

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK


Tuesday, February 15, 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

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 – February 1, 2022, and February 8, 2022, Regular Meetings
 - 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)**
 - Payroll Payment Report – Pay Period Ending Date January 29, 2022
 - Monthly Budget Status Report – January 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 1:00 pm on Friday, February 11, 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

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City Clerk's 

OWASSO PUBLIC GOLF AUTHORITY (OPGA)

MINUTES OF REGULAR MEETING TUESDAY, FEBRUARY 1, 2022

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, February 1, 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 5:00 pm on Thursday, January 27, 2022.

1. Call to Order

Vice Chair Kelly Lewis called the meeting to order at 7:02 pm.

2. Roll Call

Present

Absent

Vice Chair – Kelly Lewis

Chair – Bill Bush

Trustee – Alvin Fruga

Trustee – Doug Bonebrake

Trustee – Lyndell Dunn

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 – January 18, 2022, Regular Meeting

B. Approve claims

Mr. Dunn moved, seconded by Mr. Bonebrake to approve the Consent Agenda, as presented with claims totaling \$20,587.00.

YEA: Bonebrake, Dunn, Fruga, Lewis

NAY: None

Motion carried: 4-0

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

None

5. Consideration and appropriate action relating to bids received for the construction of a sand storage silo

Shane Brown presented the item, recommending to award the bid to Power Mill Contractors of Oklahoma City, Oklahoma, in the amount of \$28,334.00.

There were no comments from the audience. After discussion, Mr. Bonebrake moved, seconded by Mr. Fruga to award the bid, as recommended.

YEA: Bonebrake, Dunn, Fruga, Lewis

NAY: None

Motion carried: 4-0

6. Report from OPGA Manager

None

7. Report from OPGA Attorney

None

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

The Chair acknowledged receipt of the following:

- Payroll Payment Report – Pay Period Ending Date January 15, 2022

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

YEA: Bonebrake, Dunn, Fruga, Lewis

NAY: None

Motion carried: 4-0 and the meeting adjourned at 7:08 pm.

Kelly Lewis, Vice Chair

Juliann M. Stevens, Authority Clerk

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

**MINUTES OF JOINT REGULAR MEETING
TUESDAY, FEBRUARY 8, 2022**

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, February 8, 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 5:00 pm on Thursday, February 3, 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. **Discussion relating to amending the list of projects eligible for expenditure from the Capital Improvement Fund to include the Public Works and Parks Facilities, Regional Detention at 11301 North Mingo Road and 10000 East 116th Street North, and Owasso Police Department Firing Range Shoot House and Multi-Use Facilities**

Teresa Willson, Roger Stevens, and Mike Barnes presented the item and discussion was held. It was further explained the required Public Hearing would be placed on the February 15, 2022, City Council agenda.

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

- A. Request for final plat - Casa Del Mar, approximately 16.69 acres located at the southeast corner of East 86th Street North and North Memorial Road
B. Request for a planned unit development - approximately 0.42 acres located at 203 East 3rd Street North, as referenced in Application OPUD 14-02A

Karl Fritschen presented item A and discussion was held. Alexa Beemer presented item B and discussion was held. It was further explained these items would be placed on the February 15, 2022, City Council agenda for consideration and action.

4. **Discussion relating to Public Works Department Items**

- A. Right-of-way acquisition - North 135th East Avenue Service Road Realignment Project
B. Proposed engineering services agreement - East 5th Avenue Floodplain Mitigation Project

Roger Stevens presented each item and discussion was held. It was further explained these items would be placed on the February 15, 2022, City Council agenda for consideration and action.

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

- A. Monthly sales tax report
B. City Manager report

Warren Lehr introduced Jennifer Newman to present item A and discussion was held. No further report.

6. **City Councilor/Trustee comments and inquiries** - No Report

7. **Adjournment** - The meeting adjourned at 7:11 pm

Bill Bush, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 2/15/2022

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	\$1,570.48
		JPMORGAN CHASE BANK	\$49.97
		JPMORGAN CHASE BANK	\$23.22
		CART OPERATIONS - Total	\$1,643.67
		AT&T	\$18.69
		CITY GARAGE	\$67.58
		JPMORGAN CHASE BANK	\$194.99
		JPMORGAN CHASE BANK	\$129.30
		JPMORGAN CHASE BANK	\$145.60
		JPMORGAN CHASE BANK	\$805.02
		JPMORGAN CHASE BANK	\$550.00
		JPMORGAN CHASE BANK	\$300.00
		JPMORGAN CHASE BANK	\$68.08
		JPMORGAN CHASE BANK	\$368.66
		JPMORGAN CHASE BANK	\$19.92
		JPMORGAN CHASE BANK	\$71.28
		JPMORGAN CHASE BANK	\$7.58
		JPMORGAN CHASE BANK	\$125.00
		JPMORGAN CHASE BANK	\$200.00
		JPMORGAN CHASE BANK	\$25.00
		JPMORGAN CHASE BANK	\$852.90
		JPMORGAN CHASE BANK	\$1,199.96
		JPMORGAN CHASE BANK	\$200.88
		JPMORGAN CHASE BANK	\$549.00
		JPMORGAN CHASE BANK	\$145.60
		ONEOK INC OKLAHOMA NATURAL GAS	\$712.23
		UNIFIRST FIRST AID CORP	\$597.86
		UNIFIRST HOLDINGS LP	\$11.00
		UNIFIRST HOLDINGS LP	\$23.74
		UNIFIRST HOLDINGS LP	\$20.97
		UNIFIRST HOLDINGS LP	\$32.70
		UNIFIRST HOLDINGS LP	\$11.97
		VERIZON WIRELESS	\$80.02
		COURSE MAINT - Total	\$7,535.53
		COX COMMUNICATIONS	\$7.04
		JPMORGAN CHASE BANK	\$115.56
		JPMORGAN CHASE BANK	\$170.00
		JPMORGAN CHASE BANK	\$135.50
		JPMORGAN CHASE BANK	\$246.00
		JPMORGAN CHASE BANK	\$142.89
		JPMORGAN CHASE BANK	\$433.15

Claims List - 2/15/2022

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	WALMART-SUPPLIES \$97.31
		STEPHEN R GRINTER	REPAIR \$100.00
		FOOD & BEV - Total	\$1,447.45
		APS FIRECO TULSA	VENT HOOD INSP BRGC FALL \$559.00
		AT&T	LONG DISTANCE PHONE \$8.52
		COX COMMUNICATIONS	PHONE \$3.52
		JAMES R HAYES	A/C REPLACEMENTS \$13,950.00
		JPMORGAN CHASE BANK	COX-CABLE \$103.21
		JPMORGAN CHASE BANK	GOLF SCRCRDS-CARDS \$291.96
		JPMORGAN CHASE BANK	GRIMSLEYS-SUPPLIES \$212.80
		JPMORGAN CHASE BANK	OK NEWS-PAPER \$525.20
		JPMORGAN CHASE BANK	PLATINUM PROT-FEE \$25.00
		JPMORGAN CHASE BANK	RIDGEBACK-REPAIRS \$475.00
		JPMORGAN CHASE BANK	STANDLEY-COPIER SERVI \$58.41
		JPMORGAN CHASE BANK	TERMINIX-EXTERMINATIN \$100.00
		JPMORGAN CHASE BANK	UNIFIRST-RUG SERVICE \$54.42
		JPMORGAN CHASE BANK	WASTE MGMT-REF SVC \$474.71
		OKLAHOMA GOLF ASSOCIATION	DUES \$100.00
		ONEOK INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$727.05
		GOLF ADMIN - Total	\$17,668.80
		COX COMMUNICATIONS	PHONE \$10.56
		JPMORGAN CHASE BANK	ACUSHNET-RANGE BALLS \$3,185.00
		JPMORGAN CHASE BANK	LOWES-SUPPLIES \$27.96
		JPMORGAN CHASE BANK	TRAINING EXPENSE \$62.70
		JPMORGAN CHASE BANK	USPS-POSTAGE \$13.90
		GOLF SHOP - Total	\$3,300.12
		JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE \$1,104.57
		JPMORGAN CHASE BANK	CUTTER&BUCK-MERCHANDI \$58.04
		JPMORGAN CHASE BANK	FABRITEC IND-MERCHAND \$185.00
		JPMORGAN CHASE BANK	GOLF COURSE BEER \$394.66
		JPMORGAN CHASE BANK	IMPERIAL-MERCHANDISE \$1,750.46
		JPMORGAN CHASE BANK	LUXOTTICA-MERCHANDISE \$2,072.65
		JPMORGAN CHASE BANK	PEPSI-PEPSI ORDER \$244.19
		JPMORGAN CHASE BANK	PING-MERCHANDISE \$521.06
		JPMORGAN CHASE BANK	SAMS-FOOD \$578.13
		JPMORGAN CHASE BANK	SYSCO-FOOD \$143.42
		JPMORGAN CHASE BANK	TANKERSLEY-FOOD \$130.05
		JPMORGAN CHASE BANK	WALMART-FOOD \$350.41
		OPGA - Total	\$7,532.64
		OPGA - Total	\$39,128.21

Claims List - 2/15/2022

Fund	Vendor Name	Payable Description	Payment Amount
<hr/> OPGA Grand Total			\$39,128.21

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 01/29/22

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	4,742.29	8,393.02
605 Cart Operations	1,441.63	1,609.60
610 Golf Course Operations	7,567.43	13,110.72
670 Food & Beverage	2,578.62	4,246.45
690 General & Administration	3,954.81	5,735.27
<hr/> FUND TOTAL	<hr/> 20,284.78	<hr/> 33,095.06

**CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
FISCAL YEAR 2020-2021
Budgetary Basis
Statement of Revenues & Expenses
As of January 31, 2022**

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
OPERATING REVENUES:				
Golf shop fees	\$ 27,755	\$ 306,826	\$ 422,851	72.56%
Cart Rental	6,369	79,323	118,034	67.20%
Food & beverage	6,147	73,735	99,279	74.27%
COS -- food & beverage	(2,566)	(34,164)	(48,891)	69.88%
Merchandise sales	5,397	79,928	123,567	64.68%
COS -- merchandise	(3,967)	(53,174)	(85,732)	62.02%
TOTAL OPERATING REVENUES	<u>\$ 39,135</u>	<u>\$ 452,475</u>	<u>\$ 629,108</u>	71.92%
OPERATING EXPENSES:				
Golf Shop	(17,000)	(132,564)	\$ (278,167)	47.66%
Cart Operations	(3,390)	(59,616)	(126,738)	47.04%
Golf Course Maintenance	(65,459)	(501,866)	(852,523)	58.87%
Food & Beverage	(8,444)	(71,540)	(146,394)	48.87%
Golf Administration	(22,745)	(154,973)	(296,338)	52.30%
Capital Outlay	-	(7,641)	-	0.00%
Capital Outlay Greens Replacement	-	-	-	
TOTAL OPERATING EXPENSES	<u>\$ (117,037)</u>	<u>\$ (928,200)</u>	<u>\$ (1,700,160)</u>	54.59%
OPERATING REVENUES OVER (UNDER) EXPENDITURES	<u>\$ (77,902)</u>	<u>\$ (475,725)</u>	<u>\$ (1,071,052)</u>	
NONOPERATING REVENUES (EXPENSES):				
Transfer from General	\$ 36,225	\$ 462,163	\$ 1,040,000	44.44%
Transfer from OPWA	-	-	-	0.00%
Other revenues/(expenses)	-	(9)	-	
TOTAL NONOPERATING REVENUES (EXPENSES):	<u>\$ 36,225</u>	<u>\$ 462,153</u>	<u>\$ 1,040,000</u>	44.44%
NET INCOME (LOSS)	<u>\$ (41,677)</u>	<u>\$ (13,572)</u>	<u>\$ (31,052)</u>	
ENCUMBRANCES OUTSTANDING		<u>\$ (59,365)</u>		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		<u>72,937</u>	<u>72,937</u>	
Ending Balance		<u>\$ -</u>	<u>\$ 41,885</u>	