

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

TUESDAY, June 16, 2020 - 6:30 pm

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

- The meeting will be available for viewing through YouTube Live Stream. <https://www.youtube.com/channel/UCxpXATOr7VRKOyo-Rdf2d1Q/live>

AGENDA

RECEIVED

JUN 12 2020 

City Clerk's Office

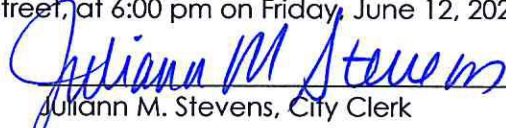
- 1. Call to Order**
Chair Chris Kelley
- 2. Roll Call**
- 3. Election of OPGA Chair**
Chris Kelley, Chair
- 4. Election of OPGA Vice Chair**
Chair
- 5. Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by 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 - June 2, 2020, and June 9, 2020, Regular Meetings
 - B. Approve claims
- 6. Consideration and appropriate action relating to items removed from the Consent Agenda**
- 7. Consideration and appropriate action relating to Resolution 2020-01, providing for the adoption of an annual budget for Fiscal Year 2020-2021**
Linda Jones

Staff recommends approval of Resolution 2020-01.
- 8. Report from OPGA Manager**
- 9. Report from OPGA Attorney**
- 10. Official Notices to Authority (documents for acknowledgment or information only, no discussion or action will be taken)**
 - Payroll Payment Report – pay period ending date June 6, 2020
 - Monthly Budget Status Report - May 2020

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

12. 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, June 12, 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 CITY COUNCIL
OWASSO PUBLIC WORKS AUTHORITY (OPWA)
OWASSO PUBLIC GOLF AUTHORITY (OPGA)**

**MINUTES OF JOINT REGULAR MEETING
Tuesday, June 2, 2020**

The Owasso City Council met in regular session on Tuesday, June 2, 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 30, 2019. As a result of the COVID-19 Pandemic and the health threats posed by such pandemic, 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 6:30pm.

2. Invocation

The Invocation was offered by Warren Lehr.

3. Flag Salute

Vice Mayor/Vice Chair Bill Bush led the flag salute.

4. Roll Call

Present

Mayor/Chair – Chris Kelley

Vice Mayor/Vice Chair – Bill Bush

Councilor/Trustee – Doug Bonebrake

Councilor/Trustee – Lyndell Dunn

A quorum was declared present.

Absent

Councilor/Trustee – Kelly Lewis

Staff:

City Manager - Warren Lehr

City Attorney - Julie Lombardi

5. Presentation of Character Trait of Flexibility

Michele Dempster, Character Council Member, presented the character trait for the month of June.

6. 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 / Authority 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 - May 19, 2020, Regular Meeting

B. Approve OPWA minutes – May 19, 2020, Regular Meeting

C. Approve OPGA minutes – May 19, 2020, Regular Meeting

D. Approve claims – City Council, OPWA, and OPGA

E. Accept a grant from Oklahoma Municipal Assurance Group in the amount of \$5,000.00 and approve a budget amendment in the General Fund increasing the estimated revenue and appropriation for expenditures by \$5,000.00

F. Accept public infrastructure improvements of a water line, two concrete approaches, and sidewalk for the Owasso Public Schools Education Services Center located at 1501 North Ash Street

G. Authorization to submit a request to the Tulsa County Vision Authority to amend the Vision 2025 Capital Improvement Agreements for the Community Center Outdoor Classroom and Gathering Area Project and Owasso Events Facilities – Sports Park Project #2 by extending the expiration term for each agreement

Mr. Bush moved, seconded by Mr. Bonebrake to approve the Consent Agenda with City Council claims totaling \$434,045.17, Owasso Public Works Authority claims totaling \$746,307.68, and Owasso Public Golf Authority claims totaling \$14,617.74.

YEA: Bonebrake, Bush, Dunn, Kelley

NAY: None

Motion carried: 4-0

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

None

8. PUBLIC HEARING – The City Council will conduct a public hearing for the purpose of receiving citizen input relating to the proposed FY 2020-2021 Annual Operating Budget

Warren Lehr and Linda Jones presented the item. At 7:01 pm, the Mayor opened the Public Hearing for comment. There were no comments from the audience. At 7:01 pm, the Mayor closed the public hearing.

9. Consideration and appropriate action relating to the acquisition of right-of-way and easement for the East 116th Street North from Mingo to Garnett Road Roadway Improvement Project

Roger Stevens presented the item, recommending authorization for payment to Dale W. Baker, in the amount of \$60,417.45, for the acquisition of right-of-way, easement, and compensation for damages at 11607 North 101st East Avenue.

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

YEA: Bonebrake, Bush, Dunn, Kelley

NAY: None

Motion carried: 4-0

10. Report from City Manager/Authority Manager

Warren Lehr introduced Roger Stevens to provide the monthly Public Works project status report. Mr. Lehr reported on the 2020 Economic Summit, Gathering on Main, Grand Opening for Redbud Festival Park, Red White and Boom, the Museum and Community Center, Municipal Court, Utility Billing payment policy procedures, and the COPS Grant.

11. Report from City Attorney/Authority Attorney

None

12. Report from City Councilors/Trustees

Mayor/Chair Kelley acknowledged the Owasso Police Department.

13. Official Notices to Council / Authority (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 May 28, 2020
- General Fund Payroll Payment Report - pay period ending date May 23, 2020
- OPWA Payroll Payment Report - pay period ending date May 23, 2020
- OPGA Payroll Payment Report - pay period ending date May 23, 2020

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

None

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

Mayor/Chair Chris Kelley presented the item, recommending to enter into executive session.

Mr. Bush moved, seconded by Mr. Dunn to enter into executive session.

YEA: Bonebrake, Bush, Dunn, Kelley

NAY: None

Motion carried: 4-0

At 7:30 pm, the City Council entered into executive session. At 7:51 pm, Julie Lombardi entered into the executive session. At 8:03 pm, Ms. Lombardi exited the executive session. At 8:35 pm, Warren Lehr entered into the executive session. At 9:28 pm, the City Council and Mr. Lehr returned to open session.

16. Adjournment

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

YEA: Bonebrake, Bush, Dunn, Kelley

NAY: None

Motion carried: 4-0 and the meeting adjourned at 9:29 pm.

Chris Kelley, Mayor/OPWA Chair/OPGA Chair

Juliann M. Stevens, City Clerk

OWASSO CITY COUNCIL, PUBLIC WORKS AUTHORITY (OPWA), AND PUBLIC GOLF AUTHORITY (OPGA)

MINUTES OF JOINT REGULAR MEETING Tuesday, June 9, 2020

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, June 9, 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, June 5, 2020. As a result of the COVID-19 Pandemic and the health threats posed by such pandemic, this 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
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 positions of Mayor/Chair and Vice Mayor/Vice Chair

Mayor/Chair Chris Kelley presented the item and discussion was held.

3. Discussion relating to 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 an item would be placed on the June 16, 2020, City Council, Owasso Public Works Authority, and Owasso Public Golf Authority agendas for consideration and action.

4. Discussion relating to Community Development Items

- A. Request for Annexation (OA 20-02) and Rezoning (OZ 20-02) – 4 acres located at the northeast corner of East 76th Street North and North 129th East Avenue
- B. Request for a Planned Unit Development (OPUD 20-01) and Rezoning (OZ 20-01) - 8.722 acres located north and west of the East 116th Street North and North 126th East Avenue intersection
- C. Request for an easement closure (waterline) – Rejoice Christian Campus, located at 13407 East 106th Street North

Brian Dempster and Karl Fritschen presented items A, B, and C and discussion was held. It was further explained that these items would be placed on the June 16, 2020, City Council agenda for consideration and action.

5. Discussion relating to City/Authority Manager items

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

Juliann Stevens presented item A and discussion was held. Linda Jones presented item B and discussion was held. Mr. Lehr introduced Alexa Beemer, City Planner, and reported on the 2020 Economic Summit, Drive-Thru notarization services at City Hall for absentee ballots, anticipated budget amendments related to the Coronavirus Aid, Relief, and Economic Security (CARES) ACT proceeds, resuming utility payment policy procedures on July 1, 2020; and the Grand Opening for Redbud Festival Park.

6. City Councilor/Trustee comments and inquiries

City Councilors commented on an Owasso Reporter interview with Police Chief Scott Chambless.

7. Adjournment

The meeting adjourned at 6:52 pm.

Chris Kelley, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 6/16/2020

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	\$653.17
		YAMAHA GOLF CAR COMPANY	\$66.66
CART OPERATIONS - Total			\$719.83
	AT&T	CONSOLIDATED PHONE	\$13.40
	CITY GARAGE	LABOR/OVERHEAD - JUNE, 20	\$68.08
	COOP'S DRIVES, MOTORS, AND CONTROLS	PUMPHOUSE REPAIR	\$200.00
	HOLLIDAY SAND & GRAVEL CO	SAND	\$340.73
	JPMORGAN CHASE BANK	ATWOODS-SUPPLIES	\$25.99
	JPMORGAN CHASE BANK	BWI-FERTILIZER	\$4,933.60
	JPMORGAN CHASE BANK	CORE&MAIN-VALVE BOXES	\$303.00
	JPMORGAN CHASE BANK	HARRELLS-FERTILIZER	\$403.00
	JPMORGAN CHASE BANK	HARRELLS-HERBICIDE	\$213.35
	JPMORGAN CHASE BANK	LOWES-FLOWERS	\$7.72
	JPMORGAN CHASE BANK	LOWES-LIDS	\$5.34
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	\$60.56
	JPMORGAN CHASE BANK	MAIL THIS-PRINTING	\$136.08
	JPMORGAN CHASE BANK	MIDWEST BEARING-PARTS	\$95.58
	JPMORGAN CHASE BANK	MOHAWK-SAND	\$937.46
	JPMORGAN CHASE BANK	P&K-PARTS	\$292.74
	JR SIMPLOT COMPANY	SEAWEED EXTRACT	\$360.00
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$41.08
	TCF NATIONAL BANK	MAINT CART LEASE	\$1,160.00
	UNIFIRST HOLDINGS LP	ENV CHARGE	\$33.00
	UNIFIRST HOLDINGS LP	JANITORIAL	\$52.74
	UNIFIRST HOLDINGS LP	SHOP TOWEL SERVICE	\$50.49
	UNIFIRST HOLDINGS LP	SUPPLIES	\$63.00
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$37.26
	VERIZON WIRELESS	WIRELESS CONNECTION	\$40.89
COURSE MAINT - Total			\$9,875.09
	JPMORGAN CHASE BANK	MURPHY-SUPPLIES	\$567.04
	JPMORGAN CHASE BANK	SAMS-SUPPLIES	\$22.56
	JPMORGAN CHASE BANK	SYSCO-SUPPLIES	\$732.63
	JPMORGAN CHASE BANK	UNITED LINEN-RENTAL	\$171.39
	JPMORGAN CHASE BANK	WALMART-LIGHT BULBS	\$20.85
	JPMORGAN CHASE BANK	WALMART-MOUSE	\$17.84
	JPMORGAN CHASE BANK	WALMART-SUPPLIES	\$5.82
	STEPHEN R GRINTER	REPAIR	\$290.00
FOOD & BEV - Total			\$1,828.13
	AT&T	CONSOLIDATED PHONE	\$107.18
	AT&T	LONG DISTANCE PHONE	\$4.08

Claims List - 6/16/2020

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	GPS TECHNOLOGIES, INC	\$111.78
		JPMORGAN CHASE BANK	\$50.63
		JPMORGAN CHASE BANK	\$16.05
		JPMORGAN CHASE BANK	\$30.46
		JPMORGAN CHASE BANK	\$1,041.34
		ONEOK, INC OKLAHOMA NATURAL GAS	\$147.83
		UNIFIRST HOLDINGS LP	\$41.61
	GOLF ADMIN	- Total	\$1,550.96
	OKLAHOMA GOLF ASSOCIATION	HANDICAP SERVICE	\$900.00
	GOLF SHOP	- Total	\$900.00
	BGR DAILY ACCT.	REIMB GOLF PETTY CASH	\$2,798.80
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	\$1,784.01
	JPMORGAN CHASE BANK	CCSWB-BEVERAGES	\$412.22
	JPMORGAN CHASE BANK	IMPERIAL-COFFEE	\$26.95
	JPMORGAN CHASE BANK	PING-MERCHANDISE	\$766.57
	JPMORGAN CHASE BANK	PUKKA-MERCHANDISE	\$669.12
	JPMORGAN CHASE BANK	SAMS-FOOD	\$676.42
	JPMORGAN CHASE BANK	SYSCO-FOOD	\$947.53
	JPMORGAN CHASE BANK	WALMART-BEER	\$74.19
	JPMORGAN CHASE BANK	WALMART-FOOD	\$213.70
	OPGA	- Total	\$8,369.51
	OPGA	- Total	\$23,243.52
	OPGA Grand Total		\$23,243.52



TO: The Honorable Chair and Trustees
Owasso Public Golf Authority

FROM: Linda Jones
Finance Director

SUBJECT: Resolution 2020-01, FY 2020-2021 Annual Owasso Public Golf Authority (OPGA)
Operating Budget

DATE: June 12, 2020

BACKGROUND:

Pursuant to statutory and Charter provisions, an annual operating budget for the General Fund, Owasso Public Works Authority (OPWA) Fund, OPGA Fund, and other funds has been developed and was transmitted for City Council review on May 12, 2020. The proposed budget was discussed during the May and June City Council work sessions. Printed copies of the proposed budget have been available for public viewing at City Hall and on the City's website.

Resolution 2020-01 provides for the adoption of a fiscal year budget for the Owasso Public Golf Authority.

PUBLIC HEARING:

On May 27, 2020, legal notice of a public hearing was published in the Owasso Reporter, and such hearing was conducted on June 2, 2020. The public hearing provided opportunity for citizen comment and questions relating to the proposed budget. No public comments were received.

RECOMMENDATION:

Staff recommends approval of Resolution 2020-01, adopting a Fiscal Year 2020-2021 budget for the OPGA Fund.

ATTACHMENT:

OPGA Resolution 2020-01

**OWASSO PUBLIC GOLF AUTHORITY
OWASSO, OKLAHOMA
RESOLUTION 2020-01**

**A RESOLUTION PROVIDING FOR THE ADOPTION OF AN ANNUAL BUDGET FOR FISCAL
YEAR 2020-2021 FOR THE OWASSO PUBLIC GOLF AUTHORITY**

WHEREAS, The Owasso Public Golf Authority was created as a Title 60 Public Trust; and

WHEREAS, The Authority Manager has prepared a budget for fiscal year ending June 30, 2021 (FY 2020-2021); and

WHEREAS, the budget has been formally presented to the Trustees; and

WHEREAS, certain budget filing requirements are mandated by State Statutes.

NOW, THEREFORE, BE IT RESOLVED BY THE TRUSTEES OF THE OWASSO PUBLIC GOLF AUTHORITY,

THAT: The Owasso Public Golf Authority does hereby adopt the FY 2020-2021 Budget with total resources available in the amount of \$2,022,804 and total expenditures appropriations in the amount of \$1,496,603 as follows:

Golf Shop	\$ 276,141
Golf Cart Operation	120,058
Golf Course Maintenance	731,714
Food and Beverage	140,778
General and Administrative	<u>227,912</u>
Total expenditures	\$1,496,603

THAT: The effective date of this Resolution shall be July 1, 2020.

ADOPTED AND APPROVED this 16th day of June, 2020, by the Trustees of the Owasso Public Golf Authority.

Chair

ATTEST: _____
Juliann M. Stevens, Authority Secretary

APPROVED AS TO FORM: _____
Julie Lombardi, Authority Attorney

**OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 06/06/2020**

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	4,344.56	6,632.55
605 Cart Operations	3,310.88	3,721.43
610 Golf Course Operations	12,803.60	18,475.86
670 Food & Beverage	3,335.90	4,941.46
690 General & Administration	3,564.45	5,106.99
<hr/> FUND TOTAL	<hr/> 27,359.39	<hr/> 38,878.29

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

	MONTH TO-DATE	YEAR TO-DATE	BUDGET	PERCENT OF BUDGET
OPERATING REVENUES:				
Golf shop fees	\$ 55,551	\$ 450,496	\$ 492,510	91.47%
Merchandise sales	13,650	126,931	146,433	86.68%
COS -- merchandise	(9,550)	(87,064)	(110,068)	79.10%
Cart Rental	20,351	135,882	132,610	102.47%
Food & beverage	12,743	108,016	131,399	82.20%
COS -- food & beverage	(6,572)	(54,326)	(60,034)	90.49%
TOTAL OPERATING REVENUES	\$ 86,173	\$ 679,935	\$ 732,850	92.78%
OPERATING EXPENSES:				
Golf Shop	(21,422)	(166,608)	\$ (211,726)	78.69%
Cart Operations	(13,507)	(120,860)	(114,398)	105.65%
Golf Course Maintenance	(53,805)	(615,967)	(721,311)	85.40%
Food & Beverage	(12,561)	(115,062)	(134,805)	85.35%
Golf Administration	(16,933)	(207,947)	(232,883)	89.29%
TOTAL OPERATING EXPENSES	\$ (118,230)	\$ (1,226,444)	\$ (1,415,123)	86.67%
OPERATING REVENUES OVER (UNDER) EXPENDITURES	\$ (32,056)	\$ (546,509)	\$ (682,273)	
NONOPERATING REVENUES (EXPENSES):				
Transfer from General	\$ -	\$ 881,573	\$ 881,573	100.00%
Transfer from OPWA	-	326,201	326,201	100.00%
Other revenues/(expenses)	26	28,315	700	4044.95%
TOTAL NONOPERATING REVENUES (EXPENSES):	\$ 26	\$ 1,236,089	\$ 1,208,474	102.29%
NET INCOME (LOSS)	\$ (32,031)	\$ 689,580	\$ 526,201	
ENCUMBRANCES OUTSTANDING		\$ (54,714)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		(2,132,613)	(2,132,613)	
Ending Balance		\$ (1,497,747)	\$ (1,606,412)	