

**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, March 15, 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**
 - March 1, 2016, Regular Meeting
 - March 8, 2016, Regular Meeting
 - B. Approve claims**
- 4. Consideration and appropriate action relating to items removed from the Consent Agenda**
- 5. Report from OPGA Manager**
 - Quarterly 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 3/5/16
 - Monthly Budget Status Report – February 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, March 11, 2016. /s/ Sherry Bishop, City Clerk

OWASSO PUBLIC GOLF AUTHORITY

MINUTES OF REGULAR MEETING Tuesday, March 1, 2016

The Owasso Public Golf Authority met in regular session on Tuesday, March 1, 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, February 26, 2016.

1. Call to Order

Chair Jeri Moberly called the meeting to order at 7:22 pm.

2. Roll Call

<u>Present</u>	<u>Absent</u>
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 – February 16, 2016, Regular Meeting

B. Approve claims

Mr. Bush moved, seconded by Mr. Bonebrake to approve the Consent Agenda with claims totaling \$19,249.08.

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 2/20/2016

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

None

9. Adjournment

Mr. Bonebrake 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 7:23 pm.

Jeri Moberly, Chair

Juliann M. Stevens, Minute Clerk

OWASSO CITY COUNCIL, OPWA & OPGA

MINUTES OF JOINT REGULAR MEETING Tuesday, March 8, 2016

The Owasso City Council, Owasso Public Works Authority, and Owasso Public Golf Authority met in a joint regular meeting on Tuesday, March 8, 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, March 4, 2016.

1. Call to Order

Mayor/Chair Jeri Moberly called the meeting to order at 6:04 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. Discussion relating to Community Development items

- A. PUD 16-02 and OZ 16-03 - Owasso Senior Living (13707 E 96th St N)
- B. Easement Closure – Keys Landing II (west side of 129th E Ave approximately ½ mile south of E 76th St N)
- C. OZ 16-02 Annexation/Rezoning (11595 E 116th St N)
- D. Final Plat – Ator Center II (west side of Garnett Rd, 8700 block)

Bronce Stephenson presented each item and discussion was held. It was explained that item 2A would be on the April 5, 2016 agenda and items 2B, 2C, and 2D would be included on the March 15, 2016 Council agenda for consideration and action.

3. Discussion relating to Public Works items

- A. Revised Ordinances for Sewer Assessment Areas
- B. Ordinance - Sewer Assessment Area (Garrett Creek – Morrow Place)
- C. Ordinance & Resolution - Sewer Use Ordinance, Fats, Oils and Greases (FOG)
- D. Presentation of Garnett Widening Improvements Design

Sherry Bishop presented item 3A and discussion was held. Roger Stevens presented item 2B and discussion was held. Travis Blundell presented item 3C and discussion was held. Dwayne Henderson presented item 3D and discussion was held. It was explained items 3A, 3B, and 3C would be included on the March 15, 2016 Council and OPWA agendas for consideration and action.

The Council/Trustees recessed the meeting at 8:42pm and reconvened the meeting at 8:48 pm.

4. Discussion relating to condemnation for right-of-way acquisition for Garnett Widening Project

Julie Lombardi and Roger Stevens presented this item and discussion was held. It was explained that an item would be included on the March 15, 2016 Council agenda for consideration and action.

5. Discussion relating to a contract for engineering and design – Fire Station #4

Chris Garrett presented the item and discussion was held. It was explained that an item would be included on the March 15, 2016 Council agenda for consideration and action.

6. Discussion relating to City Manager items

- Contract for engineering and design – Festival Marketplace
- Options relating to the cancellation of the April 19, 2016, City Council, OPWA & OPGA Regular Meeting
- Monthly sales tax report
- City Manager report

Warren Lehr advised that fee negotiations are underway following the request for proposals and staff anticipates a contract on the April 5, 2016 Council agenda for consideration and action. Discussion was held regarding the need to cancel the April 19, 2016 meetings and Mr. Lehr provided various options for the approval of claims. Linda Jones presented the monthly sales tax report and discussion was held. Under the City Manager Report, Mr. Lehr advised that staff received notification of the INCOG timeline for submitting an application for the Community Development Block Grant (CDBG) funding and that a public hearing and resolution regarding the application would be needed no later than April 5, 2016; that the City Clerk is in receipt of an appeal to the Owasso Board of Adjustment decision for OBOA 16-01, special exception to construct a carport; and that the second education mailer related to the April 5 Recapture Sales Tax election is included in the March utility bills, as well as, scheduled speaking engagements with various community groups.

7. City Council/Trustee comments and inquiries

None

8. Adjournment

The meeting adjourned at 9:35 pm.

Jeri Moberly, Mayor/ Chair

Juliann M. Stevens, Minute Clerk

Claims List

3/15/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
OPGA	JPMORGAN CHASE BANK	NIKEGOLF-MERCHANDISE	119.28
	JPMORGAN CHASE BANK	TAYLORMADE-MERCHANDISE	1,914.20
	JPMORGAN CHASE BANK	EXECUTIVE COFFEE-BEVERAGE	80.89
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	44.61
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	695.42
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	1,277.54
	JPMORGAN CHASE BANK	NIKEGOLF-MERCHANDISE	153.74
	JPMORGAN CHASE BANK	SAMS-FOOD	383.58
	JPMORGAN CHASE BANK	REASORS-FOOD	3.52
	JPMORGAN CHASE BANK	TEXOMA GOLF-MERCHANDISE	32.25
	JPMORGAN CHASE BANK	TEXOMA GOLF-MERCHANDISE	137.15
	JPMORGAN CHASE BANK	TEXOMA GOLF-MERCHANDISE	275.77
	JPMORGAN CHASE BANK	PING-MERCHANDISE	52.73
	JPMORGAN CHASE BANK	SAMS-FOOD	249.84
	JPMORGAN CHASE BANK	TAYLORMADE-MERCHANDISE	37.62
	JPMORGAN CHASE BANK	TAYLORMADE-MERCHANDISE	686.08
	JPMORGAN CHASE BANK	NIKEGOLF-MERCHANDISE	2,391.06
	JPMORGAN CHASE BANK	NIKEGOLF-MERCHANDISE	213.24
	JPMORGAN CHASE BANK	NIKEGOLF-MERCHANDISE	572.47
	TOTAL OPGA		
GOLF SHOP	JPMORGAN CHASE BANK	ALL MAINTENANCE-FLOOR MAT	54.00
	JPMORGAN CHASE BANK	USPS-SHIPPING	17.06
	JPMORGAN CHASE BANK	ACUSHNET-RANGE BALLS	2,772.00
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	30.73
TOTAL GOLF SHOP			2,873.79
CART OPERATIONS	YAMAHA MOTOR CORPORATION, USA	CART LEASE	3,595.49
TOTAL CART OPERATIONS			3,595.49
COURSE MAINT	UNIFIRST HOLDINGS LP	AIR FRESHENER	2.00
	UNIFIRST HOLDINGS LP	SHOP TOWELS	11.19
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	15.39
	CITY GARAGE	LABOR OVERHEAD CHGS - FEB	65.33
	VERIZON WIRELESS	WIRELESS CONNECTION	40.01
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	40.05
	JPMORGAN CHASE BANK	LOWES-DRAINAGE PIPE	73.00
	JPMORGAN CHASE BANK	HD SUPPLY-SUPPLIES	253.73
	AT&T	CONSOLIDATED PHONE BILL	72.80
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	88.49
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	81.21
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	18.47
	JPMORGAN CHASE BANK	OREILLY-SPARK PLUGS	64.49

Claims List

3/15/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
TOTAL COURSE MAINT			826.16
FOOD & BEV	JPMORGAN CHASE BANK	SAMS-SUPPLIES	17.19
	JPMORGAN CHASE BANK	SAMS-SUPPLIES	29.63
	JPMORGAN CHASE BANK	WAYFAIR-SUPPLIES	158.99
TOTAL FOOD & BEV			205.81
GOLF ADMIN	JPMORGAN CHASE BANK	ACHIEVE-ELECTRIC REPAIR	490.00
	JPMORGAN CHASE BANK	SOUTH CENTRAL-PGA MEETING	180.00
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	257.49
	AT&T	CONSOLIDATED PHONE BILL	95.50
	JPMORGAN CHASE BANK	LOCKE SUPPLY-FAUCET	236.07
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	161.75
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	16.98
	JPMORGAN CHASE BANK	LOWES-KEY HOLDERS	11.36
	JPMORGAN CHASE BANK	LOWES-REPAIR SUPPLIES	52.89
	JPMORGAN CHASE BANK	LOWES-LIGHTBULBS	6.31
	JPMORGAN CHASE BANK	MURPHY-SUPPLIES	393.53
TOTAL GOLF ADMIN			1,901.88
FUND GRAND TOTAL			18,724.12
OPGA GRAND TOTAL			\$18,724.12

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 03/05/16

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
Golf Shop Operations	2,535.91	4,019.04
Cart Operations	1,695.45	1,903.63
Golf Course Operations	7,751.85	12,330.32
Food & Beverage	2,179.03	3,592.30
General & Administration	4,537.83	6,492.24
<u>FUND TOTAL</u>	<u>18,700.07</u>	<u>28,337.53</u>

CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
Statement of Revenues & Expenses
As of February 29, 2016

February 29, 2016

	Month To-Date	Year To-Date	Budget	Percent of Budget
OPERATING REVENUES:				
Golf shop fees	23,847	288,537	\$ 572,300	50.42%
Merchandise sales	13,506	77,337	140,000	55.24%
COS -- merchandise	(10,947)	(59,206)	(100,000)	59.21%
Cart Rental	6,399	71,555	125,000	57.24%
Food & beverage	7,233	92,774	189,300	49.01%
COS -- food & beverage	(3,573)	(43,904)	(86,000)	51.05%
Other Revenue	36	452	700	64.57%
TOTAL OPERATING REVENUES	\$ 36,501	\$ 427,544	\$ 841,300	50.82%
OPERATING EXPENSES:				
Golf Shop	\$ (9,020)	\$ (76,720)	\$ (133,227)	57.59%
Cart Operations	(7,125)	(70,601)	(102,792)	68.68%
Golf Course Maintenance	(32,821)	(404,842)	(583,959)	69.33%
Food & Beverage	(8,923)	(77,306)	(126,559)	61.08%
Golf Administration	(14,972)	(134,192)	(224,364)	59.81%
TOTAL OPERATING EXPENSES	\$ (72,861)	\$ (763,661)	\$ (1,170,901)	65.22%
OPERATING INCOME (LOSS)	\$ (36,360)	\$ (336,117)	\$ (329,601)	
Transfer from General	\$ 50,000	\$ 200,000	\$ 350,000	57.14%
TOTAL OTHER REVENUES	\$ 50,000	\$ 200,000	\$ 350,000	57.14%
NET INCOME (LOSS)	\$ 13,640	\$ (136,117)	\$ 20,399	
FUND BALANCE (Budgetary Basis)				
Beginning Balance		(3,512,420)	(3,512,420)	
Ending Balance		\$ (3,648,537)	\$ (3,492,021)	