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

City Clerk's Office

Council Chambers, Old Central Building
109 North Birch, Owasso, OK 74055
Regular Meeting
Tuesday, April 16, 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
 - April 2, 2019, Regular Meeting
 - April 9, 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 March 30, 2019
 - Monthly Budget Status Report - March 2019
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, April 12, 2019.



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, April 2, 2019

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, April 2, 2019, in the Council Chambers at Old Central, 109 North Birch, 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, March 29, 2019.

1. Call to Order

Chair Chris Kelley called the meeting to order at 8:07pm.

2. Roll Call

Present

Absent

Chair – Chris Kelley

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 March 19, 2019, Regular Meeting

B. Approve claims

Ms. Lewis moved, seconded by Mr. Dunn to approve the Consent Agenda with claims totaling \$36,640.23.

YEA: Bonebrake, Dunn, Lewis, 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 Reports – Pay Period Ending Date 03/16/19

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 Mr. Dunn to adjourn the meeting.

YEA: Bonebrake, Dunn, Lewis, Kelley

NAY: None

Motion carried: 4-0 and the meeting adjourned at 8:08pm.

Chris Kelley, Chair

Juliann M. Stevens, Authority Clerk

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

MINUTES OF JOINT REGULAR MEETING Tuesday, April 9, 2019

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, April 9, 2019, in the Council Chambers at Old Central, 109 North 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, April 5, 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 – Kelly Lewis

A quorum was declared present.

Absent

Councilor/Trustee–Doug Bonebrake

Councilor/Trustee – Lyndell Dunn

2. Discussion relating to Community Development Items

A. Final Plat – Charleston Place, located west of North 145th East Avenue and south of East 93rd Place North

B. Lot Split Application, OLS 19-01 – Lot 3 of the Re-Plat of Lot 2, Block 1 of Garrett Creek Center Phase II, located near North 135th East Avenue, south of East 116th Street North

C. Proposed Amendment to the Owasso Zoning Code, Chapter 10, Section 10.4 – US 169 Overlay District, 10.4.7 Auto Sales

Brian Dempster and Morgan Pemberton presented item A and discussion was held. Brian Dempster and Karl Fritschen presented items B and C and discussion was held. It was further explained that items A and B would be placed on the April 19, 2019, City Council agenda for consideration and action, and item C would be placed on the May 14, 2019, Work Session agenda for additional discussion.

3. Discussion relating to the proposed FY 2019-2020 Annual Operating Budget

Linda Jones presented the item and discussion was held.

4. Discussion relating to the proposed purchase of approximately 62 acres of land located at 11301 North Mingo Road and at 10000 East 116th Street North

Roger Stevens presented the item and discussion was held. It was further explained that this item would be placed on the April 16, 2019, City Council agenda for consideration and action.

5. Discussion relating to Part 3, Alcoholic Beverages, of the Owasso Code of Ordinances, more specifically: Chapter 1, Taxation and Regulation; Chapter 2, Non-Intoxicating Beverages; and Chapter 3, Bottle Clubs

Julie Lombardi presented the item and discussion was held. It was further explained that this item would be placed on the May 21, 2019, City Council agenda for consideration and action.

6. Discussion relating to City Manager items

Warren Lehr

- Various Board and Committee Appointments, Expired Terms and Vacancies
- Monthly sales tax report
- City Manager report

Warren Lehr presented the various board and committee vacancies and terms that expire June 30, 2019 and discussion was held. It was further explained this item would be placed on the May 14, 2019, Work Session agenda for additional discussion. Linda Jones presented the monthly sales tax report and discussion was held. Mr. Lehr acknowledged the promotion of Morgan Pemberton to City Planner, and recognized Marilyn Hinkle, Owasso

Museum Director, as the 2019 recipient of the Women in American History Award from the Owasso Chapter of the Daughters of the American Revolution, and commented that the City Manager Evaluation survey has been sent via email to members of the City Council and Department Directors.

7. City Councilor/Trustee comments and inquiries

None

8. Adjournment

The meeting adjourned at 6:59 pm.

Chris Kelley, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 4/16/2019

Fund	Vendor Name	Payable Description	Payment Amount	
55	OPGA	AT&T	CONSOLIDATED PHONE	\$12.51
		CITY GARAGE	LABOR/OVERHEAD - APRIL, 2	\$1.75
		CITY GARAGE	VEHICLE PARTS PURCH - MAR	\$59.20
		HOLLIDAY SAND & GRAVEL CO	SAND	\$657.66
		JESCO PRODUCTS, INC	COURSE ACCESSORIES	\$1,417.73
		JPMORGAN CHASE BANK	AMAZON-HOSE REEL	\$334.99
		JPMORGAN CHASE BANK	FREEDOM-OIL DISPOSAL	\$100.00
		JPMORGAN CHASE BANK	GREEN ACRE-MULCH	\$677.26
		JPMORGAN CHASE BANK	HARRELLS-PESTICIDES	\$9,502.95
		JPMORGAN CHASE BANK	HOME DEPOT-SAW BIT	\$39.97
		JPMORGAN CHASE BANK	HOME DEPOT-SUPPLIES	\$85.63
		JPMORGAN CHASE BANK	KANSAS GOLF-REPAIR	\$722.54
		JPMORGAN CHASE BANK	LOCKE-REPAIR	\$9.66
		JPMORGAN CHASE BANK	LOWES-STAKES	\$27.06
		JPMORGAN CHASE BANK	RR PRODUCTS-TINES	\$300.49
		JPMORGAN CHASE BANK	TIFCO IND-ELECTRODES	\$42.31
		JPMORGAN CHASE BANK	TIMMONS-FUEL	\$537.25
		ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$89.83
		STAND-BY PERSONNEL, INC	TEMP LABOR	\$680.16
		UNIFIRST HOLDINGS LP	ENV CHARGE	\$22.00
		UNIFIRST HOLDINGS LP	FLOOR MATS	\$374.40
		UNIFIRST HOLDINGS LP	SERVICE	\$4.00
		UNIFIRST HOLDINGS LP	SHOP TOWEL SERVICE	\$21.60
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$23.94
		VERIZON WIRELESS	WIRELESS CONNECTION	\$40.91
COURSE MAINT - Total			\$15,785.80	
		JPMORGAN CHASE BANK	LOCKE-REPAIR	\$32.09
		JPMORGAN CHASE BANK	LOCKE-SINK DRAIN	\$10.33
		JPMORGAN CHASE BANK	LOWES-REPAIR	\$62.48
		JPMORGAN CHASE BANK	SAMS-SUPPLIES	\$157.34
		JPMORGAN CHASE BANK	SYSCO-SUPPLIES	\$177.85
		JPMORGAN CHASE BANK	UNITED LINEN-RENTAL	\$60.56
		JPMORGAN CHASE BANK	WALMART-SUPPLIES	\$3.92
FOOD & BEV - Total			\$504.57	
		AT&T	CONSOLIDATED PHONE	\$100.11
		AT&T	LONG DISTANCE PHONE	\$0.59
		CYBERGOLF LLC	WEB HOSTING AND MARKETING	\$585.00
		JPMORGAN CHASE BANK	ARETE IND-TEE MARKERS	\$425.00
		JPMORGAN CHASE BANK	COX-CABLE	\$77.53
		JPMORGAN CHASE BANK	MURPHY-SUPPLIES	\$400.77

Claims List - 4/16/2019

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	RED BUD-SUPPLIES \$26.22
		ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$301.92
		SZEN CORP	SOFTWARE SUPPORT \$1,600.00
	GOLF ADMIN	- Total	\$3,517.14
	JPMORGAN CHASE BANK	AT YOUR SVC-RENTAL	\$125.45
	JPMORGAN CHASE BANK	PGA-TRAINING	\$2,350.00
	JPMORGAN CHASE BANK	SOUTH CENTRAL-DUES	\$50.00
	GOLF SHOP	- Total	\$2,525.45
	BGR DAILY ACCT.	REIMB GOLF PETTY CASH	\$643.05
	BLACK CLOVER ENTERPRISES LLC	MERCHANDISE	\$103.21
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	\$9,835.58
	JPMORGAN CHASE BANK	BILLER DIRECT-MERCHAN	\$462.57
	JPMORGAN CHASE BANK	NIKEGOLF-MERCHANDISE	\$61.83
	JPMORGAN CHASE BANK	PING-MERCHANDISE	\$291.74
	JPMORGAN CHASE BANK	SAMS-FOOD	\$1,137.18
	JPMORGAN CHASE BANK	SYSCO-FOOD	\$304.65
	JPMORGAN CHASE BANK	WALMART-BEER	\$102.57
	JPMORGAN CHASE BANK	WALMART-FOOD	\$702.26
	OPGA	- Total	\$13,644.64
	OPGA	- Total	\$35,977.60
	OPGA Grand Total		\$35,977.60

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 03/30/19

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	2,545.31	4,096.28
605 Cart Operations	2,937.63	3,301.90
610 Golf Course Operations	9,866.41	15,220.19
670 Food & Beverage	2,685.19	4,187.05
690 General & Administration	3,405.75	5,170.64
<hr/> FUND TOTAL	<hr/> 21,440.29	<hr/> 31,976.06

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

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
OPERATING REVENUES:				
Golf shop fees	\$ 34,477	\$ 313,435	\$ 509,000	61.58%
Merchandise sales	9,881	88,749	135,000	65.74%
COS -- merchandise	(7,366)	(67,363)	(106,400)	63.31%
Cart Rental	6,609	80,069	132,000	60.66%
Food & beverage	11,223	79,390	158,125	50.21%
COS -- food & beverage	(5,945)	(39,189)	(66,900)	58.58%
TOTAL OPERATING REVENUES	<u>\$ 48,878</u>	<u>\$ 455,090</u>	<u>\$ 760,825</u>	59.82%
OPERATING EXPENSES:				
Golf Shop	\$ (16,381)	\$ (91,489)	\$ (153,762)	59.50%
Cart Operations	(16,868)	(104,370)	(113,073)	92.30%
Golf Course Maintenance	(60,784)	(482,059)	(748,448)	64.41%
Food & Beverage	(10,579)	(72,229)	(136,397)	52.95%
Golf Administration	(22,571)	(165,292)	(226,525)	72.97%
TOTAL OPERATING EXPENSES	<u>\$ (127,184)</u>	<u>\$ (915,440)</u>	<u>\$ (1,378,205)</u>	66.42%
OPERATING REVENUES OVER EXPENDITURES	<u>\$ (78,305)</u>	<u>\$ (460,350)</u>	<u>\$ (617,380)</u>	
NONOPERATING REVENUES (EXPENSES):				
Transfer from General	\$ 100,000	\$ 500,000	\$ 817,380	61.17%
Transfer from OPWA			326,201	0.00%
Other revenues/(expenses)	(0)	304	-	152.07%
TOTAL NONOPERATING REVENUES (EXPENSES):	<u>\$ 100,000</u>	<u>\$ 500,304</u>	<u>\$ 1,143,581</u>	43.75%
NET INCOME (LOSS)	<u>\$ 21,695</u>	\$ 39,954	\$ 526,201	
ENCUMBRANCES OUTSTANDING		\$ (69,406)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		(2,917,784)	(2,917,784)	
Ending Balance		<u>\$ (2,947,236)</u>	<u>\$ (2,391,583)</u>	