

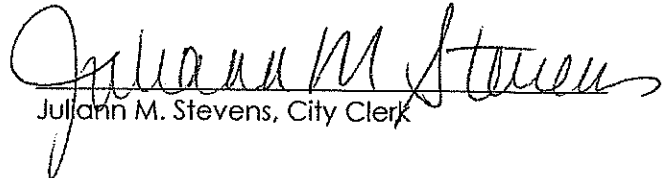
PUBLIC NOTICE OF THE MEETING OF THE
OWASSO PUBLIC GOLF AUTHORITY

RECEIVED
JUL 13 2018
City Clerk's Office *lw*

Council Chambers, Old Central Building
109 N Birch, Owasso, OK 74055
Regular Meeting
Tuesday, July 17, 2018 – 6:30 pm

1. **Call to Order**
Vice Chair Bill Bush
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
 - July 3, 2018, Regular Meeting
 - July 10, 2018, 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 Report – Pay Period Ending Date 7/07/18
 - Monthly Budget Status Report - June 2018
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 and the Agenda posted at City Hall, 200 S Main St, at 6:00 pm on Friday, July 13, 2018.


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

OWASSO PUBLIC GOLF AUTHORITY

MINUTES OF REGULAR MEETING

Tuesday, July 3, 2018

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, July 3, 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 and posted at City Hall, 200 S Main St, at 6:00 pm on Friday, June 29, 2018.

1. Call to Order

Chair Chris Kelley called the meeting to order at 7:46 pm.

2. Roll Call

Present

Absent

Chair – Chris Kelley

Trustee – Kelly Lewis

Vice-Chair – Bill Bush

Trustee – Doug Bonebrake

Trustee – Lyndell Dunn

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 OPGA 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 of the June 19, 2018 Regular Meeting

B. Approve claims

Mr. Bonebrake moved, seconded by Mr. Dunn to approve the Consent Agenda with claims totaling \$52,101.19.

YEA: Bonebrake, Bush, Dunn, Kelley

NAY: None

Motion carried: 4-0

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 Chair acknowledged receipt of the following:

- Payroll Payment Report – Pay Period Ending Date 6/23/18

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. Bonebrake to adjourn the meeting.

YEA: Bonebrake, Bush, Dunn, Kelley

NAY: None

Motion carried 4-0 and the meeting adjourned at 7:47 pm.

Chris Kelley, Chair

Juliann M. Stevens, Authority Clerk

OWASSO CITY COUNCIL / PUBLIC WORKS AUTHORITY / PUBLIC GOLF AUTHORITY

MINUTES OF JOINT REGULAR MEETING Tuesday, July 10, 2018

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, July 10, 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, at 6:00 pm on Friday, July 6, 2018.

1. Call to Order

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

Present

Mayor/Chair – Chris Kelley
Councilor/Trustee – Doug Bonebrake
Councilor/Trustee – Lyndell Dunn
Councilor/Trustee – Kelly Lewis
A quorum was declared present.

Absent

Vice-Mayor/Vice-Chair – Bill Bush

2. Discussion relating to Community Development items

A. Final Plat request – Kum & Go (south of E 106 St N and east of US 169)

B. Alleyway Closure request – south of the Redbud Festival Park (109 N Main St)

Bronce Stephenson presented each item and discussion was held. It was further explained that item 2A would be placed on the July 17, 2018 City Council agenda and item 2B would be placed on the August 7, City Council agenda for consideration and action.

3. Discussion relating to an amendment to the lease agreement with the YMCA of Greater Tulsa

Julie Lombardi and Larry Langford presented the item and discussion was held. It was further explained that an item would be placed on the July 17, 2018 City Council consent agenda for consideration and action.

4. Discussion relating to Public Works items

A. Proposed OPWA Resolution - Garrett Creek/Morrow Place Lift Station per acre sanitary sewer assessment fee

B. Proposed Agreement with Owasso Land Trust (OLT) for Partial Exclusion from Garrett Creek/Morrow Place Lift Station per acre sanitary sewer assessment fee

C. Proposed options for E 96 St N Improvements from N 119 E Ave to N 129 E Avenue – BKL Engineering

Roger Stevens presented items 2A and 2B and discussion was held. It was further explained that both items would be placed on the July 17, 2018 Owasso Public Works Authority agenda for consideration and action. Dwayne Henderson and representatives from BKL Engineering presented item 4C and discussion was held. It was further explained that an item related to the design phase of the project would be placed on a future agenda for City Council consideration and action.

5. Discussion relating to City Manager items

- Alternative customer service hours – Warren Lehr introduced the concept and discussion was held.
- Monthly sales tax report – Linda Jones presented the report and discussion was held.
- City Manager report – Warren Lehr commented on the annual Red, White, and Boom event.

6. City Councilor/Trustee comments and inquiries

Mr. Bonebrake commented on the city's Red, White, and Boom event. Dr. Kelley reported on a recent conversation with INCOG regarding the environmental regulations associated with transportation projects.

7. Adjournment

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

Chris Kelley, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 7/17/2018

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	GRAINGER-WHEELS \$101.52
		JPMORGAN CHASE BANK	LOWES-PARTS \$12.76
		CART OPERATIONS - Total	\$114.28
		AMERICAN BACTERIAL SOLUTIONS LLC	POND TREATMENTS \$600.00
		AT&T	CONSOLIDATED PHONE \$12.03
		AT&T	LONG DISTANCE PHONE \$0.20
		BELGER CARTAGE SERVICE INC	CRANE WORK \$530.00
		CITY GARAGE	LABOR/OVERHEAD - JULY, 20 \$1.75
		HOLLIDAY SAND & GRAVEL CO	SAND \$279.13
		JAMES A. OZBUN	MOTOR REPAIR \$750.00
		JPMORGAN CHASE BANK	BWI-PAINT \$72.48
		JPMORGAN CHASE BANK	BWI-SUPPLIES \$3,543.73
		JPMORGAN CHASE BANK	BWI-WETTING AGENT \$1,898.66
		JPMORGAN CHASE BANK	COOPS DRIVES-REPAIR \$781.59
		JPMORGAN CHASE BANK	HOME DEPOT-FLOWERS \$36.88
		JPMORGAN CHASE BANK	IBT-BEARINGS \$10.03
		JPMORGAN CHASE BANK	IBT-CHAIN \$54.17
		JPMORGAN CHASE BANK	IBT-CLIP \$2.62
		JPMORGAN CHASE BANK	IBT-PARTS \$14.54
		JPMORGAN CHASE BANK	IMPERIAL SPORTS-HATS \$506.14
		JPMORGAN CHASE BANK	LAWSON-SUPPLIES \$119.37
		JPMORGAN CHASE BANK	LOWES-FLOWERS/DIRT \$40.75
		JPMORGAN CHASE BANK	LOWES-NOZZLE \$11.16
		JPMORGAN CHASE BANK	LOWES-PARTS \$21.94
		JPMORGAN CHASE BANK	LOWES-SIGNAGE \$32.81
		JPMORGAN CHASE BANK	LOWES-SUPPLIES \$88.84
		JPMORGAN CHASE BANK	LOWES-TOOLS \$13.93
		JPMORGAN CHASE BANK	OREILLY-FUEL FILTER \$3.69
		JPMORGAN CHASE BANK	OREILLY-OIL/FILTERS \$184.30
		JPMORGAN CHASE BANK	OREILLY-SUPPLIES \$20.91
		JPMORGAN CHASE BANK	P&K-BEDKNIVES \$121.98
		JPMORGAN CHASE BANK	PROFESSIONAL TURF-CAB \$163.42
		JPMORGAN CHASE BANK	STANDARD SUPPLY-PULLE \$34.75
		ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$37.80
		TCF NATIONAL BANK	MAINT CART LEASE \$1,160.00
		UNIFIRST HOLDINGS LP	ENV CHARGE \$22.00
		UNIFIRST HOLDINGS LP	SHOP TOWELS \$38.70
		UNIFIRST HOLDINGS LP	SUPPLIES \$68.32
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE \$29.08
		VERIZON WIRELESS	WIRELESS CONNECTION \$40.95
		WATER UTILITIES SERVICES, INC	PARTS \$135.71
		COURSE MAINT - Total	\$11,484.36

Claims List - 7/17/2018

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	AMUNDSEN-ICE MACHINE \$254.00
		JPMORGAN CHASE BANK	MURPHY-SUPPLIES \$888.68
		JPMORGAN CHASE BANK	SAMS-SUPPLIES \$341.79
		JPMORGAN CHASE BANK	SYSCO-SUPPLIES \$95.94
		JPMORGAN CHASE BANK	UNITED LINEN-RENTAL \$234.07
		JPMORGAN CHASE BANK	WALMART-SUPPLIES \$1.17
	FOOD & BEV	- Total	\$1,815.65
	AT&T	CONSOLIDATED PHONE	\$96.25
	AT&T	LONG DISTANCE PHONE	\$0.98
	CYBERGOLF LLC	WEB HOSTING	\$598.65
	JPMORGAN CHASE BANK	LOWES-LIGHTBULBS	\$10.98
	JPMORGAN CHASE BANK	PGA-DUES	\$489.00
	JPMORGAN CHASE BANK	WASTE MGMT-REFUSE SER	\$395.76
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$185.32
	GOLF ADMIN	- Total	\$1,776.94
	JPMORGAN CHASE BANK	ACUSHNET-BALLS	\$237.00
	JPMORGAN CHASE BANK	JUNIOR GOLF-FEE	\$500.00
	JPMORGAN CHASE BANK	PGA-DUES	\$336.50
	GOLF SHOP	- Total	\$1,073.50
	BGR DAILY ACCT.	REIMB GOLF PETTY CASH	\$453.75
	JPMORGAN CHASE BANK	ACUSHNET-CREDIT	(\$402.00)
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	\$4,728.28
	JPMORGAN CHASE BANK	BILLER DIRECT-MERCHAN	\$1,108.34
	JPMORGAN CHASE BANK	CCSWB-BEVERAGE	\$1,239.97
	JPMORGAN CHASE BANK	CUTTER&BUCK-MERCHANDI	\$681.23
	JPMORGAN CHASE BANK	IMPERIAL-BEVERAGE	\$80.85
	JPMORGAN CHASE BANK	OAKLEY-MERCHANDISE	\$1,173.15
	JPMORGAN CHASE BANK	SAMS-FOOD	\$1,525.34
	JPMORGAN CHASE BANK	SYSCO-FOOD	\$1,599.24
	JPMORGAN CHASE BANK	TAYLORMADE-MERCHANDIS	\$330.30
	JPMORGAN CHASE BANK	WALMART-BEER	\$85.48
	JPMORGAN CHASE BANK	WALMART-FOOD	\$120.46
	OPGA	- Total	\$12,724.39
	OPGA	- Total	\$28,989.12
	OPGA Grand Total		\$28,989.12

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 07/07/18

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	2,586.50	4,124.29
605 Cart Operations	4,789.82	5,383.77
610 Golf Course Operations	13,364.12	19,533.77
670 Food & Beverage	2,624.89	3,686.00
690 General & Administration	3,405.75	5,170.00
<hr/> FUND TOTAL	26,771.08	37,897.83

Budgetary Basis
Statement of Revenues & Expenses
As of June 30, 2018

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
OPERATING REVENUES:				
Golf shop fees	\$ 68,645	\$ 486,596	\$ 538,200	90.41%
Merchandise sales	24,862	143,411	135,000	106.23%
COS -- merchandise	(18,523)	(106,094)	(104,000)	102.01%
Cart Rental	17,525	136,471	125,000	109.18%
Food & beverage	17,276	144,501	161,376	89.54%
COS -- food & beverage	(8,397)	(62,386)	(67,215)	92.82%
TOTAL OPERATING REVENUES	<u>\$ 101,388</u>	<u>\$ 742,499</u>	<u>\$ 788,361</u>	94.18%
OPERATING EXPENSES:				
Golf Shop	\$ (10,126)	\$ (123,817)	\$ (141,375)	87.58%
Cart Operations	(14,958)	(118,164)	(115,127)	102.64%
Golf Course Maintenance	(85,857)	(721,182)	(719,509)	100.23%
Food & Beverage	(12,515)	(112,051)	(139,962)	80.06%
Golf Administration	(17,370)	(213,240)	(222,970)	95.64%
TOTAL OPERATING EXPENSES	<u>\$ (140,827)</u>	<u>\$ (1,288,454)</u>	<u>\$ (1,338,943)</u>	96.23%
OPERATING REVENUES OVER EXPENDITURES	<u>\$ (39,439)</u>	<u>\$ (545,955)</u>	<u>\$ (550,582)</u>	
NONOPERATING REVENUES (EXPENSES):				
Transfer from General	\$ 349,882	\$ 649,882	\$ 649,882	100.00%
Transfer from OPWA	326,201	326,201	326,201	100.00%
Other revenues/(expenses)	(10)	1,055	700	152.07%
TOTAL NONOPERATING REVENUES (EXPENSES):	<u>\$ 676,073</u>	<u>\$ 977,138</u>	<u>\$ 976,783</u>	100.04%
NET INCOME (LOSS)	<u>\$ 636,634</u>	<u>\$ 431,183</u>	<u>\$ 426,201</u>	
ENCUMBRANCES OUTSTANDING		\$ (10,662)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		(3,343,985)	(3,343,985)	
Ending Balance		<u>\$ (2,923,464)</u>	<u>\$ (2,917,784)</u>	