

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

Tuesday, May 17, 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

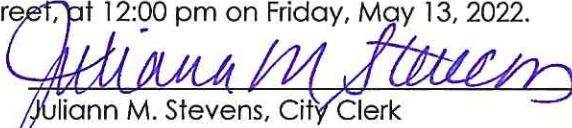
RECEIVED

MAY 13 2022

City Clerk's Office

1. **Call to Order**
Chair Kelly Lewis
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 – May 3, 2022 and May 10, 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 May 7, 2022
 - Monthly Budget Status Report – April 2022
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 10, 2021, and the Agenda posted at City Hall, 200 South Main Street, at 12:00 pm on Friday, May 13, 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

**OWASSO CITY COUNCIL
OWASSO PUBLIC WORKS AUTHORITY (OPWA)
OWASSO PUBLIC GOLF AUTHORITY (OPGA)**

**MINUTES OF REGULAR MEETING
TUESDAY, MAY 3, 2022**

The Owasso City Council, OPWA and OPGA, met in regular session on Tuesday, May 3, 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 Friday, April 29, 2022.

1. Call to Order

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

2. Invocation

The Invocation was offered by Noah McCormick, Pastor to Students of Central Baptist Church.

3. Flag Salute

Councilor Lyndell Dunn led the flag salute.

4. Presentation of the Character Trait of Sincerity

Kelly Lewis, Character Council Member, presented the character trait for the month of May.

5. Oath of Office for Ward 5 Councilor-Elect, Doug Bonebrake

Julie Lombardi administered the Oath of Office for Ward 5 City Councilor/Trustee Doug Bonebrake.

6. Roll Call

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

A quorum was declared present.

Staff:

City Manager - Warren Lehr
City Attorney - Julie Lombardi

7. Consideration and appropriate action relating to the Election of Mayor/OPWA Chair/OPGA Chair

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

YEA: Bonebrake, Dunn, Fruga, Lewis, Bush

NAY: None

Motion carried: 5-0

8. Consideration and appropriate action relating to the Election of Vice Mayor/OPWA Vice Chair/OPGA Vice Chair

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

YEA: Bonebrake, Bush, Dunn, Fruga, Lewis

NAY: None

Motion carried: 5-0

9. Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the City Council 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 the April 19, 2022 minutes of the City Council, OPWA, and OPGA Regular Meetings
- B. Approve claims – City Council, OPWA, and OPGA
- C. Accept the 117th East Avenue Retaining Wall Replacement Project and authorize final payment in the amount of \$8,606.45 to Contech, Inc., of Broken Arrow, Oklahoma (City Council)
- D. Accept supplemental funding from the 2022 Oklahoma Highway Safety Office Grant, authorize execution of the necessary documents, and approve a budget amendment in the General Fund, increasing the estimated revenues and the appropriation for expenditures in the Police Department by \$15,000.00 (City Council)

Mr. Bush moved, seconded by Mr. Fruga to approve the Consent Agenda as presented, with City Council claims totaling \$368,842.02, OPWA claims totaling \$1,296,383.85, and OPGA claims totaling \$24,928.11.

YEA: Bonebrake, Bush, Dunn, Fruga, Lewis

NAY: None

Motion carried: 5-0

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

None

11. Consideration and appropriate action relating to Resolution 2022-07, authorizing an application for a fund-matching grant through the State of Oklahoma 911 Management Authority to purchase a new 911 Logging Recorder (City Council)

Jason Woodruff presented the item, recommending approval of Resolution 2022-07.

There were no comments from the audience. After discussion, Mr. Bush moved, seconded by Mr. Bonebrake to approve Resolution 2022-07, as recommended.

YEA: Bonebrake, Bush, Dunn, Fruga, Lewis

NAY: None

Motion carried: 5-0

12. Consideration and appropriate action relating to the ratification of a purchase for body worn cameras and associated services (City Council)

Jason Woodruff presented the item, recommending ratification of the purchase of three (3) body worn cameras and associated services in the amount of \$27,279.72 from Axon Enterprise Inc., of Scottsdale, Arizona, of which \$13,815.72 will be paid in Fiscal Year 2022, and subsequent payments for Fiscal Year 2023 through Fiscal Year 2026 are contingent upon the annual appropriations by the City Council.

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

YEA: Bonebrake, Bush, Dunn, Fruga, Lewis

NAY: None

Motion carried: 5-0

13. Consideration and appropriate action relating to bids received for tree planting along the North Garnett Road Improvement Project, from East 96th Street North to East 106th Street North (City Council)

Dwayne Henderson presented the item, recommending to award the contract to Grassolutions LLC, of Catoosa, Oklahoma, in the amount of \$32,235.00 and authorization to execute all necessary documents.

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

YEA: Bonebrake, Bush, Dunn, Fruga, Lewis

NAY: None

Motion carried: 5-0

14. 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 various City events.

15. Report from City/Authority Attorney

None

16. Report from City Councilors/Trustees

Mr. Bonebrake expressed gratitude for being re-elected, and reported on a recent Indian Nations Council Oklahoma of Governments committee meeting where Owasso street projects were not selected for funding. Mr. Bush expressed appreciation for the opportunity to serve as Mayor/Chair. City Councilors/Trustees offered congratulations to Ms. Lewis and Mr. Fruga.

17. 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:

- Health Care Self-Insurance Claims dated as of April 27, 2022
- General Fund Payroll Payment Report - pay period ending date April 23, 2022
- Owasso Public Works Authority Payroll Payment Report - pay period ending date April 23, 2022
- Owasso Public Golf Authority Payroll Payment Report - pay period ending date April 23, 2022

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

None

19. Adjournment

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

YEA: Bonebrake, Bush, Dunn, Fruga, Lewis

NAY: None

Motion carried: 5-0 and the meeting adjourned at 7:14 pm.

Kelly Lewis, Mayor/Chair

Juliann M. Stevens, City Clerk

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

MINUTES OF JOINT REGULAR MEETING TUESDAY, MAY 10, 2022

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, May 10, 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, May 6, 2022.

1. Call to Order/Roll Call

Mayor/Chair Kelly Lewis called the meeting to order at 6:00 pm.

Present

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

Absent

None

2. Discussion relating to Community Development items

- A. The GrOwasso 2035 Land Use Master Plan update
- B. Request for rezoning (OZ 22-03) – approximately 0.62 acres located at 11940 East 86th Street North from Office (O) to Commercial Shopping (CS)

Karl Fritschen presented item A and discussion was held. Alexa Beemer presented item B and discussion was held. It was further explained that item B would be placed on the May 17, 2022 City Council agenda for consideration and action.

3. Discussion relating to the purchase of a NetApp Storage Area Network (SAN)

Andrew Neyman presented the item and discussion was held.

4. Presentation of the Proposed FY 2022–2023 Annual Operating Budget

Warren Lehr presented the item and discussion was held. It was further explained the required Public Hearing would take place during the May 17, 2022, City Council meeting.

5. Discussion relating to City/Authority Manager items

- A. Annual appointments - various citizen boards and committees
- B. Monthly sales tax report and revenue outlook
- C. City Manager report

Juliann Stevens presented item A and discussion was held. Carly Novozinsky presented item B and discussion was held. Under item C, no report.

6. City Councilor/Trustee comments and inquiries

None

7. Consideration and 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 Kelly Lewis presented the item. Mr. Bonebrake moved, seconded by Mr. Bush 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, Lewis

NAY: None

Motion Carried 5-0

At 7:05 pm, the City Council members entered into executive session.

At 7:27 pm, Warren Lehr entered into executive session.

At 8:11 pm, Warren Lehr exited executive session.

At 8:13 pm, the City Council exited executive session and returned to open session.

8. Adjournment

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

YEA: Bonebrake, Dunn, Fruga, Bush, Lewis

NAY: None

Motion Carried 5-0 and the meeting adjourned at 8:14 pm.

Kelly Lewis, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 05/17/2022

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	TREASURER PETTY CASH	\$20.00
		WASHINGTON CO RURAL WATER DISTRICT	\$1,500.00
COFFEE CREEK LIFT STATION - Total			\$1,520.00
	BLUE ENERGY FUELS LLC	CNG FUEL PURCH APRIL 22	\$182.63
	CINTAS CORPORATION	FIRST AID SUPPLIES	\$77.17
	CITY GARAGE	CITY GARAGE O/H CHGS APRI	\$195.17
	CITY GARAGE	CITY GARAGE PARTS APRIL 2	\$22.34
	CITY OF OWASSO	ADMIN OVERHEAD	\$25,000.00
	COX COMMUNICATIONS	PHONE USAGE	\$24.73
	FLEETCOR TECHNOLOGIES	FUELMAN CHGS APRIL 22	\$24.53
	JPMORGAN CHASE BANK	ACCURATE-RENEWAL	\$75.00
	JPMORGAN CHASE BANK	MAIL THIS-POSTAGE	\$9.47
	JPMORGAN CHASE BANK	OFFICE DEPOT -SUPPLIE	\$8.39
	JPMORGAN CHASE BANK	OFFICE DEPOT-BATTERIE	\$119.65
	JPMORGAN CHASE BANK	OWASSO CHAMBER-FEE	\$35.00
	ONEOK INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$587.70
	UNIFIRST HOLDINGS LP	UNIFORM SERVICES	\$74.74
OPWA ADMINISTRATION - Total			\$26,436.52
	CITY GARAGE	CITY GARAGE O/H CHGS APRI	\$270.24
	COX COMMUNICATIONS	PHONE USAGE	\$3.53
	JPMORGAN CHASE BANK	WASTE MGMT-FEE	\$1,649.49
	OSI ENVIRONMENTAL INC	USED OIL COLLECTION FEE 4	\$100.00
	TERMINIX	MONTHLY PEST CONTROL - 2/	\$83.00
	TERMINIX	MONTHLY PEST CONTROL- 03/	\$83.00
	UNIFIRST HOLDINGS LP	UNIFORM SERVICES	\$37.90
RECYCLE CENTER - Total			\$2,227.16
	BLUE ENERGY FUELS LLC	CNG FUEL PURCH APRIL 22	\$2,682.47
	CITY GARAGE	CITY GARAGE O/H CHGS APRI	\$4,299.25
	CITY GARAGE	CITY GARAGE PARTS APRIL 2	\$2,441.12
	COX COMMUNICATIONS	PHONE USAGE	\$3.53
	FLEETCOR TECHNOLOGIES	FUELMAN CHGS APRIL 22	\$7,079.69
	JPMORGAN CHASE BANK	BUMPER-SUPPLIES	\$183.53
	JPMORGAN CHASE BANK	FASTENAL-SUPPLIES	\$6.34
	JPMORGAN CHASE BANK	FLEETPRIDE-SUPPLIES	\$218.15
	JPMORGAN CHASE BANK	GRAINGER-SAFETY	\$48.22
	JPMORGAN CHASE BANK	HARD HAT-SAFETY	\$52.00
	JPMORGAN CHASE BANK	KIMS-HOSES	\$273.19
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	\$89.98
	JPMORGAN CHASE BANK	PTG-AC	\$207.18
	JPMORGAN CHASE BANK	PTG-TEST	\$1,487.60

Claims List - 05/17/2022

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	JPMORGAN CHASE BANK	\$446.50
		JPMORGAN CHASE BANK	\$1,668.58
		UNIFIRST HOLDINGS LP	\$140.52
		VERIZON WIRELESS	\$191.20
		REFUSE COLLECTIONS - Total	\$21,519.05
		COX COMMUNICATIONS	\$17.66
		TECHNICAL PROGRAMMING SERVICES INC	\$3,209.62
		UTILITY BILLING - Total	\$3,227.28
		BLUE ENERGY FUELS LLC	\$152.80
		CITY GARAGE	\$1,580.92
		CITY GARAGE	\$119.82
		COX COMMUNICATIONS	\$7.06
		FLEETCOR TECHNOLOGIES	\$1,280.72
		JPMORGAN CHASE BANK	\$5.38
		JPMORGAN CHASE BANK	\$63.13
		JPMORGAN CHASE BANK	\$49.99
		JPMORGAN CHASE BANK	\$62.00
		JPMORGAN CHASE BANK	\$48.21
		JPMORGAN CHASE BANK	\$52.00
		JPMORGAN CHASE BANK	\$1.52
		JPMORGAN CHASE BANK	\$26.10
		ONEOK INC OKLAHOMA NATURAL GAS	\$240.46
		UNIFIRST HOLDINGS LP	\$122.70
		VERIZON WIRELESS	\$80.02
		WASTEWATER COLLECTIONS - Total	\$3,892.83
		AT&T	\$9.03
		BLUE ENERGY FUELS LLC	\$10.40
		CITY GARAGE	\$1,364.67
		CITY GARAGE	\$1.71
		COX COMMUNICATIONS	\$14.13
		FLEETCOR TECHNOLOGIES	\$958.45
		JPMORGAN CHASE BANK	\$38.00
		JPMORGAN CHASE BANK	\$48.21
		JPMORGAN CHASE BANK	\$52.00
		JPMORGAN CHASE BANK	\$6.58
		JPMORGAN CHASE BANK	\$5.28
		JPMORGAN CHASE BANK	\$88.90
		JPMORGAN CHASE BANK	\$24.98
		JPMORGAN CHASE BANK	\$209.75
		JPMORGAN CHASE BANK	\$13.27

Claims List - 05/17/2022

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	JPMORGAN CHASE BANK	PIKEPASS-FEES \$12.00
		JPMORGAN CHASE BANK	WALMART-WATER \$12.96
		JPMORGAN CHASE BANK	WASTE MGMT-SLUDGE REM \$9,667.86
		UNIFIRST HOLDINGS LP	UNIFORM SERVICES \$327.04
		VERIZON WIRELESS	WIRELESS CONNECTION \$80.02
WASTEWATER TREATMENT - Total			\$12,945.24
		BLUE ENERGY FUELS LLC	CNG FUEL PURCH APRIL 22 \$135.72
		CINTAS CORPORATION	FIRST AID SUPPLIES \$86.48
		CITY GARAGE	CITY GARAGE O/H CHGS APRI \$1,766.25
		CITY GARAGE	CITY GARAGE PARTS APRIL 2 \$84.69
		CITY OF TULSA UTILITIES	WATER \$229,538.25
		COX COMMUNICATIONS	PHONE USAGE \$7.06
		FLEETCOR TECHNOLOGIES	FUELMAN CHGS APRIL 22 \$1,927.37
		JPMORGAN CHASE BANK	ACCURATE-RENEWAL \$150.00
		JPMORGAN CHASE BANK	GRAINGER-SAFETY \$48.21
		JPMORGAN CHASE BANK	HARD HAT-SAFETY \$52.00
		JPMORGAN CHASE BANK	HOME DEPOT-REFUND (\$2.28)
		JPMORGAN CHASE BANK	HOME DEPOT-SUPPLIES \$27.80
		JPMORGAN CHASE BANK	LOCKE-SUPPLIES \$150.46
		JPMORGAN CHASE BANK	LOWES-SUPPLIES \$349.21
		JPMORGAN CHASE BANK	RED WING-UNIFORM \$170.00
		JPMORGAN CHASE BANK	SHERWIN-PAIINT \$105.98
		UNIFIRST HOLDINGS LP	UNIFORM SERVICES \$141.02
		VERIZON WIRELESS	WIRELESS CONNECTION \$40.05
WATER - Total			\$234,778.27
		CP&Y INC	WWTP LS EXP PROJECT \$23,151.58
		CROSSLAND HEAVY CONTRACTORS	WWTP UPGRADE-LS EXPANSION \$889,897.71
WWTP UPGRADE - Total			\$913,049.29
OPWA - Total			\$1,219,595.64
OPWA Grand Total			\$1,219,595.64

OWASSO PUBLIC WORKS AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 05/07/22

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
400 OPWA Administration	17,328.17	25,854.61
405 Utility Billing	7,258.40	12,698.27
420 Water	16,483.61	27,803.93
450 Wastewater	15,270.69	25,333.91
455 Wastewater Collection	14,822.46	25,039.14
480 Refuse	14,666.30	25,784.11
485 Recycle Center	2,551.20	4,768.96
<u>FUND TOTAL</u>	<u>88,380.83</u>	<u>147,282.93</u>

CITY OF OWASSO
OWASSO PUBLIC WORKS AUTHORITY - OPERATING FUND
FISCAL YEAR 2021-2022
Budgetary Basis
Statement of Revenues & Expenses
As of April 30, 2022

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
OPERATING REVENUES:				
Water	\$ 562,629	\$ 6,517,551	\$ 7,341,475	88.78%
Wastewater	485,188	4,753,886	5,387,234	88.24%
Refuse	205,737	2,106,179	2,513,437	83.80%
Recycle	4,115	54,841	36,903	148.61%
Other Utility fees	14,974	175,266	280,659	62.45%
TOTAL OPERATING REVENUES	<u>\$ 1,272,643</u>	<u>\$ 13,607,724</u>	<u>\$ 15,559,708</u>	87.45%
OPERATING EXPENSES:				
OPWA administration	\$ (104,484)	\$ (996,549)	\$ (2,161,292)	46.11%
Utility Billing	(50,169)	(407,512)	(495,454)	82.25%
Water	(360,941)	(3,436,724)	(4,600,561)	74.70%
Wastewater Treatment	(132,134)	(1,155,430)	(1,414,542)	81.68%
Wastewater Collections	(324,047)	(996,231)	(8,004,844)	12.45%
Refuse	(129,945)	(982,834)	(1,347,987)	72.91%
Recycle	(21,529)	(157,628)	(751,281)	20.98%
Debt payments	(242,033)	(2,340,987)	(5,222,200)	44.83%
TOTAL OPERATING EXPENSES	<u>\$ (1,365,282)</u>	<u>\$ (10,473,894)</u>	<u>\$ (23,998,161)</u>	43.64%
OPERATING REVENUES OVER/(UNDER) EXPENDITURES	<u>\$ (92,639)</u>	<u>\$ 3,133,830</u>	<u>\$ (8,438,453)</u>	
NONOPERATING REVENUES (EXPENSES):				
Interest	\$ 3,132	\$ 27,299	\$ 27,670	98.66%
Other revenues/(expenses)	3,157	81,574	24,838	328.42%
TIF revenues/(expenses)	207,504	121,841	(386,641)	-31.51%
Transfers in	-	-	3,042,000	0.00%
Transfers out	-	-	-	#DIV/0!
TOTAL NONOPERATING REVENUES (EXPENSES)	<u>\$ 213,794</u>	<u>\$ 230,714</u>	<u>\$ 2,707,867</u>	
LONG-TERM DEBT PROCEEDS AND EXPENDITURES:				
Proceeds of long-term debt	\$ 2,006,512	\$ 14,219,054	\$ 28,705,080	
Unissued Debt Proceeds	-	-	8,465,613	
Expenditures of long-term debt	(1,917,645)	(14,664,651)	(33,135,261)	
TOTAL LONG-TERM DEBT PROCEEDS AND EXPENDITURES	<u>\$ 88,867</u>	<u>\$ (445,597)</u>	<u>\$ 4,035,432</u>	
NET INCOME (LOSS)	<u>\$ 210,022</u>	<u>\$ 2,918,947</u>	<u>\$ (1,695,154)</u>	
ENCUMBRANCES OUTSTANDING		\$ (15,207,650)		
BOND PROCEEDS RECEIVABLE		\$ 10,041,886		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		6,575,164	6,575,164	
Ending Balance		<u>\$ 4,328,348</u>	<u>\$ 4,880,010</u>	