

PUBLIC NOTICE OF THE MEETING OF THE
OWASSO PUBLIC GOLF AUTHORITY

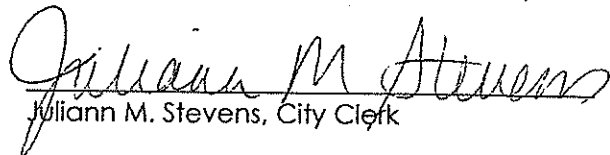
RECEIVED
JUN 15 2018
City Clerk's Office *lw*

Council Chambers, Old Central Building
109 N Birch, Owasso, OK 74055
Regular Meeting
Tuesday, June 19, 2018 – 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
 - June 5, 2018, Regular Meeting
 - June 12, 2018, 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 2018-01, providing for the adoption of an annual budget for Fiscal Year 2018-19 for the Owasso Public Golf Authority**
Linda Jones

Staff recommends approval of Resolution 2018-01.
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 Report – Pay Period Ending Date 6/9/18
 - Monthly Budget Status Report - May 2018
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 and the Agenda posted at City Hall, 200 S Main St, at 6:00 pm on Friday, June 15, 2018.


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

**MINUTES OF REGULAR MEETING
Tuesday, June 5, 2018**

The Owasso Public Golf Authority met in regular session on Tuesday, June 5, 2018, in the Council Chambers at Old Central, 109 N Birch, Owasso, Oklahoma, per the Notice of Public Meeting and Agenda filed in the office of the City Clerk posted at City Hall, 200 S Main St, at 6:00 pm on Friday, June 1, 2018.

1. Call to Order

Chair Chris Kelley called the meeting to order at 8:32 pm.

2. Roll Call

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

A quorum was declared present.

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 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 15, 2018, Regular Meeting
- B. Approve claims

Mr. Dunn moved, seconded by Mr. Bush to approve the Consent Agenda with claims totaling \$25,513.70.

YEA: Bonebrake, Bush, Dunn, 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 Authority (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 5/12/18
 - Pay Period Ending Date 5/26/18

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. 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 8:33 pm.

Chris Kelley, Chair

Juliann M. Stevens, Authority Secretary

OWASSO CITY COUNCIL, OPWA & OPGA

MINUTES OF JOINT REGULAR MEETING Tuesday, June 12, 2018

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, June 12, 2018, in the Council Chambers at Old Central, 109 N Birch Street, Owasso, Oklahoma, per the Notice of Public Meeting and Agenda filed in the office of the City Clerk and posted at City Hall, 200 S Main (west side), at 6:00 pm on Friday, June 8, 2018.

1. Call to Order

Mayor/Chair Chris Kelley called the meeting to order at 6:00 pm.

Present

Absent

Mayor/Chair – Chris Kelley

None

Vice-Mayor/Vice-Chair – Bill Bush

Councilor/Trustee – Doug Bonebrake

Councilor/Trustee – Lyndell Dunn

Councilor/Trustee – Kelly Lewis *arrived at 6:21pm*

A quorum was declared present.

2. Discussion relating to the Owasso Zoning Code

Bronce Stephenson presented the item and discussion was held. It was further explained that an item would be placed on the June 19, 2018 City Council agenda for consideration and action.

3. Discussion relating to the Owasso Code of Ordinances - Part 5, Building Regulations and Codes

Julie Lombardi presented the item and discussion was held. It was further explained that an item would be placed on a future work session agenda for additional discussion.

4. Discussion relating to City Manager items

- FY 2018-19 Proposed 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 19, 2018, City Council, OPWA, and OPGA agendas for consideration and action.
- Monthly sales tax report – Linda Jones presented the report and discussion was held.
- City Manager report – Warren Lehr reported that staff intends to recommend at the July 3, 2018 City Council meeting to renew the contract for first responder support services; commented that false alarm calls have been reduced in the first quarter of 2018; and reported on another successful Keep Owasso Clean event recently held.

5. Discussion relating to Board & Committee appointments

Mayor Kelley presented the item and discussion was held. It was further explained that an item would be placed on either the June 19, 2018 or July 3, 2018 City Council agenda for consideration and action.

6. City Councilor/Trustee comments and inquiries

None.

7. Adjournment

Lyndell Dunn moved, seconded by Doug Bonebrake to adjourn the meeting. The meeting adjourned at 6:40 pm.

Chris Kelley, Mayor/Chair

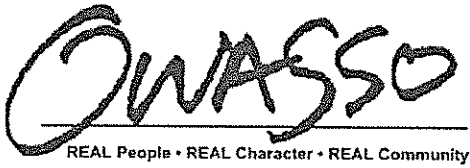
Juliann M. Stevens, City Clerk

Claims List - 6/19/2018

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	\$18.99
		JPMORGAN CHASE BANK	\$29.98
		YAMAHA GOLF CAR COMPANY	\$261.89
	CART OPERATIONS	- Total	\$310.86
	AT&T	LONG DISTANCE PHONE	\$0.07
	BOARDTRONICS, INC.	SATELLITE ANTENNA	\$211.85
	HOLLIDAY SAND & GRAVEL CO	SAND	\$521.29
	JPMORGAN CHASE BANK	FREEDOM-OIL DISPOSAL	\$60.00
	JPMORGAN CHASE BANK	GREEN ACRE-MULCH	\$76.95
	JPMORGAN CHASE BANK	IBT-BEARINGS	\$404.16
	JPMORGAN CHASE BANK	OREILLY-FUEL TUBING	\$25.74
	JPMORGAN CHASE BANK	OREILLY-FUSES	\$12.97
	JPMORGAN CHASE BANK	OREILLY-HYDRAULIC OIL	\$47.99
	JPMORGAN CHASE BANK	OREILLY-SUPPLIES	\$23.99
	JPMORGAN CHASE BANK	P&K-JOINT	\$246.85
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$38.20
	TCF NATIONAL BANK	EQUIPMENT LEASE	\$5,058.28
	UNIFIRST HOLDINGS LP	ENV CHARGE	\$36.00
	UNIFIRST HOLDINGS LP	SHOP TOWELS	\$69.96
	UNIFIRST HOLDINGS LP	SUPPLIES	\$156.00
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$53.04
	VERIZON WIRELESS	WIRELESS CONNECTION	\$40.95
	WATER UTILITIES SERVICES, INC	SPRINKLER HEADS	\$245.03
	COURSE MAINT	- Total	\$7,329.32
	JPMORGAN CHASE BANK	AMUNDSEN-ICE MACHINE	\$254.00
	JPMORGAN CHASE BANK	DOORMAN-REPAIR	\$1,880.00
	JPMORGAN CHASE BANK	MURPHY-SUPPLIES	\$213.30
	JPMORGAN CHASE BANK	SAMS-SUPPLIES	\$181.93
	JPMORGAN CHASE BANK	UNITED LINEN-RENTAL	\$233.97
	FOOD & BEV	- Total	\$2,763.20
	AT&T	LONG DISTANCE PHONE	\$2.16
	JPMORGAN CHASE BANK	LOCKE SUPPLY-REPAIRS	\$26.70
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	\$88.55
	JPMORGAN CHASE BANK	WASTE MGMT-REFUSE SVC	\$392.26
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$196.69
	GOLF ADMIN	- Total	\$706.36
	JPMORGAN CHASE BANK	AT YOUR SVC-RENTAL	\$125.00
	GOLF SHOP	- Total	\$125.00
	BGR DAILY ACCT.	REIMB GOLF PETTY CASH	\$2,916.76
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	\$8,861.19
	JPMORGAN CHASE BANK	ADIDAS-MERCHANDISE	\$2,290.15

Claims List - 6/19/2018

Fund	Vendor Name	Payable Description	Payment Amount	
55	OPGA	JPMORGAN CHASE BANK	CCSWB-BEVERAGES	\$1,255.10
		JPMORGAN CHASE BANK	CHICKFILA-FOOD	\$213.85
		JPMORGAN CHASE BANK	CUTTER&BUCK-MERCHANDI	\$948.68
		JPMORGAN CHASE BANK	PRO AM GOLF-MERCHANDI	\$308.06
		JPMORGAN CHASE BANK	REASORS-BEER	\$277.86
		JPMORGAN CHASE BANK	SAMS-FOOD	\$942.88
		JPMORGAN CHASE BANK	TAYLORMADE-MERCHANDIS	\$330.28
		JPMORGAN CHASE BANK	TEXOMA GOLF-MERCHANDI	\$1,096.74
		JPMORGAN CHASE BANK	WALMART-BEER	\$266.45
		JPMORGAN CHASE BANK	WALMART-FOOD	\$128.99
	OPGA	- Total		\$19,836.99
	OPGA	- Total		\$31,071.73
	OPGA Grand Total			\$31,071.73



TO: The Honorable Chair and Trustees
Owasso Public Golf Authority (OPGA)

FROM: Linda Jones
Finance Director

SUBJECT: Resolution 2018-01
FY 2018-2019 Annual OPGA Operating Budget

DATE: June 15, 2018

BACKGROUND:

Pursuant to statutory and Charter provisions, an annual operating budget for the General Fund, OPWA Fund, OPGA Fund and other funds has been developed and was transmitted for City Council review on May 8, 2018. 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 2018-01 provides for the adoption of a fiscal year budget for the Owasso Public Golf Authority.

PUBLIC HEARING:

On May 23 and 30, 2018, legal notice of a public hearing was published in the Owasso Reporter, and such hearing was conducted on June 5, 2018. 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 2018-01, adopting a Fiscal Year 2018-2019 budget for the OPGA Fund.

ATTACHMENT:

OPGA Resolution 2018-01

**OWASSO PUBLIC GOLF AUTHORITY
OWASSO, OKLAHOMA
RESOLUTION 2018-01**

**A RESOLUTION PROVIDING FOR THE ADOPTION OF AN ANNUAL BUDGET FOR FISCAL
YEAR 2018-19 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, 2019 (FY 2018-2019); 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 2018-2019 Budget with total resources available in the amount of \$1,904,406 and total departmental appropriations in the amount of \$1,378,205 as follows:

Golf Shop	\$ 153,762
Golf Cart Operation	113,073
Golf Course Maintenance	748,448
Food and Beverage	136,397
General and Administrative	<u>226,525</u>
Total expenditures	\$1,378,205

THAT: The effective date of this Resolution shall be July 1, 2018.

PASSED, ADOPTED AND APPROVED this 19th day of June, 2018, by the Trustees of the Owasso Public Golf Authority.

Dr. 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 06/09/18

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	2,546.00	4,044.85
605 Cart Operations	4,054.94	4,552.89
610 Golf Course Operations	13,362.23	18,991.53
670 Food & Beverage	2,985.52	4,068.65
690 General & Administration	3,405.75	5,116.90
<hr/> FUND TOTAL	<hr/> 26,354.44	<hr/> 36,774.82

CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
FISCAL YEAR 2017-2018
Budgetary Basis
Statement of Revenues & Expenses
As of May 31, 2018

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
OPERATING REVENUES:				
Golf shop fees	\$ 62,117	\$ 417,951	\$ 538,200	77.66%
Merchandise sales	17,444	118,549	135,000	87.81%
COS -- merchandise	(12,436)	(87,568)	(104,000)	84.20%
Cart Rental	16,926	118,946	125,000	95.16%
Food & beverage	19,935	127,225	161,376	78.84%
COS -- food & beverage	(7,757)	(53,989)	(67,215)	80.32%
TOTAL OPERATING REVENUES	<u>\$ 96,230</u>	<u>\$ 641,114</u>	<u>\$ 788,361</u>	81.32%
OPERATING EXPENSES:				
Golf Shop	\$ (9,286)	\$ (113,690)	\$ (141,375)	80.42%
Cart Operations	(16,183)	(103,206)	(115,127)	89.65%
Golf Course Maintenance	(48,615)	(635,325)	(719,509)	88.30%
Food & Beverage	(10,874)	(99,536)	(139,962)	71.12%
Golf Administration	(16,661)	(195,869)	(222,970)	87.85%
TOTAL OPERATING EXPENSES	<u>\$ (101,618)</u>	<u>\$ (1,147,627)</u>	<u>\$ (1,338,943)</u>	85.71%
OPERATING REVENUES OVER EXPENDITURES	<u>\$ (5,388)</u>	<u>\$ (506,513)</u>	<u>\$ (550,582)</u>	
NONOPERATING REVENUES (EXPENSES):				
Transfer from General	\$ -	\$ 300,000	\$ 649,882	46.16%
Transfer from OPWA	-	-	326,201	0.00%
Other revenues/(expenses)	2	1,065	700	152.07%
TOTAL NONOPERATING REVENUES (EXPENSES):	<u>\$ 2</u>	<u>\$ 301,065</u>	<u>\$ 976,783</u>	30.82%
NET INCOME (LOSS)	<u>\$ (5,386)</u>	<u>\$ (205,448)</u>	<u>\$ 426,201</u>	
ENCUMBRANCES OUTSTANDING		\$ (24,830)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		(3,343,985)	(3,343,985)	
Ending Balance		<u>\$ (3,574,263)</u>	<u>\$ (2,917,784)</u>	