

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

RECEIVED  
JUN 17 2016  
City Clerk's Office

Council Chambers, Old Central Building  
109 N Birch, Owasso, OK 74055  
Regular Meeting  
Tuesday, June 21, 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:
    - June 7, 2016, Regular Meeting
    - June 14, 2016, Regular Meeting
  - B. Approve claims
4. **Consideration and appropriate action relating to items removed from the Consent Agenda**
5. **Consideration and appropriate action approving Resolution 2016-02, adopting the FY 2016-2017 OPGA budget**  
Linda Jones  
  
Staff recommends approval of Resolution 2016-02.
6. **Report from OPGA Manager**
7. **Report from OPGA Attorney**
8. **Official Notices to Authority (documents for acknowledgment or information only, no discussion or action will be taken)**
  - Payroll Payment Reports:
    - Pay Period Ending Date 6/11/16
  - Monthly Budget Status Report – May 2016
9. **New Business (New Business is any item of business which could not have been foreseen at the time of posting of the agenda)**
10. **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, June 17, 2016.

  
\_\_\_\_\_  
Sherry Bishop, City Clerk

# OWASSO PUBLIC GOLF AUTHORITY

## MINUTES OF REGULAR MEETING

Tuesday, June 7, 2016

The Owasso Public Golf Authority met in regular session on Tuesday, June 7, 2016 in the Council Chambers at Old Central, 109 N Birch, Owasso, Oklahoma per the Notice of Public Meeting and Agenda filed in the office of the City Clerk and posted on the City Hall bulletin board at 6:00 pm on Friday, June 3, 2016.

**1. Call to Order**

Chair Lyndell Dunn called the meeting to order at 7:42 pm.

**2. Roll Call**

Present

Chair – Lyndell Dunn

Trustee – Doug Bonebrake

Trustee – Jeri Moberly

A quorum was declared present.

Absent

Vice-Chair – Chris Kelley

Trustee – Bill Bush

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:**

- May 17, 2016, Regular Meeting

**B. Approve claims**

Ms. Moberly moved, seconded by Mr. Bonebrake to approve the Consent Agenda with claims totaling \$35,109.43.

YEA: Bonebrake, Moberly, Dunn

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 Reports:

- o Pay Period Ending Date 5/14/16
- o Pay Period Ending Date 5/28/16

**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 Ms. Moberly to adjourn the meeting.

YEA: Bonebrake, Moberly, Dunn

NAY: None

Motion carried 3-0 and the meeting adjourned at 7:43 pm.

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Lyndell Dunn, Chair

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Lisa Wilson, Minute Clerk

# OWASSO CITY COUNCIL, OPWA & OPGA

## MINUTES OF JOINT REGULAR MEETING Tuesday, June 14, 2016

The Owasso City Council, Owasso Public Works Authority, and Owasso Public Golf Authority met in a joint regular meeting on Tuesday, June 14, 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, June 10, 2016.

### 1. Call to Order

Mayor/Chair Lyndell Dunn called the meeting to order at 6:04 pm.

Present

Mayor/Chair – Lyndell Dunn

Vice-Mayor/Vice-Chair – Chris Kelley

Councilor/Trustee – Doug Bonebrake

Councilor/Trustee – Jeri Moberly (leaves at 7:12 pm)

A quorum was declared present.

Absent

Councilor/Trustee – Bill Bush

### 2. Discussion relating to Community Development items

A. Rezoning - OZ-16-04 (13707 E 96 St N)

B. GO Plan, a Bicycle/Pedestrian Master Plan

Bronce Stephenson presented each item and discussion was held. It was explained that each request would be on the June 21, 2016 Council agenda for consideration and action.

### 3. Discussion relating to Capital Improvement Committee project recommendation

Warren Lehr and Roger Stevens presented the item and discussion was held. It was explained that the required public hearing to seek citizen input on the Capital Improvement Committee's recommendation would be held during the June 21, 2016 Council meeting.

### 4. Discussion relating to street drainage improvement projects – Goldie's/169 Service Road and Afor Heights

Roger Stevens presented the item and discussion was held. It was explained that staff is preparing bid documents for both projects and a request for Council consideration and action for a supplemental appropriation and to award a construction bid would occur in July or August 2016.

Ms. Moberly exited the meeting at 7:12 pm.

### 5. Discussion relating to FY 2016-2017 annual operating budgets

Warren Lehr presented the item and discussion was held. It was explained that Resolutions would be on the June 21, 2016 Council/OPWA/OPGA agendas for consideration and action.

### 6. Discussion relating to Board and Committee Appointments

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

### 7. Discussion relating to City Manager items

- Ratification of FOP Contract
- Monthly sales tax report
- City Manager report

Warren Lehr advised that an item would be presented to Council during the June 21, 2016 meeting seeking ratification of the second year of the previously approved two-year FOP contract and discussion was held. Linda Jones provided the monthly sales tax report and discussion was held. Under the City Manager Report, Mr. Lehr announced that the city's contract with the Department of Corrections for the prisoner work program will expire on June 30, 2016 and will not be renewed; and advised that the City has been served in litigation styled Cody Robert Mathews v. City of Owasso, et al.

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

Councilor Bonebrake and Mayor Dunn commended staff.

**9. Adjournment**

The meeting adjourned at 7:48 pm.

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Lyndell Dunn, Mayor/ Chair

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Juliann M. Stevens, Minute Clerk

## Claims List

6/21/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
OPGA	BGR DAILY ACCT.	REIMB GOLF PETTY CASH	1,244.95
	BGR DAILY ACCT.	REIMB GOLF PETTY CASH	2,231.75
	JPMORGAN CHASE BANK	SAMS CLUB-FOOD	95.19
	JPMORGAN CHASE BANK	EXECUTIVE COFFEE-COFFEE	80.89
	JPMORGAN CHASE BANK	SAMS CLUB-FOOD	21.88
	JPMORGAN CHASE BANK	GREAT PLAINS-BEVERAGES	318.50
	JPMORGAN CHASE BANK	GREAT PLAINS-BEVERAGES	472.20
	JPMORGAN CHASE BANK	GREAT PLAINS-BEVERAGES	189.00
	JPMORGAN CHASE BANK	OAKLEY-MERCHANDISE	1,064.96
	JPMORGAN CHASE BANK	OAKLEY-MERCHANDISE	848.75
	JPMORGAN CHASE BANK	OAKLEY-MERCHANDISE	155.20
	JPMORGAN CHASE BANK	OAKLEY-MERCHANDISE	104.33
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	176.26
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	322.79
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	63.83
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	434.60
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	168.00
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	154.39
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	147.20
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	524.34
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	639.84
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	28.50
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	127.56
	JPMORGAN CHASE BANK	SYSCO-FOOD	554.64
	JPMORGAN CHASE BANK	SAMS CLUB-FOOD	96.84
	JPMORGAN CHASE BANK	SAMS CLUB-FOOD	610.60
	JPMORGAN CHASE BANK	CLUB GLOVE-MERCHANDISE	584.99
JPMORGAN CHASE BANK	SAMS CLUB-FOOD	96.19	
JPMORGAN CHASE BANK	PUKKA-MERCHANDISE	504.00	
<b>TOTAL OPGA</b>			<b>12,062.17</b>
GOLF SHOP	JPMORGAN CHASE BANK	ACUSHNET-GOLF BALLS	237.00
	JPMORGAN CHASE BANK	USPS-POSTAGE	23.80
	JPMORGAN CHASE BANK	GHOST TAPE-TAPE	122.77
	OKLAHOMA GOLF ASSOCIATION	HANDICAP SERVICES	460.00
<b>TOTAL GOLF SHOP</b>			<b>843.57</b>
CART OPERATIONS	TIMMONS OIL COMPANY	FUEL	1,037.34
	TIMMONS OIL COMPANY	FUEL	954.11
	JPMORGAN CHASE BANK	WALMART-TIRE CLEANER	7.14
	JPMORGAN CHASE BANK	LOWES-SPRAY NOZZLES	11.92
<b>TOTAL CART OPERATIONS</b>			<b>2,010.51</b>

## Claims List

6/21/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
COURSE MAINT	TIMMONS OIL COMPANY	FUEL	1,916.49
	JPMORGAN CHASE BANK	KIMBALL MIDWEST-WASHERS	55.29
	JR SIMPLOT COMPANY	FERTILIZER	360.00
	HARRELL'S, LLC	FERTILIZER	533.80
	HARRELL'S, LLC	INSECTICIDE	159.53
	R & R PRODUCTS INC	EDGE TRIMMER	190.01
	BOARDTRONICS, INC.	IRRIGATION SUPPLIES	179.73
	BOARDTRONICS, INC.	IRRIGATION SUPPLIES	89.58
	BOARDTRONICS, INC.	IRRIGATION SUPPLIES	1,095.92
	BOARDTRONICS, INC.	IRRIGATION SUPPLIES	244.58
	BWI COMPANIES, INC	WETTING AGENTS	2,710.41
	BWI COMPANIES, INC	FERTILIZER	3,972.00
	MARK ALLEN STOW	SHOP DOOR REPAIR	1,250.00
	UNIFIRST HOLDINGS LP	AIR FRESHENER	2.00
	UNIFIRST HOLDINGS LP	AIR FRESHENER	2.00
	UNIFIRST HOLDINGS LP	AIR FRESHENER	2.00
	UNIFIRST HOLDINGS LP	SHOP TOWELS	11.19
	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
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	15.39
	AMERICAN BACTERIAL SOLUTIONS LLC	POND TREATMENT	550.00
	HOLLIDAY SAND & GRAVEL CO	SAND	265.92
	AT&T	LONG DISTANCE SERVICE	0.84
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	39.66
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	22.66
	JPMORGAN CHASE BANK	PROF TURF-PULLEY	51.30
	AEP/PSO	ELECTRIC USE	871.73
	JPMORGAN CHASE BANK	IBT INC-BEARINGS	32.56
	JPMORGAN CHASE BANK	OFFICE DEPOT-PAPER/INK	110.07
	JPMORGAN CHASE BANK	NORTHERN TOOL-BLOWER	315.14
	JPMORGAN CHASE BANK	SITE ONE-PLANTS	73.00
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	9.44
	JPMORGAN CHASE BANK	LOWES-RAKE/SHOVEL	52.17
	VERIZON WIRELESS	WIRELESS CONNECTION	40.01
	AT&T	CONSOLIDATED PHONE BILL	78.85
	CITY GARAGE	LABOR/OVERHEAD - JUNE, 20	65.33
	JPMORGAN CHASE BANK	OREILLY-HOSE MENDER	3.20
	JPMORGAN CHASE BANK	OREILLY-SOCKET SET	39.99
	JPMORGAN CHASE BANK	OREILLY-BELT/BATTERIES	18.30
	JPMORGAN CHASE BANK	PROF TURF-PARTS	816.41
	JPMORGAN CHASE BANK	P&K EQUIP-REPAIR PARTS	270.71
	JPMORGAN CHASE BANK	LOWES-PAPER CUPS	125.04

## Claims List

6/21/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
COURSE MAINT...	JPMORGAN CHASE BANK	LOWES-SUPPLIES	35.98
<b>TOTAL COURSE MAINT</b>			<b>16,731.39</b>
FOOD & BEV	JPMORGAN CHASE BANK	SADDORIS-LINEN RENTAL	184.80
	JPMORGAN CHASE BANK	SAMS CLUB-SUPPLIES	46.15
	JPMORGAN CHASE BANK	SAMS CLUB-SUPPLIES	81.35
<b>TOTAL FOOD &amp; BEV</b>			<b>312.30</b>
GOLF ADMIN	JPMORGAN CHASE BANK	MURPHY SANITARY-SUPPLIES	483.96
	JPMORGAN CHASE BANK	DUNBAR SIGN-SIGNS	1,192.50
	JPMORGAN CHASE BANK	LOWES-LIGHT BULBS	26.91
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	35.88
	JPMORGAN CHASE BANK	WASTE MGMT-REFUSE SERVICE	284.43
	JPMORGAN CHASE BANK	COURSETRENDS-WEB HOSTING	300.00
	AT&T LONG DISTANCE	LONG DISTANCE PHONE BILL	35.34
	AT&T	CONSOLIDATED PHONE BILL	86.03
	AEP/PSO	ELECTRIC USE	1,250.00
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	193.26
	AT&T	LONG DISTANCE SERVICE	1.85
<b>TOTAL GOLF ADMIN</b>			<b>3,890.16</b>
<b>FUND GRAND TOTAL</b>			<b>35,850.10</b>
<b>OPGA GRAND TOTAL</b>			<b>\$35,850.10</b>



**TO:** The Honorable Chair and Trustees  
Owasso Public Golf Authority

**FROM:** Linda Jones  
Finance Director

**SUBJECT:** Resolution 2016-02  
FY 2016-2017 Annual Operating Budget

**DATE:** June 17, 2016

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**BACKGROUND:**

Pursuant to statutory and Charter provisions, an annual operating budget for the General Fund, OPWA Fund, OPGA Fund and other funds has been developed and was transmitted for City Council review on May 10, 2016. The proposed budget was discussed during the May and June Council work sessions. Printed copies of the proposed budget have been available for public viewing at City Hall, the Owasso Library, and on the City's website.

On June 1, 2016, legal notice of a public hearing was published in the Owasso Reporter, and such hearing was conducted on June 7, 2016. The public hearing provided opportunity for citizen comment and questions relating to the proposed budget.

Resolution 2016-02 provides for the adoption of a fiscal year budget for the Owasso Public Golf Authority.

**RECOMMENDATION:**

Staff recommends approval of Resolution 2016-02 adopting a Fiscal Year 2016-2017 budget for the OPGA Fund.

**ATTACHMENT:**

OPGA Resolution 2016-02

**OWASSO PUBLIC GOLF AUTHORITY  
OWASSO, OKLAHOMA  
OPGA RESOLUTION 2016-02**

**A RESOLUTION PROVIDING FOR THE ADOPTION OF AN ANNUAL BUDGET FOR FISCAL YEAR 2016-17 FOR THE OWASSO PUBLIC GOLF AUTHORITY.**

**WHEREAS**, The Owasso Public Golf Authority was created as a Title 60 Public Trust; and

**WHEREAS**, The Authority Manager has prepared a budget for the fiscal year ending June 30, 2017 (FY 2016-2017); and

**WHEREAS**, the budget has been formally presented to the Trustees; and

**WHEREAS**, certain budget filing requirements are mandated by State Statutes.

**NOW, THEREFORE, BE IT RESOLVED BY THE TRUSTEES OF THE OWASSO PUBLIC GOLF AUTHORITY,**

**THAT:** Resources available in the amount of \$1,238,269 are hereby appropriated as follows:

Golf Shop	\$137,069
Golf Cart Operation	\$115,564
Golf Course Maintenance	\$627,659
Food and Beverage	\$137,365
General and Administrative	\$220,612

**THAT:** The effective date of this Resolution shall be July 1, 2016.

**PASSED, ADOPTED AND APPROVED** This 21<sup>th</sup> Day of June, 2016, by the Trustees of the Owasso Public Golf Authority.

\_\_\_\_\_  
Lyndell Dunn, Chair

ATTEST:

\_\_\_\_\_  
Sherry Bishop, Authority Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Julie Lombardi, Authority Attorney

OWASSO PUBLIC GOLF AUTHORITY  
PAYROLL PAYMENT REPORT  
PAY PERIOD ENDING DATE 06/11/16

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
Golf Shop Operations	3,594.16	5,195.77
Cart Operations	3,351.38	3,762.92
Golf Course Operations	14,456.88	20,351.12
Food & Beverage	4,067.98	5,712.53
General & Administration	3,282.51	4,952.39
<b>FUND TOTAL</b>	<b>28,752.91</b>	<b>39,974.73</b>

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

May 31, 2016

	Month To-Date	Year To-Date	Budget	Percent of Budget
<b>OPERATING REVENUES:</b>				
Golf shop fees	46,084	410,923	\$ 572,300	71.80%
Merchandise sales	13,190	112,900	140,000	80.64%
COS -- merchandise	(9,622)	(85,999)	(100,000)	86.00%
Cart Rental	11,855	104,808	125,000	83.85%
Food & beverage	15,607	134,617	189,300	71.11%
COS -- food & beverage	(6,635)	(60,813)	(86,000)	70.71%
Other Revenue	80	662	700	94.62%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 70,559</b>	<b>\$ 617,097</b>	<b>\$ 841,300</b>	<b>73.35%</b>
<b>OPERATING EXPENSES:</b>				
Golf Shop	\$ (14,269)	\$ (116,650)	\$ (133,227)	87.56%
Cart Operations	(12,651)	(102,205)	(102,792)	99.43%
Golf Course Maintenance	(61,978)	(574,274)	(583,959)	98.34%
Food & Beverage	(15,454)	(112,498)	(126,559)	88.89%
Golf Administration	(22,034)	(193,383)	(224,364)	86.19%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ (126,387)</b>	<b>\$ (1,099,010)</b>	<b>\$ (1,170,901)</b>	<b>93.86%</b>
<b>OPERATING INCOME (LOSS)</b>	<b>\$ (55,828)</b>	<b>\$ (481,913)</b>	<b>\$ (329,601)</b>	
Transfer from General	\$ -	\$ 250,000	\$ 350,000	71.43%
<b>TOTAL OTHER REVENUES</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ 350,000</b>	<b>71.43%</b>
<b>NET INCOME (LOSS)</b>	<b>\$ (55,828)</b>	<b>\$ (231,913)</b>	<b>\$ 20,399</b>	
<b>ENCUMBRANCES OUTSTANDING</b>		<b>\$ (10,649)</b>		
<b>FUND BALANCE (Budgetary Basis)</b>				
Beginning Balance		(3,512,420)	(3,512,420)	
Ending Balance		<u>\$ (3,754,981)</u>	<u>\$ (3,492,021)</u>	