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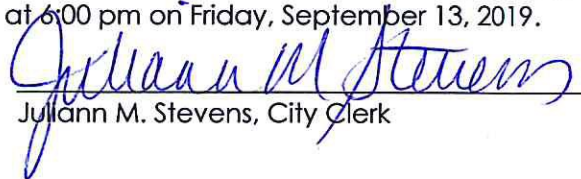
**PUBLIC NOTICE OF THE MEETING OF THE
OWASSO PUBLIC GOLF AUTHORITY (OPGA)**

City Clerk's Office

**Council Chambers, Old Central Building
109 North Birch, Owasso, OK 74055
Regular Meeting
Tuesday, September 17, 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**
 - September 3, 2019, Regular Meeting
 - September 10, 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 August 31, 2019
 - Monthly Budget Status Report - August 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, September 13, 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, September 3, 2019

The Owasso Public Golf Authority (OPGA) met in regular session on Tuesday, September 3, 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, August 30, 2019.

1. Call to Order

Chair Chris Kelley called the meeting to order at 7:06 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
 - August 20, 2019, Regular Meeting
- B. Approve claims

Mr. Bonebrake moved, seconded by Ms. Lewis to approve the Consent Agenda with claims totaling \$46,915.14.

YEA: Bonebrake, Dunn, Bush, 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 August 17, 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)

None

9. Adjournment

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

YEA: Bonebrake, Dunn, Bush, Lewis, Kelley

NAY: None

Motion carried: 5-0 and the meeting adjourned at 7:07 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, September 10, 2019

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, September 10, 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, September 6, 2019.

1. Call to Order/Roll Call

Vice Mayor/Chair Bill Bush called the meeting to order at 6:00 pm.

Present

Vice Mayor/Vice Chair – Bill Bush
Councilor/Trustee – Doug Bonebrake
Councilor/Trustee – Kelly Lewis
A quorum was declared present.

Absent

Mayor/Chair – Chris Kelley
Councilor/Trustee – Lyndell Dunn

2. Discussion relating to the installation of communication towers for Fire Station No. 2 and No. 3

Andrew Neyman presented the item and discussion was held. It was further explained that the item would be placed on the October 1, 2019, City Council Agenda for consideration and action.

3. Discussion relating to Economic Development items

- A. Annual Report - Economic Development Strategic Plan (EDSP)
- B. Proposed Resolution - Incentive Policy Application Fee

Chelsea Levo-Feary presented both items and discussion was held. It was further explained that item B would be placed on the September 17, 2019, City Council Agenda for consideration and action.

4. Discussion relating to a proposed change order to the construction contract for the Redbud Festival Park

Larry Langford presented the item and discussion was held. It was further explained that the item would be placed on the September 17, 2019, City Council Agenda for consideration and action.

5. Discussion relating to Community Development items

- A. Request for the rezoning of approximately 0.24 acres, located at 202 East 3rd Street - (OZ 19-04)
- B. Request for a Planned Unit Development (Parker Village) and rezoning of approximately 57 acres, located northeast of the East 106th Street North and North Garnett Road intersection - (OPUD 17-01A and OZ 19-05)
- C. Request for a Specific Use Permit (Time to Shine Car Wash) for approximately 4 acres, located at 11515 East 96th Street North - (SUP 19-01)
- D. Proposed contract - 2019 Community Development Block Grant (CDBG) funding for Hale Acres Sanitary Sewer Improvements
- E. Proposed amendment to the Real Property Lease, dated June 19, 2001, between the City and Owasso Land Trust, LLC

Brian Dempster and Morgan Pemberton presented items A and B and discussion was held. Brian Dempster and Karl Fritschen presented items C and D, and discussion was held. Brian Dempster and Julie Lombardi presented item E and discussion was held. It was further explained that each item would be placed on the September 17, 2019, City Council Agenda for consideration and action.

6. Discussion relating to Public Works Department Items

A. Proposed Supplemental Agreement with the Oklahoma Department of Transportation - East 76th Street North Roadway Improvement Project from US 169 to North 129th East Avenue

B. Review bids for the Public Works Department Building Renovation project - OPWA
Roger Stevens presented both items and discussion was held. It was further explained that item A would be placed on the September 17, 2019, City Council Agenda, and item B would be placed on the September 17, 2019, Owasso Public Works Authority Agenda for consideration and action.

7. Discussion relating to a proposed Owasso Public Works Authority budget amendment – Series 2019 Promissory Note to the Oklahoma Water Resources Board

Jennifer Newman presented the item, it was further explained that the item would be placed on the September 17, 2019, Owasso Public Works Authority Agenda for consideration and action.

8. Discussion relating to City Manager items

A. Proposed changes to the Personnel Policy - Vacation and Sick Leave

B. Monthly sales tax report

C. City Manager report

Warren Lehr introduced Chris Garrett and Michele Dempster to present item A and discussion was held. It was further explained that the item would be placed on the September 17, 2019, City Council Agenda for consideration and action. Mr. Lehr introduced Jennifer Newman to present the monthly sales tax report and discussion was held. Under item C, Mr. Lehr advised the City received the Assistance to Firefighters Grant to purchase rescue equipment and would place an item on the September 17, 2019, City Council consent agenda for acceptance, and the City's Annual Block Party will be held Saturday, September 14th.

9. City Councilor/Trustee comments and inquiries

None

10. Adjournment

The meeting adjourned at 8:09 pm.

Bill Bush, Vice Mayor/Vice Chair

Juliann M. Stevens, City/Authority Clerk

Claims List - 9/17/2019

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	YAMAHA GOLF CAR COMPANY	REPAIRS \$63.99
		CART OPERATIONS - Total	\$63.99
	CITY GARAGE	LABOR/OVERHEAD - SEPT. 20	\$68.08
	HOLLIDAY SAND & GRAVEL CO	SAND	\$254.15
	JPMORGAN CHASE BANK	CERT LABORATORIES-PAR	\$335.95
	JPMORGAN CHASE BANK	IBT-BEARINGS/SEALS	\$160.44
	JPMORGAN CHASE BANK	KANSAS GOLF-BEDKNIVES	\$291.35
	JPMORGAN CHASE BANK	KANSAS GOLF-PARTS	\$96.98
	JPMORGAN CHASE BANK	LOCKE-VALVE	\$18.46
	JPMORGAN CHASE BANK	OREILLY-BATTERY	\$98.31
	JPMORGAN CHASE BANK	OREILLY-FILTERS	\$51.43
	JPMORGAN CHASE BANK	OREILLY-RETURN	(\$23.45)
	JPMORGAN CHASE BANK	OREILLY-SUPPLIES	\$24.59
	JPMORGAN CHASE BANK	PRO TURF PROD-TINES	\$189.14
	JPMORGAN CHASE BANK	RR PROD-TINES	\$185.50
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$40.98
	TCF NATIONAL BANK	EQUIPMENT LEASE	\$5,058.28
	UNIFIRST HOLDINGS LP	ENV CHARGE	\$22.00
	UNIFIRST HOLDINGS LP	JANITORIAL	\$32.00
	UNIFIRST HOLDINGS LP	SHOP TOWEL SERVICE	\$13.80
	UNIFIRST HOLDINGS LP	SUPPLIES	\$45.48
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$23.94
	VERIZON WIRELESS	WIRELESS CONNECTION	\$40.91
		COURSE MAINT - Total	\$7,028.32
	JPMORGAN CHASE BANK	SAMS-SUPPLIES	\$28.74
	JPMORGAN CHASE BANK	SYSCO-MOP HEADS	\$29.80
	JPMORGAN CHASE BANK	SYSCO-SUPPLIES	\$93.61
	JPMORGAN CHASE BANK	UNITED LINEN-RENTAL	\$60.26
	JPMORGAN CHASE BANK	WALMART-SUPPLIES	\$2.94
		FOOD & BEV - Total	\$215.35
	AT&T	LONG DISTANCE PHONE	\$0.68
	FELKINS ENTERPRISES, LLC	CARDS	\$100.00
	GPS TECHNOLOGIES, INC	CART GPS	\$630.00
	JPMORGAN CHASE BANK	GODADDY-DOMAIN FEE	\$18.17
	JPMORGAN CHASE BANK	MURPHY-SUPPLIES	\$87.30
	JPMORGAN CHASE BANK	OFFICE DEPOT-PAPER	\$210.00
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$189.12
		GOLF ADMIN - Total	\$1,235.27
	BGR DAILY ACCT.	REIMB GOLF PETTY CASH	\$2,666.65
	CALLAWAY GOLF SALES COMPANY	MERCHANDISE	\$494.13
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	\$1,098.24

Claims List - 9/17/2019

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	CCSWB-BEVERAGES \$432.04
		JPMORGAN CHASE BANK	IMPERIAL-COFFEE \$53.90
		JPMORGAN CHASE BANK	NIKEGOLF-MERCHANDISE \$987.32
		JPMORGAN CHASE BANK	SAMS-FOOD \$269.08
		JPMORGAN CHASE BANK	SYSCO-FOOD \$364.94
		JPMORGAN CHASE BANK	SYSCO-RETURN (\$166.22)
		JPMORGAN CHASE BANK	WALMART-FOOD \$39.83
	OPGA	- Total	\$6,239.91
	OPGA	- Total	\$14,782.84
OPGA Grand Total			\$14,782.84

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 08/31/19

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	3,777.95	5,969.77
605 Cart Operations	2,605.76	2,928.87
610 Golf Course Operations	14,937.30	20,809.07
670 Food & Beverage	2,103.00	3,523.56
690 General & Administration	3,435.80	5,202.73
<hr/> FUND TOTAL	26,859.81	38,434.00

CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
FISCAL YEAR 2018-2019
Budgetary Basis
Statement of Revenues & Expenses
As of August 31, 2019

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
OPERATING REVENUES:				
Golf shop fees	\$ 53,952	\$ 120,299	\$ 492,510	24.43%
Merchandise sales	18,349	34,138	146,433	23.31%
COS -- merchandise	(12,103)	(22,798)	(110,068)	20.71%
Cart Rental	17,830	40,572	132,610	30.60%
Food & beverage	13,600	32,896	131,399	25.04%
COS -- food & beverage	(5,879)	(16,088)	(60,034)	26.80%
TOTAL OPERATING REVENUES	<u>\$ 85,749</u>	<u>\$ 189,020</u>	<u>\$ 732,850</u>	25.79%
OPERATING EXPENSES:				
Golf Shop	\$ (14,612)	\$ (26,278)	\$ (211,726)	12.41%
Cart Operations	(12,081)	(28,522)	(114,398)	24.93%
Golf Course Maintenance	(76,749)	(136,749)	(721,311)	18.96%
Food & Beverage	(16,137)	(26,998)	(134,805)	20.03%
Golf Administration	(21,339)	(38,220)	(232,883)	16.41%
TOTAL OPERATING EXPENSES	<u>\$ (140,919)</u>	<u>\$ (256,766)</u>	<u>\$ (1,415,123)</u>	18.14%
OPERATING REVENUES OVER (UNDER) EXPENDITURES	<u>\$ (55,169)</u>	<u>\$ (67,746)</u>	<u>\$ (682,273)</u>	
NONOPERATING REVENUES (EXPENSES):				
Transfer from General	\$ -	\$ -	\$ 881,573	0.00%
Transfer from OPWA	-	-	326,201	0.00%
Other revenues/(expenses)	9	10	700	152.07%
TOTAL NONOPERATING REVENUES (EXPENSES):	<u>\$ 9</u>	<u>\$ 10</u>	<u>\$ 1,208,474</u>	0.00%
NET INCOME (LOSS)	<u>\$ (55,160)</u>	<u>\$ (67,737)</u>	<u>\$ 526,201</u>	
ENCUMBRANCES OUTSTANDING		\$ (122,393)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		(2,290,489)	(2,290,489)	
Ending Balance		<u>\$ (2,480,618)</u>	<u>\$ (1,764,288)</u>	