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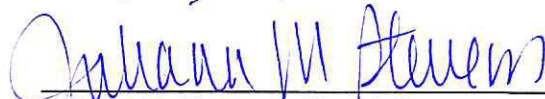
**PUBLIC NOTICE OF THE MEETING OF THE
OWASSO PUBLIC GOLF AUTHORITY (OPGA)**

City Clerk's Office

**Council Chambers, Old Central Building
109 North Birch, Owasso, OK 74055
Regular Meeting
Tuesday, March 19, 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
 - March 5, 2019, Regular Meeting
 - March 12, 2019, 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 03/02/19
 - Monthly Budget Report – February 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, March 15, 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, March 5, 2019

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, March 5, 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, March 1, 2019.

1. Call to Order

Chair Chris Kelley called the meeting to order at 8:35 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
 - February 19, 2019, Regular Meeting
- B. Approve claims

Mr. Dunn moved, seconded by Ms. Lewis to approve the Consent Agenda with claims, totaling \$2,131.58.

YEA: Bonebrake, Bush, Dunn, 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 02/16/19

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

YEA: Bonebrake, Bush, Dunn, Lewis, Kelley

NAY: None

Motion carried: 5-0 and the meeting adjourned at 8:36 pm.

Chris Kelley, Chair

Juliann M. Stevens, Authority Clerk

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

MINUTES OF JOINT REGULAR MEETING Tuesday, March 12, 2019

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, March 12, 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, March 8, 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
A quorum was declared present.

Absent

Councilor/Trustee – Kelly Lewis

Mayor Kelley announced that items #4 and 5 would be discussed prior to items #2 and 3.

2. **Discussion relating to Economic Development Department items**

- A. Proposed Incentive Policy
- B. Choose Owasso Website

Chelsea Levo Feary presented the items and discussion was held. It was further explained that item 2A would be placed on the March 19, 2019, City Council agenda for consideration and action.

3. **Discussion relating to Community Development items**

- A. Annexation OA 19-01 and Rezoning OZ 19-01, south of East 76th Street North and east of North 145th East Avenue
- B. Final Plat – Centennial Park Apartments, 14696 East 88th Place North, south of the Villas at Preston Lakes
- C. Final Plat – Mingo Crossing, east side of North 97th East Avenue (North Mingo Road), south of East 106th Street North

Brian Dempster and Morgan Pemberton presented the items and discussion was held. It was further explained that each item would be placed on March 19, 2019, City Council agenda for consideration and action.

4. **Discussion relating to the annual review of the 5-year Utility Rate Plan**

Linda Jones and Jennifer Newman presented the item and discussion was held.

5. **Discussion relating to Owasso Public Works Authority capital project financing**

Linda Jones and Ben Oglesby, with Municipal Finance Services, Inc. presented the item and discussion was held. It was further explained that a Resolution authorizing contracts with Municipal Finance Services, Inc. and The Public Finance Law Group, PLLC, for professional services related to preparing documents needed to file application with the Oklahoma Water Resources Board (OWRB) for financing certain water and wastewater system improvements would be placed on the March 19, 2019 OPWA agenda for consideration and action.

6. **Discussion relating to the Multi-Service Agreement between AT&T and the Regional 9-1-1 Board**

Larry White presented the item and discussion was held. It was further explained that the item would be placed on March 19, 2019, City Council consent agenda for consideration and action.

7. Discussion relating to the evaluation process and employment contracts for the City Manager and City Attorney

Michele Dempster presented the item and discussion was held. It was further explained that this item would be placed on the May 14, 2019, Work Session agenda as an Executive Session for additional discussion.

8. Discussion relating to Part 3, Alcoholic Beverages, Taxation, and Regulation, and Part 9, Licensing and Business Regulations, Chapter 5, License for the Sale and Serving of Alcohol and 3.2 Beer, of the Owasso Code of Ordinances

Julie Lombardi and Juliann Stevens presented the item and discussion was held. It was further explained that this item would be placed on the April Work Session agenda for additional discussion.

9. Discussion relating to City Manager items

- Monthly sales tax report
- Various vehicles to be declared surplus
- Alarm Reduction Program
- City Managers Report

Jennifer Newman presented the monthly sales tax report. Chris Garrett presented various vehicles to be declared surplus and discussion was held. It was further explained that the item would be placed on the March 19, 2019, City Council consent agenda for consideration and action. Scott Chambless presented a status report on the Alarm Reduction Program and discussion was held. Warren Lehr reported on the 2019 Economic Summit and the OU Place Making Conference.

10. Discussion relating to the Mayor/Chair Elections Process

Mayor/Chair Chris Kelley presented the item and discussion was held.

11. City Councilor/Trustee comments and inquiries

None

12. Adjournment

The meeting adjourned at 8:26pm.

Chris Kelley, Mayor/Chair

Juliann M. Stevens, City Clerk

Claims List - 3/19/2019

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	\$778.30
		YAMAHA MOTOR CORPORATION, USA	\$3,594.38
		CART OPERATIONS - Total	\$4,372.68
	AT&T	CONSOLIDATED PHONE	\$12.51
	AT&T	LONG DISTANCE PHONE	\$0.10
	CITY GARAGE	LABOR/OVERHEAD - MARCH, 2	\$1.75
	INTERNATIONAL SPORTS TURF RESEARCH	SOIL TESTS	\$990.00
	JPMORGAN CHASE BANK	CORNERSTONE-REPAIR	\$23.65
	JPMORGAN CHASE BANK	HOME DEPOT-REPAIR	\$83.54
	JPMORGAN CHASE BANK	IBT-BEARINGS	\$136.08
	JPMORGAN CHASE BANK	KUBOTA-REPAIR	\$459.75
	JPMORGAN CHASE BANK	LOWES-SPRAY PAINT	\$63.68
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	\$134.95
	JPMORGAN CHASE BANK	OREILLY-FILTERS	\$10.15
	JPMORGAN CHASE BANK	OREILLY-RETURN	(\$39.99)
	JPMORGAN CHASE BANK	OREILLY-SUPPLIES	\$214.66
	JPMORGAN CHASE BANK	OREILLY-WIRING LOOM	\$15.50
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$151.49
	SYDNEY SOLUTIONS, LLC	SUBSCRIPTION	\$239.00
	TCF NATIONAL BANK	EQUIPMENT LEASE	\$5,058.28
	UNIFIRST HOLDINGS LP	ENV CHARGE	\$50.00
	UNIFIRST HOLDINGS LP	SERVICE	\$12.60
	UNIFIRST HOLDINGS LP	SHOP TOWELS	\$74.70
	UNIFIRST HOLDINGS LP	SUPPLIES	\$54.36
	UNIFIRST HOLDINGS LP	SVC	\$2.34
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$58.32
	VERIZON WIRELESS	WIRELESS CONNECTION	\$40.91
		COURSE MAINT - Total	\$7,848.33
	JPMORGAN CHASE BANK	AMUNDSEN-ICE MACHINE	\$254.00
	JPMORGAN CHASE BANK	CCSWB-CO2	\$151.00
	JPMORGAN CHASE BANK	LOWES-SHELVES	\$73.84
	JPMORGAN CHASE BANK	SAMS-CUPS	\$17.88
	JPMORGAN CHASE BANK	SAMS-SUPPLIES	\$78.11
	JPMORGAN CHASE BANK	UNITED LINEN-RENTAL	\$175.68
	JPMORGAN CHASE BANK	WALMART-SUPPLIES	\$40.23
	OK TAX COMMISSION	BEVERAGE TAX	\$1,500.00
		FOOD & BEV - Total	\$2,290.74
	AT&T	CONSOLIDATED PHONE	\$100.05
	AT&T	LONG DISTANCE PHONE	\$0.69
	FELKINS ENTERPRISES, LLC	CARDS	\$50.00

Claims List - 3/19/2019

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	GPS TECHNOLOGIES, INC	\$840.00
		JPMORGAN CHASE BANK	\$80.00
		JPMORGAN CHASE BANK	\$125.00
		JPMORGAN CHASE BANK	\$77.53
		JPMORGAN CHASE BANK	\$585.00
		JPMORGAN CHASE BANK	\$1,200.00
		JPMORGAN CHASE BANK	\$1,278.20
		JPMORGAN CHASE BANK	\$640.00
		JPMORGAN CHASE BANK	\$64.94
		JPMORGAN CHASE BANK	\$180.00
		JPMORGAN CHASE BANK	\$15.06
		JPMORGAN CHASE BANK	\$150.00
		JPMORGAN CHASE BANK	\$451.96
		ONEOK, INC OKLAHOMA NATURAL GAS	\$382.47
		GOLF ADMIN - Total	\$6,220.90
		JPMORGAN CHASE BANK	\$2,695.00
		JPMORGAN CHASE BANK	\$821.39
		JPMORGAN CHASE BANK	\$350.00
		JPMORGAN CHASE BANK	\$78.00
		JPMORGAN CHASE BANK	\$160.00
		JPMORGAN CHASE BANK	\$322.27
		GOLF SHOP - Total	\$4,426.66
		BGR DAILY ACCT.	\$215.40
		JPMORGAN CHASE BANK	\$1,647.68
		JPMORGAN CHASE BANK	\$674.50
		JPMORGAN CHASE BANK	\$388.30
		JPMORGAN CHASE BANK	\$636.00
		JPMORGAN CHASE BANK	\$345.34
		JPMORGAN CHASE BANK	\$1,100.15
		JPMORGAN CHASE BANK	\$4,359.16
		JPMORGAN CHASE BANK	\$435.77
		JPMORGAN CHASE BANK	(\$7.74)
		JPMORGAN CHASE BANK	\$390.32
		JPMORGAN CHASE BANK	\$247.71
		OPGA - Total	\$10,432.59
		OPGA - Total	\$35,591.90
		OPGA Grand Total	\$35,591.90

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 03/02/19

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	2,573.19	4,127.60
605 Cart Operations	1,777.75	1,998.22
610 Golf Course Operations	7,522.36	12,537.49
670 Food & Beverage	1,932.59	3,343.75
690 General & Administration	3,405.75	5,200.06
<hr/> FUND TOTAL	17,211.64	27,207.12

CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
FISCAL YEAR 2018-2019
Budgetary Basis
Statement of Revenues & Expenses
As of February 28, 2019

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
OPERATING REVENUES:				
Golf shop fees	\$ 18,003	\$ 278,958	\$ 509,000	54.81%
Merchandise sales	7,188	78,868	135,000	58.42%
COS -- merchandise	(5,153)	(60,005)	(106,400)	56.40%
Cart Rental	3,296	73,460	132,000	55.65%
Food & beverage	4,189	68,167	158,125	43.11%
COS -- food & beverage	(2,029)	(33,244)	(66,900)	49.69%
TOTAL OPERATING REVENUES	<u>\$ 25,494</u>	<u>\$ 406,204</u>	<u>\$ 760,825</u>	53.39%
OPERATING EXPENSES:				
Golf Shop	\$ (8,802)	\$ (75,108)	\$ (153,762)	48.85%
Cart Operations	(4,229)	(87,502)	(113,073)	77.39%
Golf Course Maintenance	(27,905)	(421,275)	(748,448)	56.29%
Food & Beverage	(8,034)	(61,650)	(136,397)	45.20%
Golf Administration	(16,928)	(142,721)	(226,525)	63.00%
TOTAL OPERATING EXPENSES	<u>\$ (65,899)</u>	<u>\$ (788,256)</u>	<u>\$ (1,378,205)</u>	57.19%
OPERATING REVENUES OVER EXPENDITURES	<u>\$ (40,406)</u>	<u>\$ (382,052)</u>	<u>\$ (617,380)</u>	
NONOPERATING REVENUES (EXPENSES):				
Transfer from General	\$ 100,000	\$ 400,000	\$ 817,380	48.94%
Transfer from OPWA			326,201	0.00%
Other revenues/(expenses)	(1)	304	-	152.07%
TOTAL NONOPERATING REVENUES (EXPENSES):	<u>\$ 99,999</u>	<u>\$ 400,304</u>	<u>\$ 1,143,581</u>	35.00%
NET INCOME (LOSS)	<u>\$ 59,593</u>	<u>\$ 18,251</u>	<u>\$ 526,201</u>	
ENCUMBRANCES OUTSTANDING		\$ (93,927)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		(2,917,784)	(2,917,784)	
Ending Balance		<u>\$ (2,993,460)</u>	<u>\$ (2,391,583)</u>	