

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

Tuesday, July 18, 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

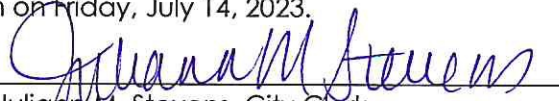
JUL 14 2023

AS

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 – July 11, 2023, Regular Meeting
 - 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 June 17, 2023, and July 1, 2023
 - Monthly Budget Status Report – June 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, July 14, 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, PUBLIC WORKS AUTHORITY, AND
PUBLIC GOLF AUTHORITY**

**MINUTES OF JOINT REGULAR MEETING
TUESDAY, JULY 11, 2023**

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, July 11, 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 12:00 pm on Friday, July 7, 2023.

1. Call to Order – Vice Mayor/Vice Chair Alvin Fruga called the meeting to order at 6:13 pm.

2. Roll Call

Present

Absent

Vice Mayor/Vice Chair – Alvin Fruga

Mayor/Chair – Kelly Lewis

Councilor/Trustee – Doug Bonebrake

Councilor/Trustee – Lyndell Dunn

Councilor/Trustee – Dr. Paul Loving

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

3. Consideration and appropriate action relating to the Consent Agenda. (All matters listed under "Consent" are considered by the Councilors/Trustees to be routine and will be enacted by one motion. Any Councilor/Trustee 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 – June 20, 2023, Regular Meeting

B. Approve OPWA minutes – June 20, 2023, Regular Meeting

C. Approve OPGA minutes – June 20, 2023, Regular Meeting

D. Approve claims – City Council, OPWA, OPGA

Mr. Bonebrake moved, seconded by Dr. Loving to approve the Consent agenda as presented, with City Council claims totaling \$856,720.14, OPWA claims totaling \$1,728,009.67, and OPGA claims totaling \$54,237.25.

YEA: Bonebrake, Dunn, Loving, Fruga

NAY: None

Motion Carried: 4-0

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

5. Owasso Public Works Authority consideration and appropriate action relating to Resolution 2023-02, a Resolution of The Owasso Public Works Authority (the "Borrower") authorizing a loan from the Oklahoma Water Resources Board in the total aggregate principal amount of not to exceed \$9,000,000.00; approving the issuance of a Series 2023 Promissory Note to Oklahoma Water Resources Board in the total aggregate principal amount of not to exceed \$9,000,000.00, secured by a pledge of revenues and authorizing its execution; designating a local trustee; approving and authorizing the execution of a Trust Agreement; approving and authorizing the execution of a Loan Agreement; approving and authorizing the execution of a Security Agreement; ratifying and confirming a Lease Agreement; approving and authorizing a Note Purchase Agreement; authorizing documents pertaining to a year-to-year pledge of certain sales tax revenue; approving various covenants; approving and authorizing payment of fees and expenses; approving and authorizing application to the Oklahoma Water Resources Board; approving and authorizing professional services agreements with The Public Finance Law Group, PLLC and Municipal Finance Services, Inc.; and containing other provisions relating thereto

Carly Novozinsky presented the item, recommending approval of OPWA Resolution 2023-02. Jon Wolff with Municipal Finance Services, Inc and Allan Brooks with The Public Finance Law Group PLLC were present and answered questions of the Trustees. There were no comments from the audience.

After discussion, Mr. Bonebrake moved, seconded by Mr. Dunn to approve OPWA Resolution 2023-02, as recommended.

YEA: Bonebrake, Dunn, Loving, Fruga

NAY: None

Motion Carried: 4-0

6. City Council consideration and appropriate action relating to Resolution 2023-15, a Resolution of the City of Owasso, Oklahoma (the "City") approving action taken by The Owasso Public Works Authority (the "Authority") authorizing issuance, sale and delivery of the Authority's Series 2023 Promissory Note to Oklahoma Water Resources Board; ratifying and confirming a Lease Agreement; authorizing documents pertaining to a year-to-year pledge of certain sales tax revenue; and containing other provisions related thereto

Carly Novozinsky presented the item, recommending approval of City Council Resolution 2023-15. There were no comments from the audience. Mr. Dunn moved, seconded by Dr. Loving to approve City Council Resolution 2023-15, as recommended.

YEA: Bonebrake, Dunn, Loving, Fruga

NAY: None

Motion Carried: 4-0

7. City Council consideration and appropriate action relating to a fiscal year 2023 payment to Mediclaims, Inc., as part of the Ground Emergency Medical Transportation Supplemental Payment Program for emergency transportation services

Carly Novozinsky presented the item, recommending authorization of payment to Mediclaims, Inc., of Tonkawa, Oklahoma, in the amount of \$36,618.60. 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

8. Presentation and discussion relating to fiduciary duty of care, responsibility and obligation for the City Council and Public Trusts

Julie Lombardi presented the item and discussion was held.

9. Discussion relating to bids received for Fire Station No.1 and Fire Station No. 2 renovation projects

David Hurst presented the item and discussion was held.

10. Discussion relating to proposed fees for a city-managed adult male and co-ed softball league

Larry Langford presented the item and discussion was held. It was further explained this item would be placed on the July 18, 2023, City Council agenda for consideration and action.

11. Discussion relating to City/Authority Manager items

A. Monthly sales tax report and revenue outlook

Warren Lehr introduced Carly Novozinsky to present the item.

12. City/Authority Manager report

Warren Lehr reported on the recent inclement weather and storm debris removal efforts of staff, the upcoming Town Hall meetings regarding the 55/100^{ths} Sales Tax Election will be held on July 24, at 6:30 pm at Owasso First Assembly in the Xtreme Youth Building and July 27, at 6:30 pm at Baptist Village in the Redbud Enrichment Center Tea Room; the annual Red White and Boom, the Surface Transportation Grant for the 86th Street North Improvements from Main to Garnett.

13. City Councilor/Trustee comments and inquiries - None

14. 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 7:21 pm.

Alvin Fruga, Vice Mayor/Vice Chair

Juliann M. Stevens, City Clerk

Claims List - 07/18/2023

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	YAMAHA GOLF CAR COMPANY	REPAIRS \$119.98
		YAMAHA MOTOR CORPORATION, USA	BEVERAGE CART LEASE \$268.05
		CART OPERATIONS - Total	\$388.03
	JPMORGAN CHASE BANK	CERTIFIED LAB-UC PROT	\$340.45
	JPMORGAN CHASE BANK	KANSAS GOLF-REGULATOR	\$79.92
	JPMORGAN CHASE BANK	LOWES-PUSH BROOMS	\$86.94
	JPMORGAN CHASE BANK	LOWES-REFUND	(\$175.92)
	JPMORGAN CHASE BANK	MEETING EXP 05/18	\$274.85
	JPMORGAN CHASE BANK	ONG-NATURAL GAS USAGE	\$51.04
	JPMORGAN CHASE BANK	OREILLY-AIR FILTER	\$38.10
	JPMORGAN CHASE BANK	OREILLY-ANTIFREEZE	\$71.96
	JPMORGAN CHASE BANK	OREILLY-BATTERY	\$141.14
	JPMORGAN CHASE BANK	OREILLY-HOSE REPAIR	\$205.14
	JPMORGAN CHASE BANK	OREILLY-HYDRAULIC OIL	\$108.86
	JPMORGAN CHASE BANK	OREILLY-OIL ABSORBENT	\$56.97
	JPMORGAN CHASE BANK	OREILLY-STARTER FLUID	\$20.37
	JPMORGAN CHASE BANK	OREILLY-SUPPLIES	\$15.99
	JPMORGAN CHASE BANK	P&K EQUIP-AERWAY TINE	\$2,838.29
	JPMORGAN CHASE BANK	PROF TURF-FILTER	\$381.12
	JPMORGAN CHASE BANK	PROF TURF-THERMOSTAT	\$180.72
	S&S TURF COVERS LLC	TURF COVERS	\$24,986.14
	UNIFIRST HOLDINGS LP	ENV CHARGE	\$13.25
	UNIFIRST HOLDINGS LP	JANITORIAL	\$19.00
	UNIFIRST HOLDINGS LP	SHOP TOWEL SERVICE	\$21.86
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$11.97
		COURSE MAINT - Total	\$29,768.16
	AT&T	LONG DISTANCE PHONE	\$9.72
	CITY OF OWASSO	WATER SERVICE	\$210.50
	JPMORGAN CHASE BANK	GRIMSLEYS-SUPPLIES	\$42.20
	JPMORGAN CHASE BANK	MURRAY-DOOR REPAIR	\$800.00
	JPMORGAN CHASE BANK	ONG-NATURAL GAS USAGE	\$246.74
	STANDLEY SYSTEMS, LLC	COPIER	\$344.23
		GOLF ADMIN - Total	\$1,653.39
	CALLAWAY GOLF SALES COMPANY	MERCHANDISE EXPENSE	\$84.57
	JPMORGAN CHASE BANK	ACUSHNET-MERCH EXP	\$4,143.78
	JPMORGAN CHASE BANK	TEXOMA-MERCH EXP	\$660.82
	JPMORGAN CHASE BANK	VISTA-MERCH EXP	\$239.98
		OPGA - Total	\$5,129.15
OPGA - Total			\$36,938.73
OPGA Grand Total			\$36,938.73

**OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 06/17/23**

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	7,103.93	11,085.23
605 Cart Operations	3,711.25	4,143.59
610 Golf Course Operations	20,250.39	27,418.90
670 Food & Beverage	5,964.69	8,049.80
690 General & Administration	4,239.23	6,027.70
<hr/> FUND TOTAL	<hr/> 41,269.49	<hr/> 56,725.22

**OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 07/01/23**

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	7,485.97	11,696.27
605 Cart Operations	3,029.25	3,382.17
610 Golf Course Operations	21,476.76	29,062.54
670 Food & Beverage	5,470.41	7,590.58
690 General & Administration	4,333.21	6,198.20
<hr/> FUND TOTAL	<hr/> 41,795.60	<hr/> 57,929.76

CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
FISCAL YEAR 2022-2023
Budgetary Basis
Statement of Revenues & Expenses
As of June 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	\$ 79,878	\$ 844,808	\$ 683,322	123.63%
Cart Rental	23,471	229,192	197,103	116.28%
Food & beverage	26,608	225,979	188,822	119.68%
COS -- food & beverage	(14,657)	(108,530)	(78,814)	137.70%
Merchandise sales	34,941	225,263	178,275	126.36%
COS -- merchandise	(37,802)	(177,636)	(124,729)	142.42%
TOTAL OPERATING REVENUES	<u>\$ 112,440</u>	<u>\$ 1,239,075</u>	<u>\$ 1,043,979</u>	118.69%
OPERATING EXPENSES:				
Golf Shop	\$ (22,959)	\$ (275,228)	\$ (292,076)	94.23%
Cart Operations	(15,889)	(176,085)	(139,441)	126.28%
Golf Course Maintenance	(92,287)	(897,218)	(1,049,664)	85.48%
Food & Beverage	(17,960)	(188,092)	(149,331)	125.96%
Golf Administration	(20,711)	(303,905)	(277,053)	109.69%
Capital Outlay	(5,000)	(60,500)	(105,500)	57.35%
TOTAL OPERATING EXPENSES	<u>\$ (174,805)</u>	<u>\$ (1,901,027)</u>	<u>\$ (2,013,065)</u>	94.43%
OPERATING REVENUES OVER (UNDER) EXPENDITURES	<u>\$ (62,365)</u>	<u>\$ (661,952)</u>	<u>\$ (969,086)</u>	
NONOPERATING REVENUES (EXPENSES):				
Transfer from General	\$ 87,290	\$ 1,040,000	\$ 1,040,000	100.00%
Other revenues/(expenses)	1,269	13,892	300	4630.58%
TOTAL NONOPERATING REVENUES (EXPENSES):	<u>\$ 88,559</u>	<u>\$ 1,053,892</u>	<u>\$ 1,040,300</u>	101.31%
NET INCOME (LOSS)	<u>\$ 26,194</u>	\$ 391,940	\$ 71,214	
ENCUMBRANCES OUTSTANDING		\$ (8,125)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		426,625	426,625	
Ending Balance		<u>\$ 810,440</u>	<u>\$ 497,839</u>	