

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

RECEIVED
MAY 15 2020
City Clerk's Office

Council Chambers, Old Central Building

109 North Birch, Owasso, OK 74055

Tuesday, May 19, 2020 - 6:30 pm

Pursuant to the COVID-19 Pandemic and the immediate local health threats posed by such pandemic, the following procedural changes will apply for this meeting:

- The meeting will be available for viewing through YouTube Live Stream. <https://www.youtube.com/channel/UCxpXATOr7VRKOyo-Rdf2d1Q/live>
- The meeting will be audio recorded and available no later than the close of business on the following day at <https://cityofowasso.com/525/Meeting-Audio>
- **There will be no opportunity for citizen comment during this meeting.** To address members of the Authority regarding any item listed on the agenda below, **Citizens may submit questions/comments to the City Clerk, no later than 5:00pm on Tuesday, May 19, 2020,** to be read into the record. Submit by phone 918-376-1577 or by email to jstevens@cityofowasso.com.
- Authority members participating remotely via Teleconferencing [Title 25, Ok. Stat. 307.1(C)(2)] – Chair Chris Kelley, Vice Chair Bill Bush, Trustee Doug Bonebrake, Trustee Lyndell Dunn, Trustee Kelly Lewis

AGENDA

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 - May 5, 2020, and May 12, 2020, 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 to Authority (documents for acknowledgment or information only, no discussion or action will be taken)**
 - Payroll Payment Report – pay period ending date May 9, 2020
 - Monthly Budget Status Report - April 2020
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 13, 2019, and the Agenda posted at City Hall, 200 South Main Street, at 6:00 pm on Friday, May 15, 2020.


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 JOINT REGULAR MEETING
Tuesday, May 5, 2020**

The Owasso City Council met in regular session on Tuesday, May 5, 2020, in the Council Chambers at Old Central, 109 North Birch, Owasso, Oklahoma per the Notice of Public Meeting filed December 13, 2019; 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 1, 2019. As a result of the COVID-19 Pandemic and the immediate local health threats posted by such pandemic, each member of the City Council/Authorities attended the meeting via teleconferencing and this meeting was available for public viewing through YouTube Live Stream.

1. Call to Order

Mayor Chris Kelley called the meeting to order at 6:30pm.

2. Invocation

The Invocation was offered by Warren Lehr.

3. Flag Salute

None

4. Presentation of Character Trait of Alertness

Chad Balthrop, Character Council Member, presented the character trait for the month of May.

5. Oath of Office

Julie Lombardi administered the Oath of Office for Ward 3, City Councilor/Trustee Bill Bush and Ward 4, City Councilor/Trustee Lyndell Dunn.

6. Roll Call

Present	Absent
Mayor/Chair – Chris Kelley via teleconference	None
Vice-Mayor/Vice Chair – Bill Bush via teleconference	
Councilor/Trustee – Doug Bonebrake via teleconference	
Councilor/Trustee – Lyndell Dunn via teleconference	
Councilor/Trustee – Kelly Lewis via teleconference	

A quorum was declared present.

Staff:

City Manager - Warren Lehr

City Attorney - Julie Lombardi

7. Election of Mayor/OPWA Chair/OPGA Chair

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

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0

8. Election of Vice Mayor/OPWA Vice Chair/OPGA Vice Chair

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

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0

9. Consideration and appropriate action relating to the COVID-19 Pandemic and local public health issues

Mayor Kelley introduced Warren Lehr to present the item, and discussion was held.

10. 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 City Council minutes – April 21, 2020, Regular Meeting; April 23, 2020, Emergency Meeting; April 28, 2020, Special Meeting
- B. Approve OPWA minutes – April 21, 2020 Regular Meeting
- C. Approve OPGA minutes – April 21, 2020 Regular Meeting
- D. Approve claims – City Council, OPWA, and OPGA
- E. Approve the 2020 Oklahoma Municipal Assurance Group (OMAG) ballot, casting votes for Pam Polk (City Manager, City of Collinsville), Justin Battles (Assistant City Manager, City of Mustang), Tim Lyon (City Manager, City of Midwest City); and authorize the Mayor to execute the official ballot on behalf of the City of Owasso
- F. Accept public infrastructure improvements of one sanitary sewer manhole, extension of three public fire lines, and hydrants for Owasso High School West Campus located at 8800 North 129th East Avenue
- G. Accept the 2019 Traffic Signal Modification Project and authorize final payment to Traffic & Lighting Systems, LLC, of Oklahoma City, Oklahoma, in the amount of \$12,492.08
- H. Accept the Tributary 5A Stormwater Project and authorize final payment to Native Plains Excavation & Contracting, LLC, of Bixby, Oklahoma, in the amount of \$24,566.15

Mr. Bush moved, seconded by Mr. Dunn to approve the Consent Agenda with City Council claims totaling \$749,785.96, Owasso Public Works Authority claims totaling \$634,175.91, and Owasso Public Golf Authority claims totaling \$24,421.55.

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0

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

None

12. Report from City Manager

Warren Lehr introduced Roger Stevens to provide the monthly Public Works project status report.

13. Report from City Attorney

None

14. Report from City Councilors

Mayor Kelley commented on the re-election of Councilors Bush and Dunn.

15. Official Notices to Council (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 29, 2020
- General Fund Payroll Payment Report - pay period ending date April 25, 2020
- Owasso Public Works Authority Payroll Payment Report - pay period ending date April 25, 2020
- Owasso Public Golf Authority Payroll Payment Report - pay period ending date April 25, 2020

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

None

17. Adjournment

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

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0 and the meeting adjourned at 7:07 pm.

Chris Kelley, Mayor/OPWA Chair/OPGA Chair

Juliann M. Stevens, City Clerk

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

MINUTES OF JOINT REGULAR MEETING Tuesday, May 12, 2020

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, May 12, 2020, in the Council Chambers at Old Central, 109 North Birch, Owasso, Oklahoma per the Notice of Public Meeting filed December 13, 2019; 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 8, 2019. As a result of the COVID-19 Pandemic and the health threats posted by such pandemic, each member of the City Council/Authorities attended the meeting via teleconferencing and each meeting was available for public viewing through YouTube Live Stream.

1. **Call to Order/Roll Call** - Mayor/Chair Chris Kelley called the meeting to order at 6:00 pm.

Present

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

Absent

None

2. **Consideration and appropriate action relating to the COVID-19 Pandemic and local public health issues**

Mayor Kelley presented the item and discussion was held.

3. **Discussion relating to Community Development Items**

- A. Request for Street and Utility Easement Closures - Kum N Go Store #1858, located at 502 East 2nd Avenue (East 76th Street North)
- B. Request for Annexation (OA 20-01) - 8.722 acres located at 12525 East 116th Street North
- C. Request for Final Plat - Brighton Park Phase I, 3.43 acres located approximately ½ mile north of East 106th Street North and west of Mingo Road
- D. Request for Final Plat - Parker Village, 57.54 acres located northeast of the East 106th Street North and Garnett Road intersection

Brian Dempster presented the items and discussion was held. It was further explained that these items would be placed on the May 19, 2020, City Council agenda for consideration and action.

4. **Discussion relating to Human Resources Items**

- A. Proposed FY 2020-2021 contract with the Fraternal Order of Police, Lodge #149
- B. Ratification of the FY 2020-2021 contract with the International Association of Fire Fighters, Local #2789

Michele Dempster presented the items and discussion was held. It was further explained that these items would be placed on the May 19, 2020, City Council agenda for consideration and action.

5. **Presentation of the proposed FY 2020-2021 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 2, 2020, City Council meeting.

6. Discussion relating to City 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 commented on National Police Week, National Public Works Week, the retirement of Assistant Fire Chief, Mark Stuckey, and advised mediation will be held Thursday May 14, 2020 in the City of Owasso vs. Keys Plus Properties, LLC case.

7. City Councilor/Trustee comments and inquiries

None

8. Adjournment

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

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

The meeting adjourned at 7:07 pm.

Chris Kelley, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 5/19/2020

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	TULSA COUNTY CLERK	\$40.00
COFFEE CREEK LIFT STATION - Total			\$40.00
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCH - APRIL, 2	\$96.47
	CINTAS CORPORATION	FIRST AID SUPPLIES - INV#	\$75.91
	CITY GARAGE	LABOR/OVERHEAD - MAY, 202	\$160.58
	JPMORGAN CHASE BANK	ADM EXP-SUPPLIES	\$15.98
	JPMORGAN CHASE BANK	INTERSTATE-BATTERIES	\$27.40
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	\$44.03
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	\$69.77
	JPMORGAN CHASE BANK	SUNDANCE OFFICE-SUPPL	\$18.46
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$229.58
	STANDLEY SYSTEMS, LLC	COPIER MAINTENANCE AGREEM	\$276.45
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$88.46
OPWA ADMINISTRATION - Total			\$1,103.09
	CITY GARAGE	LABOR/OVERHEAD - MAY, 202	\$856.51
	JPMORGAN CHASE BANK	BUMP2BUMP-BELTS	\$111.55
	JPMORGAN CHASE BANK	BUMP2BUMP-PARTS	\$246.49
	JPMORGAN CHASE BANK	OSI ENV-SVC FEE	\$75.00
	JPMORGAN CHASE BANK	TERMINIX-PEST CONTROL	\$136.00
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$44.06
RECYCLE CENTER - Total			\$1,469.61
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCH - APRIL, 2	\$3,270.54
	CITY GARAGE	LABOR/OVERHEAD - MAY, 202	\$5,215.42
	CITY GARAGE	VEH PARTS PURCH - APRIL,	\$3,471.15
	FLEETCOR TECHNOLOGIES	FUELMAN EXP - APRIL, 2020	\$1,423.27
	JPMORGAN CHASE BANK	AMERIFLEX-FITTINGS	\$47.40
	JPMORGAN CHASE BANK	GRAINGER-PPE	\$49.21
	JPMORGAN CHASE BANK	MACS-CYLINDERS	\$3,857.06
	JPMORGAN CHASE BANK	REP SVCS-REPAIR	\$1,807.98
	JPMORGAN CHASE BANK	SEMI TRUCK-WASH	\$570.00
	PIONEER FENCE CO	GATE REPAIR AT LANDFILL E	\$250.00
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$121.68
REFUSE COLLECTIONS - Total			\$20,083.71
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	\$5.85
	TECHNICAL PROGRAMMING SERVICES INC	BILLING SERVICES	\$3,160.21
	TYRONE EUGENE DINKINS	METER READER	\$813.00
UTILITY BILLING - Total			\$3,979.06
	BLUE ENERGY FUELS, LLC	CNG FUEL PURCH - APRIL, 2	\$251.56
	CINTAS CORPORATION	FIRST AID SUPPLIES - INV#	\$56.29

Claims List - 5/19/2020

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	CITY GARAGE	LABOR/OVERHEAD - MAY, 202
			\$1,853.08
		CITY GARAGE	VEH PARTS PURCH - APRIL,
			\$55.63
		DUKE'S ROOT CONTROL, INC	ROOT CONTROL
			\$2,258.65
		FLEETCOR TECHNOLOGIES	FUELMAN EXP - APRIL, 2020
			\$597.68
		JPMORGAN CHASE BANK	ATWOODS-INSECT REPELL
			\$15.98
		JPMORGAN CHASE BANK	BUMP2BUMP-OIL
			\$10.80
		JPMORGAN CHASE BANK	CORE&MAIN-MANHOLE
			\$215.00
		JPMORGAN CHASE BANK	CORE&MAIN-MATERIALS
			\$242.16
		JPMORGAN CHASE BANK	GRAINGER-PPE
			\$49.21
		JPMORGAN CHASE BANK	LAWSON PROD-PARTS
			\$160.04
		JPMORGAN CHASE BANK	LOWES-BOLT
			\$1.90
		JPMORGAN CHASE BANK	LOWES-PAPER TOWELS
			\$22.96
		ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE
			\$216.46
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE
			\$52.84
		VERDIGRIS VALLEY ELECTRIC COOP	COFFEE CREEK ELECTRIC
			\$700.39
		VERDIGRIS VALLEY ELECTRIC COOP	GARRETT CREEK ELECTRI
			\$210.61
		VERIZON WIRELESS	WIRELESS CONNECTION
			\$80.02
WASTEWATER COLLECTIONS - Total			\$7,051.26
		CITY GARAGE	LABOR/OVERHEAD - MAY, 202
			\$1,154.00
		CITY GARAGE	VEH PARTS PURCH - APRIL,
			\$23.70
		FLEETCOR TECHNOLOGIES	FUELMAN EXP - APRIL, 2020
			\$450.79
		JPMORGAN CHASE BANK	ADV ANALYTICAL-FEE
			\$616.00
		JPMORGAN CHASE BANK	AMAZON-GLOVES
			\$24.75
		JPMORGAN CHASE BANK	DEQ-PERMIT FEE
			\$6,066.24
		JPMORGAN CHASE BANK	GRAINGER-GREASE
			\$60.50
		JPMORGAN CHASE BANK	GRAINGER-PPE
			\$49.19
		JPMORGAN CHASE BANK	HACH-REAGENT
			\$60.75
		JPMORGAN CHASE BANK	HACH-REAGENTS
			\$293.90
		JPMORGAN CHASE BANK	LOCKE-MATERIALS
			\$26.46
		JPMORGAN CHASE BANK	TULCO-OIL
			\$1,100.85
		JPMORGAN CHASE BANK	UPS-POSTAGE
			\$123.59
		JPMORGAN CHASE BANK	WALMART-WATER
			\$12.24
		JPMORGAN CHASE BANK	WASTE MGMT-SLUDGE REM
			\$11,274.65
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE
			\$189.98
		VERIZON WIRELESS	WIRELESS CONNECTION
			\$80.02
WASTEWATER TREATMENT - Total			\$21,607.61
		BLUE ENERGY FUELS, LLC	CNG FUEL PURCH - APRIL, 2
			\$71.91
		CITY GARAGE	LABOR/OVERHEAD - MAY, 202
			\$2,945.33
		CITY GARAGE	VEH PARTS PURCH - APRIL,
			\$825.84
		CITY OF TULSA UTILITIES	WATER
			\$240,829.25
		FLEETCOR TECHNOLOGIES	FUELMAN EXP - APRIL, 2020
			\$982.86

Claims List - 5/19/2020

Fund	Vendor Name	Payable Description	Payment Amount
61	OPWA	JPMORGAN CHASE BANK	CORE&MAIN-METER CANS \$1,704.12
		JPMORGAN CHASE BANK	CORE&MAIN-SUPPLIES \$1,681.89
		JPMORGAN CHASE BANK	GRAINGER-PPE \$49.21
		JPMORGAN CHASE BANK	RED WING-BOOTS \$310.48
		JPMORGAN CHASE BANK	WASSCO-SUPPLIES \$647.00
		SECOND SIGHT SYSTEMS LLC	WATER METER REPLACEMENT P \$22,462.75
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE \$153.24
		VERDIGRIS VALLEY ELECTRIC COOP	WATER CONTROL ELECTRI \$30.60
		WATER - Total	\$272,694.48
	OPWA - Total		\$328,028.82
OPWA Grand Total			\$328,028.82

OWASSO PUBLIC WORKS AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 05/09/2020

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
400 OPWA Administration	14,903.37	22,095.06
405 Utility Billing	6,896.00	11,768.38
420 Water	16,120.23	26,242.49
450 Wastewater	13,464.56	21,788.07
455 Wastewater Collection	12,508.43	21,081.71
480 Refuse	13,954.94	22,650.69
485 Recycle Center	3,383.49	5,062.81
<u>FUND TOTAL</u>	<u>81,231.02</u>	<u>130,689.21</u>

CITY OF OWASSO
OWASSO PUBLIC WORKS AUTHORITY - OPERATING FUND
FISCAL YEAR 2019-2020
Budgetary Basis
Statement of Revenues & Expenses
As of April 30, 2020

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
OPERATING REVENUES:				
Water	\$ 494,569	\$ 5,369,549	\$ 6,652,106	80.72%
Wastewater	390,105	4,151,299	5,059,107	82.06%
Refuse & recycle	193,069	1,948,035	2,320,564	83.95%
Other Utility fees	1,754	255,010	294,076	86.72%
TOTAL OPERATING REVENUES	<u>\$ 1,079,497</u>	<u>\$ 11,723,892</u>	<u>\$ 14,325,853</u>	81.84%
OPERATING EXPENSES:				
OPWA administration	\$ (87,816)	\$ (1,057,461)	\$ (1,214,450)	87.07%
Utility Billing	(37,202)	(407,680)	(566,128)	72.01%
Water	(350,512)	(3,432,264)	(5,097,064)	67.34%
Wastewater	(146,037)	(2,707,853)	(3,644,252)	74.30%
Refuse & Recycle	(93,389)	(1,060,745)	(1,609,681)	65.90%
Debt payments	(422,367)	(2,270,415)	(2,371,949)	95.72%
TOTAL OPERATING EXPENSES	<u>\$ (1,137,322)</u>	<u>\$ (10,936,417)</u>	<u>\$ (14,503,524)</u>	75.41%
OPERATING REVENUES OVER/(UNDER) EXPENDITURES	<u>\$ (57,825)</u>	<u>\$ 787,475</u>	<u>\$ (177,671)</u>	
NONOPERATING REVENUES (EXPENSES):				
Interest	\$ 2,464	\$ 60,124	\$ 57,935	103.78%
Other revenues/(expenses)	1,909	19,923	20,807	95.75%
Transfers in	-	-	-	0.00%
Transfers out	-	(326,201)	(326,201)	100.00%
TOTAL NONOPERATING REVENUES (EXPENSES)	<u>\$ 4,372</u>	<u>\$ (246,154)</u>	<u>\$ (247,459)</u>	
LONG-TERM DEBT PROCEEDS AND EXPENDITURES:				
Proceeds of long-term debt	\$ 601,615	\$ 3,437,243	\$ 36,154,177	
Expenditures of long-term debt	(522,983)	(1,712,603)	(35,678,846)	
TOTAL LONG-TERM DEBT PROCEEDS AND EXPENDITURES	<u>\$ 78,632</u>	<u>\$ 1,724,640</u>	<u>\$ 475,331</u>	
NET INCOME (LOSS)	<u>\$ 25,179</u>	<u>\$ 2,265,961</u>	<u>\$ 50,201</u>	
ENCUMBRANCES OUTSTANDING		<u>\$ (800,315)</u>		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		2,830,301	2,830,301	
Ending Balance		<u>\$ 4,295,946</u>	<u>\$ 2,880,502</u>	