

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

Tuesday, May 17, 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

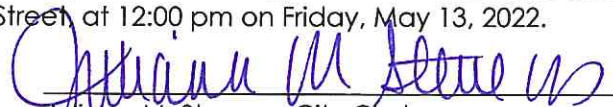
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MAY 13 2022 HS

City Clerk's Office

1. **Call to Order**
Chair Kelly Lewis
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 – May 3, 2022 and May 10, 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 May 7, 2022
 - Monthly Budget Status Report – April 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 12:00 pm on Friday, May 13, 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 CITY COUNCIL
OWASSO PUBLIC WORKS AUTHORITY (OPWA)
OWASSO PUBLIC GOLF AUTHORITY (OPGA)**

**MINUTES OF REGULAR MEETING
TUESDAY, MAY 3, 2022**

The Owasso City Council, OPWA and OPGA, met in regular session on Tuesday, May 3, 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, April 29, 2022.

1. Call to Order

Mayor/Chair Bill Bush called the meeting to order at 6:30pm.

2. Invocation

The Invocation was offered by Noah McCormick, Pastor to Students of Central Baptist Church.

3. Flag Salute

Councilor Lyndell Dunn led the flag salute.

4. Presentation of the Character Trait of Sincerity

Kelly Lewis, Character Council Member, presented the character trait for the month of May.

5. Oath of Office for Ward 5 Councilor-Elect, Doug Bonebrake

Julie Lombardi administered the Oath of Office for Ward 5 City Councilor/Trustee Doug Bonebrake.

6. Roll Call

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

A quorum was declared present.

Staff:

City Manager - Warren Lehr
City Attorney - Julie Lombardi

7. Consideration and appropriate action relating to the Election of Mayor/OPWA Chair/OPGA Chair

Mayor/Chair Bill Bush called for a nomination for the position of Mayor/Chair. Mr. Bonebrake moved, seconded by Mr. Dunn to elect Kelly Lewis to serve as Mayor/OPWA Chair/OPGA Chair

YEA: Bonebrake, Dunn, Fruga, Lewis, Bush

NAY: None

Motion carried: 5-0

8. Consideration and appropriate action relating to the Election of Vice Mayor/OPWA Vice Chair/OPGA Vice Chair

Mayor/Chair Kelly Lewis called for a nomination for the position of Vice Mayor/Vice Chair. Mr. Bush moved, seconded by Mr. Bonebrake to elect Alvin Fruga to serve as Vice Mayor/OPWA Vice Chair/OPGA Vice Chair.

YEA: Bonebrake, Bush, Dunn, Fruga, Lewis

NAY: None

Motion carried: 5-0

9. Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the City Council to be routine and will be enacted by one motion. Any Councilor may, however, remove an item from the Consent Agenda by request. A motion to adopt the Consent Agenda is non-debatable.)

- A. Approve the April 19, 2022 minutes of the City Council, OPWA, and OPGA Regular Meetings
- B. Approve claims – City Council, OPWA, and OPGA
- C. Accept the 117th East Avenue Retaining Wall Replacement Project and authorize final payment in the amount of \$8,606.45 to Contech, Inc., of Broken Arrow, Oklahoma (City Council)
- D. Accept supplemental funding from the 2022 Oklahoma Highway Safety Office Grant, authorize execution of the necessary documents, and approve a budget amendment in the General Fund, increasing the estimated revenues and the appropriation for expenditures in the Police Department by \$15,000.00 (City Council)

Mr. Bush moved, seconded by Mr. Fruga to approve the Consent Agenda as presented, with City Council claims totaling \$368,842.02, OPWA claims totaling \$1,296,383.85, and OPGA claims totaling \$24,928.11.

YEA: Bonebrake, Bush, Dunn, Fruga, Lewis

NAY: None

Motion carried: 5-0

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

None

11. Consideration and appropriate action relating to Resolution 2022-07, authorizing an application for a fund-matching grant through the State of Oklahoma 911 Management Authority to purchase a new 911 Logging Recorder (City Council)

Jason Woodruff presented the item, recommending approval of Resolution 2022-07.

There were no comments from the audience. After discussion, Mr. Bush moved, seconded by Mr. Bonebrake to approve Resolution 2022-07, as recommended.

YEA: Bonebrake, Bush, Dunn, Fruga, Lewis

NAY: None

Motion carried: 5-0

12. Consideration and appropriate action relating to the ratification of a purchase for body worn cameras and associated services (City Council)

Jason Woodruff presented the item, recommending ratification of the purchase of three (3) body worn cameras and associated services in the amount of \$27,279.72 from Axon Enterprise Inc., of Scottsdale, Arizona, of which \$13,815.72 will be paid in Fiscal Year 2022, and subsequent payments for Fiscal Year 2023 through Fiscal Year 2026 are contingent upon the annual appropriations by the City Council.

There were no comments from the audience. After discussion, Mr. Dunn moved, seconded by Mr. Bonebrake to ratify the purchase, as recommended.

YEA: Bonebrake, Bush, Dunn, Fruga, Lewis

NAY: None

Motion carried: 5-0

13. Consideration and appropriate action relating to bids received for tree planting along the North Garnett Road Improvement Project, from East 96th Street North to East 106th Street North (City Council)

Dwayne Henderson presented the item, recommending to award the contract to Grassolutions LLC, of Catoosa, Oklahoma, in the amount of \$32,235.00 and authorization to execute all necessary documents.

There were no comments from the audience. After discussion, Mr. Dunn moved, seconded by Mr. Fruga to award the contract and authorize execution of all necessary documents, as recommended.

YEA: Bonebrake, Bush, Dunn, Fruga, Lewis

NAY: None

Motion carried: 5-0

14. Report from City/Authority Manager

Warren Lehr introduced Roger Stevens to provide the monthly Public Works Project Status Report and discussion was held. Mr. Lehr reported on various City events.

15. Report from City/Authority Attorney

None

16. Report from City Councilors/Trustees

Mr. Bonebrake expressed gratitude for being re-elected, and reported on a recent Indian Nations Council Oklahoma of Governments committee meeting where Owasso street projects were not selected for funding. Mr. Bush expressed appreciation for the opportunity to serve as Mayor/Chair. City Councilors/Trustees offered congratulations to Ms. Lewis and Mr. Fruga.

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

The Mayor/Chair acknowledged receipt of the following:

- Health Care Self-Insurance Claims dated as of April 27, 2022
- General Fund Payroll Payment Report - pay period ending date April 23, 2022
- Owasso Public Works Authority Payroll Payment Report - pay period ending date April 23, 2022
- Owasso Public Golf Authority Payroll Payment Report - pay period ending date April 23, 2022

18. New Business (New Business is any item of business which could not have been foreseen at the time of posting of the agenda)

None

19. Adjournment

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

YEA: Bonebrake, Bush, Dunn, Fruga, Lewis

NAY: None

Motion carried: 5-0 and the meeting adjourned at 7:14 pm.

Kelly Lewis, Mayor/Chair

Juliann M. Stevens, City Clerk

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

MINUTES OF JOINT REGULAR MEETING TUESDAY, MAY 10, 2022

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, May 10, 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 12:00 pm on Friday, May 6, 2022.

1. Call to Order/Roll Call

Mayor/Chair Kelly Lewis called the meeting to order at 6:00 pm.

Present

Mayor/Chair – Kelly Lewis
Vice Mayor/Vice Chair – Alvin Fruga
Councilor/Trustee – Doug Bonebrake
Councilor/Trustee – Bill Bush
Councilor/Trustee – Lyndell Dunn
A quorum was declared present.

Absent

None

2. Discussion relating to Community Development items

- A. The GrOwasso 2035 Land Use Master Plan update
- B. Request for rezoning (OZ 22-03) – approximately 0.62 acres located at 11940 East 86th Street North from Office (O) to Commercial Shopping (CS)

Karl Fritschen presented item A and discussion was held. Alexa Beemer presented item B and discussion was held. It was further explained that item B would be placed on the May 17, 2022 City Council agenda for consideration and action.

3. Discussion relating to the purchase of a NetApp Storage Area Network (SAN)

Andrew Neyman presented the item and discussion was held.

4. Presentation of the Proposed FY 2022–2023 Annual Operating Budget

Warren Lehr presented the item and discussion was held. It was further explained the required Public Hearing would take place during the May 17, 2022, City Council meeting.

5. Discussion relating to City/Authority Manager items

- A. Annual appointments - various citizen boards and committees
- B. Monthly sales tax report and revenue outlook
- C. City Manager report

Juliann Stevens presented item A and discussion was held. Carly Novozinsky presented item B and discussion was held. Under item C, no report.

6. City Councilor/Trustee comments and inquiries

None

7. Consideration and appropriate action relating to a request for an executive session for the purpose of discussing personnel matters of the City Attorney and City Manager as provided for in Title 25, O.S. § 307(B)(1)

Mayor Kelly Lewis presented the item. Mr. Bonebrake moved, seconded by Mr. Bush to enter into executive session to discuss annual evaluations and employment contracts for the City Attorney and the City Manager.

YEA: Bonebrake, Dunn, Fruga, Bush, Lewis

NAY: None

Motion Carried 5-0

At 7:05 pm, the City Council members entered into executive session.

At 7:27 pm, Warren Lehr entered into executive session.

At 8:11 pm, Warren Lehr exited executive session.

At 8:13 pm, the City Council exited executive session and returned to open session.

8. Adjournment

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

YEA: Bonebrake, Dunn, Fruga, Bush, Lewis

NAY: None

Motion Carried 5-0 and the meeting adjourned at 8:14 pm.

Kelly Lewis, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 05/17/2022

Fund	Vendor Name	Payable Description	Payment Amount	
55	OPGA	YAMAHA GOLF CAR COMPANY	REPAIR	\$106.09
CART OPERATIONS			- Total	\$106.09
	AT&T	PHONE SERVICE		\$3.01
	CITY GARAGE	CITY GARAGE O/H CHGS APRI		\$67.58
	JPMORGAN CHASE BANK	BULK WILDFLOWERS-SEED		\$130.12
	JPMORGAN CHASE BANK	CORE MAIN-PUMP		\$1,756.75
	JPMORGAN CHASE BANK	FLEET FUELS-FUEL		\$3,662.79
	JPMORGAN CHASE BANK	HARRELLS-INDICATOR		\$480.00
	JPMORGAN CHASE BANK	HARRELLS-PESTICIDES		\$4,985.59
	JPMORGAN CHASE BANK	HOSE & SUPPLY-SUPPLIE		\$140.67
	JPMORGAN CHASE BANK	INNOVATICE TURF-SUPPL		\$324.04
	JPMORGAN CHASE BANK	KANSAS GOLF-PARTS		\$137.84
	JPMORGAN CHASE BANK	KEELING-SUPPLIES		\$517.69
	JPMORGAN CHASE BANK	LOWES-FITTINGS		\$19.08
	JPMORGAN CHASE BANK	LOWES-SUPPLIES		\$91.36
	JPMORGAN CHASE BANK	OREILLY-FILTER		\$22.77
	JPMORGAN CHASE BANK	OREILLY-REFUND		(\$109.99)
	JPMORGAN CHASE BANK	OREILLY-SUPPLIES		\$109.99
	JPMORGAN CHASE BANK	OREILLY-THREADED ROD		\$35.12
	JPMORGAN CHASE BANK	PLATINUM-MAINT		\$25.00
	JPMORGAN CHASE BANK	RR PRODUCTS-PARTS		\$112.60
	JPMORGAN CHASE BANK	SITEONE-PAINT		\$596.56
	JPMORGAN CHASE BANK	STANDARD SUPPLY-FILTE		\$164.25
	JPMORGAN CHASE BANK	SYDNEY SOL-SOFTWARE		\$239.00
	MOHAWK MATERIALS	SAND		\$936.00
	ONEOK INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE		\$137.17
	TEXTRON INC	BATTERIES		\$3,178.70
	UNIFIRST HOLDINGS LP	ENV CHARGE		\$47.00
	UNIFIRST HOLDINGS LP	JANITORIAL		\$65.50
	UNIFIRST HOLDINGS LP	SHOP TOWEL SERVICE		\$83.88
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE		\$53.93
	VERIZON WIRELESS	WIRELESS CONNECTION		\$80.02
COURSE MAINT			- Total	\$18,094.02
	COX COMMUNICATIONS	PHONE USAGE		\$7.06
	JPMORGAN CHASE BANK	MUMM-SUPPLIES		\$170.00
	JPMORGAN CHASE BANK	SAMS-SUPPLIES		\$45.95
	JPMORGAN CHASE BANK	SYSCO-REFUND		(\$132.24)
	JPMORGAN CHASE BANK	SYSCO-SUPPLIES		\$515.67
	JPMORGAN CHASE BANK	TANKERSLEY-SUPPLIES		\$304.87
	JPMORGAN CHASE BANK	UNITED LINEN-RENTAL		\$121.60
	JPMORGAN CHASE BANK	WALMART-CORD		\$4.88
	JPMORGAN CHASE BANK	WALMART-PAPER		\$9.54

Claims List - 05/17/2022

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	\$90.64
		FOOD & BEV - Total	\$1,137.97
		AT&T	\$9.07
		COX COMMUNICATIONS	\$3.53
		JPMORGAN CHASE BANK	\$217.99
		JPMORGAN CHASE BANK	\$327.99
		JPMORGAN CHASE BANK	\$167.50
		JPMORGAN CHASE BANK	\$25.00
		JPMORGAN CHASE BANK	\$59.42
		ONEOK INC OKLAHOMA NATURAL GAS	\$410.07
		SOUTH CENTRAL GOLF INC	\$3,050.00
		GOLF ADMIN - Total	\$4,270.57
		COX COMMUNICATIONS	\$10.60
		JPMORGAN CHASE BANK	\$245.90
		JPMORGAN CHASE BANK	\$69.96
		JPMORGAN CHASE BANK	\$179.99
		GOLF SHOP - Total	\$506.45
		BGR DAILY ACCT.	\$451.80
		JPMORGAN CHASE BANK	\$1,055.77
		JPMORGAN CHASE BANK	\$570.03
		JPMORGAN CHASE BANK	\$432.74
		JPMORGAN CHASE BANK	\$430.49
		JPMORGAN CHASE BANK	\$1,057.60
		JPMORGAN CHASE BANK	\$634.73
		JPMORGAN CHASE BANK	\$948.34
		JPMORGAN CHASE BANK	\$440.92
		JPMORGAN CHASE BANK	(\$83.64)
		JPMORGAN CHASE BANK	\$1,146.86
		JPMORGAN CHASE BANK	\$238.30
		JPMORGAN CHASE BANK	\$98.29
		NIKE USA, INC	\$583.70
		OPGA - Total	\$8,005.93
	OPGA - Total		\$32,121.03
	OPGA Grand Total		\$32,121.03

**OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 05/07/22**

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	4,776.73	8,431.47
605 Cart Operations	3,295.69	3,679.68
610 Golf Course Operations	10,031.31	15,832.12
670 Food & Beverage	3,831.18	5,643.12
690 General & Administration	3,954.81	5,699.72
<hr/> FUND TOTAL	<hr/> 25,889.72	<hr/> 39,286.11

**CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
FISCAL YEAR 2021-2022
Budgetary Basis
Statement of Revenues & Expenses
As of April 30, 2022**

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
OPERATING REVENUES:				
Golf shop fees	\$ 73,232	\$ 459,938	\$ 422,851	108.77%
Cart Rental	22,659	121,802	118,034	103.19%
Food & beverage	18,767	117,037	99,279	117.89%
COS -- food & beverage	(9,023)	(52,724)	(48,891)	107.84%
Merchandise sales	17,358	117,654	123,567	95.21%
COS -- merchandise	(12,607)	(80,591)	(85,732)	94.00%
TOTAL OPERATING REVENUES	<u>\$ 110,387</u>	<u>\$ 683,115</u>	<u>\$ 629,108</u>	108.58%
OPERATING EXPENSES:				
Golf Shop	\$ (24,414)	\$ (195,711)	\$ (278,167)	70.36%
Cart Operations	(20,583)	(88,199)	(126,738)	69.59%
Golf Course Maintenance	(55,618)	(643,521)	(852,523)	75.48%
Food & Beverage	(19,418)	(115,580)	(146,394)	78.95%
Golf Administration	(35,014)	(244,102)	(296,338)	82.37%
Capital Outlay	-	(7,641)	-	0.00%
TOTAL OPERATING EXPENSES	<u>\$ (155,048)</u>	<u>\$ (1,294,754)</u>	<u>\$ (1,700,160)</u>	76.15%
OPERATING REVENUES OVER (UNDER) EXPENDITURES	<u>\$ (44,661)</u>	<u>\$ (611,639)</u>	<u>\$ (1,071,052)</u>	
NONOPERATING REVENUES (EXPENSES):				
Transfer from General	\$ 32,029	\$ 600,346	\$ 1,040,000	57.73%
Other revenues/(expenses)	46	91	-	0.00%
TOTAL NONOPERATING REVENUES (EXPENSES):	<u>\$ 32,075</u>	<u>\$ 600,437</u>	<u>\$ 1,040,000</u>	57.73%
NET INCOME (LOSS)	<u>\$ (12,586)</u>	\$ (11,202)	\$ (31,052)	
ENCUMBRANCES OUTSTANDING		\$ (57,845)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		72,937	72,937	
Ending Balance		<u>\$ 3,890</u>	<u>\$ 41,885</u>	