

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

**TUESDAY, AUGUST 18, 2020 - 6:30 PM**

**AGENDA**

**RECEIVED**

**AUG 14 2020**

HS

City Clerk's Office

1. **Call to Order**  
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 - August 4, 2020, and August 11, 2020, Regular Meetings
  - 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 August 1, 2020
  - Monthly Budget Status Report - July 2020
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 Friday, December 13, 2019, and the Agenda posted at City Hall, 200 South Main Street, at 6:00 pm on Friday, August 14, 2020.

  
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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](mailto:jstevens@cityofowasso.com)*

# OWASSO PUBLIC GOLF AUTHORITY (OPGA)

## MINUTES OF REGULAR MEETING

Tuesday, August 4, 2020

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, August 4, 2020, in the Council Chambers at Old Central, 109 North Birch, 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, July 31, 2020.

### 1. Call to Order

Chair Bill Bush called the meeting to order at 7:29 pm.

### 2. Roll Call

Present	Absent
Chair – Bill Bush	None
Vice Chair – Kelly Lewis	
Trustee – Chris Kelley	
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 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 - July 21, 2020, Regular Meeting
- B. Approve claims

Mr. Bonebrake moved, seconded by Ms. Lewis to approve the Consent Agenda, as presented, with claims totaling \$34,777.15.

YEA: Bonebrake, Dunn, Kelley, Lewis, Bush

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 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 July 18, 2020

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

YEA: Bonebrake, Dunn, Kelley, Lewis, Bush

NAY: None

Motion carried: 5-0 and the meeting adjourned at 7:30 pm.

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Bill Bush, Chair

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Juliann M. Stevens, Authority Clerk

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

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## MINUTES OF JOINT REGULAR MEETING Tuesday, August 11, 2020

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, August 11, 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, August 7, 2020.

### 1. Call to Order/Roll Call

Mayor/Chair Bill Bush called the meeting to order at 6:00 pm.

#### Present

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

#### Absent

None

2. **Presentation of the City of Owasso's Geographic Information System (GIS)** - Teresa Willson introduced, Michele Mount, GIS Analyst. Ms. Mount presented the item and discussion was held.
3. **Discussion relating to partnership agreements for Redbud Festival Park** - Larry Langford presented the item and discussion was held. It was further explained that this item will be placed on a future City Council agenda for consideration and action.
4. **Discussion relating to the renewal of an agreement with Grand Gateway Economic Development Authority for Pelivan Transit** - Josh Quigley presented the item and discussion was held. It was further explained this item will be placed on the August 18, 2020, City Council agenda for consideration and action.
5. **Discussion relating to proposed project sites for the FY 2021 Street Rehabilitation Program** - Roger Stevens presented the item and discussion was held. It was further explained this item will be placed on the August 18, 2020, City Council agenda for consideration and action.
6. **Discussion relating to the sale of surplus city properties**
  - 10.063 acres, located on the northeast corner of East 96<sup>th</sup> Street North and North Mingo Road
  - 1.245 acres, located on the northeast corner of East 106<sup>th</sup> Street North and North Mingo Road
  - 0.638 acres, located south of East 106<sup>th</sup> Street North and east of US HWY 169Julie Lombardi and Juliann Stevens presented the item and discussion was held. It was further explained that an item would be placed on the August 18, 2020 City Council agenda for consideration and action of a purchase offer for the tract located on the northeast corner of East 106<sup>th</sup> Street North and North Mingo Road.
7. **Discussion relating to City/Authority Manager items**
  - A. Various citizen board and committee appointments
  - B. Monthly sales tax report
  - C. City/Authority Manager reportWarren Lehr presented item A and discussion was held, it was further explained that an item would be placed on the August 18, 2020 City Council agenda for consideration and action. Linda Jones presented item B and discussion was held. Under item C, Mr. Lehr reported on continued, daily, monitoring of COVID-19 and active cases in Owasso, as well

as CARES ACT funding, the annual City landfill day, block parties, and Redbud Festival Park events. Chelsea Feary reported on the recent visit by Governor Kevin Stitt.

**8. City Councilor/Trustee comments and inquiries**

Mayor Bush commented on the recent visit by Governor Kevin Stitt. City Councilors recognized Warren Lehr for his recent nomination for CMAO Manager of the Year.

**9. Adjournment**

The meeting adjourned at 7:38 pm.

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Bill Bush, Mayor/Chair

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Juliann M. Stevens, City Clerk

## Claims List - 8/18/2020

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	\$987.84
		YAMAHA GOLF CAR COMPANY	\$114.99
<b>CART OPERATIONS</b>		<b>- Total</b>	<b>\$1,102.83</b>
	CITY GARAGE	LABOR/OVERHEAD - AUG, 202	\$75.83
	JPMORGAN CHASE BANK	AMER HOSE-HOSES	\$485.49
	JPMORGAN CHASE BANK	HARRELLS-FUNGICIDES	\$1,455.00
	JPMORGAN CHASE BANK	HARRELLS-PESTICIDES	\$1,857.75
	JPMORGAN CHASE BANK	HARRELLS-SUPPLIES	\$3,350.34
	JPMORGAN CHASE BANK	KEELING-PARTS	\$1,546.77
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	\$81.96
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$38.60
	TCF NATIONAL BANK	MAINT CART LEASE	\$1,160.00
	VERIZON WIRELESS	WIRELESS CONNECTION	\$40.95
<b>COURSE MAINT</b>		<b>- Total</b>	<b>\$10,092.69</b>
	JPMORGAN CHASE BANK	SAMS-SUPPLIES	\$27.84
	JPMORGAN CHASE BANK	SYSCO-SUPPLIES	\$426.28
	JPMORGAN CHASE BANK	UNITED LINEN-RENTAL	\$95.07
<b>FOOD &amp; BEV</b>		<b>- Total</b>	<b>\$549.19</b>
	AT&T	LONG DISTANCE PHONE	\$5.77
	AT&T LONG DISTANCE	LONG DISTANCE PHONE	\$48.74
	GPS TECHNOLOGIES INC	CART GPS	\$630.00
	JPMORGAN CHASE BANK	ADMIRAL EXP-PAPER	\$119.99
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	\$73.98
	JPMORGAN CHASE BANK	MURPHY-SUPPLIES	\$376.47
	JPMORGAN CHASE BANK	SOUTH CEN PGA-TRAININ	\$190.00
	JPMORGAN CHASE BANK	UNIFIRST-RUGS	\$41.61
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$149.78
<b>GOLF ADMIN</b>		<b>- Total</b>	<b>\$1,636.34</b>
	JPMORGAN CHASE BANK	ACUSHNET-RANGE BALLS	\$2,940.00
	JPMORGAN CHASE BANK	AMAZON-RANGE ROPE	\$75.44
	JPMORGAN CHASE BANK	HOME DEPOT-SUPPLIES	\$25.94
	JPMORGAN CHASE BANK	TEXOMA-SUPPLIES	\$82.31
<b>GOLF SHOP</b>		<b>- Total</b>	<b>\$3,123.69</b>
	BGR DAILY ACCT.	REIMB GOLF PETTY CASH	\$1,387.66
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	\$3,541.28
	JPMORGAN CHASE BANK	BUSHNELL-MERCHANDISE	\$401.14
	JPMORGAN CHASE BANK	CCSWB-BEVERAGES	\$1,474.83
	JPMORGAN CHASE BANK	LUXOTTICA-MERCHANDISE	\$113.00
	JPMORGAN CHASE BANK	SAMS-FOOD	\$629.40
	JPMORGAN CHASE BANK	SYSCO-FOOD	\$1,032.07
	JPMORGAN CHASE BANK	TEXOMA-MERCHANDISE	\$68.02

## Claims List - 8/18/2020

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	\$196.02
		WALMART-FOOD	
	<b>OPGA</b>	<b>- Total</b>	<b>\$8,843.42</b>
	<b>OPGA</b>	<b>- Total</b>	<b>\$25,348.16</b>
	<b>OPGA Grand Total</b>		<b>\$25,348.16</b>

**OWASSO PUBLIC GOLF AUTHORITY  
PAYROLL PAYMENT REPORT  
PAY PERIOD ENDING DATE 08/01/2020**

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	4,800.31	7,827.27
605 Cart Operations	3,345.57	3,760.43
610 Golf Course Operations	16,044.41	23,231.99
670 Food & Beverage	3,325.50	5,014.81
690 General & Administration	3,564.45	5,190.43
<hr/> FUND TOTAL	<hr/> 31,080.24	<hr/> 45,024.93



**CITY OF OWASSO**  
**OWASSO PUBLIC GOLF AUTHORITY**  
**FISCAL YEAR 2020-2021**  
**Budgetary Basis**  
**Statement of Revenues & Expenses**  
**As of July 31, 2020**

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
<b>OPERATING REVENUES:</b>				
Golf shop fees	\$ 72,664	\$ 72,664	\$ 512,467	14.18%
Merchandise sales	17,366	17,366	163,230	10.64%
COS -- merchandise	(11,224)	(11,224)	(118,349)	9.48%
Cart Rental	31,313	31,313	142,931	21.91%
Food & beverage	19,665	19,665	134,139	14.66%
COS -- food & beverage	(9,871)	(9,871)	(67,487)	14.63%
<b>TOTAL OPERATING REVENUES</b>	<u>\$ 119,914</u>	<u>\$ 119,914</u>	<u>\$ 766,931</u>	15.64%
<b>OPERATING EXPENSES:</b>				
Golf Shop	(18,645)	(18,645)	\$ (276,141)	<b>6.75%</b>
Cart Operations	(11,632)	(11,632)	(120,058)	<b>9.69%</b>
Golf Course Maintenance	(57,088)	(57,088)	(731,714)	<b>7.80%</b>
Food & Beverage	(18,963)	(18,963)	(140,778)	<b>13.47%</b>
Golf Administration	(16,417)	(16,417)	(227,912)	<b>7.20%</b>
<b>TOTAL OPERATING EXPENSES</b>	<u>\$ (122,745)</u>	<u>\$ (122,745)</u>	<u>\$ (1,496,603)</u>	8.20%
<b>OPERATING REVENUES OVER (UNDER) EXPENDITURES</b>	<u>\$ (2,831)</u>	<u>\$ (2,831)</u>	<u>\$ (729,672)</u>	
<b>NONOPERATING REVENUES (EXPENSES):</b>				
Transfer from General	\$ -	\$ -	\$ 929,672	0.00%
Transfer from OPWA	-	-	326,201	0.00%
Other revenues/(expenses)	18	18	-	
<b>TOTAL NONOPERATING REVENUES (EXPENSES):</b>	<u>\$ 18</u>	<u>\$ 18</u>	<u>\$ 1,255,873</u>	0.00%
<b>NET INCOME (LOSS)</b>	<u>\$ (2,813)</u>	<u>\$ (2,813)</u>	<u>\$ 526,201</u>	
<b>ENCUMBRANCES OUTSTANDING</b>		<u>\$ (122,137)</u>		
<b>FUND BALANCE (Budgetary Basis)</b>				
Beginning Balance		(1,562,326)	(1,562,326)	
Ending Balance		<u>\$ (1,687,276)</u>	<u>\$ (1,036,125)</u>	