

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

Council Chambers Old Central Building

109 North Birch, Owasso, OK

TUESDAY, OCTOBER 20, 2020 - 6:30 PM

AGENDA

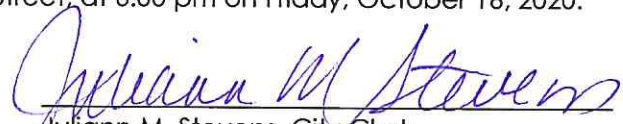
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OCT 16 2020 NS

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 - October 6, 2020, and October 13, 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 October 10, 2020
 - Monthly Budget Status Report – September 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, October 16, 2020.


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 (OPGA)

MINUTES OF REGULAR MEETING Tuesday, October 6, 2020

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, October 6, 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, October 2, 2020.

1. Call to Order

Chair Bill Bush called the meeting to order at 7:17 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 - September 15, 2020, Regular Meeting
- B. Approve claims
- C. Declare the following furniture as surplus to the needs of the Authority and authorize disposal via on-line auction:
 - 13 round banquet tables
 - 52 cushioned banquet chairs

Mr. Bonebrake moved, seconded by Ms. Lewis to approve the Consent Agenda, as presented, with claims totaling \$58,779.35.

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 September 12, 2020, and September 26, 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

Ms. Lewis moved, seconded by Mr. Dunn to adjourn the meeting.

YEA: Bonebrake, Dunn, Kelley, Lewis, Bush

NAY: None

Motion carried: 5-0 and the meeting adjourned at 7:18 pm.

Bill Bush, Chair

Juliann M. Stevens, Authority Clerk

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

MINUTES OF JOINT REGULAR MEETING Tuesday, October 13, 2020

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, October 13, 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, October 9, 2020.

1. **Call to Order/Roll Call**

Mayor/Chair Chris Kelley 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 and discussion relating to the Economic Development Strategic Plan (EDSP) Annual Report**

Chelsea Levo-Feary presented the item and discussion was held.

3. **Presentation and discussion relating to the Owasso Public Safety Training Center**

David Hurst introduced Arami Goldstein to present the item and discussion was held.

4. **Discussion relating to the purchase of an ambulance and the declaration of a surplus vehicle**

David Hurst presented the item and discussion was held. It was further explained that an item would be placed on the October 20, 2020, City Council agenda for consideration and action.

5. **Discussion relating to the purchase of a body worn camera system**

Scott Chambless presented the item and discussion was held. It was further explained that an item would be placed on the October 20, 2020, City Council agenda for consideration and action.

6. **Discussion relating to FY 2019-2020 Carryover Funds (General Fund and Owasso Public Works Authority Fund)**

Jennifer Newman presented the item and discussion was held. It was further explained an item would be placed on the October 20, 2020, City Council and Owasso Public Works Authority agendas for consideration and action.

7. **Discussion relating to the Elm Creek Park Renovation Project**

Chris Garrett presented the item and discussion was held.

8. **Discussion relating to the sale of surplus city property located at the northeast corner of East 96th Street North and Mingo Road**

Julie Lombardi presented the item and discussion was held.

9. **Discussion relating to City/Authority Manager items**

- A. 2021 City Council Election for Ward 1 and Ward 2
- B. Court Clerk appointment
- C. Monthly sales tax report
- D. City/Authority Manager report

Warren Lehr presented items A and B and discussion was held. Linda Jones presented item C and discussion was held. It was further explained that items A and B would be placed on the October 20, 2020, City Council agenda for consideration and action. Mr. Lehr reported on the progress of North Garnett Road improvements.

10. City Councilor/Trustee comments and inquiries

None

11. Adjournment

The meeting adjourned at 7:54 pm.

Bill Bush, Mayor/Chair

Juliann M. Stevens, City Clerk

Actual Claims List - 10/20/20

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	AEP/PSO	ELECTRIC USE \$1,804.45
		CITY GARAGE	LABOR/OVERHEAD - OCT, 202 \$75.83
		HOLLIDAY SAND & GRAVEL CO	SAND \$1,333.78
		ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$38.02
		PONDS RX OK INC	POND TREATMENTS \$1,098.00
		STAND-BY PERSONNEL INC	TEMP LABOR \$722.70
		TCF NATIONAL BANK	MAINT CART LEASE \$2,320.00
		UNIFIRST HOLDINGS LP	ENV CHARGE \$11.00
		UNIFIRST HOLDINGS LP	JANITORIAL \$17.00
		UNIFIRST HOLDINGS LP	SHOP TOWEL SERVICE \$17.28
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE \$15.47
		VERIZON WIRELESS	WIRELESS CONNECTION \$40.95
		COURSE MAINT - Total	\$7,494.48
		JPMORGAN CHASE BANK	SAMS-MEB FEE \$100.00
		JPMORGAN CHASE BANK	SAMS-SUPPLIES \$26.36
		JPMORGAN CHASE BANK	SYSCO-SUPPLIES \$383.17
		FOOD & BEV - Total	\$509.53
		AEP/PSO	ELECTRIC USE \$1,293.96
		AT&T	LONG DISTANCE PHONE \$2.09
		AT&T LONG DISTANCE	LONG DISTANCE PHONE \$59.74
		CYBERGOLF LLC	WEBHOSTING \$585.00
		GPS TECHNOLOGIES INC	CART GPS \$630.00
		ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$162.68
		GOLF ADMIN - Total	\$2,733.47
		BGR DAILY ACCT.	REIMB GOLF PETTY CASH \$597.85
		JPMORGAN CHASE BANK	SAMS-FOOD \$384.16
		JPMORGAN CHASE BANK	SYSCO-FOOD \$240.73
		OPGA - Total	\$1,222.74
	OPGA - Total		\$11,960.22
	OPGA Grand Total		\$11,960.22

**OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 10/10/20**

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	5,033.31	8,077.16
605 Cart Operations	2,141.26	2,406.75
610 Golf Course Operations	12,925.04	19,643.84
670 Food & Beverage	2,777.74	4,402.44
690 General & Administration	3,564.45	5,190.43
<hr/> FUND TOTAL	<hr/> 26,441.80	<hr/> 39,720.62

CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
FISCAL YEAR 2020-2021
Budgetary Basis
Statement of Revenues & Expenses
As of September 30, 2020

	MONTH TO-DATE	YEAR TO-DATE	BUDGET	PERCENT OF BUDGET
OPERATING REVENUES:				
Golf shop fees	\$ 69,145	\$ 226,362	\$ 512,467	44.17%
Merchandise sales	15,182	52,638	163,230	32.25%
COS -- merchandise	(9,173)	(33,871)	(118,349)	28.62%
Cart Rental	26,019	93,084	142,931	65.13%
Food & beverage	19,809	62,878	134,139	46.88%
COS -- food & beverage	(9,146)	(29,358)	(67,487)	43.50%
TOTAL OPERATING REVENUES	<u>\$ 111,837</u>	<u>\$ 371,732</u>	<u>\$ 766,931</u>	48.47%
OPERATING EXPENSES:				
Golf Shop	(17,901)	(54,520)	\$ (276,141)	19.74%
Cart Operations	(8,222)	(34,559)	(120,058)	28.79%
Golf Course Maintenance	(79,080)	(215,020)	(731,714)	29.39%
Food & Beverage	(12,154)	(44,124)	(140,778)	31.34%
Golf Administration	(20,049)	(57,321)	(227,912)	25.15%
TOTAL OPERATING EXPENSES	<u>\$ (137,406)</u>	<u>\$ (405,544)</u>	<u>\$ (1,496,603)</u>	27.10%
OPERATING REVENUES OVER (UNDER) EXPENDITURES	<u>\$ (25,569)</u>	<u>\$ (33,811)</u>	<u>\$ (729,672)</u>	
NONOPERATING REVENUES (EXPENSES):				
Transfer from General	\$ 134,204	\$ 134,204	\$ 929,672	14.44%
Transfer from OPWA	-	-	326,201	0.00%
Other revenues/(expenses)	17	41	-	
TOTAL NONOPERATING REVENUES (EXPENSES):	<u>\$ 134,221</u>	<u>\$ 134,245</u>	<u>\$ 1,255,873</u>	10.69%
NET INCOME (LOSS)	<u>\$ 108,652</u>	<u>\$ 100,434</u>	<u>\$ 526,201</u>	
ENCUMBRANCES OUTSTANDING		\$ (100,434)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		(1,562,326)	(1,562,326)	
Ending Balance		<u>\$ (1,562,326)</u>	<u>\$ (1,036,125)</u>	