

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

Tuesday, September 19, 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

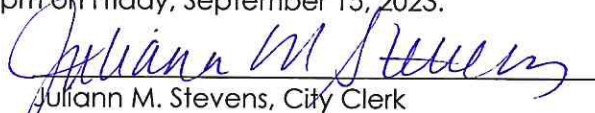
SEP 15 2023

ALS

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 – September 5, 2023, and September 12, 2023, 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 September 9, 2023
 - Monthly Budget Status Report – August 2023
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 8, 2022, and the Agenda posted at City Hall, 200 South Main Street, at 1:00 pm on Friday, September 15, 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 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, SEPTEMBER 5, 2023

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, September 5, 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 Thursday, August 31, 2023.

1. **Call to Order** - Chair Kelly Lewis called the meeting to order at 7:24 pm.

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

Present	Absent
Chair – Kelly Lewis	None
Vice Chair – Alvin Fruga	
Trustee – Doug Bonebrake	
Trustee – Lyndell Dunn	
Trustee – Paul Loving	

Staff: Authority Manager – Warren Lehr / 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 – August 15, 2023, Regular Meeting

B. Approve claims

C. Declare the 2001 Kubota Tractor (#10169) as surplus to the needs of the Authority and authorize disposal via online auction

Mr. Dunn moved, seconded by Mr. Loving, to approve the Consent Agenda as presented, with claims totaling \$134,815.67.

YEA: Bonebrake, Dunn, Loving, Fruga, Lewis

NAY: None

Motion carried: 5-0

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 August 12, 2023, and August 26, 2023

8. **New Business** - None

9. **Adjournment**

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

YEA: Bonebrake, Dunn, Loving, Fruga, Lewis

NAY: None

Motion carried: 5-0 and the meeting adjourned at 7:25 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, SEPTEMBER 12, 2023

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, September 12, 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 1:00 pm on Friday, September 8, 2023.

1. **Call to Order** - Mayor/Chair Kelly Lewis called the meeting to order at 6:00 pm.

2. **Roll Call** - 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 – Paul Loving

Absent

None

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

3. **Discussion relating to new signage for the Recycle Center Expansion Project**

Councilor Doug Bonebrake presented the item and discussion was held.

4. **Discussion relating to Public Works Department items**

A. Public Works Facility Update with Beck Design

B. Proposed disposal of surplus earthen material from the new Owasso Public Works Facility location at East 116th Street North and North Mingo Road

C. Proposed agreement with Aerial Data Service, Inc. of Tulsa, Oklahoma, for airborne light detection and ranging (LIDAR) surveying

Roger Stevens presented item A and discussion was held. Dwayne Henderson presented item B and C and discussion was held. It was further explained items B and C would be placed on the September 19, 2023, City Council agenda for consideration and action.

5. **Discussion relating to Community Development Items**

A. Request for a final plat for Twill Johnson Ranch, a proposed multi-family development, on approximately 22.55 acres and located northwest of the East 101st Street North and North 129th East Avenue intersection

B. Request for a final plat for The Reserve at Owasso, a proposed multi-use development, on approximately 51.44 acres and located northwest of the East 106th Street North and North 145th East Avenue intersection

C. Request for the rezoning of approximately 2.22 acres located west of North Mingo Road and East 102nd Street North from Agriculture (AG) to Residential Estate (RE), as referenced in application OZ 23-06

D. Request for a planned unit development for the Morey Apartments, a proposed multi-family development, on approximately 1.42 acres and located south of East 86th Street and west of North 125th East Avenue, as referenced in application OPUD 23-05

E. Proposed amendments to the Subdivision Regulations

Alexa Beemer presented items A and E and discussion was held. Wendy Kramer presented items B, C and D and discussion was held. It was further explained these items would be placed on the September 19, 2023, City Council agenda for consideration and action.

6. **Discussion relating to proposed fee changes for hydrant meter deposits and water service connections**

Carly Novozinsky presented the item and discussion was held. It was further explained this item would be placed on the September 19, 2023, City Council and Owasso Public Works agendas for consideration and action.

7. Discussion relating to City/Authority Manager items

A. Monthly sales tax report and revenue outlook

Warren Lehr introduced Carly Novozinsky to present the monthly sales tax report and discussion was held.

8. City/Authority Manager report

Mr. Lehr reported on the annual block parties held throughout the City and upcoming events at the Redbud Festival Park.

9. City Councilor/Trustee comments and inquiries

Councilor Dunn requested to reopen discussion on item 3. Mayor reopened the item and discussion was held. City Councilors commented on the annual block parties and the final Gathering on Main for 2023.

10. Consideration and appropriate action relating to a request for an executive session for the purpose of discussing the hiring and employment contract of Christopher Garrett for the position of City Manager as provided for in Title 25, O.S. § 307(B)(1)

Mayor Lewis presented the item. Mr. Bonebrake moved, seconded by Mr. Dunn, to enter into executive session.

YEA: Bonebrake, Dunn, Loving, Fruga, Lewis

NAY: None

Motion carried: 5-0

At 7:35 pm, the City Council members entered into Executive Session.

At 7:47 pm, Chris Garrett entered into the Executive Session.

At 8:38 pm, Chris Garrett exited the Executive Session.

At 8:54 pm, the City Council exited executive session and returned to open session.

11. Adjournment

The meeting adjourned at 8:54 pm.

Kelly Lewis, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 09/19/2023

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	CORNERSTONE-BLOWER \$495.00
		JPMORGAN CHASE BANK	HOME DEPOT-SUPPLIES \$42.00
		YAMAHA GOLF CAR COMPANY	REPAIRS \$250.00
		CART OPERATIONS - Total	\$787.00
		AT&T	PHONE SERVICE \$3.22
		BWI COMPANIES, INC	FERTILIZER \$634.21
		DALE & LEES SERVICE INC	SERVICE CALL \$92.00
		ENTERPRISE FM TRUST	FLEET LEASE \$1,123.07
		FLEET FUELS LLC	FUEL \$2,675.33
		JPMORGAN CHASE BANK	ACADEMY-FISH NETS \$107.96
		JPMORGAN CHASE BANK	ATWOOD-PUMP SPRAYERS \$92.97
		JPMORGAN CHASE BANK	BROWN FARMS-BERMUDA \$280.00
		JPMORGAN CHASE BANK	EZGO-BATTERIES \$4,269.36
		JPMORGAN CHASE BANK	IBT-BEARINGS \$89.12
		JPMORGAN CHASE BANK	KANSAS GOLF-BOLTS \$201.33
		JPMORGAN CHASE BANK	KANSAS GOLF-FUEL TANK \$10.98
		JPMORGAN CHASE BANK	KANSAS GOLF-MOTORS \$2,424.99
		JPMORGAN CHASE BANK	LOWES-HAND PUMPS \$77.90
		JPMORGAN CHASE BANK	LOWES-PVC FITTINGS \$28.83
		JPMORGAN CHASE BANK	ONG-NATURAL GAS USAGE \$48.56
		JPMORGAN CHASE BANK	OREILLY-FILTERS \$155.87
		JPMORGAN CHASE BANK	OWASSO FENCE-FENCE \$475.00
		JPMORGAN CHASE BANK	STANDARD SUP-MOTOR \$1,523.06
		JPMORGAN CHASE BANK	TURNPRO-POND TREAT \$1,899.00
		JR SIMPLOT COMPANY	GREENS \$261.92
		R AND V TRUCKING LLC	DIRT \$330.00
		UNIFIRST HOLDINGS LP	ENVIRONMENTAL CHARGE \$26.50
		UNIFIRST HOLDINGS LP	JANITORIAL SERVICE \$38.00
		UNIFIRST HOLDINGS LP	SHOP TOWEL SERVICE \$43.72
		UNIFIRST HOLDINGS LP	UNIFORM CLEANING \$90.10
		VERIZON WIRELESS	WIRELESS CONNECTION \$80.02
		COURSE MAINT - Total	\$17,083.02
		AT&T	LONG DISTANCE PHONE \$9.72
		AT&T LONG DISTANCE	LONG DISTANCE PHONE \$94.20
		CITY OF OWASSO	WATER SERVICE \$328.50
		JPMORGAN CHASE BANK	ACUSHNET-UNIFORM \$68.11
		JPMORGAN CHASE BANK	GRIMSLEYS-SUPPLIES \$533.92
		JPMORGAN CHASE BANK	ONG-NATURAL GAS USAGE \$215.11
		JPMORGAN CHASE BANK	PGA-TRAINING \$250.00
		JPMORGAN CHASE BANK	SUNBELT-FIRE REPAIR \$1,500.00
		STANDLEY SYSTEMS, LLC	COPIER \$238.78

Claims List - 09/19/2023

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	GOLF ADMIN - Total	\$3,238.34
		STANTON W ESPINOSA ARCHITECTS LLC BATHROOM DESIGN	\$1,500.00
		GOLF COURSE RESTROOM - Total	\$1,500.00
		BGR DAILY ACCT. REIMB PETTY CASH	\$1,348.63
		JPMORGAN CHASE BANK ACUSHNET-MERCH EXP	\$11,070.22
		OPGA - Total	\$12,418.85
		R AND V TRUCKING LLC DIRT	\$8,215.00
		TIEWALL REPAIR - Total	\$8,215.00
	OPGA - Total		\$43,242.21
	OPGA Grand Total		\$43,242.21

**OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 09/09/23**

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	6,138.52	10,159.21
605 Cart Operations	3,267.00	3,647.62
610 Golf Course Operations	21,100.07	28,611.21
670 Food & Beverage	4,818.40	6,840.73
690 General & Administration	4,333.21	6,198.20
<hr/> FUND TOTAL	<hr/> 39,657.20	<hr/> 55,456.97

CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
FISCAL YEAR 2023-2024
Budgetary Basis
Statement of Revenues & Expenses
As of August 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	\$ 48,412	\$ 59,811	\$ 786,455	7.61%
Cart Rental	8,796	11,826	220,301	5.37%
Food & beverage	7,857	11,337	201,023	5.64%
COS -- food & beverage	(4,550)	(7,921)	(108,527)	7.30%
Merchandise sales	14,136	22,818	207,441	11.00%
COS -- merchandise	(10,661)	(17,304)	(172,154)	10.05%
TOTAL OPERATING REVENUES	<u>\$ 63,989</u>	<u>\$ 80,567</u>	<u>\$ 1,134,539</u>	7.10%
OPERATING EXPENSES:				
Golf Shop	\$ (34,348)	\$ (56,512)	\$ (336,398)	16.80%
Cart Operations	(9,072)	(20,751)	(183,370)	11.32%
Golf Course Maintenance	(129,481)	(203,158)	(1,072,417)	18.94%
Food & Beverage	(15,396)	(27,562)	(181,421)	15.19%
Golf Administration	(25,930)	(40,108)	(332,390)	12.07%
Capital Outlay	(31,028)	(50,523)	(145,000)	34.84%
TOTAL OPERATING EXPENSES	<u>\$ (245,255)</u>	<u>\$ (398,614)</u>	<u>\$ (2,250,996)</u>	17.71%
OPERATING REVENUES OVER (UNDER) EXPENDITURES	<u>\$ (181,266)</u>	<u>\$ (318,048)</u>	<u>\$ (1,116,457)</u>	
NONOPERATING REVENUES (EXPENSES):				
Transfer from General	\$ 75,000	\$ 150,000	\$ 900,000	16.67%
Other revenues/(expenses)	2,923	4,085	6,542	62.45%
TOTAL NONOPERATING REVENUES (EXPENSES):	<u>\$ 77,923</u>	<u>\$ 154,085</u>	<u>\$ 906,542</u>	17.00%
NET INCOME (LOSS)	<u>\$ (103,343)</u>	\$ (163,962)	\$ (209,915)	
ENCUMBRANCES OUTSTANDING		\$ (109,485)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		689,351	689,351	
Ending Balance		<u>\$ 415,904</u>	<u>\$ 479,436</u>	