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City Clerk's Office

**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, January 19, 2016 - 6:30 pm

1. **Call to Order**
Chair Jeri Moberly
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
 - January 5, 2016, Regular Meeting
 - January 12, 2016, 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:
 - o Pay Period Ending Date 12/26/15
 - o Pay Period Ending Date 1/9/16
 - Monthly Budget Status Report – December 2015
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 and Agenda posted at City Hall bulletin board at 6:00 pm on Friday, January 15, 2016.


Julian M. Stevens, Deputy City Clerk

OWASSO PUBLIC GOLF AUTHORITY

MINUTES OF REGULAR MEETING

Tuesday, January 5, 2016

The Owasso Public Golf Authority met in regular session on Tuesday, January 5, 2016, in the Council Chambers at Old Central, 109 N Birch, Owasso, Oklahoma per the Notice of Public Meeting and the Agenda filed in the office of the City Clerk and posted on the City Hall bulletin board at 6:00 pm on Thursday, December 31, 2015.

1. Call to Order

Chair Jeri Moberly called the meeting to order at 8:11 pm.

2. Roll Call

Present

Absent

Chair – Jeri Moberly

None

Vice-Chair – Lyndell Dunn

Trustee – Doug Bonebrake

Trustee – Bill Bush

Trustee – Chris Kelley

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 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 – December 15, 2015, Regular Meeting

B. Approve claims

Mr. Bonebrake moved, seconded by Mr. Dunn to approve the Consent Agenda with claims totaling \$22,561.89.

YEA: Bonebrake, Bush, Dunn, Kelley, Moberly

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 Authority (documents for acknowledgment or information only, no discussion or action will be taken)

- Payroll Payment Report – Pay Period Ending Date 12/12/15

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 Dr. Kelley to adjourn the meeting.

YEA: Bonebrake, Bush, Dunn, Kelley, Moberly

NAY: None

Motion carried 5-0 and the meeting adjourned at 8:12 pm.

Jeri Moberly, Chair

Lisa Wilson, Minute Clerk

OWASSO CITY COUNCIL, OPWA & OPGA

MINUTES OF JOINT REGULAR MEETING Tuesday, January 12, 2016

The Owasso City Council, Owasso Public Works Authority, and Owasso Public Golf Authority met in a joint regular meeting on Tuesday, January 12, 2016, in the Council Chambers at Old Central, 109 N Birch Street, Owasso, Oklahoma per the Notice of Public Meeting and the Agenda filed in the office of the City Clerk and posted on the City Hall bulletin board at 6:00 pm on Friday, January 8, 2016.

1. Call to Order

Mayor/Chair Jeri Moberly called the meeting to order at 6:03 pm.

Present	Absent
Mayor/Chair – Jeri Moberly	None
Vice-Mayor/Vice-Chair – Lyndell Dunn	
Councilor/Trustee – Doug Bonebrake	
Councilor/Trustee – Bill Bush	
Councilor/Trustee – Chris Kelley	

A quorum was declared present.

2. Presentation and discussion of the FY 2015 Audit

Linda Jones introduced John Manning, Chairman of the Citizen Audit Committee, and Ron Conner and Jake Winkler of RSM US, LLP. Mr. Manning provided comments from the Audit Committee. Mr. Conner presented the FY 15 audited financial statements. Discussion was held. Ms. Jones explained that an item acknowledging receipt of the audit would be included in the Official Notices section on the January 19, 2016 City Council agenda.

3. Discussion relating to Community Development items

- A. Planned Unit Development – OPUD-15-02 (Safelock Storage located southeast of E 76th St N and N 129th St E Ave)
- B. Zoning Code Update

Karl Fritschen presented Item 3A and discussion was held. It was explained that an item would be included on the January 19, 2016 Council agenda for consideration and action. Bronce Stephenson presented item 3B, explaining that staff is reviewing the current zoning code and will be presenting revisions to the code in the coming months.

4. Discussion relating to Fire Station #4 Project

Mark Stuckey presented the project concept and discussion was held. It was further explained that RFPs have been submitted for review and staff anticipates bringing a recommendation to the Council in February.

5. Discussion relating to Sewer Use (Fats, Oils & Greases) Ordinance

Travis Blundell presented the item and discussion was held. Staff anticipates bringing an ordinance to the City Council for consideration and action in February.

6. Discussion relating to City Manager items

- Election - Recapture Vision 2025 sales tax
- Monthly sales tax report
- City Manager report

Warren Lehr presented a draft Ordinance and Resolution relating to an election seeking voter approval to recapture a portion of the expiring Vision 2025 sales tax. Discussion was held. It was further explained that both items would be placed on the January 19, 2016 Council agenda for consideration and action. Linda Jones presented the monthly sales tax report and discussion was held. Under the City Manager Report, Mr. Lehr advised that staff is seeking estimates to repair a leaking roof at the Animal Control Facility and expects to bring

Claims List

1/19/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
OPGA	BGR DAILY ACCT.	REIMB GOLF PETTY CASH	563.11
	JPMORGAN CHASE BANK	CLUB PRO-MERCHANDISE	182.24
	JPMORGAN CHASE BANK	PING-MERCHANDISE	263.22
	JPMORGAN CHASE BANK	PING-MERCHANDISE	101.97
	JPMORGAN CHASE BANK	SAMSClub-FOOD	171.09
	JPMORGAN CHASE BANK	WALMART-FOOD	73.96
	JPMORGAN CHASE BANK	GRT PLAINS-BEVERAGE ORDER	76.00
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	435.50
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	305.52
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	120.00
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	76.00
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	43.00
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	155.42
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	187.27
	TOTAL OPGA		
GOLF SHOP	JPMORGAN CHASE BANK	PSI SERVICES-PGA TEST	40.00
TOTAL GOLF SHOP			40.00
CART OPERATIONS	JPMORGAN CHASE BANK	LOWES-HEATER	19.98
TOTAL CART OPERATIONS			19.98
COURSE MAINT	JPMORGAN CHASE BANK	DISCOUNT DOOR-REPAIRS	85.00
	CITY GARAGE	LABOR/OVERHEAD EXP - DEC,	65.33
	JPMORGAN CHASE BANK	P & K EQUIP-REPAIRS	61.16
	VERIZON WIRELESS	WIRELESS CONNECTION	40.01
	JPMORGAN CHASE BANK	LOWES-SHOP LIGHT/PAINT	73.35
	JPMORGAN CHASE BANK	LUBER BROS-COIL ASSEMBLY	432.78
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	103.82
	JPMORGAN CHASE BANK	OREILLYS-SPARK PLUG	3.98
	JPMORGAN CHASE BANK	OREILLYS-DEGREASER	14.99
	JPMORGAN CHASE BANK	OREILLYS-PENETRATING OIL	20.99
	JPMORGAN CHASE BANK	OREILLYS-HOSE PARTS	18.18
	JPMORGAN CHASE BANK	OREILLYS-SPRAY PAINT	10.47
	UNIFIRST HOLDINGS LP	AIR FRESHENER/HAND SOAP	16.40
	UNIFIRST HOLDINGS LP	AIR FRESHENER	2.00
	UNIFIRST HOLDINGS LP	SHOP TOWELS	11.19
	UNIFIRST HOLDINGS LP	SHOP TOWELS	11.19
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	15.39
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	15.39
TOTAL COURSE MAINT			1,001.62
FOOD & BEV	JPMORGAN CHASE BANK	SAMSClub-SUPPLIES	39.81

Claims List

1/19/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
FOOD & BEV...	JPMORGAN CHASE BANK	SADDORIS-LINEN RENTALS	216.38
	JPMORGAN CHASE BANK	MURPHY SANITARY-SUPPLIES	198.00
TOTAL FOOD & BEV			454.19
GOLF ADMIN	JPMORGAN CHASE BANK	MURPHY SANITARY-SUPPLIES	276.23
	JPMORGAN CHASE BANK	COURSETRENDS-HOSTING	300.00
	AT&T LONG DISTANCE	LONG DISTANCE PHONE BILL	35.38
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	290.90
	GPS TECHNOLOGIES, INC	FEB GPS	840.00
	XEROX CORPORATION	COPIER SERVICE	56.98
	JPMORGAN CHASE BANK	LOCKE SUPPLY-LIGHT TIMER	59.67
	JPMORGAN CHASE BANK	TERMINIX-PEST CONTROL	71.00
TOTAL GOLF ADMIN			1,930.16
FUND GRAND TOTAL			6,200.25
OPGA GRAND TOTAL			\$6,200.25

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 12/26/15

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
Golf Shop Operations	2,534.10	2,938.30
Cart Operations	1,107.00	1,238.94
Golf Course Operations	7,042.44	8,386.70
Food & Beverage	2,026.25	2,340.85
General & Administration	3,177.90	3,761.10
<u>FUND TOTAL</u>	<u>15,887.69</u>	<u>18,665.89</u>

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 01/09/16

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
Golf Shop Operations	2,318.17	3,774.57
Cart Operations	787.50	884.22
Golf Course Operations	7,082.91	11,584.22
Food & Beverage	1,577.56	2,910.06
General & Administration	3,177.90	4,855.29
<u>FUND TOTAL</u>	<u>14,944.04</u>	<u>24,008.36</u>

CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
Statement of Revenues & Expenses
As of December 31, 2015

December 31, 2015

	Month To-Date	Year To-Date	Budget	Percent of Budget
OPERATING REVENUES:				
Golf shop fees	20,801	245,847	\$ 572,300	42.96%
Merchandise sales	5,406	60,771	140,000	43.41%
COS -- merchandise	(4,202)	(46,044)	(100,000)	46.04%
Cart Rental	4,055	61,616	125,000	49.29%
Food & beverage	8,380	80,383	189,300	42.46%
COS -- food & beverage	(2,664)	(38,140)	(86,000)	44.35%
Other Revenue	28	392	700	55.94%
TOTAL OPERATING REVENUES	\$ 31,805	\$ 364,824	\$ 841,300	43.36%
OPERATING EXPENSES:				
Golf Shop	\$ (9,192)	\$ (59,583)	\$ (133,227)	44.72%
Cart Operations	(6,417)	(57,095)	(102,792)	55.54%
Golf Course Maintenance	(41,204)	(336,526)	(583,959)	57.63%
Food & Beverage	(8,572)	(60,958)	(126,559)	48.17%
Golf Administration	(16,446)	(104,949)	(224,364)	46.78%
TOTAL OPERATING EXPENSES	\$ (81,831)	\$ (619,111)	\$ (1,170,901)	52.87%
OPERATING INCOME (LOSS)	\$ (50,026)	\$ (254,287)	\$ (329,601)	
Transfer from General	\$ 50,000	\$ 100,000	\$ 350,000	28.57%
TOTAL OTHER REVENUES	\$ 50,000	\$ 100,000	\$ 350,000	28.57%
NET INCOME (LOSS)	\$ (26)	\$ (154,287)	\$ 20,399	

FUND BALANCE (Budgetary Basis)

Beginning Balance	(3,512,420)	(3,512,420)
Ending Balance	<u>\$ (3,666,707)</u>	<u>\$ (3,492,021)</u>