

PUBLIC NOTICE OF THE MEETING OF THE
OWASSO PUBLIC GOLF AUTHORITY

RECEIVED

MAY 13 2016 *lw*

City Clerk's Office

Council Chambers, Old Central Building
109 N Birch, Owasso, OK 74055
Regular Meeting
Tuesday, May 17, 2016 – 6:30 pm

1. **Call to Order**
Chair Lyndell Dunn
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:
 - May 3, 2016, Regular Meeting
 - May 10, 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 4/30/16
 - Monthly Budget Status Report – April 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 the Agenda posted at City Hall bulletin board at 6:00 pm on Friday, May 13, 2016.

Sherry Bishop

Sherry Bishop, City Clerk

OWASSO PUBLIC GOLF AUTHORITY

MINUTES OF REGULAR MEETING Tuesday, May 3, 2016

The Owasso Public Golf Authority met in regular session on Tuesday, May 3, 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, April 29, 2016.

1. Call to Order

Chair Jeri Moberly called the meeting to order at 7:26 pm.

2. Roll Call

Present

Chair – Jeri Moberly
Vice-Chair – Lyndell Dunn
Trustee – Doug Bonebrake
Trustee – Bill Bush
Trustee – Chris Kelley

Absent

None

A quorum was declared present.

Staff:

Authority Manager - Warren Lehr
Authority Attorney - Julie Lombardi

3. Election of Chair

Chair Moberly called for a nomination for the position of Chair. Mr. Bonebrake moved, seconded by Mr. Bush to nominate Mr. Dunn for Chair.

YEA: Bonebrake, Bush, Dunn, Kelley, Moberly

NAY: None

Motion carried: 5-0

4. Election of Vice-Chair

Chair Dunn called for a nomination for the position of Vice-Chair. Ms. Moberly moved, seconded by Mr. Bonebrake to nominate Dr. Kelley for Vice-Chair.

YEA: Bonebrake, Bush, Dunn, Kelley, Moberly

NAY: None

Motion carried: 5-0

5. 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:

- April 5, 2016, Regular Meeting
- April 12, 2016, Regular Meeting
- April 25, 2016, Special Meeting

B. Approve claims

Ms. Moberly moved, seconded by Mr. Bonebrake to approve the Consent Agenda with claims totaling \$36,571.45.

YEA: Bonebrake, Bush, Dunn, Kelley, Moberly

NAY: None

Motion carried: 5-0

6. Consideration and appropriate action relating to items removed from the Consent Agenda

None

7. Consideration and appropriate action relating to Resolution 2016-01, establishing cart fees and membership rates for Bailey Ranch Golf Course to be effective on May 15, 2016
Larry Langford presented the item recommending approval of Resolution 2016-01.

There were no comments from the audience. After discussion, Dr. Kelley moved, seconded by Mr. Bonebrake to approve Resolution 2016-01, as recommended.

YEA: Bonebrake, Bush, Dunn, Kelley, Moberly

NAY: None

Motion carried: 5-0

8. Report from OPGA Manager

Mr. Lehr acknowledged recent city events.

9. Report from OPGA Attorney

None

10. Official Notices to Authority (documents for acknowledgment or information only, no discussion or action will be taken)

- Payroll Payment Reports:
 - Pay Period Ending Date 4/2/16
 - Pay Period Ending Date 4/16/16
- Monthly Budget Status Report – March 2016

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

None

12. Adjournment

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

YEA: Bonebrake, Bush, Dunn, Kelley, Moberly

NAY: None

Motion carried 5-0 and the meeting adjourned at 7:35 pm.

Lyndell Dunn, Chair

Lisa Wilson, Minute Clerk

OWASSO CITY COUNCIL, OPWA & OPGA

MINUTES OF JOINT REGULAR MEETING

Tuesday, May 10, 2016

The Owasso City Council, Owasso Public Works Authority, and Owasso Public Golf Authority met in a joint regular meeting on Tuesday May 10, 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, May 6, 2016.

1. Call to Order

Mayor/Chair Lyndell Dunn called the meeting to order at 6:00 pm.

Present

Absent

Mayor/Chair – Lyndell Dunn

Vice-Mayor/Vice-Chair – Chris Kelley

Councilor/Trustee – Doug Bonebrake

Councilor/Trustee – Bill Bush (arrived at 6:25 pm)

Councilor/Trustee – Jeri Moberly

A quorum was declared present.

2. Discussion relating to the Festival Marketplace Concept Plan and GH2 Architects, LLC of Tulsa, Oklahoma will present concept plan.

John Feary presented the item and introduced Tyler Wallace of GH2 Architects. Mr. Wallace presented a concept plan for the project and discussion was held.

3. Consideration and appropriate action relating to a request for an executive session for the purpose of discussing personnel matters relating to the City Manager as provided for in Title 25, O.S. Section § 307(B)(1)

Dr. Kelley moved, seconded by Mr. Bonebrake to enter into executive session.

YEA: Bonebrake, Kelley, Moberly, Dunn

NAY: None

Motion carried: 4-0

At 6:15 pm, the Council, along with Julie Lombardi, Jim and Jeanine Rhea with Greenwood Performance, entered into executive session. Bill Bush arrived at 6:25 pm. At 7:24 pm, the Council returned to open session.

4. Discussion relating to Community Development items

A. OA-16-03 Annexation Request – 7347 N 115th E Ave

B. OA-16-04 Annexation Request – 7400 N Mingo Valley Expressway

C. SUP 16-01 – Charity Auto Sales – 11595 E 116th St N

Bronce Stephenson presented each item and discussion was held. It was explained that each request would be on the May 17, 2016 Council agenda for consideration and action.

5. Discussion relating to Change Order No. 5 – 106th & Garnett Rd Intersection Improvements Project

Dwayne Henderson presented the item and discussion was held. It was explained that an item would be on the May 17, 2016 Council agenda for consideration and action.

6. Discussion relating to Public Hearing and zoning approval process

Julie Lombardi presented the item, along with Bronce Stephenson, and discussion was held.

7. Discussion relating to Council Orientation and Review

Julie Lombardi presented the item and discussion was held. It was explained that a discussion item would be listed on subsequent worksession agendas to continue reviewing Council/Trustee responsibilities and duties.

8. Discussion relating to Board & Committee Appointments

Julie Stevens presented the item and discussion was held. Mayor Dunn requested Council recommendations for appointments to fill vacancies on the various boards and committees.

9. Discussion relating to City Manager items

- Resolution – Sales Tax Watchdog Committee oversight of Vision Sales Tax
- Ordinance – Amending Use Tax language
- Utility rate increases
- FY 2017 Budget presentation
- Monthly sales tax report
- City Manager report

Warren Lehr presented a proposed Resolution related to oversight of the Vision Recapture Sales Tax expenditures and a proposed Ordinance amending the Use Tax language. Discussion was held on both items. It was further explained that both items would be on the May 17, 2016 agenda for Council consideration and action. Linda Jones presented proposed utility rate increases and discussion was held. Mr. Lehr provided the City Council with the proposed FY 2017 operating budgets and discussion was held. Ms. Jones provided the monthly sales tax report and discussion was held. Under the City Manager Report, Mr. Lehr advised that May 8-14 is National Economic Development Week; and May 15-21 is both National Law Enforcement Week and Public Works Week; discussed a complimentary letter received from the Owasso Chamber of Commerce regarding staff assistance with the annual Trail Days events; and Bronce Stephenson provided a summary of the INCOG GO Plan, a comprehensive regional plan for pedestrian and bicycle improvements.

10. City Council/Trustee comments and inquiries

Mayor Dunn commended staff.

11. Adjournment

The meeting adjourned at 9:50 pm.

Lyndell Dunn, Mayor/ Chair

Juliann M. Stevens, Minute Clerk

Claims List

5/17/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
OPGA	BGR DAILY ACCT.	REIMB GOLF PETTY CASH	905.65
	BGR DAILY ACCT.	REIMB GOLF PETTY CASH	411.00
TOTAL OPGA			1,316.65
COURSE MAINT	UNIFIRST HOLDINGS LP	AIR FRESHENER	2.00
	UNIFIRST HOLDINGS LP	SHOP TOWELS	11.19
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	15.39
	VERIZON WIRELESS	WIRELESS CONNECTION	40.05
	AT&T	CONSOLIDATED PHONE BILL	78.64
	CITY GARAGE	LABOR/OVERHEAD - MAY, 201	65.33
	TOTAL RADIO INC	RADIO SUPPLIES	47.00
	TOTAL RADIO INC	RADIO SUPPLIES	47.00
	TOTAL RADIO INC	RADIO CHARGER	80.00
	HARRELL'S, LLC	FUNGICIDES	2,471.15
	HARRELL'S, LLC	FUNGICIDES	577.20
	BOARDTRONICS, INC.	MODEM EXCHANGE	179.73
	AMERICAN BACTERIAL SOLUTIONS LLC	POND TREATMENTS	550.00
	MANTEK	SAFETY SUPPLIES	204.96
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	41.70
TOTAL COURSE MAINT			4,411.34
GOLF ADMIN	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	192.64
	AT&T	CONSOLIDATED PHONE BILL	85.80
	XEROX CORPORATION	COPIER SERVICE	53.15
TOTAL GOLF ADMIN			331.59
FUND GRAND TOTAL			6,059.58
OPGA GRAND TOTAL			\$6,059.58

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 04/30/16

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
Golf Shop Operations	2,608.10	4,100.12
Cart Operations	1,742.94	1,956.98
Golf Course Operations	9,444.42	14,637.06
Food & Beverage	2,991.15	4,503.58
General & Administration	3,282.51	4,952.39
<u>FUND TOTAL</u>	<u>20,069.12</u>	<u>30,150.13</u>

CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
Statement of Revenues & Expenses
As of April 30, 2016

April 30, 2016

	Month To-Date	Year To-Date	Budget	Percent of Budget
OPERATING REVENUES:				
Golf shop fees	45,785	364,839	\$ 572,300	63.75%
Merchandise sales	12,503	99,709	140,000	71.22%
COS -- merchandise	(11,854)	(79,251)	(100,000)	79.25%
Cart Rental	13,377	92,953	125,000	74.36%
Food & beverage	16,254	118,977	189,300	62.85%
COS -- food & beverage	(6,494)	(54,178)	(86,000)	63.00%
Other Revenue	71	583	700	83.22%
TOTAL OPERATING REVENUES	\$ 69,643	\$ 543,632	\$ 841,300	64.62%
OPERATING EXPENSES:				
Golf Shop	\$ (11,256)	\$ (102,381)	\$ (133,227)	76.85%
Cart Operations	(7,476)	(89,554)	(102,792)	87.12%
Golf Course Maintenance	(50,549)	(508,032)	(583,959)	87.00%
Food & Beverage	(10,731)	(96,899)	(126,559)	76.56%
Golf Administration	(17,641)	(171,263)	(224,364)	76.33%
TOTAL OPERATING EXPENSES	\$ (97,654)	\$ (968,128)	\$ (1,170,901)	82.68%
OPERATING INCOME (LOSS)	\$ (28,011)	\$ (424,496)	\$ (329,601)	
Transfer from General	\$ -	\$ 250,000	\$ 350,000	71.43%
TOTAL OTHER REVENUES	\$ -	\$ 250,000	\$ 350,000	71.43%
NET INCOME (LOSS)	\$ (28,011)	\$ (174,496)	\$ 20,399	
ENCUMBRANCES OUTSTANDING		\$ (10,127)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		(3,512,420)	(3,512,420)	
Ending Balance		<u>\$ (3,697,043)</u>	<u>\$ (3,492,021)</u>	