

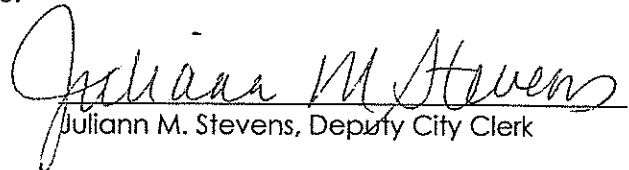
PUBLIC NOTICE OF THE MEETING OF THE
OWASSO PUBLIC GOLF AUTHORITY

Council Chambers, Old Central Building
109 N Birch, Owasso, OK 74055
Regular Meeting
Tuesday, April 17, 2018 – 6:30 pm

RECEIVED
APR 13 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 – April 3, 2018 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 Report - Pay Period Ending Date 3/31/18
 - Monthly Budget Status Report – March 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, April 30, 2018.


Juliann M. Stevens, Deputy City Clerk

The City of Owasso encourages citizen participation. To request an accommodation due to a disability, contact the City Clerk at least 48 hours prior to the scheduled meeting by phone 918-376-1502 or by email to jstevens@cityofowasso.com

OWASSO PUBLIC GOLF AUTHORITY

MINUTES OF REGULAR MEETING Tuesday, April 3, 2018

The Owasso Public Golf Authority met in regular session on Tuesday, April 3, 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 6:00 pm on Friday, March 30, 2018.

1. Call to Order

Chair Lyndell Dunn called the meeting to order at 7:40 pm.

2. Roll Call

Present

Chair – Lyndell Dunn

Vice-Chair – Chris Kelley

Trustee – Doug Bonebrake

Trustee – Bill Bush

Trustee – Jeri Moberly

A quorum was declared present.

Absent

None

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

- March 13, 2018, Regular Meeting
- March 20, 2018, Regular Meeting

B. Approve claims

Ms. Moberly moved, seconded by Mr. Bush to approve the Consent Agenda with claims totaling \$22,547.27.

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 3/17/18

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 7:41 pm.

Lyndell Dunn, Chair

Lisa Wilson, Minute Clerk

Claims List - 4/17/2018

Fund	Vendor Name	Payable Description	Payment Amount	
55	OPGA	HOLLIDAY SAND & GRAVEL CO	SAND	\$1,375.80
		JESCO PRODUCTS, INC	COURSE SUPPLIES	\$165.95
		JPMORGAN CHASE BANK	AMAZON-MINI PC FOR SH	\$83.99
		JPMORGAN CHASE BANK	BWI-FERTILIZER	\$60.59
		JPMORGAN CHASE BANK	BWI-PREEMERGENT	\$86.29
		JPMORGAN CHASE BANK	HARRELLS-HERBICIDES	\$337.93
		JPMORGAN CHASE BANK	LOWES-MARKING PAINT	\$46.30
		JPMORGAN CHASE BANK	LOWES-PAINT	\$36.91
		JPMORGAN CHASE BANK	MAIL THIS-PRINTING SE	\$12.24
		JPMORGAN CHASE BANK	MALCHI AUTO-INSPECTIO	\$125.00
		JPMORGAN CHASE BANK	NEW HOLLAND-PARTS	\$131.90
		JPMORGAN CHASE BANK	OFFICE DEPOT-ADAPTER	\$22.98
		JPMORGAN CHASE BANK	OK DEPT OF AG-CARDS	\$10.00
		JPMORGAN CHASE BANK	OKGCSA-REGIS FEE	\$35.00
		JPMORGAN CHASE BANK	OREILLY-ANTIFREEZE	\$29.98
		JPMORGAN CHASE BANK	OREILLY-LIGHT KIT	\$29.99
		JPMORGAN CHASE BANK	OREILLY-PARTS	\$94.95
		JPMORGAN CHASE BANK	OREILLY-RETURN	(\$7.10)
		JPMORGAN CHASE BANK	OREILLY-SUPPLIES	\$30.37
		JPMORGAN CHASE BANK	ROBERTSON-TIRES	\$248.97
		JPMORGAN CHASE BANK	SAMS-MONITOR	\$313.59
		JPMORGAN CHASE BANK	SUPPLIES	\$43.57
		JPMORGAN CHASE BANK	TIMMONS OIL-FUEL	\$1,627.53
		JPMORGAN CHASE BANK	TRAVEL EXPENSE	\$19.24
		ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$70.70
		PRESTIGE FLAG & BANNER	COURSE FLAGS	\$363.12
		STAND-BY PERSONNEL, INC	TEMP LABOR	\$1,317.84
		TCF NATIONAL BANK	MAINT CART LEASE	\$2,320.00
		UNIFIRST HOLDINGS LP	ENV CHARGE	\$18.00
		UNIFIRST HOLDINGS LP	SHOP TOWELS	\$34.98
		UNIFIRST HOLDINGS LP	SUPPLIES	\$5.05
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$26.52
		VERIZON WIRELESS	WIRELESS CONNECTION	\$40.95
COURSE MAINT - Total			\$9,159.13	
		JPMORGAN CHASE BANK	AMUNDSEN-ICE MACHINE	\$508.00
		JPMORGAN CHASE BANK	MURPHY-SUPPLIES	\$139.04
		JPMORGAN CHASE BANK	SAMS-SUPPLIES	\$157.20
		JPMORGAN CHASE BANK	SYSCO-SUPPLIES	\$72.42
		JPMORGAN CHASE BANK	UNITED LINEN-RENTAL	\$252.48
FOOD & BEV - Total			\$1,129.14	
		AT&T	LONG DISTANCE PHONE	\$1.28
		AT&T LONG DISTANCE	LONG DISTANCE PHONE	\$35.78

Claims List - 4/17/2018

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	ACUSHNET-PROMO BALLS \$701.12
		JPMORGAN CHASE BANK	BROOKS GREASE-CLEANIN \$125.00
		JPMORGAN CHASE BANK	COX-CABLE \$76.47
		JPMORGAN CHASE BANK	CUTTER&BUCK-SAMPLES \$174.34
		JPMORGAN CHASE BANK	GATHERING-ADVERTISING \$100.00
		JPMORGAN CHASE BANK	LOCKE-REPAIRS \$138.01
		JPMORGAN CHASE BANK	OFFICE DEPOT-TAPE \$15.00
		JPMORGAN CHASE BANK	TERMINIX-EXTERMINATIN \$77.00
		JPMORGAN CHASE BANK	TEXOMA-PENCILS \$265.42
		JPMORGAN CHASE BANK	WASTE MGMT-REFUSE \$389.94
		ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE \$246.89
		SZEN CORP	SOFTWARE SUPPORT \$1,600.00
		GOLF ADMIN - Total	\$3,946.25
		JPMORGAN CHASE BANK	ACUSHNET-RANGE BALLS \$2,695.00
		JPMORGAN CHASE BANK	LOWES-SUPPLIES \$21.84
		JPMORGAN CHASE BANK	WALMART-HANGERS \$47.88
		GOLF SHOP - Total	\$2,764.72
		BGR DAILY ACCT.	REIMB GOLF PETTY CASH \$987.82
		JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE \$14,495.24
		JPMORGAN CHASE BANK	BILLER DIRECT-MERCHAN \$3,919.64
		JPMORGAN CHASE BANK	BUSHNELL-MERCHANDISE \$1,930.74
		JPMORGAN CHASE BANK	CUTTER&BUCK-MERCHANDI \$1,303.10
		JPMORGAN CHASE BANK	EXECUTIVE COFFEE-BEVE \$116.44
		JPMORGAN CHASE BANK	GRT PLAINS-BEVERAGE \$650.47
		JPMORGAN CHASE BANK	HANES-MERCHANDISE \$683.76
		JPMORGAN CHASE BANK	IMPERIAL-BEVERAGE \$101.00
		JPMORGAN CHASE BANK	PING-MERCHANDISE \$4,391.08
		JPMORGAN CHASE BANK	REASORS-BEER \$333.86
		JPMORGAN CHASE BANK	REASORS-FOOD \$59.08
		JPMORGAN CHASE BANK	SAMS-FOOD \$1,401.68
		JPMORGAN CHASE BANK	SYSCO-FOOD \$1,127.66
		JPMORGAN CHASE BANK	TEXOMA-MERCHANDISE \$327.83
		JPMORGAN CHASE BANK	WALMART-FOOD \$100.45
		OPGA - Total	\$31,929.85
		OPGA - Total	\$48,929.09
		OPGA Grand Total	\$48,929.09

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 03/31/18

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	2,515.63	4,029.00
605 Cart Operations	2,113.25	2,372.76
610 Golf Course Operations	9,508.32	14,766.61
670 Food & Beverage	2,210.00	3,199.66
690 General & Administration	3,405.75	5,116.90
<hr/> FUND TOTAL	<hr/> 19,752.95	<hr/> 29,484.93

**CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
FISCAL YEAR 2017-2018
Budgetary Basis
Statement of Revenues & Expenses
As of March 31, 2018**

	<u>MONTH TO-DATE</u>	<u>YEAR TO-DATE</u>	<u>BUDGET</u>	<u>PERCENT OF BUDGET</u>
OPERATING REVENUES:				
Golf shop fees	\$ 35,085	\$ 311,479	\$ 538,200	57.87%
Merchandise sales	10,673	86,518	135,000	64.09%
COS -- merchandise	(8,078)	(64,178)	(104,000)	61.71%
Cart Rental	10,094	87,415	125,000	69.93%
Food & beverage	10,166	92,577	161,376	57.37%
COS -- food & beverage	(4,337)	(39,766)	(67,215)	59.16%
TOTAL OPERATING REVENUES	<u>\$ 53,603</u>	<u>\$ 474,045</u>	<u>\$ 788,361</u>	60.13%
OPERATING EXPENSES:				
Golf Shop	\$ (10,154)	\$ (93,310)	\$ (141,375)	66.00%
Cart Operations	(8,536)	(81,124)	(115,127)	70.46%
Golf Course Maintenance	(83,254)	(530,215)	(719,509)	73.69%
Food & Beverage	(6,308)	(81,152)	(139,962)	57.98%
Golf Administration	(15,946)	(160,040)	(222,970)	71.78%
TOTAL OPERATING EXPENSES	<u>\$ (124,197)</u>	<u>\$ (945,841)</u>	<u>\$ (1,338,943)</u>	70.64%
OPERATING REVENUES OVER EXPENDITURES	<u>\$ (70,593)</u>	<u>\$ (471,796)</u>	<u>\$ (550,582)</u>	
NONOPERATING REVENUES (EXPENSES):				
Transfer from General	\$ 50,000	\$ 250,000	\$ 649,882	38.47%
Transfer from OPWA	-	-	326,201	0.00%
Other revenues/(expenses)	(2)	1,063	700	152.07%
TOTAL NONOPERATING REVENUES (EXPENSES):	<u>\$ 49,998</u>	<u>\$ 251,063</u>	<u>\$ 976,783</u>	25.70%
NET INCOME (LOSS)	<u>\$ (20,595)</u>	<u>\$ (220,733)</u>	<u>\$ 426,201</u>	
ENCUMBRANCES OUTSTANDING		\$ (44,102)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		(3,343,985)	(3,343,985)	
Ending Balance		<u>\$ (3,608,821)</u>	<u>\$ (2,917,784)</u>	