

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

Tuesday, June 15, 2021 - 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

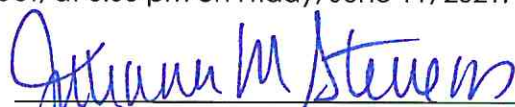
JUN 11 2021

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 – June 1, 2021, and June 8, 2021, 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 Resolution 2021-01, providing for the adoption of an annual budget for Fiscal Year 2021-2022**
Linda Jones

Staff recommends approval of Resolution 2021-01.
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 June 5, 2021
 - Monthly Budget Status Report - May 2021
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 11, 2020 and the Agenda posted at City Hall, 200 South Main Street, at 6:00 pm on Friday, June 11, 2021.



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, June 1, 2021

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, June 1, 2021, in the Council Chambers at Old Central, 109 North Birch, Owasso, Oklahoma per the Notice of Public Meeting filed Friday, December 11, 2020; and the Agenda filed in the office of the City Clerk and posted at City Hall, 200 South Main Street, at 6:00 pm on Thursday, May 27, 2021.

1. Call to Order

Chair Bill Bush called the meeting to order at 7:36 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:

Authority Manager – Warren Lehr
Authority Attorney - Julie Lombardi

3. Consideration and approval, denial, amendment, or other 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 18, 2021, Regular Meeting
- B. Approve claims

Mr. Dunn moved, seconded by Ms. Lewis to approve the Consent Agenda, as presented with claims totaling \$101,528.79.

YEA: Bonebrake, Dunn, Fruga, Lewis, Bush

NAY: None

Motion carried: 5-0

4. Consideration and approval, denial, amendment, or other 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 May 22, 2021

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

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

YEA: Bonebrake, Dunn, Fruga, Lewis, Bush

NAY: None

Motion carried: 5-0 and the meeting adjourned at 7:37 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, June 8, 2021

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, June 8, 2021, in the Council Chambers at Old Central, 109 North Birch Street, Owasso, Oklahoma, per the Notice of Public Meeting filed Friday, December 11, 2020; and the Agenda filed in the office of the City Clerk and posted at City Hall, 200 South Main Street, at 6:00 pm on Friday, June 4, 2021.

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 a proposed amendment to the Policy Guide for implementation of the Owasso Redbud District Project Plan and Increment District No. 1

Chelsea Levo Feary presented the item and discussion was held. It was further explained that an item would be placed on the June 15, 2021, City Council agenda for consideration and action.

3. Discussion relating to a request for annexation (OA 21-03) and rezoning (OZ 21-04) – 9.95 acres located at 11121 North 129th East Avenue from Agriculture (AG) to Residential Single-Family High Density (RS-3)

Alexa Beemer presented the item. It was further explained that an item would be placed on the June 15, 2021, City Council agenda for consideration and action.

4. Discussion relating to the proposed FY 2021-2022 Annual Operating Budget

Warren Lehr and Linda Jones presented the item and discussion was held.

5. Discussion relating to a budget amendment for fiscal year end supplemental appropriations of excess sales tax revenue

Linda Jones presented the item. It was further explained that an item would be placed on the June 15, 2021, City Council and OPWA agendas for consideration and action.

6. Discussion relating to City/Authority Manager items

- A. Monthly sales tax report
- B. Various Citizen Board and Committee appointments
- C. City Manager report

Warren Lehr introduced Linda Jones to present item A. Mr. Lehr introduced Juliann Stevens to present item B and discussion was held. Mr. Lehr reported on the Comprehensive Land Use Masterplan survey that is now available for public participation and the new Chief of Police, Dan Yancey, will begin Monday, June 14, 2021.

7. City Councilor/Trustee comments and inquiries

Mr. Dunn and Mr. Fruga commented on the Gathering on Main event. Mr. Bush inquired on Tulsa Driller's mascot, Hornsby, appearing at the August 5, 2021, Gathering Event to promote the August 20, 2021, Owasso Night at the Tulsa Drillers game.

8. Adjournment

The meeting adjourned at 7:21 pm.

Bill Bush, Mayor/Chair

Juliann M. Stevens, City/Authority Clerk

Claims List - 6/15/2021

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	ADVANCE AUTO-SUPPLIES \$12.70
		JPMORGAN CHASE BANK	OREILLY-SUPPLIES \$21.96
CART OPERATIONS - Total			\$34.66
	AT&T	CONSOLIDATED PHONE	\$13.26
	CITY GARAGE	LABOR/OVERHEAD CHG - JUNE	\$75.83
	JPMORGAN CHASE BANK	IMPERIAL-UNIFORMS	\$580.02
	JPMORGAN CHASE BANK	KANSAS GOLF-REPAIR	\$339.45
	JPMORGAN CHASE BANK	KEELING-PARTS	\$1,106.49
	JPMORGAN CHASE BANK	L&M-STEEL DRAG MAT	\$109.99
	JPMORGAN CHASE BANK	OREILLY-TAPE	\$3.99
	JPMORGAN CHASE BANK	OWASSO OVERHEAD-REPAI	\$125.00
	JPMORGAN CHASE BANK	P&K-POLE SAW	\$605.79
	JPMORGAN CHASE BANK	SITONE-ANNUALS	\$540.18
	JPMORGAN CHASE BANK	TIMMONS-FUEL	\$837.55
	JPMORGAN CHASE BANK	TURNPRO-TREATMENTS	\$549.00
	ONEOK INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$49.28
	TCF NATIONAL BANK	MAINT CART LEASE	\$1,156.87
	VERIZON WIRELESS	WIRELESS CONNECTION	\$74.30
COURSE MAINT - Total			\$6,167.00
	JPMORGAN CHASE BANK	RSTRNT EQUIP-SUPPLIES	\$199.25
	JPMORGAN CHASE BANK	SAMS-SUPPLIES	\$12.98
	JPMORGAN CHASE BANK	SYSCO-SUPPLIES	\$270.55
FOOD & BEV - Total			\$482.78
	AT&T	LONG DISTANCE PHONE	\$8.85
	JPMORGAN CHASE BANK	ACUSHNET-UNIFORM	\$257.72
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	\$158.86
	JPMORGAN CHASE BANK	TERMINIX-PEST CONTROL	\$95.00
	JPMORGAN CHASE BANK	WASTE MGMT-REF SVC	\$608.73
	ONEOK INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$192.36
GOLF ADMIN - Total			\$1,321.52
	JPMORGAN CHASE BANK	BILLER DIRECT-UNIFORM	\$229.18
	JPMORGAN CHASE BANK	EXAMITY-EXAM FEE	\$15.00
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	\$75.90
GOLF SHOP - Total			\$320.08
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	\$237.76
	JPMORGAN CHASE BANK	JMW GOLF-MERCHANDISE	\$60.31
	JPMORGAN CHASE BANK	PEPSI-BEVERAGES	\$958.82
	JPMORGAN CHASE BANK	SAMS-FOOD	\$57.32
	JPMORGAN CHASE BANK	SYSCO-FOOD	\$161.11
	JPMORGAN CHASE BANK	TEXOMA-MERCHANDISE	\$273.30
	PRECISION PRO SPORTS LLC	MERCHANDISE	\$459.95

Claims List - 6/15/2021

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	OPGA - Total	\$2,208.57
	OPGA	- Total	\$10,534.61
OPGA Grand Total			\$10,534.61



TO: The Honorable Chair and Trustees
Owasso Public Golf Authority

FROM: Linda Jones
Finance Director

SUBJECT: Resolution 2021-01
FY 2021-2022 Annual Owasso Public Golf Authority (OPGA) Operating Budget

DATE: June 11, 2021

BACKGROUND:

Pursuant to statutory and Charter provisions, an annual operating budget for the General Fund, Owasso Public Works Authority (OPWA) Fund, OPGA Fund, and other funds has been developed and was transmitted for Trustee review on May 11, 2021. The proposed budget was discussed during the May and June Worksession meetings. Printed copies of the proposed budget have been available for public viewing at City Hall and on the City's website.

Resolution 2021-01 provides for the adoption of a fiscal year budget for the Owasso Public Golf Authority.

PUBLIC HEARING:

On May 19, 2021, legal notice of a public hearing was published in the Owasso Reporter, and such hearing was conducted on June 1, 2021. The public hearing provided opportunity for citizen comment and questions relating to the proposed budget. No public comments were received.

RECOMMENDATION:

Staff recommends approval of Resolution 2021-01, adopting a Fiscal Year 2021-2022 budget for the OPGA Fund.

ATTACHMENT:

OPGA Resolution 2021-01

**OWASSO PUBLIC GOLF AUTHORITY
OWASSO, OKLAHOMA
RESOLUTION 2021-01**

**A RESOLUTION PROVIDING FOR THE ADOPTION OF AN ANNUAL BUDGET
FOR FISCAL YEAR 2021-2022 FOR THE OWASSO PUBLIC GOLF AUTHORITY**

WHEREAS, The Owasso Public Golf Authority was created as a Title 60 Public Trust; and

WHEREAS, The Authority Manager has prepared a budget for fiscal year ending June 30, 2022 (FY 2021-2022); and

WHEREAS, the budget has been formally presented to the Trustees; and

WHEREAS, certain budget filing requirements are mandated by State Statutes.

NOW, THEREFORE, BE IT RESOLVED BY THE TRUSTEES OF THE OWASSO PUBLIC GOLF AUTHORITY, THAT:

SECTION ONE (1): The Owasso Public Golf Authority does hereby adopt the FY 2021-2022 Budget with total resources available in the amount of \$1,669,108 and total expenditures appropriations in the amount of \$1,668,714 as follows:

Golf Shop	\$ 278,167
Golf Cart Operation	126,738
Golf Course Maintenance	852,523
Food and Beverage	146,394
General and Administrative	<u>264,892</u>
Total expenditures	\$1,668,714

SECTION TWO (2): The effective date of this Resolution shall be July 1, 2021.

PASSED AND APPROVED this 15th day of June 2021.

Bill Bush, Chair

ATTEST:

Juliann M. Stevens, Authority Clerk

APPROVED AS TO FORM:

Julie Lombardi, Authority Attorney

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 06/05/21

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	4,707.39	8,231.42
605 Cart Operations	764.88	859.73
610 Golf Course Operations	13,840.48	21,448.44
670 Food & Beverage	1,391.31	2,859.31
690 General & Administration	3,611.92	5,248.01
<hr/> FUND TOTAL	<hr/> 24,315.98	<hr/> 38,646.91

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

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
OPERATING REVENUES:				
Golf shop fees	\$ 9,643	\$ 510,009	\$ 512,467	99.52%
Merchandise sales	3,872	140,134	163,230	85.85%
COS -- merchandise	(3,307)	(94,920)	(118,349)	80.20%
Cart Rental	1,667	174,947	142,931	122.40%
Food & beverage	2,819	127,759	134,139	95.24%
COS -- food & beverage	(1,791)	(60,744)	(67,487)	90.01%
TOTAL OPERATING REVENUES	<u>\$ 12,902</u>	<u>\$ 797,186</u>	<u>\$ 766,931</u>	103.94%
OPERATING EXPENSES:				
Golf Shop	(18,932)	(214,050)	\$ (276,141)	77.51%
Cart Operations	(5,786)	(100,123)	(120,058)	83.40%
Golf Course Maintenance	(56,389)	(642,304)	(731,714)	87.78%
Food & Beverage	(8,851)	(120,483)	(140,778)	85.58%
Golf Administration	(15,608)	(207,223)	(227,912)	90.92%
Capital Outlay Bridge Renovation	(3,845)	(76,900)	(75,400)	101.99%
Capital Outlay Greens Replacement	(190,928)	(510,415)	(803,377)	63.53%
TOTAL OPERATING EXPENSES	<u>\$ (300,338)</u>	<u>\$ (1,871,499)</u>	<u>\$ (2,375,380)</u>	78.79%
OPERATING REVENUES OVER (UNDER) EXPENDITURES	<u>\$ (287,436)</u>	<u>\$ (1,074,313)</u>	<u>\$ (1,608,449)</u>	
NONOPERATING REVENUES (EXPENSES):				
Transfer from General	\$ 78,175	\$ 2,532,446	\$ 1,733,049	146.13%
Transfer from OPWA		326,201	326,201	100.00%
Other revenues/(expenses)	1	2,928	-	
TOTAL NONOPERATING REVENUES (EXPENSES):	<u>\$ 78,176</u>	<u>\$ 2,861,574</u>	<u>\$ 2,059,250</u>	138.96%
NET INCOME (LOSS)	<u>\$ (209,261)</u>	<u>\$ 1,787,261</u>	<u>\$ 450,801</u>	
ENCUMBRANCES OUTSTANDING		\$ (302,646)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		(1,484,615)	(1,484,615)	
Ending Balance		<u>\$ -</u>	<u>\$ (1,033,814)</u>	