

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

**Tuesday, September 20, 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**

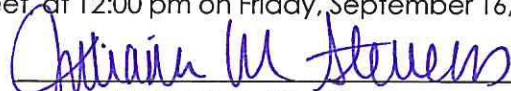
**RECEIVED**

**SEP 16 2022** 

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 – September 6, 2022, and September 13, 2022, 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 10, 2022
  - Monthly Budget Status Report – August 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 12:00 pm on Friday, September 16, 2022.

  
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Julian 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](mailto:jstevens@cityofowasso.com)*

# OWASSO PUBLIC GOLF AUTHORITY (OPGA)

## MINUTES OF REGULAR MEETING TUESDAY, SEPTEMBER 6, 2022

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, September 6, 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, September 1, 2022.

1. **Call to Order** - Chair Kelly Lewis called the meeting to order at 7:19 pm.

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

Present	Absent
Chair – Kelly Lewis	Trustee – Doug Bonebrake
Vice Chair – Alvin Fruga	
Trustee – Bill Bush	
Trustee – Lyndell Dunn	

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 – August 16, 2022, Regular Meeting
- B. Approve claims

Mr. Bush moved, seconded by Mr. Dunn to approve the Consent Agenda as presented, with claims totaling \$58,908.00.

YEA: Bush, 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** - The Chair acknowledged receipt of the following:

- Payroll Payment Report – Pay Period Ending Date August 13, 2022 and August 27, 2022

8. **New Business** - None

9. **Adjournment**

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

YEA: Bush, Dunn, Fruga, Lewis

NAY: None

Motion carried: 4-0 and the meeting adjourned at 7:20 pm.

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Kelly Lewis, Chair

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Juliann M. Stevens, Authority Clerk

# OWASSO CITY COUNCIL, PUBLIC WORKS AUTHORITY, AND PUBLIC GOLF AUTHORITY

## MINUTES OF JOINT REGULAR MEETING TUESDAY, SEPTEMBER 13, 2022

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, September 13, 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, September 9, 2022.

- 1. Call to Order/Roll Call** - 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 – Bill Bush

Councilor/Trustee – Lyndell Dunn

Absent

None

- 2. Consideration and appropriate action relating to a request for an executive session, as provided for in Title 25, O.S. § 307(B)(4), for the purposes of discussing confidential communications between the City Council and its Attorney concerning Case No. CJ-2019-3110, City of Owasso v. Keys Plus Properties, LLC, to obtain property located at 11625 North 113<sup>th</sup> East Avenue for the East 116<sup>th</sup> Street North and North Garnett Road Intersection Improvement Project**

Julie Lombardi recommended the City Council enter into executive session. Mr. Bush moved, seconded by Mr. Dunn to enter into executive session.

YEA: Bonebrake, Bush, Dunn, Fruga, Lewis

NAY: None

Motion Carried 5-0

At 6:01 pm, the City Council along with Warren Lehr, Julie Lombardi, Chris Garrett, Roger Stevens, and Doug Dodd entered into executive session. At 6:52 pm, the City Council exited executive session and returned to open session.

- 3. Discussion relating to the Small Business Enhancement Application received for property located at 118 South Main Street, as provided for in the Owasso Redbud District Project Plan and Policy Guide for Tax Increment Financing (TIF) District No. 1**

Chris Garrett presented the item and discussion was held. It was further explained this item would be placed on September 20, 2022, OPWA agenda for consideration and action.

- 4. Discussion relating to the proposed annexation (OA 22-01) of approximately 6.35 acres located along East 116<sup>th</sup> Street North, between Garnett Road and North 129<sup>th</sup> East Avenue**

Alexa Beemer presented the item and discussion was held. It was further explained this item would be placed on the September 20, 2022, City Council agenda for consideration and action.

- 5. Discussion relating to the purchase of a Work Order and Pavement Management System for the Public Works Department**

Teresa Willson presented the item and discussion was held.

- 6. Discussion relating to City/Authority Manager items**

- Monthly sales tax report and revenue outlook

- City Manager report

Warren Lehr introduced Carly Novozinsky to present item A and discussion was held. Mr. Lehr reported on the annual block parties and discussion was held.

- 7. City Councilor/Trustee comments and inquiries** - None

**8. Adjournment**

The meeting adjourned at 7:08 pm.

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Kelly Lewis, Mayor/Chair

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Juliann M. Stevens, City Clerk

## Claims List - 09/20/2022

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	\$40.98
		JPMORGAN CHASE BANK	\$6.44
		JPMORGAN CHASE BANK	(\$3.12)
		YAMAHA MOTOR CORPORATION, USA	\$499.16
<b>CART OPERATIONS - Total</b>			<b>\$543.46</b>
	AT&T	PHONE SERVICE	\$3.23
	HOLLIDAY SAND & GRAVEL CO	SAND	\$378.15
	JPMORGAN CHASE BANK	BAILEY RANCH-REFUND	(\$5.39)
	JPMORGAN CHASE BANK	BWI-SUPPLIES	\$11,229.53
	JPMORGAN CHASE BANK	FLEET-FUEL	\$3,196.12
	JPMORGAN CHASE BANK	GCSAA-FEES	\$100.00
	JPMORGAN CHASE BANK	LOWES-MAINT	\$115.68
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	\$242.87
	JPMORGAN CHASE BANK	MEETING EXP 08/23	\$5.39
	JPMORGAN CHASE BANK	PLATINUM-SECURITY	\$25.00
	JPMORGAN CHASE BANK	TURF-SUPPLIES	\$444.35
	ONEOK INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$53.98
	UNIFIRST HOLDINGS LP	ENV CHARGE	\$14.00
	UNIFIRST HOLDINGS LP	JANITORIAL	\$19.00
	UNIFIRST HOLDINGS LP	SHOP TOWEL SERVICE	\$21.86
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$11.97
	VERIZON WIRELESS	WIRELESS CONNECTION	\$80.02
<b>COURSE MAINT - Total</b>			<b>\$15,935.76</b>
	JPMORGAN CHASE BANK	IMAGEFIRST-RENTAL	\$223.55
	JPMORGAN CHASE BANK	SAMS-REFUND	(\$31.96)
	JPMORGAN CHASE BANK	SAMS-SUPPLIES	\$100.46
	JPMORGAN CHASE BANK	SYSCO-SUPPLIES	\$1,082.76
	JPMORGAN CHASE BANK	TANKERSLEY-SUPPLIES	\$342.27
	JPMORGAN CHASE BANK	UNIFIRST-SERVICE	\$69.42
	JPMORGAN CHASE BANK	WALMART-SUPPLIES	\$14.66
<b>FOOD &amp; BEV - Total</b>			<b>\$1,801.16</b>
	AT&T	LONG DISTANCE PHONE	\$9.75
	AT&T LONG DISTANCE	LONG DISTANCE PHONE	\$77.78
	JPMORGAN CHASE BANK	PLATINUM-SECURITY	\$25.00
	ONEOK INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$394.45
	STANDLEY SYSTEMS, LLC	COPIER	\$234.20
<b>GOLF ADMIN - Total</b>			<b>\$741.18</b>
	JPMORGAN CHASE BANK	PGA-TRAINING	\$375.00
<b>GOLF SHOP - Total</b>			<b>\$375.00</b>
	BGR DAILY ACCT.	REIMB PETTY CASH	\$2,834.85
	JPMORGAN CHASE BANK	ACUSHNET-MERCH	\$2,670.21

## Claims List - 09/20/2022

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	\$663.58
		JPMORGAN CHASE BANK	\$339.75
		JPMORGAN CHASE BANK	\$113.05
		JPMORGAN CHASE BANK	\$1,613.30
		JPMORGAN CHASE BANK	\$1,187.27
		JPMORGAN CHASE BANK	\$654.46
		JPMORGAN CHASE BANK	\$695.89
		JPMORGAN CHASE BANK	\$178.64
	<b>OPGA</b>	<b>- Total</b>	<b>\$10,951.00</b>
	<b>OPGA</b>	<b>- Total</b>	<b>\$30,347.56</b>
<b>OPGA Grand Total</b>			<b>\$30,347.56</b>

OWASSO PUBLIC GOLF AUTHORITY  
PAYROLL PAYMENT REPORT  
PAY PERIOD ENDING DATE 09/10/22

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	5,895.71	9,684.25
605 Cart Operations	4,351.25	4,856.71
610 Golf Course Operations	13,228.37	20,002.92
670 Food & Beverage	4,717.29	6,636.99
690 General & Administration	4,159.23	5,931.29
<hr/> FUND TOTAL	<hr/> 32,351.85	<hr/> 47,112.16

**CITY OF OWASSO**  
**OWASSO PUBLIC GOLF AUTHORITY**  
**FISCAL YEAR 2022-2023**  
**Budgetary Basis**  
**Statement of Revenues & Expenses**  
**As of August 31, 2022**

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
<b>OPERATING REVENUES:</b>				
Golf shop fees	\$ 91,240	\$ 165,034	\$ 683,322	24.15%
Cart Rental	28,402	54,935	197,103	27.87%
Food & beverage	25,007	45,011	188,822	23.84%
COS -- food & beverage	(12,005)	(22,012)	(78,814)	27.93%
Merchandise sales	22,515	43,015	178,275	24.13%
COS -- merchandise	(16,127)	(30,674)	(124,729)	24.59%
<b>TOTAL OPERATING REVENUES</b>	<u>\$ 139,031</u>	<u>\$ 255,308</u>	<u>\$ 1,043,979</u>	24.46%
<b>OPERATING EXPENSES:</b>				
Golf Shop	\$ (19,572)	\$ (39,224)	\$ (292,076)	13.43%
Cart Operations	(15,325)	(31,243)	(139,441)	22.41%
Golf Course Maintenance	(75,315)	(128,159)	(1,099,664)	11.65%
Food & Beverage	(13,152)	(26,477)	(149,331)	17.73%
Golf Administration	(21,008)	(43,053)	(332,553)	12.95%
Capital Outlay	-	-	-	0.00%
<b>TOTAL OPERATING EXPENSES</b>	<u>\$ (144,371)</u>	<u>\$ (268,155)</u>	<u>\$ (2,013,065)</u>	13.32%
<b>OPERATING REVENUES OVER (UNDER) EXPENDITURES</b>	<u>\$ (5,340)</u>	<u>\$ (12,847)</u>	<u>\$ (969,086)</u>	
<b>NONOPERATING REVENUES (EXPENSES):</b>				
Transfer from General	\$ 87,291	\$ 167,097	\$ 1,040,000	16.07%
Other revenues/(expenses)	1,915	2,234	300	744.71%
<b>TOTAL NONOPERATING REVENUES (EXPENSES):</b>	<u>\$ 89,207</u>	<u>\$ 169,331</u>	<u>\$ 1,040,300</u>	16.28%
<b>NET INCOME (LOSS)</b>	<u>\$ 83,866</u>	\$ 156,483	\$ 71,214	
<b>ENCUMBRANCES OUTSTANDING</b>		\$ (64,820)		
<b>FUND BALANCE (Budgetary Basis)</b>				
Beginning Balance		262,298	262,298	
Ending Balance		<u>\$ 353,962</u>	<u>\$ 333,512</u>	