

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

Tuesday, October 19, 2021 - 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 15 2021

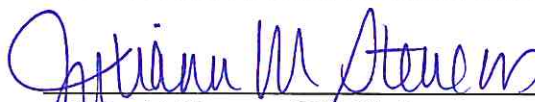
AS

City Clerk's Office

1. **Call to Order**
Chair Bill Bush
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 - October 5, 2021, and October 12, 2021, 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 2021-2022 budget amendment for the re-appropriation of carryover funds from Fiscal Year 2020-2021**
Jennifer Newman

Staff recommends approval of a budget amendment, increasing the appropriation for expenditures by \$31,446.00.
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 9, 2021
 - Monthly Budget Status Report - September 2021
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 11, 2020 and the Agenda posted at City Hall, 200 South Main Street, at 2:00 pm on Friday, October 15, 2021.



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 5, 2021

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, October 5, 2021, in the Council Chambers at Old Central, 109 North Birch, Owasso, Oklahoma per the Notice of Public Meeting filed Friday, December 11, 2020; 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, October 1, 2021.

1. Call to Order

Chair Bill Bush called the meeting to order at 8:29 pm.

2. Roll Call

Present	Absent
Chair – Bill Bush	None
Vice Chair – Kelly Lewis	
Trustee – Alvin Fruga	
Trustee – Doug Bonebrake	
Trustee – Lyndell Dunn	

A quorum was declared present.

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 21, 2021, Regular Meeting
- B. Approve claims

Mr. Dunn moved, seconded by Ms. Lewis to approve the Consent Agenda, as presented with claims totaling \$31,760.58.

YEA: Bonebrake, Dunn, Fruga, Lewis, Bush

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 (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 September 25, 2021

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. Bonebrake moved, seconded by Ms. Lewis to adjourn the meeting.

YEA: Bonebrake, Dunn, Fruga, Lewis, Bush

NAY: None

Motion carried: 5-0 and the meeting adjourned at 8:30 pm.

Bill Bush, Chair

Juliann M. Stevens, Authority Clerk

OWASSO CITY COUNCIL, OWASSO PUBLIC WORKS AUTHORITY (OPWA), AND OWASSO PUBLIC GOLF AUTHORITY (OPGA)

MINUTES OF JOINT REGULAR MEETING Tuesday, October 12, 2021

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, October 12, 2021, in the Council Chambers at Old Central, 109 North Birch Street, Owasso, Oklahoma, per the Notice of Public Meeting filed Friday, December 11, 2020; 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 8, 2021.

1. Call to Order/Roll Call

Mayor/Chair Bill Bush called the meeting to order at 6:00 pm.

Present

Mayor/Chair – Bill Bush
Councilor/Trustee – Alvin Fruga
Councilor/Trustee – Doug Bonebrake
Councilor/Trustee – Lyndell Dunn
A quorum was declared present.

Absent

Vice Mayor/Vice Chair – Kelly Lewis

2. Discussion relating to Finance Department Items

A. Proposed FY 2020-2021 Carryover Funds - General Fund, OPWA Fund, OPGA Fund

B. Proposed Budget Amendment - American Rescue Plan Act, COVID-19 Funds

Jennifer Newman presented item A, and discussion was held. It was further explained that an item will be placed on the October 19, 2021, City Council, OPWA, and OPGA agendas for consideration and action. Linda Jones-Holt presented item B, and discussion was held. It was further explained that this item will be placed on the October 19, 2021, City Council agenda for consideration and action.

3. Discussion relating to Community Development Items

A. Request for an amendment to the Lissau Landing Plat and Deeds of Dedication, at 11610 North 137th East Avenue, to clarify language related to water service utility maintenance

B. Request for a Specific Use Permit (SUP 21-05) – 1.49 acres located at 9155 North Owasso Expressway (Caliber Collision)

C. Request for a final plat – Owasso Assisted Living Center, approximately 7.6 acres located at the northwest intersection of East 116th Street North and North 126th East Avenue

Karl Fritschen presented items A, B, and C, and discussion was held. It was further explained these items will be placed on the October 19, 2021, City Council agenda for consideration and action.

4. Discussion relating to the proposed purchase of Data Collectors and Data Management Software for automated water meter readings

Travis Blundell presented the item, and discussion was held. It was further explained this item will be placed on the October 19, 2021, OPWA agenda for consideration and action.

5. Discussion relating to City/Authority Manager items

A. 2022 City Council Election for Ward 5

B. Monthly sales tax report

C. City Manager report

Warren Lehr presented item A, and discussion was held. It was further explained this item will be placed on the October 19, 2021, City Council agenda for consideration and action. Linda Jones-Holt presented item B, and discussion was held. Under item C, Mr. Lehr reported on the Annual Harvest Festival held at Redbud Festival Park.

6. City Councilor/Trustee comments and inquiries

Mr. Dunn commented on the Harvest Festival.

7. Adjournment

The meeting adjourned at 6:55 pm.

Bill Bush, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 10/19/2021

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	\$449.94
		JPMORGAN CHASE BANK	\$1,612.66
CART OPERATIONS - Total			\$2,062.60
	AEP/PSO	ELECTRIC USE	\$1,864.83
	HOLLIDAY SAND & GRAVEL CO	SAND	\$1,196.23
	INTERSTATE ELECTRIC CORPORATION	TRANSFER PUMP	\$6,595.00
	JPMORGAN CHASE BANK	GRAINGER-KITS	\$104.18
	JPMORGAN CHASE BANK	IBT-SHIPPING	\$12.74
	JPMORGAN CHASE BANK	LOWES-REFUND	(\$20.00)
	JPMORGAN CHASE BANK	MIDWEST-PARTS	\$234.50
	JPMORGAN CHASE BANK	PROF TURF-PARTS	\$374.67
	JPMORGAN CHASE BANK	ROBERTSON-TIRES	\$90.72
	ONEOK INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$42.66
	UNIFIRST HOLDINGS LP	ENV CHARGE	\$22.00
	UNIFIRST HOLDINGS LP	JANITORIAL	\$42.74
	UNIFIRST HOLDINGS LP	SHOP TOWEL SERVICE	\$41.94
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$23.94
	UNITED RENTALS NORTH AMERICA INC	PUMP RENTAL	\$260.00
	VERIZON WIRELESS	WIRELESS CONNECTION	\$80.02
COURSE MAINT - Total			\$10,966.17
	JPMORGAN CHASE BANK	AMAZON-DOOR PARTS	\$246.40
	JPMORGAN CHASE BANK	SAMS-SUPPLIES	\$77.56
	JPMORGAN CHASE BANK	SYSCO-SUPPLIES	\$421.88
	JPMORGAN CHASE BANK	UNITED LINEN-RENTAL	\$109.24
	JPMORGAN CHASE BANK	WALMART-SUPPLIES	\$17.97
FOOD & BEV - Total			\$873.05
	AEP/PSO	ELECTRIC USE	\$1,489.01
	AT&T	LONG DISTANCE PHONE	\$9.94
	AT&T LONG DISTANCE	LONG DISTANCE PHONE	\$72.40
	CYBERGOLF LLC	WEB HOSTING	\$585.00
	FREDERICK SOMMERS & WESTERN SIGN CO	SIGNAGE	\$2,260.00
	JPMORGAN CHASE BANK	GALLAGHER-ADVERTISING	\$1,000.00
	JPMORGAN CHASE BANK	HOME DEPOT-DOOR	\$213.12
	JPMORGAN CHASE BANK	LOCKE-LIGHTS	\$584.99
	JPMORGAN CHASE BANK	LOCKE-MATERIALS	\$48.65
	JPMORGAN CHASE BANK	LOCKE-REPAIR	\$11.42
	JPMORGAN CHASE BANK	LOWES-HARDWARE	\$19.46
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	\$8.48
	JPMORGAN CHASE BANK	MURPHY-SUPPLIES	\$242.49
	JPMORGAN CHASE BANK	PLATINUM PROTECT-FEES	\$50.00

Claims List - 10/19/2021

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	\$145.00
		ONEOK INC OKLAHOMA NATURAL GAS	\$234.50
		GOLF ADMIN - Total	\$6,974.46
		JPMORGAN CHASE BANK	\$260.00
		GOLF SHOP - Total	\$260.00
		BGR DAILY ACCT.	\$3,377.45
		JPMORGAN CHASE BANK	\$2,809.57
		JPMORGAN CHASE BANK	\$90.15
		JPMORGAN CHASE BANK	\$354.56
		JPMORGAN CHASE BANK	\$1,090.24
		JPMORGAN CHASE BANK	\$917.65
		JPMORGAN CHASE BANK	\$145.04
		JPMORGAN CHASE BANK	\$718.34
		OPGA - Total	\$9,503.00
	OPGA - Total		\$30,639.28
	OPGA Grand Total		\$30,639.28



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

FROM: Jennifer Newman, Assistant Finance Director

SUBJECT: Supplemental Appropriation
Carryover Budgets

DATE: October 15, 2021

BACKGROUND:

Every year, at the June 30th fiscal year end, there is unspent budget. While appropriations were included in the FY 2021 Budget, the actual expenditure for all or part of open items will occur during FY 2022.

Because the FY 2022 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, 2021, 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 budgetary financial statements to more closely align with audited GAAP statements.

Fund	FY 2022 Expenditure Budget	Expenditure Carryover	Requested Revised FY 2022 Expenditure Budget	Revenue Carryover
OPGA	\$1,668,714	\$ 31,446	\$1,700,160	\$ -

RECOMMENDATION:

Staff recommends approval of a budget amendment, increasing the appropriation for expenditures by \$31,446 for the Owasso Public Golf Authority.

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 10/09/21

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	5,048.10	8,687.04
605 Cart Operations	2,352.25	2,626.30
610 Golf Course Operations	11,093.02	18,081.25
670 Food & Beverage	3,440.81	5,192.42
690 General & Administration	3,644.04	5,323.31
<hr/> FUND TOTAL	<hr/> 25,578.22	<hr/> 39,910.32

CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
FISCAL YEAR 2020-2021
Budgetary Basis
Statement of Revenues & Expenses
As of September 30, 2021

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
OPERATING REVENUES:				
Golf shop fees	\$ 83,224	\$ 106,428	\$ 422,851	25.17%
Cart Rental	27,317	27,317	118,034	23.14%
Food & beverage	21,031	25,604	99,279	25.79%
COS -- food & beverage	(8,886)	(13,455)	(48,891)	27.52%
Merchandise sales	20,365	33,321	123,567	26.97%
COS -- merchandise	(14,273)	(22,117)	(85,732)	25.80%
TOTAL OPERATING REVENUES	<u>\$ 128,778</u>	<u>\$ 157,097</u>	<u>\$ 629,108</u>	24.97%
OPERATING EXPENSES:				
Golf Shop	(19,004)	(53,466)	\$ (278,167)	19.22%
Cart Operations	(4,006)	(18,021)	(126,738)	14.22%
Golf Course Maintenance	(93,052)	(261,128)	(852,523)	30.63%
Food & Beverage	(11,252)	(26,688)	(146,394)	18.23%
Golf Administration	(20,570)	(64,911)	(264,892)	24.50%
Capital Outlay	(1,610)	(2,441)	-	
Capital Outlay Greens Replacement	-	-	-	
TOTAL OPERATING EXPENSES	<u>\$ (149,494)</u>	<u>\$ (426,654)</u>	<u>\$ (1,668,714)</u>	25.57%
OPERATING REVENUES OVER (UNDER) EXPENDITURES	<u>\$ (20,716)</u>	<u>\$ (269,558)</u>	<u>\$ (1,039,606)</u>	
NONOPERATING REVENUES (EXPENSES):				
Transfer from General	\$ 9,889	\$ 371,782	\$ 1,040,000	35.75%
Transfer from OPWA	-	-	-	0.00%
Other revenues/(expenses)	(11)	(9)	-	
TOTAL NONOPERATING REVENUES (EXPENSES):	<u>\$ 9,878</u>	<u>\$ 371,773</u>	<u>\$ 1,040,000</u>	35.75%
NET INCOME (LOSS)	<u>\$ (10,838)</u>	\$ 102,215	\$ 394	
ENCUMBRANCES OUTSTANDING		\$ (103,426)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		1,211	1,211	
Ending Balance		<u>\$ -</u>	<u>\$ 1,605</u>	

Reviewed: