

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

RECEIVED  
SEP 16 2016  
City Clerk's Office

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Council Chambers, Old Central Building  
109 N Birch, Owasso, OK 74055  
Regular Meeting  
Tuesday, September 20, 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:
    - September 6, 2016, Regular Meeting
    - September 13, 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 9/3/16
  - Monthly Budget Status Report – August 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 side), at 6:00 pm on Friday, September 16, 2016.

  
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Sherry Bishop, City Clerk

# OWASSO PUBLIC GOLF AUTHORITY

## MINUTES OF REGULAR MEETING

Tuesday, September 6, 2016

The Owasso Public Golf Authority met in regular session on Tuesday, September 6, 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 posted at City Hall, 200 S Main (west side), at 6:00 pm on Friday, September 2, 2016.

**1. Call to Order**

Chair Lyndell Dunn called the meeting to order at 7:55 pm.

**2. Roll Call**

Present	Absent
Chair – Lyndell Dunn	None

Vice-Chair – Chris Kelley

Trustee – Doug Bonebrake

Trustee – Bill Bush

Trustee – Jeri Moberly

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:**

- August 16, 2016, Regular Meeting

**B. Approve claims**

Dr. Kelley moved, seconded by Mr. Bush to approve the Consent Agenda with claims totaling \$20,847.53.

YEA: Bonebrake, Bush, Kelley, Moberly, Dunn

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 Reports:

- o Pay Period Ending Date 8/20/16

**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 Ms. Moberly to adjourn the meeting.

YEA: Bonebrake, Bush, Kelley, Moberly, Dunn

NAY: None

Motion carried 5-0 and the meeting adjourned at 7:56 pm.

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Lyndell Dunn, Chair

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Juliann M. Stevens, Minute Clerk

# OWASSO CITY COUNCIL, OPWA & OPGA

## MINUTES OF JOINT REGULAR MEETING Tuesday, September 13, 2016

The Owasso City Council, Owasso Public Works Authority, and Owasso Public Golf Authority met in a joint regular meeting on Tuesday, September 13, 2016, in the Council Chambers at Old Central, 109 N Birch Street, Owasso, Oklahoma per the Notice of Public Meeting and Agenda filed in the office of the City Clerk and posted at City Hall, 200 S Main (west side), at 6:00 pm on Friday, September 9, 2016.

### 1. Call to Order

Mayor/Chair Lyndell Dunn called the meeting to order at 6:16 pm.

Present

Mayor/Chair – Lyndell Dunn

Vice-Mayor/Vice-Chair – Chris Kelley

Councilor/Trustee – Doug Bonebrake

Absent

Councilor/Trustee – Jeri Moberly

Councilor/Trustee – Bill Bush

A quorum was declared present.

### 2. Discussion relating to Tax Increment Financing (TIF) Districts

Bronce Stephenson, Chelsea Levo, and Leslie Batchelor, Center for Economic Development Law, presented the item and discussion was held. It was further explained that a Resolution related to the development of a project plan and creation of a TIF review committee would be placed on the September 20, 2016 Council agenda for consideration and action.

### 3. Discussion relating to Community Development items

A. Specific Use Permit – Jim Glover Auto Family Coffee Creek Dealership (10500 block of HWY 169 east service road)

B. Final Plat – Somerset (north side of E 96 St N, approximately ½ mile west of N 145 E Ave)

Bronce Stephenson presented Items 3A and 3B and discussion was held. It was further explained that Items 3A and 3B would be placed on the September 20, 2016 Council agenda for consideration and action.

### 4. Discussion relating to financing capital improvement projects

Linda Jones presented the item and discussion was held.

### 5. Discussion relating to Fire Station No. 4 and a project design services contract

Chris Garrett presented the item and discussion was held. It was further explained that an item would be placed on the September 20, 2016 Council agenda for consideration and action.

### 6. Discussion relating to Public Works items

A. Street Rehabilitation Program – FY 17 Project Priority List

B. 76 & Main Intersection Improvement Project – Design Presentation

Roger Stevens presented Items 6A and 6B and discussion was held. It was further explained that Item 6A would be placed on the September 20, 2016 Council agenda for consideration and action.

**7. Discussion relating to a proposed resolution supporting the Tulsa Regional Chamber OneVoice Legislative Agenda**

John Feary presented the item and discussion was held. It was further explained that an item would be placed on the September 20, 2016 Council agenda for consideration and action.

**8. Discussion relating to City Manager items**

- Monthly sales tax report
- City Manager report

Linda Jones provided the monthly sales tax report and discussion was held. Under the City Manager Report, Mr. Lehr advised that staff is reviewing the current Alarm Ordinance for efficiencies; FY 16 budget carry-over requests would be submitted for consideration and action in October; a consent agenda item will be placed on the September 20, 2016 Council agenda to accept a land donation from the Larkin Bailey Foundation; the State of the City presentation will take place on Friday, September 16; and acknowledged the city's annual block party event held on Saturday, September 10.

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

None

**10. Adjournment**

The meeting adjourned at 10:00 pm.

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Lyndell Dunn, Chair

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Juliann M. Stevens, Minute Clerk

## Claims List

9/20/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
OPGA	JPMORGAN CHASE BANK	SAMSCLUB-RETURN	-21.94
	JPMORGAN CHASE BANK	SAMSCLUB-FOOD	223.34
	JPMORGAN CHASE BANK	SAMSCLUB-FOOD	280.36
	JPMORGAN CHASE BANK	GRT PLAINS-BEVERAGE ORDER	232.94
	JPMORGAN CHASE BANK	GRT PLAINS-BEVERAGE ORDER	170.32
	JPMORGAN CHASE BANK	GRT PLAINS-BEVERAGE ORDER	296.48
	JPMORGAN CHASE BANK	GRT PLAINS-BEVERAGE ORDER	458.50
	JPMORGAN CHASE BANK	GRT PLAINS-FOOD	315.74
	JPMORGAN CHASE BANK	GRT PLAINS-BEVERAGE ORDER	473.54
	JPMORGAN CHASE BANK	SAMSCLUB-FOOD	265.24
	BGR DAILY ACCT.	REIMB GOLF PETTY CASH	1,946.10
	JPMORGAN CHASE BANK	WALMART-FOOD	21.34
	JPMORGAN CHASE BANK	SAMSCLUB-FOOD	129.58
	JPMORGAN CHASE BANK	REASORS-BEER	99.95
	JPMORGAN CHASE BANK	REASORS-FOOD	9.98
	JPMORGAN CHASE BANK	PING-MERCHANDISE	159.30
	JPMORGAN CHASE BANK	PING-MERCHANDISE	205.80
	<b>TOTAL OPGA</b>		
GOLF SHOP	JPMORGAN CHASE BANK	PGA-PLAYER ABILITY TEST	100.00
	OKLAHOMA GOLF ASSOCIATION	HANDICAP SERVICES	320.00
<b>TOTAL GOLF SHOP</b>			<b>420.00</b>
CART OPERATIONS	JPMORGAN CHASE BANK	WALMART-HOSES/NOZZLES	38.44
	JPMORGAN CHASE BANK	LOWES-HOSE CLAMP	7.96
<b>TOTAL CART OPERATIONS</b>			<b>46.40</b>
COURSE MAINT	JPMORGAN CHASE BANK	HD SUPPLY-COUPLING	54.60
	JPMORGAN CHASE BANK	R & R PRODUCTS-TINES	357.16
	JPMORGAN CHASE BANK	OREILLY-GREASE	49.90
	JPMORGAN CHASE BANK	OREILLY-SWITCH	4.99
	JPMORGAN CHASE BANK	OREILLY-FILTERS/OIL	111.75
	YAMAHA GOLF CAR COMPANY	CART REPAIRS	320.91
	CITY GARAGE	LABOR OVERHEAD CHGS - SEP	71.83
	JPMORGAN CHASE BANK	PRECISION SMALL ENG-METER	1,086.61
	JPMORGAN CHASE BANK	LUBER BROS-BEFCO PTO PART	203.54
	JPMORGAN CHASE BANK	KUBOTA-OIL PIPE ASSEMBLY	43.28
	JPMORGAN CHASE BANK	EQUIP ONE-RENTAL	41.00
	UNIFIRST HOLDINGS LP	AIR FRESHENER	8.20
	UNIFIRST HOLDINGS LP	SHOP TOWELS	12.84
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	11.39
	UNIFIRST HOLDINGS LP	AIR FRESHENER	6.00
	UNIFIRST HOLDINGS LP	SHOP TOWELS	12.84

## Claims List

9/20/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
COURSE MAINT...	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	11.39
	BWI COMPANIES, INC	INSECTICIDE	121.72
	BWI COMPANIES, INC	HERBICIDE	332.42
	HOLLIDAY SAND & GRAVEL CO	SAND	270.34
	HOLLIDAY SAND & GRAVEL CO	SAND	263.23
	OKLAHOMA STATE UNIVERSITY	SOIL TESTING	150.00
	STAND-BY PERSONNEL, INC	TEMP LABOR	396.76
	JR SIMPLOT COMPANY	SEAWEED EXTRACT	360.00
	BOARDTRONICS, INC.	COMMUNICATION CABLE	42.28
	AMERICAN BACTERIAL SOLUTIONS LLC	POND TREATMENTS	600.00
	VERIZON WIRELESS	WIRELESS CONNECTION	40.01
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	39.85
	JPMORGAN CHASE BANK	LOWES-BUCKETS/KNIVES	45.36
	JPMORGAN CHASE BANK	WINFIELD-PESTICIDES	403.98
	JPMORGAN CHASE BANK	AMER HOSE-WATER HOSE	47.50
	JPMORGAN CHASE BANK	LOWES-PAPER CUPS/SCOOP	143.99
	JPMORGAN CHASE BANK	LUBER BROS-BEFCO PTO PART	555.04
	AEP/PSO	ELECTRIC USE	1,919.39
	JPMORGAN CHASE BANK	BA ELECTRIC-FUSES	143.20
	JPMORGAN CHASE BANK	P & K EQUIP-SHAFT REPAIR	279.76
	JPMORGAN CHASE BANK	LOWES-SOCKET SET/BLADES	82.91
	JPMORGAN CHASE BANK	LOWES-PVC FITTING	3.92
	JPMORGAN CHASE BANK	P & K EQUIP-BEARING	94.31
	JPMORGAN CHASE BANK	LUBER BROS-FILTERS	74.94
	JPMORGAN CHASE BANK	MAIL THIS-TURF SHIPPING	24.94
	JPMORGAN CHASE BANK	MAIL THIS-SHIPPING	16.89
	JPMORGAN CHASE BANK	LOWES-RETURN	-49.97
TCF NATIONAL BANK	EQUIPMENT LEASE	5,058.28	
AT&T	LONG DISTANCE PHONE BILL	2.07	
<b>TOTAL COURSE MAINT</b>			<b>13,871.35</b>
FOOD & BEV	JPMORGAN CHASE BANK	SAMSCLUB-SUPPLIES	19.98
	JPMORGAN CHASE BANK	SAMSCLUB-SUPPLIES	35.86
	JPMORGAN CHASE BANK	SAMSCLUB-SUPPLIES	50.84
	JPMORGAN CHASE BANK	SADDORIS-LINEN RENTALS	72.93
	JPMORGAN CHASE BANK	SAMSCLUB-SUPPLIES	33.52
	JPMORGAN CHASE BANK	SADDORIS-LINEN RENTALS	241.34
<b>TOTAL FOOD &amp; BEV</b>			<b>454.47</b>
GOLF ADMIN	PROPACK	REPAIR DEDUCTIBLE	5,000.00
	JPMORGAN CHASE BANK	COURSETRENDS-WEB HOSTING	300.00
	XEROX CORPORATION	COPIER SERVICE	49.28
	AT&T	LONG DISTANCE PHONE BILL	0.72
	AEP/PSO	ELECTRIC USE	2,018.84

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## Claims List

9/20/2016

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Budget Unit Title	Vendor Name	Payable Description	Payment Amount
GOLF ADMIN...	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	110.58
	JPMORGAN CHASE BANK	BROOKS GREASE-MAINTENANCE	125.00
TOTAL GOLF ADMIN			7,604.42
<b>FUND GRAND TOTAL</b>			<b>27,663.21</b>
<b>OPGA GRAND TOTAL</b>			<b>\$27,663.21</b>

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OWASSO PUBLIC GOLF AUTHORITY  
PAYROLL PAYMENT REPORT  
PAY PERIOD ENDING DATE 09/03/16

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
Golf Shop Operations	2,920.25	4,440.52
Cart Operations	2,303.46	2,586.34
Golf Course Operations	10,475.91	15,785.65
Food & Beverage	2,213.63	3,624.29
General & Administration	3,325.75	5,008.07
<u>FUND TOTAL</u>	<u>21,239.00</u>	<u>31,444.87</u>

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

August 31, 2016				
	Month To-Date	Year To-Date	Budget	Percent of Budget
<b>OPERATING REVENUES:</b>				
Golf shop fees	\$ 44,897	\$ 95,368	\$ 567,300	16.81%
Merchandise sales	11,614	25,145	140,000	17.96%
COS -- merchandise	(9,941)	(19,267)	(100,000)	19.27%
Cart Rental	14,398	30,654	130,000	23.58%
Food & beverage	7,225	25,230	189,300	13.33%
COS -- food & beverage	(3,473)	(10,420)	(86,000)	12.12%
Other Revenue	123	208	700	29.70%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 64,842</b>	<b>\$ 146,917</b>	<b>\$ 841,300</b>	<b>17.46%</b>
<b>OPERATING EXPENSES:</b>				
Golf Shop	\$ (10,829)	\$ (24,589)	\$ (137,069)	17.94%
Cart Operations	(10,869)	(21,293)	(115,564)	18.43%
Golf Course Maintenance	(61,799)	(116,117)	(627,659)	18.50%
Food & Beverage	(11,990)	(22,742)	(137,365)	16.56%
Golf Administration	(19,603)	(36,884)	(220,612)	16.72%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ (115,090)</b>	<b>\$ (221,625)</b>	<b>\$ (1,238,269)</b>	<b>17.90%</b>
<b>OPERATING INCOME (LOSS)</b>	<b>\$ (50,248)</b>	<b>\$ (74,707)</b>	<b>\$ (396,969)</b>	
Transfer from General	\$ -	\$ -	\$ 450,000	0.00%
<b>TOTAL OTHER REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 450,000</b>	<b>0.00%</b>
<b>NET INCOME (LOSS)</b>	<b>\$ (50,248)</b>	<b>\$ (74,707)</b>	<b>\$ 53,031</b>	
<b>ENCUMBRANCES OUTSTANDING</b>		<b>\$ (101,122)</b>		
<b>FUND BALANCE (Budgetary Basis)</b>				
Beginning Balance		(3,410,667)	(3,410,667)	
Ending Balance		<u>\$ (3,586,497)</u>	<u>\$ (3,357,636)</u>	