

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

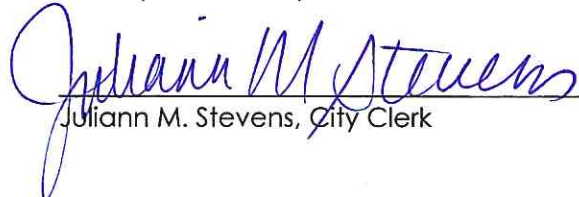
TUESDAY, March 16, 2021 - 6:30 PM

AGENDA

RECEIVED
MAR 12 2021 JS
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 – March 2, 2021, and March 9, 2021, Regular Meetings
 - B. Approve claims
4. **Consideration and appropriate action relating to items removed from the Consent Agenda**
5. **Report from OPGA Manager**
 - Golf Report
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 February 27, 2021
 - Monthly Budget Status Report - February 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)**
9. **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 6:00 pm on Friday, March 12, 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, March 2, 2021

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, March 2, 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 6:00 pm on Friday, February 26, 2021.

1. Call to Order

Chair Bill Bush called the meeting to order at 6:51 pm.

2. Roll Call

Present

Absent

Chair – Bill Bush

Vice Chair – Kelly Lewis

Trustee – Chris Kelley

Trustee – Doug Bonebrake

Trustee – Lyndell Dunn

A quorum was declared present.

Staff:

Assistant Authority Manager – Chris Garrett

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 - February 16, 2021, Regular Meeting

B. Approve claims

Mr. Dunn moved, seconded by Mr. Bonebrake to approve the Consent Agenda, as presented with claims totaling \$120,292.42.

YEA: Bonebrake, Dunn, Kelley, Bush

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 (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 February 13, 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 Mr. Dunn to adjourn the meeting.

YEA: Bonebrake, Dunn, Kelley, Bush

NAY: None

Motion carried: 4-0 and the meeting adjourned at 6:52 pm.

Bill Bush, Chair

Juliann M. Stevens, Authority Clerk

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

MINUTES OF JOINT REGULAR MEETING Tuesday, March 9, 2021

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, March 9, 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 6:00 pm on Friday, March 5, 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
Vice Mayor/Vice Chair – Kelly Lewis
Councilor/Trustee – Chris Kelley
Councilor/Trustee – Doug Bonebrake
Councilor/Trustee – Lyndell Dunn
A quorum was declared present.

Absent

None

2. Discussion relating to the 2021 Mayor and Vice Mayor / Chair and Vice Chair elections process

Mayor/Chair Bill Bush introduced the item and discussion was held.

3. Discussion relating to Community Development Items

- A. Application for the 2021 Community Development Block Grant (CDBG) Program funding and project selection
- B. Request for final plat – Lissau Landing Medical Clinic, 11.48 acres located at 11610 North 137th East Avenue
- C. Request for final plat – Garnett Medical Center, 2.156 acres located at the northwest intersection of East 103rd Street North and North Garnett Road
- D. Request for final plat – Presley Hollow residential subdivision, 66.85 acres located on the north side of East 76th Street North, approximately three-fourths of a mile west of North 161st East Avenue
- E. Request for utility easement closures – Owasso Medical Campus, located north of 12001 East 96th Street North and south of Bailey Ranch Estates II Subdivision
- F. Request for annexation (OA 21-01) and rezoning (OZ 21-01) – 4.19 acres located at the southwest corner of East 106th Street North and US Highway 169 from Agriculture (AG) to Commercial Shopping (CS)
- G. Request for rezoning (OZ 21-02) – 0.7234 acres located at 9349 North 129th East Avenue from Agriculture (AG) to Commercial Shopping (CS)

Karl Fritschen presented items A, B, and G; and Alexa Beemer presented items C, D, E, and F and discussion was held. It was further explained each item would be placed on the March 16, 2021, City Council agenda for consideration and action.

4. Discussion relating to the annual review of the Owasso Utility Rate Study, five-year utility rate plan

Linda Jones presented the item and discussion was held. It was further explained this item would be placed on the April 13, 2021, Worksession agenda for additional discussion.

5. Discussion relating to the evaluation process and employment contracts for the City Manager and the City Attorney

Michele Dempster presented the item and discussion was held. It was further explained this item would be placed on the May 11, 2021, Worksession agenda for additional discussion.

6. Discussion relating to the City's Comprehensive Master Rate and Fee Schedule

Juliann Stevens presented the item and discussion was held. It was further explained this item could be placed on the April 6, 2021, City Council agenda for consideration and action.

7. Discussion relating to City/Authority Manager items

- A.** Monthly sales tax report
- B.** City Manager report

Warren Lehr introduced Linda Jones to present item A. Mr. Lehr reported Bailey Medical Center and St. John Owasso were recently listed in a nationwide ranking of Best Maternity Hospitals, and commented on Owasso Fire Department staffing.

8. City Councilor/Trustee comments and inquiries

Mr. Bonebrake and Mr. Bush commented on attending a Purple Heart Ceremony recently held at the 138th Fighter Wing in Tulsa, Oklahoma.

9. Adjournment

The meeting adjourned at 7:14 pm.

Bill Bush, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 3/16/2021

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	\$249.24
		JPMORGAN CHASE BANK	\$83.08
		YAMAHA MOTOR CORPORATION, USA	\$3,594.38
CART OPERATIONS - Total			\$3,926.70
	AT&T	CONSOLIDATED PHONE	\$13.01
	CITY GARAGE	LABOR/OVERHEAD CHGS - MAR	\$75.83
	JPMORGAN CHASE BANK	AMAZON-BATTERY BACKUP	\$374.99
	JPMORGAN CHASE BANK	BUMP2BUMP-ANTIFREEZE	\$46.24
	JPMORGAN CHASE BANK	BUMP2BUMP-FILTERS	\$124.96
	JPMORGAN CHASE BANK	BUMP2BUMP-PARTS	\$95.86
	JPMORGAN CHASE BANK	BWI-HERBICIDE	\$457.71
	JPMORGAN CHASE BANK	KANSAS GOLF-BEDKNIVES	\$397.39
	JPMORGAN CHASE BANK	KANSAS GOLF-REPAIR	\$451.82
	JPMORGAN CHASE BANK	KANSAS GOLF-SERVICE	\$371.48
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	\$346.67
	JPMORGAN CHASE BANK	OREILLY-BATTERIES	\$27.97
	JPMORGAN CHASE BANK	PRO TURF PROD-BEDKNIV	\$485.91
	JPMORGAN CHASE BANK	RR PROD-TINES	\$1,254.87
	JPMORGAN CHASE BANK	SPRINGDALE-REPAIRS	\$709.11
	JPMORGAN CHASE BANK	STANDARD SPLY-BELT	\$12.36
	JPMORGAN CHASE BANK	STANDARD SPLY-FILTERS	\$319.58
	JPMORGAN CHASE BANK	UPS-POSTAGE	\$35.93
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$161.63
	TCF NATIONAL BANK	MAINT EQUIP LEASE	\$5,207.39
	TURFCENTRIC INC	SOFTWARE SUPPORT	\$1,800.00
	UNIFIRST HOLDINGS LP	ENV CHARGE	\$44.00
	UNIFIRST HOLDINGS LP	JANITORIAL	\$72.74
	UNIFIRST HOLDINGS LP	SHOP TOWEL SERVICE	\$69.12
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$63.48
	VERIZON WIRELESS	WIRELESS CONNECTION	\$40.95
COURSE MAINT - Total			\$13,061.00
	JPMORGAN CHASE BANK	ACUSHNET-UNIFORM	\$106.36
	JPMORGAN CHASE BANK	SAMS-SUPPLIES	\$36.96
	JPMORGAN CHASE BANK	SYSCO-SUPPLIES	\$181.81
FOOD & BEV - Total			\$325.13
	AT&T	CONSOLIDATED PHONE	\$26.02
	AT&T	LONG DISTANCE PHONE	\$8.83
	DAVCO MECHANICAL CONTRACTORS,INC	PLUMBING REPAIRS	\$230.00
	GPS TECHNOLOGIES INC	CART GPS	\$1,260.00
	JPMORGAN CHASE BANK	BARE METAL-CLEANING	\$640.00

Claims List - 3/16/2021

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	\$150.00
		JPMORGAN CHASE BANK	\$84.67
		JPMORGAN CHASE BANK	\$47.84
		JPMORGAN CHASE BANK	\$47.84
		JPMORGAN CHASE BANK	\$608.21
		ONEOK, INC OKLAHOMA NATURAL GAS	\$475.74
		GOLF ADMIN - Total	\$3,579.15
		OKLAHOMA GOLF ASSOCIATION	\$625.00
		GOLF SHOP - Total	\$625.00
		JPMORGAN CHASE BANK	\$5,169.87
		JPMORGAN CHASE BANK	\$1,743.59
		JPMORGAN CHASE BANK	\$95.34
		JPMORGAN CHASE BANK	\$183.47
		NIKE USA, INC	\$81.26
		OPGA - Total	\$7,273.53
		OPGA - Total	\$28,790.51
		OPGA Grand Total	\$28,790.51

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 02/27/21

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	5,004.39	8,568.97
605 Cart Operations	904.19	1,016.32
610 Golf Course Operations	7,919.01	14,813.71
670 Food & Beverage	1,712.02	3,220.06
690 General & Administration	3,611.92	5,280.13
<hr/> FUND TOTAL	19,151.53	32,899.19

CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
FISCAL YEAR 2020-2021
Budgetary Basis
Statement of Revenues & Expenses
As of February 28, 2021

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
OPERATING REVENUES:				
Golf shop fees	\$ 20,819	\$ 410,471	\$ 512,467	80.10%
Merchandise sales	6,892	92,487	163,230	56.66%
COS -- merchandise	(5,273)	(60,051)	(118,349)	50.74%
Cart Rental	3,225	138,547	142,931	96.93%
Food & beverage	2,131	96,424	134,139	71.88%
COS -- food & beverage	(1,358)	(45,720)	(67,487)	67.75%
TOTAL OPERATING REVENUES	<u>\$ 26,437</u>	<u>\$ 632,157</u>	<u>\$ 766,931</u>	82.43%
OPERATING EXPENSES:				
Golf Shop	(20,546)	(156,562)	\$ (276,141)	56.70%
Cart Operations	(1,155)	(72,507)	(120,058)	60.39%
Golf Course Maintenance	(51,024)	(462,730)	(731,714)	63.24%
Food & Beverage	(6,985)	(90,493)	(140,778)	64.28%
Golf Administration	(15,628)	(152,591)	(227,912)	66.95%
Capital Outlay Bridge Renovation	(20,188)	(73,055)	(75,400)	96.89%
Capital Outlay Greens Replacement	(80,000)	(80,000)	(803,377)	9.96%
TOTAL OPERATING EXPENSES	<u>\$ (195,526)</u>	<u>\$ (1,087,938)</u>	<u>\$ (2,375,380)</u>	45.80%
OPERATING REVENUES OVER (UNDER) EXPENDITURES	<u>\$ (169,089)</u>	<u>\$ (455,781)</u>	<u>\$ (1,608,449)</u>	
NONOPERATING REVENUES (EXPENSES):				
Transfer from General	\$ 863,135	\$ 1,682,130	\$ 1,733,049	97.06%
Transfer from OPWA	-	-	326,201	0.00%
Other revenues/(expenses)	1	61	-	
TOTAL NONOPERATING REVENUES (EXPENSES):	<u>\$ 863,136</u>	<u>\$ 1,682,191</u>	<u>\$ 2,059,250</u>	81.69%
NET INCOME (LOSS)	<u>\$ 694,048</u>	\$ 1,226,410	\$ 450,801	
ENCUMBRANCES OUTSTANDING		\$ (775,579)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		(1,484,615)	(1,484,615)	
Ending Balance		<u>\$ (1,033,784)</u>	<u>\$ (1,033,814)</u>	