

**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, July 19, 2016 – 6:30 pm

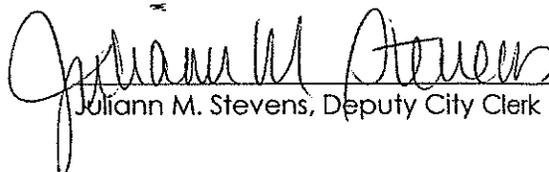
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JUL 15 2016

City Clerk's Office

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:
 - July 5, 2016, Regular Meeting
 - July 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:
 - Pay Period Ending Date 7/9/16
 - Monthly Budget Status Report – June 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, 200 S Main (west entrance), Owasso, OK bulletin board at 6:00 pm on Friday, July 15, 2016.



Juliann M. Stevens, Deputy City Clerk

OWASSO PUBLIC GOLF AUTHORITY

MINUTES OF REGULAR MEETING Tuesday, July 5, 2016

The Owasso Public Golf Authority met in regular session on Tuesday, July 5, 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, July 1, 2016.

1. Call to Order

Chair Lyndell Dunn called the meeting to order at 7:52 pm.

2. Roll Call

Present

Absent

Chair – Lyndell Dunn

Trustee – Jeri Moberly

Vice-Chair – Chris Kelley

Trustee – Doug Bonebrake

Trustee – Bill Bush

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:

- June 21, 2016, Regular Meeting

B. Approve claims

Mr. Bonebrake moved, seconded, by Dr. Kelley to approve the Consent Agenda with claims totaling \$7,373.27.

YEA: Bonebrake, Bush, Kelley, Dunn

NAY: None

Motion carried: 4-0

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:
 - Pay Period Ending Date 6/25/16

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

YEA: Bonebrake, Bush, Kelley, Dunn

NAY: None

Motion carried 4-0 and the meeting adjourned at 7:54 pm.

Lyndell Dunn, Chair

Lisa Wilson, Minute Clerk

OWASSO CITY COUNCIL, OPWA & OPGA

MINUTES OF JOINT REGULAR MEETING

Tuesday, July 12, 2016

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

1. Call to Order

Vice Mayor/Vice Chair Chris Kelley called the meeting to order at 6:00 pm.

Present

Vice-Mayor/Vice-Chair – Chris Kelley

Councilor/Trustee – Doug Bonebrake

Councilor/Trustee – Bill Bush

Councilor/Trustee – Jeri Moberly

A quorum was declared present.

Absent

Mayor/Chair – Lyndell Dunn

2. Discussion relating to Community Development items

A. Planned Unit Development – PUD-16-03 (OZ-16-06), Tyann Villa (immediately east of Smith Elementary School)

B. Planned Unit Development – PUD-16-04, Owasso 140 (north side of E 76 St N approximately ¼ mile west of N 161 E Ave)

C. Specific Use Permit – SUP-16-02, IQ Car Wash (8702 N Garnett Rd)

D. Zoning Code and Land Use Updates

Bronce Stephenson presented each item and discussion was held. It was explained that items 2A, 2B, and 2C would be on the July 19, 2016 Council agenda for consideration and action.

3. Discussion relating to Public Works items

Roger Stevens

A. Bid Award – CDBG Sidewalk Project

B. Bid Award – Bailey Golf Course Dam Repair Project

C. FY 2016 Street Rehabilitation Project Update

Dwayne Henderson presented each item and discussion was held. It was explained that items 3A and 3B would be on the July 19, 2016 Council agenda for consideration and action.

4. Discussion relating to proposed utility rate increases

Linda Jones presented the item and discussion was held. Roger Stevens discussed increased operation costs. It was explained that the proposed Ordinance and Resolutions would be presented to the Council/OPWA in August for consideration and action.

5. Discussion relating to Council Orientation and Review

Julie Lombardi presented the item and discussion was held.

6. Discussion relating to City Manager items

- Center for Economic Development Law (CEDL) contract

- Mission, Vision, Values

- Monthly sales tax report

- City Manager report

Warren Lehr and Julie Lombardi presented a proposed contract for legal services and discussion was held. It was explained that an item would be presented to Council during the July 19, 2016 meeting for consideration and action. Mr. Lehr presented a tri-fold brochure detailing the City's management and work philosophy 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 hall location at 200 S Main is open for business; and that the Keep Owasso Clean program had a successful event on Saturday, July 9.

7. City Council/Trustee comments and inquiries

None

8. Adjournment

The meeting adjourned at 9:15 pm.

Chris Kelley, Vice Mayor/ ViceChair

Juliann M. Stevens, Minute Clerk

Claims List

7/19/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
OPGA	JPMORGAN CHASE BANK	SAMS CLUB-FOOD	50.04
	JPMORGAN CHASE BANK	SAMS CLUB-FOOD	882.29
	JPMORGAN CHASE BANK	SAMS CLUB-FOOD	278.55
	JPMORGAN CHASE BANK	SAMS CLUB-FOOD	253.85
	JPMORGAN CHASE BANK	SAMS CLUB-FOOD	335.59
	JPMORGAN CHASE BANK	SYSCO-FOOD	512.25
	JPMORGAN CHASE BANK	SYSCO-FOOD	791.16
	JPMORGAN CHASE BANK	GRT PLAINS-BEVERAGES	355.00
	JPMORGAN CHASE BANK	GREAT PLAINS-BEVERAGES	268.50
	JPMORGAN CHASE BANK	GREAT PLAINS-BEVERAGES	143.50
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	258.91
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	1,541.76
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	29.80
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	193.66
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	447.90
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	39.43
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	47.33
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	44.19
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	127.49
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	70.97
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	254.48
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	336.40
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	178.82
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	122.30
	JPMORGAN CHASE BANK	CALLAWAY-MERCHANDISE	1,106.56
	JPMORGAN CHASE BANK	SAMS CLUB-FOOD	84.78
	JPMORGAN CHASE BANK	REASORS-FOOD	19.95
	JPMORGAN CHASE BANK	REASORS-FOOD	7.18
	JPMORGAN CHASE BANK	REASORS-BEER	252.89
	JPMORGAN CHASE BANK	TEXOMA-MERCHANDISE	278.98
	JPMORGAN CHASE BANK	PING-MERCHANDISE	811.00
	JPMORGAN CHASE BANK	PING-MERCHANDISE	642.48
	JPMORGAN CHASE BANK	PING-MERCHANDISE	345.03
	BGR DAILY ACCT.	REIMB GOLF PETTY CASH	615.05
	BGR DAILY ACCT.	REIMB GOLF PETTY CASH	535.50
	JPMORGAN CHASE BANK	CUTTER & BUCK-MERCHANDISE	402.40
	JPMORGAN CHASE BANK	CUTTER & BUCK-MERCHANDISE	427.18
TOTAL OPGA			13,093.15
GOLF SHOP	JPMORGAN CHASE BANK	USPS-SHIPPING	13.55
TOTAL GOLF SHOP			13.55
CART OPERATIONS	YAMAHA GOLF CAR COMPANY	REPAIR SERVICES	95.73
	YAMAHA GOLF CAR COMPANY	REPAIR SERVICES	434.91

Claims List

7/19/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
CART OPERATIONS...	YAMAHA MOTOR CORPORATION, USA	GOLF CART LEASE	3,595.49
TOTAL CART OPERATIONS			4,126.13
COURSE MAINT	AT&T	LONG DISTANCE PHONE BILL	0.76
	P & K EQUIPMENT	AERWAY TINES	1,219.20
	P & K EQUIPMENT	CAP	4.00
	BOARDTRONICS, INC.	IRRIGATION FACEPLATE	329.05
	UNIFIRST HOLDINGS LP	AIR FRESHENER	4.00
	UNIFIRST HOLDINGS LP	SHOP TOWELS	22.38
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	44.53
	UNIFIRST HOLDINGS LP	AIR FRESHENER	2.00
	UNIFIRST HOLDINGS LP	TOWEL SERVICE	11.19
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	15.39
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	39.88
	JPMORGAN CHASE BANK	EQUIPMENT ONE-RETURN	-40.00
	JPMORGAN CHASE BANK	P&K EQUIP-RETURN	-125.69
	CITY GARAGE	LABOR/OVERHEAD - JULY, 20	71.83
	JPMORGAN CHASE BANK	BROWN FARMS-SOD	85.00
	JPMORGAN CHASE BANK	ROBERTSON TIRE-TIRES	148.00
	JPMORGAN CHASE BANK	EQUIPMENT ONE-RENTAL	95.00
	JPMORGAN CHASE BANK	P&K EQUIP-REPAIR PARTS	261.22
	BWI COMPANIES, INC	WETTING AGENT PELLETS	252.05
	BWI COMPANIES, INC	CHEMICALS	65.88
	HARRELL'S, LLC	HERBICIDE	442.06
	HARRELL'S, LLC	FUNGICIDE	1,301.76
	BWI COMPANIES, INC	INSECTICIDE	256.39
	JPMORGAN CHASE BANK	OREILLY-RETURN	-47.96
	JPMORGAN CHASE BANK	OREILLY-OIL FILTER	7.46
	JPMORGAN CHASE BANK	OREILLY-MOTOR OIL/FILTER	81.73
	JPMORGAN CHASE BANK	OREILLY-MOTOR OIL	71.96
	JPMORGAN CHASE BANK	KUBOTA-REPAIR PARTS	45.04
	JPMORGAN CHASE BANK	WALMART-COFFEE	8.48
	JPMORGAN CHASE BANK	WALMART-BATTERIES	5.67
	JPMORGAN CHASE BANK	HARRELLS-PESTICIDES	1,806.32
	JPMORGAN CHASE BANK	HARRELLS-FERTILIZER	368.73
	JPMORGAN CHASE BANK	PRECISION-CUP DISPENSERS	94.93
	JPMORGAN CHASE BANK	LUBER BROS-FILTERS/SPRING	171.39
	JPMORGAN CHASE BANK	P&K EQUIP-FUEL LINE/CABLE	65.07
	JPMORGAN CHASE BANK	P&K EQUIP-REPAIR PART	4.30
	JPMORGAN CHASE BANK	LUBER BROS-WHEEL ASSEMBLY	239.89
	JPMORGAN CHASE BANK	LUBER BROS-FILTERS	145.29
	VERIZON WIRELESS	WIRELESS CONNECTION	40.01
	AT&T	CONSOLIDATED PHONE BILL	80.25

Claims List

7/19/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
TOTAL COURSE MAINT			7,694.44
FOOD & BEV	JPMORGAN CHASE BANK	SYSCO-SUPPLIES	103.03
	JPMORGAN CHASE BANK	MURPHY SANITARY-SUPPLIES	141.49
	JPMORGAN CHASE BANK	SAMS CLUB-SUPPLIES	39.85
	JPMORGAN CHASE BANK	SAMS CLUB-SUPPLIES	74.94
	JPMORGAN CHASE BANK	SAMS CLUB-SUPPLIES	161.90
	JPMORGAN CHASE BANK	SAMS CLUB-SUPPLIES	49.68
	JPMORGAN CHASE BANK	SAMS CLUB-SUPPLIES	46.60
	JPMORGAN CHASE BANK	SAMS CLUB-SUPPLIES	19.88
TOTAL FOOD & BEV			637.37
GOLF ADMIN	JPMORGAN CHASE BANK	COURSE TRENDS-WEB HOSTING	300.00
	JPMORGAN CHASE BANK	MURPHY SANITARY-SUPPLIES	225.44
	JPMORGAN CHASE BANK	USPS-SHIPPING	94.00
	JPMORGAN CHASE BANK	OFFICE DEPOT-PAPER	29.99
	JPMORGAN CHASE BANK	PGA-PGA DUES	484.00
	JPMORGAN CHASE BANK	COMMUNITY MATTERS-MAPS	300.00
	JPMORGAN CHASE BANK	COX-CABLE	75.43
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	211.18
	XEROX CORPORATION	COPIES	69.53
	JPMORGAN CHASE BANK	MURPHY SANITARY-SUPPLIES	177.64
	AT&T	CONSOLIDATED PHONE BILL	87.55
	GPS TECHNOLOGIES, INC	CART GPS LEASE	840.00
	JPMORGAN CHASE BANK	XEROX-COPIER SERVICE	53.15
	JPMORGAN CHASE BANK	MURPHY SANITARY-SUPPLIES	282.54
	AT&T	LONG DISTANCE PHONE BILL	3.02
	FELKINS ENTERPRISES, LLC	MEMBER FEE RACK CARDS	175.00
	TOTAL GOLF ADMIN		
FUND GRAND TOTAL			28,973.11
OPGA GRAND TOTAL			\$28,973.11

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 07/09/16

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
Golf Shop Operations	3,388.06	4,965.77
Cart Operations	2,525.88	2,836.07
Golf Course Operations	13,567.13	19,265.27
Food & Beverage	3,457.83	5,031.49
General & Administration	3,325.75	5,008.07
<u>FUND TOTAL</u>	<u>26,264.65</u>	<u>37,106.67</u>

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

June 30, 2016				
	Month To-Date	Year To-Date	Budget	Percent of Budget
OPERATING REVENUES:				
Golf shop fees	\$ 66,330	\$ 477,253	\$ 572,300	83.39%
Merchandise sales	19,505	132,405	140,000	94.57%
COS -- merchandise	(16,837)	(102,836)	(100,000)	102.84%
Cart Rental	13,805	118,612	125,000	94.89%
Food & beverage	17,672	152,289	189,300	80.45%
COS -- food & beverage	(7,432)	(68,245)	(86,000)	79.35%
Other Revenue	187	849	700	121.30%
TOTAL OPERATING REVENUES	\$ 93,230	\$ 710,327	\$ 841,300	84.43%
OPERATING EXPENSES:				
Golf Shop	\$ (7,210)	\$ (123,860)	\$ (133,227)	92.97%
Cart Operations	(11,457)	(113,662)	(102,792)	110.57%
Golf Course Maintenance	(60,020)	(634,294)	(583,959)	108.62%
Food & Beverage	(8,703)	(121,201)	(126,559)	95.77%
Golf Administration	(14,191)	(207,574)	(224,364)	92.52%
TOTAL OPERATING EXPENSES	\$ (101,581)	\$ (1,200,591)	\$ (1,170,901)	102.54%
OPERATING INCOME (LOSS)	\$ (8,351)	\$ (490,264)	\$ (329,601)	
Transfer from General	\$ 300,000	\$ 550,000	\$ 350,000	157.14%
TOTAL OTHER REVENUES	\$ 300,000	\$ 550,000	\$ 350,000	157.14%
NET INCOME (LOSS)	\$ 291,649	\$ 59,736	\$ 20,399	
ENCUMBRANCES OUTSTANDING		\$ (5,535)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		(3,512,420)	(3,512,420)	
Ending Balance		<u>\$ (3,458,219)</u>	<u>\$ (3,492,021)</u>	