

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

**Tuesday, October 17, 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**

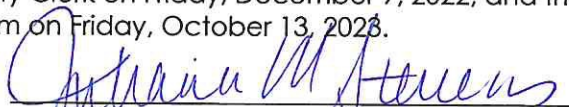
**OCT 13 2023**

*KS*

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 – October 3, 2023, and October 10, 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 a Fiscal Year 2023-2024 budget amendment for the re-appropriation of carryover funds from Fiscal Year 2022-2023**  
Carly Novozinsky  
  
Staff recommends approval of a budget amendment in the OPGA Fund, increasing the appropriation for expenditures by \$34,679.00.
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 October 7, 2023
  - Monthly Budget Status Report – September 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, October 13, 2023.

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

# OWASSO PUBLIC GOLF AUTHORITY (OPGA)

## MINUTES OF REGULAR MEETING TUESDAY, OCTOBER 3, 2023

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, October 3, 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, September 28, 2023.

1. **Call to Order** - Chair Kelly Lewis called the meeting to order at 7:31 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 – September 19, 2023, Regular Meeting
- B. Approve claims

Mr. Dunn moved, seconded by Mr. Bonebrake, to approve the Consent Agenda as presented, with claims totaling \$21,839.50.

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 September 23, 2023

8. **New Business** - None

9. **Adjournment**

Mr. Fruga 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 7:32 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, OCTOBER 10, 2023

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, October 10, 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 5:00 pm on Thursday, October 5, 2023.

### 1. Call to Order

2. **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 – 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 the Small Business Enhancements available in the Owasso Redbud District Project Plan, Increment District No. 1

Councilor Lyndell Dunn presented the item and discussion was held.

### 4. Discussion relating to proposed FY 2022-2023 Carryover Funds – General Fund, OPWA Fund and OPGA Fund

Carly Novozinsky presented the item and discussion was held. It was further explained that an item would be placed on the October 17, 2023, City Council, OPWA and OPGA agendas for consideration and action.

### 5. Discussion relating to Community Development Items

- A. Request for a planned unit development (PUD) for Palmer 4-Plex and a rezoning request from Agriculture (AG) to Residential Neighborhood Mixed (RNX) – approximately 2.50 acres located west of North 97<sup>th</sup> East Avenue (Mingo Road) and East 102<sup>nd</sup> Street North, as referenced in applications OPUD 23-06 and OZ 23-07

- B. Request for the closure of a 15' utility easement on Lot 1 of the Amended Atchison Topeka and Santa Fe Plat, located at 401 West 2<sup>nd</sup> Avenue

Brian Dempster presented item A and discussion was held. Wendy Kramer presented item B and discussion was held. It was further explained that these items would be placed on the October 17, 2023, City Council agenda for consideration and action.

### 6. Discussion relating to the establishment of the 2023 Morrow Gravity Sanitary Sewer Extension Assessment Area

Roger Stevens presented the item and discussion was held.

### 7. Discussion relating to the establishment of fees for 5K road runs and runs conducted at the 5K Heart Healthy Trail

Larry Langford presented the item and discussion was held.

### 8. Discussion relating to City/Authority Manager items

- A. Monthly sales tax report and revenue outlook  
B. Proposed increase in the City Manager's spending authority

Warren Lehr introduced Carly Novozinsky to present item A. Mr. Lehr presented item B and discussion was held.

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

**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. Dunn moved, seconded by Mr. Fruga, to enter into executive session.

YEA: Bonebrake, Dunn, Loving, Fruga, Lewis

NAE: None

Motion Carried: 5-0

At 6:47pm, the City Council members entered into Executive Session.

At 7:02 pm, Warren Lehr entered into the Executive Session.

At 7:26 pm, Mr. Lehr exited the Executive Session.

At 7:31 pm, Beth Anne Childs, entered into the Executive Session.

At 7:55 pm, the City Council exited executive session and returned to open session.

**11. Adjournment**

The meeting adjourned at 7:55 pm.

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Kelly Lewis, Mayor/Chair

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Juliann M. Stevens, City Clerk

## Claims List - 10/17/2023

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	FLEET FUELS LLC	\$2,838.71
		JPMORGAN CHASE BANK	(\$84.99)
		JPMORGAN CHASE BANK	\$228.56
		JPMORGAN CHASE BANK	\$24.98
		JPMORGAN CHASE BANK	\$25.98
		YAMAHA MOTOR CORPORATION, USA	\$4,821.85
<b>CART OPERATIONS - Total</b>			<b>\$7,855.09</b>
		AT&T	\$3.22
		AT&T	\$26.48
		BROWN FARMS LLC	\$940.00
		BWI COMPANIES, INC	\$1,275.48
		CORE & MAIN	\$143.44
		ENTERPRISE FM TRUST	\$887.21
		HOLLIDAY SAND & GRAVEL CO	\$1,178.97
		JPMORGAN CHASE BANK	\$140.00
		JPMORGAN CHASE BANK	\$790.95
		JPMORGAN CHASE BANK	\$75.00
		JPMORGAN CHASE BANK	\$207.90
		JPMORGAN CHASE BANK	\$37.30
		JPMORGAN CHASE BANK	\$14.55
		JPMORGAN CHASE BANK	\$2,372.73
		JPMORGAN CHASE BANK	\$810.81
		JPMORGAN CHASE BANK	\$1,232.00
		JPMORGAN CHASE BANK	\$99.86
		JPMORGAN CHASE BANK	\$7.80
		JPMORGAN CHASE BANK	\$53.96
		JPMORGAN CHASE BANK	\$150.00
		JPMORGAN CHASE BANK	\$15.88
		JPMORGAN CHASE BANK	\$87.84
		JPMORGAN CHASE BANK	(\$28.18)
		JPMORGAN CHASE BANK	\$400.00
		JPMORGAN CHASE BANK	\$50.00
		JPMORGAN CHASE BANK	\$484.68
		JPMORGAN CHASE BANK	(\$238.50)
		JPMORGAN CHASE BANK	\$503.30
		JPMORGAN CHASE BANK	\$389.84
		JPMORGAN CHASE BANK	\$407.64
		MOHAWK MATERIALS	\$1,045.60
		R AND V TRUCKING LLC	\$165.00
		THE HUNTINGTON NATIONAL BANK	\$5,207.39
		TREASURER PETTY CASH	\$20.50

## Claims List - 10/17/2023

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	UNIFIRST HOLDINGS LP	\$53.00
		UNIFIRST HOLDINGS LP	\$80.74
		UNIFIRST HOLDINGS LP	\$87.44
		UNIFIRST HOLDINGS LP	\$47.88
		VERIZON WIRELESS	\$80.02
<b>COURSE MAINT - Total</b>			<b>\$19,307.73</b>
		COX COMMUNICATIONS	\$7.55
		JPMORGAN CHASE BANK	\$476.97
		JPMORGAN CHASE BANK	\$38.95
		JPMORGAN CHASE BANK	\$475.00
		JPMORGAN CHASE BANK	\$73.76
		JPMORGAN CHASE BANK	\$77.62
		JPMORGAN CHASE BANK	\$57.22
		JPMORGAN CHASE BANK	\$90.63
<b>FOOD &amp; BEV - Total</b>			<b>\$1,297.70</b>
		AT&T	\$10.12
		CITY OF OWASSO	\$175.00
		COX COMMUNICATIONS	\$3.78
		GPS TECHNOLOGIES INC	\$876.00
		JPMORGAN CHASE BANK	\$145.37
		JPMORGAN CHASE BANK	\$291.99
		JPMORGAN CHASE BANK	\$640.00
		JPMORGAN CHASE BANK	\$190.00
		JPMORGAN CHASE BANK	\$50.00
		JPMORGAN CHASE BANK	\$26.43
		JPMORGAN CHASE BANK	\$1,065.37
		STANDLEY SYSTEMS, LLC	\$215.06
		UNIFIRST HOLDINGS LP	\$88.73
<b>GOLF ADMIN - Total</b>			<b>\$3,777.85</b>
		STANTON W ESPINOSA ARCHITECTS LLC	\$6,008.00
<b>GOLF COURSE RESTROOM - Total</b>			<b>\$6,008.00</b>
		COX COMMUNICATIONS	\$11.33
		JPMORGAN CHASE BANK	\$99.99
		JPMORGAN CHASE BANK	\$346.00
		JPMORGAN CHASE BANK	\$162.69
		JPMORGAN CHASE BANK	\$14.05
<b>GOLF SHOP - Total</b>			<b>\$634.06</b>
		BGR DAILY ACCT.	\$1,902.35
		JPMORGAN CHASE BANK	\$10,201.70
		JPMORGAN CHASE BANK	\$678.77

## Claims List - 10/17/2023

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	\$527.55
		JPMORGAN CHASE BANK	\$2,920.05
		JPMORGAN CHASE BANK	\$2,189.73
		JPMORGAN CHASE BANK	\$3,013.17
		JPMORGAN CHASE BANK	\$211.14
		JPMORGAN CHASE BANK	\$36.70
	<b>OPGA</b>	<b>- Total</b>	<b>\$21,681.16</b>
		JPMORGAN CHASE BANK	(\$588.64)
	<b>TIEWALL REPAIR</b>	<b>- Total</b>	<b>(\$588.64)</b>
	<b>OPGA</b>	<b>- Total</b>	<b>\$59,972.95</b>
<b>OPGA Grand Total</b>			<b>\$59,972.95</b>



**TO:** The Honorable Chair and Trustees  
Owasso Public Golf Authority (OPGA)

**FROM:** Carly Novozinsky, Finance Director

**SUBJECT:** Supplemental Appropriation - Carryover Budget

**DATE:** October 13, 2023

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**BACKGROUND:**

Every year, at the June 30<sup>th</sup> fiscal year end, there are unspent budgets. While appropriations were included in the FY 2023 Budget, the actual expenditure for all or part of open items will occur during FY 2024.

Because the FY 2024 budget was prepared prior to year-end, and before it was known whether funds would be expended or not, the fund balance used to develop the OPGA Budget was projected as though all non-salary budgets would be expended by year-end. Therefore, approval of carryover non-salary budgets does not reduce the estimated June 30, 2023, fund balance.

In order to keep from having purchase orders open for multiple years, past practice of the Authority is to close prior year purchase orders at the end of September, and re-appropriate the funds in the subsequent year, along with authorizing the Authority to re-issue the purchase orders in the new fiscal year.

Since Generally Accepted Accounting Principles (GAAP) do not recognize encumbrances, closing out old encumbrances where goods and services have not been received, will enable the Authority's budgetary financial statements to more closely align with audited GAAP statements.

OPGA Department	FY 2024 Expenditure Budget	Expenditure Carryover	Requested Revised FY 2024 Expenditure Budget
Golf Course Maintenance	\$ 1,217,417.00	\$ 34,679.00	\$ 1,252,096.00

**RECOMMENDATION:**

Staff recommends approval of a budget amendment in the OPGA Fund, increasing the appropriation for expenditures by \$34,679.00.



**OWASSO PUBLIC GOLF AUTHORITY  
PAYROLL PAYMENT REPORT  
PAY PERIOD ENDING DATE 10/07/23**

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	6,518.30	10,583.22
605 Cart Operations	3,101.25	3,462.56
610 Golf Course Operations	19,018.27	26,259.14
670 Food & Beverage	4,158.31	6,112.80
690 General & Administration	4,333.21	6,198.20
<hr/> FUND TOTAL	<hr/> 37,129.34	<hr/> 52,615.92

**CITY OF OWASSO**  
**OWASSO PUBLIC GOLF AUTHORITY**  
**FISCAL YEAR 2023-2024**  
**Budgetary Basis**  
**Statement of Revenues & Expenses**  
**As of September 30, 2023**

	<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	\$ 82,246	\$ 142,058	\$ 786,455	18.06%
Cart Rental	22,665	34,491	220,301	15.66%
Food & beverage	23,643	34,930	201,023	17.38%
COS -- food & beverage	(10,177)	(18,209)	(108,527)	16.78%
Merchandise sales	20,404	43,221	207,441	20.84%
COS -- merchandise	(15,250)	(31,624)	(172,154)	18.37%
<b>TOTAL OPERATING REVENUES</b>	<u>\$ 123,531</u>	<u>\$ 204,866</u>	<u>\$ 1,134,539</u>	18.06%
<b>OPERATING EXPENSES:</b>				
Golf Shop	\$ (27,624)	\$ (84,136)	\$ (336,398)	25.01%
Cart Operations	(11,725)	(32,476)	(183,370)	17.71%
Golf Course Maintenance	(105,271)	(308,430)	(1,072,417)	28.76%
Food & Beverage	(19,479)	(47,041)	(181,421)	25.93%
Golf Administration	(24,162)	(64,269)	(332,390)	19.34%
Capital Outlay	(9,715)	(60,238)	(145,000)	41.54%
<b>TOTAL OPERATING EXPENSES</b>	<u>\$ (197,976)</u>	<u>\$ (596,590)</u>	<u>\$ (2,250,996)</u>	26.50%
<b>OPERATING REVENUES OVER (UNDER) EXPENDITURES</b>	<u>\$ (74,445)</u>	<u>\$ (391,724)</u>	<u>\$ (1,116,457)</u>	
<b>NONOPERATING REVENUES (EXPENSES):</b>				
Transfer from General	\$ 75,000	\$ 225,000	\$ 900,000	25.00%
Other revenues/(expenses)	1,010	5,461	6,542	83.47%
<b>TOTAL NONOPERATING REVENUES (EXPENSES):</b>	<u>\$ 76,010</u>	<u>\$ 230,461</u>	<u>\$ 906,542</u>	25.42%
<b>NET INCOME (LOSS)</b>	<u>\$ 1,565</u>	\$ (161,263)	\$ (209,915)	
<b>ENCUMBRANCES OUTSTANDING</b>		\$ (109,286)		
<b>FUND BALANCE (Budgetary Basis)</b>				
Beginning Balance		689,351	689,351	
Ending Balance		<u>\$ 418,802</u>	<u>\$ 479,436</u>	