

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

Tuesday, October 18, 2022 - 6:30 PM

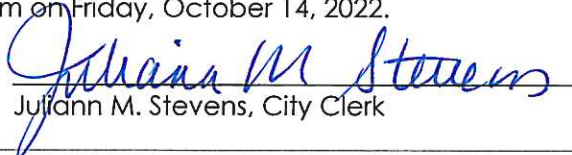
NOTE: APPROPRIATE ACTION may include, but is not limited to: acknowledging, affirming, amending, approving, authorizing, awarding, denying, postponing, or tabling.

AGENDA

RECEIVED
OCT 14 2022
City Clerk's Office
JMS

1. **Call to Order** - Chair Kelly Lewis
2. **Roll Call**
3. **Consideration and approval, denial, amendment, or other 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 – October 4, 2022, and October 11, 2022, Regular Meetings
 - B. Approve claims
4. **Consideration and approval, denial, amendment, or other 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 October 8, 2022
 - Monthly Budget Status Report – September 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 1:00 pm on Friday, October 14, 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, OCTOBER 4, 2022

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, October 4, 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, September 30, 2022.

1. **Call to Order** - Chair Kelly Lewis called the meeting to order at 6:58 pm.

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

Present	Absent
Chair – Kelly Lewis	None
Vice Chair – Alvin Fruga	
Trustee – Doug Bonebrake	
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 – September 20, 2022, Regular Meeting
- B. Approve claims

Mr. Bush moved, seconded by Mr. Dunn to approve the Consent Agenda as presented, with claims totaling \$68,377.57.

YEA: Bonebrake, Bush, Dunn, 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 24, 2022

8. **New Business** - None

9. **Adjournment**

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

YEA: Bonebrake, Bush, Dunn, Fruga, Lewis

NAY: None

Motion carried: 5-0 and the meeting adjourned at 6:59 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, OCTOBER 11, 2022

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, October 11, 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, October 7, 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. **Presentation and discussion relating to the Economic Development Strategic Plan (EDSP) Annual Report**
Chelsea Levo Feary presented the item and discussion was held.
3. **Discussion relating to the City Manager's evaluation process**
Mayor Lewis presented the item and discussion was held.
4. **Discussion relating to proposed FY 2021-2022 Carryover Funds – General Fund and OPWA Fund**
Carly Novozinsky presented the item and discussion was held. It was further explained that an item would be placed on the October 18, 2022, City Council and OPWA agendas for consideration and action.
5. **Discussion relating to Community Development items**
 - A. Request for annexation (OA 22-02) and rezoning (OZ 22-08) of approximately 4.99 acres located at 12924 East 76th Street North from Agriculture (AG) to Residential Multi-Family (RM)
 - B. Request for a ten-foot utility easement closure – Graceland Acres, located at the northeast corner of East 76th Street North and North 129th East Avenue
 - C. Request for final plat - 5th Avenue Business Park, approximately 10.48 acres located at the southwest corner of the intersection of East 5th Avenue and North Owasso ExpresswayAlexa Beemer presented items A and B, and discussion was held. Karl Fritschen presented item C and discussion was held. It was further explained that these items would be placed on the October 18, 2022, City Council agenda for consideration and action.
6. **Discussion relating to the architectural and engineering design of the new Public Works and Vehicle Maintenance Facilities**
Rogers Stevens presented the item and discussion was held. It was further explained that an item would be placed on the October 18, 2022, OPWA agenda for consideration and action.
7. **Discussion relating to City/Authority Manager items**
 - A. 2023 City Council Election for Ward 3 and Ward 4
 - B. Monthly sales tax report and revenue outlook
 - C. City Manager reportJulian Stevens presented item A and discussion was held. It was further explained that an item would be placed on the November 1, 2022, City Council agenda for consideration and action. Carly Novozinsky presented item B and discussion was held. Mr. Lehr reported on the 2022 Harvest Festival, 2022 Character Luncheon, and the Finance Department receiving the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting for the comprehensive financial report for the fiscal year ending June 30, 2021.

8. City Councilor/Trustee comments and inquiries

City Councilors commented on the October Gathering on Main event, and the 2022 Harvest Festival.

9. Adjournment

The meeting adjourned at 8:15 pm.

Kelly Lewis, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 10/18/2022

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	CUTTER&BUCK-UNIFORM \$260.79
		JPMORGAN CHASE BANK	FLEET-FUEL \$1,206.79
		CART OPERATIONS - Total	\$1,467.58
		AT&T	PHONE SERVICE \$3.23
		CITY OF OWASSO	WATER SERVICE \$19,099.50
		HOLLIDAY SAND & GRAVEL CO	SAND \$765.75
		JPMORGAN CHASE BANK	BWI-FERTILIZERS \$1,713.16
		JPMORGAN CHASE BANK	BWI-SUPPLIES \$704.40
		JPMORGAN CHASE BANK	KANSAS GOLF-PARTS \$619.54
		JPMORGAN CHASE BANK	KEELING-TOOLS \$111.17
		JPMORGAN CHASE BANK	LOWES-PARTS \$39.93
		JPMORGAN CHASE BANK	OLIVER INDUST-PARTS \$296.30
		JPMORGAN CHASE BANK	OREILLY-PARTS \$313.94
		JPMORGAN CHASE BANK	OREILLY-REFUND (\$14.51)
		JPMORGAN CHASE BANK	OREILLY-SUPPLIES \$77.56
		JPMORGAN CHASE BANK	STANDARD-PARTS \$47.49
		JPMORGAN CHASE BANK	TOPSOIL-SUPPLIES \$250.00
		JPMORGAN CHASE BANK	TURNPRO-TREATMENTS \$630.00
		JR SIMPLOT COMPANY	SEAWEED EXTRACT \$541.92
		MOHAWK MATERIALS	SAND \$2,168.60
		ONEOK INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$55.26
		UNIFIRST HOLDINGS LP	ENV CHARGE \$14.00
		UNIFIRST HOLDINGS LP	JANITORIAL \$19.00
		UNIFIRST HOLDINGS LP	SHOP TOWEL SERVICE \$21.86
		UNIFIRST HOLDINGS LP	SUPPLIES \$19.00
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE \$11.97
		VERIZON WIRELESS	WIRELESS CONNECTION \$80.02
		COURSE MAINT - Total	\$27,589.09
		JPMORGAN CHASE BANK	ABLE-RENEWAL \$475.00
		JPMORGAN CHASE BANK	IMAGEFIRST-RENTAL \$145.22
		JPMORGAN CHASE BANK	SAMS-SUPPLIES \$100.14
		JPMORGAN CHASE BANK	SYSCO-SUPPLIES \$422.44
		JPMORGAN CHASE BANK	TANKERSLEY-SUPPLIES \$101.68
		JPMORGAN CHASE BANK	UNIFIRST-SERVICE \$69.85
		JPMORGAN CHASE BANK	WALMART-SUPPLIES \$44.97
		FOOD & BEV - Total	\$1,359.30
		AT&T LONG DISTANCE	LONG DISTANCE PHONE \$76.34
		CITY OF OWASSO	WATER SERVICE \$780.50
		CYBERGOLF LLC	WEB HOSTING \$645.00
		JPMORGAN CHASE BANK	ACUSHNET-TOOLS \$1,530.00
		JPMORGAN CHASE BANK	GRIMSLEYS-SUPPLIES \$281.63

Claims List - 10/18/2022

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	PGA-TRAINING \$190.00
		JPMORGAN CHASE BANK	TERMINIX-PEST CONTROL \$100.00
		ONEOK INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$420.79
		STANDLEY SYSTEMS, LLC	COPIER \$220.49
	GOLF ADMIN	- Total	\$4,244.75
	JPMORGAN CHASE BANK	ACUSHNET-RANGE BALLS	\$3,185.00
	GOLF SHOP	- Total	\$3,185.00
	BGR DAILY ACCT.	REIMB PETTY CASH	\$2,662.05
	JPMORGAN CHASE BANK	ACUSHNET-MERCH	\$13,892.75
	JPMORGAN CHASE BANK	GOLF COURSE BEER	\$670.94
	JPMORGAN CHASE BANK	LUXOTTICA-MERCH	\$205.51
	JPMORGAN CHASE BANK	PEPSI-PEPSI	\$554.10
	JPMORGAN CHASE BANK	PING-MERCH	\$996.48
	JPMORGAN CHASE BANK	SAMS-FOOD	\$861.82
	JPMORGAN CHASE BANK	SYSCO-FOOD	\$149.95
	JPMORGAN CHASE BANK	TANKERSLEY-FOOD	\$559.36
	JPMORGAN CHASE BANK	TEAM GOLF-MERCH	\$577.05
	JPMORGAN CHASE BANK	TEXOMA-MERCH	\$698.39
	JPMORGAN CHASE BANK	WALMART-FOOD	\$465.61
	OPGA	- Total	\$22,294.01
	OPGA	- Total	\$60,139.73
	OPGA Grand Total		\$60,139.73

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 10/08/22

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	5,718.71	9,486.63
605 Cart Operations	3,774.00	4,210.77
610 Golf Course Operations	12,422.43	19,103.21
670 Food & Beverage	4,895.62	6,833.22
690 General & Administration	4,159.23	5,931.29
<hr/> FUND TOTAL	30,969.99	45,565.12

CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
FISCAL YEAR 2022-2023
Budgetary Basis
Statement of Revenues & Expenses
As of September 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	\$ 90,293	\$ 255,327	\$ 683,322	37.37%
Cart Rental	26,088	81,023	197,103	41.11%
Food & beverage	24,746	69,757	188,822	36.94%
COS – food & beverage	(10,569)	(32,582)	(78,814)	41.34%
Merchandise sales	18,710	61,725	178,275	34.62%
COS – merchandise	(12,487)	(43,161)	(124,729)	34.60%
TOTAL OPERATING REVENUES	<u>\$ 136,781</u>	<u>\$ 392,089</u>	<u>\$ 1,043,979</u>	37.56%
OPERATING EXPENSES:				
Golf Shop	\$ (26,724)	\$ (65,948)	\$ (292,076)	22.58%
Cart Operations	(20,249)	(51,492)	(139,441)	36.93%
Golf Course Maintenance	(94,642)	(222,880)	(1,099,664)	20.27%
Food & Beverage	(23,232)	(49,708)	(149,331)	33.29%
Golf Administration	(33,807)	(76,860)	(332,553)	23.11%
Capital Outlay	-	-	-	0.00%
TOTAL OPERATING EXPENSES	<u>\$ (198,653)</u>	<u>\$ (466,888)</u>	<u>\$ (2,013,065)</u>	23.19%
OPERATING REVENUES OVER (UNDER) EXPENDITURES	<u>\$ (61,872)</u>	<u>\$ (74,799)</u>	<u>\$ (969,086)</u>	
NONOPERATING REVENUES (EXPENSES):				
Transfer from General	\$ 87,290	\$ 254,387	\$ 1,040,000	24.46%
Other revenues/(expenses)	379	2,614	300	871.17%
TOTAL NONOPERATING REVENUES (EXPENSES):	<u>\$ 87,670</u>	<u>\$ 257,000</u>	<u>\$ 1,040,300</u>	24.70%
NET INCOME (LOSS)	<u>\$ 25,798</u>	\$ 182,201	\$ 71,214	
ENCUMBRANCES OUTSTANDING		\$ (58,536)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		262,298	262,298	
Ending Balance		<u>\$ 385,964</u>	<u>\$ 333,512</u>	