

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

RECEIVED

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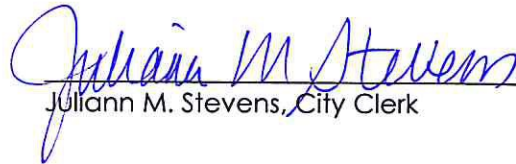
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City Clerk's Office

**Council Chambers, Old Central Building  
109 North Birch, Owasso, Oklahoma 74055  
Regular Meeting  
Tuesday, January 15, 2019 – 6:30 pm**

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
    - December 18, 2018, Regular Meeting
    - January 8, 2019, 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 12/22/18 and 1/5/19
  - Monthly Budget Status Report-December 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 on December 14, 2018, and the Agenda posted at City Hall, 200 South Main Street, at 6:00 pm on Friday, January 11, 2019.

  
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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](mailto:jstevens@cityofowasso.com)*

# OWASSO PUBLIC GOLF AUTHORITY

## MINUTES OF REGULAR MEETING Tuesday, December 18, 2018

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, December 18, 2018, in the Council Chambers at Old Central, 109 N Birch, Owasso, Oklahoma per the Notice of Public Meeting filed December 15, 2017, 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, December 14, 2018.

### 1. Call to Order

Chair Chris Kelley called the meeting to order at 7:33 pm.

### 2. Roll Call

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

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 of the December 4, 2018, Regular Meeting
- B. Approve claims dated December 18, 2018, and January 2, 2019

Mr. Bonebrake moved, seconded by Ms. Lewis to approve the Consent Agenda with claims for December 18, 2018, totaling \$3,372.40 and January 2, 2019, claims totaling \$27,317.66.

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

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 to Council (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 12/08/18
- Monthly Budget Status Report - November 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)**

None

**9. Adjournment**

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

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0 and the meeting adjourned at 7:34 pm.

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Chris Kelley, Chair

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Juliann M. Stevens, Authority Clerk

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

## MINUTES OF JOINT REGULAR MEETING Tuesday, January 8, 2019

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, January 8, 2019, in the Council Chambers at Old Central, 109 N Birch Street, Owasso, Oklahoma, per the Notice of Public Meeting filed December 14, 2018, 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, January 4, 2019.

### 1. Call to Order/Roll Call

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

#### Present

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

#### Absent

None

### 2. Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered 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 claims dated January 2, 2019, and January 8, 2019
- B. Approve Owasso Public Works Authority Claims dated January 2, 2019, and January 8, 2019
- C. Approve Owasso Public Golf Authority Claims dated January 2, 2019, and January 8, 2019

Mr. Bonebrake, seconded by Ms. Lewis to approve the Consent Agenda with City Council claims for January 2, 2019, totaling \$851,384.75 and January 8, 2019, totaling \$168,779.02; and Owasso Public Works Authority claims for January 2, 2019, totaling \$388,334.98 and January 8, 2019, totaling \$17,640.86; and Owasso Public Golf Authority claims for January 2, 2019, totaling \$18,493.47 and January 8, 2019, totaling \$7,011.41.

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0

### 3. Discussion relating to Community Development Items

- A. Request for de-annexation (OA 18-05), 160 acres located on the northeast corner of East 106<sup>th</sup> Street North and North Memorial Drive and 132 acres located on south of East 106<sup>th</sup> Street North and west of the railroad tracks
- B. Request for annexation (OA 18-06), 1.68 acres located at 12429 North 135<sup>th</sup> East Avenue
- C. Request for annexation (OA 18-07), 7.05 acres located near the northeast corner of East 116<sup>th</sup> Street North and North 145<sup>th</sup> East Avenue
- D. Request for special use permit (SUP 18-01), Jim Glover Auto Family located in the 10500 block of the East US169 Service Road

Brian Dempster and Morgan Pemberton presented items 3A, 3B, and 3C, and discussion held. It was further explained that items 3A, 3B, and 3C will be placed on January 15, 2019, City Council agenda for consideration and action. Brian Dempster advised that item 3D was tabled during the January 7, 2019, Planning Commission meeting and will be included on the February 12, 2019, work session agenda for discussion.

**4. Discussion relating to Part 3, Alcoholic Beverages, Taxation, and Regulation of the Owasso Code of Ordinances**

Julie Lombardi and Julie Stevens presented the item and discussion was held. It was further explained that this item will be placed on February 12, 2019, work session agenda for additional discussion.

**5. Discussion relating to the Development and Financing Agreement with BROGRAN, LLC for Tax Increment Financing, Owasso Redbud District, Increment District No. 1, Development Project Assistance, amending Section 5.05, Construction Schedule, for the project known as Mowery Lofts and Retail**

Chelsea Levo Feary presented the item and discussion was held. It was further explained that an item will be placed on an OPWA agenda for consideration and action.

**6. Discussion relating to the FY 2022 Federal Highway Administration Surface Transportation Grant Program for the East 86<sup>th</sup> Street North Rehabilitation Project from North 118<sup>th</sup> East Avenue to North 128<sup>th</sup> East Avenue**

Dwayne Henderson presented the item and discussion was held. It was further explained that an item will be placed on the January 15, 2019, City Council agenda for consideration and action.

**7. Discussion relating to City/Authority Manager items**

- Tulsa Regional Chamber 2019 OneVoice Legislative Agenda
- Sanitary Sewer Line Cleaning and Maintenance Program
- Fire Room Thermal Lining System for the Owasso Public Safety Operations and Training Complex (Fire Station 4)
- Monthly sales tax report
- City Manager report

Warren Lehr and Juliann Stevens presented the Tulsa Regional Chamber 2019 OneVoice Legislative Agenda and discussion was held. Ms. Stevens explained that a Resolution endorsing the legislative agenda will be placed on the January 15, 2019, City Council consent agenda for consideration and action. Roger Stevens presented the Public Works Sanitary Sewer Line Cleaning and Maintenance Program and discussion was held. David Hurst and Mark Stuckey advised that an item will be placed on the February 19, 2019, City Council agenda seeking consideration and action to award a bid for an additional Thermal Lining System for Owasso Public Safety Training Complex. Linda Jones presented the monthly sales tax report and discussion was held. Warren Lehr provided members of the City Council with a copy of the Public Works monthly status report; commented on the Fire Department's efforts towards the annual MDA Fill the Boot Campaign; progress of the Police Department Renovation Project; and announced the positions of General Services Superintendent, Public Works and the Utility Services Superintendent, Public Works have been filled.

**8. City Councilor/Trustee comments and inquiries**

Councilor Bonebrake inquired about the progress of the Owasso Redbud Festival Park.

**9. Adjournment**

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

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0 and the meeting adjourned at 8:02 pm

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Chris Kelley, Mayor/Chair

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Juliann M. Stevens, City Clerk

## Claims List - 1/15/2019

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	\$102.19
		OREILLY-REPAIRS	\$102.19
	<b>CART OPERATIONS</b>	<b>- Total</b>	<b>\$102.19</b>
	CITY GARAGE	LABOR/OVERHEAD - JAN, 201	\$1.75
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$174.81
	<b>COURSE MAINT</b>	<b>- Total</b>	<b>\$176.56</b>
	JPMORGAN CHASE BANK	LOCKE-LIGHTS	\$599.08
	JPMORGAN CHASE BANK	SAMS-TV	\$522.78
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$525.33
	<b>GOLF ADMIN</b>	<b>- Total</b>	<b>\$1,647.19</b>
	JPMORGAN CHASE BANK	ACEGOLF-MERCHANDISE	\$378.00
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	\$287.31
	JPMORGAN CHASE BANK	COBRA PUMA -MERCHANDI	\$168.52
	JPMORGAN CHASE BANK	LUXOTTICA-MERCHANDISE	\$183.00
	JPMORGAN CHASE BANK	SAMS-FOOD	\$201.12
	<b>OPGA</b>	<b>- Total</b>	<b>\$1,217.95</b>
	<b>OPGA</b>	<b>- Total</b>	<b>\$3,143.89</b>
	<b>OPGA Grand Total</b>		<b>\$3,143.89</b>

OWASSO PUBLIC GOLF AUTHORITY  
PAYROLL PAYMENT REPORT  
PAY PERIOD ENDING DATE 12/22/18

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	2,556.13	4,089.79
605 Cart Operations	2,361.88	2,642.00
610 Golf Course Operations	6,073.34	10,084.46
670 Food & Beverage	1,889.13	2,216.30
690 General & Administration	3,405.75	5,166.00
<hr/> FUND TOTAL	<hr/> 16,286.23	<hr/> 24,198.55

OWASSO PUBLIC GOLF AUTHORITY  
PAYROLL PAYMENT REPORT  
PAY PERIOD ENDING DATE 01/05/19

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	2,463.88	4,004.74
605 Cart Operations	1,994.83	2,242.16
610 Golf Course Operations	5,968.99	10,018.72
670 Food & Beverage	1,703.69	3,085.57
690 General & Administration	3,405.75	5,200.06
<hr/> FUND TOTAL	<hr/> 15,537.14	<hr/> 24,551.25



**CITY OF OWASSO  
OWASSO PUBLIC GOLF AUTHORITY  
FISCAL YEAR 2018-2019  
Budgetary Basis  
Statement of Revenues & Expenses  
As of December 31, 2018**

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
<b>OPERATING REVENUES:</b>				
Golf shop fees	\$ 19,502	\$ 243,223	\$ 509,000	47.78%
Merchandise sales	6,623	68,370	135,000	50.64%
COS – merchandise	(5,475)	(52,172)	(106,400)	49.03%
Cart Rental	3,219	67,320	132,000	51.00%
Food & beverage	5,147	60,940	158,125	38.54%
COS – food & beverage	(2,489)	(28,812)	(66,900)	43.07%
<b>TOTAL OPERATING REVENUES</b>	<u>\$ 26,527</u>	<u>\$ 358,870</u>	<u>\$ 760,825</u>	47.17%
<b>OPERATING EXPENSES:</b>				
Golf Shop	\$ (9,035)	\$ (57,672)	\$ (153,762)	37.51%
Cart Operations	(9,144)	(72,664)	(113,073)	64.26%
Golf Course Maintenance	(40,300)	(353,687)	(748,448)	47.26%
Food & Beverage	(7,488)	(46,267)	(136,397)	33.92%
Golf Administration	(20,505)	(110,452)	(226,525)	48.76%
<b>TOTAL OPERATING EXPENSES</b>	<u>\$ (86,472)</u>	<u>\$ (640,743)</u>	<u>\$ (1,378,205)</u>	46.49%
<b>OPERATING REVENUES OVER EXPENDITURES</b>	<u>\$ (59,945)</u>	<u>\$ (281,873)</u>	<u>\$ (617,380)</u>	
<b>NONOPERATING REVENUES (EXPENSES):</b>				
Transfer from General	\$ 100,000	\$ 200,000	\$ 817,380	24.47%
Transfer from OPWA	-	-	326,201	0.00%
Other revenues/(expenses)	(0)	(4)	-	152.07%
<b>TOTAL NONOPERATING REVENUES (EXPENSES):</b>	<u>\$ 100,000</u>	<u>\$ 199,996</u>	<u>\$ 1,143,581</u>	17.49%
<b>NET INCOME (LOSS)</b>	<u>\$ 40,055</u>	<u>\$ (81,877)</u>	<u>\$ 526,201</u>	
<b>ENCUMBRANCES OUTSTANDING</b>		\$ (74,697)		
<b>FUND BALANCE (Budgetary Basis)</b>				
Beginning Balance		(2,917,784)	(2,917,784)	
Ending Balance		<u>\$ (3,074,359)</u>	<u>\$ (2,391,583)</u>	