

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

Tuesday, February 21, 2023 - 6:30 PM

NOTE: APPROPRIATE ACTION may include, but is not limited to: acknowledging, affirming, amending, approving, authorizing, awarding, denying, postponing, or tabling.

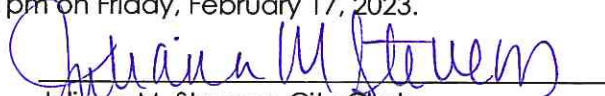
AGENDA

RECEIVED
FEB 17 2023
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 – February 7, 2023, and February 14, 2023, Regular Meetings
 - B. Approve claims
4. **Consideration and appropriate action relating to items removed from the Consent Agenda**
5. **Consideration and appropriate action relating to agreement for the purpose of leasing a fleet vehicle**
Chris Garrett

Staff recommends approval of an Open-End (Equity) Lease from Enterprise Fleet Management, Inc., of Clayton, Missouri, for a lease period of forty-eight months, contingent upon annual appropriations by the Trustees, and authorization to execute the necessary documents to lease a 2023 Chevrolet Silverado pickup truck at a lease rate of \$844.50 per month.
6. **Report from OPGA Manager**
7. **Report from OPGA Attorney**
8. **Official Notices (documents for acknowledgment or information only, no discussion or action will be taken)**
 - Payroll Payment Report – Pay Period Ending Date February 11, 2023
 - Monthly Budget Status Report – January 2023
9. **New Business (New Business is any item of business which could not have been foreseen at the time of posting of the agenda)**
10. **Adjournment**

Notice of Public Meeting filed in the office of the City Clerk on Friday, December 9, 2022, and the Agenda posted at City Hall, 200 South Main Street, at 1:00 pm on Friday, February 17, 2023.


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 PUBLIC GOLF AUTHORITY (OPGA)

MINUTES OF REGULAR MEETING TUESDAY, FEBRUARY 7, 2023

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, February 7, 2023, in the Council Chambers at Old Central, 109 North Birch, Owasso, Oklahoma per the Notice of Public Meeting filed Friday, December 9, 2022; and the Agenda filed in the office of the City Clerk and posted at City Hall, 200 South Main Street, at 1:00 pm on Friday, February 3, 2023.

1. **Call to Order** - Chair Kelly Lewis called the meeting to order at 7:30 pm.

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

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

Staff: Authority Manager – Warren Lehr; Authority Attorney - Julie Lombardi

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 17, 2023, Regular Meeting
- B. Approve claims

Mr. Bonebrake moved, seconded by Mr. Dunn to approve the Consent Agenda as presented, with claims totaling \$99,131.32.

YEA: Bonebrake, Bush, Dunn, Fruga, Lewis

NAY: None

Motion carried: 5-0

4. **Consideration and appropriate action relating to items removed from the Consent Agenda** - None

5. **Report from OPGA Manager** - None

6. **Report from OPGA Attorney** - None

7. **Official Notices** - The Chair acknowledged receipt of the following:

- Payroll Payment Reports – Pay Period Ending Date January 14, 2023, and January 28, 2023

8. **New Business** - None

9. **Adjournment**

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

YEA: Bonebrake, Bush, Dunn, Fruga, Lewis

NAY: None

Motion carried: 5-0 and the meeting adjourned at 7:31 pm.

Kelly Lewis, Chair

Juliann M. Stevens, Authority Clerk

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

MINUTES OF JOINT REGULAR MEETING TUESDAY, FEBRUARY 14, 2023

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, February 14, 2023, in the Council Chambers at Old Central, 109 North Birch Street, Owasso, Oklahoma, per the Notice of Public Meeting filed Friday, December 9, 2022; 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 9, 2023; and the notice of Addendum filed in the office of the City Clerk and posted at said City Hall at 1:00 pm on Friday, February 10, 2023.

1. **Call to Order/Roll Call** - Mayor/Chair Kelly Lewis called the meeting to order at 6:00 pm. A quorum was declared present.

Present

Mayor/Chair – Kelly Lewis

Vice Mayor/Vice Chair – Alvin Fruga

Councilor/Trustee – Doug Bonebrake

Absent

Councilor/Trustee – Bill Bush

Councilor/Trustee – Lyndell Dunn

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

2. **Discussion relating to the construction of Pickleball Courts at Rayola Park**
Larry Langford presented the item and discussion was held.
3. **Discussion relating to a request for a planned unit development (PUD) for Twill Johnson Ranch and a rezoning request from Residential Estate (RE) to Residential Neighborhood Mixed (RNX) – approximately 22.55 acres located at the northwest corner of the East 101st Street North and North 129th East Avenue intersection, as referenced in Applications OPUD 23-01 and OZ 23-01**
Alexa Beemer presented the item and discussion was held. It was further explained this item would be placed on the February 21, 2023, City Council agenda for consideration and action.
4. **Discussion relating to a proposed amendment to the list of projects eligible for funding from the Capital Improvements Fund to include East 86th Street North Widening from North 145th East Avenue to North 161st East Avenue**
Chris Garrett presented the item and discussion was held. It was further explained the required public hearing would be placed on the March 7, 2023, City Council agenda for citizens comments.
5. **Discussion relating to proposed revisions to the boundaries of the City Council Wards, following the 2020 Census**
Juliann M. Stevens presented the item and discussion was held.
6. **Discussion relating to bids received for the East 116th Street North Widening from North Mingo Road to North Garnett Road Project**
Daniel Dearing presented the item and discussion was held. It was further explained this item would be placed on the February 21, 2023, City Council agenda for consideration and action.
7. **Discussion relating to City/Authority Manager items**
 - A. Monthly sales tax report and revenue outlook
 - B. City Manager reportWarren Lehr introduced Carly Novozinsky to present item A and discussion was held. Mr. Lehr commented on the Realtor's Workshop to be held February 23, 2023.
8. **City Councilor/Trustee comments and inquiries** - None
9. **Adjournment**
The meeting adjourned at 6:40 pm.

Kelly Lewis, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 02/21/2023

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	FLEET FURL-FUEL HANDL \$58.67
		JPMORGAN CHASE BANK	FLEET-FUEL \$480.20
		JPMORGAN CHASE BANK	LOWES-SUPPLIES \$229.52
		YAMAHA GOLF CAR COMPANY	REPAIRS \$58.38
		YAMAHA MOTOR CORPORATION, USA	BEV CART LEASE \$536.10
		YAMAHA MOTOR CORPORATION, USA	CART LEASE \$1,525.96
		YAMAHA MOTOR CORPORATION, USA	CART TAXES \$2,574.00
		CART OPERATIONS - Total	\$5,462.83
		AT&T	PHONE SERVICE \$3.31
		JPMORGAN CHASE BANK	AMAZON-SUPPLIES \$89.22
		JPMORGAN CHASE BANK	CUTTER&BUCK-UNIFORM \$759.98
		JPMORGAN CHASE BANK	GOLF CARS TULSA-CHARG \$186.24
		JPMORGAN CHASE BANK	HARRELLS-PESTICIDES \$13,578.90
		JPMORGAN CHASE BANK	LOWES-NAILS \$40.94
		JPMORGAN CHASE BANK	LOWES-PAINT \$117.66
		JPMORGAN CHASE BANK	LOWES-WIRE BRUSHES \$66.94
		JPMORGAN CHASE BANK	OREILLY-ANTIFREEZE \$53.97
		JPMORGAN CHASE BANK	OREILLY-BRUSH \$35.98
		JPMORGAN CHASE BANK	OREILLY-WHEELS \$43.98
		JPMORGAN CHASE BANK	PSI SVC-EXAM FEE \$190.00
		JPMORGAN CHASE BANK	TIFCO-WELDING RODS \$114.24
		ONEOK INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$623.38
		UNIFIRST HOLDINGS LP	ENV CHARGE \$26.50
		UNIFIRST HOLDINGS LP	JANITORIAL \$38.00
		UNIFIRST HOLDINGS LP	SHOP TOWEL SERVICE \$43.72
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE \$23.94
		VERIZON WIRELESS	WIRELESS CONNECTION \$80.02
		COURSE MAINT - Total	\$16,116.92
		COX COMMUNICATIONS	PHONE USAGE \$7.48
		JPMORGAN CHASE BANK	IMAGEFIRST-RENTAL \$155.09
		JPMORGAN CHASE BANK	SAMS-SUPPLIES \$27.08
		JPMORGAN CHASE BANK	SYSCO-SUPPLIES \$380.97
		JPMORGAN CHASE BANK	UNIFIRST-RUG SERVICE \$69.09
		JPMORGAN CHASE BANK	WALMART-SUPPLIES \$1.12
		FOOD & BEV - Total	\$640.83
		AEP/PSO	ELECTRIC USE \$109.51
		AT&T	LONG DISTANCE PHONE \$9.98
		AT&T LONG DISTANCE	LONG DISTANCE PHONE \$78.54
		CITY OF OWASSO	WATER SERVICE \$94.50
		COX COMMUNICATIONS	PHONE USAGE \$3.74
		JPMORGAN CHASE BANK	ACUSHNET-FITTING TOOL \$930.00

Claims List - 02/21/2023

Fund	Vendor Name	Payable Description	Payment Amount	
55	OPGA	JPMORGAN CHASE BANK	BROOKS-CLEANING	\$216.00
		JPMORGAN CHASE BANK	GRIMSLEYS-SUPPLIES	\$205.09
		JPMORGAN CHASE BANK	LOWES-PAINT SUPPLIES	\$13.94
		JPMORGAN CHASE BANK	SHERWIN-PAINT	\$56.01
		JPMORGAN CHASE BANK	SOUTH CNTL-TRAINING	\$175.00
		JPMORGAN CHASE BANK	WASTE MGMT-REFUSE	\$540.46
	ONEOK INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$685.58	
	SOUTH CENTRAL GOLF INC	ADVERTISING	\$1,850.00	
	STANDLEY SYSTEMS, LLC	COPIER	\$234.20	
	GOLF ADMIN	- Total	\$5,202.55	
	COX COMMUNICATIONS	PHONE USAGE	\$11.22	
	JPMORGAN CHASE BANK	SUNDANCE-PAPER	\$353.04	
	GOLF SHOP	- Total	\$364.26	
	BGR DAILY ACCT.	REIMB PETTY CASH	\$204.50	
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	\$9,759.19	
	JPMORGAN CHASE BANK	EPIC EMBR-MERCHANDISE	\$652.50	
	JPMORGAN CHASE BANK	FAIRWAY LEATH-MERCHAN	\$505.75	
	JPMORGAN CHASE BANK	PING-MERCHANDISE	\$5,628.32	
	JPMORGAN CHASE BANK	SAMS-FOOD	\$954.19	
	JPMORGAN CHASE BANK	SYSCO-FOOD	\$827.38	
	JPMORGAN CHASE BANK	TEXOMA-MERCHANDISE	\$273.11	
	JPMORGAN CHASE BANK	WALMART-FOOD	\$242.89	
	NIKE USA, INC	MERCHANDISE EXPENSE	\$167.34	
	OPGA	- Total	\$19,215.17	
	OPGA	- Total	\$47,002.56	
	OPGA Grand Total		\$47,002.56	



TO: The Honorable Chair and Trustees
Owasso Public Golf Authority

FROM: Christopher A. Garrett
Assistant City Manager

SUBJECT: Vehicle Leasing from Enterprise Fleet Management, Inc.

DATE: February 17, 2023

BACKGROUND:

On August 3, 2021, City Council approved the Master Equity Lease Agreement with Enterprise Fleet Management, Inc. The Master Equity Lease Agreement establishes the business relationship between the City and Enterprise Fleet Management, Inc., which allows staff to initiate capital leasing arrangements for vehicles proposed as part of the FY 2023 Budget.

Due to a lack of inventory within the automotive industry, the availability of half-ton and three-quarter-ton trucks identified in the FY 2023 Budget has been sporadic. Staff has been notified by Enterprise Fleet Management regarding the anticipated availability of a 2023 Chevrolet Silverado pickup truck. Staff is proposing to lease this vehicle to replace the 1992 Ford F150 pickup truck currently in service in the Maintenance Division. To move forward, staff is seeking approval to enter into a forty-eight-month lease with Enterprise Fleet Management, Inc. to lease the 2023 Chevrolet Silverado pickup truck at a lease rate of \$844.50 per month.

As a reminder, the forty-eight-month leasing period extends beyond FY 2023, thus future payments due in months beyond June 2023 are contingent upon annual appropriations by the City Council. The leasing period does not begin until the vehicle is delivered to the City for use.

FUNDING:

Funding is available in the OPGA budget.

RECOMMENDATION:

Staff recommends approval of an Open-End (Equity) Lease from Enterprise Fleet Management, Inc., of Clayton, Missouri, for a lease period of forty-eight months, contingent upon annual appropriations by the Trustees, and authorization to execute the necessary documents to lease a 2023 Chevrolet Silverado pickup truck at a lease rate of \$844.50 per month.

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 02/11/23

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	5,616.71	9,425.53
605 Cart Operations	1,800.00	2,007.81
610 Golf Course Operations	8,282.02	13,483.65
670 Food & Beverage	2,697.80	4,399.02
690 General & Administration	4,159.23	5,968.08
<hr/> FUND TOTAL	22,555.76	35,284.09

CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
FISCAL YEAR 2022-2023
Budgetary Basis
Statement of Revenues & Expenses
As of January 31, 2023

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
OPERATING REVENUES:				
Golf shop fees	\$ 43,966	\$ 480,392	\$ 683,322	70.30%
Cart Rental	10,390	126,049	197,103	63.95%
Food & beverage	10,142	127,870	188,822	67.72%
COS -- food & beverage	(4,669)	(61,450)	(78,814)	77.97%
Merchandise sales	21,075	118,572	178,275	66.51%
COS -- merchandise	(17,071)	(87,722)	(124,729)	70.33%
TOTAL OPERATING REVENUES	<u>\$ 63,833</u>	<u>\$ 703,710</u>	<u>\$ 1,043,979</u>	67.41%
OPERATING EXPENSES:				
Golf Shop	\$ (18,782)	\$ (150,525)	\$ (292,076)	51.54%
Cart Operations	(11,148)	(100,054)	(139,441)	71.75%
Golf Course Maintenance	(62,687)	(507,310)	(1,099,664)	46.13%
Food & Beverage	(13,259)	(108,362)	(149,331)	72.56%
Golf Administration	(23,872)	(169,025)	(277,053)	61.01%
Capital Outlay	(55,000)	(55,000)	(55,500)	99.10%
TOTAL OPERATING EXPENSES	<u>\$ (184,748)</u>	<u>\$ (1,090,275)</u>	<u>\$ (2,013,065)</u>	54.16%
OPERATING REVENUES OVER (UNDER) EXPENDITURES	<u>\$ (120,915)</u>	<u>\$ (386,566)</u>	<u>\$ (969,086)</u>	
NONOPERATING REVENUES (EXPENSES):				
Transfer from General	\$ 87,290	\$ 603,548	\$ 1,040,000	58.03%
Other revenues/(expenses)	1,010	5,677	300	1892.21%
TOTAL NONOPERATING REVENUES (EXPENSES)	<u>\$ 88,300</u>	<u>\$ 609,225</u>	<u>\$ 1,040,300</u>	58.56%
NET INCOME (LOSS)	<u>\$ (32,615)</u>	\$ 222,659	\$ 71,214	
ENCUMBRANCES OUTSTANDING		\$ (41,238)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		426,625	426,625	
Ending Balance		<u>\$ 608,047</u>	<u>\$ 497,839</u>	