

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

Tuesday, August 2, 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

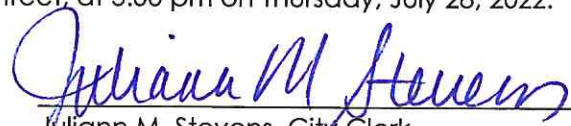
JUL 28 2022

AS

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 – July 19, 2022, Regular Meeting
 - 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 June 16, 2022
 - Monthly Budget Status Report – June 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 5:00 pm on Thursday, July 28, 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, JULY 19, 2022

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, July 19, 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 5:00 pm on Thursday, July 14, 2022.

1. Call to Order

Chair Kelly Lewis called the meeting to order at 7:05 pm.

2. Roll Call

Present

Absent

Chair – Kelly Lewis

Vice Chair – Alvin Fruga

Trustee – Doug Bonebrake

Trustee – Bill Bush

Trustee – Lyndell Dunn

A quorum was declared present.

Staff:

Assistant Authority Manager – Chris Garrett

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 – July 5, 2022, and July 12, 2022, Regular Meetings

B. Approve claims

Mr. Dunn moved, seconded by Mr. Bush to approve the Consent Agenda, as presented with claims totaling \$41,005.87.

YEA: Bonebrake, Bush, Dunn, 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 July 2, 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. Dunn moved, seconded by Mr. Bonebrake to adjourn the meeting.

YEA: Bonebrake, Bush, Dunn, Lewis

NAY: None

Motion carried: 4-0 and the meeting adjourned at 7:06 pm.

Juliann M. Stevens, Authority Clerk

Kelly Lewis, Chair

Claims List - 08/02/2022

| Fund | Vendor Name | Payable Description | Payment Amount |
|------|------------------------------|--------------------------------|-----------------------|
| 55 | OPGA | JPMORGAN CHASE BANK | FLEET-FUEL \$4,470.02 |
| | | YAMAHA MOTOR CORPORATION, USA | CARTS \$3,790.82 |
| | | CART OPERATIONS - Total | \$8,260.84 |
| | AEP/PSO | ELECTRIC USE | \$2,977.79 |
| | AT&T | PHONE USE | \$26.82 |
| | JPMORGAN CHASE BANK | AMAZON-PARTS | \$69.99 |
| | JPMORGAN CHASE BANK | AMAZON-SUPPLIES | \$19.49 |
| | JPMORGAN CHASE BANK | ANCHOR STONE-SUPPLIES | \$473.34 |
| | JPMORGAN CHASE BANK | CORE&MAIN-SUPPLIES | \$166.20 |
| | JPMORGAN CHASE BANK | FLEET-FUEL | \$3,033.34 |
| | JPMORGAN CHASE BANK | GOLF SUPERINTEN-DUES | \$650.00 |
| | JPMORGAN CHASE BANK | KANSAS GOLF-PARTS | \$45.27 |
| | JPMORGAN CHASE BANK | LOWES-SUPPLIES | \$73.32 |
| | JPMORGAN CHASE BANK | MAIL THIS-SHIPPING | \$17.43 |
| | JPMORGAN CHASE BANK | MURRAY ELECTRIC-PARTS | \$981.88 |
| | JPMORGAN CHASE BANK | OREILLY-SUPPLIES | \$103.15 |
| | JPMORGAN CHASE BANK | TURNPRO-TREATMENTS | \$1,260.00 |
| | POWER MILL CONTRACTORS INC | SAND SILO | \$28,334.00 |
| | STEPHEN R GRINTER | REPAIRS | \$260.00 |
| | THE HUNTINGTON NATIONAL BANK | MAINT EQUIP LEASE | \$5,207.39 |
| | TURF INJECTUNS, LLC | SAND INJECTIONS | \$1,375.00 |
| | UNIFIRST FIRST AID CORP | FIRST AID KIT RESTOCK | \$130.36 |
| | UNIFIRST HOLDINGS LP | ENV CHARGE | \$28.99 |
| | UNIFIRST HOLDINGS LP | JANITORIAL | \$42.74 |
| | UNIFIRST HOLDINGS LP | SHOP TOWEL SERVICE | \$41.94 |
| | UNIFIRST HOLDINGS LP | SUPPLIES | \$45.48 |
| | UNIFIRST HOLDINGS LP | UNIFORM SERVICE | \$29.99 |
| | | COURSE MAINT - Total | \$45,393.91 |
| | JPMORGAN CHASE BANK | 4ALLPROMOS-SUPPLIES | \$579.86 |
| | JPMORGAN CHASE BANK | SYSCO-SUPPLIES | \$549.93 |
| | JPMORGAN CHASE BANK | TANKERSLEY-SUPPLIES | \$63.21 |
| | | FOOD & BEV - Total | \$1,193.00 |
| | AEP/PSO | ELECTRIC USE | \$1,808.23 |
| | AT&T | LONG DISTANCE PHONE | \$9.75 |
| | AT&T LONG DISTANCE | LONG DISTANCE PHONE | \$77.78 |
| | CYBERGOLF LLC | WEB HOSTING | \$585.00 |
| | GPS TECHNOLOGIES INC | CART GPS | \$630.00 |
| | JPMORGAN CHASE BANK | GPS TECH-INSTALL | \$3,093.00 |
| | JPMORGAN CHASE BANK | GRIMSLEYS-SUPPLIES | \$363.71 |
| | JPMORGAN CHASE BANK | PGA-RENEWAL | \$140.00 |
| | JPMORGAN CHASE BANK | UNIFIRST-SERVICE | \$62.42 |

Claims List - 08/02/2022

| Fund | Vendor Name | Payable Description | Payment Amount |
|---------------------------|---------------------|----------------------|------------------------------|
| 55 | OPGA | JPMORGAN CHASE BANK | WASTE MGMT-DISPOSAL \$820.59 |
| GOLF ADMIN - Total | | | \$7,590.48 |
| | JPMORGAN CHASE BANK | AMAZON-SUPPLIES | \$242.21 |
| | JPMORGAN CHASE BANK | LOWES-SUPPLIES | \$46.94 |
| | JPMORGAN CHASE BANK | TEXOMA GOLF-SUPPLIES | \$490.65 |
| GOLF SHOP - Total | | | \$779.80 |
| | JPMORGAN CHASE BANK | ACUSHNET-MERCHANDISE | \$2,786.72 |
| | JPMORGAN CHASE BANK | AHEAD-MERCHANDISE | \$2,438.45 |
| | JPMORGAN CHASE BANK | GOLF COURSE BEER | \$165.02 |
| | JPMORGAN CHASE BANK | PEPSI-BEVERAGE | \$1,743.88 |
| | JPMORGAN CHASE BANK | PING-MERCHANDISE | \$1,770.00 |
| | JPMORGAN CHASE BANK | SAMS-FOOD | \$415.25 |
| | JPMORGAN CHASE BANK | SYSCO-FOOD | \$702.75 |
| | JPMORGAN CHASE BANK | TANKERSLEY-FOOD | \$330.67 |
| | JPMORGAN CHASE BANK | WALMART-FOOD | \$191.99 |
| OPGA - Total | | | \$10,544.73 |
| OPGA - Total | | | \$73,762.76 |
| OPGA Grand Total | | | \$73,762.76 |

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 07/16/22

| <u>Department</u> | <u>Payroll Expenses</u> | <u>Total Expenses</u> |
|------------------------------|-------------------------|-----------------------|
| 600 Golf Shop Operations | 5,441.15 | 9,206.97 |
| 605 Cart Operations | 4,835.00 | 5,398.77 |
| 610 Golf Course Operations | 13,762.89 | 20,050.62 |
| 670 Food & Beverage | 3,946.09 | 5,785.65 |
| 690 General & Administration | 4,111.23 | 5,878.17 |
| <hr/> FUND TOTAL | <hr/> 32,096.36 | <hr/> 46,320.18 |

CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
FISCAL YEAR 2021-2022
Budgetary Basis
Statement of Revenues & Expenses
As of June 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 | \$ 95,474 | \$ 645,823 | \$ 422,851 | 152.73% |
| Cart Rental | 27,775 | 177,596 | 118,034 | 150.46% |
| Food & beverage | 26,924 | 170,326 | 99,279 | 171.56% |
| COS -- food & beverage | (12,395) | (75,554) | (48,891) | 154.54% |
| Merchandise sales | 26,023 | 179,024 | 123,567 | 144.88% |
| COS -- merchandise | (19,903) | (127,859) | (85,732) | 149.14% |
| TOTAL OPERATING REVENUES | <u><u>\$ 143,899</u></u> | <u><u>\$ 969,355</u></u> | <u><u>\$ 629,108</u></u> | 154.08% |
| OPERATING EXPENSES: | | | | |
| Golf Shop | \$ (25,256) | \$ (239,106) | \$ (278,167) | 85.96% |
| Cart Operations | (23,052) | (124,688) | (126,738) | 98.38% |
| Golf Course Maintenance | (109,101) | (810,278) | (852,523) | 95.04% |
| Food & Beverage | (21,385) | (152,668) | (146,394) | 104.29% |
| Golf Administration | (27,335) | (291,715) | (296,338) | 98.44% |
| Capital Outlay | - | (7,641) | - | 0.00% |
| TOTAL OPERATING EXPENSES | <u><u>\$ (206,128)</u></u> | <u><u>\$ (1,626,095)</u></u> | <u><u>\$ (1,700,160)</u></u> | 95.64% |
| OPERATING REVENUES OVER (UNDER) EXPENDITURES | <u><u>\$ (62,230)</u></u> | <u><u>\$ (656,740)</u></u> | <u><u>\$ (1,071,052)</u></u> | |
| NONOPERATING REVENUES (EXPENSES): | | | | |
| Transfer from General | \$ 439,654 | \$ 1,040,000 | \$ 1,040,000 | 100.00% |
| Other revenues/(expenses) | 92 | 795 | - | 0.00% |
| TOTAL NONOPERATING REVENUES (EXPENSES): | <u><u>\$ 439,746</u></u> | <u><u>\$ 1,040,795</u></u> | <u><u>\$ 1,040,000</u></u> | 100.08% |
| NET INCOME (LOSS) | <u><u>\$ 377,516</u></u> | \$ 384,055 | \$ (31,052) | |
| ENCUMBRANCES OUTSTANDING | | \$ (46,345) | | |
| FUND BALANCE (Budgetary Basis) | | | | |
| Beginning Balance | | 72,937 | 72,937 | |
| Ending Balance | | <u><u>\$ 410,647</u></u> | <u><u>\$ 41,885</u></u> | |