

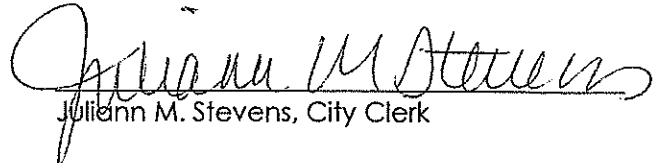
**PUBLIC NOTICE OF THE MEETING OF THE
OWASSO PUBLIC GOLF AUTHORITY**

Council Chambers, Old Central Building
109 N Birch, Owasso, OK 74055
Regular Meeting
Tuesday, May 15, 2018 – 6:30 pm

RECEIVED
MAY 11 2018
City Clerk's Office *JMS*

1. **Call to Order**
Chair Chris Kelley
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
 - May 1, 2018, Regular Meeting
 - May 8, 2018, 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 to Authority (documents for acknowledgment or information only, no discussion or action will be taken)**
 - Payroll Payment Reports – Pay Period Ending Date 4/28/18
 - Monthly Budget Status Report - April 2018
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 and the Agenda posted at City Hall, 200 S Main St, at 6:00 pm on Friday, May 11, 2018.


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 JOINT MEETING
Tuesday, May 1, 2018**

The Owasso City Council Owasso, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in regular, joint session on Tuesday, May 1, 2018, in the Council Chambers at Old Central, 109 N Birch, Owasso, Oklahoma per the Notice of Public Meeting and Agenda filed in the office of the City Clerk and posted at City Hall, 200 S Main St, at 6:00 pm on Friday, April 27, 2018.

1. Call to Order

Mayor/Chair Lyndell Dunn called the meeting to order at 6:31 pm.

2. Invocation

The invocation was offered by Campus Pastor Richie Leber of Life Church Owasso.

3. Flag Salute

Councilor Jeri Moberly led the flag salute.

4. Presentation of the Character Trait of Availability

Kathy Curtis, Character Council Member, presented the Character Trait of Availability for the month of Availability.

5. Oath of Office

Julie Lombardi administered the Oath of Office for Ward 1, City Councilor/Trustee Kelly Lewis and Ward 2, City Councilor/Trustee Chris Kelley.

6. Roll Call

| | |
|--------------------------------------|--------|
| Present | Absent |
| Mayor/Chair – Lyndell Dunn | None |
| Vice-Mayor/Vice-Chair – Chris Kelley | |
| Councilor/Trustee – Doug Bonebrake | |
| Councilor/Trustee – Bill Bush | |
| Councilor/Trustee – Kelly Lewis | |

A quorum was declared present.

Staff:

City Manager/Authority Manager - Warren Lehr
City Attorney/Authority Attorney - Julie Lombardi

7. Election of Mayor/OPWA Chair/OPGA Chair

Mayor/Chair Lyndell Dunn called for a nomination for the position of Mayor. Mr. Bonebrake moved, seconded by Mr. Bush to nominate Chris Kelley for Mayor/OPWA Chair/OPGA Chair.

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0

8. Election of Vice-Mayor/OPWA Vice-Chair/OPGA Vice-Chair

Mayor/Chair Chis Kelley called for a nomination for the position of Vice-Mayor/OPWA Vice-Chair/OPGA Vice-Chair. Mr. Dunn moved, seconded by Mr. Bonebrake to nominate Bill Bush for Vice-Mayor/OPWA Vice-Chair/OPGA Vice-Chair.

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0

9. **Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the City Council/Authorities 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 Owasso City Council minutes – April 17, 2018 Regular Meeting
 - B. Approve Owasso Public Works Authority minutes – April 17, 2018 Regular Meeting
 - C. Approve Owasso Public Golf Authority minutes – April 17, 2018 Regular Meeting
 - D. Approve City of Owasso claims
 - E. Approve Owasso Public Works Authority claims
 - F. Approve Owasso Public Golf Authority claims
 - G. Appoint Juliann M. Stevens as City Clerk and Chris Garrett as Deputy City Clerk
 - H. Accept public infrastructure improvements including two concrete approaches, sidewalk, and waterline extension at Casey's General Store, located at 9699 E 86 St N (City Council)

Mr. Bush moved, seconded by Mr. Bonebrake to approve the Consent Agenda with City Council claims totaling \$1,198,385.51 and addendum total of \$20.02, Owasso Public Works Authority claims totaling \$612,202.54, and Owasso Public Golf Authority claims totaling \$15,872.32.

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0

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

11. **Consideration and appropriate action relating to City Council Resolution 2018-05, adopting the Owasso Economic Development Strategic Plan**

Chelsea Feary presented the item recommending Council approval of Resolution 2018-05.

There were no comments from the audience. After discussion, Mr. Bush moved, seconded by Mr. Bonebrake to approve City Council Resolution 2018-05, as recommended.

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0

12. **Consideration and appropriate action relating to City Council authorization to submit a request to the Tulsa County Vision Authority for the allocation of Excess Vision 2025 funds and requesting a Capital Improvement Agreement for the 76th Street North and Main Street Utility Relocation Project**

Linda Jones presented the item recommending Council authorization for the City Manager to execute a letter requesting the Tulsa County Vision Authority amend their Resolution, dated November 2, 2016, by increasing the listed project cost amount from \$148,363 to \$157,056 for the 76th Street North and Main Street Utility Relocation project, and requesting the Tulsa Board of County Commissioners to issue a Capital Improvements Agreement for the same project.

There were no comments from the audience. After discussion, Mr. Bonebrake moved, seconded by Mr. Dunn for City Council authorization for the City Manager to execute the letter, as recommended.

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0

13. Report from City Manager/Authority Manager

Roger Stevens presented the Monthly Public Works Project Status Report.

Mr. Lehr expressed appreciation to Sherry Bishop and congratulated her on retirement; and commented on upcoming community events: Yard waste – May 5 and May 12 and Owasso CARES – May 12, 2018.

14. Report from City Attorney/Authority Attorney

None

15. Report from City Councilors/Trustees

Councilors/Trustees welcomed Councilor/Trustee Kelly Lewis; expressed appreciation to Jeri Moberly; and commented about upcoming community events: The Gathering on Main – May 3 and Trail Days – May 4 and May 5, 2018.

16. Official Notices to Council/Authority (documents for acknowledgment or information only, no discussion or action will be taken)

The Mayor/Chair acknowledged receipt of the following:

- Owasso City Council:
 - Payroll Payment Reports Pay Period Ending Date 4/14/18
 - Health Care Self-Insurance Claims – dated as of 4/26/18
 - Permit No. WL000072170646 for the construction of 777 linear feet of six (6) inch PVC potable water line and all appurtenances to serve the Lifepoint Baptist Church, Tulsa County, Oklahoma (11225 N Garnett Rd)
- Owasso Public Works Authority - Payroll Payment Reports Pay Period Ending Date 4/14/18
- Owasso Public Golf Authority - Payroll Payment Reports Pay Period Ending Date 4/14/18

17. New Business (New Business is any item of business which could not have been foreseen at the time of posting of the agenda)

None

18. Adjournment

Mr. Dunn moved, seconded by Ms. Lewis to adjourn the meeting.

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried 5-0 and the meeting adjourned at 7:05 pm.

Chris Kelley, Mayor/Chair

Lisa Wilson, Minute Clerk

OWASSO CITY COUNCIL, OPWA & OPGA

MINUTES OF JOINT REGULAR MEETING Tuesday, May 8, 2018

The Owasso City Council, Owasso Public Works Authority, and Owasso Public Golf Authority met in a joint regular meeting on Tuesday, May 8, 2018, in the Council Chambers at Old Central, 109 N Birch Street, Owasso, Oklahoma, per the Notice of Public Meeting and Agenda filed in the office of the City Clerk and posted at City Hall, 200 S Main (west side), at 6:00 pm on Friday, May 4, 2018.

1. Call to Order

Mayor/Chair Chris Kelley called the meeting to order at 6:00 pm.

Present

Mayor/Chair – Dr. Chris Kelley
Councilor/Trustee – Doug Bonebrake
Councilor/Trustee – Lyndell Dunn
Councilor/Trustee – Kelly Lewis
A quorum was declared present.

Absent

Vice-Mayor/Vice-Chair – Bill Bush

2. Consideration and appropriate action relating to a request for an executive session for the purpose of discussing personnel matters of the City Attorney and City Manager as provided for in Title 25, O.S. § 307(B)(1)

Councilor Bonebrake moved, seconded by Councilor Dunn to enter into executive session to discuss the annual evaluation of the City Attorney and City Manager.

YEA: Bonebrake, Dunn, Lewis, Kelley

NAY: None

Motion carried: 4-0

At 6:01 pm, the Council, along with Jim and Jeanine Rhea of Greenwood Performance entered into executive session.

At 7:48 pm, the Council returned to open session.

3. Discussion relating to Community Development items

- A. Proposed amendments to the Owasso Zoning Code
- B. Annexation/Rezoning (OA 18-02/OZ 18-03) – 10920 N Garnett Rd

Bronce Stephenson presented each item and discussion was held. It was further explained that Item 3A would be placed on the June 19, 2018, Council agenda and Item 3B would be placed on the May 15, 2018, Council agenda for consideration and action.

4. Discussion relating to proposed amendments to the Owasso Code of Ordinances

- A. Part 11, Parks and Recreation, establishing a Special Events Permit – Larry Langford
- B. Part 13, Public Safety, Section 13-102 Fire Department Enforcement – David Hurst

Larry Langford presented Item 4A and discussion was held. It was further explained that an item would be placed on the June worksession for additional discussion.

David Hurst and Johnny Peterson presented Item 4B and discussion was held. It was further explain that an item would be submitted in June for Council consideration and action.

5. Discussion relating to Data Storage Area Network

Teresa Willson presented the item and discussion was held. It was further explained that an item seeking a budget amendment and authorization to purchase would be placed on the May 15, 2018, Council agenda for consideration and action.

6. Discussion relating to Citizen Board & Committee Appointments

Warren Lehr presented the item and discussion was held. It was further explained that an item would be placed on the June worksession agenda for additional discussion.

7. Discussion relating to City Manager items

- Presentation of FY 2018-2019 Annual Operating Budget
- Monthly sales tax report
- City Manager report

Warren Lehr and Linda Jones presented the Proposed FY 2018-2019 Annual Operating Budget and discussion was held.

Linda Jones presented the monthly sales tax report and discussed was held.

Warren Lehr reported on the Spring Owasso C.A.R.E.S. day has been rescheduled to Saturday, May 12, 2018; and the city's application for Surface Transportation Funding for the E 96th St N and N 145 E Ave Intersection Improvement Project has been denied.

8. City Councilor/Trustee comments and inquiries

Councilor Bonebrake expressed appreciation for the city staff's participation with a city information booth at the Gathering on Main Street events; Councilor Dunn advised that Owasso would be represented at the U.S. Capitol during the Annual Tulsa Chamber D.C. Fly-In; and Mayor Kelley commented on the successes of the Owasso High School Sports Teams for this school year.

9. Adjournment

Councilor Lewis moved, seconded by Councilor Bonebrake to adjourn the meeting.

YEA: Bonebrake, Dunn, Lewis, Kelley

NAY: None

Motion carried: 4-0

The meeting adjourned at 7:48 pm.

Chris Kelley, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 5/15/2018

| Fund | Vendor Name | Payable Description | Payment Amount | |
|------|-------------------------|---------------------------------|-----------------------|--------------------|
| 55 | OPGA | JPMORGAN CHASE BANK | TIMMONS OIL-FUEL | \$1,850.64 |
| | | CART OPERATIONS | - Total | \$1,850.64 |
| | | AT&T | CONSOLIDATED PHONE | \$12.03 |
| | | ONEOK, INC OKLAHOMA NATURAL GAS | NATURAL GAS USAGE | \$53.95 |
| | | VERIZON WIRELESS | WIRELESS CONNECTION | \$40.95 |
| | | COURSE MAINT | - Total | \$106.93 |
| | | JPMORGAN CHASE BANK | ADMIRAL EXP-PAPER | \$68.72 |
| | | JPMORGAN CHASE BANK | MURPHY-SUPPLIES | \$371.25 |
| | | JPMORGAN CHASE BANK | SAMS-SUPPLIES | \$140.42 |
| | | JPMORGAN CHASE BANK | SYSCO-SUPPLIES | \$84.30 |
| | | JPMORGAN CHASE BANK | UNITED LINEN-RENTAL | \$141.57 |
| | | JPMORGAN CHASE BANK | WALMART-SUPPLIES | \$13.56 |
| | | FOOD & BEV | - Total | \$819.82 |
| | | AT&T | CONSOLIDATED PHONE | \$96.21 |
| | | AT&T | LONG DISTANCE PHONE | \$0.74 |
| | | JPMORGAN CHASE BANK | A-BEST ROOFING-REPAIR | \$550.00 |
| | | JPMORGAN CHASE BANK | MURPHY-SUPPLIES | \$154.22 |
| | | ONEOK, INC OKLAHOMA NATURAL GAS | NATURAL GAS USAGE | \$220.40 |
| | | GOLF ADMIN | - Total | \$1,021.57 |
| | | JPMORGAN CHASE BANK | TEXOMA-RANGE BAGS | \$470.75 |
| | | JPMORGAN CHASE BANK | USPS-SHIPPING | \$94.50 |
| | | GOLF SHOP | - Total | \$565.25 |
| | | BGR DAILY ACCT. | REIMB GOLF PETTY CASH | \$648.50 |
| | | JPMORGAN CHASE BANK | ACUSHNET-MERCHANDISE | \$5,760.02 |
| | | JPMORGAN CHASE BANK | CALLAWAY-MERCHANDISE | \$323.04 |
| | | JPMORGAN CHASE BANK | CCSWB-FOOD/BEVERAGE | \$1,246.81 |
| | | JPMORGAN CHASE BANK | CHICKFILA-FOOD | \$275.43 |
| | | JPMORGAN CHASE BANK | CUTTER&BUCK-MERCHANDI | \$355.05 |
| | | JPMORGAN CHASE BANK | SAMS-FOOD | \$852.57 |
| | | JPMORGAN CHASE BANK | SYSCO-FOOD | \$464.39 |
| | | JPMORGAN CHASE BANK | TEXOMA-MERCHANDISE | \$732.50 |
| | | JPMORGAN CHASE BANK | WALMART-BEER | \$328.69 |
| | | JPMORGAN CHASE BANK | WALMART-FOOD | \$294.09 |
| | | OPGA | - Total | \$11,281.09 |
| | OPGA | - Total | | \$15,645.30 |
| | OPGA Grand Total | | | \$15,645.30 |

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 04/28/18

| <u>Department</u> | <u>Payroll Expenses</u> | <u>Total Expenses</u> |
|------------------------------|-------------------------|-----------------------|
| 600 Golf Shop Operations | 2,381.75 | 3,878.69 |
| 605 Cart Operations | 2,478.56 | 2,782.96 |
| 610 Golf Course Operations | 11,002.38 | 16,356.17 |
| 670 Food & Beverage | 2,125.56 | 3,104.82 |
| 690 General & Administration | 3,405.75 | 5,116.90 |
| <hr/> FUND TOTAL | <hr/> 21,394.00 | <hr/> 31,239.54 |

CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
FISCAL YEAR 2017-2018
Budgetary Basis
Statement of Revenues & Expenses
As of April 30, 2018

| | <u>MONTH TO-DATE</u> | <u>YEAR TO-DATE</u> | <u>BUDGET</u> | <u>PERCENT OF BUDGET</u> |
|--|--------------------------|-------------------------|-----------------------|------------------------------|
| OPERATING REVENUES: | | | | |
| Golf shop fees | \$ 44,355 | \$ 355,834 | \$ 538,200 | 66.12% |
| Merchandise sales | 14,587 | 101,105 | 135,000 | 74.89% |
| COS -- merchandise | (11,587) | (75,765) | (104,000) | 72.85% |
| Cart Rental | 14,604 | 102,020 | 125,000 | 81.62% |
| Food & beverage | 14,712 | 107,290 | 161,376 | 66.48% |
| COS -- food & beverage | (6,636) | (46,297) | (67,215) | 68.88% |
| TOTAL OPERATING REVENUES | <u>\$ 70,035</u> | <u>\$ 544,186</u> | <u>\$ 788,361</u> | 69.03% |
| OPERATING EXPENSES: | | | | |
| Golf Shop | \$ (11,094) | \$ (104,404) | \$ (141,375) | 73.85% |
| Cart Operations | (5,899) | (87,023) | (115,127) | 75.59% |
| Golf Course Maintenance | (56,495) | (586,710) | (719,509) | 81.54% |
| Food & Beverage | (7,511) | (88,663) | (139,962) | 63.35% |
| Golf Administration | (19,169) | (179,209) | (222,970) | 80.37% |
| TOTAL OPERATING EXPENSES | <u>\$ (100,167)</u> | <u>\$ (1,046,009)</u> | <u>\$ (1,338,943)</u> | 78.12% |
| OPERATING REVENUES OVER EXPENDITURES | <u>\$ (30,132)</u> | <u>\$ (501,822)</u> | <u>\$ (550,582)</u> | |
| NONOPERATING REVENUES (EXPENSES): | | | | |
| Transfer from General | \$ 50,000 | \$ 300,000 | \$ 649,882 | 46.16% |
| Transfer from OPWA | - | - | 326,201 | 0.00% |
| Other revenues/(expenses) | (0) | 1,062 | 700 | 152.07% |
| TOTAL NONOPERATING REVENUES (EXPENSES): | <u>\$ 50,000</u> | <u>\$ 301,062</u> | <u>\$ 976,783</u> | 30.82% |
| NET INCOME (LOSS) | <u>\$ 19,868</u> | <u>\$ (200,760)</u> | <u>\$ 426,201</u> | |
| ENCUMBRANCES OUTSTANDING | | \$ (35,829) | | |
| FUND BALANCE (Budgetary Basis) | | | | |
| Beginning Balance | | (3,343,985) | (3,343,985) | |
| Ending Balance | | <u>\$ (3,580,574)</u> | <u>\$ (2,917,784)</u> | |