

**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, March 20, 2018 – 6:30 pm

RECEIVED
MAR 18 2018
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
 - March 9, 2018, Special Meeting
 - March 13, 2018, Regular Meeting
 - B. Approve claims
4. **Consideration and appropriate action relating to items removed from the Consent Agenda**
5. **Report from OPGA Manager**
 - Golf Report
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 2/17/18
 - Pay Period Ending Date 3/3/18
 - Monthly Budget Status Report – February 2018
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, March 16, 2018.


Juliann M. Stevens, Deputy City Clerk

OWASSO PUBLIC GOLF AUTHORITY

MINUTES OF SPECIAL MEETING Friday, March 9, 2018

The Owasso Public Golf Authority met in special session on Friday, March 9, 2018, 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 8:15 am on Wednesday, March 7, 2018.

1. Call to Order

Chair Lyndell Dunn called the meeting to order at 8:32 am.

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
 - February 20, 2018, Regular Meeting
- B. Approve claims

Ms. Moberly moved, seconded by Mr. Bonebrake to approve the Consent Agenda with claims totaling \$19,910.43.

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. 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 8:33 am.

Lyndell Dunn, Chair

Juliann M. Stevens, Deputy City Clerk

OWASSO CITY COUNCIL, OPWA & OPGA

MINUTES OF JOINT REGULAR MEETING

Tuesday, March 13, 2018

The Owasso City Council, Owasso Public Works Authority (OPWA), and Owasso Public Golf Authority (OPGA) met in a joint regular meeting on Tuesday, March 13, 2018, 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, March 9, 2018.

1. Call to Order

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

Present

Mayor/Chair – Lyndell Dunn

Vice-Mayor/Vice-Chair – Chris Kelley

Councilor/Trustee – Doug Bonebrake

Councilor/Trustee – Bill Bush

A quorum was declared present.

Absent

Councilor/Trustee – Jeri Moberly

2. Discussion relating to the Mayor/Chair Leadership Elections Process

Mayor/Chair Lyndell Dunn presented the item and discussion was held.

3. Discussion relating to Community Development items

- A. FY 2018-2019 Community Development Block Grant (CDBG)
- B. Final Plat – Morrow Elementary School (approximately 12200 N 132 E Ave)
- C. PUD-18-01 & OZ-18-01 – McKnight Farm at Preston Lakes (northwest corner of E 86 St N and N 161 E Ave)
- D. Proposed Update to the Owasso Zoning Code

Karl Fritschen presented item 3A, advising that a public input meeting will be held at City Hall on April 2, 2018, at 6:00 pm; discussion was held. Bronce Stephenson and Morgan Pemberton presented items 3B, 3C, and 3D and discussion was held. It was further explained that item 3A would be placed on the April 3, 2018, Council agenda for consideration and action; items 3B and 3C would be placed on the March 20, 2018, Council agenda for consideration and action; and item 3D would be placed on the April 10, 2018, Work Session for further discussion.

4. Discussion relating to Public Works items

- A. Roadway Dieting/Complete Streets
- B. Coffee Creek Lift Station and Force Main Improvements

Roger Stevens presented items 4A and 4B and discussion was held.

5. Discussion relating to rates and fees

- A. Public Works and Utility Billing
- B. Parks, Police Records, and Cemetery

Sherry Bishop presented items 5A and 5B and discussion was held. It was further explained that these items would be placed on the April 3, 2018, Council or OPWA agendas for consideration and action. The rates and fees related to the Cemetery would be placed on the April 10, 2018, Work Session for further discussion.

6. Discussion relating to City Manager items

- Monthly sales tax report
- City Manager report

Jennifer Newman presented the monthly sales tax report and discussed was held.

Warren Lehr reported on the Tulsa Chamber D.C. Fly-In for 2018 scheduled for May 9-11; various upcoming city events (event information can be found on the city's website); efforts of the Owasso FOP and Rib Crib in raising funds for a local family; and the city's participation in the Local Update of Census Addresses and Information.

7. Discussion relating to vacancies on the Citizen Sales Tax Watchdog Committee

Mayor Lyndell Dunn presented the item and discussion was held.

8. Councilor/Trustee comments and inquiries

Councilors commented on the Owasso Chamber's booth at the 2018 Tulsa Home and Garden Show and the 2018 Lady Rams Basketball's State Championship win.

9. Adjournment

The meeting adjourned at 7:35 pm.

Lyndell Dunn, Mayor/Chair

Juliann M. Stevens, Deputy City Clerk

Claims List - 3/20/2018

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	AT&T	LONG DISTANCE PHONE \$0.02
		JPMORGAN CHASE BANK	ATWOODS-SPRAY PAINT \$19.95
		JPMORGAN CHASE BANK	ATWOODS-SUPPLIES \$26.98
		JPMORGAN CHASE BANK	GCSAA-MEMBERSHIP DUES \$195.00
		JPMORGAN CHASE BANK	GEMPLERS-SUPPLIES \$381.45
		JPMORGAN CHASE BANK	HARBOR FREIGHT-SUPPLI \$178.90
		JPMORGAN CHASE BANK	KANSAS GOLF-BLADES \$82.62
		JPMORGAN CHASE BANK	OK GOLF-SEMINAR REG \$35.00
		JPMORGAN CHASE BANK	OKGOLF-MEMBERSHIP DUE \$50.00
		JPMORGAN CHASE BANK	OREILLY-BATTERY \$73.80
		JPMORGAN CHASE BANK	ROBERTSON TIRE-TIRES \$49.00
		JPMORGAN CHASE BANK	STANDARD SPLY-TIRES \$144.00
		JPMORGAN CHASE BANK	TULSA AIRPORT-PARKING \$40.00
		KUBOTA OF NORTHWEST ARKANSAS	TRACTOR \$39,513.22
		ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$112.54
		UNIFIRST HOLDINGS LP	ENV CHARGE \$18.00
		UNIFIRST HOLDINGS LP	SHOP TOWELS \$34.98
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE \$28.27
		VERIZON WIRELESS	WIRELESS CONNECTION \$40.95
		COURSE MAINT - Total	\$41,024.68
		JPMORGAN CHASE BANK	MURPHY-SUPPLIES \$146.95
		JPMORGAN CHASE BANK	SAMS-SUPPLIES \$78.61
		JPMORGAN CHASE BANK	UNITED LINEN-RENTAL \$100.40
		FOOD & BEV - Total	\$325.96
		AT&T	LONG DISTANCE PHONE \$1.39
		AT&T LONG DISTANCE	LONG DISTANCE PHONE \$36.08
		JPMORGAN CHASE BANK	OFFICE DEPOT-FOLDERS \$17.20
		JPMORGAN CHASE BANK	OFFICE DEPOT-REFUND (\$1.41)
		JPMORGAN CHASE BANK	USPS-POSTAGE \$50.00
		JPMORGAN CHASE BANK	WASTE MGMT-REFUSE SVC \$389.94
		ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$282.13
		GOLF ADMIN - Total	\$775.33
		BGR DAILY ACCT.	REIMB GOLF PETTY CASH \$75.00
		JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE \$5,408.77
		JPMORGAN CHASE BANK	ADIDAS-MERCHANDISE \$947.82
		JPMORGAN CHASE BANK	GRT PLAINS-BEVERAGE \$105.60
		JPMORGAN CHASE BANK	SAMS-FOOD \$166.06
		JPMORGAN CHASE BANK	TAYLORMADE-MERCHANDIS \$330.26
		JPMORGAN CHASE BANK	WALMART-FOOD \$34.39
		OPGA - Total	\$7,067.90
OPGA	- Total		\$49,193.87

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 02/17/18

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	2,462.75	3,969.63
605 Cart Operations	1,645.69	1,847.78
610 Golf Course Operations	7,742.56	12,724.84
670 Food & Beverage	1,199.68	2,065.24
690 General & Administration	3,405.75	5,146.96
<hr/> FUND TOTAL	<hr/> 16,456.43	<hr/> 25,754.45

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 03/03/18

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	2,450.50	3,955.88
605 Cart Operations	1,702.45	1,911.52
610 Golf Course Operations	8,645.48	13,776.58
670 Food & Beverage	1,587.48	2,500.58
690 General & Administration	3,405.75	5,146.96
<hr/> FUND TOTAL	17,791.66	27,291.52

CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
Statement of Revenues & Expenses
As of February 28, 2018

February 28, 2018				
	<u>Month</u> <u>To-Date</u>	<u>Year</u> <u>To-Date</u>	<u>Budget</u>	<u>Percent</u> <u>of Budget</u>
OPERATING REVENUES:				
Golf shop fees	\$ 19,015	\$ 276,394	\$ 538,200	51.36%
Merchandise sales	11,954	75,845	135,000	56.18%
COS -- merchandise	(8,798)	(56,100)	(104,000)	53.94%
Cart Rental	3,316	77,321	125,000	61.86%
Food & beverage	3,700	82,411	161,376	51.07%
COS -- food & beverage	(1,845)	(35,429)	(67,215)	52.71%
Other Revenue	(0)	1,065	700	152.07%
TOTAL OPERATING REVENUES	\$ 27,341	\$ 421,506	\$ 789,061	53.42%
OPERATING EXPENSES:				
Golf Shop	\$ (8,462)	\$ (83,157)	\$ (141,375)	58.82%
Cart Operations	(9,556)	(72,589)	(115,127)	63.05%
Golf Course Maintenance	(35,454)	(446,961)	(719,509)	62.12%
Food & Beverage	(4,725)	(74,844)	(139,962)	53.47%
Golf Administration	(13,892)	(144,019)	(222,970)	64.59%
TOTAL OPERATING EXPENSES	\$ (72,088)	\$ (821,570)	\$ (1,338,943)	61.36%
OPERATING INCOME (LOSS)	\$ (44,747)	\$ (400,063)	\$ (549,882)	
Transfer from General	\$ 50,000	\$ 200,000	\$ 649,882	30.77%
Transfer from OPWA	-	-	326,201	0.00%
TOTAL OTHER REVENUES	\$ 50,000	\$ 200,000	\$ 976,083	20.49%
NET INCOME (LOSS)	\$ 5,253	\$ (200,063)	\$ 426,201	
ENCUMBRANCES OUTSTANDING		\$ (58,727)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		(3,343,985)	(3,343,985)	
Ending Balance		<u>\$ (3,602,775)</u>	<u>\$ (2,917,784)</u>	