

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

**Council Chambers, Old Central Building
109 North Birch, Owasso, OK 74055
Regular Meeting
Tuesday, December 3, 2019 – 6:30 pm**

RECEIVED

NOV 27 2019



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 19, 2019, 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 November 23, 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 Wednesday, November 27, 2019.



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, November 19, 2019

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, November 19, 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, November 15, 2019.

1. Call to Order

Chair Chris Kelley called the meeting to order at 7:33 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 - November 5, 2019, and November 12, 2019, Regular Meetings

B. Approve claims

Mr. Bonebrake moved, seconded by Mr. Dunn to approve the Consent Agenda with claims totaling \$16,509.26.

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. Consideration and appropriate action to award a bid for the purchase of golf course equipment

Chris Cook presented the item, recommending awarding a lease to purchase contract with Professional Turf Products, of Euless, Texas, for fourteen pieces of turf equipment, with sixty (60) monthly payments of \$5,207.39, for a grand total of \$312,443.49, and authorizing the Chair to execute the necessary documents.

There were no comments from the audience. After discussion, Mr. Bonebrake moved, seconded by Ms. Lewis to award the lease to purchase contract and authorize the Chair to execute the necessary documents, as recommended.

YEA: Bonebrake, Dunn, Lewis, Kelley

NAY: None

Motion carried: 4-0

6. Report from OPGA Manager

- Golf Report

Warren Lehr introduced Chris Cook to provide the golf report.

7. Report from OPGA Attorney

None

8. 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 November 9, 2019
- Monthly Budget Status Report - October 2019

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

None

10. Adjournment

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

YEA: Bonebrake, Dunn, Lewis, Kelley

NAY: None

Motion carried: 4-0 and the meeting adjourned at 8:00 pm.

Chris Kelley, Chair

Juliann M. Stevens, Authority Clerk

Actual Claims List - 12/03/19

| Fund | Vendor Name | Payable Description | Payment Amount |
|------|-------------------------|---------------------------|-------------------|
| 55 | OPGA | JPMORGAN CHASE BANK | \$122.96 |
| | | JPMORGAN CHASE BANK | \$83.08 |
| | | JPMORGAN CHASE BANK | \$860.24 |
| | CART OPERATIONS | - Total | \$1,066.28 |
| | HOLLON FIRE PROTECTION | ANNUAL FX INSPECTION INVO | \$88.00 |
| | JPMORGAN CHASE BANK | OREILLY-RETURN | (\$38.04) |
| | COURSE MAINT | - Total | \$49.96 |
| | JPMORGAN CHASE BANK | SAMS-SUPPLIES | \$19.72 |
| | JPMORGAN CHASE BANK | SYSCO-SUPPLIES | \$186.81 |
| | JPMORGAN CHASE BANK | UNITED LINEN-RENTAL | \$84.21 |
| | FOOD & BEV | - Total | \$290.74 |
| | JPMORGAN CHASE BANK | DLX-DEPOSIT SLIPS | \$151.08 |
| | GOLF ADMIN | - Total | \$151.08 |
| | JPMORGAN CHASE BANK | ACUSHNET-UNIFORM | \$94.57 |
| | JPMORGAN CHASE BANK | AT YR SVC-RENTAL | \$125.45 |
| | JPMORGAN CHASE BANK | LOWES-SUPPLIES | \$23.94 |
| | JPMORGAN CHASE BANK | USPS-POSTAGE | \$11.20 |
| | GOLF SHOP | - Total | \$255.16 |
| | JPMORGAN CHASE BANK | ACUSHNET-MERCHANDISE | \$80.37 |
| | JPMORGAN CHASE BANK | CCSWB-BEVERAGES | \$409.78 |
| | JPMORGAN CHASE BANK | IMPERIAL-COFFEE | \$53.90 |
| | JPMORGAN CHASE BANK | SAMS-FOOD | \$244.79 |
| | JPMORGAN CHASE BANK | SYSCO-FOOD | \$379.18 |
| | JPMORGAN CHASE BANK | WALMART-FOOD | \$10.40 |
| | OPGA | - Total | \$1,178.42 |
| | OPGA | - Total | \$2,991.64 |
| | OPGA Grand Total | | \$2,991.64 |

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 11/23/19

| <u>Department</u> | <u>Payroll Expenses</u> | <u>Total Expenses</u> |
|------------------------------|-------------------------|-----------------------|
| 600 Golf Shop Operations | 3,890.07 | 4,599.83 |
| 605 Cart Operations | 1,196.83 | 1,341.24 |
| 610 Golf Course Operations | 12,134.13 | 14,275.03 |
| 670 Food & Beverage | 2,420.80 | 2,805.62 |
| 690 General & Administration | 3,435.80 | 4,114.97 |
| <hr/> FUND TOTAL | <hr/> 23,077.63 | <hr/> 27,136.69 |