

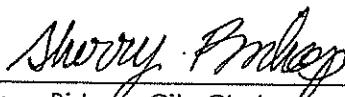
PUBLIC NOTICE OF THE MEETING OF THE
OWASSO PUBLIC GOLF AUTHORITY

Council Chambers, Old Central Building
109 N Birch, Owasso, OK 74055
Regular Meeting
Tuesday, January 16, 2018 – 6:30 pm

RECEIVED
JAN 12 2018 *du*
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
 - January 2, 2018, Regular Meeting
 - January 9, 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 Reports – Pay Period Ending Date 1/6/18
 - Monthly Budget Status Report – December 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, January 12, 2018.



Sherry Bishop, City Clerk

OWASSO PUBLIC GOLF AUTHORITY

MINUTES OF REGULAR MEETING Tuesday, January 2, 2018

The Owasso Public Golf Authority met in regular session on Tuesday, January 2, 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, December 29, 2017.

1. Call to Order

Chair Lyndell Dunn called the meeting to order at 7:17 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:
 - December 19, 2017, Regular Meeting
- B. Approve claims

Mr. Bonebrake moved, seconded by Dr. Kelley to approve the Consent Agenda with claims totaling \$18,702.67.

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 12/23/17

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 7:18 pm.

Lyndell Dunn, Chair

Lisa Wilson, Minute Clerk

OWASSO CITY COUNCIL, OPWA & OPGA

MINUTES OF JOINT REGULAR MEETING Tuesday, January 9, 2018

The Owasso City Council, Owasso Public Works Authority, and Owasso Public Golf Authority met in a joint regular meeting on Tuesday, January 9, 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, January 5, 2018.

1. Call to Order

Mayor/Chair Lyndell Dunn called the meeting to order at 6:02 pm.

Present	Absent
Mayor/Chair – Lyndell Dunn	None
Vice-Mayor/Vice-Chair – Chris Kelley (exit at 7:17)	
Councilor/Trustee – Doug Bonebrake (arrive at 6:07)	
Councilor/Trustee – Bill Bush	
Councilor/Trustee – Jeri Moberly	

A quorum was declared present.

2. Presentation and discussion relating to the annual financial audit

Linda Jones introduced John Manning, Chair of the Citizen Audit Committee, and Brittney Wycoff, RSM US LLP. Mr. Manning presented the Citizen Audit Committee report. Ms. Wycoff presented the annual audit and financial statements. Discussion was held. It was further explained that the January 16, 2018, Official Notices agenda item would include the Comprehensive Annual Financial Report for Fiscal Year Ending June 30, 2017.

Councilor Bonebrake arrives at 6:07 pm

3. Discussion relating to Community Development items

- A. Easement Closure – Mingo Crossing (south of E 106 St N & N Mingo Rd)
- B. Zoning – OZ-17-09 Club Villas at Bailey Ranch (SE corner - E 89 St N & N Mingo Rd)

Bronce Stephenson introduced Morgan Pemberton. Ms. Pemberton presented each item and discussion was held. It was further explained that each item would be placed on the January 16, 2018, Council agenda for consideration and action.

4. Discussion relating to Public Works items

- A. Stormwater Management Program – proposed ordinance
- B. Coffee Creek Lift Station and Force Main Improvements - proposed Sewer Assessment Area ordinance

Roger Stevens introduced Charlene Lawrence. Ms. Lawrence presented item 4A and discussion was held. Mr. Stevens presented item 4B and discussion was held. It was further explained that Item 4A would be placed on the February 6, 2018, Council agenda for consideration and action; and item 4B would be placed on the January 16, 2018, Council agenda for consideration and action.

5. Discussion relating to proposed amendments to the Code of Ordinances

- A. Part 1, General Provisions
- B. Part 2, Administrative & Government

Julie Lombardi presented each item and discussion was held. It was further explained that each item would be placed on the February 20, 2018, Council agenda for consideration and action.

6. Discussion relating to traffic signal enforcement

Warren Lehr introduced the item. Councilor Moberly and Scott Chambless presented information and discussion was held.

7. Discussion relating to City Manager items

- Hazard Mitigation Grant Program
- Resolution - Tulsa Regional Chamber 2018 OneVoice Regional Legislative Agenda
- Monthly sales tax report
- City Manager report

Warren Lehr presented the Hazard Mitigation Grant Program item and discussion was held. It was further explained that an item would be placed on the January 16, 2018, Council agenda for consideration and action.

Warren Lehr presented the Resolution - Tulsa Regional Chamber 2018 OneVoice Regional Legislative Agenda item and discussion was held. It was further explained that an item would be placed on the January 16, 2018, Council agenda for consideration and action.

Linda Jones presented the monthly sales tax report and discussion was held.

Warren Lehr reported that the Annual Character Luncheon will be held January 16, 2018, and a public meeting regarding the E 116 St N Widening Project will be held January 22, 2018.

8. City Council/Trustee comments and inquiries

None

9. Adjournment

The meeting adjourned at 8:03 pm.

Lyndell Dunn, Mayor/Chair

Julie Stevens, Deputy City Clerk

Claims List - 1/16/2018

Fund	Vendor Name	Payable Description	Payment Amount	
55	OPGA	YAMAHA MOTOR CORPORATION, USA	GOLF CART LEASE	\$3,594.38
		CART OPERATIONS - Total		\$3,594.38
		AT&T	CONSOLIDATED PHONE	\$12.00
		AT&T	LONG DISTANCE PHONE	\$0.06
		ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$155.57
		TCF NATIONAL BANK	MAINT CART LEASE	\$1,160.00
		UNIFIRST HOLDINGS LP	ENV CHARGE	\$18.00
		UNIFIRST HOLDINGS LP	SHOP TOWELS	\$34.98
		UNIFIRST HOLDINGS LP	UNIFORM SERVICE	\$27.12
		VERIZON WIRELESS	WIRELESS CONNECTION	\$40.95
		COURSE MAINT - Total		\$1,448.68
		JPMORGAN CHASE BANK	UNITED LINEN-RENTAL	\$30.00
		FOOD & BEV - Total		\$30.00
		AT&T	CONSOLIDATED PHONE	\$95.97
		AT&T	LONG DISTANCE PHONE	\$1.15
		JPMORGAN CHASE BANK	LOWES-CEMENT	\$9.28
		JPMORGAN CHASE BANK	LOWES-FOAM	\$5.05
		JPMORGAN CHASE BANK	LOWES-LAMINATE	\$37.00
		JPMORGAN CHASE BANK	LOWES-SUPPLIES	\$115.25
		JPMORGAN CHASE BANK	USGA-USGA DUES	\$110.00
		JPMORGAN CHASE BANK	W MGMT-REFUSE SERVICE	\$382.23
		ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$380.88
		GOLF ADMIN - Total		\$1,136.81
		JPMORGAN CHASE BANK	E PICKER GOLF-SUPPLIE	\$392.07
		GOLF SHOP - Total		\$392.07
		BGR DAILY ACCT.	REIMB GOLF PETTY CASH	\$141.90
		JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	\$2,748.86
		JPMORGAN CHASE BANK	GRT PLAINS-BEVERAGE	\$519.04
		JPMORGAN CHASE BANK	SYSCO-FOOD	\$602.71
		OPGA - Total		\$4,012.51
	OPGA - Total			\$10,614.45
	OPGA Grand Total			\$10,614.45

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 01/06/18

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	2,384.00	3,881.22
605 Cart Operations	1,344.81	1,509.95
610 Golf Course Operations	7,600.05	12,553.21
670 Food & Beverage	2,693.38	3,196.57
690 General & Administration	3,405.75	5,146.96
<hr/> FUND TOTAL	17,427.99	26,287.91

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

December 31, 2017				
	Month To-Date	Year To-Date	Budget	Percent of Budget
OPERATING REVENUES:				
Golf shop fees	\$ 20,700	\$ 237,496	\$ 538,200	44.13%
Merchandise sales	8,359	58,523	135,000	43.35%
COS -- merchandise	(5,175)	(43,178)	(104,000)	41.52%
Cart Rental	4,210	70,354	125,000	56.28%
Food & beverage	7,913	71,534	161,376	44.33%
COS -- food & beverage	(2,090)	(30,870)	(67,215)	45.93%
Other Revenue	1	596	700	85.09%
TOTAL OPERATING REVENUES	\$ 33,918	\$ 364,455	\$ 789,061	46.19%
OPERATING EXPENSES:				
Golf Shop	\$ (8,394)	\$ (63,540)	\$ (141,375)	44.94%
Cart Operations	(4,558)	(55,777)	(115,127)	48.45%
Golf Course Maintenance	(25,119)	(361,688)	(719,509)	50.27%
Food & Beverage	(7,585)	(65,558)	(139,962)	46.84%
Golf Administration	(10,224)	(112,928)	(222,970)	50.65%
TOTAL OPERATING EXPENSES	\$ (55,880)	\$ (659,492)	\$ (1,338,943)	49.25%
OPERATING INCOME (LOSS)	\$ (21,962)	\$ (295,036)	\$ (549,882)	
Transfer from General	\$ 50,000	\$ 100,000	\$ 649,882	15.39%
Transfer from OPWA	-	-	326,201	0.00%
TOTAL OTHER REVENUES	\$ 50,000	\$ 100,000	\$ 976,083	10.25%
NET INCOME (LOSS)	\$ 28,038	\$ (195,036)	\$ 426,201	
ENCUMBRANCES OUTSTANDING		\$ (74,446)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		(3,343,985)	(3,343,985)	
Ending Balance		<u>\$ (3,613,468)</u>	<u>\$ (2,917,784)</u>	