

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

**Council Chambers Old Central Building**

**109 North Birch, Owasso, OK**

**Tuesday, November 21, 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**

**NOV 16 2023**

*HS*

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 7, 2023, and November 14, 2023, 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 4, 2023
  - Monthly Budget Status Report – October 2023
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 9, 2022, and the Agenda posted at City Hall, 200 South Main Street, at 5:00 pm on Thursday, November 16, 2023.

  
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Juliann 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, NOVEMBER 7, 2023

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, November 7, 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 1:00 pm on Friday, November 3, 2023.

1. **Call to Order** - Chair Kelly Lewis called the meeting to order at 7:24 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 – October 17, 2023, Regular Meeting
- B. Approve claims

Mr. Dunn moved, seconded by Mr. Loving, to approve the Consent Agenda as presented, with claims totaling \$52,292.32.

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**

Warren Lehr 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 21, 2023

8. **New Business** - None

9. **Adjournment**

Mr. Bonebrake 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 7:45 pm.

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Kelly Lewis, Chair

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Juliann M. Stevens, Authority Clerk

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

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## MINUTES OF JOINT REGULAR MEETING TUESDAY, NOVEMBER 14, 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 14, 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, November 9, 2023.

1. **Call to Order** Mayor/Chair Kelly Lewis called the meeting to order at 6:00 pm.
2. **Roll Call** - A quorum was declared present.

Present

Mayor/Chair – Kelly Lewis  
Vice Mayor/Vice Chair – Alvin Fruga  
Councilor/Trustee – Doug Bonebrake  
Councilor/Trustee – Lyndell Dunn

Absent

Councilor/Trustee – Paul Loving

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

3. **Discussion relating to Community Development Items**

- A. Request for a final plat for Morrow Place Phase III, approximately 22.30 acres located west of North 135<sup>th</sup> East Avenue and south of East 126<sup>th</sup> Street North
  - B. Request for a final plat for Keys Landing II, approximately 38.63 acres located west of North 129<sup>th</sup> East Avenue and approximately ½ mile south of East 76<sup>th</sup> Street North, just south of Keys Landing I
- Alexa Beemer presented item A and discussion was held. Wendy Kramer presented item B and discussion was held. It was further explained these items will be placed on the November 21, 2023, City Council agenda for consideration and action.

4. **Discussion relating to the Small Business Enhancements available in the Owasso Redbud District Project Plan, Increment District No. 1**

Chris Garrett presented the item and discussion was held. It was further explained this item would be placed on the December 5, 2023, City Council meeting for consideration and action.

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

- A. Monthly sales tax report and revenue outlook
- Warren Lehr introduced Teresa Kimball to present item A.

6. **City/Authority Manager report**

Warren Lehr reported on the participation in the City's United Way Campaign and the Veteran's Day activities held throughout the week.

7. **City Councilor/Trustee comments and inquiries**

Councilor/Trustee Bonebrake commented on the Tulsa's Veteran's Day Parade. Mayor/Chair Lewis commented on the 2023 United Way Campaign.

8. **Adjournment** - The meeting adjourned at 6:24 pm.

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Kelly Lewis, Mayor/Chair

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Juliann M. Stevens, City Clerk

## Claims List - 11/21/2023

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	BROWN FARMS LLC	SOD FOR REGRASS \$5,262.00
		BROWN FARMS LLC	SOD REGRASS \$1,080.00
<b>2023 TURF REPLACEMENT - Total</b>			<b>\$6,342.00</b>
	JPMORGAN CHASE BANK	AMAZON-CART BATTERIES	\$1,089.98
	JPMORGAN CHASE BANK	AMAZON-CART CHARGER	\$175.98
	JPMORGAN CHASE BANK	LOWES-CART SUPPLIES	\$175.90
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	\$26.94
	JPMORGAN CHASE BANK	ROBERTSON-TIRES	\$79.78
<b>CART OPERATIONS - Total</b>			<b>\$1,548.58</b>
	AT&T	PHONE SERVICE	\$3.35
	BWI COMPANIES, INC	HERBICIDE	\$839.07
	ENTERPRISE FM TRUST	FLEET LEASE	\$918.26
	FLEET FUELS LLC	MAINTENANCE FUEL	\$1,679.02
	JPMORGAN CHASE BANK	CERT LAB-DEGREASER	\$249.95
	JPMORGAN CHASE BANK	GOLF CARS-BRAKES	\$1,880.04
	JPMORGAN CHASE BANK	GOLF COURSE-DUES	\$920.00
	JPMORGAN CHASE BANK	KANSAS GOLF-FWY MOWER	\$937.04
	JPMORGAN CHASE BANK	KANSAS GOLF-SEAL	\$33.74
	JPMORGAN CHASE BANK	KANSAS GOLF-TEE MOWER	\$359.57
	JPMORGAN CHASE BANK	LOCKE-RECEPTACLES	\$4.32
	JPMORGAN CHASE BANK	NEW HOLLAND-PARTS	\$1,219.33
	JPMORGAN CHASE BANK	ONG-NATURAL GAS USAGE	\$110.14
	JPMORGAN CHASE BANK	OREILLY-BATTERIES	\$170.71
	JPMORGAN CHASE BANK	OREILLY-DRIVER SET	\$19.99
	JPMORGAN CHASE BANK	OREILLY-FILTER	\$34.29
	JPMORGAN CHASE BANK	OREILLY-FILTERS	\$107.16
	JPMORGAN CHASE BANK	OREILLY-FUEL FILTER	\$2.04
	JPMORGAN CHASE BANK	OREILLY-OIL FILTER	\$6.74
	JPMORGAN CHASE BANK	OREILLY-PARTS	\$64.73
	JPMORGAN CHASE BANK	OREILLY-SPARK PLUGS	\$51.96
	JPMORGAN CHASE BANK	OREILLY-TOW HOOKS	\$99.95
	JPMORGAN CHASE BANK	P&K-CHAINSAW PARTS	\$62.97
	JPMORGAN CHASE BANK	P&K-HYDRAULIC OIL	\$108.37
	JPMORGAN CHASE BANK	PLATINUM-SECURITY	\$25.00
	JPMORGAN CHASE BANK	ROTO-DRAIN SNAKE	\$194.00
	JPMORGAN CHASE BANK	SITEONE-PANSIES	\$577.15
	JPMORGAN CHASE BANK	STANDARD-CYLINDER	\$278.49
	JPMORGAN CHASE BANK	TRAVEL EXP 1/29-2/1	\$267.96
	JPMORGAN CHASE BANK	UNITED RENTALS-SUPPLI	\$262.00
	UNIFIRST FIRST AID CORP	SUPPLIES	\$56.12
	UNIFIRST HOLDINGS LP	ENVIRONMENTAL CHARGE	\$26.50
	UNIFIRST HOLDINGS LP	JANITORIAL SERVICE	\$38.00

## Claims List - 11/21/2023

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	UNIFIRST HOLDINGS LP	SHOP TOWEL SERVICE \$43.72
		UNIFIRST HOLDINGS LP	UNIFORM CLEANING \$24.32
		VERIZON WIRELESS	WIRELESS CONNECTION \$80.02
		<b>COURSE MAINT - Total</b>	<b>\$11,756.02</b>
		JPMORGAN CHASE BANK	GRIMSLEYS-SUPPLIES \$258.35
		JPMORGAN CHASE BANK	IMAGEFIRST-RENTAL \$373.54
		JPMORGAN CHASE BANK	SAMS-SUPPLIES \$88.70
		JPMORGAN CHASE BANK	WALMART-SUPPLIES \$50.91
		STEPHEN R GRINTER	REPAIRS \$120.00
		<b>FOOD &amp; BEV - Total</b>	<b>\$891.50</b>
		AT&T	LONG DISTANCE PHONE \$10.12
		AT&T LONG DISTANCE	LONG DISTANCE PHONE \$96.56
		CITY OF OWASSO	WATER SERVICE \$168.00
		JPMORGAN CHASE BANK	BROOKS GREASE-SERVICE \$195.00
		JPMORGAN CHASE BANK	COX-CABLE \$119.04
		JPMORGAN CHASE BANK	GRIMSLEYS-SUPPLIES \$264.81
		JPMORGAN CHASE BANK	ONG-NATURAL GAS USAGE \$337.87
		JPMORGAN CHASE BANK	PLATINUM-SECURITY \$25.00
		JPMORGAN CHASE BANK	WASTE MGMT-DISPOSAL \$1,127.25
		SOUTH CENTRAL GOLF INC	AD \$1,200.00
		STANDLEY SYSTEMS, LLC	COPIER \$212.78
		UNIFIRST HOLDINGS LP	RUG SERVICE \$177.46
		<b>GOLF ADMIN - Total</b>	<b>\$3,933.89</b>
		JPMORGAN CHASE BANK	CLEAR CREEK-CARTS \$1,344.15
		JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES \$31.79
		JPMORGAN CHASE BANK	TEXOMA-SUPPLIES \$133.25
		<b>GOLF SHOP - Total</b>	<b>\$1,509.19</b>
		BGR DAILY ACCT.	REIMB PETTY CASH \$2,071.58
		JPMORGAN CHASE BANK	ACUSHNET-MERCH EXP \$1,830.91
		JPMORGAN CHASE BANK	GOLF COURSE BEER \$1,620.20
		JPMORGAN CHASE BANK	IMPERIAL-COFFEE \$77.90
		JPMORGAN CHASE BANK	LUXOTTICA-MERCH EXP \$332.93
		JPMORGAN CHASE BANK	PING-MERCH EXP \$489.21
		JPMORGAN CHASE BANK	PUKKA-MERCH EXP \$758.00
		JPMORGAN CHASE BANK	SAMS-FOOD \$2,557.95
		JPMORGAN CHASE BANK	TEXOMA-MERCH EXP \$203.79
		JPMORGAN CHASE BANK	WALMART-FOOD \$414.63
		<b>OPGA - Total</b>	<b>\$10,357.10</b>
	<b>OPGA - Total</b>		<b>\$36,338.28</b>
	<b>OPGA Grand Total</b>		<b>\$36,338.28</b>

**OWASSO PUBLIC GOLF AUTHORITY  
PAYROLL PAYMENT REPORT  
PAY PERIOD ENDING DATE 11/04/23**

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	6,466.44	10,525.33
605 Cart Operations	1,901.75	2,123.29
610 Golf Course Operations	16,584.86	23,547.49
670 Food & Beverage	3,211.35	5,051.00
690 General & Administration	4,333.21	6,198.20
<hr/> FUND TOTAL	<hr/> 32,497.61	<hr/> 47,445.31

**CITY OF OWASSO**  
**OWASSO PUBLIC GOLF AUTHORITY**  
**FISCAL YEAR 2023-2024**  
**Budgetary Basis**  
**Statement of Revenues & Expenses**  
**As of October 31, 2023**

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
OPERATING REVENUES:				
Golf shop fees	\$ 83,232	\$ 225,290	\$ 786,455	28.65%
Cart Rental	14,176	48,667	220,301	22.09%
Food & beverage	22,081	57,011	201,023	28.36%
COS -- food & beverage	(12,805)	(30,864)	(108,527)	28.44%
Merchandise sales	13,204	56,426	207,441	27.20%
COS -- merchandise	(10,478)	(42,467)	(172,154)	24.67%
<b>TOTAL OPERATING REVENUES</b>	<u>\$ 109,411</u>	<u>\$ 314,063</u>	<u>\$ 1,134,539</u>	27.68%
OPERATING EXPENSES:				
Golf Shop	\$ (22,736)	\$ (106,872)	\$ (336,398)	31.77%
Cart Operations	(20,986)	(53,462)	(183,370)	29.16%
Golf Course Maintenance	(90,278)	(398,708)	(1,078,417)	36.97%
Food & Beverage	(15,138)	(62,179)	(181,421)	34.27%
Golf Administration	(26,294)	(90,563)	(332,390)	27.25%
Capital Outlay	(6,756)	(66,994)	(173,679)	38.57%
<b>TOTAL OPERATING EXPENSES</b>	<u>\$ (182,187)</u>	<u>\$ (778,777)</u>	<u>\$ (2,285,675)</u>	34.07%
<b>OPERATING REVENUES OVER (UNDER) EXPENDITURES</b>	<u>\$ (72,776)</u>	<u>\$ (464,715)</u>	<u>\$ (1,151,136)</u>	
NONOPERATING REVENUES (EXPENSES):				
Transfer from General	\$ 75,000	\$ 300,000	\$ 900,000	33.33%
Other revenues/(expenses)	1,052	6,513	6,542	99.56%
<b>TOTAL NONOPERATING REVENUES (EXPENSES):</b>	<u>\$ 76,052</u>	<u>\$ 306,513</u>	<u>\$ 906,542</u>	33.81%
<b>NET INCOME (LOSS)</b>	<u>\$ 3,276</u>	<u>\$ (158,202)</u>	<u>\$ (244,594)</u>	
<b>ENCUMBRANCES OUTSTANDING</b>		\$ (88,715)		
<b>FUND BALANCE (Budgetary Basis)</b>				
Beginning Balance		689,351	689,351	
Ending Balance		<u>\$ 442,434</u>	<u>\$ 444,757</u>	