

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

Tuesday, November 15, 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

NOV 10 2022



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 – November 1, 2022, and November 8, 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 November 5, 2022
 - Monthly Budget Status Report – October 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 5:00 pm on Thursday, November 10, 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, NOVEMBER 1, 2022

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, November 1, 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 1:00 pm on Friday, October 28, 2022.

1. **Call to Order** - Chair Kelly Lewis called the meeting to order at 7:07 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: Assistant Authority Manager – Chris Garrett / 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 – October 18, 2022, Regular Meeting
- B. Approve claims

Mr. Bonebrake moved, seconded by Mr. Dunn to approve the Consent Agenda as presented, with claims totaling \$28,230.64.

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**

Chris Garrett introduced Chris Cook to give the Golf Report and discussion was held.

6. **Report from OPGA Attorney** - None

7. **Official Notices** - The Chair acknowledged receipt of the following:

- Payroll Payment Report – Pay Period Ending Date October 22, 2022

8. **New Business** - None

9. **Adjournment**

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

YEA: Bonebrake, Bush, Dunn, Fruga, Lewis

NAY: None

Motion carried: 5-0 and the meeting adjourned at 7:44 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, NOVEMBER 8, 2022

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, November 8, 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 5:00 pm on Thursday, November 3, 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 – Bill Bush
Councilor/Trustee – Lyndell Dunn

Absent

Councilor/Trustee – Doug Bonebrake

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

- 2. Discussion relating to Community Development Items**

- A. Request to lease an area of excess right-of-way containing approximately 5,179 square feet, located to the east of 507 East 19th Street North
- B. Request for a partial plat vacation – Bailey Creek, approximately 0.054 acres located at the northeastern corner of the intersection of East 96th Street North and North 97th East Avenue
- C. Request for a final plat – Lot 1, Block 1 Morrow Commercial, approximately 1.008 acres located north of the East 116th Street North and North 129th East Avenue intersection

Brian Dempster presented item A and discussion was held. Alexa Beemer presented items B and C and discussion was held. It was further explained these items would be placed on the November 15, 2022, City Council agenda for consideration and action.

- 3. Discussion relating to a proposed ordinance allowing the Owasso Police Department to respond to motor vehicle accidents occurring on private property under certain circumstances**

Dan Yancey presented the item and discussion was held.

- 4. Discussion relating to annexations and the impact on City operations for right-of-way and roadway maintenance**

Roger Stevens presented the item and discussion was held.

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

- A. Monthly sales tax report and revenue outlook
- B. City Manager report

Carly Novozinsky presented item A. Warren Lehr reported on upcoming city events: Geographic Information System (GIS) Day on November 17th, Free Landfill Day on November 19th, and the State of the City on November 29th.

- 6. City Councilor/Trustee comments and inquiries**

Councilor Dunn commented on the City's Veteran Appreciation Ceremony and discussion was held.

- 7. Adjournment**

The meeting adjourned at 6:35 pm.

Kelly Lewis, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 11/15/2022

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	AT&T	PHONE SERVICE \$3.13
		AT&T	PHONE USE \$13.62
		CITY OF OWASSO	WATER SERVICE \$2,254.00
		JPMORGAN CHASE BANK	AMAZON-SUPPLIES \$300.71
		JPMORGAN CHASE BANK	GOLF COURSE-DUES \$770.00
		JPMORGAN CHASE BANK	KANSAS GOLF-PARTS \$1,702.67
		JPMORGAN CHASE BANK	KANSAS GOLF-SUPPLIES \$74.15
		JPMORGAN CHASE BANK	KEELING-PARTS \$1,699.21
		JPMORGAN CHASE BANK	KEELING-SUPPLIES \$512.33
		JPMORGAN CHASE BANK	LOWES-PARTS \$258.00
		JPMORGAN CHASE BANK	LOWES-SUPPLIES \$371.60
		JPMORGAN CHASE BANK	MALCHI-INSPECT \$187.00
		JPMORGAN CHASE BANK	OREILLY-PARTS \$8.99
		JPMORGAN CHASE BANK	OREILLY-SUPPLIES \$339.21
		JPMORGAN CHASE BANK	P&K-PARTS \$134.17
		JPMORGAN CHASE BANK	P&K-SUPPLIES \$57.16
		JPMORGAN CHASE BANK	STANDARD-PARTS \$53.92
		JPMORGAN CHASE BANK	STANDARD-SUPPLIES \$199.80
		JPMORGAN CHASE BANK	TURF INJECT-SERVICE \$1,375.00
		JPMORGAN CHASE BANK	TURNPRO-SERVICE \$780.00
		JPMORGAN CHASE BANK	UATTEND-RENEWAL \$37.00
		ONEOK INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$153.42
		VERIZON WIRELESS	WIRELESS CONNECTION \$80.02
		COURSE MAINT - Total	\$11,365.11
		COX COMMUNICATIONS	PHONE USAGE \$7.08
		JPMORGAN CHASE BANK	IMAGEFIRST-RENTAL \$145.22
		JPMORGAN CHASE BANK	SAMS-SUPPLIES \$145.40
		JPMORGAN CHASE BANK	SYSCO-SUPPLIES \$230.59
		JPMORGAN CHASE BANK	TANKERSLEY-SUPPLIES \$233.22
		JPMORGAN CHASE BANK	WALMART-SUPPLIES \$87.95
		FOOD & BEV - Total	\$849.46
		AT&T	LONG DISTANCE PHONE \$9.45
		CITY OF OWASSO	WATER SERVICE \$171.50
		COX COMMUNICATIONS	PHONE USAGE \$3.54
		ONEOK INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$453.63
		GOLF ADMIN - Total	\$638.12
		COX COMMUNICATIONS	PHONE USAGE \$10.62
		GOLF SHOP - Total	\$10.62
		JPMORGAN CHASE BANK	EDEL GOLF-MERCH \$495.00
		JPMORGAN CHASE BANK	GOLF COURSE BEER \$778.93
		JPMORGAN CHASE BANK	PEPSI-BEVERAGE \$183.90

Claims List - 11/15/2022

Fund	Vendor Name	Payable Description	Payment Amount	
55	OPGA	JPMORGAN CHASE BANK	SAMS-FOOD	\$1,642.78
		JPMORGAN CHASE BANK	SYSCO-FOOD	\$623.11
		JPMORGAN CHASE BANK	TANKERSLEY-FOOD	\$296.06
		JPMORGAN CHASE BANK	WALMART-FOOD	\$176.40
	OPGA	- Total		\$4,196.18
	OPGA	- Total		\$17,059.49
	OPGA Grand Total			\$17,059.49

**OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 11/05/22**

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	5,841.71	9,623.95
605 Cart Operations	3,410.25	3,805.56
610 Golf Course Operations	11,905.06	18,503.47
670 Food & Beverage	5,102.49	7,062.38
690 General & Administration	4,159.23	5,931.29
<hr/> FUND TOTAL	<hr/> 30,418.74	<hr/> 44,926.65

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

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
OPERATING REVENUES:				
Golf shop fees	\$ 96,470	\$ 351,797	\$ 683,322	51.48%
Cart Rental	18,541	99,564	197,103	50.51%
Food & beverage	25,867	95,582	188,822	50.62%
COS -- food & beverage	(13,748)	(46,907)	(78,814)	59.52%
Merchandise sales	16,492	78,217	178,275	43.87%
COS -- merchandise	(12,530)	(55,691)	(124,729)	44.65%
TOTAL OPERATING REVENUES	<u>\$ 131,092</u>	<u>\$ 522,562</u>	<u>\$ 1,043,979</u>	50.05%
OPERATING EXPENSES:				
Golf Shop	\$ (22,372)	\$ (88,320)	\$ (292,076)	30.24%
Cart Operations	(14,780)	(66,272)	(139,441)	47.53%
Golf Course Maintenance	(76,451)	(299,412)	(1,099,664)	27.23%
Food & Beverage	(16,082)	(65,790)	(149,331)	44.06%
Golf Administration	(22,684)	(99,544)	(332,553)	29.93%
Capital Outlay	-	-	-	0.00%
TOTAL OPERATING EXPENSES	<u>\$ (152,369)</u>	<u>\$ (619,337)</u>	<u>\$ (2,013,065)</u>	30.77%
OPERATING REVENUES OVER (UNDER) EXPENDITURES	<u>\$ (21,277)</u>	<u>\$ (96,776)</u>	<u>\$ (969,086)</u>	
NONOPERATING REVENUES (EXPENSES):				
Transfer from General	\$ 87,290	\$ 341,677	\$ 1,040,000	32.85%
Other revenues/(expenses)	492	3,106	300	1035.27%
TOTAL NONOPERATING REVENUES (EXPENSES):	<u>\$ 87,782</u>	<u>\$ 344,783</u>	<u>\$ 1,040,300</u>	33.14%
NET INCOME (LOSS)	<u>\$ 66,505</u>	\$ 248,007	\$ 71,214	
ENCUMBRANCES OUTSTANDING		\$ (52,464)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		426,625	426,625	
Ending Balance		<u>\$ 622,169</u>	<u>\$ 497,839</u>	