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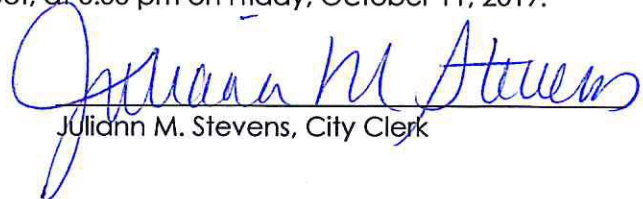
**PUBLIC NOTICE OF THE MEETING OF THE  
OWASSO PUBLIC GOLF AUTHORITY (OPGA)**

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**Council Chambers, Old Central Building  
109 North Birch, Owasso, OK 74055  
Regular Meeting  
Tuesday, October 15, 2019 – 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 - October 1, 2019 and October 8, 2019, 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 Reports – pay period ending date September 28, 2019
  - Monthly Budget Status Report – September 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)**
9. **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, October 11, 2019.

  
Juliann M. Stevens, City Clerk

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*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)*

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# OWASSO PUBLIC GOLF AUTHORITY (OPGA)

## MINUTES OF REGULAR MEETING Tuesday, October 1, 2019

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, October 1, 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, September 27, 2019.

**1. Call to Order**

Chair Chris Kelley called the meeting to order at 7:14 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 September 17, 2019, Regular Meeting
- B. Approve claims

Mr. Bush moved, seconded by Ms. Lewis to approve the Consent Agenda with claims totaling \$41,038.60.

YEA: Bonebrake, Dunn, Bush, 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 September 14, 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 Ms. Lewis to adjourn the meeting.

YEA: Bonebrake, Dunn, Bush, Lewis, Kelley

NAY: None

Motion carried: 5-0 and the meeting adjourned at 7:14 pm.

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Chris Kelley, 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, October 8, 2019

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, October 8, 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, October 4, 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  
A quorum was declared present.

#### Absent

None

### 2. **Discussion relating to proposed amendments to Part 10, Offense and Crimes and Part 3, Alcoholic Beverages of the Code of Ordinances**

Julie Lombardi and Scott Chambless presented the item and discussion was held. It was further explained that this item would be placed on the November 12, 2019, worksession Agenda for further discussion.

### 3. **Discussion relating to an upgrade of in-car cameras utilized by the Police Department**

Scott Chambless presented the item and discussion was held. It was further explained that this item would be placed on the November 5, 2019, City Council Agenda for consideration and action.

### 4. **Discussion relating to the renewal of a service agreement with Motorola Solutions for the city's dispatch radio system**

Larry White presented the item and discussion was held. It was further explained that this item would be placed on the October 15, 2019, City Council Agenda for consideration and action.

### 5. **Discussion relating to the construction contract and a settlement of liquidated damages for Redbud Festival Park, located at 109 North Main Street**

Larry Langford presented the item and discussion was held. It was further explained that this item would be placed on the October 15, 2019, City Council Agenda for consideration and action.

### 6. **Discussion relating to a proposed agreement between the City of Owasso and 106<sup>th</sup> Development, LLC, for the use of the Regional Detention Pond, located on East 106<sup>th</sup> Street North, just east of the Abbott Farms subdivision**

Roger Stevens presented the item and discussion was held. It was further explained that this item would be placed on the October 15, 2019, City Council Agenda for consideration and action.

**7. Discussion relating to Finance Department items**

- A. Re-appropriation of carryover budgets from FY 2018-2019
- B. Utility Billing credit card convenience fee

Jennifer Newman presented item A and discussion was held. It was further explained an item would be placed on the October 15, 2019, City Council and OPWA Agendas for consideration and action. Linda Jones presented item B and discussion was held. It was further explained that this item would be placed on the October 15, 2019, OPWA Agenda for consideration and action.

**8. Discussion relating to City Manager items**

- A. 2020 City Council Election, Wards 3 and 4
- B. Monthly sales tax report
- C. City Manager report

Warren Lehr presented item A and discussion was held. It was further explained that this item would be placed on the November 5, 2019, City Council Agenda for consideration and action. Linda Jones presented item B and discussion was held. Mr. Lehr reported that residents could utilize the Yardwaste Area for tree limb disposal during the month of November, the annual Harvest and Pet Festival will be held on October 12, and the Character Luncheon will be held on October 22.

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

None

**10. Adjournment**

The meeting adjourned at 6:58 pm.

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Chris Kelley, Mayor/Chair

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Juliann M. Stevens, City Clerk

## Claims List - 10/15/2019

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	\$4,871.87
		YAMAHA MOTOR CORPORATION, USA	\$3,594.38
		<b>CART OPERATIONS - Total</b>	<b>\$8,466.25</b>
		AMERICAN BACTERIAL SOLUTIONS LLC	\$1,200.00
		AT&T	\$12.43
		CITY GARAGE	\$68.08
		HOLLIDAY SAND & GRAVEL CO	\$857.57
		JPMORGAN CHASE BANK	\$264.01
		JPMORGAN CHASE BANK	\$344.78
		JPMORGAN CHASE BANK	\$1,638.39
		JPMORGAN CHASE BANK	\$6,493.91
		JPMORGAN CHASE BANK	\$41.60
		JPMORGAN CHASE BANK	\$34.86
		JPMORGAN CHASE BANK	\$246.85
		JPMORGAN CHASE BANK	\$366.80
		JPMORGAN CHASE BANK	\$35.72
		JPMORGAN CHASE BANK	\$13.04
		JPMORGAN CHASE BANK	\$231.90
		JPMORGAN CHASE BANK	\$93.47
		JPMORGAN CHASE BANK	\$46.09
		JPMORGAN CHASE BANK	\$97.87
		JPMORGAN CHASE BANK	\$23.98
		JPMORGAN CHASE BANK	\$71.93
		JPMORGAN CHASE BANK	\$160.00
		MOHAWK MATERIALS	\$925.30
		ONEOK, INC OKLAHOMA NATURAL GAS	\$41.06
		TCF NATIONAL BANK	\$10,116.56
		TURFCENTRIC INC	\$1,800.00
		UNIFIRST HOLDINGS LP	\$22.00
		UNIFIRST HOLDINGS LP	\$32.00
		UNIFIRST HOLDINGS LP	\$21.60
		UNIFIRST HOLDINGS LP	\$29.99
		VERIZON WIRELESS	\$40.91
		WATER UTILITIES SERVICES, INC	\$2,012.00
		<b>COURSE MAINT - Total</b>	<b>\$27,384.70</b>
		JERRY AMUNDSEN INC	\$183.84
		JPMORGAN CHASE BANK	\$1,203.26
		JPMORGAN CHASE BANK	\$327.59
		JPMORGAN CHASE BANK	\$77.31
		JPMORGAN CHASE BANK	\$252.63

## Claims List - 10/15/2019

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	\$44.49
		WALMART-SUPPLIES	
	<b>FOOD &amp; BEV</b>	<b>- Total</b>	<b>\$2,089.12</b>
	AT&T	CONSOLIDATED PHONE	\$99.42
	AT&T	LONG DISTANCE PHONE	\$0.98
	GPS TECHNOLOGIES, INC	CART GPS	\$630.00
	JPMORGAN CHASE BANK	BROOKS-CLEANING	\$150.00
	JPMORGAN CHASE BANK	HOBBY LOBBY-SUPPLIES	\$90.90
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	\$85.36
	JPMORGAN CHASE BANK	OK ABLE-LIC FEE	\$30.00
	JPMORGAN CHASE BANK	OK.GOV-LIC FEE	\$4.68
	JPMORGAN CHASE BANK	STANDLEY-TONER	\$7.50
	JPMORGAN CHASE BANK	TERMINIX-EXTERMINATIN	\$80.00
	JPMORGAN CHASE BANK	WASTE MGMT-REFUSE SER	\$452.48
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$187.44
	<b>GOLF ADMIN</b>	<b>- Total</b>	<b>\$1,818.76</b>
	JPMORGAN CHASE BANK	AMERICAN-INSURANCE	\$375.00
	JPMORGAN CHASE BANK	USPS-POSTAGE	\$8.20
	<b>GOLF SHOP</b>	<b>- Total</b>	<b>\$383.20</b>
	BGR DAILY ACCT.	REIMB GOLF PETTY CASH	\$1,841.65
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	\$2,871.16
	JPMORGAN CHASE BANK	CCSWB-BEVERAGES	\$338.04
	JPMORGAN CHASE BANK	CUTTER&BUCK-MERCHANDI	\$553.13
	JPMORGAN CHASE BANK	IMPERIAL-COFFEE/ TEA	\$53.90
	JPMORGAN CHASE BANK	NIKEGOLF-MERCHANDISE	\$560.99
	JPMORGAN CHASE BANK	SAMS-FOOD	\$934.35
	JPMORGAN CHASE BANK	TEXOMA-MERCHANDISE	\$129.54
	JPMORGAN CHASE BANK	WALMART-FOOD	\$22.88
	<b>OPGA</b>	<b>- Total</b>	<b>\$7,305.64</b>
	<b>OPGA</b>	<b>- Total</b>	<b>\$47,447.67</b>
	<b>OPGA Grand Total</b>		<b>\$47,447.67</b>

OWASSO PUBLIC GOLF AUTHORITY  
PAYROLL PAYMENT REPORT  
PAY PERIOD ENDING DATE 09/28/19

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	4,539.21	6,813.44
605 Cart Operations	2,390.00	2,686.38
610 Golf Course Operations	14,287.03	20,076.14
670 Food & Beverage	2,207.00	3,640.44
690 General & Administration	3,435.80	5,202.73
<hr/> FUND TOTAL	26,859.04	38,419.13



CITY OF OWASSO  
OWASSO PUBLIC GOLF AUTHORITY  
FISCAL YEAR 2018-2019  
Budgetary Basis  
Statement of Revenues & Expenses  
As of September 30, 2019

	<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	\$ 45,474	\$ 165,773	\$ 492,510	33.66%
Merchandise sales	15,759	49,897	146,433	34.07%
COS -- merchandise	(10,783)	(33,581)	(110,068)	30.51%
Cart Rental	13,248	53,820	132,610	40.59%
Food & beverage	12,434	45,330	131,399	34.50%
COS -- food & beverage	(7,344)	(24,049)	(60,034)	40.06%
<b>TOTAL OPERATING REVENUES</b>	<u>\$ 68,787</u>	<u>\$ 257,190</u>	<u>\$ 732,850</u>	<u>35.09%</u>
<b>OPERATING EXPENSES:</b>				
Golf Shop	(14,407)	(40,685)	\$ (211,726)	14.66%
Cart Operations	(6,897)	(35,419)	(114,398)	34.95%
Golf Course Maintenance	(76,991)	(213,740)	(721,311)	27.92%
Food & Beverage	(7,406)	(34,487)	(134,805)	17.43%
Golf Administration	(16,038)	(54,258)	(232,883)	22.27%
<b>TOTAL OPERATING EXPENSES</b>	<u>\$ (121,739)</u>	<u>\$ (378,588)</u>	<u>\$ (1,415,123)</u>	<u>26.75%</u>
<b>OPERATING REVENUES OVER (UNDER) EXPENDITURES</b>	<u>\$ (52,951)</u>	<u>\$ (121,398)</u>	<u>\$ (682,273)</u>	
<b>NONOPERATING REVENUES (EXPENSES):</b>				
Transfer from General	\$ -	\$ -	\$ 881,573	0.00%
Transfer from OPWA	236,632	236,632	326,201	72.54%
Other revenues/(expenses)	5	14	700	152.07%
<b>TOTAL NONOPERATING REVENUES (EXPENSES):</b>	<u>\$ 236,637</u>	<u>\$ 236,646</u>	<u>\$ 1,208,474</u>	<u>19.58%</u>
<b>NET INCOME (LOSS)</b>	<u>\$ 183,685</u>	<u>\$ 115,248</u>	<u>\$ 526,201</u>	
<b>ENCUMBRANCES OUTSTANDING</b>		\$ (115,248)		
<b>FUND BALANCE (Budgetary Basis)</b>				
Beginning Balance		(2,290,489)	(2,290,489)	
Ending Balance		<u>\$ (2,290,489)</u>	<u>\$ (1,764,288)</u>	