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City Clerk's Office

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

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Council Chambers, Old Central Building  
109 N Birch, Owasso, OK 74055  
Regular Meeting  
Tuesday, February 16, 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
    - February 2, 2016, Regular Meeting
    - February 9, 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:
    - Pay Period Ending Date 2/6/16
  - Monthly Budget Status Report – January 2016
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, February 12, 2016.

  
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Sherry Bishop, City Clerk

# OWASSO PUBLIC GOLF AUTHORITY

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## MINUTES OF REGULAR MEETING Tuesday, February 2, 2016

The Owasso Public Golf Authority met in regular session on Tuesday, February 2, 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 Friday, January 29, 2016.

**1. Call to Order**

Chair Jeri Moberly called the meeting to order at 7:29 pm.

**2. Roll Call**

Present

Chair – Jeri Moberly

Vice-Chair – Lyndell Dunn

Trustee – Doug Bonebrake

A quorum was declared present.

Absent

Trustee – Bill Bush

Trustee – Chris Kelley

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 – January 19, 2016, Regular Meeting

**B.** Approve claims

Mr. Dunn moved, seconded by Mr. Bonebrake to approve the Consent Agenda with claims totaling \$16,944.81.

YEA: Bonebrake, Dunn, Moberly

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

- Payroll Payment Report – Pay Period Ending Date 1/23/16

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

YEA: Bonebrake, Dunn, Moberly

NAY: None

Motion carried 3-0 and the meeting adjourned at 7:30 pm.

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Jeri Moberly, Chair

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Juliann M. Stevens, Minute Clerk

# OWASSO CITY COUNCIL, OPWA & OPGA

## MINUTES OF JOINT REGULAR MEETING

Tuesday, February 9, 2016

The Owasso City Council, Owasso Public Works Authority, and Owasso Public Golf Authority met in a joint regular meeting on Tuesday, February 9, 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, February 5, 2016.

### 1. Call to Order

Mayor/Chair Jeri Moberly called the meeting to order at 6:00 pm.

Present

Mayor/Chair – Jeri Moberly

Vice-Mayor/Vice-Chair – Lyndell Dunn

Councilor/Trustee – Doug Bonebrake

Councilor/Trustee – Bill Bush

Councilor/Trustee – Chris Kelley

A quorum was declared present.

Absent

None

### 2. Discussion relating to Community Development items

- A. Planned Unit Development – PUD-16-01, Somerset (proposed residential development located on the north side of E 96th ST N approximately ½ mile west of N 145th E Ave)
- B. Final Plat – Tyann VII
- C. Vehicle Purchase (dedicated CNG pick-up truck)

Karl Fritschen presented Item 2A and discussion was held. Bronce Stephenson presented items 2B-C and discussion was held. It was explained that all items would be included on the February 16, 2016 Council agenda for consideration and action.

### 3. Discussion relating to Support Services

- A. Vehicle Purchase (dedicated CNG Cargo Van and CNG pick-up truck)
- B. Proposed Amendment to the Lease Agreement with GTP Acquisition Partners II, LLC, (Communications Tower north of Ram Water Tank)

Larry White presented each item and discussion was held. It was explained that all items would be included on the February 16, 2016 Council agenda for consideration and action.

### 4. Discussion of Council/Chair Leadership Elections Process

Mayor Moberly presented the item and discussion was held.

### 5. Discussion relating to City Manager items

- Annual Tulsa Regional Chamber Washington D.C. Fly-In (April 2016)
- Monthly sales tax report
- City Manager report

Warren Lehr presented information related to the annual Fly-In and past legislative efforts of those attending. Discussion was held. Linda Jones presented the monthly sales tax report and discussion was held. Under the City Manager Report, Mr. Lehr advised that staff received estimates to repair a leaking roof at the Animal Control Facility and will not be seeking a budget amendment as noted during the January worksession. He advised that the first education mailer related to the April 5 Recapture Sales Tax election is included in the February utility bills.

**6. City Council/Trustee comments and inquiries**

Councilor Bonebrake commented on talking points related to the April 5 election. Councilor Bush inquired on the need for an executive session to receive a litigation update from the City Attorney. Mayor Moberly commented on the presentation given by Mr. Stephenson at the monthly Chamber luncheon.

**7. Adjournment**

The meeting adjourned at 7:54 pm.

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Jeri Moberly, Mayor/ Chair

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Juliann M. Stevens, Minute Clerk

## Claims List

2/16/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
OPGA	JPMORGAN CHASE BANK	SYSCO-FOOD	495.24
	JPMORGAN CHASE BANK	REASORS-FOOD	3.58
	JPMORGAN CHASE BANK	PING-MERCHANDISE	1,676.00
	JPMORGAN CHASE BANK	PING-MERCHANDISE	2,397.65
	JPMORGAN CHASE BANK	SAMS-SUPPLIES	199.92
	JPMORGAN CHASE BANK	SAMS-BEER	172.97
	JPMORGAN CHASE BANK	REASORS-FOOD	244.25
	JPMORGAN CHASE BANK	COBRA-MERCHANDISE	85.48
	JPMORGAN CHASE BANK	GRT PLAINS-BEVERAGES	342.50
	JPMORGAN CHASE BANK	OAKLEY-MERCHANDISE	104.75
	JPMORGAN CHASE BANK	NIKE-MERCHANDISE	209.24
	JPMORGAN CHASE BANK	SAMS-FOOD	78.44
	JPMORGAN CHASE BANK	REASORS-FOOD	46.13
	<b>TOTAL OPGA</b>		
GOLF SHOP	JPMORGAN CHASE BANK	USPS-POSTAGE	12.80
<b>TOTAL GOLF SHOP</b>			<b>12.80</b>
COURSE MAINT	JPMORGAN CHASE BANK	LOWES-SUPPLIES	15.61
	JPMORGAN CHASE BANK	OFFICE DEPOT-INK	68.99
	JPMORGAN CHASE BANK	HARBOR FREIGHT-TOOLS	97.74
	AT&T	LONG DISTANCE PHONE BILL	0.50
	UNIFIRST HOLDINGS LP	AIR FRESHENER/SUPPLIES	87.25
	CITY GARAGE	LABOR/OVERHEAD - JAN, 201	65.33
	VERIZON WIRELESS	WIRELESS CONNECTION	40.01
	AT&T	CONSOLIDATED PHONE BILL	72.78
	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	102.96
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	18.56
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	15.39
	ATCO MANUFACTURING COMPANY	SUPPLIES	129.00
	HARRELL'S, LLC	HERBICIDE	224.10
	JESCO PRODUCTS, INC	ROPE & FLAGSTICKS	234.90
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	66.95
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	115.73
	JPMORGAN CHASE BANK	LUBER BROS-RETURN	-320.38
	JPMORGAN CHASE BANK	LUBER BROS-RETURN	-93.42
	JPMORGAN CHASE BANK	OREILLY-FILTERS/OIL	63.70
	JPMORGAN CHASE BANK	JUSTICE GOLF-PARTS	228.12
	JPMORGAN CHASE BANK	OREILLY-SUPPLIES	10.11
	JPMORGAN CHASE BANK	OREILLY-SUPPLIES	33.96
	JPMORGAN CHASE BANK	OREILLY-OIL FILTER	4.42

## Claims List

2/16/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
COURSE MAINT...	JPMORGAN CHASE BANK	OREILLY-SUPPLIES	20.98
<b>TOTAL COURSE MAINT</b>			<b>1,327.67</b>
FOOD & BEV	JPMORGAN CHASE BANK	SYSCO-SUPPLIES	118.01
	JPMORGAN CHASE BANK	SADDORIS-LINENS	151.62
	JPMORGAN CHASE BANK	AMAZON-SUPPLIES	75.11
	JPMORGAN CHASE BANK	HOBBY LOBBY-SUPPLIES	79.02
	JPMORGAN CHASE BANK	SAMS-SUPPLIES	30.71
	JPMORGAN CHASE BANK	FOOD SERVICE-SUPPLIES	33.93
<b>TOTAL FOOD &amp; BEV</b>			<b>488.40</b>
GOLF ADMIN	JPMORGAN CHASE BANK	WASTE MGMT-REFUSE SERVICE	565.13
	JPMORGAN CHASE BANK	COURSETRENDS-WEB HOSTING	300.00
	AT&T	LONG DISTANCE PHONE BILL	1.11
	AT&T	CONSOLIDATED PHONE BILL	85.91
	SOUTH CENTRAL GOLF INC	DIRECTORY AD	725.00
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	302.12
<b>TOTAL GOLF ADMIN</b>			<b>1,979.27</b>
<b>FUND GRAND TOTAL</b>			<b>9,864.29</b>
<b>OPGA GRAND TOTAL</b>			<b>\$9,864.29</b>

OWASSO PUBLIC GOLF AUTHORITY  
PAYROLL PAYMENT REPORT  
PAY PERIOD ENDING DATE 02/06/16

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
Golf Shop Operations	3,004.45	4,568.18
Cart Operations	1,202.19	1,349.81
Golf Course Operations	7,001.66	11,486.93
Food & Beverage	2,184.09	3,598.08
General & Administration	3,177.90	4,855.29
<u>FUND TOTAL</u>	<u>16,570.29</u>	<u>25,858.29</u>

CITY OF OWASSO  
OWASSO PUBLIC GOLF AUTHORITY  
Statement of Revenues & Expenses  
As of January 31, 2016

January 31, 2016				
	Month To-Date	Year To-Date	Budget	Percent of Budget
<b>OPERATING REVENUES:</b>				
Golf shop fees	18,843	264,690	\$ 572,300	46.25%
Merchandise sales	3,061	63,831	140,000	45.59%
COS -- merchandise	(2,289)	(48,341)	(100,000)	48.34%
Cart Rental	3,540	65,156	125,000	52.12%
Food & beverage	5,159	85,541	189,300	45.19%
COS -- food & beverage	(2,306)	(40,446)	(86,000)	47.03%
Other Revenue	24	416	700	59.39%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 26,031</b>	<b>\$ 390,846</b>	<b>\$ 841,300</b>	<b>46.46%</b>
<b>OPERATING EXPENSES:</b>				
Golf Shop	\$ (8,117)	\$ (67,700)	\$ (133,227)	50.82%
Cart Operations	(6,381)	(63,476)	(102,792)	61.75%
Golf Course Maintenance	(35,422)	(371,948)	(583,959)	63.69%
Food & Beverage	(7,395)	(68,353)	(126,559)	54.01%
Golf Administration	(14,185)	(119,134)	(224,364)	53.10%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ (71,501)</b>	<b>\$ (690,611)</b>	<b>\$ (1,170,901)</b>	<b>58.98%</b>
<b>OPERATING INCOME (LOSS)</b>	<b>\$ (45,469)</b>	<b>\$ (299,765)</b>	<b>\$ (329,601)</b>	
Transfer from General	\$ 50,000	\$ 150,000	\$ 350,000	42.86%
<b>TOTAL OTHER REVENUES</b>	<b>\$ 50,000</b>	<b>\$ 150,000</b>	<b>\$ 350,000</b>	<b>42.86%</b>
<b>NET INCOME (LOSS)</b>	<b>\$ 4,531</b>	<b>\$ (149,765)</b>	<b>\$ 20,399</b>	
<b>FUND BALANCE (Budgetary Basis)</b>				
Beginning Balance		(3,512,420)	(3,512,420)	
Ending Balance		<u>\$ (3,662,185)</u>	<u>\$ (3,492,021)</u>	