

PUBLIC NOTICE OF THE MEETING OF THE  
OWASSO PUBLIC GOLF AUTHORITY (OPGA)

**\*\*Due to heat issues in the City Council Chambers, the meeting was moved to the north hall and audio recording was not available.\*\***

Council Chambers Old Central Building

109 North Birch, Owasso, OK

Tuesday, January 16, 2024 - 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 12 2024



City Clerk's Office

1. Call to Order - Chair Kelly Lewis
2. Roll Call
3. Consideration and appropriate action relating to 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 9, 2024, Regular Meeting
  - B. Approve claims
4. Consideration and appropriate action relating to items removed from the Consent Agenda
5. Report from OPGA Manager
6. Report from OPGA Attorney
7. Official Notices (documents for acknowledgment or information only, no discussion or action will be taken)
  - Monthly Budget Status Report – December 2023
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 8, 2023, and the Agenda posted at City Hall, 200 South Main Street, at 5:00 pm on Friday, January 12, 2024.

Juliann M. Stevens, City Clerk

The City of Owasso encourages citizen participation. To request an accommodation due to a disability, contact the City Clerk prior to the scheduled meeting by phone 918-376-1502 or by email to [jstevens@cityofowasso.com](mailto:jstevens@cityofowasso.com)

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

## MINUTES OF JOINT REGULAR MEETING TUESDAY, JANUARY 9, 2024

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, January 9, 2024, in the Council Chambers at Old Central, 109 North Birch Street, Owasso, Oklahoma, per the Notice of Public Meeting filed Friday, December 8, 2023; and the Agenda filed in the office of the City Clerk and posted at City Hall, 200 South Main Street, at 3:00 pm on Friday, January 5, 2024.

1. **Call to Order** - Mayor/Chair Kelly Lewis called the meeting to order at 6:00 pm.

2. **Roll Call** - A quorum was declared present.

Present

Mayor/Chair – Kelly Lewis

Vice Mayor/Vice Chair – Alvin Fruga

Councilor/Trustee – Doug Bonebrake

Councilor/Trustee – Lyndell Dunn

Councilor/Trustee – Paul Loving

Absent

None

Staff: City/Authority Manager – Warren Lehr; Assistant City/Authority Manager – Chris Garrett;  
City/Authority Attorney - Julie Lombardi

3. **Presentation and discussion relating to the Fiscal Year 2022-2023 Audit and Annual Comprehensive Financial Report (City Council)**

Carly Novozinsky read a letter from Jack Murray, Vice Chair of the Audit Committee, into the record. Councilor/Trustee Bonebrake reported on the Audit Committee meeting and discussion was held.

4. **Presentation and discussion relating to a request for a final plat for Morrow Commercial, approximately 0.918 acres located at 13133 East 116<sup>th</sup> Street North (City Council)**

Wendy Kramer presented the item and discussion was held. It was further explained this item will be placed on the January 16, 2024, City Council agenda for consideration and action.

5. **Consideration and appropriate action relating to the Consent Agenda. (All matters listed under "Consent" are considered by the City Council/Trustees 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 19, 2023, Regular Meeting

B. Approve OPWA minutes – December 19, 2023, Regular Meeting

C. Approve OPGA minutes – December 19, 2023, Regular Meeting

D. Approve claims – City Council, OPWA, OPGA

E. Accept the Hale Acres Waterline Replacement Project and authorize final payment to Stronghand LLC, of Tulsa, Oklahoma, in the amount of \$16,335.79 – City Council, OPWA

Mr. Bonebrake moved, seconded by Mr. Dunn, to approve the Consent Agenda as presented, with City Council claims totaling \$933,419.11, OPWA claims totaling \$933,419.11, and OPGA claims totaling \$41,464.41.

YEA: Bonebrake, Dunn, Loving, Fruga, Lewis

NAY: None

Motion carried: 5-0

6. **Consideration and appropriate action relating to Resolution 2024-01, amending Section III(A)(1) Development Project Assistance and Section III(B)(2) Small Business Enhancement of the Policy Guide for implementation of the Owasso Redbud District Project Plan, Tax Increment Financing District No. 1 (City Council)**

Chris Garrett presented the item recommending approval of Resolution 2024-01. Mr. Loving moved, seconded by Mr. Bonebrake, to approve Resolution 2024-01, as recommended.

YEA: Bonebrake, Dunn, Loving, Fruga, Lewis

NAY: None

Motion carried: 5-0

**7. Consideration and appropriate action relating to bids received for the East 96<sup>th</sup> Street North from North 119<sup>th</sup> East Avenue to North 129<sup>th</sup> East Avenue Roadway Improvements (City Council)**

Dwayne Henderson presented the item, recommending rejection of all bids received for the project. After discussion, Mr. Bonebrake moved, seconded by Mr. Dunn, to reject all bids, as recommended.

YEA: Bonebrake, Dunn, Loving, Fruga, Lewis

NAY: None

Motion carried: 5-0

**8. Consideration and appropriate action relating to bids received for the Ranch Creek Interceptor Improvement Project from East 96<sup>th</sup> Street North to East 116<sup>th</sup> Street North (OPWA)**

Dwayne Henderson presented the item, recommending to award the construction contract to Timber Wolf Excavating, LLC, of Broken Arrow, Oklahoma, in the amount of \$6,297,560.00 and authorization to execute all necessary documents. After discussion, Mr. Dunn moved, seconded by Mr. Bonebrake, to award the contract and authorize execution of all necessary documents, as recommended.

YEA: Bonebrake, Dunn, Loving, Fruga, Lewis

NAY: None

Motion carried: 5-0

**9. Consideration and appropriate action relating to bids received for the Elm Creek Sanitary Sewer Interceptor Rehabilitation Project (OPWA)**

Dwayne Henderson presented the item, recommending to award the construction contract to Insituform Technologies, LLC, of Chesterfield, Missouri, in the amount of \$1,182,640.00 and authorization to execute all necessary documents. After discussion, Mr. Bonebrake moved, seconded by Mr. Dunn, to award the contract and authorize execution of all necessary documents, as recommended.

YEA: Bonebrake, Dunn, Loving, Fruga, Lewis

NAY: None

Motion carried: 5-0

**10. Consideration and appropriate action relating to a Small Business Enhancement Agreement for Development Project Assistance in the Owasso Redbud District Project Plan, Tax Increment Financing District No. 1 (OPWA)**

Carly Novozinsky presented the item, recommending approval and execution of the agreement with Urban Owasso and authorization for payment in the amount of \$4,580.84 for the addition of business signage, decorative roofing, awning, and fascia improvements located at 129 South Main Street. After discussion, Mr. Bonebrake moved, seconded by Ms. Lewis, to approve the agreement and authorize payment, as recommended.

YEA: Bonebrake, Dunn, Loving, Fruga, Lewis

NAY: None

Motion carried: 5-0

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

**A.** Monthly sales tax report and revenue outlook

**B.** Monthly Public Works project status report

Warren Lehr introduced Carly Novozinsky to present item A and Roger Stevens to present item B.

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

Councilor/Trustee Bonebrake commented on his tour of the Wastewater Treatment Plant.

**13. Official Notices – The Mayor/Chair acknowledged receipt of the following:**

- General Fund Payroll Payment Report – Pay Period Ending Date December 16, 2023, and December 30, 2023
- Owasso Public Works Authority Payroll Payment Report – Pay Period Ending Date December 16, 2023, and December 30, 2023
- Owasso Public Golf Authority Payroll Payment Report – Pay Period Ending Date December 16, 2023, and December 30, 2023
- Health Care Self-Insurance Claims – dated as of December 29, 2023
- Oklahoma Department of Environmental Quality Permit No. SL000072230964 Sanitary Sewer Line for Phase 2 (Larkin Bailey Foundation) Facility No. S-21310

**14. New Business - None**

**15. Adjournment**

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

YEA: Bonebrake, Dunn, Loving, Fruga, Lewis

NAY: None

Motion carried: 5-0

The meeting adjourned at 6:45 pm.

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Kelly Lewis, Mayor/Chair

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Juliann M. Stevens, City Clerk

## Claims List - 01/16/2024

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	FLEET FUELS LLC	\$1,226.30
		YAMAHA GOLF CAR COMPANY	\$532.93
		<b>CART OPERATIONS - Total</b>	<b>\$1,759.23</b>
		AT&T	\$3.35
		JPMORGAN CHASE BANK	\$78.58
		JPMORGAN CHASE BANK	\$35.85
		JPMORGAN CHASE BANK	\$84.75
		JPMORGAN CHASE BANK	\$16.98
		JPMORGAN CHASE BANK	\$106.97
		JPMORGAN CHASE BANK	\$25.00
		R AND V TRUCKING LLC	\$330.00
		UNIFIRST HOLDINGS LP	\$13.25
		UNIFIRST HOLDINGS LP	\$19.00
		UNIFIRST HOLDINGS LP	\$21.86
		UNIFIRST HOLDINGS LP	\$12.35
		<b>COURSE MAINT - Total</b>	<b>\$747.94</b>
		JPMORGAN CHASE BANK	\$1,155.65
		<b>FOOD &amp; BEV - Total</b>	<b>\$1,155.65</b>
		CITY OF OWASSO	\$77.00
		JPMORGAN CHASE BANK	\$25.00
		JPMORGAN CHASE BANK	\$88.73
		JPMORGAN CHASE BANK	\$583.65
		<b>GOLF ADMIN - Total</b>	<b>\$774.38</b>
		UNITED RENTALS NORTH AMERICA INC	\$3,138.24
		<b>GOLF COURSE RESTROOM - Total</b>	<b>\$3,138.24</b>
		JPMORGAN CHASE BANK	\$21.00
		<b>GOLF SHOP - Total</b>	<b>\$21.00</b>
		BGR DAILY ACCT.	\$1,231.91
		JPMORGAN CHASE BANK	\$86.75
		JPMORGAN CHASE BANK	\$128.92
		JPMORGAN CHASE BANK	\$1,028.45
		JPMORGAN CHASE BANK	\$273.31
		JPMORGAN CHASE BANK	\$29.58
		JPMORGAN CHASE BANK	\$112.87
		JPMORGAN CHASE BANK	\$66.20
		JPMORGAN CHASE BANK	\$298.34
		JPMORGAN CHASE BANK	\$116.85
		JPMORGAN CHASE BANK	\$480.76
		<b>OPGA - Total</b>	<b>\$3,853.94</b>
<b>OPGA</b>	<b>- Total</b>		<b>\$11,450.38</b>

## Claims List - 01/16/2024

Fund	Vendor Name	Payable Description	Payment Amount
<b>OPGA Grand Total</b>			<b>\$11,450.38</b>

**CITY OF OWASSO**  
**OWASSO PUBLIC GOLF AUTHORITY**  
**FISCAL YEAR 2023-2024**  
**Budgetary Basis**  
**Statement of Revenues & Expenses**  
**As of December 31, 2023**

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
<b>OPERATING REVENUES:</b>				
Golf shop fees	\$ 42,945	\$ 319,237	\$ 786,455	40.59%
Cart Rental	9,201	71,680	220,301	32.54%
Food & beverage	8,046	78,786	201,023	39.19%
COS -- food & beverage	(4,161)	(38,800)	(108,527)	35.75%
Merchandise sales	12,491	79,791	207,441	38.46%
COS -- merchandise	(10,364)	(60,544)	(172,154)	35.17%
<b>TOTAL OPERATING REVENUES</b>	<u>\$ 58,157</u>	<u>\$ 450,150</u>	<u>\$ 1,134,539</u>	39.68%
<b>OPERATING EXPENSES:</b>				
Golf Shop	\$ (29,967)	\$ (159,444)	\$ (336,398)	47.40%
Cart Operations	(4,211)	(70,628)	(183,370)	38.52%
Golf Course Maintenance	(66,463)	(547,423)	(1,078,417)	50.76%
Food & Beverage	(12,389)	(89,559)	(181,421)	49.37%
Golf Administration	(22,564)	(134,993)	(332,390)	40.61%
Capital Outlay	-	(73,336)	(173,679)	42.22%
<b>TOTAL OPERATING EXPENSES</b>	<u>\$ (135,594)</u>	<u>\$ (1,075,383)</u>	<u>\$ (2,285,675)</u>	47.05%
<b>OPERATING REVENUES OVER (UNDER) EXPENDITURES</b>	<u>\$ (77,436)</u>	<u>\$ (625,233)</u>	<u>\$ (1,151,136)</u>	
<b>NONOPERATING REVENUES (EXPENSES):</b>				
Transfer from General	\$ 75,000	\$ 450,000	\$ 900,000	50.00%
Other revenues/(expenses)	984	9,999	6,542	152.84%
<b>TOTAL NONOPERATING REVENUES (EXPENSES):</b>	<u>\$ 75,984</u>	<u>\$ 459,999</u>	<u>\$ 906,542</u>	50.74%
<b>NET INCOME (LOSS)</b>	<u>\$ (1,453)</u>	<u>\$ (165,234)</u>	<u>\$ (244,594)</u>	
<b>ENCUMBRANCES OUTSTANDING</b>		\$ (81,217)		
<b>FUND BALANCE (Budgetary Basis)</b>				
Beginning Balance		754,488	754,488	
Ending Balance		<u>\$ 508,037</u>	<u>\$ 509,894</u>	