

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

RECEIVED
APR 17 2020
City Clerk's Office

Council Chambers Old Central Building

109 North Birch, Owasso, OK

TUESDAY, APRIL 21, 2020 - 6:30 PM

Pursuant to the recent and rapid escalation of the COVID-19 Pandemic and the immediate local health threats posed by such pandemic, the following procedural changes will apply for this meeting:

- The meeting will be available for viewing through YouTube Live Stream <https://www.youtube.com/channel/UCxpXATOr7VRKOyo-Rdf2d1Q/live>
- The meeting will be audio recorded and available no later than the close of business on the following day at <https://cityofowasso.com/525/Meeting-Audio>
- **There will be no opportunity for citizen comment during this meeting.** To address members of the Authority regarding any item listed on the agenda below, **Citizens may submit questions/comments to the City Clerk, no later than 5:00pm on Tuesday, April 21, 2020,** to be read into the record. Submit by phone 918-376-1502 or by email to jstevens@cityofowasso.com
- Authority members participating remotely via Teleconferencing [Title 25, Ok. Stat. 307.1(C)(2)] – Chair Chris Kelley, Vice Chair Bill Bush, Trustee Doug Bonebrake, Trustee Lyndell Dunn, Trustee Kelly Lewis

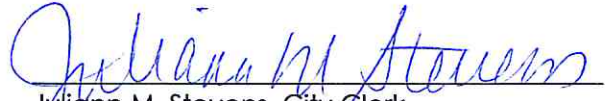
AGENDA

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 7, 2020, and April 14, 2020, Regular Meetings
 - B. Approve claims
4. **Consideration and appropriate action relating to items removed from the Consent Agenda**
5. **Report from OPGA Manager**
 - Golf Report
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 April 11, 2020
 - Monthly Budget Status Report - March 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, April 17, 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, April 7, 2020

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, April 7, 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, April 3, 2020. As a result of the recent and rapid escalation of the COVID-19 Pandemic and the immediate local health threats posed by such pandemic, each member of the Authority attended the meeting via teleconferencing and this meeting was available for public viewing through YouTube Live Stream.

1. Call to Order

Chair Chris Kelley called the meeting to order at 7:15 pm.

2. Roll Call

Present	Absent
Chair – Chris Kelley via teleconference	None
Vice Chair – Bill Bush via teleconference	
Trustee – Doug Bonebrake via teleconference	
Trustee – Lyndell Dunn via teleconference	
Trustee – Kelly Lewis via teleconference	

A quorum was declared present via teleconference [Title 25, Ok. Stat. 307.1(C)(2)].

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 17, 2020, Regular Meeting
- B. Approve claims

Mr. Dunn moved, seconded by Ms. Lewis to approve the Consent Agenda, as presented, with claims totaling \$48,423.20.

YEA: Bonebrake, Dunn, Bush, 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 March 14, 2020 and March 28, 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, Bush, Lewis, Kelley

NAY: None

Motion carried: 5-0 and the meeting adjourned at 7:17 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, April 14, 2020

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, April 14, 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, April 10, 2020. As a result of the recent and rapid escalation of the COVID-19 Pandemic and the immediate local health threats posed by such pandemic, each member of the City Council attended the meeting via teleconferencing and this meeting was available for public viewing through YouTube Live Stream.

1. **Call to Order** - Mayor/Chair Chris Kelley called the meeting to order at 6:00 pm.

Present

Mayor/Chair – Chris Kelley via teleconference
Vice Mayor/Vice Chair – Bill Bush via teleconference
Councilor/Trustee – Doug Bonebrake via teleconference
Councilor/Trustee – Lyndell Dunn via teleconference
Councilor/Trustee – Kelly Lewis via teleconference

Absent

None

A quorum was declared present via teleconference [Title 25, Ok. Stat. 307.1(C)(2)].

2. **Discussion and possible action relating to the COVID-19 Pandemic and local public health issues**

Mayor Kelley presented the item and discussion was held. No action was taken.

3. **Discussion relating to the Firearms Range Observation Tower**

Scott Chambless presented the item and discussion was held.

4. **Discussion relating to Finance Department items**

A. Proposed timeline for the FY 2020-2021 Annual Operating Budget

B. Request for Proposals – Audit Services

Councilor/Trustee Lewis left the meeting at 6:17pm and returned at 6:21 pm. Linda Jones presented items A and B, and discussion was held. It was further explained that item B would be placed on the April 21, 2020, City Council agenda for consideration and action.

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

A. National Telecommunicators Week, April 12 through April 18, 2020

B. Monthly sales tax report

C. City Manager report

Warren Lehr presented item A. Mr. Lehr introduced Linda Jones to present item B and discussion was held. Under item C, Mr. Lehr reported on the process for the annual employment evaluations for the City Manager and the City Attorney and discussion was held.

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

Councilor Bonebrake commented on the teleconference technology and recognized Bill Allen for years of service. Mayor Kelley commented on the recent efforts of the Fire Department response to a house fire.

7. **Adjournment**

The meeting adjourned at 6:39 pm.

Chris Kelley, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 4/21/2020

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	\$75.44
		JPMORGAN CHASE BANK	\$29.13
		YAMAHA MOTOR CORPORATION, USA	\$92.47
		CART OPERATIONS - Total	\$197.04
		AEP/PSO	\$507.23
		CITY GARAGE	\$68.08
		JPMORGAN CHASE BANK	\$165.91
		JPMORGAN CHASE BANK	\$511.00
		JPMORGAN CHASE BANK	\$22.94
		JPMORGAN CHASE BANK	\$19.36
		ONEOK, INC OKLAHOMA NATURAL GAS	\$56.81
		TCF NATIONAL BANK	\$1,160.00
		COURSE MAINT - Total	\$2,511.33
		JPMORGAN CHASE BANK	\$293.66
		JPMORGAN CHASE BANK	\$395.00
		JPMORGAN CHASE BANK	\$279.86
		JPMORGAN CHASE BANK	\$48.82
		JPMORGAN CHASE BANK	\$151.97
		JPMORGAN CHASE BANK	\$76.09
		JPMORGAN CHASE BANK	\$75.11
		JPMORGAN CHASE BANK	\$30.76
		FOOD & BEV - Total	\$1,351.27
		AEP/PSO	\$697.88
		AT&T	\$0.63
		AT&T LONG DISTANCE	\$47.30
		CYBERGOLF LLC	\$585.00
		JPMORGAN CHASE BANK	\$640.00
		JPMORGAN CHASE BANK	\$150.00
		JPMORGAN CHASE BANK	\$1,200.00
		JPMORGAN CHASE BANK	\$14.98
		JPMORGAN CHASE BANK	\$55.96
		JPMORGAN CHASE BANK	\$220.00
		JPMORGAN CHASE BANK	\$25.00
		JPMORGAN CHASE BANK	\$53.35
		JPMORGAN CHASE BANK	\$380.00
		JPMORGAN CHASE BANK	\$85.00
		JPMORGAN CHASE BANK	\$400.00
		JPMORGAN CHASE BANK	\$68.25
		OK TAX COMMISSION	\$80.00
		ONEOK, INC OKLAHOMA NATURAL GAS	\$169.64
		SOUTH CENTRAL GOLF INC	\$1,200.00

Claims List - 4/21/2020

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	GOLF ADMIN - Total	\$6,072.99
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	\$4,269.71
	JPMORGAN CHASE BANK	IMPERIAL-COFFEE	\$26.95
	JPMORGAN CHASE BANK	PUMA-MERCHANDISE	\$233.00
	JPMORGAN CHASE BANK	SAMS-FOOD	\$763.14
	JPMORGAN CHASE BANK	SYSCO-FOOD	\$421.90
	JPMORGAN CHASE BANK	WALMART-BEER	\$47.96
	JPMORGAN CHASE BANK	WALMART-FOOD	\$307.22
	OPGA - Total		\$6,069.88
	OPGA - Total		\$16,202.51
	OPGA Grand Total		\$16,202.51

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 04/11/2020

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	4,187.26	6,462.52
605 Cart Operations	2,822.26	3,172.21
610 Golf Course Operations	10,840.04	16,271.98
670 Food & Beverage	2,439.00	3,935.24
690 General & Administration	3,564.45	5,106.99
<hr/> FUND TOTAL	23,853.01	34,948.94

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

	MONTH TO-DATE	YEAR TO-DATE	BUDGET	PERCENT OF BUDGET
OPERATING REVENUES:				
Golf shop fees	\$ 36,332	\$ 333,176	\$ 492,510	67.65%
Merchandise sales	16,029	104,239	146,433	71.19%
COS -- merchandise	(11,822)	(71,339)	(110,068)	64.81%
Cart Rental	12,710	94,683	132,610	71.40%
Food & beverage	7,895	86,185	131,399	65.59%
COS -- food & beverage	(3,511)	(44,024)	(60,034)	73.33%
TOTAL OPERATING REVENUES	<u>\$ 57,633</u>	<u>\$ 502,919</u>	<u>\$ 732,850</u>	68.63%
OPERATING EXPENSES:				
Golf Shop	(14,755)	(131,710)	\$ (211,726)	14.66%
Cart Operations	(8,270)	(94,637)	(114,398)	34.95%
Golf Course Maintenance	(41,102)	(514,296)	(721,311)	27.92%
Food & Beverage	(10,403)	(92,611)	(134,805)	17.43%
Golf Administration	(21,581)	(167,490)	(232,883)	22.27%
TOTAL OPERATING EXPENSES	<u>\$ (96,111)</u>	<u>\$ (1,000,743)</u>	<u>\$ (1,415,123)</u>	70.72%
OPERATING REVENUES OVER (UNDER) EXPENDITURES	<u>\$ (38,478)</u>	<u>\$ (497,824)</u>	<u>\$ (682,273)</u>	
NONOPERATING REVENUES (EXPENSES):				
Transfer from General	\$ 181,573	\$ 881,573	\$ 881,573	100.00%
Transfer from OPWA	-	326,201	326,201	100.00%
Other revenues/(expenses)	(30)	(3)	700	152.07%
TOTAL NONOPERATING REVENUES (EXPENSES):	<u>\$ 181,543</u>	<u>\$ 1,207,771</u>	<u>\$ 1,208,474</u>	99.94%
NET INCOME (LOSS)	<u>\$ 143,065</u>	\$ 709,947	\$ 526,201	
ENCUMBRANCES OUTSTANDING		\$ (59,126)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		(2,132,613)	(2,132,613)	
Ending Balance		<u>\$ (1,481,792)</u>	<u>\$ (1,606,412)</u>	