


PUBLIC NOTICE OF THE MEETING OF THE
OWASSO PUBLIC GOLF AUTHORITY

RECEIVED
FEB 17 2017
City Clerk's Office

Council Chambers, Old Central Building
109 N Birch, Owasso, OK 74055
Regular Meeting
Tuesday, February 21, 2017 – 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:
 - February 7, 2017, Regular Meeting
 - February 14, 2017, 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 2/4/17
 - Monthly Budget Status Report – January 2017
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 St, at 6:00 pm on Friday, February 17, 2017



Sherry Bishop, City Clerk

OWASSO PUBLIC GOLF AUTHORITY

MINUTES OF REGULAR MEETING Tuesday, February 7, 2017

The Owasso Public Golf Authority met in regular session on Tuesday, February 7, 2017, 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, February 3, 2017.

1. Call to Order

Chair Lyndell Dunn called the meeting to order at 7:42 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:
 - January 17, 2017, Regular Meeting
- B. Approve claims

Mr. Bonebrake moved, seconded by Mr. Bush to approve the Consent Agenda with claims totaling \$19,367.52.

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 – Pay Period Ending Date 1/21/17

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

Ms. Moberly 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 7:43 pm.

Lyndell Dunn, Chair

Lisa Wilson, Minute Clerk

OWASSO CITY COUNCIL, OPWA & OPGA

MINUTES OF JOINT REGULAR MEETING Tuesday, February 14, 2017

The Owasso City Council, Owasso Public Works Authority, and Owasso Public Golf Authority met in a joint regular meeting on Tuesday, February 14, 2017, 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 at 6:00 pm on Friday, February 10, 2017.

1. Call to Order

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

Present	Absent
Mayor/Chair – Lyndell Dunn	None
Vice-Mayor/Vice-Chair – Chris Kelley	
Councilor/Trustee – Doug Bonebrake	
Councilor/Trustee – Bill Bush (arrived at 6:05 pm)	
Councilor/Trustee – Jeri Moberly	

A quorum was declared present.

2. Discussion relating to Policy Guide document for the Owasso Redbud District – Increment District No. 1 (TIF)

Bronce Stephenson presented the item and discussion was held. It was further explained that an item would be placed on the March 14, 2017, Work Session agenda for additional discussion.

3. Discussion relating to Community Development items

- A. Annexation (OA-16-05), approximately 20 acres and is located northeast of McCarty Park at 8200 N 91 E Ave
- B. Annexation (OA-17-01), east of the intersection of E 106 St N and N Garnett Rd on the north side of E 106 St N

Bronce Stephenson presented Items 3A and 3B and discussion was held. It was further explained that each item would be placed on the February 21, 2017, agenda for consideration and action.

4. Discussion relating to an economic development agreement with Garrett Creek Development, LLC

Chelsea Feary presented the item and discussion was held. It was further explained that an item would be placed on the February 21, 2017, agenda for consideration and action.

5. Discussion relating to amending the Owasso Code of Ordinances - Part 10, Chapter 8, Alarms

Scott Chambless presented the item and discussion was held. It was further explained that an item would be placed on the March 7, 2017, agenda for consideration and action.

Mr. Bush exited meeting at 6:51 pm.

6. Discussion relating to City Manager items

- Monthly sales tax report - Linda Jones presented the sales tax report and discussion was held.
- City Manager report – Warren Lehr reported on debris removal from the January storm. The Fire Station No. 4 Project will be bid with a general contractor. A preliminary contract has been signed with Nabholz Construction for Project Management for the Police Station remodel project. The neighborhood code enforcement/parking concern presented at the December 20, 2016, Council meeting has been resolved.

7. City Council/Trustee comments and inquiries
None

8. Adjournment
The meeting adjourned at 7:14 pm.

Lyndell Dunn, Mayor/Chair

Sherry Bishop, City Clerk

Claims List

2/21/2017

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
OPGA	JPMORGAN CHASE BANK	ALDI-FOOD	59.57
	JPMORGAN CHASE BANK	TAYLORMADE-MERCHANDISE	127.50
	JPMORGAN CHASE BANK	SYSCO-REFUND	-541.98
	JPMORGAN CHASE BANK	SAMS-FOOD	130.96
	JPMORGAN CHASE BANK	COCA COLA-BEVERAGES	194.67
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	1,867.61
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	2,721.70
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	59.24
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	301.18
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	50.70
	JPMORGAN CHASE BANK	GREAT PLAINS-REFUND	-40.00
	JPMORGAN CHASE BANK	SYSCO-FOOD	546.98
	JPMORGAN CHASE BANK	REASORS-FOOD	25.69
	JPMORGAN CHASE BANK	TAYLORMADE-MERCHANDISE	189.31
	JPMORGAN CHASE BANK	TAYLORMADE-MERCHANDISE	888.67
	JPMORGAN CHASE BANK	WALMART-FOOD	6.96
	JPMORGAN CHASE BANK	SAMS-FOOD	164.08
	JPMORGAN CHASE BANK	WALMART-FOOD	49.00
	JPMORGAN CHASE BANK	TEXOMA-MERCHANDISE	133.41
	JPMORGAN CHASE BANK	SAMS-FOOD	140.41
	JPMORGAN CHASE BANK	EXECUTIVE COFFEE-COFFEE	80.89
	JPMORGAN CHASE BANK	HANES GEAR-MERCHANDISE	1,073.26
	JPMORGAN CHASE BANK	SAMS-FOOD	42.24
	JPMORGAN CHASE BANK	GREAT PLAINS-BEVERAGES	404.36
	JPMORGAN CHASE BANK	OAKLEY-MERCHANDISE	105.00
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	962.66
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	218.89
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	159.34
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	92.12
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	330.96
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	55.61
JPMORGAN CHASE BANK	SYSCO-FOOD	546.98	
JPMORGAN CHASE BANK	TAYLORMADE-MERCHANDISE	43.95	
CALLAWAY GOLF SALES COMPANY	MERCHANDISE	817.25	
CALLAWAY GOLF SALES COMPANY	MERCHANDISE	435.38	
TOTAL OPGA			12,444.55
GOLF SHOP	JPMORGAN CHASE BANK	USPS-POSTAGE	10.55
TOTAL GOLF SHOP			10.55
CART OPERATIONS	JPMORGAN CHASE BANK	ATWOODS-BATTERIES/GLOVES	59.98
	JPMORGAN CHASE BANK	ATWOODS-BATTERIES	134.97
	JPMORGAN CHASE BANK	TIMMONS OIL-FUEL	660.49
	JPMORGAN CHASE BANK	CLUB HOUSE-BOTTLE HOLDERS	48.41

Claims List

2/21/2017

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
CART OPERATIONS...	JPMORGAN CHASE BANK	ATWOODS-BATTERIES	107.96
TOTAL CART OPERATIONS			1,011.81
COURSE MAINT	TCF NATIONAL BANK	MAINTENANCE CART LEASE	720.00
	WATER UTILITIES SERVICES, INC	IRRIGATION PARTS	113.43
	DAVID B. NOWLAND	GREENS FERTILIZER	367.00
	BROWN FARMS LLC	SOD	565.00
	YAMAHA MOTOR CORPORATION, USA	PARTS	277.32
	JPMORGAN CHASE BANK	OREILLY-PARTS	43.16
	JPMORGAN CHASE BANK	OREILLY-OIL FILTER	10.49
	JPMORGAN CHASE BANK	OREILLY-BEARING	3.56
	JPMORGAN CHASE BANK	OREILLY-FILTERS	51.96
	JPMORGAN CHASE BANK	OREILLY-SPARK PLUGS	30.93
	JPMORGAN CHASE BANK	OREILLY-FILTER	13.99
	JPMORGAN CHASE BANK	THOMPSON DIESEL-PARTS	27.24
	JPMORGAN CHASE BANK	OREILLY-FILTERS/OIL	179.75
	JPMORGAN CHASE BANK	OREILLY-SPARK PLUGS	10.66
	JPMORGAN CHASE BANK	OREILLY-MOTOR OIL/FILTERS	88.84
	JPMORGAN CHASE BANK	OREILLY-FILTERS	79.17
	CITY GARAGE	LABOR/OVERHEAD - FEB, 201	71.83
	JPMORGAN CHASE BANK	LOWES-RETURN	-1.64
	UNIFIRST HOLDINGS LP	SUPPLIES	15.55
	UNIFIRST HOLDINGS LP	SHOP TOWELS	12.84
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	11.39
	UNIFIRST HOLDINGS LP	SHOP TOWELS	12.84
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	11.39
	UNIFIRST HOLDINGS LP	SHOP TOWELS	12.84
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	11.39
	UNIFIRST HOLDINGS LP	ENV CHARGE	6.00
	UNIFIRST HOLDINGS LP	ENV CHARGE	6.00
	UNIFIRST HOLDINGS LP	ENV CHARGE	6.00
	JPMORGAN CHASE BANK	SITEONE-CREDIT	-201.50
	JPMORGAN CHASE BANK	PIONEER REVERE-PAINT	113.00
	JPMORGAN CHASE BANK	OKLA GOLF-OKGCSA DUES	75.00
	JPMORGAN CHASE BANK	HD SPLY-IRRIGATION CLAMPS	418.26
	JPMORGAN CHASE BANK	ISTRC-SOIL TEST FOR GREEN	1,000.00
	JPMORGAN CHASE BANK	P & K EQUIP-CLUTCH SLEEVE	179.65
	JPMORGAN CHASE BANK	P & K EQUIP-CALIBRATION	256.25
	JPMORGAN CHASE BANK	LOWES-DRAINAGE PIPE	73.00
	JPMORGAN CHASE BANK	LOWES-BUCKET LID/CLAMPS	25.34
	JPMORGAN CHASE BANK	TRAVEL EXPENSE	31.00
	JPMORGAN CHASE BANK	OKLA GOLF-REGISTRATION	30.00
	JPMORGAN CHASE BANK	UNITED-AIRFARE	438.60
	AEP/PSO	ELECTRIC USE	560.12

Claims List

2/21/2017

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
COURSE MAINT...	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	147.11
	JPMORGAN CHASE BANK	PROF TURF-FILTER	74.98
	JPMORGAN CHASE BANK	PROF TURF-OIL/FILTERS	142.40
	JPMORGAN CHASE BANK	LOWES-DRILL BIT	20.03
	JPMORGAN CHASE BANK	KUBOTA-GASKETS	27.42
TOTAL COURSE MAINT			6,169.59
FOOD & BEV	JPMORGAN CHASE BANK	SAMS-SUPPLIES	35.98
	JPMORGAN CHASE BANK	SYSCO-REFUND	-142.44
	JPMORGAN CHASE BANK	WALMART-SUPPLIES	9.78
	JPMORGAN CHASE BANK	LOWES-SUPPLIES	47.29
	JPMORGAN CHASE BANK	SAMS-SUPPLIES	23.68
	JPMORGAN CHASE BANK	SYSCO-SUPPLIES	142.44
	JPMORGAN CHASE BANK	LOWES-HEAT LAMP	19.94
	JPMORGAN CHASE BANK	DISPLAYS2GO-SIGNS	36.32
	JPMORGAN CHASE BANK	BROOKS GREASE-REPAIR	125.00
	JPMORGAN CHASE BANK	UNITED LINEN-RENTAL	78.45
	JPMORGAN CHASE BANK	UNITED LINEN-RENTAL	30.00
	JPMORGAN CHASE BANK	UNITED LINEN-RENTAL	30.00
	JPMORGAN CHASE BANK	UNITED LINEN-RENTAL	30.00
	JPMORGAN CHASE BANK	SAMS-SUPPLIES	90.09
	JPMORGAN CHASE BANK	SYSCO-SUPPLIES	142.44
	JPMORGAN CHASE BANK	COMMUNITY MARKET-ADVERT	190.00
	TOTAL FOOD & BEV		
GOLF ADMIN	JPMORGAN CHASE BANK	SHERWIN WILLIAMS-MAINT	34.49
	JPMORGAN CHASE BANK	SHERWIN WILLIAMS-MAINT	36.57
	GPS TECHNOLOGIES, INC	CART GPS LEASE	840.00
	JPMORGAN CHASE BANK	LOWES-RETURN	-25.96
	LAURA FRITZ	AD DESIGN	75.00
	JPMORGAN CHASE BANK	AMAZON-DESK/MONITOR STAND	269.75
	JPMORGAN CHASE BANK	ZORO TOOLS-SHELF MATERIAL	345.61
	JPMORGAN CHASE BANK	WASTE MGMT-REFUSE SERVICE	643.47
	JPMORGAN CHASE BANK	MURPHY SANITARY-SUPPLIES	225.02
	JPMORGAN CHASE BANK	LOWES-DRILL BIT	15.98
	JPMORGAN CHASE BANK	COX-CABLE	75.43
	JPMORGAN CHASE BANK	SHERWIN WILLIAMS-PAINT	39.83
	JPMORGAN CHASE BANK	LOCKE SUPPLY-WALL	131.54
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	327.80
	AEP/PSO	ELECTRIC USE	696.62
	JPMORGAN CHASE BANK	LOWES-LIGHT BULBS	27.98
	AT&T	LONG DISTANCE PHONE BILL	0.48
	JPMORGAN CHASE BANK	LOWES-MAINT SUPPLIES	28.30
JPMORGAN CHASE BANK	CROWL MECHANICAL-REPAIR	569.50	

Claims List

2/21/2017

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
GOLF ADMIN...	JPMORGAN CHASE BANK	COURSETRENDS-WEBHOSTING	300.00
	JPMORGAN CHASE BANK	USGA-MEMBERSHIP DUES	110.00
	JPMORGAN CHASE BANK	HOME DEPOT-DESK TOPS	502.57
	JPMORGAN CHASE BANK	WALMART-FILE CABINETS	85.76
TOTAL GOLF ADMIN			5,355.74
FUND GRAND TOTAL			25,881.21
OPGA GRAND TOTAL			\$25,881.21

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 02/04/17

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
Golf Shop Operations	2,260.75	3,721.23
Cart Operations	1,232.58	1,383.96
Golf Course Operations	7,344.66	12,577.02
Food & Beverage	2,056.86	3,459.94
General & Administration	3,405.75	5,133.65
<u>FUND TOTAL</u>	<u>16,300.60</u>	<u>26,275.80</u>

CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
Statement of Revenues & Expenses
As of January 31, 2017

January 31, 2017

	Month To-Date	Year To-Date	Budget	Percent of Budget
OPERATING REVENUES:				
Golf shop fees	\$ 21,931	\$ 262,731	\$ 567,300	46.31%
Merchandise sales	4,800	65,939	140,000	47.10%
COS -- merchandise	(3,810)	(50,840)	(100,000)	50.84%
Cart Rental	4,618	70,275	130,000	54.06%
Food & beverage	6,082	72,862	189,300	38.49%
COS -- food & beverage	(2,359)	(29,978)	(86,000)	34.86%
Other Revenue	32	495	700	70.65%
TOTAL OPERATING REVENUES	\$ 31,294	\$ 391,484	\$ 841,300	46.53%
OPERATING EXPENSES:				
Golf Shop	\$ (8,351)	\$ (70,615)	\$ (137,069)	51.52%
Cart Operations	(13,761)	(69,719)	(115,564)	60.33%
Golf Course Maintenance	(40,371)	(382,360)	(627,659)	60.92%
Food & Beverage	(8,415)	(71,445)	(137,365)	52.01%
Golf Administration	(15,973)	(130,495)	(220,612)	59.15%
TOTAL OPERATING EXPENSES	\$ (86,871)	\$ (724,633)	\$ (1,238,269)	58.52%
OPERATING INCOME (LOSS)	\$ (55,577)	\$ (333,150)	\$ (396,969)	
Transfer from General	\$ 50,000	\$ 150,000	\$ 450,000	33.33%
TOTAL OTHER REVENUES	\$ 50,000	\$ 150,000	\$ 450,000	33.33%
NET INCOME (LOSS)	\$ (5,577)	\$ (183,150)	\$ 53,031	
ENCUMBRANCES OUTSTANDING		\$ (59,271)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		(3,454,647)	(3,454,647)	
Ending Balance		<u>\$ (3,697,068)</u>	<u>\$ (3,401,616)</u>	