

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

Tuesday, May 16, 2023 - 6:30 PM

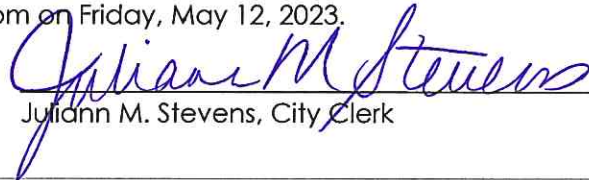
NOTE: APPROPRIATE ACTION may include, but is not limited to: acknowledging, affirming, amending, approving, authorizing, awarding, denying, postponing, or tabling.

AGENDA

RECEIVED
MAY 12 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 – May 2, 2023, and May 9, 2023, Regular Meetings
 - 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 May 6, 2023
 - Monthly Budget Status Report – April 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 6:00 pm on Friday, May 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 CITY COUNCIL
OWASSO PUBLIC WORKS AUTHORITY (OPWA)
OWASSO PUBLIC GOLF AUTHORITY (OPGA)**

**MINUTES OF REGULAR MEETING
TUESDAY, MAY 2, 2023**

The Owasso City Council, Owasso Public Works Authority, and Owasso Public Golf Authority met in regular session on Tuesday, May 2, 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 5:00 pm on Thursday, April 27, 2023.

1. **Call to Order** - Vice Mayor/Vice Chair Alvin Fruga called the meeting to order at 6:30 pm.
2. **Invocation** - Invocation was offered by Pastor Jared Parker of New Heights Church.
3. **Flag Salute** - Councilor Bill Bush led the flag salute.
4. **Presentation of Character Trait of Alertness** - David Hurst, Fire Chief, presented the character trait for the month of May.

Vice Mayor/Vice Chair Alvin Fruga read a statement from Mayor/Chair Kelly Lewis

5. **Oath of Office**

Julie Lombardi administered the Oath of Office for Ward 3, City Councilor/Trustee Dr. Paul Loving and Ward 4, City Councilor/Trustee Lyndell Dunn.

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

Present

Vice Mayor/Vice Chair – Alvin Fruga

Councilor/Trustee – Doug Bonebrake

Councilor/Trustee – Lyndell Dunn

Councilor/Trustee – Dr. Paul Loving

Absent

Mayor/Chair – Kelly Lewis

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

7. **Consideration and appropriate action relating to the Election of Mayor/OPWA Chair/OPGA Chair**

Vice Mayor/Vice Chair Alvin Fruga called for a nomination for the positions of Mayor/Chair. Mr. Dunn moved, seconded by Mr. Bonebrake to elect Kelly Lewis to serve as Mayor/OPWA Chair/OPGA Chair.

YEA: Bonebrake, Dunn, Loving, Fruga

NAY: None

Motion carried: 4-0

8. **Consideration and appropriate action relating to the Election of Vice Mayor/OPWA Vice Chair/OPGA Vice Chair**

Vice Mayor/Vice Chair Alvin Fruga called for a nomination for the positions of Vice Mayor/ Vice Chair. Mr. Bonebrake moved, seconded by Mr. Dunn to elect Alvin Fruga to serve as Vice Mayor/OPWA Vice Chair/OPGA Vice Chair.

YEA: Bonebrake, Dunn, Loving, Fruga

NAY: None

Motion carried: 4-0

9. **Consideration and appropriate action relating to the Consent Agenda. (All matters listed under "Consent" are considered by the City Council to be routine and will be enacted by one motion. Any Councilor may, however, remove an item from the Consent Agenda by request. A motion to adopt the Consent Agenda is non-debatable.)**

A. Approve City Council minutes – April 18, 2023, Regular Meeting

B. Approve OPWA minutes – April 18, 2023, Regular Meeting

C. Approve OPGA minutes – April 18, 2023, Regular Meeting

D. Approve claims – City Council, OPWA, OPGA

E. Accept public infrastructure improvements of a water main extension, stormwater conveyance system, and concrete paving of approaches, curb and gutter, and sidewalk located southeast of the East 96th Street North and North Garnett Road intersection (Smith Farm Village Commercial) (City Council)

Mr. Bonebrake moved, seconded by Mr. Dunn to approve the Consent Agenda as presented, with City Council claims totaling \$560,883.58, OPWA claims totaling \$907,472.96, and OPGA claims totaling \$55,581.89.

YEA: Bonebrake, Dunn, Loving, Fruga

NAY: None

Motion carried: 4-0

10. Consideration and appropriate action relating to items removed from the Consent Agenda - None

11. Consideration and appropriate action relating to Ordinance 1209, amending Part 7, Finance and Taxation, Chapter 2, Sales Tax, by removing the December 31, 2023 expiration date for the levy and assessment of the fifty-five hundredths (0.55%) portion of the total city sales tax rate, and restricting the use of said 0.55% for street improvements, adjoining infrastructure, and right-of-way expenditures, sidewalks, and recreation trails (City Council)

Chris Garrett presented the item, recommending adoption of Ordinance 1209, subject to approval by a majority of the registered voters of the City of Owasso. There were no comments from the audience. After discussion, Mr. Dunn moved, seconded by Mr. Bonebrake to adopt Ordinance 1209, as recommended.

YEA: Bonebrake, Dunn, Loving, Fruga

NAY: None

Motion carried: 4-0

12. Consideration and appropriate action relating to Resolution 2023-10, calling a special election for the purpose of submitting to qualified voters the question of approval or disapproval of Ordinance 1209 (City Council)

Chris Garrett presented the item, recommending approval of Resolution 2023-10. There were no comments from the audience. After discussion, Mr. Bonebrake moved, seconded by Dr. Loving to approve Resolution 2023-10, as recommended.

YEA: Bonebrake, Dunn, Loving, Fruga

NAY: None

Motion carried: 4-0

13. Consideration and appropriate action relating to the purchase of right-of-way for the East 106th Street North and North 129th East Avenue Intersection Improvement Project (City Council)

Roger Stevens presented the item, recommending authorization for payment in the amount of \$180,000.00 to Doris Alene Dickinson Revocable Trust for the acquisition of right-of-way and compensation for easement and damages located at 10524 North 129th East Avenue. There were no comments from the audience. After discussion, Mr. Bonebrake moved, seconded by Mr. Dunn to authorize payment, as recommended.

YEA: Bonebrake, Dunn, Loving, Fruga

NAY: None

Motion carried: 4-0

14. Report from City Manager

Warren Lehr introduced Roger Stevens to provide the monthly Public Works project status report and discussion was held. Mr. Lehr recognized Julie Lombardi for receiving the Margaret McMorrow-Love Velvet Hammer Award, and upcoming events throughout the City.

15. Report from City Attorney - None

16. Report from City Councilors

Councilor Dunn congratulated Ms. Lombardi on her award. Councilor Bonebrake congratulated the Councilor-Elects, Mayor and Vice Mayor; and acknowledged the Leadership Owasso class in attendance. Councilors expressed appreciation for Bill Bush's service on the City Council.

17. Official Notices - The Vice Mayor acknowledged receipt of the following:

- Health Care Self-Insurance Claims – dated as of April 27, 2023
- General Fund Payroll Payment Report – Pay Period Ending Date April 22, 2023
- Owasso Public Works Authority Payroll Payment Report – Pay period ending date April 22, 2023
- Owasso Public Golf Authority Payroll Payment Report – Pay period ending date April 22, 2023

18. New Business - None

19. Adjournment

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

YEA: Bonebrake, Dunn, Loving, Fruga

NAY: None

Motion carried: 4-0 and the meeting adjourned at 7:11 pm.

Alvin Fruga, Vice Mayor/Vice Chair

Juliann M. Stevens, City Clerk

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

MINUTES OF JOINT REGULAR MEETING TUESDAY, MAY 9, 2023

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, May 9, 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, May 5, 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 – Lyndell Dunn
Councilor/Trustee – Dr. Paul Loving

Absent

None

Staff: City/Authority Manager – Warren Lehr; City/Assistant City/Authority Manager – Chris Garrett

2. **Presentation and discussion of the Proposed FY 2023-2024 Annual Operating Budget**
Warren Lehr and Carly Novozinsky presented the item and discussion was held.
3. **Presentation and discussion of the Foundations of Municipal Planning**
Brian Dempster, Alexa Beemer, and Wendy Kramer presented the item and discussion was held.
4. **Discussion relating to a request for a final plat – Garnett Business Plaza, approximately 1.185 acres located west of North Garnett Road and north of East 103rd Street North**
Wendy Kramer presented the item and discussion was held.
5. **Discussion relating to City/Authority Manager items**
 - A. Annual appointments to the various citizen boards and committees
 - B. Conflict with the first City Council Meeting in July – Independence Day
 - C. Proposed amendment to the Capital Improvement Fund (CIP) project eligibility list
 - D. Monthly sales tax report and revenue outlook
 - E. City Manager reportWarren Lehr and Mayor Lewis presented item A and discussion was held. Mr. Lehr presented items B, and C and discussion was held. Carly Novozinsky presented item D. Mr. Lehr reported that Ms. Lombardi was absent from the meeting in order to participate as the keynote speaker for the Owasso High School Mock Trial annual banquet, and on various community events throughout the City.
6. **City Councilor/Trustee comments and inquiries**
Mayor Lewis commented on Redbud Days activities and the reception held for Councilor Bush and Councilor Dr. Loving.
7. **Adjournment**
The meeting adjourned at 7:28 pm.

Kelly Lewis, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 05/16/2023

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	FLEET-FUEL \$1,239.56
		JPMORGAN CHASE BANK	LOWES-SUPPLIES \$155.28
		CART OPERATIONS - Total	\$1,394.84
		AT&T	PHONE SERVICE \$3.22
		AT&T	PHONE USE \$25.95
		JPMORGAN CHASE BANK	AMAZON-PRINTER INK \$26.99
		JPMORGAN CHASE BANK	BWI-REFUND (\$259.56)
		JPMORGAN CHASE BANK	INNOVATIVE-AGENT \$334.44
		JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES \$40.58
		JPMORGAN CHASE BANK	OREILLY-AIR FILTER \$97.35
		JPMORGAN CHASE BANK	OREILLY-PARTS \$4.29
		JPMORGAN CHASE BANK	OREILLY-SPARK PLUGS \$17.56
		JPMORGAN CHASE BANK	OWASSO KEYS-REPLACE \$149.71
		ONEOK INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$83.12
		VERIZON WIRELESS	WIRELESS CONNECTION \$80.02
		COURSE MAINT - Total	\$603.67
		COX COMMUNICATIONS	PHONE USAGE \$7.44
		JPMORGAN CHASE BANK	IMAGEFIRST-RENTAL \$155.09
		JPMORGAN CHASE BANK	SAMS-SUPPLIES \$114.54
		JPMORGAN CHASE BANK	SYSCO-SUPPLIES \$965.02
		JPMORGAN CHASE BANK	SZEN-CASH DRAWERS \$392.00
		JPMORGAN CHASE BANK	UNIFIRST-RENTAL \$78.24
		JPMORGAN CHASE BANK	WALMART-SUPPLIES \$192.34
		FOOD & BEV - Total	\$1,904.67
		AT&T	LONG DISTANCE PHONE \$9.70
		CITY OF OWASSO	WATER SERVICE \$154.00
		COX COMMUNICATIONS	PHONE USAGE \$3.72
		HOLLON FIRE PROTECTION	FIRE INSPECTION \$64.00
		JPMORGAN CHASE BANK	AMAZON-CARD STAND \$169.78
		JPMORGAN CHASE BANK	AMAZON-REFUND (\$79.90)
		JPMORGAN CHASE BANK	AMBERSOFT-SUPPLIES \$138.92
		JPMORGAN CHASE BANK	GRIMSLEYS-SUPPLIES \$301.88
		JPMORGAN CHASE BANK	UNITED INTERIORS-DOOR \$845.00
		JPMORGAN CHASE BANK	WASTE MGMT-DISPOSAL \$528.13
		OK TAX COMMISSION	SALES TAX RENEWAL \$80.00
		ONEOK INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$293.71
		STANDLEY SYSTEMS, LLC	COPIER SERVICES \$208.20
		GOLF ADMIN - Total	\$2,717.14
		COX COMMUNICATIONS	PHONE USAGE \$11.16
		JPMORGAN CHASE BANK	CHICKFILA-TOURNAMENT \$557.75
		JPMORGAN CHASE BANK	PGA-PGA DUES \$487.00

Claims List - 05/16/2023

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	\$27.48
		GOLF SHOP - Total	\$1,083.39
		BGR DAILY ACCT.	\$1,440.37
		CALLAWAY GOLF SALES COMPANY	\$499.86
		JPMORGAN CHASE BANK	\$7,647.62
		JPMORGAN CHASE BANK	\$185.50
		JPMORGAN CHASE BANK	\$278.88
		JPMORGAN CHASE BANK	\$616.51
		JPMORGAN CHASE BANK	\$4,887.39
		JPMORGAN CHASE BANK	\$1,647.07
		JPMORGAN CHASE BANK	\$1,080.11
		JPMORGAN CHASE BANK	\$252.39
		JPMORGAN CHASE BANK	\$166.84
		OPGA - Total	\$18,702.54
	OPGA - Total		\$26,406.25
	OPGA Grand Total		\$26,406.25

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 05/06/23

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	7,428.70	11,470.70
605 Cart Operations	2,509.75	2,802.14
610 Golf Course Operations	15,056.98	21,630.49
670 Food & Beverage	4,327.41	6,223.56
690 General & Administration	4,239.23	6,027.70
<hr/> FUND TOTAL	<hr/> 33,562.07	<hr/> 48,154.59

CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
FISCAL YEAR 2022-2023
Budgetary Basis
Statement of Revenues & Expenses
As of April 30, 2023

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
OPERATING REVENUES:				
Golf shop fees	\$ 91,054	\$ 681,487	\$ 683,322	99.73%
Cart Rental	26,461	179,572	197,103	91.11%
Food & beverage	22,788	174,921	188,822	92.64%
COS -- food & beverage	(11,288)	(84,187)	(78,814)	106.82%
Merchandise sales	22,549	171,262	178,275	96.07%
COS -- merchandise	(15,991)	(127,665)	(124,729)	102.35%
TOTAL OPERATING REVENUES	<u>\$ 135,573</u>	<u>\$ 995,389</u>	<u>\$ 1,043,979</u>	95.35%
OPERATING EXPENSES:				
Golf Shop	\$ (27,782)	\$ (227,320)	\$ (292,076)	77.83%
Cart Operations	(14,313)	(144,379)	(139,441)	103.54%
Golf Course Maintenance	(89,072)	(734,548)	(1,099,664)	66.80%
Food & Beverage	(15,525)	(153,648)	(149,331)	102.89%
Golf Administration	(31,312)	(257,572)	(277,053)	92.97%
Capital Outlay	-	(55,500)	(55,500)	100.00%
TOTAL OPERATING EXPENSES	<u>\$ (178,004)</u>	<u>\$ (1,572,968)</u>	<u>\$ (2,013,065)</u>	78.14%
OPERATING REVENUES OVER (UNDER) EXPENDITURES	<u>\$ (42,431)</u>	<u>\$ (577,578)</u>	<u>\$ (969,086)</u>	
NONOPERATING REVENUES (EXPENSES):				
Transfer from General	\$ 87,290	\$ 865,419	\$ 1,040,000	83.21%
Other revenues/(expenses)	786	11,485	300	3828.18%
TOTAL NONOPERATING REVENUES (EXPENSES):	<u>\$ 88,076</u>	<u>\$ 876,904</u>	<u>\$ 1,040,300</u>	84.29%
NET INCOME (LOSS)	<u>\$ 45,645</u>	<u>\$ 299,325</u>	<u>\$ 71,214</u>	
ENCUMBRANCES OUTSTANDING		\$ (18,912)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		426,625	426,625	
Ending Balance		<u>\$ 707,039</u>	<u>\$ 497,839</u>	