

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

Tuesday, June 20, 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

JUN 16 2023

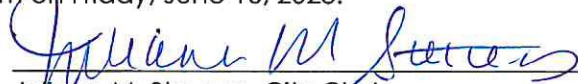
AS

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 – June 6, 2023, and June 13, 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 Resolution 2023-01, providing for the adoption of an annual budget for Fiscal Year 2023-2024**
Carly Novozinsky

Staff recommends approval of Resolution 2023-01.
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 3, 2023
 - Monthly Budget Status Report – May 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, June 16, 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, JUNE 6, 2023

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, June 6, 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 5:00 pm on Friday, June 2, 2023.

1. **Call to Order** - Chair Kelly Lewis called the meeting to order at 7:35 pm.

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

Present	Absent
Chair – Kelly Lewis	Trustee – Lyndell Dunn
Vice Chair – Alvin Fruga	
Trustee – Doug Bonebrake	
Trustee – Dr. Paul Loving	

Staff: Assistant Authority Manager – Chris Garrett / 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 – May 16, 2023, Regular Meeting
- B. Approve claims

Dr. Loving moved, seconded by Mr. Bonebrake to approve the Consent Agenda as presented, with claims totaling \$58,857.81.

YEA: Bonebrake, Loving, 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 May 20, 2023

8. **New Business** - None

9. **Adjournment**

Mr. Bonebrake moved, seconded by Dr. Loving to adjourn the meeting.

YEA: Bonebrake, Loving, Fruga, Lewis

NAY: None

Motion carried: 4-0 and the meeting adjourned at 7:36 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, JUNE 13, 2023

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, June 13, 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 3:00 pm on Thursday, June 8, 2023.

1. **Call to Order** - 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
Councilor/Trustee – Dr. Paul Loving

Absent

None

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

2. **Discussion relating to a proposed amendment to Section III (A)(5), Development Project Assistance, of the Owasso Redbud District Project Plan and Tax Increment District No. 1 Policy Guide**

Chris Garrett presented the item and discussion was held. It was further explained this item will be placed on the June 20, 2023, City Council agenda for consideration and action.

3. **Discussion relating to the proposed Fiscal Year 2023-2024 Annual Operating Budget**

Warren Lehr and Carly Novozinsky presented the item and discussion was held. It was further explained an item would be placed on the June 20, 2023, City Council, OPWA, and OPGA agendas for consideration and action.

4. **Discussion relating to City/Authority Manager items**

- A. Monthly sales tax report and revenue outlook
- B. City Manager report

Carly Novozinsky presented item A. Warren Lehr reported on Owasso Strong Neighborhood Initiative Owasso CARES event; a Town Hall meeting regarding the 55/100ths Sales Tax Election will be held on Thursday, June 15, 2023; during construction of the E 116th Street North and Mingo Road intersection improvements project, Magellan Pipe Line crews will be performing repairs to a gas line creating various lane closures; and Bailey Ranch Golf Course will close in July for a greens repair project.

5. **Consideration and appropriate action relating to a request for an executive session for the purposes of discussing the City Attorney and the City Manager employment contract, annual evaluation, and succession planning, as provided for in Title 25, O.S. § 307(B)(1)**

Mayor Kelly Lewis presented the item, recommending to enter into executive session. Mr. Bonebrake moved seconded by Mr. Fruga to enter into executive session, as recommended.

YEA: Bonebrake, Dunn, Loving, Fruga, Lewis

NAY: None

Motion carried: 5-0

At 6:28 pm, the City Council members and Chris Garrett entered into Executive Session.

AT 6:49 pm, Chris Garrett exited Executive Session.

At 7:02 pm, the City Council exited executive session and returned to open session.

6. **City Councilor/Trustee comments and inquiries** – None

7. **Adjournment**

The meeting adjourned at 7:03 pm.

Kelly Lewis, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 6/20/2023

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	FLEET FUELS LLC	\$975.17
		JPMORGAN CHASE BANK	\$642.27
		CART OPERATIONS - Total	\$1,617.44
		AT&T	\$3.22
		BROWN FARMS LLC	\$880.00
		BWI COMPANIES, INC	\$3,843.80
		FLEET FUELS LLC	\$2,212.66
		HOLLIDAY SAND & GRAVEL CO	\$570.39
		JPMORGAN CHASE BANK	\$102.93
		JPMORGAN CHASE BANK	\$109.96
		JPMORGAN CHASE BANK	\$1,141.76
		JPMORGAN CHASE BANK	\$1,617.66
		JPMORGAN CHASE BANK	\$86.19
		JPMORGAN CHASE BANK	\$139.92
		JPMORGAN CHASE BANK	\$197.00
		JPMORGAN CHASE BANK	\$52.05
		JPMORGAN CHASE BANK	\$196.88
		JPMORGAN CHASE BANK	\$336.76
		JPMORGAN CHASE BANK	\$14.10
		JPMORGAN CHASE BANK	(\$230.41)
		JPMORGAN CHASE BANK	\$25.00
		JPMORGAN CHASE BANK	\$611.91
		JPMORGAN CHASE BANK	\$41.00
		LONE STAR FLAGS & GOLF INC	\$314.00
		MOHAWK MATERIALS	\$1,035.40
		UNIFIRST HOLDINGS LP	\$66.25
		UNIFIRST HOLDINGS LP	\$95.00
		UNIFIRST HOLDINGS LP	\$109.30
		UNIFIRST HOLDINGS LP	\$59.85
		COURSE MAINT - Total	\$13,632.58
		JPMORGAN CHASE BANK	\$7.44
		JPMORGAN CHASE BANK	\$310.18
		JPMORGAN CHASE BANK	\$57.46
		JPMORGAN CHASE BANK	\$78.24
		JPMORGAN CHASE BANK	\$7.41
		STEPHEN R GRINTER	\$450.00
		FOOD & BEV - Total	\$910.73
		AT&T	\$9.70
		AT&T LONG DISTANCE	\$94.10
		CITY OF OWASSO	\$192.50
		JPMORGAN CHASE BANK	\$3.72

Claims List - 6/20/2023

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	ONG-NATURAL GAS USAGE \$253.04
		JPMORGAN CHASE BANK	PGA-DUES \$537.00
		JPMORGAN CHASE BANK	PGA-TRAINING \$190.00
		JPMORGAN CHASE BANK	PLATINUM-SECURITY \$25.00
		ROGER CLEVELAND GOLF COMPANY	DEMO WEDGES \$83.50
		STANDLEY SYSTEMS, LLC	COPIER \$208.20
		GOLF ADMIN - Total	\$1,596.76
		JPMORGAN CHASE BANK	AHEAD-FIXTURE \$22.36
		JPMORGAN CHASE BANK	COX-PHONE USAGE \$11.16
		GOLF SHOP - Total	\$33.52
		BAD BIRDIE	MERCHANDISE EXPENSE \$2,192.00
		BGR DAILY ACCT.	REIMB PETTY CASH \$3,622.93
		CALLAWAY GOLF SALES COMPANY	MERCHANDISE EXPENSE \$2,248.34
		JPMORGAN CHASE BANK	ACUSHNET-MECH EXP \$5,042.73
		JPMORGAN CHASE BANK	ACUSHNET-MERCH EXP \$801.02
		JPMORGAN CHASE BANK	AHEAD-MERCH EX \$538.35
		JPMORGAN CHASE BANK	ELITE GOLF-MERCH EXP \$3,050.00
		JPMORGAN CHASE BANK	GOLF COURSE BEER \$977.63
		JPMORGAN CHASE BANK	IMPERIAL-COFFEE \$271.85
		JPMORGAN CHASE BANK	PUKKA-MERCH EXP \$2,552.52
		JPMORGAN CHASE BANK	SAMS-FOOD \$1,126.54
		JPMORGAN CHASE BANK	TRACER-MERCH EXP \$328.74
		JPMORGAN CHASE BANK	WALMART-FOOD \$49.59
		OPGA - Total	\$22,802.24
	OPGA - Total		\$40,593.27
	OPGA Grand Total		\$40,593.27



TO: The Honorable Chair and Trustees
Owasso Public Golf Authority

FROM: Carly Novozinsky, Finance Director

SUBJECT: Resolution 2023-01
FY 2023-2024 Annual Owasso Public Golf Authority (OPGA) Operating Budget

DATE: June 15, 2023

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 9, 2023. 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, on the City's website and at the Owasso Public Library.

Resolution 2023-01 provides for the adoption of a fiscal year budget for the Owasso Public Golf Authority.

PUBLIC HEARING:

On May 24, 2023, legal notice of a public hearing was published in the Owasso Reporter, and such hearing was conducted on June 6, 2023. 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 2023-01, adopting a Fiscal Year 2023-2024 Budget for the OPGA Fund.

ATTACHMENT:

OPGA Resolution 2023-01

**OWASSO PUBLIC GOLF AUTHORITY
CITY OF OWASSO, OKLAHOMA
RESOLUTION 2023-01**

**A RESOLUTION PROVIDING FOR THE ADOPTION OF AN ANNUAL BUDGET
FOR FISCAL YEAR 2023-2024 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, 2024 (FY 2023-2024); 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 2023-2024 Budget with total resources available in the amount of \$2,041,081 and total expenditures appropriations in the amount of \$2,250,996 as follows:

Golf Shop	336,398
Golf Cart Operations	183,370
Golf Course Maintenance	1,217,417
Food & Beverage	181,421
General & Administrative	<u>332,390</u>
Total Expenditures	<u>2,250,996</u>

SECTION TWO (2): The effective date of this Resolution shall be July 1, 2023.

PASSED AND APPROVED this 20th day of June 2023.

Kelly Lewis, 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 06/03/23**

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	6,996.83	10,967.33
605 Cart Operations	2,659.50	2,969.34
610 Golf Course Operations	19,909.58	27,040.33
670 Food & Beverage	5,159.57	7,157.00
690 General & Administration	4,239.23	6,027.70
<hr/> FUND TOTAL	<hr/> 38,964.71	<hr/> 54,161.70

CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
FISCAL YEAR 2022-2023
Budgetary Basis
Statement of Revenues & Expenses
As of May 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	\$ 83,443	\$ 764,930	\$ 683,322	111.94%
Cart Rental	26,149	205,721	197,103	104.37%
Food & beverage	24,446	199,367	188,822	105.58%
COS -- food & beverage	(10,672)	(94,357)	(78,814)	119.72%
Merchandise sales	19,061	190,322	178,275	106.76%
COS -- merchandise	(12,728)	(139,796)	(124,729)	112.08%
TOTAL OPERATING REVENUES	<u>\$ 129,700</u>	<u>\$ 1,126,187</u>	<u>\$ 1,043,979</u>	107.87%
OPERATING EXPENSES:				
Golf Shop	\$ (24,926)	\$ (252,257)	\$ (292,076)	86.37%
Cart Operations	(15,817)	(160,196)	(139,441)	114.88%
Golf Course Maintenance	(70,195)	(804,931)	(1,099,664)	73.20%
Food & Beverage	(16,276)	(170,124)	(149,331)	113.92%
Golf Administration	(25,616)	(283,191)	(277,053)	102.22%
Capital Outlay	-	(55,500)	(55,500)	100.00%
TOTAL OPERATING EXPENSES	<u>\$ (152,830)</u>	<u>\$ (1,726,200)</u>	<u>\$ (2,013,065)</u>	85.75%
OPERATING REVENUES OVER (UNDER) EXPENDITURES	<u>\$ (23,130)</u>	<u>\$ (600,013)</u>	<u>\$ (969,086)</u>	
NONOPERATING REVENUES (EXPENSES):				
Transfer from General	\$ 87,290	\$ 952,710	\$ 1,040,000	91.61%
Other revenues/(expenses)	1,139	12,623	300	4207.71%
TOTAL NONOPERATING REVENUES (EXPENSES):	<u>\$ 88,429</u>	<u>\$ 965,333</u>	<u>\$ 1,040,300</u>	92.79%
NET INCOME (LOSS)	<u>\$ 65,299</u>	\$ 365,320	\$ 71,214	
ENCUMBRANCES OUTSTANDING		\$ (13,616)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		426,625	426,625	
Ending Balance		<u>\$ 778,329</u>	<u>\$ 497,839</u>	