
			\$918.13
		CLEAN UNIFORM COMPANY	UNIFORM SERVICE
			\$51.16
		FLEETCOR TECHNOLOGIES	FUELMAN EXPENSES - JAN, 2
			\$1,593.68
		JPMORGAN CHASE BANK	BROWN CO-PPE
			\$109.90

Claims List - 2/19/2019

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	JPMORGAN CHASE BANK	\$31.36
		JPMORGAN CHASE BANK	\$118.32
		JPMORGAN CHASE BANK	\$18.99
		JPMORGAN CHASE BANK	\$11.31
		JPMORGAN CHASE BANK	\$50.99
		JPMORGAN CHASE BANK	\$57.49
		JPMORGAN CHASE BANK	\$5.19
		JPMORGAN CHASE BANK	\$6.02
		JPMORGAN CHASE BANK	\$9.00
		JPMORGAN CHASE BANK	\$95.00
		JPMORGAN CHASE BANK	\$42.12
		YELLOWHOUSE MACHINERY CO OF OK	\$6,500.00
		REFUSE COLLECTIONS - Total	\$18,541.00
		TERRACON CONSULTANTS INC	\$3,250.00
		SO MAIN GRAV SEWER LINE - Total	\$3,250.00
		JPMORGAN CHASE BANK	\$12.45
		TECHNICAL PROGRAMMING SERVICES INC	\$3,771.85
		TODD C. KIMBALL	\$108.75
		TYRONE EUGENE DINKINS	\$994.50
		UTILITY BILLING - Total	\$4,887.55
		BLUE ENERGY FUELS, LLC	\$331.42
		CITY GARAGE	\$1,525.25
		CITY GARAGE	\$550.30
		CLEAN UNIFORM COMPANY	\$50.80
		FLEETCOR TECHNOLOGIES	\$99.63
		JPMORGAN CHASE BANK	\$16.98
		JPMORGAN CHASE BANK	\$47.95
		JPMORGAN CHASE BANK	\$1,310.76
		JPMORGAN CHASE BANK	\$61.99
		JPMORGAN CHASE BANK	(\$42.00)
		JPMORGAN CHASE BANK	\$109.92
		JPMORGAN CHASE BANK	\$2,166.66
		JPMORGAN CHASE BANK	\$256.33
		JPMORGAN CHASE BANK	\$74.28
		JPMORGAN CHASE BANK	\$126.42
		JPMORGAN CHASE BANK	\$24.06
		JPMORGAN CHASE BANK	\$314.28
		JPMORGAN CHASE BANK	\$64.46
		JPMORGAN CHASE BANK	(\$0.70)
		JPMORGAN CHASE BANK	\$62.20

Claims List - 2/19/2019

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	ONEOK, INC OKLAHOMA NATURAL GAS	\$144.13
		TREASURER PETTY CASH	\$364.00
		VERDIGRIS VALLEY ELECTRIC COOP	\$521.45
		VERDIGRIS VALLEY ELECTRIC COOP	\$201.90
		VERIZON WIRELESS	\$80.02
WASTEWATER COLLECTIONS - Total			\$8,462.49
	AT&T	LONG DISTANCE PHONE	\$0.87
	CITY GARAGE	LABOR/OVERHEAD - FEB, 201	\$1,017.75
	CITY GARAGE	VEH PARTS PURCHASED - JAN	\$365.43
	CLEAN UNIFORM COMPANY	UNIFORM SERVICE	\$74.33
	FLEETCOR TECHNOLOGIES	FUELMAN EXPENSES - JAN, 2	\$772.85
	HOLLON FIRE PROTECTION	FIRE EXTINGUISHER SERVICE	\$378.85
	JPMORGAN CHASE BANK	AMAZON-GUIDE	\$20.31
	JPMORGAN CHASE BANK	AMERIFLEX-MATERIALS	\$12.50
	JPMORGAN CHASE BANK	ATWOODS-GLOVES	\$19.98
	JPMORGAN CHASE BANK	BROWN CO-PPE	\$109.92
	JPMORGAN CHASE BANK	COMMERCIAL POWER-REPA	\$312.49
	JPMORGAN CHASE BANK	FORT BEND-POLYMER	\$2,970.00
	JPMORGAN CHASE BANK	GRAINGER-CHEMICALS	\$25.39
	JPMORGAN CHASE BANK	GRAINGER-GLOVES	\$96.00
	JPMORGAN CHASE BANK	GRAINGER-GREASE	\$135.82
	JPMORGAN CHASE BANK	GREEN COUNTRY-TESTING	\$60.00
	JPMORGAN CHASE BANK	KOMLINE-PARTS	\$242.73
	JPMORGAN CHASE BANK	KOMLINE-SUPPLIES	\$2,252.14
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	\$57.06
	JPMORGAN CHASE BANK	OFFICE DEPOT-BAG	\$41.24
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	\$8.90
	JPMORGAN CHASE BANK	OREILLY-FILTERS	\$27.84
	JPMORGAN CHASE BANK	REXEL-TOOLS	\$215.98
	JPMORGAN CHASE BANK	SAMS-SUPPLIES	\$9.24
	JPMORGAN CHASE BANK	STANDARD SPLY-REPAIR	\$185.84
	JPMORGAN CHASE BANK	SWAGELOK-FITTINGS	\$127.32
	JPMORGAN CHASE BANK	TERMINIX-PEST CONTROL	\$72.00
	JPMORGAN CHASE BANK	TULSCO-OIL	\$790.25
	JPMORGAN CHASE BANK	UPS-POSTAGE	\$141.66
	JPMORGAN CHASE BANK	WALMART-WATER	\$18.80
	JPMORGAN CHASE BANK	WASTE MGMT-SLUDGE REM	\$19,186.78
	SCHREIBER, LLC	HANGER ASSEMBLY	\$188.00
	TREASURER PETTY CASH	TRAVEL EXPENSE	\$364.00
	VERIZON WIRELESS	WIRELESS CONNECTION	\$80.02
WASTEWATER TREATMENT - Total			\$30,382.29

Claims List - 2/19/2019

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	BLUE ENERGY FUELS, LLC	CNG FUEL PURCHASED - JAN, \$82.40
		CITY GARAGE	LABOR/OVERHEAD - FEB, 201 \$2,579.33
		CITY GARAGE	VEH PARTS PURCHASED - JAN \$111.38
		CITY OF TULSA DEPT OF FINANCE	LAB SERVICES \$500.00
		CITY OF TULSA UTILITIES	WATER \$226,538.75
		CLEAN UNIFORM COMPANY	UNIFORM SERVICE \$74.36
		FLEETCOR TECHNOLOGIES	FUELMAN EXPENSES - JAN, 2 \$967.86
		JPMORGAN CHASE BANK	ATWOODS-UNIFORM \$83.99
		JPMORGAN CHASE BANK	BROWN CO-PPE \$109.92
		JPMORGAN CHASE BANK	BROWN FARMS-SOD \$180.00
		JPMORGAN CHASE BANK	CORE&MAIN-HYDRANT \$2,322.99
		JPMORGAN CHASE BANK	CORE&MAIN-METER CANS \$558.90
		JPMORGAN CHASE BANK	CORE&MAIN-METERS \$3,197.00
		JPMORGAN CHASE BANK	CORE&MAIN-REGISTERS \$2,001.00
		JPMORGAN CHASE BANK	CORE&MAIN-RESETTERS \$980.00
		JPMORGAN CHASE BANK	CORE&MAIN-SUPPLIES \$2,739.70
		JPMORGAN CHASE BANK	CORE&MAIN-TAPPING SAD \$101.45
		JPMORGAN CHASE BANK	GELCO-BOOTS \$287.98
		JPMORGAN CHASE BANK	OREILLY-SUPPLIES \$82.42
		JPMORGAN CHASE BANK	UTILITY SPLY-RESETTER \$891.80
		JPMORGAN CHASE BANK	UTILITY SPLY-SETTERS \$983.40
		VERDIGRIS VALLEY ELECTRIC COOP	WATER CONTROL ELECTRI \$30.60
		WATER - Total	\$245,405.23
	OPWA - Total		\$402,217.98
OPWA Grand Total			\$402,217.98

OWASSO PUBLIC WORKS AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 02/02/19

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
400 OPWA Administration	15,140.83	22,652.86
405 Utility Billing	6,175.20	11,587.74
420 Water	14,779.60	25,049.06
450 Wastewater	14,535.06	24,893.41
455 Wastewater Collection	11,198.46	19,225.75
480 Refuse	12,709.99	22,380.75
485 Recycle Center	2,514.40	4,524.76
<u>FUND TOTAL</u>	<u>77,053.54</u>	<u>130,314.33</u>

CITY OF OWASSO
OWASSO PUBLIC WORKS AUTHORITY - OPERATING FUND
FISCAL YEAR 2018-2019
Budgetary Basis
Statement of Revenues & Expenses
As of January 31, 2019

	MONTH TO-DATE	YEAR TO-DATE	BUDGET	PERCENT OF BUDGET
OPERATING REVENUES:				
Water	\$ 431,910	\$ 3,873,758	\$ 6,422,450	60.32%
Wastewater	348,293	2,713,314	4,731,475	57.35%
Refuse & recycle	134,054	1,284,698	2,199,492	58.41%
Other Utility fees	24,242	176,352	259,050	68.08%
TOTAL OPERATING REVENUES	\$ 938,500	\$ 8,048,122	\$ 13,612,467	59.12%
OPERATING EXPENSES:				
OPWA administration	\$ (72,463)	\$ (694,698)	\$ (1,274,598)	54.50%
Utility Billing	(39,036)	(273,959)	(521,269)	52.56%
Water	(349,620)	(2,422,993)	(4,585,349)	52.84%
Wastewater	(296,233)	(1,321,176)	(3,866,383)	34.17%
Refuse & Recycle	(98,961)	(639,062)	(1,440,705)	44.36%
Debt payments	(126,381)	(1,118,414)	(2,063,500)	54.20%
TOTAL OPERATING EXPENSES	\$ (982,694)	\$ (6,470,302)	\$ (13,751,804)	47.05%
OPERATING REVENUES OVER EXPENDITURES	\$ (44,194)	\$ 1,577,820	\$ (139,337)	
NONOPERATING REVENUES (EXPENSES):				
Interest	\$ 4,262	\$ 34,290	\$ 34,600	99.10%
Other revenues/(expenses)	10,817	19,930	2,255	883.83%
Transfers in	-	-	-	0.00%
Transfers out	-	-	(326,201)	0.00%
TOTAL NONOPERATING REVENUES (EXPENSES)	\$ 15,078	\$ 54,220	\$ (289,346)	
LONG-TERM DEBT PROCEEDS AND EXPENDITURES:				
Proceeds of long-term debt	\$ 6,658,025	\$ 14,459,199	\$ 30,221,086	
Expenditures of long-term debt	(6,658,025)	(14,459,199)	(30,221,086)	
TOTAL LONG-TERM DEBT PROCEEDS AND EXPENDITURES	\$ -	\$ -	\$ -	
NET INCOME (LOSS)	\$ (29,116)	\$ 1,632,040	\$ (428,683)	
ENCUMBRANCES OUTSTANDING		\$ (1,303,214)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		1,503,028	1,503,028	
Ending Balance		<u>\$ 1,831,854</u>	<u>\$ 1,074,345</u>	