

**PUBLIC NOTICE OF THE MEETING OF THE
OWASSO PUBLIC GOLF AUTHORITY**

RECEIVED
FEB 16 2018
City Clerk's Office

Council Chambers, Old Central Building
109 N Birch, Owasso, OK 74055
Regular Meeting
Tuesday, February 20, 2018 – 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 6, 2018, Regular Meeting
 - February 13, 2018, Regular Meeting
 - B. Approve claims
4. **Consideration and appropriate action relating to items removed from the Consent Agenda**
5. **Consideration and appropriate action relating to the purchase of a utility tractor**
Chris Cook

Staff recommends approval to purchase a new Kubota MX5200 utility tractor with attachments from Kubota Center of Tulsa, Oklahoma, in the amount of \$39,513.22 per the Oklahoma State Bid Contract SW196.
6. **Report from OPGA Manager**
7. **Report from OPGA Attorney**
8. **Official Notices to Authority (documents for acknowledgment or information only, no discussion or action will be taken)**
 - Payroll Payment Reports – Pay Period Ending Date 2/3/18
 - Monthly Budget Status Report - January 2018
9. **New Business (New Business is any item of business which could not have been foreseen at the time of posting of the agenda)**
10. **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 16, 2018.



Sherry Bishop, City Clerk

OWASSO PUBLIC GOLF AUTHORITY

MINUTES OF REGULAR MEETING Tuesday, February 6, 2018

The Owasso Public Golf Authority met in regular session on Tuesday, February 6, 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, February 2, 2018.

1. Call to Order

Chair Lyndell Dunn called the meeting to order at 8:14 pm.

2. Roll Call

Present

Chair – Lyndell Dunn

Trustee – Doug Bonebrake

Trustee – Bill Bush

A quorum was declared present.

Absent

Vice-Chair – Chris Kelley

Trustee – Jeri Moberly

Staff:

Authority Manager - Warren Lehr

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 16, 2018, Regular Meeting

B. Approve claims

Mr. Bonebrake moved, seconded by Mr. Bush to approve the Consent Agenda with claims totaling \$29,404.62.

YEA: Bonebrake, Bush, Dunn

NAY: None

Motion carried: 3-0

4. Consideration and appropriate action relating to items removed from the Consent Agenda

None

5. Report from OPGA Manager

No report

6. Report from OPGA Attorney

No report

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 1/20/18

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. Bonebrake moved, seconded by Mr. Bush to adjourn the meeting.

YEA: Bonebrake, Bush, Dunn

NAY: None

Motion carried 3-0 and the meeting adjourned at 8:15 pm.

Lyndell Dunn, Chair

Juliann M. Stevens, Deputy City Clerk

OWASSO CITY COUNCIL, OPWA & OPGA

MINUTES OF JOINT REGULAR MEETING Tuesday, February 13, 2018

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

1. **Call to Order**

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

Present

Mayor/Chair – Lyndell Dunn

Vice-Mayor/Vice-Chair – Chris Kelley (leaves meeting at 6:50 pm)

Councilor/Trustee – Doug Bonebrake

Councilor/Trustee – Bill Bush

Councilor/Trustee – Jeri Moberly

A quorum was declared present.

2. **Discussion relating to the bids and construction contracts for the Police Headquarters Building Renovation Project**

Scott Chambless and Jason Woodruff presented the item and discussion was held. It was further explained that an item would be placed on the February 20, 2018, City Council agenda for consideration and action.

3. **Discussion relating to Economic Development Strategic Plan**

Chelsea Feary presented the item. Ms. Moberly reported on comments made during the February Owasso Economic Development Authority meeting. Discussion was held.

4. **Discussion relating to Community Development items**

A. Update to Owasso Zoning Code

B. Annexation (OA 18-01) – NW Corner of E 86 St N and N 161 E Ave

Bronce Stephenson presented Items 4A and 4B and discussion was held. It was further explained that a community meeting will be held on March 29, 2018, to receive citizen input on the amended zoning code and Item 4B would be placed on the February 20, 2018, City Council agenda for consideration and action.

5. **Discussion relating to the Surface Transportation Program Grant Application**

Dwayne Henderson presented the item and discussion was held. It was further explained that an item would be placed on the February 20, 2018, City Council agenda for consideration and action.

6. **Discussion relating to the Water and Sewer Utility Rate Study Annual Report**

Linda Jones presented the item and discussion was held.

7. Discussion relating to rates and fees

- A. Recycle Center
- B. Utility Billing
- C. Water Taps & Sewer Taps

Sherry Bishop presented the item and discussion was held. It was further explained that an item would be placed on the March 13, 2018, work session for additional discussion.

8. Discussion relating to appointments for citizen committee vacancies

Mayor Dunn presented the item and discussion was held. It was further explained that an item would be placed on the February 20, 2018, City Council agenda for consideration and action.

9. Discussion relating to City Manager items

- Budget amendment related to Alarm Registrations
- Community Development Block Grant (CDBG) Public Hearing
- Monthly sales tax report
- City Manager report

Mr. Lehr advised that an item would be placed on the February 20, 2018, City Council consent agenda to appropriate revenues and expenditures related to alarm management services; and, the required public hearing for CDBG funding would be held on March 6, 2018, during the City Council meeting.

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

Mr. Lehr reported on recent Police Department traffic enforcement efforts and public education campaigns using various media.

10. City Council/Trustee comments and inquiries

Councilor Bonebrake expressed appreciation for communications between the Police Department, Owasso Public Schools, and parents during the recent school lock-down events.

11. Adjournment

Mayor Dunn adjourned the meeting at 9:42 pm.

Lyndell Dunn, Mayor/Chair

Juliann M. Stevens, Deputy City Clerk

Claims List - 2/20/2018

Fund	Vendor Name	Payable Description	Payment Amount
55	OPGA	JPMORGAN CHASE BANK	ADVANCE AUTO-FUSES \$5.80
		JPMORGAN CHASE BANK	LOWES-TOOLS \$71.98
	CART OPERATIONS	- Total	\$77.78
	AEP/PSO	ELECTRIC USE	\$783.34
	AT&T	LONG DISTANCE PHONE	\$0.43
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$150.96
	COURSE MAINT	- Total	\$934.73
	JPMORGAN CHASE BANK	AMUNDSEN-ICE MACHINE	\$254.00
	JPMORGAN CHASE BANK	UNITED LINEN-RENTAL	\$30.00
	JPMORGAN CHASE BANK	WALMART-SUPPLIES	\$4.97
	FOOD & BEV	- Total	\$288.97
	AEP/PSO	ELECTRIC USE	\$829.38
	AT&T	LONG DISTANCE PHONE	\$0.33
	AT&T LONG DISTANCE	LONG DISTANCE PHONE	\$35.96
	ONEOK, INC OKLAHOMA NATURAL GAS	NATURAL GAS USAGE	\$377.94
	GOLF ADMIN	- Total	\$1,243.61
	JPMORGAN CHASE BANK	CUTTER&BUCK-UNIFORMS	\$480.98
	GOLF SHOP	- Total	\$480.98
	JPMORGAN CHASE BANK	ACUSHNET-MERCHANDISE	\$5,152.31
	JPMORGAN CHASE BANK	CUTTER&BUCK-MERCHANDI	\$39.01
	JPMORGAN CHASE BANK	EXECUTIVE-COFFEE	\$83.99
	JPMORGAN CHASE BANK	OAKLEY-MERCHANDISE	\$337.90
	JPMORGAN CHASE BANK	PING-MERCHANDISE	\$415.81
	JPMORGAN CHASE BANK	SAMS-FOOD	\$24.94
	JPMORGAN CHASE BANK	WALMART-FOOD	\$4.96
	OPGA	- Total	\$6,058.92
	OPGA	- Total	\$9,084.99
	OPGA Grand Total		\$9,084.99



TO: The Honorable Chair and Trustees
Owasso Public Golf Authority

FROM: Chris Cook
Bailey Ranch Golf Club - Golf Course Superintendent

SUBJECT: Utility Tractor Purchase

DATE: February 16, 2018

BACKGROUND:

The FY 2017-2018 OPGA, Bailey Ranch Golf Maintenance budget includes funding for the purchase of a new utility tractor. This equipment will be used almost daily by the grounds department to perform miscellaneous tasks such as: material handling, irrigation repairs, and in-house construction work.

A 1987 John Deere front-end loader is currently used as the primary project tractor. This aging tractor has proven over the years to be inadequate for completing projects in-house, and has forced the Bailey Ranch Grounds Department either to rent the necessary equipment or borrow from other departments.

PROPOSED EQUIPMENT:

Staff proposes to purchase a new Kubota MX5200 utility tractor through the Oklahoma State Bid process. The proposed utility tractor will include the following options: 4WD, front-end loader with 66" bucket and pallet forks, 9-foot backhoe with thumb attachment, and shade canopy with work lights.

FUNDING:

The FY 2017-2018 OPGA budget for Bailey Ranch Golf Club Grounds Department includes \$40,000 for the purchase of a utility tractor.

RECOMMENDATION:

Staff recommends approval to purchase a new Kubota MX5200 utility tractor with attachments from Kubota Center of Tulsa, Oklahoma, in the amount of \$39,513.22 per the Oklahoma State Bid Contract SW196.

ATTACHMENT:

Tractor / Equipment Estimate



Kubota Center West Tulsa
 7700 New Sapulpa Road
 Tulsa, OK 74131
 918-224-1565 • 800-324-1565
 Fax: 918-227-2846
 www.kubotacenter.com

Springdale, AR 479-361-2518
 Berryville, AR 870-423-5909
 Bartlesville, OK 918-331-9100
 East Tulsa, OK 918-437-4455
 Grove, OK 918-791-9070
 Harrison, AR 870-743-8030
 Pryor, OK 918-825-3445

Ship To: SAME AS BELOW

Invoice To: CITY OF OWASSO
 PO BOX 180
 OWASSO OK 74055-0180

Branch 08 - WEST TULSA		
Date 01/10/2018	Time 14:30:40 (O)	Page 1
Account No OWASS004	Phone No	Est No 02 Q02727
Ship Via	Purchase Order	
Tax ID No		
WYATT CASTOR		Salesperson WC

EQUIPMENT ESTIMATE - NOT AN INVOICE

Description	** Q U O T E **	EXPIRY DATE: 02/09/2018	Amount
Stock #: 025206 New KU MX5200HST New KUBOTA MX5200HST TRACTOR With R4 Tires	Serial #: 61027		22000.00
		Sale # 01 Subtotal:	22000.00
		TOTAL:	22000.00
Stock #: 025207 New KU LA1065 New KUBOTA LA1065 LOADER	Serial #: B6331		5000.00
		Sale # 02 Subtotal:	5000.00
		TOTAL:	5000.00
Stock #: 024558 New KU BH92 New KUBOTA BH92 BACKHOE	Serial #: A8981		7572.76
		Sale # 03 Subtotal:	7572.76
		TOTAL:	7572.76
Stock #: 017796 New LP PFL3048 New LANDPRIDE PFL3048 PALLET FORKS	Serial #: 1127006		967.00
		Sale # 04 Subtotal:	967.00
		TOTAL:	967.00

ADDITIONAL PARTS

	Qty:	Price:		
BH90A SUB FRAME BH4978	1	1223.63	1223.63	
RUBBER SHOES L9467	2	120.90	241.80	
CANOPY E1134	1	368.75	368.75	
MOUNTING BRKT E1136	1	181.25	181.25	

Thank You for your business!



Kubota Center West Tulsa
 7700 New Sapulpa Road
 Tulsa, OK 74131
 918-224-1565 • 800-324-1565
 Fax: 918-227-2846
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Account No OWASS004	Phone No	Est No 02 Q02727
Ship Via	Purchase Order	
Tax ID No		
WYATT CASTOR		Salesperson WC

EQUIPMENT ESTIMATE - NOT AN INVOICE

Description	** Q U O T E **	EXPIRY DATE: 02/09/2018	Amount
WK LIGHT	E1138	1	106.25
72" Q A BUCKET	L2236	1	632.78
66" Q A BUCKET	L2256	1	607.43
THUMB KIT	BH1976	1	463.13

Miscellaneous Charges/Credits

EXTENDED WARRANTY	Qty:	1	Price:	1325.00	1325.00
SERVICE & HANDLING FEE		1		89.00	89.00

Parts Total: 2559.46
 Miscellaneous Charges/Credits Total: 1414.00

Subtotal: 39513.22
 Quote Total: 39513.22
 Authorization: _____

Thank You for your business!

OWASSO PUBLIC GOLF AUTHORITY
PAYROLL PAYMENT REPORT
PAY PERIOD ENDING DATE 02/03/18

<u>Department</u>	<u>Payroll Expenses</u>	<u>Total Expenses</u>
600 Golf Shop Operations	2,518.75	4,032.50
605 Cart Operations	1,910.51	2,145.14
610 Golf Course Operations	7,843.96	12,846.03
670 Food & Beverage	1,669.07	2,593.85
690 General & Administration	4,105.75	5,965.75
<hr/> FUND TOTAL	18,048.04	27,583.27

CITY OF OWASSO
OWASSO PUBLIC GOLF AUTHORITY
Statement of Revenues & Expenses
As of January 31, 2018

January 31, 2018				
	Month To-Date	Year To-Date	Budget	Percent of Budget
OPERATING REVENUES:				
Golf shop fees	\$ 19,883	\$ 257,380	\$ 538,200	47.82%
Merchandise sales	5,368	63,891	135,000	47.33%
COS -- merchandise	(4,336)	(47,302)	(104,000)	45.48%
Cart Rental	3,652	74,006	125,000	59.20%
Food & beverage	7,177	78,711	161,376	48.77%
COS -- food & beverage	(2,573)	(33,585)	(67,215)	49.97%
Other Revenue	469	1,065	700	152.10%
TOTAL OPERATING REVENUES	\$ 29,640	\$ 394,165	\$ 789,061	49.95%
OPERATING EXPENSES:				
Golf Shop	\$ (11,155)	\$ (74,695)	\$ (141,375)	52.83%
Cart Operations	(7,256)	(63,032)	(115,127)	54.75%
Golf Course Maintenance	(49,819)	(411,508)	(719,509)	57.19%
Food & Beverage	(4,562)	(70,119)	(139,962)	50.10%
Golf Administration	(17,199)	(130,127)	(222,970)	58.36%
TOTAL OPERATING EXPENSES	\$ (89,990)	\$ (749,482)	\$ (1,338,943)	55.98%
OPERATING INCOME (LOSS)	\$ (60,350)	\$ (355,317)	\$ (549,882)	
Transfer from General	\$ 50,000	\$ 150,000	\$ 649,882	23.08%
Transfer from OPWA	-	-	326,201	0.00%
TOTAL OTHER REVENUES	\$ 50,000	\$ 150,000	\$ 976,083	15.37%
NET INCOME (LOSS)	\$ (10,350)	\$ (205,317)	\$ 426,201	
ENCUMBRANCES OUTSTANDING		\$ (63,576)		
FUND BALANCE (Budgetary Basis)				
Beginning Balance		(3,343,985)	(3,343,985)	
Ending Balance		<u>\$ (3,612,878)</u>	<u>\$ (2,917,784)</u>	