

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

Tuesday, March 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

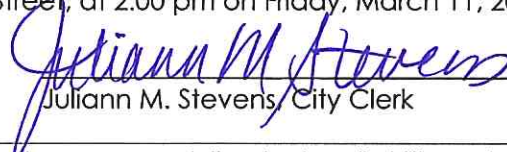
RECEIVED

MAR 11 2022

City Clerk's Office

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 – March 1, 2022, and March 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**
 - Golf Report
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 February 26, 2022
 - Monthly Budget Status Report – February 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 2:00 pm on Friday, March 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

OWASSO PUBLIC GOLF AUTHORITY (OPGA)

MINUTES OF REGULAR MEETING TUESDAY, MARCH 1, 2022

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, March 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 12:00 pm on Friday, February 25, 2022.

1. Call to Order

Chair Bill Bush called the meeting to order at 7:08 pm.

2. Roll Call

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

A quorum was declared present.

Staff:

Assistant Authority Manager – Chris Garrett

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 – February 15, 2022, Regular Meeting
- B. Approve claims

Mr. Bonebrake moved, seconded by Ms. Lewis to approve the Consent Agenda, as presented with claims totaling \$15,376.30.

YEA: Bonebrake, Dunn, Fruga, Lewis, Bush

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 (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 February 12, 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)

None

9. Adjournment

Ms. Lewis moved, seconded by Mr. Fruga to adjourn the meeting.

YEA: Bonebrake, Dunn, Fruga, Lewis, Bush

NAY: None

Motion carried: 5-0 and the meeting adjourned at 7:09 pm.

Bill Bush, Chair

Juliann M. Stevens, Authority Clerk

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

MINUTES OF JOINT REGULAR MEETING TUESDAY, MARCH 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, March 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 4:00 pm on Friday, March 4, 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 the 2022 Mayor and Vice Mayor / Chair and Vice Chair election process

Mayor/Chair Bill Bush presented the item and discussion was held.

3. Discussion relating to Community Development items

- A. Request for a Specific Use Permit - approximately 2.09 acres located at 9600 North Garnett Road (QuikTrip) for a carwash addition, as referenced in SUP 22-01
- B. Application for the 2022 Community Development Block Grant (CDBG) Program funding and project selection

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

4. Discussion relating to the purchase of computer aided dispatch (CAD) software

This item was removed from the agenda.

5. Discussion relating to the evaluation process and employment contracts for the City Manager and the City Attorney

Michele Dempster presented the item and discussion was held.

6. Discussion relating to City/Authority Manager items

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

Warren Lehr introduced Linda Jones-Holt to provide the monthly sales tax report and discussion was held. Mr. Lehr reported on changes to the Oklahoma State Department of Health's dissemination of Covid-19 related case information.

7. City Councilor/Trustee comments and inquiries

Mr. Bush commented on rising gas prices and inquired about the impact on the budget. Mr. Lehr responded to the inquiry.

8. Adjournment

The meeting adjourned at 6:28 pm.

Bill Bush, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 3/15/2022

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	AT&T	\$20.35
		AT&T	\$40.53
		CITY GARAGE	\$67.58
		JPMORGAN CHASE BANK	\$1,524.60
		JPMORGAN CHASE BANK	\$143.04
		JPMORGAN CHASE BANK	\$300.00
		JPMORGAN CHASE BANK	\$98.67
		JPMORGAN CHASE BANK	\$180.23
		JPMORGAN CHASE BANK	\$157.42
		JPMORGAN CHASE BANK	\$19.31
		JPMORGAN CHASE BANK	\$117.41
		JPMORGAN CHASE BANK	\$19.99
		JPMORGAN CHASE BANK	\$25.00
		JPMORGAN CHASE BANK	\$408.35
		JPMORGAN CHASE BANK	\$49.86
		JPMORGAN CHASE BANK	\$53.43
		JPMORGAN CHASE BANK	\$24.00
		JPMORGAN CHASE BANK	\$23.77
		ONEOK INC OKLAHOMA NATURAL GAS	\$529.72
		TURFCENTRIC INC	\$1,800.00
		UNIFIRST HOLDINGS LP	\$22.00
		UNIFIRST HOLDINGS LP	\$38.00
		UNIFIRST HOLDINGS LP	\$41.94
		UNIFIRST HOLDINGS LP	\$29.99
		VERIZON WIRELESS	\$80.02
		COURSE MAINT - Total	\$5,815.21
		COX COMMUNICATIONS	\$7.04
		JPMORGAN CHASE BANK	\$326.21
		JPMORGAN CHASE BANK	\$333.86
		JPMORGAN CHASE BANK	\$444.24
		JPMORGAN CHASE BANK	\$119.59
		JPMORGAN CHASE BANK	\$121.60
		JPMORGAN CHASE BANK	\$35.08
		JPMORGAN CHASE BANK	\$19.11
		FOOD & BEV - Total	\$1,406.73
		AT&T	\$9.18
		COX COMMUNICATIONS	\$3.52
		GPS TECHNOLOGIES INC	\$630.00
		JPMORGAN CHASE BANK	\$388.87
		JPMORGAN CHASE BANK	\$25.00
		JPMORGAN CHASE BANK	\$77.55
		ONEOK INC OKLAHOMA NATURAL GAS	\$574.90

Claims List - 3/15/2022

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	STEPHEN R GRINTER	REPAIRS \$120.00
		GOLF ADMIN - Total	\$1,829.02
		COX COMMUNICATIONS	PHONE \$10.56
		GOLF SHOP - Total	\$10.56
	JPMORGAN CHASE BANK	CUSTOM EMBR-MERCHANDI	\$360.00
	JPMORGAN CHASE BANK	FAIRWAY LEATHER-MERCH	\$1,262.40
	JPMORGAN CHASE BANK	GOLF COURSE BEER	\$1,202.25
	JPMORGAN CHASE BANK	PEPSI-BEVERAGES	\$370.77
	JPMORGAN CHASE BANK	PRECISION PRO-MERCHAN	\$376.89
	JPMORGAN CHASE BANK	SAMS-FOOD	\$1,045.75
	JPMORGAN CHASE BANK	SYSCO-FOOD	\$401.71
	JPMORGAN CHASE BANK	TANKERSLEY-FOOD	\$157.37
	JPMORGAN CHASE BANK	WALMART-FOOD	\$540.44
	JPMORGAN CHASE BANK	WALMART-REFUND	(\$484.32)
	NIKE USA, INC	MERCHANDISE	\$1,088.36
	OPGA - Total		\$6,321.62
	OPGA - Total		\$15,383.14
	OPGA Grand Total		\$15,383.14

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 02/26/22

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	4,742.29	8,393.02
605 Cart Operations	1,487.69	1,661.04
610 Golf Course Operations	7,594.18	13,089.56
670 Food & Beverage	2,504.16	4,158.43
690 General & Administration	3,954.81	5,735.27
<hr/> FUND TOTAL	20,283.13	33,037.32

CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
FISCAL YEAR 2021-2022
Budgetary Basis
Statement of Revenues & Expenses
As of February 28, 2022

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
OPERATING REVENUES:				
Golf shop fees	\$ 28,177	\$ 335,004	\$ 422,851	79.23%
Cart Rental	5,003	84,326	118,034	71.44%
Food & beverage	9,120	82,855	99,279	83.46%
COS -- food & beverage	(3,381)	(37,351)	(48,891)	76.40%
Merchandise sales	7,845	87,773	123,567	71.03%
COS -- merchandise	(7,388)	(60,978)	(85,732)	71.13%
TOTAL OPERATING REVENUES	<u><u>\$ 39,376</u></u>	<u><u>\$ 491,629</u></u>	<u><u>\$ 629,108</u></u>	78.15%
OPERATING EXPENSES:				
Golf Shop	\$ (20,235)	\$ (152,799)	\$ (278,167)	54.93%
Cart Operations	(4,444)	(64,060)	(126,738)	50.54%
Golf Course Maintenance	(40,755)	(542,621)	(852,523)	63.65%
Food & Beverage	(10,343)	(81,883)	(146,394)	55.93%
Golf Administration	(34,691)	(189,665)	(296,338)	64.00%
Capital Outlay	-	(7,641)	-	0.00%
Capital Outlay Greens Replacement	-	-	-	
TOTAL OPERATING EXPENSES	<u><u>\$ (110,469)</u></u>	<u><u>\$ (1,038,669)</u></u>	<u><u>\$ (1,700,160)</u></u>	61.09%
OPERATING REVENUES OVER (UNDER) EXPENDITURES	<u><u>\$ (71,093)</u></u>	<u><u>\$ (547,040)</u></u>	<u><u>\$ (1,071,052)</u></u>	
NONOPERATING REVENUES (EXPENSES):				
Transfer from General	\$ 93,760	\$ 555,923	\$ 1,040,000	53.45%
Transfer from OPWA	-	-	-	0.00%
Other revenues/(expenses)	-	(9)	-	
TOTAL NONOPERATING REVENUES (EXPENSES):	<u><u>\$ 93,760</u></u>	<u><u>\$ 555,913</u></u>	<u><u>\$ 1,040,000</u></u>	53.45%
NET INCOME (LOSS)	<u><u>\$ 22,667</u></u>	<u><u>\$ 8,873</u></u>	<u><u>\$ (31,052)</u></u>	
ENCUMBRANCES OUTSTANDING		\$ (81,810)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		72,937	72,937	
Ending Balance		<u><u>\$ 0</u></u>	<u><u>\$ 41,885</u></u>	