

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

Tuesday, April 18, 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

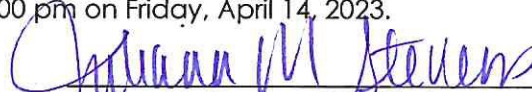
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APR 14 2023

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 – April 4, 2023, and April 11, 2023, 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 April 8, 2023
 - Monthly Budget Status Report – March 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 9, 2022, and the Agenda posted at City Hall, 200 South Main Street, at 3:00 pm on Friday, April 14, 2023.



Julann 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, APRIL 4, 2023

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, April 4, 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 2:00 pm on Friday, March 31, 2023.

1. **Call to Order** - Chair Kelly Lewis called the meeting to order at 7:46 pm.

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

Present	Absent
Chair – Kelly Lewis	Trustee – Bill Bush
Vice Chair – Alvin Fruga	
Trustee – Doug Bonebrake	
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 – March 21, 2023, Regular Meeting
- B. Approve claims

Mr. Dunn moved, seconded by Ms. Lewis to approve the Consent Agenda as presented, with claims totaling \$58,117.38.

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. **Report from OPGA Manager** - None

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

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

- Payroll Payment Report – Pay Period Ending Date March 25, 2023

8. **New Business** - None

9. **Adjournment**

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

YEA: Bonebrake, Dunn, Fruga, Lewis

NAY: None

Motion carried: 4-0 and the meeting adjourned at 7:47 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, APRIL 11, 2023

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, April 11, 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 4:00 pm on Friday, April 7, 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
Councilor/Trustee – Lyndell Dunn

Absent

Councilor/Trustee – Bill Bush

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

- 2. Discussion relating to Fiscal Year 2023-2024 Budget Calendar**

Carly Novozinsky presented the item and discussion was held.

- 3. Discussion relating to Community Development items**

- A. Request for final plat – Cypress Crossing Apartments, approximately 20.79 acres located north of East 99th Street North and east of North Owasso Expressway
- B. Request for annexation (OA 23-01) of approximately 2.49 acres located at 11428 North 129th East Avenue and rezoning (OZ 23-03) from Agricultural-Residential (AG-R) to Commercial Shopping (CS)

Alexa Beemer presented item A and discussion as held. Wendy Kramer presented item B and discussion was held. It was further explained these items would be placed on the April 18, 2023, City Council agenda for consideration and action.

- 4. Discussion relating Public Works items**

- A. East 86th Street North from North Main Street to North Garnett Road Widening Project, application for Surface Transportation Block Grant funding
- B. Proposed Beneficiary Agreement between the Board of County Commissions of Tulsa County and the City of Owasso for the disbursement of \$2,417,450.00 in American Rescue Plan Act (ARPA) funds eligible under the water and sanitary sewer infrastructure category
- C. Proposed amendment to the 2022 Street Rehabilitation Program priority project list to include East 76th Street North from North 129th East Avenue to North 145th East Avenue

Dwayne Henderson presented item A and discussion was held. Roger Stevens presented items B and C and discussion was held. It was further explained these items would be placed on the April 18, 2023, City Council agenda for consideration and action.

- 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. City Hall elevator renovation project update
- B. City facilitation of adult softball leagues
- C. Annual appointments – various citizen boards and committees
- D. Monthly sales tax report and revenue outlook
- E. City Manager report

Warren Lehr presented items A and B, discussion was held. Julie Stevens presented item C and discussion was held. Carly Novozinsky presented item D and discussion was held. Mr. Lehr reported

on the free land fill day to be held on April 15th, the Annual Economic Summit to be held on April 18th, the Lawn and Garden Spring Fling to be held on April 22nd, and a discussion item will be placed on the April 18th City Council agenda for discussion relating to the 2023 Mayor and Vice Mayor election process.

7. City Councilor/Trustee comments and inquiries

Councilor Bonebrake commented on the election of the Mayor and Vice Mayor.

8. Adjournment

The meeting adjourned at 6:57 pm.

Kelly Lewis, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 04/18/2023

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	AT&T	PHONE SERVICE \$3.31
		BWI COMPANIES, INC	FERTILIZER \$1,288.93
		HARRELL'S, LLC	HERBICIDE \$18,923.25
		HOLLIDAY SAND & GRAVEL CO	SAND \$433.63
		JESCO PRODUCTS, INC	COURSE ACCESORIES \$2,867.18
		JPMORGAN CHASE BANK	CORE&MAIN-REPAIR \$400.00
		JPMORGAN CHASE BANK	EZGO-SERVICE \$240.00
		JPMORGAN CHASE BANK	INNOVATIVE TURF-AGENT \$444.35
		JPMORGAN CHASE BANK	LOWES-CONCRETE \$109.44
		JPMORGAN CHASE BANK	LOWES-SUPPLIES \$260.13
		JPMORGAN CHASE BANK	PLATINUM-SECURITY \$25.00
		ONEOK INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$363.02
		UNIFIRST HOLDINGS LP	ENV CHARGE \$26.50
		UNIFIRST HOLDINGS LP	JANITORIAL \$57.50
		UNIFIRST HOLDINGS LP	SHOP TOWEL SERVICE \$43.72
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE \$23.94
		VERIZON WIRELESS	WIRELESS CONNECTION \$72.88
		COURSE MAINT - Total	\$25,582.78
		JPMORGAN CHASE BANK	IMAGEFIRST-RENTAL \$155.09
		JPMORGAN CHASE BANK	SAMS-SUPPLIES \$92.98
		JPMORGAN CHASE BANK	SYSCO-SUPPLIES \$336.51
		JPMORGAN CHASE BANK	TANKERSLEY-SUPPLIES \$216.76
		JPMORGAN CHASE BANK	UNIFIRST-SERVICE \$151.48
		FOOD & BEV - Total	\$952.82
		AT&T	LONG DISTANCE PHONE \$9.70
		CITY OF OWASSO	WATER SERVICE \$84.00
		CYBERGOLF LLC	WEB HOSTING \$645.00
		JPMORGAN CHASE BANK	CAWLEY-NAME TAGS \$262.79
		JPMORGAN CHASE BANK	GRIMSLEYS-SUPPLIES \$671.03
		JPMORGAN CHASE BANK	PLATINUM-SECURITY \$25.00
		ONEOK INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$681.64
		STANDLEY SYSTEMS, LLC	COPIER \$234.20
		GOLF ADMIN - Total	\$2,613.36
		JPMORGAN CHASE BANK	TEXOMA-RANGE BAGS \$501.69
		JPMORGAN CHASE BANK	TEXOMA-SUPPLIES \$70.69
		JPMORGAN CHASE BANK	USPS-SHIPPING \$19.95
		GOLF SHOP - Total	\$592.33
		BGR DAILY ACCT.	REIMB PETTY CASH \$2,710.50
		JPMORGAN CHASE BANK	GOLF COURSE BEER \$218.85
		JPMORGAN CHASE BANK	IMPERIAL-BEVERAGE \$115.45
		JPMORGAN CHASE BANK	SAMS-FOOD \$1,341.81

Claims List - 04/18/2023

Fund	Vendor Name	Payable Description	Payment Amount	
55	OPGA	JPMORGAN CHASE BANK	SYSO-FOOD	\$255.59
		JPMORGAN CHASE BANK	TANKERSLEY-FOOD	\$398.37
		JPMORGAN CHASE BANK	TEXOMA-MERCH EXP	\$1,313.07
	OPGA	- Total		\$6,353.64
	OPGA	- Total		\$36,094.93
OPGA Grand Total				\$36,094.93

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 04/08/23

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	9,959.71	14,659.08
605 Cart Operations	3,694.25	4,124.67
610 Golf Course Operations	14,793.09	21,412.85
670 Food & Beverage	4,902.39	6,933.59
690 General & Administration	5,359.23	7,377.41
<hr/> FUND TOTAL	<hr/> 38,708.67	<hr/> 54,507.60

CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
FISCAL YEAR 2022-2023
Budgetary Basis
Statement of Revenues & Expenses
As of March 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	\$ 62,409	\$ 590,433	\$ 683,322	86.41%
Cart Rental	16,342	153,111	197,103	77.68%
Food & beverage	16,295	152,133	188,822	80.57%
COS -- food & beverage	(7,475)	(72,799)	(78,814)	92.37%
Merchandise sales	11,917	148,713	178,275	83.42%
COS -- merchandise	(9,798)	(112,327)	(124,729)	90.06%
TOTAL OPERATING REVENUES	<u>\$ 89,690</u>	<u>\$ 859,264</u>	<u>\$ 1,043,979</u>	82.31%
OPERATING EXPENSES:				
Golf Shop	\$ (29,602)	\$ (199,539)	\$ (292,076)	68.32%
Cart Operations	(16,441)	(130,067)	(139,441)	93.28%
Golf Course Maintenance	(69,016)	(645,403)	(1,099,664)	58.69%
Food & Beverage	(18,913)	(138,148)	(149,331)	92.51%
Golf Administration	(30,785)	(226,260)	(277,053)	81.67%
Capital Outlay	(500)	(55,500)	(55,500)	100.00%
TOTAL OPERATING EXPENSES	<u>\$ (165,257)</u>	<u>\$ (1,394,916)</u>	<u>\$ (2,013,065)</u>	69.29%
OPERATING REVENUES OVER (UNDER) EXPENDITURES	<u>\$ (75,567)</u>	<u>\$ (535,652)</u>	<u>\$ (969,086)</u>	
NONOPERATING REVENUES (EXPENSES):				
Transfer from General	\$ 87,290	\$ 778,129	\$ 1,040,000	74.82%
Other revenues/(expenses)	1,030	10,699	300	3566.32%
TOTAL NONOPERATING REVENUES (EXPENSES):	<u>\$ 88,321</u>	<u>\$ 788,828</u>	<u>\$ 1,040,300</u>	75.83%
NET INCOME (LOSS)	<u>\$ 12,754</u>	\$ 253,176	\$ 71,214	
ENCUMBRANCES OUTSTANDING		\$ (24,945)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		426,625	426,625	
Ending Balance		<u>\$ 654,856</u>	<u>\$ 497,839</u>	