

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

Tuesday, March 7, 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

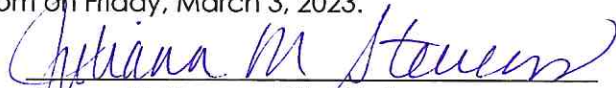
MAR 03 2023 *HS*

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 – February 21, 2023, Regular Meeting
 - B. Approve claims
4. **Consideration and appropriate action relating to items removed from the Consent Agenda**
5. **Consideration and appropriate action relating to the Bailey Ranch Golf Clubhouse Facility Roof Replacement Project**
Corey Burd

Staff recommends acceptance of the Bailey Ranch Golf Clubhouse Facility Roof Replacement Project and authorization for payment to Ridgeback Roofing & Construction, LLC, in the amount of \$500.00, resulting in a final contract amount of \$55,500.00.
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 February 25, 2023
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, 9, 2022, and the Agenda posted at City Hall, 200 South Main Street, at 1:00 pm on Friday, March 3, 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, FEBRUARY 21, 2023

The Owasso Public Golf Authority met in regular session on Tuesday, February 21, 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, February 17, 2023.

1. **Call to Order** - Chair Kelly Lewis called the meeting to order at 7:16 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 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 – February 7, 2023, and February 14, 2023, Regular Meetings
- B. Approve claims

Mr. Bush moved, seconded by Mr. Bonebrake to approve the Consent Agenda as presented, with claims totaling \$47,002.56.

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. **Consideration and appropriate action relating to the agreement for the purpose of leasing a fleet vehicle**

Chris Garrett presented the item, recommending approval of an Open-End (Equity) Lease from Enterprise Fleet Management, Inc., of Clayton, Missouri, for a lease period of forty-eight months, contingent upon annual appropriations by the Trustees, and authorize the execution of the necessary documents to lease a 2023 Chevrolet Silverado pickup truck at a lease rate of \$844.50 per month. There were no comments from the audience. After discussion, Mr. Dunn moved, seconded by Mr. Bonebrake, to approve the agreement and authorize execution of documents, as recommended.

YEA: Bonebrake, Bush, Dunn, Fruga, Lewis

NAY: None

Motion carried: 5-0

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

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

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

- Payroll Payment Report – Pay Period Ending Date February 11, 2023
- Monthly Budget Report – January 2023

9. **New Business** - None

10. 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 7:19 pm.

Juliann M. Stevens, Authority Clerk

Kelly Lewis, Chair

Claims List - 03/07/2023

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	YAMAHA MOTOR CORPORATION, USA	CART LEASE \$3,790.82
CART OPERATIONS - Total			\$3,790.82
	AEP/PSO	ELECTRIC USE	\$761.99
	BUSBY PUMP & SUPPLY	PUMP REPAIR	\$11,843.67
	DALE & LEES SERVICE INC	HEATER REPLACEMENT	\$2,878.00
	JPMORGAN CHASE BANK	CLUB PRO-EQUIPMENT	\$1,225.59
	JPMORGAN CHASE BANK	DOLESE-BLOCKS	\$3,105.00
	JPMORGAN CHASE BANK	LODGING EXP 2/6-9	\$438.71
	JPMORGAN CHASE BANK	PLATINUM-SERVICE	\$25.00
	JPMORGAN CHASE BANK	TRAVEL EXP 2/6-9	\$66.82
	JPMORGAN CHASE BANK	USPS-SHIPPING	\$77.85
	THE HUNTINGTON NATIONAL BANK	MAINT EQUIP LEASE	\$5,207.39
	UNIFIRST HOLDINGS LP	ENV CHARGE	\$40.50
	UNIFIRST HOLDINGS LP	JANITORIAL	\$61.74
	UNIFIRST HOLDINGS LP	SHOP TOWEL SERVICE	\$65.58
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$35.91
COURSE MAINT - Total			\$25,833.75
	COX COMMUNICATIONS	PHONE USAGE	\$7.72
	JPMORGAN CHASE BANK	IMAGEFIRST-RENTAL	\$155.09
	JPMORGAN CHASE BANK	SAMS-SUPPLIES	\$58.22
	JPMORGAN CHASE BANK	SYSCO-SUPPLIES	\$486.29
FOOD & BEV - Total			\$707.32
	AEP/PSO	ELECTRIC USE	\$671.18
	COX COMMUNICATIONS	PHONE USAGE	\$3.86
	GPS TECHNOLOGIES INC	CART GPS	\$876.00
	GPS TECHNOLOGIES INC	GPS REPAIR	\$212.00
	JPMORGAN CHASE BANK	COX-SERVICE	\$339.17
	JPMORGAN CHASE BANK	CUTTER&BUCK-UNIFORM	\$523.03
	JPMORGAN CHASE BANK	GOLF SCORE-MARKETING	\$2,300.00
	JPMORGAN CHASE BANK	GRIMSLEYS-SUPPLIES	\$32.76
	JPMORGAN CHASE BANK	JST-SERVICE	\$640.00
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	\$44.69
	JPMORGAN CHASE BANK	PLATINUM-SERVICE	\$25.00
	JPMORGAN CHASE BANK	STRIPE-EQUIPMENT	\$580.00
	JPMORGAN CHASE BANK	WASTE MGMT-DISPOSAL	\$538.07
GOLF ADMIN - Total			\$6,785.76
	COX COMMUNICATIONS	PHONE USAGE	\$11.58
	JPMORGAN CHASE BANK	AMAZON-SUPPLIES	\$49.00
	JPMORGAN CHASE BANK	ATWOOD-SUPPLIES	\$49.51
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	\$96.88
GOLF SHOP - Total			\$206.97

Claims List - 03/07/2023

Fund	Vendor Name	Payable Description	Payment Amount	
55	OPGA	JPMORGAN CHASE BANK	ACUSHNET-MERCH EXP	\$4,997.95
		JPMORGAN CHASE BANK	IMPERIAL-BEVERAGE	\$157.80
		JPMORGAN CHASE BANK	LUXOTTICA-MERCH EXP	\$255.07
		JPMORGAN CHASE BANK	PING-MERCH EXP	\$8,295.09
		JPMORGAN CHASE BANK	SAMS-FOOD	\$801.21
		JPMORGAN CHASE BANK	SYSCO-FOOD	\$273.36
		ROGER CLEVELAND GOLF COMPANY	MERCHANDISE EXPENSE	\$118.00
		OPGA	- Total	\$14,898.48
	OPGA	- Total	\$52,223.10	
OPGA Grand Total			\$52,223.10	



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

FROM: Corey Burd
Bailey Ranch Golf Club - Director of Golf

SUBJECT: Acceptance and Authorization for Payment Roof Replacement on Clubhouse

DATE: March 3, 2023

BACKGROUND:

On December 20, 2022, Trustees awarded a bid for the new roof and new gutter system for the Bailey Ranch Golf Club House Facility to Ridgeback Roofing & Construction, LLC, in the amount of \$55,000.00. Construction for the project began early in January 2023 and completed later in the month. During the project, ten (10) additional sheets of oriented strand decking boards were required to complete the project. The additional expense was a total of \$500.00.

FINAL INSPECTION:

In January 2023, Ridgeback Roofing completed all required work identified within the contract. Final inspection was completed in January 2023 and all standards for acceptance have been met.

FUNDING:

Funding for the additional material expense in the amount of \$500.00 is available in the FY 2023 OPGA Budget.

RECOMMENDATION:

Staff recommends acceptance of the Bailey Ranch roof and gutter replacement project and authorization for payment to Ridgeback Roofing & Construction, LLC, in the amount of \$500.00, resulting in a final contract amount of \$55,500.

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 02/25/23

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	5,673.71	9,489.18
605 Cart Operations	2,525.25	2,819.48
610 Golf Course Operations	9,007.29	14,287.96
670 Food & Beverage	3,591.15	5,395.81
690 General & Administration	4,159.23	5,968.08
<hr/> FUND TOTAL	<hr/> 24,956.63	<hr/> 37,960.51