

**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 21, 2017 – 6:30 pm**

**RECEIVED**  
MAR 17 2017  
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 7, 2017, Regular Meeting
    - March 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**
  - Quarterly 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 3/4/17
  - Monthly Budget Status Report – February 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, March 17, 2017

  
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Sherry Bishop City Clerk

# OWASSO PUBLIC GOLF AUTHORITY

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## MINUTES OF REGULAR MEETING Tuesday, March 7, 2017

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

**1. Call to Order**

Chair Lyndell Dunn called the meeting to order at 9:06 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:

Assistant Authority Manager – Sherry Bishop

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 21, 2017, Regular Meeting

**B. Approve claims**

Ms. Moberly moved, seconded by Mr. Bonebrake to approve the Consent Agenda with claims totaling \$25,915.59.

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 2/18/17

**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 Dr. Kelley to adjourn the meeting.

YEA: Bonebrake, Bush, Kelley, Moberly, Dunn

NAY: None

Motion carried 5-0 and the meeting adjourned at 9:07 pm.

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Lyndell Dunn, Chair

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Lisa Wilson, Minute Clerk

# OWASSO CITY COUNCIL, OPWA & OPGA

## MINUTES OF JOINT REGULAR MEETING Tuesday, March 14, 2017

The Owasso City Council, Owasso Public Works Authority, and Owasso Public Golf Authority met in regular session on Tuesday, March 14, 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 and posted at City Hall, 200 S Main St at 6:00 pm on Friday, March 10, 2017, and Addendum filed in the office of the City Clerk and posted at City Hall, 200 S Main St, at 5:00 pm on Monday, March 13, 2017.

### 1. Call to Order

Mayor/Chair Lyndell Dunn called the meeting to order at 6:04 pm.

#### Present

Mayor/Chair – Lyndell Dunn  
Councilor/Trustee – Doug Bonebrake  
Councilor/Trustee – Jeri Moberly  
A quorum was declared present.

#### Absent

Vice-Mayor/Vice-Chair – Chris Kelley  
Councilor/Trustee – Bill Bush

### 2. Discussion relating to Policy Guide - Owasso Redbud District – Increment District No. 1 (TIF)

Bronce Stephenson and Emily Pomeroy, Center for Economic Development Law, presented the item and discussion was held. It was further explained that Resolutions adopting the Policy Guide and defining the Sales Tax Increment will be placed on the April 4, 2017, Council agenda for consideration and action.

### 3. Discussion relating to the Council/Chair Leadership Elections Process

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

### 4. Discussion relating to Community Development items

- A. Specific Use Permit – SUP-17-01, Montessori Academy (708 N Atlanta)
- B. Easement Closure – Montessori Academy (708 N Atlanta)

Bronce Stephenson presented Items 4A and 4B and discussion was held. It was further explained Item A would be placed on the March 21, 2017, Council agenda and Item B would be placed on the April 4, 2017, Council agenda for consideration and action.

### 5. Discussion relating to Administrative items

- A. Proposed Ordinance relating to fireworks
- B. Proposed Ordinance relating to the City Clerk and City Treasurer positions

Sherry Bishop presented Items 5A and 5B and discussion was held. Both items will be placed on the April 11, 2017, work session agenda for further discussion.

### 6. Discussion relating to the 76<sup>th</sup> and Main Intersection Improvement Project Bids

Dwayne Henderson presented the item and discussion was held. It was further explained that an item would be placed on the March 21, 2017, Council agenda for consideration and action.

### 7. Discussion relating to the City Manager's evaluation process and the City Attorney contract

Michele Dempster presented the item and discussion was held.

### 8. Discussion relating to the Utility Rate Annual Report

Linda Jones presented the item and discussion was held.

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

- CDBG 2017 Project Selection Process – Warren Lehr presented the item and discussion was held. The required public hearing will be held during the March 21, 2017, Council meeting.
- Proposed amendments to the Owasso Zoning Code – Mr. Lehr presented the item and discussion was held.
- Proposed amendments to the Alarm Ordinances – Mr. Lehr and Scott Chambless presented the item and discussion was held. The item will be on a future agenda for consideration and action.
- Monthly sales tax report – Linda Jones presented the sales tax report and discussion was held.
- City Manager report – Warren Lehr announced the Owasso Economic Summit on March 23, 2017; and the University of Oklahoma Placemaking Conference on April 3, 2017.

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

None

**11. Adjournment**

The meeting adjourned at 8:15 pm.

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Lyndell Dunn, Mayor/Chair

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Sherry Bishop, City Clerk

## Claims List

3/21/2017

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
OPGA	JPMORGAN CHASE BANK	SAMSLUB-FOOD	261.24
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	1,140.88
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	2,152.20
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	30.00
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	116.26
	BGR DAILY ACCT.	REIMB GOLF PETTY CASH	590.60
	JPMORGAN CHASE BANK	GRT PLAINS-BEVERAGE ORDER	184.93
	JPMORGAN CHASE BANK	EXEC COFFEE-BEVERAGES	44.94
	JPMORGAN CHASE BANK	REASORS-FOOD	19.98
	JPMORGAN CHASE BANK	PING-MERCHANDISE	843.00
	JPMORGAN CHASE BANK	PING-MERCHANDISE	1,469.22
	JPMORGAN CHASE BANK	PING-MERCHANDISE	1,055.84
	JPMORGAN CHASE BANK	PING-MERCHANDISE	794.50
	JPMORGAN CHASE BANK	SYSCO-FOOD	483.88
	JPMORGAN CHASE BANK	TAYLORMADE-MERCHANDISE	301.65
	JPMORGAN CHASE BANK	TAYLORMADE-MERCHANDISE	823.29
	JPMORGAN CHASE BANK	TAYLORMADE-MERCHANDISE	2,790.42
	JPMORGAN CHASE BANK	TAYLORMADE-MERCHANDISE	732.84
	JPMORGAN CHASE BANK	TAYLORMADE-MERCHANDISE	248.05
	JPMORGAN CHASE BANK	TAYLORMADE-MERCHANDISE	500.02
	JPMORGAN CHASE BANK	TAYLORMADE-MERCHANDISE	475.11
	JPMORGAN CHASE BANK	TAYLORMADE-MERCHANDISE	49.21
	JPMORGAN CHASE BANK	TAYLORMADE-MERCHANDISE	42.57
	JPMORGAN CHASE BANK	SAMSLUB-FOOD	149.43
	JPMORGAN CHASE BANK	SAMSLUB-FOOD	11.92
	JPMORGAN CHASE BANK	SAMSLUB-FOOD	193.41
	JPMORGAN CHASE BANK	GRT PLAINS-BEVERAGE ORDER	69.38
	JPMORGAN CHASE BANK	GRT PLAINS-BEVERAGE ORDER	195.50
	JPMORGAN CHASE BANK	SAMSLUB-FOOD	19.96
	JPMORGAN CHASE BANK	ST HENRYS-FOOD	30.00
	JPMORGAN CHASE BANK	TEXOMA-MERCHANDISE	152.46
	JPMORGAN CHASE BANK	GEAR-MERCHANDISE	115.81
JPMORGAN CHASE BANK	GEAR-MERCHANDISE	1,181.53	
<b>TOTAL OPGA</b>			<b>17,270.03</b>
CART OPERATIONS	JPMORGAN CHASE BANK	AMAZON-ROPE	87.72
	YAMAHA GOLF CAR COMPANY	CART REPAIRS	133.55
<b>TOTAL CART OPERATIONS</b>			<b>221.27</b>
COURSE MAINT	JPMORGAN CHASE BANK	LOWES-SPRAY PAINT	28.86
	UNIFIRST HOLDINGS LP	AIR FRESHENER	4.65
	UNIFIRST HOLDINGS LP	TOWEL SERVICE	14.49
	UNIFIRST HOLDINGS LP	UNIFORM SERVICE	12.13
	UNIFIRST HOLDINGS LP	ENV CHARGE	7.50

## Claims List

3/21/2017

Budget Unit Title	Vendor Name	Payable Description	Payment Amount
COURSE MAINT	TCF NATIONAL BANK	MAINTENANCE CART LEASE	1,160.00
	JPMORGAN CHASE BANK	SYDNEY SOL-SOFTWARE LICEN	239.00
	JPMORGAN CHASE BANK	NEW HOLLAND-MOWER SHAFT	1,927.47
	VERIZON WIRELESS	WIRELESS CONNECTION	40.95
	JPMORGAN CHASE BANK	OFFICE DEPOT-SUPPLIES	34.65
	CITY GARAGE	LABOR/OVERHEAD - MARCH	71.83
	AT&T	LONG DISTANCE PHONE BILL	0.73
	JPMORGAN CHASE BANK	UNITED RENTAL-RENTAL	418.36
	JPMORGAN CHASE BANK	P&K EQUIP-REPAIR PARTS	179.65
	JPMORGAN CHASE BANK	BROWN FARMS-SOD	95.00
	JPMORGAN CHASE BANK	LOWES-IRRIGATION SUPPLIES	130.87
	JPMORGAN CHASE BANK	INNOVATIVE TURF-PIGMENT	1,500.00
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	94.92
	JPMORGAN CHASE BANK	HARRELLS-FERTILIZER	300.50
	JPMORGAN CHASE BANK	P & K EQUIP-SAW CHAIN	24.99
<b>TOTAL COURSE MAINT</b>			<b>6,286.55</b>
FOOD & BEV	JPMORGAN CHASE BANK	WEBSTAIRANT-SUPPLIES	200.73
	JPMORGAN CHASE BANK	SAMSCLUB-SUPPLIES	46.05
	JPMORGAN CHASE BANK	UNITED LINEN-RENTALS	30.00
	JPMORGAN CHASE BANK	ST ANDREWS-BAGS	315.03
	JPMORGAN CHASE BANK	SAMSCLUB-SUPPLIES	46.96
	JPMORGAN CHASE BANK	SYSCO-SUPPLIES	54.80
	JPMORGAN CHASE BANK	MISTER COLD-SUPPLIES	513.20
	JPMORGAN CHASE BANK	SAMSCLUB-SUPPLIES	34.52
	JPMORGAN CHASE BANK	MURPHY-SUPPLIES	255.18
	JPMORGAN CHASE BANK	AMAZON-SUPPLIES	61.66
	JPMORGAN CHASE BANK	GENERAL PARTS-SUPPLIES	115.52
	JPMORGAN CHASE BANK	SAMSCLUB-SUPPLIES	22.62
	JPMORGAN CHASE BANK	UNITED LINEN-RENTALS	30.00
	JPMORGAN CHASE BANK	UNITED LINEN-RENTALS	44.00
	<b>TOTAL FOOD &amp; BEV</b>		
GOLF ADMIN	JPMORGAN CHASE BANK	SO CNTL SEC-PGA MEETING	180.00
	JPMORGAN CHASE BANK	SO CTRL SEC-PGA MEETING	160.00
	LAURA FRITZ	AD DESIGN	225.00
	AT&T	LONG DISTANCE PHONE BILL	0.75
	AT&T LONG DISTANCE	LONG DISTANCE PHONE BILL	38.78
	JPMORGAN CHASE BANK	TERMINIX-EXTERMINATING	74.00
	JPMORGAN CHASE BANK	HOBBY LOBBY-FRAMES	142.95
	JPMORGAN CHASE BANK	AMAZON-NAME PLATES	21.23
	JPMORGAN CHASE BANK	COURSETRENDS-WEB HOSTING	300.00
	JPMORGAN CHASE BANK	AMAZON-FILE FOLDERS	44.97
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	283.79

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**Claims List**

3/21/2017

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Budget Unit Title	Vendor Name	Payable Description	Payment Amount
GOLF ADMIN	JPMORGAN CHASE BANK	LOCKE-LIGHT COVERS	106.41
<b>TOTAL GOLF ADMIN</b>			<b>1,577.88</b>
<b>FUND GRAND TOTAL</b>			<b>27,126.00</b>
<b>OPGA GRAND TOTAL</b>			<b>\$27,126.00</b>

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OWASSO PUBLIC GOLF AUTHORITY  
PAYROLL PAYMENT REPORT  
PAY PERIOD ENDING DATE 03/04/17

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
Golf Shop Operations	2,290.75	3,754.89
Cart Operations	1,402.38	1,574.58
Golf Course Operations	7,746.25	13,059.32
Food & Beverage	2,302.53	3,734.78
General & Administration	3,405.75	5,133.65
<u>FUND TOTAL</u>	<u>17,147.66</u>	<u>27,257.22</u>

CITY OF OWASSO  
OWASSO PUBLIC GOLF AUTHORITY  
Statement of Revenues & Expenses  
As of February 28, 2017

February 28, 2017

	Month To-Date	Year To-Date	Budget	Percent of Budget
<b>OPERATING REVENUES:</b>				
Golf shop fees	\$ 25,382	\$ 288,114	\$ 567,300	50.79%
Merchandise sales	12,337	78,276	140,000	55.91%
COS -- merchandise	(10,234)	(61,074)	(100,000)	61.07%
Cart Rental	5,886	76,160	130,000	58.58%
Food & beverage	7,691	80,552	189,300	42.55%
COS -- food & beverage	(3,590)	(33,568)	(86,000)	39.03%
Other Revenue	35	529	700	75.59%
<b>TOTAL OPERATING REVENUES</b>	<b>\$ 37,506</b>	<b>\$ 428,990</b>	<b>\$ 841,300</b>	<b>50.99%</b>
<b>OPERATING EXPENSES:</b>				
Golf Shop	\$ (7,335)	\$ (77,950)	\$ (137,069)	56.87%
Cart Operations	(11,074)	(80,792)	(115,564)	69.91%
Golf Course Maintenance	(47,447)	(429,807)	(627,659)	68.48%
Food & Beverage	(8,706)	(80,241)	(137,365)	58.41%
Golf Administration	(16,328)	(146,823)	(220,612)	66.55%
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ (90,890)</b>	<b>\$ (815,613)</b>	<b>\$ (1,238,269)</b>	<b>65.87%</b>
<b>OPERATING INCOME (LOSS)</b>	<b>\$ (53,384)</b>	<b>\$ (386,624)</b>	<b>\$ (396,969)</b>	
Transfer from General	\$ 50,000	\$ 200,000	\$ 450,000	44.44%
<b>TOTAL OTHER REVENUES</b>	<b>\$ 50,000</b>	<b>\$ 200,000</b>	<b>\$ 450,000</b>	<b>44.44%</b>
<b>NET INCOME (LOSS)</b>	<b>\$ (3,384)</b>	<b>\$ (186,624)</b>	<b>\$ 53,031</b>	
<b>ENCUMBRANCES OUTSTANDING</b>		<b>\$ (54,486)</b>		
<b>FUND BALANCE (Budgetary Basis)</b>				
Beginning Balance		(3,454,647)	(3,454,647)	
Ending Balance		<u>\$ (3,695,757)</u>	<u>\$ (3,401,616)</u>	