

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

RECEIVED

MAY 17 2019

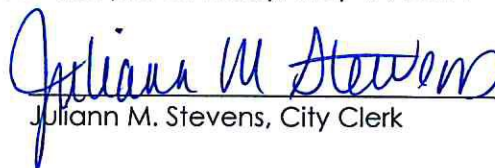


City Clerk's Office

Council Chambers, Old Central Building
109 North Birch, Owasso, OK 74055
Regular Meeting
Tuesday, May 21, 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
 - May 7, 2019, Regular Meeting
 - May 14, 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 May 11, 2019
 - Monthly Budget Status Report – April 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, May 17, 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 CITY COUNCIL
OWASSO PUBLIC WORKS AUTHORITY (OPWA)
OWASSO PUBLIC GOLF AUTHORITY (OPGA)**

**MINUTES OF JOINT REGULAR MEETING
Tuesday, May 7, 2019**

The Owasso City Council met in regular session on Tuesday, May 7, 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, May 3, 2019.

1. Call to Order

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

2. Invocation

The Invocation was offered Father Bryan Beard of Church of the Holy Cross.

3. Flag Salute

Councilor Kelley Lewis led the flag salute.

4. Presentation of Character Trait Of Wisdom

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

5. Presentation of Proclamations

Mayor Chris Kelley presented proclamations declaring:

- May 12-18, as National Police Department Week in recognition of law enforcement officers, past and present, who have rendered a dedicated service to their communities; and, May 15 as Peace Officers Memorial Day to honor law enforcement officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty
- May 6-11, as National Economic Development Week in recognition of the importance of economic development in creating investment opportunities and improving quality of life in the City of Owasso

6. Oath of Office

Julie Lombardi administered the Oath of Office for Ward 5, City Councilor/Trustee Doug BoneBrake.

7. Roll Call

Present

Absent

Mayor – Chris Kelley

None

Vice-Mayor – Bill Bush

Councilor – Doug Bonebrake

Councilor – Lyndell Dunn

Councilor – Kelly Lewis

A quorum was declared present.

Staff:

City Manager - Warren Lehr

City Attorney - Julie Lombardi

8. Election of Mayor/OPWA Chair/OPGA Chair

Mayor/Chair Chris Kelley called for a nomination for the position of Mayor. Mr. Bonebrake moved, seconded by Mr. Dunn to elect Chris Kelley to serve as Mayor.

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0

Mr. Bush moved, seconded by Mr. Dunn to elect Chris Kelley to serve as OPWA Chair.

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0

Mr. Bonebrake moved, seconded by Ms. Lewis to elect Chris Kelley to serve as OPGA Chair.

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0

9. Election of Vice Mayor/OPWA Vice Chair/OPGA Vice Chair

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

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0

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 Owasso City Council minutes – April 16, 2019, Regular Meeting
- B. Approve Owasso Public Works Authority minutes – April 16, 2019, Regular Meeting
- C. Approve Owasso Public Golf Authority minutes – April 16, 2019, Regular Meeting
- D. Approve City of Owasso claims
- E. Approve Owasso Public Works Authority claims
- F. Approve Owasso Public Golf Authority claims
- G. Authorize the City Manager to execute the Community Development Block Grant (CDBG) FY 2018 Contract/Agreement Renewal extending the effective date to June 30, 2020, for funding the Hale Acres Sanitary Sewer Line Rehabilitation Project

Mr. Dunn moved, seconded by Mr. Bush to approve the Consent Agenda with City Council claims totaling \$515,260.97, Owasso Public Works Authority claims totaling \$620,226.51, and Owasso Public Golf Authority claims totaling \$27,811.50.

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. Consideration and appropriate action relating to the award of a bid for the Owasso Police Headquarters Roof Replacement Project

Jason Woodruff presented the item, recommending City Council award the bid to Ground Zero Roofing & Construction of Newcastle, Oklahoma, in the amount of \$71,500 for replacement of the roof at the Owasso Police Department Headquarters.

There were no comments from the audience. After discussion, Mr. Bonebrake moved, seconded by Mr. Bush to award the bid, as recommended.

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0

13. Consideration and appropriate action relating to the acceptance of the Owasso Public Safety Operations and Training Complex (Fire Station #4) Project and Final Payment

David Hurst presented the item, recommending City Council accept the construction project and authorize final payment to Timberlake Construction Company, Inc. of Oklahoma City, Oklahoma, in the amount of \$567,407.81.

There were no comments from the audience. After discussion, Mr. Bush moved, seconded by Mr. Dunn to accept the construction project and authorize final payment, as recommended.

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0

14. Consideration and appropriate action relating to a budget amendment in the General Liability/Property Self-Insurance Fund

Michele Dempster presented the item, recommending City Council approve a budget amendment in the General Liability/Property Self-Insurance Fund, increasing the estimated revenues by \$52,000 and the appropriation for expenditures by \$75,000.

There were no comments from the audience. After discussion, Mr. Dunn moved, seconded by Mr. Bonebrake to approve the budget amendment, as recommended.

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0

15. Consideration and appropriate action relating to Resolution 2019-11, litigation styled *Pinnacle Performance & Repair, Inc., et al., v. The City of Owasso, 19-CV-00183-JHP-JFJ*, filed in the United States District Court for the Northern District of Oklahoma

Julie Lombardi presented the item, recommending City Council approve Resolution 2019-11, retaining Keith Wilkes of Hall Estill to defend the City of Owasso in the litigation styled *Pinnacle Performance & Repair, Inc., et al., v. The City of Owasso, 19-CV-00183-JHP-JFJ*, filed in the United States District Court for the Northern District of Oklahoma.

There were no comments from the audience. Mr. Bush moved, seconded by Mr. Dunn to approve Resolution 2019-11, as recommended.

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0

16. Report from City Manager

Warren Lehr introduced Roger Stevens to provide the monthly Public Works project status report. Mr. Lehr reported on the city's annual free land fill day in April, the annual free yardwaste disposal days of May 4, and May 11, 2019, the results of a surplus auction using Purple Wave Auction, recognized the Owasso High School Boys Golf Team for winning the 6A State Championship; and recognized the Peterson Family for being named Special Olympics Oklahoma 2019 Family of the Year.

17. Report from City Attorney

None

18. Report from City Councilors

Councilor Bush commented on the 2019 6A State Baseball tournament. Councilor Bonebrake commented on the City Council election. Mayor Kelley reported on community events.

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

The Mayor acknowledged receipt of the following:

- City of Owasso Payroll Payment Reports Pay Period Ending Date April 13, 2019, and April 27, 2019
- City of Owasso Health Care Self-Insurance Claims dated as of May 2, 2019
- Owasso Public Works Authority Payroll Payment Reports Pay Period Ending Date April 13, 2019, and April 27, 2019
- Owasso Public Golf Authority Payroll Payment Reports Pay Period Ending Date April 13, 2019, and April 27, 2019
- Oklahoma Department of Environmental Quality Construction Permit No. WL000072190257

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

None

21. Adjournment

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

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0 and the meeting adjourned at 7:35 pm.

Chris Kelley, Mayor/OPWA Chair/OPGA Chair

Juliann M. Stevens, City Clerk

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

MINUTES OF JOINT REGULAR MEETING Tuesday, May 14, 2019

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, May 14, 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, May 10, 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 – Doug Bonebrake
Councilor/Trustee – Lyndell Dunn
Councilor/Trustee – Kelly Lewis
A quorum was declared present.

Absent

None

2. Presentation of the BusinessTHRIVE Program

Chelsea Levo-Feary presented the item and discussion was held.

3. Discussion relating to Community Development Items

- A. Proposed Amendment to the Owasso Zoning Code, Chapter 10, Section 10.4 – Uses in the US-169 Overlay District
- B. Annexation OA 19-02 and Rezoning OZ 19-02, 11515 East 96th Street North
- C. Final Plat - Coffee Creek Glover Jeep Dealership, 10500 block of US-169 East Service Road, just north of the existing Glover Dealership
- D. Amendment to Ordinance 1138, correcting the Official Base Zoning Map for property located at 102 West 11th Street North

Brian Dempster and Karl Fritschen presented items A - D and discussion was held. It was further explained that the required public hearing for item A would take place during the May 21, 2019, City Council meeting; and, items B, C, and D would be placed on the May 21, 2019, City Council Agenda for consideration and action.

4. Discussion relating to a request to amend the list of Capital Improvement Projects eligible for funding from the Capital Improvements Fund to include 5K Heart Healthy Trail, Funtastic Island renovations and Splash Pad

Teresa Willson presented the item and discussion was held. It was further explained that the required public hearing would take place during the May 21, 2019, City Council meeting.

5. Discussion relating to Support Services Items

- A. Purchase of a CNG Bi-Fuel vehicle
- B. Purchase of heavy duty vehicle lifts

Larry White presented the items and discussion was held. It was further explained that these items would be placed on the May 21, 2019, City Council Agenda for consideration and action.

6. Presentation of the proposed FY 2019-2020 Annual Operating Budget

Warren Lehr presented the item and advised that the required public hearing would take place during the May 21, 2019, City Council meeting.

7. Discussion relating to City Manager items

- A. Various Citizen Board and Committee appointments
- B. Monthly sales tax report
- C. City Manager report

Warren Lehr presented item A and discussion was held. Linda Jones presented item B and discussion was held. Under item C, Mr. Lehr reported that the June 4, 2019, Council/OPWA/OPGA meetings are cancelled due to the lack of a quorum; a community-wide meeting will take place on May 23, 2019, to present proposed improvements to East 96th Street North from Garnett Road to North 129th East Avenue; and discussed the results of the free yard waste disposal days.

8. City Councilor/Trustee comments and inquiries

Councilor Dunn commented on the City's various masterplan documents and discussion was held.

9. Consideration and appropriate action relating to a request for an executive session for the purpose of discussing personnel matters of the City Attorney and City Manager as provided for in Title 25, O.S. § 307(B)(1)

Mr. Bonebrake moved seconded by Mr. Bush to enter into executive session to discuss annual evaluations of the City Attorney and City Manager.

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion Carried 5-0

At 7:45 pm, the five (5) City Council members entered into executive session.

At 8:30 pm, Warren Lehr entered into executive session.

At 9:10 pm, Warren Lehr exited executive session.

At 9:25 Julie Lombardi entered into executive session.

At 9:35 Julie Lombardi exited executive session and Warren Lehr entered into executive Session.

At 9:35 pm, all parties exited executive session and the Council returned to open session.

10. Adjournment

Mr. Bush 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 9:40 pm.

Chris Kelley, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 5/21/2019

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	EASY PICKER GOLF-WASH \$677.30
		JPMORGAN CHASE BANK	GRAINGER-WHEELS \$118.88
		JPMORGAN CHASE BANK	OREILLY-BELT \$11.79
		YAMAHA GOLF CAR COMPANY	REPAIRS \$496.33
		CART OPERATIONS - Total	\$1,304.30
		AEP/PSO	ELECTRIC USE \$1,262.07
		AMERICAN BACTERIAL SOLUTIONS LLC	POND TREATMENTS \$550.00
		ANCHOR STONE COMPANY	STONE \$202.40
		CITY GARAGE	LABOR/OVERHEAD - MAY, 201 \$1.75
		FELKINS ENTERPRISES, LLC	SIGNAGE \$120.00
		JPMORGAN CHASE BANK	4SEASONS-BELTS \$143.16
		JPMORGAN CHASE BANK	ATWOODS-TARP \$99.99
		JPMORGAN CHASE BANK	BWI-PAINT \$75.24
		JPMORGAN CHASE BANK	BWI-PESTICIDES \$4,368.96
		JPMORGAN CHASE BANK	CERTIFIED LAB-DEGREAS \$216.00
		JPMORGAN CHASE BANK	CORE&MAIN-FITTINGS \$25.79
		JPMORGAN CHASE BANK	CORE&MAIN-PARTS \$160.64
		JPMORGAN CHASE BANK	GREEN ACRE-MULCH \$485.50
		JPMORGAN CHASE BANK	LOWES-CONNECTION \$17.16
		JPMORGAN CHASE BANK	LOWES-FITTING \$10.01
		JPMORGAN CHASE BANK	LOWES-FLOWERS \$39.21
		JPMORGAN CHASE BANK	LOWES-SUPPLIES \$41.24
		JPMORGAN CHASE BANK	LOWES-TOOLS/SUPPLIES \$63.42
		JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES \$37.67
		JPMORGAN CHASE BANK	OKGCSA-MEMB FEE \$50.00
		JPMORGAN CHASE BANK	OKGCSA-REGIS FEE \$70.00
		JPMORGAN CHASE BANK	P&K-EDGER \$349.99
		JPMORGAN CHASE BANK	P&K-PARTS \$336.32
		JPMORGAN CHASE BANK	SITEONE-PLANTS \$431.11
		JPMORGAN CHASE BANK	WILDSEED-SEEDS \$108.00
		JR SIMPLOT COMPANY	SEAWEED EXTRACT \$360.00
		ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$50.06
		TCF NATIONAL BANK	MAINT CART LEASE \$1,160.00
		UNIFIRST HOLDINGS LP	ENV CHARGE \$11.00
		UNIFIRST HOLDINGS LP	SERVICE \$20.74
		UNIFIRST HOLDINGS LP	SHOP TOWEL SERVICE \$10.80
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE \$11.97
		COURSE MAINT - Total	\$10,890.20
		JPMORGAN CHASE BANK	DOLLARTREE-DÉCOR \$21.00
		JPMORGAN CHASE BANK	HOBBY LOBBY-SUPPLIES \$11.98
		JPMORGAN CHASE BANK	SAMS-BATTERIES \$12.98
		JPMORGAN CHASE BANK	SAMS-SUPPLIES \$176.76

Claims List - 5/21/2019

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	\$189.10
		JPMORGAN CHASE BANK	\$169.70
		JPMORGAN CHASE BANK	\$3.61
		JPMORGAN CHASE BANK	\$7.94
		JPMORGAN CHASE BANK	\$1.24
	FOOD & BEV	- Total	\$594.31
	AEP/PSO	ELECTRIC USE	\$908.38
	AT&T	LONG DISTANCE PHONE	\$0.65
	AT&T LONG DISTANCE	LONG DISTANCE PHONE	\$46.96
	JPMORGAN CHASE BANK	COX-CABLE	\$77.53
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	\$73.78
	JPMORGAN CHASE BANK	OK ABLE COMM-LICENSE	\$30.00
	JPMORGAN CHASE BANK	OK GOV-LIC FEE	\$14.04
	JPMORGAN CHASE BANK	OKLA ABLE COMM-LICENS	\$60.00
	JPMORGAN CHASE BANK	RIDGEBACK ROOF-REPAIR	\$335.00
	JPMORGAN CHASE BANK	STANDLEY-COPIES	\$21.68
	JPMORGAN CHASE BANK	WASTE MGMT-REF SVC	\$1,032.79
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$216.49
	GOLF ADMIN	- Total	\$2,817.30
	JPMORGAN CHASE BANK	ACUSHNET -MERCHANDISE	\$2,325.43
	JPMORGAN CHASE BANK	ACUSHNET-MERCH CRED	(\$0.01)
	JPMORGAN CHASE BANK	BILLER DIRECT-MERCHAN	\$674.97
	JPMORGAN CHASE BANK	CCSWB-BEVERAGES	\$718.09
	JPMORGAN CHASE BANK	CUTTER&BUCK-MERCHANDI	\$690.93
	JPMORGAN CHASE BANK	IMPERIAL-MERCHANDISE	\$1,361.84
	JPMORGAN CHASE BANK	PING-MERCHANDISE	\$1,474.02
	JPMORGAN CHASE BANK	SAMS-FOOD	\$844.95
	JPMORGAN CHASE BANK	SYSCO-FOOD	\$734.15
	JPMORGAN CHASE BANK	WALMART-BEER	\$467.30
	JPMORGAN CHASE BANK	WALMART-FOOD	\$291.55
	OPGA	- Total	\$9,583.22
	OPGA	- Total	\$25,189.33
	OPGA Grand Total		\$25,189.33

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 05/11/19

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	2,451.50	3,989.23
605 Cart Operations	3,394.70	3,815.66
610 Golf Course Operations	11,306.17	16,794.97
670 Food & Beverage	2,194.63	3,637.99
690 General & Administration	3,405.75	5,170.00
<hr/> FUND TOTAL	<hr/> 22,752.75	<hr/> 33,407.85

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

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
OPERATING REVENUES:				
Golf shop fees	\$ 48,937	\$ 362,372	\$ 509,000	71.19%
Merchandise sales	19,705	108,453	135,000	80.34%
COS -- merchandise	(15,021)	(82,217)	(106,400)	77.27%
Cart Rental	17,698	97,767	132,000	74.07%
Food & beverage	13,292	92,682	158,125	58.61%
COS -- food & beverage	(5,244)	(43,372)	(66,900)	64.83%
TOTAL OPERATING REVENUES	<u>\$ 79,367</u>	<u>\$ 535,685</u>	<u>\$ 760,825</u>	70.41%
OPERATING EXPENSES:				
Golf Shop	\$ (8,793)	\$ (100,282)	\$ (153,762)	65.22%
Cart Operations	(7,972)	(112,342)	(113,073)	99.35%
Golf Course Maintenance	(42,710)	(524,769)	(748,448)	70.11%
Food & Beverage	(9,467)	(81,695)	(136,397)	59.90%
Golf Administration	(15,603)	(180,896)	(226,525)	79.86%
TOTAL OPERATING EXPENSES	<u>\$ (84,545)</u>	<u>\$ (999,985)</u>	<u>\$ (1,378,205)</u>	72.56%
OPERATING REVENUES OVER EXPENDITURES	<u>\$ (5,178)</u>	<u>\$ (464,300)</u>	<u>\$ (617,380)</u>	
NONOPERATING REVENUES (EXPENSES):				
Transfer from General	\$ 100,000	\$ 600,000	\$ 817,380	73.41%
Transfer from OPWA			326,201	0.00%
Other revenues/(expenses)	10	313	-	152.07%
TOTAL NONOPERATING REVENUES (EXPENSES):	<u>\$ 100,010</u>	<u>\$ 600,313</u>	<u>\$ 1,143,581</u>	52.49%
NET INCOME (LOSS)	<u>\$ 94,832</u>	\$ 136,014	\$ 526,201	
ENCUMBRANCES OUTSTANDING		\$ (69,651)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		(2,917,784)	(2,917,784)	
Ending Balance		<u>\$ (2,851,421)</u>	<u>\$ (2,391,583)</u>	