

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

Council Chambers, Old Central Building
109 North Birch, Owasso, OK 74055
Regular Meeting
Tuesday, June 18, 2019 – 6:30 pm

RECEIVED

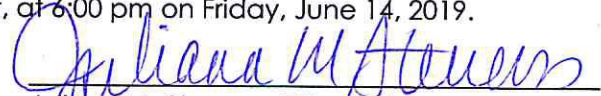
JUN 14 2019 JS

City Clerk's Office

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 21, 2019, Regular Meeting
 - June 11, 2019, Regular Meeting
 - B. Approve claims
4. **Consideration and appropriate action relating to items removed from the Consent Agenda**
5. **Consideration and appropriate action relating to Resolution 2019-01, providing for the adoption of an annual budget for Fiscal Year 2019–2020**
Linda Jones

Staff recommends approval of Resolution 2019-01.
6. **Report from OPGA Manager**
7. **Report from OPGA Attorney**
8. **Official Notices to Authority (documents for acknowledgment or information only, no discussion or action will be taken)**
 - Payroll Payment Reports – Pay Period Ending Dates May 25, 2019, and June 8, 2019
 - Monthly Budget Status Report - May 2019
9. **New Business (New Business is any item of business which could not have been foreseen at the time of posting of the agenda)**
10. **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, June 14, 2019.


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. Phone 918-376-1502 / email to jstevens@cityofowasso.com

OWASSO PUBLIC GOLF AUTHORITY (OPGA)

MINUTES OF REGULAR MEETING Tuesday, May 21, 2019

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, May 21, 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 17, 2019.

1. Call to Order

Vice Chair Bill Bush called the meeting to order at 8:07 pm.

2. Roll Call

Present

Vice Chair – Bill Bush

Trustee – Doug Bonebrake

Trustee – Lyndell Dunn

A quorum was declared present.

Absent

Chair – Chris Kelley

Trustee – Kelly Lewis

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

- May 7, 2019, Regular Meeting
- May 14, 2019, Regular Meeting

B. Approve claims

Mr. Dunn moved, seconded by Mr. Bonebrake to approve the Consent Agenda with claims totaling \$25,189.33.

YEA: Bonebrake, Dunn, Bush

NAY: None

Motion carried: 3-0

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 Vice Chair acknowledged receipt of the following:

- 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)

None

9. Adjournment

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

YEA: Bonebrake, Dunn, Bush

NAY: None

Motion carried: 3-0 and the meeting adjourned at 8:08 pm.

Bill Bush, Vice Chair

Juliann M. Stevens, Authority Clerk

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

MINUTES OF JOINT REGULAR MEETING Tuesday, June 11, 2019

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, June 11, 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, June 7, 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 (arrived at 6:18 pm)
A quorum was declared present.

Absent

None

Staff:

City Manager - Warren Lehr
City Attorney - Julie Lombardi

2. 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 of Owasso claims
- B. Approve Owasso Public Works Authority claims
- C. Approve Owasso Public Golf Authority claims

Mr. Bush moved, seconded by Mr. Bonebrake to approve the Consent Agenda with City Council Claims totaling \$1,208,401.32, OPWA claims totaling \$182,686.48, and OPGA claims totaling \$44,976.01.

YEA: Bonebrake, Bush, Dunn, Kelley

NAY: None

Motion carried: 4-0

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

Linda Jones and Warren Lehr presented the item and discussion was held. It was further explained that an item would be placed on the June 18, 2019, City Council, OPWA, and OPGA agendas for consideration and action.

4. Discussion relating to a proposed Utility Payment System

Linda Jones presented the item. *Councilor Lewis arrives 6:18 pm.* Discussion was held. Staff anticipates submitting this item for OPWA Trustee consideration and action in July.

5. Discussion relating to Human Resources Items

- A. Proposed Fraternal Order of Police Contract for FY 2019-2020
- B. Proposed International Association of Fire Fighters Contract for FY 2019-2020

Michele Dempster presented both items and discussion was held. It was further explained that each item would be placed on the June 18, 2019, City Council Agenda for consideration and action.

6. Discussion relating to City Manager items

- A. Various Citizen Board and Committee appointments - Mayor Kelley presented the item and discussion was held.
- B. Monthly sales tax report - Linda Jones presented the item and discussion was held.
- C. City Manager report – No Report

7. City Councilor/Trustee comments and inquiries

Councilors Bonebrake, Dunn, and Lewis reported on the 2019 Tulsa Chamber OneVoice Washington D.C. Fly-In and discussion was held.

8. Adjournment

Mr. Dunn moved, seconded by Ms. Lewis to adjourn the meeting.

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0 and the meeting adjourned at 7:00 pm.

Chris Kelley, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 6/18/2019

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	CITY GARAGE	LABOR/OVERHEAD - JUNE, 20 \$1.75
		ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$42.87
		COURSE MAINT - Total	\$44.62
		AT&T	LONG DISTANCE PHONE \$0.62
		AT&T LONG DISTANCE	LONG DISTANCE PHONE \$92.76
		ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$215.91
		GOLF ADMIN - Total	\$309.29
	OPGA - Total		\$353.91
	OPGA Grand Total		\$353.91



TO: The Honorable Chair and Trustees
Owasso Public Golf Authority

FROM: Linda Jones
Finance Director

SUBJECT: Resolution 2019-01
FY 2019-2020 Annual Owasso Public Golf Authority (OPGA) Operating Budget

DATE: June 14, 2019

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 10, 2019. The proposed budget was discussed during the May and June Council work sessions. Printed copies of the proposed budget have been available for public viewing at City Hall, the Owasso Library, and on the City's website.

Resolution 2019-01 provides for the adoption of a fiscal year budget for the Owasso Public Golf Authority.

PUBLIC HEARING:

On May 15, 2019, legal notice of a public hearing was published in the Owasso Reporter, and such hearing was conducted on May 21, 2019. 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 2019-01 adopting a Fiscal Year 2019-2020 budget for the OPGA Fund.

ATTACHMENT:

OPGA Resolution 2019-01

**OWASSO PUBLIC GOLF AUTHORITY
OWASSO, OKLAHOMA**

RESOLUTION 2019-01

**A RESOLUTION PROVIDING FOR THE ADOPTION OF AN ANNUAL BUDGET FOR
FISCAL YEAR 2019-20 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, 2020 (FY 2019-2020); 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 2019-2020 Budget with total resources available in the amount of \$1,941,324 and total expenditures appropriations in the amount of \$1,415,123 as follows:

Golf Shop	\$ 211,727
Golf Cart Operation	114,398
Golf Course Maintenance	721,311
Food and Beverage	134,805
General and Administrative	<u>232,882</u>
Total expenditures	\$ 1,415,123

THAT: The effective date of this Resolution shall be July 1, 2019.

ADOPTED AND APPROVED this 18th day of June, 2019, by the Trustees of the Owasso Public Golf Authority.

Chris Kelly, 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 05/25/19

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	2,406.50	2,843.33
605 Cart Operations	3,702.39	4,161.50
610 Golf Course Operations	12,399.74	14,620.54
670 Food & Beverage	2,605.08	3,023.27
690 General & Administration	3,405.75	4,085.96
<hr/> FUND TOTAL	<hr/> 24,519.46	<hr/> 28,734.60

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 06/08/19

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	2,507.50	4,035.52
605 Cart Operations	4,405.76	4,952.11
610 Golf Course Operations	14,018.52	19,829.13
670 Food & Beverage	2,983.63	4,527.28
690 General & Administration	3,405.75	5,170.00
<hr/> FUND TOTAL	<hr/> 27,321.16	<hr/> 38,514.04

CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
FISCAL YEAR 2018-2019
Budgetary Basis
Statement of Revenues & Expenses
As of May 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	\$ 56,628	\$ 419,000	\$ 509,000	82.32%
Merchandise sales	19,228	127,681	135,000	94.58%
COS -- merchandise	(14,366)	(96,525)	(106,400)	90.72%
Cart Rental	12,744	110,511	132,000	83.72%
Food & beverage	14,335	107,016	158,125	67.68%
COS -- food & beverage	(8,204)	(51,569)	(66,900)	77.08%
TOTAL OPERATING REVENUES	<u>\$ 80,364</u>	<u>\$ 616,114</u>	<u>\$ 760,825</u>	80.98%
OPERATING EXPENSES:				
Golf Shop	\$ (8,854)	\$ (109,136)	\$ (153,762)	70.98%
Cart Operations	(17,748)	(130,091)	(113,073)	115.05%
Golf Course Maintenance	(62,238)	(587,007)	(748,448)	78.43%
Food & Beverage	(10,457)	(92,152)	(136,397)	67.56%
Golf Administration	(20,217)	(201,113)	(226,525)	88.78%
TOTAL OPERATING EXPENSES	<u>\$ (119,514)</u>	<u>\$ (1,119,499)</u>	<u>\$ (1,378,205)</u>	81.23%
OPERATING REVENUES OVER (UNDER) EXPENDITURES	<u>\$ (39,150)</u>	<u>\$ (503,385)</u>	<u>\$ (617,380)</u>	
NONOPERATING REVENUES (EXPENSES):				
Transfer from General	\$ 100,000	\$ 700,000	\$ 817,380	85.64%
Transfer from OPWA			326,201	0.00%
Other revenues/(expenses)	13	327	-	152.07%
TOTAL NONOPERATING REVENUES (EXPENSES):	<u>\$ 100,013</u>	<u>\$ 700,327</u>	<u>\$ 1,143,581</u>	61.24%
NET INCOME (LOSS)	<u>\$ 60,863</u>	<u>\$ 196,942</u>	<u>\$ 526,201</u>	
ENCUMBRANCES OUTSTANDING		\$ -		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		(2,917,784)	(2,917,784)	
Ending Balance		<u>\$ (2,720,842)</u>	<u>\$ (2,391,583)</u>	