


**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, March 17, 2020 – 6:30 pm

RECEIVED
MAR 13 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 - March 3, 2020, and March 10, 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 29, 2020
 - Monthly Budget Status Report – February 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, March 13, 2020.



Jullann 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, March 3, 2020

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, March 3, 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, February 28, 2020.

1. Call to Order

Chair Chris Kelley called the meeting to order at 7:19 pm.

2. Roll Call

Present

Vice Chair – Bill Bush

Trustee – Doug Bonebrake

Trustee – Lyndell Dunn

Trustee – Kelly Lewis

A quorum was declared present.

Absent

Chair - Chris Kelley

Authority Attorney - Julie Lombardi

Staff:

Authority Manager – Warren Lehr

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 - February 18, 2020, Regular Meeting
- B. Approve claims

Mr. Bonebrake moved, seconded by Ms. Lewis to approve the Consent Agenda, as presented, with claims totaling \$7,211.52.

YEA: Bonebrake, Dunn, Lewis, Bush

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 February 15, 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. Bonebrake moved, seconded by Ms. Lewis to adjourn the meeting.

YEA: Bonebrake, Dunn, Lewis, Bush

NAY: None

Motion carried: 4-0 and the meeting adjourned at 7:20 pm.

Bill Bush, Vice Chair

Juliann M. Stevens, Authority Clerk

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

MINUTES OF JOINT REGULAR MEETING Tuesday, March 10, 2020

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, March 10, 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, March 6, 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 Finance Department Items

- A. Proposed professional service agreements for financial advisors and bond counsel related to a Sales Tax Revenue Note for Capital Improvement Project funding and a Reimbursement Resolution
- B. Annual review of the five-year Utility Rate Plan

Linda Jones presented item A and introduced Jered Davidson of the Public Finance Law Group and Ben Ogelsby of Municipal Finance Services, Incorporated, discussion was held. Linda Jones presented item B and discussion was held. It was further explained that item A would be placed on the March 17, 2020, City Council and OPWA agendas for consideration and action.

3. Discussion relating to Community Development Items

- A. Request for Easement Closure - 11426 North 134th East Avenue
- B. Request for Final Plat - Hawthorne at Stone Canyon Phase I, located south and west of the East 76th Street North and North 193rd East Avenue intersection
- C. Request for Final Plat - Time to Shine Car Wash, located at 11515 East 96th Street North
- D. Request for a Re-Plat - Kum and Go, located at 502 East 2nd Street
- E. Application for the 2020 Community Development Block Grant (CDBG) funding and project selection

Brian Dempster and Karl Fritschen presented items A, B, C, D, and E and discussion was held. It was further explained that all items would be placed on the March 17, 2020, City Council agenda for consideration and action.

4. Discussion relating to the evaluation process and employment contracts for the City Manager and City Attorney

Michele Dempster presented the item and discussion was held.

5. Discussion relating to City Manager items

- A. Monthly sales tax report
- B. City Manager report

Warren Lehr introduced Linda Jones to present item A and discussion was held. Mr. Lehr reported on upcoming city events.

- 6. Discussion relating to the 2020 Mayor/Chair Elections Process**
Mayor/Chair Chris Kelley presented the item and discussion was held.
- 7. City Councilor/Trustee comments and inquiries**
None
- 8. Adjournment**
The meeting adjourned at 7:21pm.

Chris Kelley, Mayor/Chair

Juliann M. Stevens, City Clerk

Actual Claims List - 03/17/20

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	LOWES-SUPPLIES \$14.94
		CART OPERATIONS - Total	\$14.94
	AT&T	CONSOLIDATED PHONE	\$12.32
	CITY GARAGE	LABOR/OVERHEAD - MARCH, 2	\$68.08
	JPMORGAN CHASE BANK	CERT LABS-MOTOR OIL	\$117.00
	JPMORGAN CHASE BANK	GREENKEEPER-MEMB DUES	\$300.00
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	\$186.55
	JPMORGAN CHASE BANK	LOWES-VALVE BOXES	\$133.52
	JPMORGAN CHASE BANK	OREILLY-BATTERY	\$254.40
	JPMORGAN CHASE BANK	OREILLY-PARTS	\$28.97
	JPMORGAN CHASE BANK	P&K-PARTS	\$33.20
	JPMORGAN CHASE BANK	P&K-SERVICE	\$220.00
	JPMORGAN CHASE BANK	QUALITY TIRE-TIRE	\$84.99
	JPMORGAN CHASE BANK	RR PROD-TINES	\$183.24
	JPMORGAN CHASE BANK	SITONE-TREE	\$345.13
	JPMORGAN CHASE BANK	SUNBELT-RENTAL	\$92.00
	JPMORGAN CHASE BANK	TRAVEL EXPENSE	\$7.98
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$106.40
	VERIZON WIRELESS	WIRELESS CONNECTION	\$40.89
		COURSE MAINT - Total	\$2,214.67
	JPMORGAN CHASE BANK	HOBBY LOBBY-SUPPLIES	\$58.86
	JPMORGAN CHASE BANK	MURPHY-SUPPLIES	\$55.59
	JPMORGAN CHASE BANK	RESTAURANT-SPATULAS	\$13.42
	JPMORGAN CHASE BANK	SAMS-REFUND	(\$9.78)
	JPMORGAN CHASE BANK	SAMS-SUPPLIES	\$59.70
	JPMORGAN CHASE BANK	SYSCO-SUPPLIES	\$393.13
	JPMORGAN CHASE BANK	UNITED LINEN-LINEN	\$76.09
	JPMORGAN CHASE BANK	UNITED LINEN-RENTAL	\$172.01
	JPMORGAN CHASE BANK	WALMART-SPATULA	\$4.88
		FOOD & BEV - Total	\$823.90
	AT&T	CONSOLIDATED PHONE	\$98.55
	AT&T	LONG DISTANCE PHONE	\$0.09
	AT&T LONG DISTANCE	LONG DISTANCE PHONE	\$47.64
	JPMORGAN CHASE BANK	ACUSHNET-PROMOTIONAL	\$136.27
	JPMORGAN CHASE BANK	BEST BUY-RECEIVER	\$649.98
	JPMORGAN CHASE BANK	COX-CABLE	\$77.53
	JPMORGAN CHASE BANK	JORGENSON-LOCKERS	\$417.00
	JPMORGAN CHASE BANK	JORGENSON-PARTS	\$183.95
	JPMORGAN CHASE BANK	LOWES-CREDIT	(\$2.92)
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	\$47.58
	JPMORGAN CHASE BANK	MURPHY-SUPPLIES	\$503.77

Actual Claims List - 03/17/20

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	\$169.99
		JPMORGAN CHASE BANK	\$550.70
		JPMORGAN CHASE BANK	\$160.00
		JPMORGAN CHASE BANK	\$6.26
		JPMORGAN CHASE BANK	\$534.51
		ONEOK, INC OKLAHOMA NATURAL GAS	\$233.17
	GOLF ADMIN	- Total	\$3,814.07
		JPMORGAN CHASE BANK	\$320.00
		JPMORGAN CHASE BANK	\$468.71
	GOLF SHOP	- Total	\$788.71
		BGR DAILY ACCT.	\$1,274.85
		JPMORGAN CHASE BANK	\$332.33
		JPMORGAN CHASE BANK	\$2,866.04
		JPMORGAN CHASE BANK	\$109.33
		JPMORGAN CHASE BANK	\$189.46
		JPMORGAN CHASE BANK	\$631.41
		JPMORGAN CHASE BANK	\$768.62
		JPMORGAN CHASE BANK	\$499.43
		JPMORGAN CHASE BANK	\$21.22
		JPMORGAN CHASE BANK	\$94.00
		JPMORGAN CHASE BANK	\$112.98
		NIKE USA, INC	\$311.82
	OPGA	- Total	\$7,211.49
	OPGA	- Total	\$14,867.78
	OPGA Grand Total		\$14,867.78

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 02/29/2020

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	4,128.89	6,396.91
605 Cart Operations	1,258.63	1,414.70
610 Golf Course Operations	8,256.77	13,420.52
670 Food & Beverage	2,183.00	3,647.92
690 General & Administration	3,649.45	5,242.23
<hr/> FUND TOTAL	19,476.74	30,122.28

CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
FISCAL YEAR 2018-2019
Budgetary Basis
Statement of Revenues & Expenses
As of February 29, 2020

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
OPERATING REVENUES:				
Golf shop fees	\$ 22,940	\$ 296,843	\$ 492,510	60.27%
Merchandise sales	8,733	88,210	146,433	60.24%
COS -- merchandise	(5,221)	(59,517)	(110,068)	54.07%
Cart Rental	5,830	81,973	132,610	61.81%
Food & beverage	6,744	78,290	131,399	59.58%
COS -- food & beverage	(2,829)	(40,513)	(60,034)	67.48%
TOTAL OPERATING REVENUES	<u>\$ 36,197</u>	<u>\$ 445,286</u>	<u>\$ 732,850</u>	60.76%
OPERATING EXPENSES:				
Golf Shop	(16,648)	(116,955)	\$ (211,726)	14.66%
Cart Operations	(6,286)	(86,366)	(114,398)	34.95%
Golf Course Maintenance	(34,032)	(473,194)	(721,311)	27.92%
Food & Beverage	(8,040)	(82,208)	(134,805)	17.43%
Golf Administration	(23,095)	(145,910)	(232,883)	22.27%
TOTAL OPERATING EXPENSES	<u>\$ (88,100)</u>	<u>\$ (904,632)</u>	<u>\$ (1,415,123)</u>	63.93%
OPERATING REVENUES OVER (UNDER) EXPENDITURES	<u>\$ (51,903)</u>	<u>\$ (459,346)</u>	<u>\$ (682,273)</u>	
NONOPERATING REVENUES (EXPENSES):				
Transfer from General	\$ 175,000	\$ 700,000	\$ 881,573	79.40%
Transfer from OPWA	-	326,201	326,201	100.00%
Other revenues/(expenses)	3	27	700	152.07%
TOTAL NONOPERATING REVENUES (EXPENSES):	<u>\$ 175,003</u>	<u>\$ 1,026,228</u>	<u>\$ 1,208,474</u>	84.92%
NET INCOME (LOSS)	<u>\$ 123,099</u>	\$ 566,882	\$ 526,201	
ENCUMBRANCES OUTSTANDING		\$ (64,729)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		(2,132,613)	(2,132,613)	
Ending Balance		<u>\$ (1,630,460)</u>	<u>\$ (1,606,412)</u>	