

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

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Council Chambers, Old Central Building  
109 N Birch, Owasso, OK 74055  
Regular Meeting  
Tuesday, October 16, 2018 – 6:30 pm

RECEIVED  
OCT 12 2018  
City Clerk's Office 

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 2, 2018, Regular Meeting
    - October 9, 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 September 29, 2018
  - Monthly Budget Status Report – September 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, October 12, 2018.

  
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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

## MINUTES OF REGULAR MEETING Tuesday, October 2, 2018

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, October 2, 2018, in the Council Chambers at Old Central, 109 N Birch, Owasso, Oklahoma per the Notice of Public Meeting filed December 15, 2017, and the Agenda filed in the office of the City Clerk and posted at City Hall, 200 S Main St, at 6:00 pm on Friday, September 28, 2018.

### 1. Call to Order

Chair Chris Kelley called the meeting to order at 7:42 pm.

### 2. Roll Call

Present

Absent

Chair – Chris Kelley

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
  - September 18, 2018, Regular Meeting
- B. Approve claims

Mr. Bonebrake moved, seconded by Mr. Dunn to approve the Consent Agenda with claims totaling \$49,256.37.

YEA: Bonebrake, Dunn, Lewis, 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 Reports – Pay Period Ending Date 09/15/2018

### 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. Bonebrake moved, seconded by Ms. Lewis to adjourn the meeting.

YEA: Bonebrake, Dunn, Lewis, Kelley

NAY: None

Motion carried: 4-0 and the meeting adjourned at 7:43 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 9, 2018

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, October 9, 2018, in the Council Chambers at Old Central, 109 N Birch Street, Owasso, Oklahoma, per the Notice of Public Meeting filed December 15, 2017 and the Agenda filed in the office of the City Clerk and posted at City Hall, 200 S Main, at 6:00 pm on Friday, October 5, 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 FY 2017-2018 Carryover Funds

Linda Jones presented the items and discussion was held. It was further explained that items would be placed on the October 16, 2018, City Council and OPWA agendas for consideration and action.

### 3. Discussion relating to Community Development Items

- A. Request for deannexation (E 106th St N and N 161st E Ave)
- B. Proposed Zoning Map Adoption
- C. Proposed Resolution – 2020 Census Data Collection

Brian Dempster and Morgan Pemberton presented item 3A and discussion was held. Mr. Dempster and Karl Fritschen presented items 3B and 3C and discussion was held. It was further explained that items 3A and 3C would be placed on the October 16, 2018, City Council agenda for consideration and action. The public hearing for item 3B would also take place during the October 16, 2018, City Council meeting.

### 4. Discussion relating to proposed amendments to the Mobile Food Vendor Ordinance and Fee Resolution

Morgan Pemberton and Juliann Stevens presented the item and discussion was held.

### 5. Discussion relating to a proposed Special Events Ordinance and Fee Resolution

Larry Langford presented the item and discussion was held.

### 6. Discussion relating to City Manager items

- 2019 City Council election, Ward 5
- Monthly sales tax report
- City Manager report

Warren Lehr presented information on the 2019 City Council election for Ward 5 and discussion was held. It was further explained that the election resolution would be placed on the November 6, 2018, City Council agenda for consideration and action. Jennifer Newman presented the monthly sales tax report and discussion as held.

Under the City Manager report, Mr. Lehr presented a draft Quality of Life Survey to be distributed to residents; announced October 20, 2018, as the date for the city's annual Harvest Festival and Pet Fest; and commended the Police and Fire Departments for

their efforts in raising \$2,000 for Special Olympics during their recent Boots & Badges Softball Fundraiser.

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

None

**8. Consideration and appropriate action relating to a request for an executive session for purposes of discussing confidential communications between the City Council and the City Attorney concerning potential multi-district opioid litigation as provided for in Title 25, O.S. § 307(B)(4)**

Julie Lombardi presented the item recommending the City Attorney and the City Council enter into executive session, along with Warren Lehr, Chris Garrett, Michele Dempster, Scott Chambless, and David Hurst.

Mr. Bush moved, seconded by Mr. Dunn to enter into executive session, as recommended.

YEA: Bonebrake, Bush, Dunn, Kelley

NAY: None

Motion carried: 4-0

At 7:16 pm, the City Council, along with Julie Lombardi, Warren Lehr, Chris Garrett, Michele Dempster, Scott Chambless, and David Hurst entered into executive session. At 8:10 pm, the City Council returned to open session.

**9. Adjournment**

The Mayor/Chair adjourned the meeting at 8:10 pm.

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Chris Kelley, Mayor/Chair

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Juliann M. Stevens, City Clerk

## Claims List - 10/16/2018

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	\$24.94
		ATWOODS-TOOLS	\$24.94
		<b>CART OPERATIONS - Total</b>	<b>\$24.94</b>
	AMERICAN BACTERIAL SOLUTIONS LLC	POND TREATMENTS	\$600.00
	AT&T	CONSOLIDATED PHONE	\$11.83
	BOARDTRONICS, INC.	DATA RADIO	\$749.88
	CITY GARAGE	LABOR/OVERHEAD CHGS - OCT	\$1.75
	HOLLIDAY SAND & GRAVEL CO	AERIFICATION SAND	\$1,150.15
	JPMORGAN CHASE BANK	ATWOODS-SUPPLIES	\$3.58
	JPMORGAN CHASE BANK	BWI-FERTILIZER	\$111.35
	JPMORGAN CHASE BANK	HARRELLS-FUNGICIDE	\$517.50
	JPMORGAN CHASE BANK	INDUST MOTOR-REPAIR	\$500.00
	JPMORGAN CHASE BANK	INN. TURF-SUPPLIES	\$463.90
	JPMORGAN CHASE BANK	KANSAS GOLF AND TURF-	\$87.14
	JPMORGAN CHASE BANK	KANSAS GOLF-ASSEMBLY	\$343.77
	JPMORGAN CHASE BANK	KANSAS GOLF-HEADLIGHT	\$120.00
	JPMORGAN CHASE BANK	KANSAS GOLF-PART	\$1,099.27
	JPMORGAN CHASE BANK	OREILLY-DEGREASER	\$10.58
	JPMORGAN CHASE BANK	OREILLY-SUPPLIES	\$105.38
	JPMORGAN CHASE BANK	WICHITA TRACTOR-WHEEL	\$308.77
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$38.43
	STAND-BY PERSONNEL, INC	TEMP LABOR	\$1,360.32
	TCF NATIONAL BANK	MAINT CART LEASE	\$1,160.00
	UNIFIRST HOLDINGS LP	ENV CHARGE	\$33.00
	UNIFIRST HOLDINGS LP	SERVICE	\$4.40
	UNIFIRST HOLDINGS LP	SHOP TOWELS	\$58.05
	UNIFIRST HOLDINGS LP	SUPPLIES	\$2.20
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$43.62
	VERIZON WIRELESS	WIRELESS CONNECTION	\$40.91
	WATER UTILITIES SERVICES, INC	IRRIGATION PARTS	\$350.93
		<b>COURSE MAINT - Total</b>	<b>\$9,276.71</b>
	JPMORGAN CHASE BANK	SAMS-SUPPLIES	\$348.85
	JPMORGAN CHASE BANK	UNITED LINEN-RENTAL	\$220.03
	JPMORGAN CHASE BANK	WALMART-SUPPLIES	\$13.85
		<b>FOOD &amp; BEV - Total</b>	<b>\$582.73</b>
	AT&T	CONSOLIDATED PHONE	\$94.62
	AT&T	LONG DISTANCE PHONE	\$1.22
	CYBERGOLF LLC	QUARTERLY WEBHOSTING AND	\$585.00
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$184.32
		<b>GOLF ADMIN - Total</b>	<b>\$865.16</b>
	BGR DAILY ACCT.	REIMB GOLF PETTY CASH	\$1,270.15
	JPMORGAN CHASE BANK	BUFFALO'S BBQ-FOOD	\$475.00

## Claims List - 10/16/2018

Fund	Vendor Name	Payable Description	Payment Amount	
55	OPGA	JPMORGAN CHASE BANK	CCSWB-BEVERAGE	\$1,240.32
		JPMORGAN CHASE BANK	IMPERIAL-BEVERAGE	\$107.80
		JPMORGAN CHASE BANK	SAMS-FOOD	\$1,292.33
		JPMORGAN CHASE BANK	SYSCO -FOOD	\$597.44
		JPMORGAN CHASE BANK	WALMART-BEER	\$279.17
		JPMORGAN CHASE BANK	WALMART-FOOD	\$246.41
	OPGA	- Total		\$5,508.62
	OPGA	- Total		\$16,258.16
	OPGA Grand Total			\$16,258.16

OWASSO PUBLIC GOLF AUTHORITY  
PAYROLL PAYMENT REPORT  
PAY PERIOD ENDING DATE 09/29/18

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	2,555.50	4,089.48
605 Cart Operations	2,587.94	2,901.02
610 Golf Course Operations	11,135.94	17,009.80
670 Food & Beverage	2,129.44	3,118.56
690 General & Administration	3,405.75	5,170.00
<hr/> FUND TOTAL	21,814.57	32,288.86



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

	<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	\$ 48,158	\$ 156,678	\$ 509,000	30.78%
Merchandise sales	16,362	45,605	135,000	33.78%
COS -- merchandise	(12,890)	(34,421)	(106,400)	32.35%
Cart Rental	12,081	49,770	132,000	37.70%
Food & beverage	11,530	39,935	158,125	25.26%
COS -- food & beverage	(5,969)	(19,172)	(66,900)	28.66%
<b>TOTAL OPERATING REVENUES</b>	<u>\$ 69,272</u>	<u>\$ 238,394</u>	<u>\$ 760,825</u>	31.33%
<b>OPERATING EXPENSES:</b>				
Golf Shop	\$ (10,239)	\$ (31,029)	\$ (153,762)	20.18%
Cart Operations	(15,238)	(39,981)	(113,073)	35.36%
Golf Course Maintenance	(81,013)	(201,397)	(748,448)	26.91%
Food & Beverage	(6,590)	(23,501)	(136,397)	17.23%
Golf Administration	(18,323)	(51,855)	(226,525)	22.89%
<b>TOTAL OPERATING EXPENSES</b>	<u>\$ (131,404)</u>	<u>\$ (347,764)</u>	<u>\$ (1,378,205)</u>	25.23%
<b>OPERATING REVENUES OVER EXPENDITURES</b>	<u>\$ (62,132)</u>	<u>\$ (109,370)</u>	<u>\$ (617,380)</u>	
<b>NONOPERATING REVENUES (EXPENSES):</b>				
Transfer from General	\$ -	\$ -	\$ 817,380	0.00%
Transfer from OPWA	-	-	326,201	0.00%
Other revenues/(expenses)	2	(3)	-	152.07%
<b>TOTAL NONOPERATING REVENUES (EXPENSES):</b>	<u>\$ 2</u>	<u>\$ (3)</u>	<u>\$ 1,143,581</u>	0.00%
<b>NET INCOME (LOSS)</b>	<u>\$ (62,130)</u>	<u>\$ (109,373)</u>	<u>\$ 526,201</u>	
<b>ENCUMBRANCES OUTSTANDING</b>		\$ (97,003)		
<b>FUND BALANCE (Budgetary Basis)</b>				
Beginning Balance		(2,917,784)	(2,917,784)	
Ending Balance		<u>\$ (3,124,160)</u>	<u>\$ (2,391,583)</u>	