

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

Tuesday, June 21, 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
JUN 17 2022 JS

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 – June 7, 2022, and June 14, 2022, 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 2022-01, providing for the adoption of an annual budget for Fiscal Year 2022-2023**
Linda Holt

Staff recommends approval of Resolution 2022-01.
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 4, 2022
 - Monthly Budget Status Report – May 2022
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 10, 2021, and the Agenda posted at City Hall, 200 South Main Street, at 3:00 pm on Friday, June 17, 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, JUNE 7, 2022

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, June 7, 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, June 3, 2022.

1. Call to Order

Chair Kelly Lewis called the meeting to order at 8:37 pm.

2. Roll Call

Present

Absent

Chair – Kelly Lewis

Trustee – Bill Bush

Vice Chair – 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 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 – May 3, 2022, Regular Meeting
- B. Approve claims

Mr. Dunn moved, seconded by Mr. Fruga to approve the Consent Agenda, as presented with claims totaling \$35,866.67.

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 (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 21, 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

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 8:38 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 14, 2022

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, June 14, 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, June 10, 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 Department Items

- A. Request for a final plat - CVP-Owasso DB, approximately 0.826 acres located east of the northeast corner of East 116th Street North and North 129th East Avenue
- B. Request for a final plat - Caffeine Corner, approximately 0.638 acres located at the southeast corner of East 106th Street North and U.S. Highway 169
- C. Request for a Specific Use Permit - approximately 4.98 acres located at 10927 East 106th Street North for a ground passenger transportation facility in a Commercial (CS) District, as referenced in SUP 22-02

Brian Dempster presented the items and discussion was held. It was further explained these items would be placed on the June 21, 2022, City Council agenda for consideration and action.

3. Discussion relating to household refuse collection and disposal services

Travis Blundell presented the item and discussion was held.

4. Discussion relating to a proposed amendment to the list of projects eligible for expenditure from the Capital Improvement Fund to include East 96th Street North Widening from North 134th East Avenue to North 145th East Avenue and East 116th Street North Widening from North Garnett Road to North 129th East Avenue

Teresa Willson presented the item and discussion was held. It was further explained the required Public Hearing would take place during the June 21, 2022, City Council meeting.

5. Discussion relating to City/Authority Manager items

- A. Proposed Fiscal Year 2022-2023 Annual Operating Budget
- B. Monthly sales tax report and revenue outlook
- C. City Manager report

Warren Lehr presented item A and discussion was held. It was further explained that an item would be placed on the June 21, 2022, City Council, OPWA, and OPGA agendas for consideration and action. Linda Holt presented item B and discussion was held. Mr. Lehr reported on road closures related to the East 76th Street North and U.S. Highway 169 project.

6. Adjournment

The meeting adjourned at 6:50 pm.

Kelly Lewis, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 06/21/2022

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	ATWOOD-REFUND (\$6.00)
		JPMORGAN CHASE BANK	ATWOOD-SUPPLIES \$232.92
		JPMORGAN CHASE BANK	LOWES-REFUND (\$0.89)
		JPMORGAN CHASE BANK	LOWES-SUPPLIES \$89.92
		YAMAHA GOLF CAR COMPANY	LEASE \$3,659.98
		YAMAHA MOTOR CORPORATION, USA	REPAIRS \$282.37
CART OPERATIONS - Total			\$4,258.30
		AT&T	PHONE SERVICE \$3.17
		CITY GARAGE	CITY GARAGE OH MAY22 \$67.58
		GLK TURF SOLUTIONS, LLC	FRAISE MOWING \$2,500.00
		JESCO PRODUCTS, INC	BUNKER RAKES \$765.00
		JPMORGAN CHASE BANK	AIMRIGHT TEST-SUPPLIE \$1,400.00
		JPMORGAN CHASE BANK	AMAZON-EQUIPMENT \$1,850.10
		JPMORGAN CHASE BANK	ANCHOR-SUPPLIES \$170.83
		JPMORGAN CHASE BANK	HARRELLS-SUPPLIES \$14,376.90
		JPMORGAN CHASE BANK	KANSAS GOLF & TURF-PA \$590.64
		JPMORGAN CHASE BANK	LULU PRESS-GUIDES \$26.67
		JPMORGAN CHASE BANK	OREILLY-BATTERY \$181.44
		JPMORGAN CHASE BANK	OREILLY-REFUND (\$32.99)
		JPMORGAN CHASE BANK	OREILLY-SUPPLIES \$39.96
		JPMORGAN CHASE BANK	P AND K-PARTS \$472.97
		JPMORGAN CHASE BANK	PLATINUM-SECURITY \$25.00
		JPMORGAN CHASE BANK	PROF TURF PROD-PARTS \$396.72
		JPMORGAN CHASE BANK	PROF TURF PROD-SUPPLI \$960.59
		JPMORGAN CHASE BANK	QUALITY TIRE-PARTS \$165.98
		JPMORGAN CHASE BANK	SITEONE-SUPPLIES \$1,787.47
		JPMORGAN CHASE BANK	TURNPRO-TREATMENT \$1,260.00
		ONEOK INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$44.53
		UNIFIRST HOLDINGS LP	ENV CHARGE \$39.00
		UNIFIRST HOLDINGS LP	JANITORIAL \$61.74
		UNIFIRST HOLDINGS LP	SHOP TOWEL SERVICE \$62.91
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE \$38.91
COURSE MAINT - Total			\$27,255.12
		CITY OF OWASSO	OCCUPATION TAX \$250.00
		JPMORGAN CHASE BANK	RESTAURANT EQUIP-FREE \$3,752.00
		JPMORGAN CHASE BANK	SAMS-SUPPLIES \$31.41
		JPMORGAN CHASE BANK	SYSCO-SUPPLIES \$171.65
		JPMORGAN CHASE BANK	TANKERSLEY-SUPPLIES \$115.26
		JPMORGAN CHASE BANK	UNITED LINEN-RENTAL \$121.60
		STEPHEN R GRINTER	REPAIR \$310.00
FOOD & BEV - Total			\$4,751.92

Claims List - 06/21/2022

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	AT&T	\$9.07
		AT&T LONG DISTANCE	\$74.54
		GPS TECHNOLOGIES INC	\$630.00
		JPMORGAN CHASE BANK	\$69.99
		JPMORGAN CHASE BANK	\$216.00
		JPMORGAN CHASE BANK	\$25.00
		JPMORGAN CHASE BANK	\$1,630.47
		JPMORGAN CHASE BANK	\$100.00
		JPMORGAN CHASE BANK	\$62.42
		JPMORGAN CHASE BANK	\$527.51
		ONEOK INC OKLAHOMA NATURAL GAS	\$328.73
		GOLF ADMIN - Total	\$3,673.73
		JPMORGAN CHASE BANK	\$136.75
		GOLF SHOP - Total	\$136.75
		BGR DAILY ACCT.	\$2,777.95
		JPMORGAN CHASE BANK	\$1,699.14
		JPMORGAN CHASE BANK	\$582.48
		JPMORGAN CHASE BANK	\$150.40
		JPMORGAN CHASE BANK	\$241.51
		JPMORGAN CHASE BANK	\$952.99
		JPMORGAN CHASE BANK	\$1,483.02
		JPMORGAN CHASE BANK	\$95.42
		JPMORGAN CHASE BANK	\$147.45
		JPMORGAN CHASE BANK	\$242.21
		JPMORGAN CHASE BANK	\$38.46
		OPGA - Total	\$8,411.03
		OPGA - Total	\$48,486.85
		OPGA Grand Total	\$48,486.85



TO: The Honorable Chair and Trustees
Owasso Public Golf Authority

FROM: Linda Holt
Finance Director

SUBJECT: Resolution 2022-01
FY 2022-2023 Annual Owasso Public Golf Authority (OPGA) Operating Budget

DATE: June 17, 2022

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 10, 2022. 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 2022-01 provides for the adoption of a fiscal year budget for the Owasso Public Golf Authority.

PUBLIC HEARING:

On May 11, 2022, legal notice of a public hearing was published in the Owasso Reporter, and such hearing was conducted on May 17, 2022. 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 2022-01, adopting a Fiscal Year 2022-2023 Budget for the OPGA Fund.

ATTACHMENT:

OPGA Resolution 2022-01

**OWASSO PUBLIC GOLF AUTHORITY
OWASSO, OKLAHOMA
RESOLUTION 2022-01**

**A RESOLUTION PROVIDING FOR THE ADOPTION OF AN ANNUAL BUDGET
FOR FISCAL YEAR 2022-2023 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, 2023 (FY 2022-2023); 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 2022-2023 Budget with total resources available in the amount of \$2,084,279 and total expenditures appropriations in the amount of \$2,013,065 as follows:

Golf Shop	292,076
Golf Cart Operations	139,441
Golf Course Maintenance	1,099,664
Food & Beverage	149,331
General & Administrative	<u>332,553</u>
Total Expenditures	2,013,065

SECTION TWO (2): The effective date of this Resolution shall be July 1, 2022.

PASSED AND APPROVED this 21st day of June 2022.

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 06/04/22

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	6,706.89	10,792.20
605 Cart Operations	3,926.00	4,383.39
610 Golf Course Operations	13,440.17	19,652.33
670 Food & Beverage	3,585.44	5,349.27
690 General & Administration	4,034.81	5,789.04
<hr/> FUND TOTAL	<hr/> 31,693.31	<hr/> 45,966.23

CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
FISCAL YEAR 2021-2022
Budgetary Basis
Statement of Revenues & Expenses
As of May 31, 2022

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
OPERATING REVENUES:				
Golf shop fees	\$ 90,411	\$ 550,349	\$ 422,851	130.15%
Cart Rental	28,019	149,821	118,034	126.93%
Food & beverage	26,365	143,402	99,279	144.44%
COS -- food & beverage	(11,187)	(63,987)	(48,891)	130.88%
Merchandise sales	35,347	153,001	123,567	123.82%
COS -- merchandise	(27,366)	(107,957)	(85,732)	125.92%
TOTAL OPERATING REVENUES	<u>\$ 141,590</u>	<u>\$ 824,629</u>	<u>\$ 629,108</u>	131.08%
OPERATING EXPENSES:				
Golf Shop	\$ (18,139)	\$ (213,850)	\$ (278,167)	76.88%
Cart Operations	(13,437)	(101,636)	(126,738)	80.19%
Golf Course Maintenance	(57,656)	(701,177)	(852,523)	82.25%
Food & Beverage	(15,703)	(131,283)	(146,394)	89.68%
Golf Administration	(20,278)	(264,380)	(296,338)	89.22%
Capital Outlay	-	(7,641)	-	0.00%
TOTAL OPERATING EXPENSES	<u>\$ (125,212)</u>	<u>\$ (1,419,966)</u>	<u>\$ (1,700,160)</u>	83.52%
OPERATING REVENUES OVER (UNDER) EXPENDITURES	<u>\$ 16,378</u>	<u>\$ (595,338)</u>	<u>\$ (1,071,052)</u>	
NONOPERATING REVENUES (EXPENSES):				
Transfer from General		\$ 600,346	\$ 1,040,000	57.73%
Other revenues/(expenses)	612	703	-	0.00%
TOTAL NONOPERATING REVENUES (EXPENSES):	<u>\$ 612</u>	<u>\$ 601,049</u>	<u>\$ 1,040,000</u>	57.79%
NET INCOME (LOSS)	<u>\$ 16,990</u>	\$ 5,711	\$ (31,052)	
ENCUMBRANCES OUTSTANDING		\$ (52,471)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		72,937	72,937	
Ending Balance		<u>\$ 26,177</u>	<u>\$ 41,885</u>	