

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

Tuesday, January 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

JAN 12 2023

KL

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 – January 3, 2023, and January 10, 2023, Regular Meeting
 - 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 December 31, 2022
 - Monthly Budget Status Report – December 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 9, 2022, and the Agenda posted at City Hall, 200 South Main Street, at 5:00 pm on Thursday, January 12, 2023.



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, JANUARY 3, 2023

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, January 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 3:00 pm on Thursday, December 29, 2022.

1. **Call to Order** – Vice Chair Alvin Fruga called the meeting to order at 6:57 pm.

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

Present	Absent
Vice Chair – Alvin Fruga	Chair – Kelly Lewis
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 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 – December 20, 2022, Regular Meeting
- B. Approve claims

Mr. Dunn moved, seconded by Mr. Bush to approve the Consent Agenda as presented, with claims totaling \$17,204.45.

YEA: Bonebrake, Bush, Dunn, Fruga

NAY: None

Motion carried: 4-0

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 Vice Chair acknowledged receipt of the following:

- Payroll Payment Report – Pay Period Ending Date December 17, 2022

8. **New Business** - None

9. **Adjournment**

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

YEA: Bonebrake, Bush, Dunn, Fruga

NAY: None

Motion carried: 4-0 and the meeting adjourned at 6:58 pm.

Alvin Fruga, Vice Chair

Juliann M. Stevens, Authority Clerk

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

MINUTES OF JOINT REGULAR MEETING TUESDAY, January 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, January 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 1:00 pm on Friday, January 6, 2023.

- 1. Call to Order** - 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 – Bill Bush

Councilor/Trustee – Lyndell Dunn

Absent - None

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

- 2. Presentation and discussion relating to the Fiscal Year 2021-2022 Audit and Annual Comprehensive Financial Report**

Carly Novozinsky, Stacy Hammond, C.P.A. and Emily Sheldon, C.P.A. of BT&Co., P.A., and Robert Curfman, Audit Committee Chair, presented the item and discussion was held.

- 3. Discussion relating to Community Development Items**

A. Request for rezoning – approximately 63.677 acres located south of East 116th Street North and east of North 97th East Avenue from Residential Single-Family (RS-3) to Public Facilities (PF), as referenced in application OZ 22-10

B. Request for a Specific Use Permit (SUP) – approximately 0.8136 acres located south of East 96th Street North and east of North 129th East Avenue for an automotive repair and maintenance facility in a Commercial Shopping (CS) district, as referenced in application SUP 22-03

Alexa Beemer presented both items and discussion was held. It was further explained item A and B would be placed on the January 17, 2023, City Council agenda for consideration and action.

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

A. Citizen appointment to the Owasso Planning Commission

B. Monthly sales tax report and revenue outlook

C. City Manager report

Warren Lehr and Mayor Lewis presented item A. Carly Novozinsky presented item B and discussion was held. Mr. Lehr reported on the annual live greenery collection program.

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

- 6. Consideration and appropriate action relating to an executive session for the purpose of discussing personnel matters of the City Manager, as provided for in Title 25, O.S. § 307(B)(1)**

Julie Lombardi recommended to enter into executive session. Mr. Bonebrake moved, seconded by Mr. Dunn to enter into executive session.

YEA: Bonebrake, Bush, Dunn Fruga, Kelly

NAY: None

Motion carried: 5-0 and at 6:20 pm, the City Council along with Warren Lehr, and Julie Lombardi, entered into executive session. At 7:01 pm, Mayor Lewis exited the executive session and returned at 7:04 pm. At 7:16 pm, the City Council returned to open session.

- 7. Adjournment** - The meeting adjourned at 7:17 pm.

Kelly Lewis, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 01/17/2023

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	FLEET-FUEL \$924.75
CART OPERATIONS - Total			\$924.75
	AGSOURCE HARRIS LABORATORIES	SOIL TESTS	\$307.80
	AT&T	PHONE SERVICE	\$3.13
	DALE & LEES SERVICE INC	HVAC	\$88.00
	JPMORGAN CHASE BANK	AMAZON-SUPPLIES	\$72.00
	JPMORGAN CHASE BANK	AMERIFLEX-SUPPLIES	\$9.00
	JPMORGAN CHASE BANK	FREEDOM-DISPOSAL	\$100.00
	JPMORGAN CHASE BANK	HOME DEPOT-SUPPLIES	\$59.70
	JPMORGAN CHASE BANK	MAIL THIS-SHIPPING	\$25.79
	JPMORGAN CHASE BANK	OREILLY-SUPPLIES	\$88.06
	JPMORGAN CHASE BANK	OREILLY-TOOLS	\$18.99
	JPMORGAN CHASE BANK	P&K EQUIP-REPAIR	\$2,033.64
	JPMORGAN CHASE BANK	PAYPAL-FEES	\$60.00
	JPMORGAN CHASE BANK	PLATINUM-SECURITY	\$25.00
	JPMORGAN CHASE BANK	STANDARD SUP-PARTS	\$1,063.88
	JPMORGAN CHASE BANK	TRACTOR SUP-SUPPLIES	\$87.90
	JPMORGAN CHASE BANK	TRAVEL EXP 2/6-9	\$436.96
	ONEOK INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$647.69
	UNIFIRST HOLDINGS LP	ENV CHARGE	\$41.25
	UNIFIRST HOLDINGS LP	JANITORIAL	\$61.74
	UNIFIRST HOLDINGS LP	SHOP TOWEL SERVICE	\$65.58
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$35.91
	VERIZON WIRELESS	WIRELESS CONNECTION	\$80.02
COURSE MAINT - Total			\$5,412.04
	COX COMMUNICATIONS	PHONE USAGE	\$7.08
	JPMORGAN CHASE BANK	HOME DEPOT-SUPPLIES	\$70.68
	JPMORGAN CHASE BANK	IMAGEFIRST-RENTAL	\$389.55
	JPMORGAN CHASE BANK	SAMS-SUPPLIES	\$17.48
	JPMORGAN CHASE BANK	SYSCO-SUPPLIES	\$1,049.07
	JPMORGAN CHASE BANK	WALMART-SUPPLIES	\$59.21
	STEPHEN R GRINTER	REPAIR	\$506.00
FOOD & BEV - Total			\$2,099.07
	AEP/PSO	ELECTRIC USE	\$123.72
	CITY OF OWASSO	WATER SERVICE	\$63.00
	COX COMMUNICATIONS	PHONE USAGE	\$3.54
	CYBERGOLF LLC	WEB HOSTING	\$645.00
	GPS TECHNOLOGIES INC	CART GPS	\$876.00
	JPMORGAN CHASE BANK	GRIMSLEYS-SUPPLIES	\$356.12
	JPMORGAN CHASE BANK	OFFICE DEPOT-STAMP	\$112.97
	JPMORGAN CHASE BANK	PLATINUM-SECURITY	\$25.00

Claims List - 01/17/2023

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	\$69.85
		ONEOK INC OKLAHOMA NATURAL GAS	\$807.25
		STANDLEY SYSTEMS, LLC	\$243.71
	GOLF ADMIN	- Total	\$3,326.16
		COX COMMUNICATIONS	\$10.62
	GOLF SHOP	- Total	\$10.62
		BGR DAILY ACCT.	\$302.80
		JPMORGAN CHASE BANK	\$6,782.73
		JPMORGAN CHASE BANK	\$380.51
		JPMORGAN CHASE BANK	\$318.78
		JPMORGAN CHASE BANK	\$37.50
		JPMORGAN CHASE BANK	\$738.15
		JPMORGAN CHASE BANK	\$714.45
		JPMORGAN CHASE BANK	\$163.18
		NIKE USA, INC	\$656.95
	OPGA	- Total	\$10,095.05
	OPGA	- Total	\$21,867.69
	OPGA Grand Total		\$21,867.69

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 12/31/22

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	5,649.71	9,462.38
605 Cart Operations	1,611.25	1,799.01
610 Golf Course Operations	9,218.35	15,595.01
670 Food & Beverage	3,115.29	4,863.06
690 General & Administration	4,159.23	5,968.08
<hr/> FUND TOTAL	<hr/> 23,753.83	<hr/> 37,687.54

CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
FISCAL YEAR 2022-2023
Budgetary Basis
Statement of Revenues & Expenses
As of December 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	\$ 36,514	\$ 436,426	\$ 683,322	63.87%
Cart Rental	6,289	115,659	197,103	58.68%
Food & beverage	10,578	117,727	188,822	62.35%
COS -- food & beverage	(4,877)	(56,781)	(78,814)	72.04%
Merchandise sales	5,630	97,496	178,275	54.69%
COS -- merchandise	(5,348)	(70,530)	(124,729)	56.55%
TOTAL OPERATING REVENUES	<u>\$ 48,786</u>	<u>\$ 639,998</u>	<u>\$ 1,043,979</u>	61.30%
OPERATING EXPENSES:				
Golf Shop	\$ (24,446)	\$ (131,733)	\$ (292,076)	45.10%
Cart Operations	(9,998)	(88,906)	(139,441)	63.76%
Golf Course Maintenance	(62,060)	(444,461)	(1,099,664)	40.42%
Food & Beverage	(13,885)	(95,095)	(149,331)	63.68%
Golf Administration	(25,073)	(145,149)	(332,553)	43.65%
Capital Outlay	-	-	-	0.00%
TOTAL OPERATING EXPENSES	<u>\$ (135,462)</u>	<u>\$ (905,344)</u>	<u>\$ (2,013,065)</u>	44.97%
OPERATING REVENUES OVER (UNDER) EXPENDITURES	<u>\$ (86,676)</u>	<u>\$ (265,346)</u>	<u>\$ (969,086)</u>	
NONOPERATING REVENUES (EXPENSES):				
Transfer from General	\$ 87,291	\$ 516,258	\$ 1,040,000	49.64%
Other revenues/(expenses)	860	4,667	300	1555.67%
TOTAL NONOPERATING REVENUES (EXPENSES):	<u>\$ 88,151</u>	<u>\$ 520,925</u>	<u>\$ 1,040,300</u>	50.07%
NET INCOME (LOSS)	<u>\$ 1,474</u>	\$ 255,578	\$ 71,214	
ENCUMBRANCES OUTSTANDING		\$ (45,686)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		426,625	426,625	
Ending Balance		<u>\$ 636,518</u>	<u>\$ 497,839</u>	