

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

TUESDAY, April 20, 2021 - 6:30 PM

AGENDA

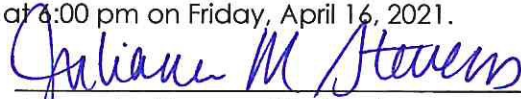
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APR 16 2021 *HS*

City Clerk's Office

1. **Call to Order**
Chair Bill Bush
2. **Roll Call**
3. **Consideration and approval, denial, amendment, or other 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 – April 6, 2021, and April 13, 2021, Regular Meetings
 - B. Approve claims
4. **Consideration and approval, denial, amendment, or other 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 April 10, 2021
 - Monthly Budget Status Report – March 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, April 16, 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

APPROPRIATE ACTION may include, but is not limited to: acknowledging, affirming, authorizing, awarding, tabling, rejecting.

OWASSO PUBLIC GOLF AUTHORITY (OPGA)

MINUTES OF REGULAR MEETING Tuesday, April 6, 2021

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, April 6, 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 Thursday, April 1, 2021.

1. Call to Order

Chair Bill Bush called the meeting to order at 7:17 pm.

2. Roll Call

Present	Absent
Chair – Bill Bush	None
Vice Chair – Kelly Lewis	
Trustee – Chris Kelley	
Trustee – Doug Bonebrake	
Trustee – Lyndell Dunn	

A quorum was declared present.

Staff:

Authority Manager – Warren Lehr
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 - March 16, 2021, Regular Meeting
- B. Approve claims

Mr. Bonebrake moved, seconded by Mr. Kelley to approve the Consent Agenda, as presented with claims totaling \$286,659.60.

YEA: Bonebrake, Dunn, Kelley, Lewis, Bush

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

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 Reports – Pay Period Ending Date March 13, 2021, and March 27, 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. Dunn moved, seconded by Mr. Kelley to adjourn the meeting.

YEA: Bonebrake, Dunn, Kelley, Lewis, Bush

NAY: None

Motion carried: 5-0 and the meeting adjourned at 7:18 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, April 13, 2021

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, April 13, 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, April 9, 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. Presentation relating to a Fleet Vehicle Leasing Program

Chris Garrett introduced John Holland with Enterprise Fleet Leasing, to present the item and discussion was held.

3. Discussion relating to Finance Department items

- A. FY 2021-2022 Annual Operating Budget timeline
- B. Five-Year Utility Rate Plan Proposal

Linda Jones presented items A and B and discussion was held. It was further explained item B would be placed on the April 20, 2021, City Council agenda for consideration and action.

4. Discussion relating to Public Works Department items

- A. Funding Agreement for the North 137th East Avenue Service Road Extension
- B. Bids received for the Coffee Creek Lift Station and Force Main Improvement Project

Roger Stevens presented items A and B and discussion was held. It was further explained that item A would be placed on the April 20, 2021, City Council agenda and item B would be placed on the April 20, 2021, Owasso Public Works Authority agenda for consideration and action.

5. Discussion relating to the Comprehensive Master Rate and Fee Schedule - proposed reservation rates for Redbud Park facilities

Juliann M. Stevens and Larry Langford presented the item and discussion was held. It was further explained that the item would be placed on the April 20, 2021, City Council agenda for consideration and action.

6. 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 on the Open Meeting Act, National Telecommunication Week, National Animal Care and Control Week, Redbud Festival Park events, Yard Waste Collection Program, Annual Free Landfill Day and an upcoming free dumpster day.

7. City Councilor/Trustee comments and inquiries

Councilor Bonebrake commented on the recent Keep Owasso Clean event.

8. Adjournment

The meeting adjourned at 8:02 pm.

Bill Bush, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 4/20/2021

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	EASY PICKER-PARTS \$209.88
CART OPERATIONS - Total			\$209.88
	CITY GARAGE	LABOR/OVERHEAD - APRIL, 2	\$75.83
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$50.91
	TCF NATIONAL BANK	MAINT CART LEASE	\$1,163.13
COURSE MAINT - Total			\$1,289.87
	JPMORGAN CHASE BANK	SAMS-SUPPLIES	\$39.96
	JPMORGAN CHASE BANK	SYSCO-SUPPLIES	\$573.99
	JPMORGAN CHASE BANK	UNITED LINEN-RENTAL	\$96.96
	JPMORGAN CHASE BANK	WALMART-SIGN	\$7.91
	JPMORGAN CHASE BANK	WALMART-SUPPLIES	\$89.46
FOOD & BEV - Total			\$808.28
	AT&T	LONG DISTANCE PHONE	\$9.26
	AT&T LONG DISTANCE	LONG DISTANCE PHONE	\$61.40
	CYBERGOLF LLC	WEBHOSTING	\$585.00
	JPMORGAN CHASE BANK	MURPHY-SUPPLIES	\$253.22
	JPMORGAN CHASE BANK	S CENTRAL PGA-DUES	\$50.00
	JPMORGAN CHASE BANK	SAVON-SIGNAGE	\$85.00
	JPMORGAN CHASE BANK	TEXOMA-SUPPLIES	\$578.61
	JPMORGAN CHASE BANK	UNIFIRST-RUG SERVICE	\$47.84
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$161.51
GOLF ADMIN - Total			\$1,831.84
	JPMORGAN CHASE BANK	ACUSHNET-UNIFORM	\$184.18
	JPMORGAN CHASE BANK	FEDEX-POSTAGE	\$17.22
	JPMORGAN CHASE BANK	FEDEX-SHIPPING	\$11.43
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	\$51.68
	JPMORGAN CHASE BANK	S CENTRAL PGA-DUES	\$50.00
	JPMORGAN CHASE BANK	S CENTRAL PGA-REFUND	(\$290.00)
	JPMORGAN CHASE BANK	S CENTRAL PGA-TRAININ	\$290.00
GOLF SHOP - Total			\$314.51
	BGR DAILY ACCT.	REIMB GOLF PETTY CASH	\$1,353.95
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	\$7,098.40
	JPMORGAN CHASE BANK	CCSWB-BEVERAGE	\$347.86
	JPMORGAN CHASE BANK	COBRA-REFUND	(\$81.09)
	JPMORGAN CHASE BANK	IMPERIAL SPRT-MERCHAN	\$521.03
	JPMORGAN CHASE BANK	LUXOTTICA-MERCHANDISE	\$45.00
	JPMORGAN CHASE BANK	PING-MERCHANDISE	\$3,369.16
	JPMORGAN CHASE BANK	SAMS-FOOD	\$731.92
	JPMORGAN CHASE BANK	SYSCO-FOOD	\$1,097.98
	JPMORGAN CHASE BANK	WALMART-FOOD	\$142.68
	JPMORGAN CHASE BANK	WALMART-WATER	\$35.88

Claims List - 4/20/2021

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	OPGA	\$14,662.77
		- Total	
	OPGA	- Total	\$19,117.15
OPGA Grand Total			\$19,117.15

**OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 4/10/21**

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	5,045.64	8,615.32
605 Cart Operations	2,097.19	2,357.25
610 Golf Course Operations	8,875.50	15,907.61
670 Food & Beverage	2,700.76	4,338.00
690 General & Administration	3,611.92	5,263.17
<hr/> FUND TOTAL	<hr/> 22,331.01	<hr/> 36,481.35

CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
FISCAL YEAR 2020-2021
Budgetary Basis
Statement of Revenues & Expenses
As of March 31, 2021

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
OPERATING REVENUES:				
Golf shop fees	\$ 49,523	\$ 459,994	\$ 512,467	89.76%
Merchandise sales	23,295	115,782	163,230	70.93%
COS -- merchandise	(16,950)	(77,911)	(118,349)	65.83%
Cart Rental	16,742	155,288	142,931	108.65%
Food & beverage	15,807	112,231	134,139	83.67%
COS -- food & beverage	(6,735)	(52,393)	(67,487)	77.63%
TOTAL OPERATING REVENUES	<u>\$ 81,682</u>	<u>\$ 712,991</u>	<u>\$ 766,931</u>	92.97%
OPERATING EXPENSES:				
Golf Shop	(27,647)	(184,209)	\$ (276,141)	66.71%
Cart Operations	(14,706)	(87,212)	(120,058)	72.64%
Golf Course Maintenance	(79,606)	(542,336)	(731,714)	74.12%
Food & Beverage	(13,550)	(104,043)	(140,778)	73.91%
Golf Administration	(24,423)	(177,015)	(227,912)	77.67%
Capital Outlay Bridge Renovation	-	(73,055)	(75,400)	96.89%
Capital Outlay Greens Replacement	(239,487)	(319,487)	(803,377)	39.77%
TOTAL OPERATING EXPENSES	<u>\$ (399,419)</u>	<u>\$ (1,487,358)</u>	<u>\$ (2,375,380)</u>	62.62%
OPERATING REVENUES OVER (UNDER) EXPENDITURES	<u>\$ (317,738)</u>	<u>\$ (774,367)</u>	<u>\$ (1,608,449)</u>	
NONOPERATING REVENUES (EXPENSES):				
Transfer from General	\$ 51,919	\$ 1,733,049	\$ 1,733,049	100.00%
Transfer from OPWA	4,844	4,844	326,201	1.48%
Other revenues/(expenses)	2,854	2,915	-	
TOTAL NONOPERATING REVENUES (EXPENSES):	<u>\$ 59,617</u>	<u>\$ 1,740,808</u>	<u>\$ 2,059,250</u>	84.54%
NET INCOME (LOSS)	<u>\$ (258,121)</u>	\$ 966,441	\$ 450,801	
ENCUMBRANCES OUTSTANDING		\$ (515,640)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		(1,484,615)	(1,484,615)	
Ending Balance		<u>\$ (1,033,814)</u>	<u>\$ (1,033,814)</u>	