

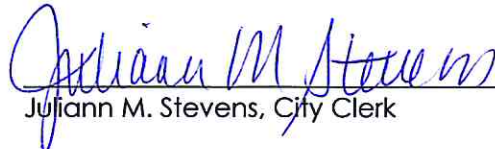
**PUBLIC NOTICE OF THE MEETING OF THE
OWASSO PUBLIC GOLF AUTHORITY (OPGA)**

Council Chambers, Old Central Building
109 North Birch, Owasso, OK 74055
Regular Meeting
Tuesday, February 18, 2020 – 6:30 pm

RECEIVED
FEB 14 2020
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 - February 4, 2020, and February 11, 2020, 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 to Authority (documents for acknowledgment or information only, no discussion or action will be taken)**
 - Payroll Payment Report – pay period ending date February 1, 2020
 - Monthly Budget Status Report – January 2020
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 13, 2019, and the Agenda posted at City Hall, 200 South Main Street, at 6:00 pm on Friday, February 14, 2020.



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 PUBLIC GOLF AUTHORITY (OPGA)

MINUTES OF REGULAR MEETING Tuesday, February 4, 2020

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, February 4, 2020, in the Council Chambers at Old Central, 109 North Birch, Owasso, Oklahoma, per the Notice of Public Meeting filed Friday, December 13, 2019; 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 31, 2020.

1. Call to Order

Chair Chris Kelley called the meeting to order at 7:17 pm.

2. Roll Call

Present

Absent

Chair – Chris Kelley

Trustee – Kelly Lewis

Vice Chair – Bill Bush

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 - January 21, 2020, Regular Meeting

B. Approve claims

C. Declare the following equipment as surplus to the needs of the Authority and authorize disposal via auction:

- 1993 Jacobsen Turf Tractor (serial # A35264)
- 1993 Anglemaster 2 Bedknife Grinder (serial # 8442)
- 2005 Cushman Truckster Utility Vehicle (serial # 99003961)
- 2007 Dixie Chopper 60" Zero-turn Mower (serial # 102)
- 2008 Buffalo Turbine BT1000 Broadcast Topdresser (serial # 1058)
- 2009 Tru-Turf 48" Greens Roller (serial # R11183)
- 2014 Jacobsen Eclipse 322 Hybrid Riding Greens Mower with Verticut Reels (serial # 6280301820)
- 2014 Jacobsen AR3 Contour Rotary Mower (serial # KG00034)
- 2014 Befco Wide-area Pull-behind Rotary Mower

Mr. Dunn moved, seconded by Mr. Bush to approve the Consent Agenda, as presented, with claims totaling \$21,088.12.

YEA: Bonebrake, Dunn, Bush, Kelley

NAY: None

Motion carried: 4-0

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 Report – pay period ending date January 18, 2020

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. Bonebrake to adjourn the meeting.

YEA: Bonebrake, Dunn, Bush, Kelley

NAY: None

Motion carried: 4-0 and the meeting adjourned at 7:18 pm.

Chris Kelley, Chair

Juliann M. Stevens, Authority Clerk

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

MINUTES OF JOINT REGULAR MEETING Tuesday, February 11, 2020

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, February 11, 2020, in the Council Chambers at Old Central, 109 North Birch Street, Owasso, Oklahoma, per the Notice of Public Meeting filed Friday, December 13, 2019; 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, February 7, 2020.

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. **Discussion relating to an application for a final plat - Abbott Farms II, located east of the northeast corner of East 106th Street North and North Mingo Road**

Karl Fritschen presented the item and discussion was held. It was further explained this item would be placed on the February 18, 2020, City Council agenda for consideration and action.

3. **Discussion relating to the City's yardwaste disposal area**

Roger Stevens presented the item and discussion was held.

4. **Discussion relating to the sale of various surplus city property**

- 10.063 acres, located on the northeast corner of East 96th Street North and North Mingo Road
- 1.245 acres, located on the northeast corner of East 106th Street North and North Mingo Road
- 0.638 acres, located south of East 106th Street North and east of US HWY 169

Julie Lombardi presented the item and discussion was held.

5. **Discussion relating to City Manager items**

- Monthly sales tax report
- City Manager report

Warren Lehr introduced Jennifer Newman to present the monthly sales tax report and discussion was held. Mr. Lehr reported on the 2019 Community Enrichment Award received from the Owasso Chamber and Owasso SkyWarn Storm Spotter Training to be held March 5, 2020.

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

None

7. **Adjournment**

The meeting adjourned at 6:53 pm.

Chris Kelley, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 2/18/2020

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	YAMAHA GOLF CAR COMPANY	REPAIRS \$84.99
CART OPERATIONS - Total			\$84.99
	CITY GARAGE	LABOR/OVERHEAD CHGS - FEB	\$68.08
	JPMORGAN CHASE BANK	AMAZON-FITTINGS	\$28.20
	JPMORGAN CHASE BANK	BIRD X-PEST CONTROL	\$394.50
	JPMORGAN CHASE BANK	BWI-FERTILIZER	\$187.90
	JPMORGAN CHASE BANK	BWI-SEED	\$475.22
	JPMORGAN CHASE BANK	BWI-SUPPLIES	\$240.45
	JPMORGAN CHASE BANK	CORE&MAIN-PARTS	\$253.76
	JPMORGAN CHASE BANK	CORE&MAIN-RETURN	(\$20.68)
	JPMORGAN CHASE BANK	CORE&MAIN-SUPPLIES	\$385.52
	JPMORGAN CHASE BANK	HOME DEPOT-FITTINGS	\$29.30
	JPMORGAN CHASE BANK	IBT-PARTS	\$84.51
	JPMORGAN CHASE BANK	KELLY REGIS-LIC RENEW	\$212.00
	JPMORGAN CHASE BANK	LOWES-COMPOST	\$18.80
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	\$265.32
	JPMORGAN CHASE BANK	MAIL THIS-SHIPPING	\$15.11
	JPMORGAN CHASE BANK	OREILLY-BATTERY	\$134.95
	JPMORGAN CHASE BANK	OREILLY-SUPPLIES	\$65.24
	JPMORGAN CHASE BANK	OREILLY-TIRE SEALANT	\$32.99
	JPMORGAN CHASE BANK	OREILLY-WIRE	\$51.00
	JPMORGAN CHASE BANK	P&K-PARTS	\$449.78
	JPMORGAN CHASE BANK	P&K-ROLLER	\$132.69
	JPMORGAN CHASE BANK	SITEONE-GRASS	\$299.68
	JPMORGAN CHASE BANK	SITEONE-KIT	\$343.73
	JPMORGAN CHASE BANK	SUNBELT-AIR CHISEL	\$92.00
	JPMORGAN CHASE BANK	TIFCO-PARTS	\$50.44
	JPMORGAN CHASE BANK	TIFCO-SUPPLIES	\$82.09
	JPMORGAN CHASE BANK	TRAVEL EXPENSE	\$146.90
	JPMORGAN CHASE BANK	UBER-FEES	\$56.26
	JPMORGAN CHASE BANK	UNITED RENTAL-RENTAL	\$526.42
	JPMORGAN CHASE BANK	UNITED RENTAL-RETURN	(\$125.00)
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$111.48
	TCF NATIONAL BANK	MAINT CART LEASE	\$1,160.00
	TOTAL RADIO INC	RADIO PARTS	\$262.25
	TREASURER PETTY CASH	TRAVEL EXPENSE	\$46.77
	UNIFIRST HOLDINGS LP	ENV CHARGE	\$33.00
	UNIFIRST HOLDINGS LP	JANITORIAL	\$52.74
	UNIFIRST HOLDINGS LP	SHOP TOWEL SERVICE	\$32.40
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$35.91
	VERIZON WIRELESS	WIRELESS CONNECTION	\$40.89
COURSE MAINT - Total			\$6,752.60

Claims List - 2/18/2020

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	\$94.39
		JPMORGAN CHASE BANK	\$76.09
		FOOD & BEV - Total	\$170.48
		AT&T	\$0.71
		GPS TECHNOLOGIES, INC	\$630.00
		JPMORGAN CHASE BANK	\$77.53
		JPMORGAN CHASE BANK	\$306.88
		ONEOK, INC OKLAHOMA NATURAL GAS	\$185.15
		SOUTH CENTRAL GOLF INC	\$1,200.00
		UNITED STATES GOLF ASSOCIATION	\$150.00
		GOLF ADMIN - Total	\$2,550.27
		JPMORGAN CHASE BANK	\$2,940.00
		JPMORGAN CHASE BANK	\$206.44
		OKLAHOMA GOLF ASSOCIATION	\$725.00
		GOLF SHOP - Total	\$3,871.44
		BGR DAILY ACCT.	\$346.85
		JPMORGAN CHASE BANK	\$2,374.97
		JPMORGAN CHASE BANK	\$80.85
		JPMORGAN CHASE BANK	\$127.12
		JPMORGAN CHASE BANK	\$238.79
		JPMORGAN CHASE BANK	\$149.67
		OPGA - Total	\$3,318.25
	OPGA - Total		\$16,748.03
	OPGA Grand Total		\$16,748.03

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 02/01/2020

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	4,077.57	6,339.24
605 Cart Operations	1,232.70	1,385.55
610 Golf Course Operations	7,841.07	12,914.03
670 Food & Beverage	1,962.50	3,400.11
690 General & Administration	3,435.80	5,233.09
<hr/> FUND TOTAL	18,549.64	29,272.02

CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
FISCAL YEAR 2018-2019
Budgetary Basis
Statement of Revenues & Expenses
As of January 31, 2020

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
OPERATING REVENUES:				
Golf shop fees	\$ 21,702	\$ 273,903	\$ 492,510	55.61%
Merchandise sales	7,939	79,477	146,433	54.28%
COS -- merchandise	(6,132)	(54,296)	(110,068)	49.33%
Cart Rental	3,790	76,143	132,610	57.42%
Food & beverage	3,526	71,546	131,399	54.45%
COS -- food & beverage	(2,115)	(37,684)	(60,034)	62.77%
TOTAL OPERATING REVENUES	<u>\$ 28,709</u>	<u>\$ 409,090</u>	<u>\$ 732,850</u>	55.82%
OPERATING EXPENSES:				
Golf Shop	(13,791)	(100,307)	\$ (211,726)	14.66%
Cart Operations	(9,865)	(80,080)	(114,398)	34.95%
Golf Course Maintenance	(36,940)	(439,162)	(721,311)	27.92%
Food & Beverage	(9,182)	(74,073)	(134,805)	17.43%
Golf Administration	(15,925)	(122,815)	(232,883)	22.27%
TOTAL OPERATING EXPENSES	<u>\$ (85,702)</u>	<u>\$ (816,438)</u>	<u>\$ (1,415,123)</u>	57.69%
OPERATING REVENUES OVER (UNDER) EXPENDITURES	<u>\$ (56,992)</u>	<u>\$ (407,348)</u>	<u>\$ (682,273)</u>	
NONOPERATING REVENUES (EXPENSES):				
Transfer from General	\$ 175,000	\$ 525,000	\$ 881,573	59.55%
Transfer from OPWA			326,201	0.00%
Other revenues/(expenses)	4	24	700	152.07%
TOTAL NONOPERATING REVENUES (EXPENSES):	<u>\$ 175,004</u>	<u>\$ 525,024</u>	<u>\$ 1,208,474</u>	43.45%
NET INCOME (LOSS)	<u>\$ 118,012</u>	<u>\$ 117,676</u>	<u>\$ 526,201</u>	
ENCUMBRANCES OUTSTANDING		\$ (70,367)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		(2,132,613)	(2,132,613)	
Ending Balance		<u>\$ (2,085,304)</u>	<u>\$ (1,606,412)</u>	