

**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, November 15, 2016 – 6:30 pm

RECEIVED
NOV 11 2016 *lw*
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:
 - November 1, 2016, Regular Meeting
 - November 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**
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 10/29/16
 - Monthly Budget Status Report – October 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, at 6:00 pm on Friday, November 11, 2016.



Sherry Bishop, City Clerk

OWASSO PUBLIC GOLF AUTHORITY

MINUTES OF REGULAR MEETING Tuesday, November 1, 2016

The Owasso Public Golf Authority met in regular session on Tuesday, November 1, 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 St, at 6:00 pm on Friday, October 28, 2016.

1. Call to Order

Chair Lyndell Dunn called the meeting to order at 7:03 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:
 - October 18, 2016, Regular Meeting
- B. Approve claims

Mr. Bonebrake moved, seconded by Dr. Kelley to approve the Consent Agenda with claims totaling \$25,131.15.

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

Chris Cook presented the Quarterly Golf Report.

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 10/15/16

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

Dr. Kelley moved, seconded by Mr. Bonebrake to adjourn the meeting.

YEA: Bonebrake, Bush, Kelley, Moberly, Dunn

NAY: None

Motion carried 5-0 and the meeting adjourned at 7:33 pm.

Lyndell Dunn, Chair

Lisa Wilson, Minute Clerk

OWASSO CITY COUNCIL, OPWA & OPGA

MINUTES OF JOINT REGULAR MEETING Tuesday, November 8, 2016

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

Call to Order

Mayor/Chair Lyndell Dunn called the meeting to order at 6:03 pm.

Present

Mayor/Chair – Lyndell Dunn

Councilor/Trustee – Bill Bush

Councilor/Trustee – Jeri Moberly

A quorum was declared present.

Absent

Vice-Mayor/Vice-Chair – Chris Kelley

Councilor/Trustee – Doug Bonebrake

Ms. Moberly advised that she would be leaving the meeting at 7:00pm. Mayor Dunn advised that the presentations would not be made in the order of the posted meeting agenda. These minutes will reflect the order in which presentation were made.

Discussion relating to Festival Park Design

Larry Langford presented the item. It was explained that the engineering firm, GH2, would be attending the December work session to present additional project information.

Discussion relating to Police items

A. Amending the Owasso Code of Ordinances, Part 10, Chapter 8, Alarms

B. Engineering services and architectural contract – Police Building

Scott Chambless presented the items. It was explained that item A would be presented at the December work session. It was further explained that staff anticipates placing item B on the December 6 agenda for Council consideration and action.

Discussion relating to Tax Incremental Financing (TIF) - Owasso Redbud District

Bronce Stephenson presented an update on the activities of the TIF Review Committee. Discussion was held. It was explained that a public hearing would take place during the December 6 Council meeting.

Discussion relating to Community Development items

A. PUD-16-05 (OZ 16-08) – The Reunion Senior Housing (11900 block of E 98 St N behind the Owasso Market)

B. PUD-16-06 (OZ 16-09) – Mallard Crossing (located on the west side of N 145 E Ave approximately 500 feet north of E 106 St N)

C. Easement Closure – Braum's #156 (11503 E 76 St N)

D. Easement Closure – Hickory Creek (12805 E 67 St N)

E. Rezoning (OZ-16-10) – east of the intersection of E 114 St N and N Garnett Rd

F. Final Plat – FBC Mission Owasso (east of the intersection of E 114 St N and N Garnett Rd)

G. Final Plat – Abbott Farms I (east of the northeast corner of E 106 St N and N Mingo Rd and lies between the Owasso Sports Park and railroad tracks)

H. Resolution – Update to GrOwasso 2030 Land Use Master Plan

I. Nunc Pro Tunc Ordinance 1087, Amending the Zoning Code – with Emergency Clause

Bronce Stephenson presented each item. Discussion was held. It was explained that items A, B, E, F, G, H, and I would be placed on the November 15 Council agenda for consideration and action; and items C and D would be placed on the December 6 Council agenda for consideration and action.

Discussion relating to Public Works items

- A. Metropolitan Environmental Trust (M.E.T.) Household Pollutant Program
- B. Agreement for surveying services - E 116 St N, Mingo Rd to US Hwy 169 Roadway Widening Project
- C. Barrington Point Entrance (E 89 St N at N 129 E Ave)

Tim Doyle presented item A and discussion was held.

At 6:50pm, Ms. Moberly leaves the meeting. A quorum was no longer present. Discussion continued. No official action was taken related to City of Owasso, Owasso Public Works Authority, or Owasso Public Golf Authority business.

Dwayne Henderson presented items B and C. It was explained that both items would be placed on the November 15 Council agenda for consideration and action.

Discussion relating to amending the list of Capital Improvement Projects eligible for funding from the Capital Improvements Fund to include E 106 St N and N 129 E Ave intersection

Sherry Bishop presented the item. It was explained that the required public hearing will take place during the November 15 Council meeting.

Discussion relating to City Manager items

- Council meeting – July 4, 2017
- Monthly sales tax report
- City Manager report

Warren Lehr advised that the first meeting in July 2017 will fall on a holiday and staff anticipates moving the date of the meeting to Wednesday, July 5. Linda Jones presented the monthly sales tax report. Under the City Manager Report, Mr. Lehr provided dates for the following community events: Owasso Character Luncheon, Thursday, November 10; Annual Veterans Parade, Saturday, November 12; and City Hall Open House, Friday, November 18.

City Council/Trustee comments and inquiries

None

Adjournment

Mayor/Chair Dunn adjourned the meeting at 7:16 pm.

Lyndell Dunn, Mayor/Chair

Juliann M. Stevens, Clerk

Claims List

11/15/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
OPGA	JPMORGAN CHASE BANK	REASORS-FOOD	11.73
	JPMORGAN CHASE BANK	SAMS-FOOD	239.62
	JPMORGAN CHASE BANK	SAMS-FOOD	25.96
	JPMORGAN CHASE BANK	ALDI-FOOD	61.40
	JPMORGAN CHASE BANK	GRT PLAINS-BEVERAGES	107.94
	JPMORGAN CHASE BANK	NIKE-MERCHANDISE	94.16
	BGR DAILY ACCT.	REIMB GOLF PETTY CASH	142.20
TOTAL OPGA			683.01
CART OPERATIONS	JPMORGAN CHASE BANK	CLUB HOUSE-SAND BOTTLES	140.95
	YAMAHA GOLF CAR COMPANY	CART REPAIRS	101.68
	YAMAHA GOLF CAR COMPANY	CART REPAIRS	175.60
TOTAL CART OPERATIONS			418.23
COURSE MAINT	JPMORGAN CHASE BANK	LOWES-IRRIGATION HEADS	17.98
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	12.54
	BWI COMPANIES, INC	FUNGICIDE	1,409.33
	JPMORGAN CHASE BANK	LOWES-PIPE FITTINGS	33.21
	JPMORGAN CHASE BANK	WINFIELD-HERBICIDE	239.88
	CITY GARAGE	LABOR/OVERHEAD - NOV, 201	71.83
	TCF NATIONAL BANK	EQUIPMENT LEASE	5,058.28
	UNIFIRST HOLDINGS LP	SHOP TOWELS	12.84
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	11.39
	UNIFIRST HOLDINGS LP	ENV CHARGE	6.00
	TCF NATIONAL BANK	MAINTENANCE CART LEASE	1,160.00
	AT&T	CONSOLIDATED PHONE BILL	10.84
	VERIZON WIRELESS	WIRELESS CONNECTION	40.03
	AT&T	LONG DISTANCE PHONE BILL	0.41
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	40.46
TOTAL COURSE MAINT			8,125.02
FOOD & BEV	JPMORGAN CHASE BANK	ALDI-SUPPLIES	1.50
	JPMORGAN CHASE BANK	SAMS-SUPPLIES	43.64
	JPMORGAN CHASE BANK	UNITED LINEN-RENTAL	30.00
TOTAL FOOD & BEV			75.14
GOLF ADMIN	FELKINS ENTERPRISES, LLC	SIGNAGE	130.00
	JPMORGAN CHASE BANK	RANGE SERVANT-RGE MATS	1,556.00
	JPMORGAN CHASE BANK	AMER FIRE-SPRINKLER REPR	1,205.00
	JPMORGAN CHASE BANK	AMER FIRE-SPRINKLER INSP	475.00
	OWASSO CHAMBER OF COMMERCE	ADVERTISING	1,350.00
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	178.13
AT&T	LONG DISTANCE PHONE BILL	1.71	

Claims List

11/15/2016

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
GOLF ADMIN...	AT&T	CONSOLIDATED PHONE BILL	86.76
TOTAL GOLF ADMIN			4,982.60
FUND GRAND TOTAL			14,284.00
OPGA GRAND TOTAL			\$14,284.00

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 10/29/16

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
Golf Shop Operations	2,677.25	4,167.67
Cart Operations	1,922.76	2,158.38
Golf Course Operations	8,680.63	14,007.68
Food & Beverage	2,638.07	4,101.70
General & Administration	3,325.75	5,007.57
<u>FUND TOTAL</u>	<u>19,244.46</u>	<u>29,443.00</u>

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

October 31, 2016				
	Month To-Date	Year To-Date	Budget	Percent of Budget
OPERATING REVENUES:				
Golf shop fees	\$ 44,568	\$ 193,103	\$ 567,300	34.04%
Merchandise sales	7,806	48,244	140,000	34.46%
COS -- merchandise	(5,684)	(37,013)	(100,000)	37.01%
Cart Rental	10,145	55,699	130,000	42.85%
Food & beverage	15,543	52,254	189,300	27.60%
COS -- food & beverage	(5,689)	(21,877)	(86,000)	25.44%
Other Revenue	75	363	700	51.80%
TOTAL OPERATING REVENUES	\$ 66,763	\$ 290,772	\$ 841,300	34.56%
OPERATING EXPENSES:				
Golf Shop	\$ (9,052)	\$ (43,254)	\$ (137,069)	31.56%
Cart Operations	(10,089)	(41,402)	(115,564)	35.83%
Golf Course Maintenance	(66,513)	(235,274)	(627,659)	37.48%
Food & Beverage	(13,792)	(44,862)	(137,365)	32.66%
Golf Administration	(16,600)	(77,252)	(220,612)	35.02%
TOTAL OPERATING EXPENSES	\$ (116,046)	\$ (442,044)	\$ (1,238,269)	35.70%
OPERATING INCOME (LOSS)	\$ (49,283)	\$ (151,272)	\$ (396,969)	
Transfer from General	\$ -	\$ -	\$ 450,000	0.00%
TOTAL OTHER REVENUES	\$ -	\$ -	\$ 450,000	0.00%
NET INCOME (LOSS)	\$ (49,283)	\$ (151,272)	\$ 53,031	
ENCUMBRANCES OUTSTANDING		\$ (91,226)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		(3,454,647)	(3,410,667)	
Ending Balance		<u>\$ (3,697,145)</u>	<u>\$ (3,357,636)</u>	