

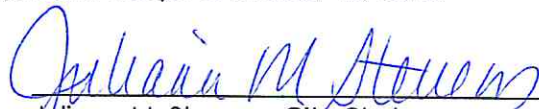
**PUBLIC NOTICE OF THE MEETING OF THE
OWASSO PUBLIC GOLF AUTHORITY**

Council Chambers, Old Central Building
109 N Birch, Owasso, OK 74055
Regular Meeting
Tuesday, November 20, 2018 – 6:30 pm

RECEIVED
NOV 16 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
 - November 6, 2018, Regular Meeting
 - November 13, 2018, Regular Meeting
 - B. Approve claims
4. **Consideration and appropriate action relating to items removed from the Consent Agenda**
5. **Report from OPGA Manager**
 - Golf Report
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 11/10/18
 - Monthly Budget Status Report – October 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 on December 15, 2017, and the Agenda posted at City Hall, 200 S Main St, at 6:00 pm on Friday, November 16, 2018.



Juliann M. Stevens, City Clerk

OWASSO PUBLIC GOLF AUTHORITY

MINUTES OF REGULAR MEETING Tuesday, November 6, 2018

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, November 6, 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, November 2, 2018.

1. Call to Order

Vice Chair Bill Bush called the meeting to order 7:32 pm.

2. Roll Call

Present

Vice Chair – Bill Bush

Trustee – Lyndell Dunn

Trustee – Kelly Lewis

A quorum was declared present.

Absent

Chair – Chris Kelley

Trustee – Doug Bonebrake

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 October 16, 2018 Regular Meeting

B. Approve claims

Mr. Dunn moved, seconded by Ms. Lewis to approve the Consent Agenda with claims totaling \$34,564.04.

YEA: Dunn, Lewis, Bush

NAY: None

Motion carried: 3-0

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 Vice Chair acknowledged receipt of the following:

- Payroll Payment Reports – Pay Period Ending Date 10/13/18
- Payroll Payment Reports – Pay Period Ending Date 10/27/18

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 Ms. Lewis to adjourn the meeting.

YEA: Dunn, Lewis, Bush

NAY: None

Motion carried: 3-0 and the meeting adjourned at 7:33 pm.

Bill Bush, Vice Chair

Juliann M. Stevens, Authority Clerk

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

MINUTES OF JOINT REGULAR MEETING Tuesday, November 13, 2018

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, November 13, 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, November 9, 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 (*arrived at 6:15pm*)

Councilor/Trustee – Doug Bonebrake

Councilor/Trustee – Lyndell Dunn

Councilor/Trustee – Kelly Lewis

A quorum was declared present.

Absent

None

2. Discussion relating to Community Development Items

- A. Request for Replat - Lot 5, The Greens at Owasso and the Owasso Golf and Athletic Club (SW corner of E 86 St N and N 145 E Ave)
- B. Request for Rezoning – OZ 18-04 (SW corner of E 86 St N and N 145 E Ave)
- C. Request for Rezoning – OZ 18-06 (SW corner of E 76 St N and N 161 E Ave)
- D. Request for a Planned Unit Development and Rezoning – OPUD 18-02 and OZ 18-05 (Johnson Farms, west of N 129 E Ave at E 100 St N)
- E. Request for Final Plat - Arvest Bank North (13716 E 106 St N)
- F. Proposed GrOwasso 2030 Land Use Masterplan Update
- G. Proposed adoption of an Official Zoning Map

Brian Dempster advised that items 2D and 2E are removed from the agenda. Mr. Dempster and Karl Fritschen presented item 2A and discussion was held. Mr. Dempster and Morgan Pemberton presented items 2B, and 2C, and discussion was held. Mr. Dempster and Karl Fritschen presented items 2F, and 2G, and discussion was held. Items discussed will be placed on the November 20, 2018, City Council agenda for consideration and action.

3. Discussion relating to the Sports Park Regional Detention Pond and Mitigation Project

Dwayne Henderson presented the item and discussion was held. It was further explained that an item will be placed on the November 20, 2018 City Council agenda for consideration and action.

4. Discussion relating to City Manager items

- A. Monthly sales tax report
- B. Owasso Economic Development Authority Code of Conduct
- C. 2019 Council Meeting Calendar
- D. City Manager report

Linda Jones presented the monthly sales tax report and discussion as held. Warren Lehr provided members of the City Council with a copy of the Owasso Economic Development Authority Code of Conduct and discussion was held. Mr. Lehr discussed the 2019 meeting calendar to advise that the first Tuesday in January 2019 falls on a holiday. Under the City Manager's report, Mr. Lehr reported on the Police Renovation Project and accompanying landscaping, the Veterans Week events, the Character Luncheon, and that the annual Holly Trolley would begin November 23, 2018.

5. City Councilor/Trustee comments and inquiries

Councilor Lewis commented on the Annual Character Luncheon. Councilor Dunn commented on a recent Tulsa Regional meeting held in Collinsville, Oklahoma.

6. Consideration and appropriate action relating to a request for an executive session, as provided for in Title 25, O.S. § 307(B)(4), for purposes of discussing confidential communications between the City Council and its Attorneys concerning potential litigation arising out of a demand letter requesting Pinnacle Performance Repair be declared a public noise nuisance

Mr. Bush moved, seconded by Mr. Bonebrake to enter into executive session.

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0

At 7:18 pm, the City Council, along with Attorney Keith Wilkes, Julie Lombardi, Warren Lehr, Chris Garrett, Scott Chambless, and Brian Dempster entered into executive session. At 8:34 pm, the City Council returned to open session.

7. Adjournment

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

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0 and the meeting adjourned at 8:34 pm.

Chris Kelley, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 11/20/2018

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	LOWES-TOOLS \$119.00
		JPMORGAN CHASE BANK	TIMMONS-FUEL \$887.08
		CART OPERATIONS - Total	\$1,006.08
		AEP/PSO	ELECTRIC USE \$1,138.29
		ANCHOR STONE COMPANY	GRAVEL \$377.64
		CITY GARAGE	LABOR/OVERHEAD - NOV., 20 \$1.75
		JPMORGAN CHASE BANK	ENTERPRISE-RR TIES \$740.00
		JPMORGAN CHASE BANK	HARRELLS-FERTILIZER \$69.21
		JPMORGAN CHASE BANK	HARRELLS-PREEMERGENT \$1,638.50
		JPMORGAN CHASE BANK	KANSAS GOLF-CAP \$110.88
		JPMORGAN CHASE BANK	KANSAS GOLF-PARTS \$195.52
		JPMORGAN CHASE BANK	LOWES-TAPE \$14.98
		JPMORGAN CHASE BANK	NEW HOLLAND-DRIVESHAF \$1,600.00
		JPMORGAN CHASE BANK	OK GOLF-DUES \$75.00
		JPMORGAN CHASE BANK	OKGCSA-DUES \$35.00
		JPMORGAN CHASE BANK	OREILLY-AIR FILTER \$21.81
		JPMORGAN CHASE BANK	OREILLY-CLEANER \$29.87
		JPMORGAN CHASE BANK	OREILLY-LIGHT \$10.00
		JPMORGAN CHASE BANK	OREILLY-OIL \$9.99
		JPMORGAN CHASE BANK	OREILLY-WHEELS \$7.98
		JPMORGAN CHASE BANK	OWASSO TOP SOIL-TOPSO \$250.00
		JPMORGAN CHASE BANK	P&K EQUIP-PARTS \$98.82
		JPMORGAN CHASE BANK	ROBERTSON-TIRE \$69.99
		JPMORGAN CHASE BANK	TIMMONS-FUEL \$2,400.93
		KEELING COMPANY	DRAIN GRATES \$120.41
		ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$45.09
		TCF NATIONAL BANK	MAINT CART LEASE \$1,160.00
		UNIFIRST HOLDINGS LP	ENV CHARGE \$22.00
		UNIFIRST HOLDINGS LP	SHOP TOWELS \$38.70
		UNIFIRST HOLDINGS LP	SUPPLIES \$61.00
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE \$29.08
		VERIZON WIRELESS	WIRELESS CONNECTION \$40.91
		COURSE MAINT - Total	\$10,413.35
		JPMORGAN CHASE BANK	SAMS-SUPPLIES \$113.54
		JPMORGAN CHASE BANK	UNITED LINEN-RENTAL \$161.47
		FOOD & BEV - Total	\$275.01
		ADVANCE TEL-NET, INC	PBX REPAIR SERVICES \$170.00
		AEP/PSO	ELECTRIC USE \$905.53
		AT&T	LONG DISTANCE PHONE \$0.79
		JPMORGAN CHASE BANK	BROOKS-CLEANING \$125.00
		JPMORGAN CHASE BANK	LOCKE -REPAIR \$100.64

Claims List - 11/20/2018

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	LOWES-REPAIR \$30.63
		JPMORGAN CHASE BANK	LOWES-SUPPLIES \$29.98
		JPMORGAN CHASE BANK	WALMART-SUPPLIES \$39.28
		JPMORGAN CHASE BANK	WASTE MGMT-RENTAL \$470.98
		ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$183.30
	GOLF ADMIN	- Total	\$2,056.13
	JPMORGAN CHASE BANK	USPS-SHIPPING	\$58.80
	GOLF SHOP	- Total	\$58.80
	BGR DAILY ACCT.	REIMB GOLD PETTY CASH	\$1,050.10
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	\$3,392.54
	JPMORGAN CHASE BANK	CCSWB-BEVERAGE	\$169.32
	JPMORGAN CHASE BANK	SAMS-FOOD	\$685.10
	JPMORGAN CHASE BANK	SYSCO-FOOD	\$518.43
	JPMORGAN CHASE BANK	TEXOMA-MERCHANDISE	\$70.79
	JPMORGAN CHASE BANK	WALMART-FOOD	\$23.50
	OPGA	- Total	\$5,909.78
	OPGA	- Total	\$19,719.15
	OPGA Grand Total		\$19,719.15

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 11/10/18

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	2,429.00	3,947.27
605 Cart Operations	2,480.94	2,774.74
610 Golf Course Operations	10,489.99	16,277.57
670 Food & Beverage	1,750.63	2,695.80
690 General & Administration	3,405.75	5,166.00
<hr/> FUND TOTAL	20,556.31	30,861.38

CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
FISCAL YEAR 2018-2019
Budgetary Basis
Statement of Revenues & Expenses
As of October 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	\$ 41,866	\$ 198,544	\$ 509,000	39.01%
Merchandise sales	7,407	53,012	135,000	39.27%
COS -- merchandise	(5,858)	(40,126)	(106,400)	37.71%
Cart Rental	9,075	58,845	132,000	44.58%
Food & beverage	10,548	50,483	158,125	31.93%
COS -- food & beverage	(3,544)	(22,716)	(66,900)	33.96%
TOTAL OPERATING REVENUES	<u>\$ 59,493</u>	<u>\$ 298,041</u>	<u>\$ 760,825</u>	39.17%
OPERATING EXPENSES:				
Golf Shop	\$ (8,631)	\$ (39,660)	\$ (153,762)	25.79%
Cart Operations	(13,006)	(52,987)	(113,073)	46.86%
Golf Course Maintenance	(52,924)	(254,321)	(748,448)	33.98%
Food & Beverage	(7,993)	(31,494)	(136,397)	23.09%
Golf Administration	(17,143)	(68,998)	(226,525)	30.46%
TOTAL OPERATING EXPENSES	<u>\$ (99,697)</u>	<u>\$ (447,460)</u>	<u>\$ (1,378,205)</u>	32.47%
OPERATING REVENUES OVER EXPENDITURES	<u>\$ (40,204)</u>	<u>\$ (149,419)</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)	(4)	(7)	-	152.07%
TOTAL NONOPERATING REVENUES (EXPENSES):	<u>\$ (4)</u>	<u>\$ (7)</u>	<u>\$ 1,143,581</u>	0.00%
NET INCOME (LOSS)	<u>\$ (40,208)</u>	<u>\$ (149,426)</u>	<u>\$ 526,201</u>	
ENCUMBRANCES OUTSTANDING		\$ (91,166)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		(2,917,784)	(2,917,784)	
Ending Balance		<u>\$ (3,158,376)</u>	<u>\$ (2,391,583)</u>	