

**PUBLIC NOTICE OF THE MEETING OF THE
OWASSO PUBLIC GOLF AUTHORITY**

Council Chambers, Old Central Building
109 N Birch, Owasso, OK 74055
Regular Meeting
Tuesday, September 18, 2018 – 6:30 pm

RECEIVED
SEP 14 2018
City Clerk's Office JB

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
 - September 4, 2018, Regular Meeting
 - September 11, 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 Reports – Pay Period Ending Date 09/01/18
 - Monthly Budget Status Report – August 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, September 14, 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, September 04, 2018

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, September 04, 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, August 31, 2018.

1. Call to Order

Chair Chris Kelley called the meeting to order at 7:26 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 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 of the August 21, 2018 Regular Meeting
- B. Approve claims

Mr. Dunn moved, seconded by Ms. Lewis to approve the Consent Agenda with claims totaling \$13,162.77.

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 Council (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 8/18/2018

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

None

9. Adjournment

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

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0 and the meeting adjourned at 7:27 pm.

Chris Kelley, Chair

Juliann M. Stevens, Authority Clerk

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

MINUTES OF JOINT REGULAR MEETING Tuesday, September 11, 2018

The Owasso City Council, Owasso Public Works Authority, and Owasso Public Golf Authority met in a joint regular meeting on Tuesday, September 11, 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, September 7, 2018.

1. Call to Order

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
A quorum was declared present.

Absent

Councilor/Trustee – Kelly Lewis

2. Discussion relating to an application for the re-plat of the original Oxford Glen of Owasso Final Plat, located north of East 103rd Street North and west of North Garnett Road

Bronce Stephenson presented the item and discussion was held. It was further explained this item would be placed on the September 18, 2018, City Council agenda for consideration and action.

3. Discussion relating to the 2018 Staffing for Adequate Fire and Emergency Response (SAFER) Grant

David Hurst presented the item and discussion was held. It was further explained this item would be placed on the September 18, 2018, City Council agenda for consideration and action.

4. Discussion relating to proposed project sites for the FY 2018-2019 Street Rehabilitation Program

Roger Stevens presented the item and discussion was held. It was further explained this item would be placed on the September 18, 2018, City Council agenda for consideration and action.

5. Discussion relating to a proposal for professional services to develop and maintain a website dedicated to Owasso Economic Development

Chelsea Levo Feary presented the item and discussion was held. It was further explained this item would be placed on the September 18, 2018, City Council agenda for consideration and action.

6. Discussion relating to City Manager items

Warren Lehr

- Monthly sales tax report – Linda Jones presented the report and discussion was held.
- City Manager report – Mr. Lehr advised the Garnett Widening Utility Relocation Project is on track for completion prior to the expiration of the Environmental Study; Owasso CARES Fall Day of service is September 15, 2018; the Fire Department collected approximately \$25,000 during the annual Muscular Dystrophy Drive; and personnel announcements, Bronce Stephenson has accepted a new position in Winter Park, Florida and Tim Doyle has accepted the Public Works Director position in Jenks, Oklahoma.

7. City Councilor/Trustee comments and inquiries

Mr. Bonebrake inquired about the eastbound right lane on 76th Street being closed and discussion was held.

8. Adjournment

The Mayor/Chair adjourned the meeting at 7:17pm.

Chris Kelley, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 9/18/2018

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	\$61.66
		JPMORGAN CHASE BANK	\$59.96
		YAMAHA GOLF CAR COMPANY	\$68.94
		CART OPERATIONS - Total	\$190.56
		AMERICAN BACTERIAL SOLUTIONS LLC	\$600.00
		BUSBY PUMP & SUPPLY	\$5,351.98
		CITY GARAGE	\$1.75
		HOLLIDAY SAND & GRAVEL CO	\$285.89
		JOHNSTON SEED COMPANY, LLC	\$2,546.36
		JPMORGAN CHASE BANK	\$252.00
		JR SIMPLOT COMPANY	\$360.00
		ONEOK, INC OKLAHOMA NATURAL GAS	\$28.42
		STAND-BY PERSONNEL, INC	\$991.92
		TCF NATIONAL BANK	\$5,058.28
		TCF NATIONAL BANK	\$4,754.38
		UNIFIRST HOLDINGS LP	\$33.00
		UNIFIRST HOLDINGS LP	\$2.20
		UNIFIRST HOLDINGS LP	\$2.20
		UNIFIRST HOLDINGS LP	\$58.05
		UNIFIRST HOLDINGS LP	\$46.70
		UNIFIRST HOLDINGS LP	\$43.62
		VERIZON WIRELESS	\$40.91
		WATER UTILITIES SERVICES, INC	\$233.44
		COURSE MAINT - Total	\$20,691.10
		JPMORGAN CHASE BANK	\$254.00
		JPMORGAN CHASE BANK	\$123.28
		JPMORGAN CHASE BANK	\$193.26
		FOOD & BEV - Total	\$570.54
		AT&T	\$1.17
		AT&T LONG DISTANCE	\$35.56
		GPS TECHNOLOGIES, INC	\$840.00
		JAMES R HAYES	\$360.00
		JPMORGAN CHASE BANK	\$125.00
		JPMORGAN CHASE BANK	\$77.53
		ONEOK, INC OKLAHOMA NATURAL GAS	\$209.64
		GOLF ADMIN - Total	\$1,648.90
		BGR DAILY ACCT.	\$613.15
		JPMORGAN CHASE BANK	\$3,659.58
		JPMORGAN CHASE BANK	\$1,073.12
		JPMORGAN CHASE BANK	\$287.34
		JPMORGAN CHASE BANK	\$1,020.96

Claims List - 9/18/2018

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	\$584.52
		JPMORGAN CHASE BANK	\$1,230.04
		JPMORGAN CHASE BANK	\$198.56
		JPMORGAN CHASE BANK	\$141.47
	OPGA	- Total	\$8,808.74
OPGA	- Total		\$31,909.84
OPGA Grand Total			\$31,909.84

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 09/01/18

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	2,584.06	4,121.56
605 Cart Operations	3,012.32	3,385.68
610 Golf Course Operations	11,998.70	17,997.40
670 Food & Beverage	2,057.99	3,038.35
690 General & Administration	3,405.75	5,170.00
<hr/> FUND TOTAL	23,058.82	33,712.99

CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
FISCAL YEAR 2018-2019
Budgetary Basis
Statement of Revenues & Expenses
As of August 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	\$ 54,667	\$ 108,520	\$ 509,000	21.32%
Merchandise sales	14,358	29,243	135,000	21.66%
COS -- merchandise	(11,030)	(21,381)	(106,400)	20.10%
Cart Rental	18,218	37,689	132,000	28.55%
Food & beverage	13,674	28,405	158,125	17.96%
COS -- food & beverage	(6,634)	(13,852)	(66,900)	20.70%
TOTAL OPERATING REVENUES	<u>\$ 83,253</u>	<u>\$ 168,623</u>	<u>\$ 760,825</u>	22.16%
OPERATING EXPENSES:				
Golf Shop	\$ (8,440)	\$ (20,790)	\$ (153,762)	13.52%
Cart Operations	(8,932)	(24,742)	(113,073)	21.88%
Golf Course Maintenance	(60,130)	(120,384)	(748,448)	16.08%
Food & Beverage	(8,581)	(16,911)	(136,397)	12.40%
Golf Administration	(16,668)	(33,532)	(226,525)	14.80%
TOTAL OPERATING EXPENSES	<u>\$ (102,751)</u>	<u>\$ (216,360)</u>	<u>\$ (1,378,205)</u>	15.70%
OPERATING REVENUES OVER EXPENDITURES	<u>\$ (19,497)</u>	<u>\$ (47,737)</u>	<u>\$ (617,380)</u>	
NONOPERATING REVENUES (EXPENSES):				
Transfer from General	\$ -	\$ -	\$ 817,380	0.00%
Transfer from OPWA	-	-	326,201	0.00%
Other revenues/(expenses)	(2)	(5)	-	152.07%
TOTAL NONOPERATING REVENUES (EXPENSES):	<u>\$ (2)</u>	<u>\$ (5)</u>	<u>\$ 1,143,581</u>	0.00%
NET INCOME (LOSS)	<u>\$ (19,499)</u>	<u>\$ (47,742)</u>	<u>\$ 526,201</u>	
ENCUMBRANCES OUTSTANDING		\$ (125,064)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		(2,917,784)	(2,917,784)	
Ending Balance		<u>\$ (3,090,589)</u>	<u>\$ (2,391,583)</u>	