

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

Tuesday, March 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

MAR 17 2023

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 – March 7, 2023, and March 14, 2023, Regular Meeting
 - 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 March 11, 2023
 - Monthly Budget Status Report – February 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 1:00 pm on Friday, March 17, 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, MARCH 7, 2023

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, March 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, March 3, 2023.

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: 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 21, 2023, Regular Meeting
- B. Approve claims

Mr. Bush moved, seconded by Mr. Dunn to approve the Consent Agenda as presented, with claims totaling \$52,223.10.

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 Bailey Ranch Golf Clubhouse Facility Roof Replacement Project

Corey Burd presented the item, recommending acceptance of the 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. There were no comments from the audience. After discussion Mr. Dunn moved, seconded by Mr. Bonebrake to accept the project and authorize payment, 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 25, 2023

9. New Business

None

10. Adjournment

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

YEA: Bonebrake, Bush, Dunn, Fruga, Lewis

NAY: None

Motion carried: 5-0 and the meeting adjourned at 7:11 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, MARCH 14, 2023

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, March 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 1:00 pm on Friday, March 10, 2023.

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 – 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. Discussion relating to the bids received for the Outdoor Warning System Replacement Project

Don Lynch presented the item and discussion was held. It was further explained this item would be placed on the March 21, 2023, City Council agenda for consideration and action.

3. Discussion relating to the 2023 Wyland National Mayor's Challenge for Water Conservation

Lauren Kimbrough presented the item and discussion was held. It was further explained this item would be presented at the March 21, 2023, City Council meeting.

4. Discussion relating to the annual review of the Owasso Utility Rate Study, Five-Year Utility Rate Plan

Carly Novozinsky presented the item and discussion was held.

5. Discussion relating to Community Development items

- A. Application for the 2023 Community Development Block Grant (CDBG) Program funding and project selection
- B. Request for a final plat – Villas at Stonebridge II, approximately 4.98 acres located south of East 76th Street North and east of North 129th East Avenue
- C. Request for a planned unit development (PUD) for The Reserves at Owasso and a rezoning request from Residential Multifamily (RM) and Commercial Shopping (CS) to Residential Multifamily (RM), Commercial Shopping (CS), and Office (O) - approximately 51.66 acres located at the northwest corner of the East 106th Street North and North 145th East Avenue intersection, as referenced in applications OPUD 23-02 and OZ 23-02
- D. Request for a planned unit development for The Vintage at Redbud – approximately 0.48 acres located south of West 2nd Street and west of North Atlanta Street, as referenced in application OPUD 23-03

Alexa Beemer presented items A, B, and C, discussion was held. Wendy Kramer presented item D and discussion was held. It was further explained these items would be placed on the March 21, 2023, City Council agenda for consideration and action.

6. Discussion relating to a proposed Development and Financing Agreement with SAHO Properties, LLC - Tax Increment Financing, Owasso Redbud District, Increment District No. 1, Development Project Assistance for 401 West 2nd Avenue

Chris Garrett presented the item and discussion was held. It was further explained this item would be placed on the March 21, 2023, City Council and OPWA agendas for consideration and action.

7. Discussion relating to City/Authority Manager items

- A. Public Hearings held March 7, 2023, for the proposed amendments to the City Council Ward Boundaries and the proposed amendment to the list of projects eligible to receive funding from the Capital Improvements Fund
- B. Agreement for economic development services between the Owasso Chamber of Commerce and the City of Owasso
- C. Proposed election to recapture the expiring 55/100ths sales tax
- D. Monthly sales tax report and revenue outlook
- E. City Manager report

Warren Lehr presented items A, B, and C, discussion was held. Mr. Lehr introduced Carly Novozinsky to present item D and discussion was held.

8. City Councilor/Trustee comments and inquiries

Councilor Fruga commented on former Mayor Will Williams recent birthday.

9. Adjournment

The meeting adjourned at 8:07 pm.

Kelly Lewis, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 03/21/2023

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	YAMAHA GOLF CAR COMPANY	REPAIR \$72.99
		YAMAHA MOTOR CORPORATION, USA	CART LEASE \$762.98
		CART OPERATIONS - Total	\$835.97
		AT&T	PHONE SERVICE \$3.31
		AT&T	PHONE USE \$26.24
		JPMORGAN CHASE BANK	IMPERIAL-UNIFORM \$631.44
		JPMORGAN CHASE BANK	INNOVATIVE TURF-AGENT \$650.11
		JPMORGAN CHASE BANK	LOWES-PARTS \$83.20
		JPMORGAN CHASE BANK	MIDWEST-SUPPLIES \$159.20
		JPMORGAN CHASE BANK	OREILLY-PARTS \$14.88
		JPMORGAN CHASE BANK	OREILLY-REFUND (\$242.46)
		JPMORGAN CHASE BANK	OREILLY-SUPPLIES \$104.96
		JPMORGAN CHASE BANK	PLATINUM-SERVICE \$25.00
		JPMORGAN CHASE BANK	PSI-FEES \$190.00
		JPMORGAN CHASE BANK	STANDARD SUP-SUPPLIES \$151.19
		JPMORGAN CHASE BANK	TWIN CITIES-CONCRETE \$5,520.40
		JPMORGAN CHASE BANK	UATTEND-SUBSCRIPTION \$41.00
		ONEOK INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$592.02
		RAGAN TECHNICAL SOLUTIONS INC	IRRIGATION MAPPING \$800.00
		VERIZON WIRELESS	WIRELESS CONNECTION \$80.02
		COURSE MAINT - Total	\$8,830.51
		JPMORGAN CHASE BANK	CUTTER&BUCK-UNIFORM \$764.12
		JPMORGAN CHASE BANK	IMAGEFIRST-RENTAL \$155.09
		JPMORGAN CHASE BANK	SAMS-SUPPLIES \$84.92
		JPMORGAN CHASE BANK	SYSCO-SUPPLIES \$1,013.79
		JPMORGAN CHASE BANK	UNIFIRST-SERVICE \$69.09
		JPMORGAN CHASE BANK	WALMART-SUPPLIES \$24.99
		FOOD & BEV - Total	\$2,112.00
		AEP/PSO	ELECTRIC USE \$98.34
		AT&T	LONG DISTANCE PHONE \$9.98
		AT&T LONG DISTANCE	LONG DISTANCE PHONE \$78.54
		CITY OF OWASSO	WATER SERVICE \$80.50
		JPMORGAN CHASE BANK	BROOKS GREASE-SERVICE \$195.00
		JPMORGAN CHASE BANK	GRIMSLEYS-SUPPLIES \$234.61
		JPMORGAN CHASE BANK	PLATINUM-SERVICE \$25.00
		JPMORGAN CHASE BANK	USGA-DUES \$150.00
		ONEOK INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$678.43
		STANDLEY SYSTEMS, LLC	COPIER \$208.20
		GOLF ADMIN - Total	\$1,758.60
		BGR DAILY ACCT.	REIMB PETTY CASH \$895.50
		JPMORGAN CHASE BANK	ACUSHNET-MERCH \$5,105.44

Claims List - 03/21/2023

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	\$292.81
		JPMORGAN CHASE BANK	\$81.90
		JPMORGAN CHASE BANK	\$596.51
		JPMORGAN CHASE BANK	\$1,759.56
		JPMORGAN CHASE BANK	\$1,080.74
		JPMORGAN CHASE BANK	\$1,415.54
		JPMORGAN CHASE BANK	\$41.94
	OPGA	- Total	\$11,269.94
	OPGA	- Total	\$24,807.02
OPGA Grand Total			\$24,807.02

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 03/11/23

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	5,751.71	9,576.26
605 Cart Operations	2,610.50	2,914.67
610 Golf Course Operations	9,955.43	15,343.91
670 Food & Beverage	4,008.78	5,863.92
690 General & Administration	4,159.23	5,968.08
<hr/> FUND TOTAL	<hr/> 26,485.65	<hr/> 39,666.84

CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
FISCAL YEAR 2022-2023
Budgetary Basis
Statement of Revenues & Expenses
As of February 28, 2023

	MONTH TO-DATE	YEAR TO-DATE	BUDGET	PERCENT OF BUDGET
OPERATING REVENUES:				
Golf shop fees	\$ 47,632	\$ 528,024	\$ 683,322	77.27%
Cart Rental	10,720	136,769	197,103	69.39%
Food & beverage	7,969	135,838	188,822	71.94%
COS -- food & beverage	(3,874)	(64,868)	(78,814)	82.31%
Merchandise sales	18,224	136,796	178,275	76.73%
COS -- merchandise	(14,806)	(102,529)	(124,729)	82.20%
TOTAL OPERATING REVENUES	\$ 65,864	\$ 770,029	\$ 1,043,979	73.76%
OPERATING EXPENSES:				
Golf Shop	\$ (19,401)	\$ (169,937)	\$ (292,076)	58.18%
Cart Operations	(13,572)	(113,626)	(139,441)	81.49%
Golf Course Maintenance	(68,890)	(576,281)	(1,099,664)	52.41%
Food & Beverage	(10,866)	(119,235)	(149,331)	79.85%
Golf Administration	(26,446)	(195,475)	(277,053)	70.56%
Capital Outlay	-	(55,000)	(55,500)	99.10%
TOTAL OPERATING EXPENSES	\$ (139,175)	\$ (1,229,553)	\$ (2,013,065)	61.08%
OPERATING REVENUES OVER (UNDER) EXPENDITURES	\$ (73,311)	\$ (459,524)	\$ (969,086)	
NONOPERATING REVENUES (EXPENSES):				
Transfer from General	\$ 87,290	\$ 690,839	\$ 1,040,000	66.43%
Other revenues/(expenses)	3,992	9,669	300	3222.93%
TOTAL NONOPERATING REVENUES (EXPENSES)	\$ 91,283	\$ 700,507	\$ 1,040,300	67.34%
NET INCOME (LOSS)	\$ 17,971	\$ 240,983	\$ 71,214	
ENCUMBRANCES OUTSTANDING		\$ (31,739)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		426,625	426,625	
Ending Balance		\$ 635,869	\$ 497,839	