

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

RECEIVED

MAY 15 2020

City Clerk's Office

Council Chambers, Old Central Building

109 North Birch, Owasso, OK 74055

Tuesday, May 19, 2020 - 6:30 pm

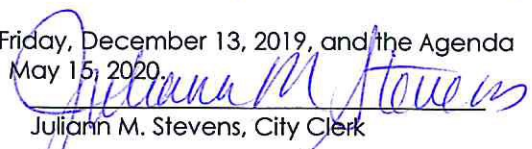
Pursuant to the COVID-19 Pandemic and the immediate local health threats posed by such pandemic, the following procedural changes will apply for this meeting:

- 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, May 19, 2020**, to be read into the record. Submit by phone 918-376-1577 or by email to [jstevens@cityofowasso.com](mailto: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 - May 5, 2020, and May 12, 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 May 9, 2020
  - Monthly Budget Status Report - April 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, May 15, 2020.

  
Julian 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 CITY COUNCIL  
OWASSO PUBLIC WORKS AUTHORITY (OPWA)  
OWASSO PUBLIC GOLF AUTHORITY (OPGA)**

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**MINUTES OF JOINT REGULAR MEETING  
Tuesday, May 5, 2020**

The Owasso City Council met in regular session on Tuesday, May 5, 2020, in the Council Chambers at Old Central, 109 North Birch, Owasso, Oklahoma per the Notice of Public Meeting filed 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, May 1, 2019. As a result of the COVID-19 Pandemic and the immediate local health threats posted by such pandemic, each member of the City Council/Authorities attended the meeting via teleconferencing and this meeting was available for public viewing through YouTube Live Stream.

**1. Call to Order**

Mayor Chris Kelley called the meeting to order at 6:30pm.

**2. Invocation**

The Invocation was offered by Warren Lehr.

**3. Flag Salute**

None

**4. Presentation of Character Trait of Alertness**

Chad Balthrop, Character Council Member, presented the character trait for the month of May.

**5. Oath of Office**

Julie Lombardi administered the Oath of Office for Ward 3, City Councilor/Trustee Bill Bush and Ward 4, City Councilor/Trustee Lyndell Dunn.

**6. Roll Call**

Present	Absent
Mayor/Chair – Chris Kelley via teleconference	None
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	

A quorum was declared present.

Staff:

City Manager - Warren Lehr

City Attorney - Julie Lombardi

**7. Election of Mayor/OPWA Chair/OPGA Chair**

Mayor/Chair Chris Kelley called for a nomination for the positions of Mayor/Chair. Mr. Bush moved to elect Chris Kelley to serve as Mayor/OPWA Chair/OPGA Chair, seconded by Mr. Bonebrake.

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0

**8. Election of Vice Mayor/OPWA Vice Chair/OPGA Vice Chair**

Mayor/Chair Kelley called for a nomination for the positions of Vice Mayor/Vice Chair. Mr. Kelley moved to elect Bill Bush to serve as Vice Mayor/OPWA Vice Chair/OPGA Vice Chair, seconded by Mr. Dunn.

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0

**9. Consideration and appropriate action relating to the COVID-19 Pandemic and local public health issues**

Mayor Kelley introduced Warren Lehr to present the item, and discussion was held.

**10. Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the City Council to be routine and will be enacted by one motion. Any Councilor 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 minutes – April 21, 2020, Regular Meeting; April 23, 2020, Emergency Meeting; April 28, 2020, Special Meeting
- B. Approve OPWA minutes – April 21, 2020 Regular Meeting
- C. Approve OPGA minutes – April 21, 2020 Regular Meeting
- D. Approve claims – City Council, OPWA, and OPGA
- E. Approve the 2020 Oklahoma Municipal Assurance Group (OMAG) ballot, casting votes for Pam Polk (City Manager, City of Collinsville), Justin Battles (Assistant City Manager, City of Mustang), Tim Lyon (City Manager, City of Midwest City); and authorize the Mayor to execute the official ballot on behalf of the City of Owasso
- F. Accept public infrastructure improvements of one sanitary sewer manhole, extension of three public fire lines, and hydrants for Owasso High School West Campus located at 8800 North 129<sup>th</sup> East Avenue
- G. Accept the 2019 Traffic Signal Modification Project and authorize final payment to Traffic & Lighting Systems, LLC, of Oklahoma City, Oklahoma, in the amount of \$12,492.08
- H. Accept the Tributary 5A Stormwater Project and authorize final payment to Native Plains Excavation & Contracting, LLC, of Bixby, Oklahoma, in the amount of \$24,566.15

Mr. Bush moved, seconded by Mr. Dunn to approve the Consent Agenda with City Council claims totaling \$749,785.96, Owasso Public Works Authority claims totaling \$634,175.91, and Owasso Public Golf Authority claims totaling \$24,421.55.

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0

**11. Consideration and appropriate action relating to items removed from the Consent Agenda**

None

**12. Report from City Manager**

Warren Lehr introduced Roger Stevens to provide the monthly Public Works project status report.

**13. Report from City Attorney**

None

**14. Report from City Councilors**

Mayor Kelley commented on the re-election of Councilors Bush and Dunn.

**15. Official Notices to Council (documents for acknowledgment of receipt or information only, no discussion or action will be taken)**

The Mayor/Chair acknowledged receipt of the following:

- Health Care Self-Insurance Claims dated as of April 29, 2020
- General Fund Payroll Payment Report - pay period ending date April 25, 2020
- Owasso Public Works Authority Payroll Payment Report - pay period ending date April 25, 2020
- Owasso Public Golf Authority Payroll Payment Report - pay period ending date April 25, 2020

**16. New Business (New Business is any item of business which could not have been foreseen at the time of posting of the agenda)**

None

**17. Adjournment**

Mr. Bonebrake 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 7:07 pm.

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Chris Kelley, Mayor/OPWA Chair/OPGA Chair

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Juliann M. Stevens, City Clerk

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

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## MINUTES OF JOINT REGULAR MEETING Tuesday, May 12, 2020

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, May 12, 2020, in the Council Chambers at Old Central, 109 North Birch, Owasso, Oklahoma per the Notice of Public Meeting filed 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, May 8, 2019. As a result of the COVID-19 Pandemic and the health threats posted by such pandemic, each member of the City Council/Authorities attended the meeting via teleconferencing and each meeting was available for public viewing through YouTube Live Stream.

1. **Call to Order/Roll Call** - 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  
A quorum was declared present.

Absent

None

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

Mayor Kelley presented the item and discussion was held.

3. **Discussion relating to Community Development Items**

- A. Request for Street and Utility Easement Closures - Kum N Go Store #1858, located at 502 East 2<sup>nd</sup> Avenue (East 76<sup>th</sup> Street North)
- B. Request for Annexation (OA 20-01) - 8.722 acres located at 12525 East 116<sup>th</sup> Street North
- C. Request for Final Plat - Brighton Park Phase I, 3.43 acres located approximately ½ mile north of East 106<sup>th</sup> Street North and west of Mingo Road
- D. Request for Final Plat - Parker Village, 57.54 acres located northeast of the East 106<sup>th</sup> Street North and Garnett Road intersection

Brian Dempster presented the items and discussion was held. It was further explained that these items would be placed on the May 19, 2020, City Council agenda for consideration and action.

4. **Discussion relating to Human Resources Items**

- A. Proposed FY 2020-2021 contract with the Fraternal Order of Police, Lodge #149
- B. Ratification of the FY 2020-2021 contract with the International Association of Fire Fighters, Local #2789

Michele Dempster presented the items and discussion was held. It was further explained that these items would be placed on the May 19, 2020, City Council agenda for consideration and action.

5. **Presentation of the proposed FY 2020-2021 Annual Operating Budget**

Warren Lehr and Linda Jones presented the item and discussion was held. It was further explained that the required public hearing would take place during the June 2, 2020, City Council meeting.

**6. 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 commented on National Police Week, National Public Works Week, the retirement of Assistant Fire Chief, Mark Stuckey, and advised mediation will be held Thursday May 14, 2020 in the City of Owasso vs. Keys Plus Properties, LLC case.

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

None

**8. Adjournment**

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

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

The meeting adjourned at 7:07 pm.

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Chris Kelley, Mayor/Chair

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Juliann M. Stevens, City Clerk

## Claims List - 5/19/2020

Fund	Vendor Name	Payable Description	Payment Amount	
55	OPGA	JPMORGAN CHASE BANK	WALMART-SUPPLIES	\$29.29
<b>CART OPERATIONS - Total</b>			<b>\$29.29</b>	
	AMERICAN BACTERIAL SOLUTIONS LLC	POND TREATMENTS	\$550.00	
	ARUS GROUP LP	WATER QUALITY TEST	\$51.69	
	CITY GARAGE	LABOR/OVERHEAD - MAY, 202	\$68.08	
	JPMORGAN CHASE BANK	AMAZON-PRINTER	\$61.71	
	JPMORGAN CHASE BANK	AMAZON-SUPPLIES	\$70.45	
	JPMORGAN CHASE BANK	AMERICAN HOSE-COUPLIN	\$36.20	
	JPMORGAN CHASE BANK	ATWOODS-PINS	\$39.95	
	JPMORGAN CHASE BANK	BWI-FERTILIZER	\$325.04	
	JPMORGAN CHASE BANK	BWI-PAINT	\$254.35	
	JPMORGAN CHASE BANK	BWI-PREEMERGENT	\$338.10	
	JPMORGAN CHASE BANK	GREEN ACRE-REFUND	(\$40.57)	
	JPMORGAN CHASE BANK	GREEN ACRE-SOIL	\$914.57	
	JPMORGAN CHASE BANK	IMPERIAL SPORTS-UNIFO	\$488.81	
	JPMORGAN CHASE BANK	INNOVATIVE TURF-SUPPL	\$909.16	
	JPMORGAN CHASE BANK	KEELING-VALVES	\$575.67	
	JPMORGAN CHASE BANK	LAWSON PROD-REFUND	(\$689.46)	
	JPMORGAN CHASE BANK	LOCKE-PARTS	\$166.65	
	JPMORGAN CHASE BANK	LOWES-NAILS	\$13.98	
	JPMORGAN CHASE BANK	LOWES-RAKES	\$31.96	
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	\$79.59	
	JPMORGAN CHASE BANK	MAIL THIS-SHIPPING	\$55.29	
	JPMORGAN CHASE BANK	OREILLY-BATTERIES	\$6.99	
	JPMORGAN CHASE BANK	OREILLY-EQUIP	\$54.98	
	JPMORGAN CHASE BANK	OREILLY-FILTER	\$6.20	
	JPMORGAN CHASE BANK	OREILLY-HOSES	\$73.12	
	JPMORGAN CHASE BANK	P&K-HITCH	\$166.17	
	JPMORGAN CHASE BANK	PRO TURF PROD-FILTERS	\$70.82	
	JPMORGAN CHASE BANK	SITEONE-PLANTS	\$306.22	
	JPMORGAN CHASE BANK	SYDNEY SOL-DUES	\$239.00	
	JPMORGAN CHASE BANK	WILDSEED FARMS-SEEDS	\$133.90	
	JR SIMPLOT COMPANY	SEAWEED EXTRACT	\$360.00	
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$51.61	
	TCF NATIONAL BANK	MAINT CART LEASE	\$1,163.13	
	UNIFIRST HOLDINGS LP	ENV CHARGE	\$22.00	
	UNIFIRST HOLDINGS LP	JANITORIAL	\$32.00	
	UNIFIRST HOLDINGS LP	SHOP TOWEL SERVICE	\$25.85	
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$25.14	
	VERIZON WIRELESS	WIRELESS CONNECTION	\$40.89	
<b>COURSE MAINT - Total</b>			<b>\$7,079.24</b>	
	JPMORGAN CHASE BANK	LOWES-CLEANER	\$56.88	

## Claims List - 5/19/2020

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	REASORS-HAND SANITIZE \$26.10
		JPMORGAN CHASE BANK	SAMS-SANITIZER \$6.98
		JPMORGAN CHASE BANK	SAMS-SUPPLIES \$73.92
		JPMORGAN CHASE BANK	SYSCO-CLEANER \$35.99
		JPMORGAN CHASE BANK	SYSCO-SUPPLIES \$573.49
		JPMORGAN CHASE BANK	UNITED LINEN-RENTAL \$116.24
		JPMORGAN CHASE BANK	WALMART-SUPPLIES \$17.78
		<b>FOOD &amp; BEV - Total</b>	<b>\$907.38</b>
		APS FIRECO TULSA	VENT HOOD INSPECTION \$289.75
		AT&T	LONG DISTANCE PHONE \$4.19
		AT&T LONG DISTANCE	LONG DISTANCE PHONE \$50.59
		JPMORGAN CHASE BANK	BROOKS-CLEANING \$150.00
		JPMORGAN CHASE BANK	COX-CABLE \$77.53
		JPMORGAN CHASE BANK	STANDLEY-PRINTING \$10.21
		OKLAHOMA STATE DEPT OF HEALTH	FOOD LICENSE W/ BAR \$335.00
		ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$185.87
		<b>GOLF ADMIN - Total</b>	<b>\$1,103.14</b>
		JPMORGAN CHASE BANK	ACUSHNET-UNIFORM \$183.69
		<b>GOLF SHOP - Total</b>	<b>\$183.69</b>
		BGR DAILY ACCT.	REIMB GOLF PETTY CASH \$1,823.20
		JPMORGAN CHASE BANK	CCSWB-BEVERAGES \$317.84
		JPMORGAN CHASE BANK	IMPERIAL-COFFEE \$107.80
		JPMORGAN CHASE BANK	SAMS-FOOD \$618.42
		JPMORGAN CHASE BANK	SYSCO-FOOD \$1,135.01
		JPMORGAN CHASE BANK	WALMART-BEER \$81.48
		JPMORGAN CHASE BANK	WALMART-FOOD \$197.26
		NIKE USA, INC	MERCHANDISE \$1,287.03
		<b>OPGA - Total</b>	<b>\$5,568.04</b>
	<b>OPGA - Total</b>		<b>\$14,870.78</b>
	<b>OPGA Grand Total</b>		<b>\$14,870.78</b>



**OWASSO PUBLIC GOLF AUTHORITY  
PAYROLL PAYMENT REPORT  
PAY PERIOD ENDING DATE 05/09/2020**

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	9,018.93	12,249.10
605 Cart Operations	4,299.38	4,832.52
610 Golf Course Operations	12,421.97	18,098.70
670 Food & Beverage	3,091.00	4,664.71
690 General & Administration	3,564.45	5,106.99
<hr/> FUND TOTAL	<hr/> 32,395.73	<hr/> 44,952.02

**CITY OF OWASSO**  
**OWASSO PUBLIC GOLF AUTHORITY**  
**FISCAL YEAR 2018-2019**  
**Budgetary Basis**  
**Statement of Revenues & Expenses**  
**As of April 30, 2020**

	MONTH TO-DATE	YEAR TO-DATE	BUDGET	PERCENT OF BUDGET
<b>OPERATING REVENUES:</b>				
Golf shop fees	\$ 61,770	\$ 394,945	\$ 492,510	80.19%
Merchandise sales	9,042	113,281	146,433	77.36%
COS -- merchandise	(6,176)	(77,515)	(110,068)	70.42%
Cart Rental	20,849	115,531	132,610	87.12%
Food & beverage	9,088	95,273	131,399	72.51%
COS -- food & beverage	(3,731)	(47,755)	(60,034)	79.55%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 90,842</b>	<b>\$ 593,761</b>	<b>\$ 732,850</b>	<b>81.02%</b>
<b>OPERATING EXPENSES:</b>				
Golf Shop	(13,475)	(145,185)	\$ (211,726)	<b>68.57%</b>
Cart Operations	(12,716)	(107,353)	(114,398)	<b>93.84%</b>
Golf Course Maintenance	(47,866)	(562,162)	(721,311)	<b>77.94%</b>
Food & Beverage	(9,890)	(102,501)	(134,805)	<b>76.04%</b>
Golf Administration	(23,523)	(191,014)	(232,883)	<b>82.02%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ (107,471)</b>	<b>\$ (1,108,214)</b>	<b>\$ (1,415,123)</b>	<b>78.31%</b>
<b>OPERATING REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ (16,628)</b>	<b>\$ (514,453)</b>	<b>\$ (682,273)</b>	
<b>NONOPERATING REVENUES (EXPENSES):</b>				
Transfer from General	\$ -	\$ 881,573	\$ 881,573	100.00%
Transfer from OPWA	-	326,201	326,201	100.00%
Other revenues/(expenses)	28,292	28,289	700	<b>4041.28%</b>
<b>TOTAL NONOPERATING REVENUES (EXPENSES):</b>	<b>\$ 28,292</b>	<b>\$ 1,236,063</b>	<b>\$ 1,208,474</b>	<b>102.28%</b>
<b>NET INCOME (LOSS)</b>	<b>\$ 11,663</b>	<b>\$ 721,610</b>	<b>\$ 526,201</b>	
<b>ENCUMBRANCES OUTSTANDING</b>		<b>\$ (65,414)</b>		
<b>FUND BALANCE (Budgetary Basis)</b>				
Beginning Balance		(2,132,613)	(2,132,613)	
Ending Balance		<b>\$ (1,476,416)</b>	<b>\$ (1,606,412)</b>	