

**To:** Honorable Mayor and City Councilors  
**From:** Michael Spurgeon, City Manager  
**Date:** December 4, 2015  
**Re:** Notes to Council

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### **1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION**

- Utilities Department Monthly Report – October 2015
- Parks & Recreation Monthly Report – ~~November 2015~~ **October 2015**
- Tourism Memo – Broken Arrow Museum Launches New Brand

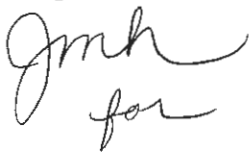
### **2. GENERAL CORRESPONDENCE / NOTIFICATION**

- News Articles: Water Plant Award, Central Park Rose Garden, and Turkey Shoot Winners

### **3. SPECIAL EVENTS / ACTIVITIES**

- Upcoming Special Events
- Post-Event Recreation Report – Turkey Shoot

Respectfully submitted,



Michael L. Spurgeon

jmh  
Attachments

## 1. STAFF REPORTS / ITEMS REQUIRING IMMEDIATE ATTENTION





**INTEROFFICE MEMO**

**To:** Michael Spurgeon, City Manager  
**From:** Anthony Daniel, Utilities Director *AD*  
**Date:** November 30, 2015  
**Re:** Utilities Department Monthly Report – October 2015

	<b>October 2015</b>	<b>October 2014</b>
<b>Water Treated, Purchased and Distributed</b>		
Water Purchased from Tulsa	0 MG	0 MG
Water – Produced at WTP	397.0 MG	325 MG
<b>Wastewater Treated</b>		
Lynn Lane Plant	101.0 MG	129.4 MG
Haikey Creek Plant (BA)	137.4 MG	139.7 MG
Haikey Creek Plant (Tulsa)	174.1 MG	170.3 MG

**Lift-Booster Station Equipment Maintenance Summary-David Handy**

1. Bass Pro Booster Station- Pulled Pump #1; Waiting on parts.
2. Old Adams Creek Lift Station- Skylights and access hatch parts received. Work has been scheduled.
3. Greens Lift Station- Built and installed new rotating assembly for Pump #3.
4. Indian Springs Lift Station- Built new rotating assembly.
5. Oneta Road Lift Station- All parts received for temporary pump installation. Waiting for control panel.

**LLWWTP Maintenance Summary-David Handy**

1. North Bar Screen- Replaced auto timer and ordered spare timer.
2. West Clarifier #1- Drained and cleaned out sump for inspection by Tetra Tech.
3. South Polymer Tank- Repaired mixer several times.
4. Grit Auger / Classifier- Repaired and put back online. Too much mud to remove.
5. Flow Equalization Basin (FEB)- Pump repairs scheduled.
6. South Digester- Drained and cleaned for inspection by Tetra Tech.
7. Belt Press- Extended operating hours to remove sludge from digester.

## **Lynn Lane and Haikey Creek WWTP Industrial Pretreatment Program Summary- Lauren Wilson**

1. City Staff met with Blue Bell Creameries to discuss recommended on-site pre-treatment of wastewater to reduce surcharges calculated by and due to City of Broken Arrow.
2. Mandatory annual pretreatment program reports for Haikey Creek Wastewater Treatment Plant/Regional Metropolitan Utility Authority and Lynn Lane Wastewater Treatment Plant/Broken Arrow Municipal Authority were submitted to Department of Environmental Quality.
3. City staff inspected the following facilities:  
*Inspected manifests for grease interceptor maintenance, discussed best management practices.*
  - Arby's
  - Dairy Queen
  - Pizza Hut
  - Sonic
4. City staff sampled the following facilities:
  - Blue Bell Creameries: City staff collected monthly analysis for BOD, TSS, and Oil & Grease for three weeks during this period.
5. The following reports/certifications were received and reviewed in the month of October:
  - Blue Bell compliance monitoring report and laboratory analysis
  - Unifirst compliance monitoring report and laboratory analysis
  - Dominos compliance plan for installing grease abatement equipment
  - Gruv-N-Gasket certification of no-discharge for previous quarter
  - Flight Safety compliance monitoring report and laboratory analysis
  - Russelectric compliance monitoring report and laboratory analysis
  - Subway 81<sup>st</sup> and Aspen- notification of installation of grease trap

## **UTILITIES DISTRIBUTION/COLLECTIONS MAINTENANCE SUMMARY**

### **WATER DISTRIBUTION – Jerry Hanewinkel**

1. Repaired 12 main line breaks and replaced 6 tapping saddles.
2. Repaired 2 fire hydrants and raised 1 fire hydrant.
3. Replaced fire hydrant and installed 6" valve.
4. Painted 134 fire hydrants. Total to date 2033
5. Responded to 86 meter leaks.
6. Replaced 53 meters.
7. Repaired or Replaced 41 meters and valve boxes.
8. Replaced 15 Curb Stops.
9. Repaired 2 crossings and replaced 1 road crossing and installed 2 new crossings.
10. Cleaned up 28 yards.
11. Responded to 547 Call Okie Line Locates.

12. Installed 24" in-line valve at 101<sup>st</sup> St. water tower for Skaggs tower rehab project.
13. Checked all distribution valves in Stonewood Crossing, Baptist Village, The Reserve at Battle Creek, Fairway Villas, The Greens at Cedar Ridge, Iron Horse Ranch, and Seven Oaks to ensure that they were open for proper circulation and water quality.

### **SEWER COLLECTION- Olen Bailey**

1. Service requests calls 17
2. Sewer line blockages 3
3. Lift station repairs 15
4. Manholes repaired 2
5. Sewer line cleaned 3000 ft.
6. Sewer line replaced 8 ft.
7. Line locates done 70
8. CCTV line 600 ft. of sewer line
9. Cleanups at 5 locations
10. Stand-by and night crew 8 calls received
11. Cleaned 4 lift stations
12. SSO pending CCTV inspection 13
13. Assisted survey crew to locate manholes in the Haikey Creek trunk line.

### **METER READING – Derriel Bynum**

1. Replaced Meters-15
2. Replaced Meter Boxes-6
3. Door Hangers for bad checks-109
4. Turn Ons for non payment-231
5. Turn Offs for non payment-268
6. New /Accounts-432
7. Finals-459
8. Pulled Meters-2
9. Read 37,134 Meters for the month of October 2015
10. Construction Meter Set-7

### **UTILITIES CONSTRUCTION – Tommy Kimbrough**

Project Kirk W/L 1303 – Installed 1357' of 24" C-905 Water line with:

- 8 Taps
  - 3 Fire Hydrants
  - 3 - 6" MJ x Flange valves
  - 1- 24" Butterfly valve
  - 3 – 24"x6" Flange x MJ tee
  - 2- 24" 45° bend
  - 15 meters replaced
  - 1 Main line leak repaired
- OOWA Line Locates Pryor, 36" water line 28 locates done

### **WATER QUALITY- Diana Flora**

1. Flushed dead end water lines (36 total) additional flushing done due to distribution system issues.
2. 2 new dead end lines added to the flushing list.

3. Tested chlorine levels near auto flushers to verify all working (16 total)
4. 8 dirty water calls, 171,875 gallons of water flushed.
5. 100 Bac-T samples, 2 chlorine (am/pm) daily
6. Total gallons flushed to improve water quality in October were 3,392,125 gallons.

### **VERDIGRIS WTP – Jimmy Helms**

1. Replaced seals on flow control valve on membrane rack #8
2. Repaired broken piping in LAS vault #2 and post clear well vault
3. Installed fluoride injection spear
4. Replaced fan and motor on blower aftercooler B
5. Performed full scale trial of coagulant aid at the pretreatment basin in conjunction with HDR
6. Replaced communications module on blower aftercooler B
7. Drained, cleaned and inspected pretreatment trains 3 and 4
8. Replaced roll pin on mud valve shaft in pretreatment train 3
9. Drained, cleaned and inspected pretreatment trains 1 and 2
10. Drained, cleaned and inspected pretreatment trains 1 and 2
11. Replaced a cracked flange on membrane rack 5
12. Performed 2<sup>nd</sup> full scale trial of coagulant aid at pretreatment basin as recommended by HDR
13. Assisted Bauman Instruments with installation of electrical protection devices on flow meters
14. Cleaned out sludge lagoon #2 and hauled 1,338 tons of material to landfill
15. Took sludge lagoon #1 offline and put sludge lagoon #2 online
16. Repaired exterior door near brine tank

#### Accomplishments:

The water plant hosted a 40 hour HAZWOPER (Hazardous Waste Operations and Emergency Response) training class. All water plant personnel were in attendance, as well as two other city employees.

### **DIRECTORS REPORT – Anthony Daniel**

1. Met with FEMA and OK Emergency Management representatives to provide documentation for reimbursement of the May 23<sup>rd</sup> storm damage at Adams Creek NW lift station. Visited the site and clarified the equipment replaced.
2. Participated in the Vision 2025 Renewal Forums and Public Meetings.
3. Pretreatment staff and I met with Bluebell Ice-cream to discuss the plant effluent discharged and explored possible pre-treatment options.
4. Participated in the Wastewater System Master Plan progress/update meeting.
5. Issued the NTP to Dewberry Engineers for the limited condition assessment of the 33 pump stations.
6. Met with Development Services to discuss the existing storage buildings over a water distribution line and a sewer line at the Cedar Creek Lumber Yard.
7. Participated on the following project kick off meetings:
  - a) 24” water line from Battle Creek tank to the water distribution system

- b) LLWWTP Sludge Process Improvements
  - c) Rehab of the One MG New Orleans Elevated Tank
  - d) 16" water line from Olive Avenue and from Tucson to New Orleans
  - e) 12" water line along Tucson Street
  - f) LLWWTP grit removal and headworks improvements
8. Participated in the scoping meeting-
    - a) For the new elevated storage tank on the south side of Broken Arrow
    - b) For the rehab of Oak Crest Addition sewer collection lines
    - c) For the improvements to the Haikey Creek sewer trunk line
    - d) For the Oneta Road sewer lift station and the Kenwood Hills water booster station
  9. Attended the monthly RMUA operations committee meeting at the Haikey Creek WWTP
  10. Attended the monthly Projects Review Meeting with E & C staff and City Management
  11. Conducted interviews to fill the vacant WU Admin Tech position
  12. Attended the two city council and BAMA meetings
  13. Met with City of Coweta Public Works staff at Coweta sewer lift station to follow-up on the low sewer flows reported (as it affects revenue)

**To:** Russell Gale, Acting Assistant City Manager

**From:** Scott Esmond, Director Parks and Recreation



**CC:**

**Date:** November 20<sup>th</sup>, 2015

**Re:** October 2015 Monthly Report

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Please find enclosed the October 2015 Monthly Report for the Parks and Recreation Department.

Please contact Scott Esmond if you have any questions.

Encl: October 2015 Monthly Report





## DIRECTOR-SCOTT ESMOND

- Held weekly staff meetings with department managers.
- Participated in the employee health assessment program.
- Attended City Council meetings.
- Met with the Ruts N Guts event promoter at the Events Park.
- Met with the Economic Development Coordinator to discuss The Rose District 2.0 report.
- Attended the Keep Broken Arrow Beautiful rose planting ceremony at Washington Street and Main Street entry sign beds.
- Met with the Broken Arrow Seniors Incorporated executive director and board member for the purpose of discussing the terms of the proposed facility use agreement at the Senior Activity Center.
- Toured parks with the City Manager and Assistant City Manager.
- Met with City staff, Chamber staff and a consultant to discuss the project timeline for The Rose District Farmers Market water feature.
- Met with City staff and a consultant for the purpose of establishing a repair timeline for the water infiltration at the History Museum.
- Met with City staff, Chamber staff and a consultant for the purpose of planning the electrical upgrades at Central Park for special events.
- Met with department directors and the Assistant City Manager regarding the finalization of the uniform policy.
- Attended the Vision 2025 renewal forum at the Forest Ridge Clubhouse.
- Met with a Broken Arrow Adult Softball representative for the purpose of clarifying the status of the new sports complex at the Events Park, which is a 2014 general obligation bond issue project.
- Met with department staff to start the planning process of relocating The Rose District Farmers Market for the 2016 season.

## BATTLE CREEK GOLF CLUB



### GENERAL

- Battle Creek Golf Club (BCGC) with 324 less tournament rounds to budget was able to achieve budgeted revenues for the month of October. Revenue for the month was \$3,387 more than budgeted and \$2,147 less than last year.
- Membership dues and fees were \$7,357 more than budgeted as membership increased by 7.
- Greenway Golf Associates Inc. is preparing to launch a new fun skill contest at Battle Creek Golf Club on Hole #3. Golfers would pay an entry fee of \$5 or \$10 before play. If they birdie the hole, they would receive double the value in golf shop credit. If they make a hole in one, they would receive \$5,000 for a \$5 entry or \$10,000 for a \$10 entry. A flat screen TV will be in the grill area where golfers would be able to view their shots to Hole #3 after their round, as it is tape delayed. Greenway Golf Associates Inc. has also partnered with a state of the art company to bring this contest to all properties that Greenway Golf Associates Inc. manages. Battle Creek Golf Club will be the only course currently to offer it in the state of Oklahoma. All prizes are insured and paid by the partnering company. Battle Creek Golf Club would keep 50% of all the entry fees as added income to the facility. Players would be able to enjoy another fun element to their round of golf.

### GOLF OPERATIONS

- BCGC hosted 7 golf tournaments, which is down from last year. Contributing factors include a sluggish Tulsa market due to low oil prices and companies cutting back on extracurricular activities. BCGC had 4 additional tournaments booked for October but was forced to reschedule the events for 2016.
- Battle Creek Golf Club continues to host the Union Elementary Schools after school golf program. October's program covered putting, full swing and course etiquette. Jeff Higgins, a member at BCGC, was kind enough to allow the participants a trip to the All Star Sports Complex. This fun field trip allowed BCGC to introduce the youth to another avenue to learn to love golf. It also gave the participants an opportunity to learn how to appreciate kind gestures; by hand writing thank you letters to Mr. Higgins for allowing them the opportunity to participate in the field trip and play miniature golf. This is a tradition that BCGC will continue to participate in as it boosts BCGC image.
- Battle Creek Golf Club hosted the 1st annual Halloween Ghost Open 2 Man Best Ball Tournament. This provided a great opportunity for members and patrons to play in a fun, relaxed atmosphere and to meet new people at Battle Creek Golf Club. The goal for this event is to provide a year-end event for all of our regulars to meet and greet with other golfers from the community.

### COURSE MAINTENANCE

- October received 1.2 inches of rain along with temperatures ranging from the 90's to the lows in the 40's.
- The maintenance team accomplished many tasks this month to improve and/or continue to provide excellent playability of the course. The tasks include:

- Mowed all native areas of the course.
- Sprayed greens with fungicides, insecticides and fertilizers.
- Completed numerous irrigation repairs.
- Needle tined all greens to improve the movement of water and air throughout the green profile.
- Trimmed all pond edges, bunkers and homeowner fence lines.
- Installed swan decoys as deterrent for the Canadian geese.
- Fertilized greens with a granular fertilizer to help build food storage in the plant for the winter.
- Replaced damaged drain boxes around #4 green.
- Top-dressed greens to smooth them after the fall tournament season and began to mulch leaves.

## MONTHLY SUMMARY

- October rounds were 91 less total rounds to budget and same as last year.

<b><u>October Rounds</u></b>	<b><u>Budgeted</u></b>	<b><u>Prior Year</u></b>	<b><u>Actual</u></b>
PUBLIC ROUNDS	575	558	<b>571</b>
TOURNAMENT	750	804	<b>426</b>
MEMBER	1,350	1,272	<b>1,461</b>
BATTLE CARD	250	259	<b>294</b>
TWILIGHT	250	222	<b>278</b>
MISC.	125	115	<b>154</b>
MEMBER GUEST	200	179	<b>225</b>
<b>TOTAL ROUNDS</b>	<b>3,500</b>	<b>3,409</b>	<b>3,409</b>

## MONTHLY GROSS REVENUE

- October total revenue was \$154,279, which was \$3,387 more than budgeted revenues.

	<b><u>October Budget</u></b>	<b><u>October Prior Year</u></b>	<b><u>October Actual</u></b>
DUES & FEES	23,350	20,039	30,707
GREEN FEES	55,556	57,480	50,380
CART FEES	17,361	17,576	15,612
MERCHANDISE	20,475	23,668	24,868
OTHER GOLF COURSE SERVICES	6,200	5,912	7,155
FOOD & BEVERAGES	27,950	31,750	25,557
<b>TOTAL REVENUE</b>	<b>150,892</b>	<b>156,425</b>	<b>154,279</b>

## BANQUET FACILITY

- Battle Creek Golf Club participated in the Oklahoma Bridal Show as a vendor and has acquired several events by participating.
- BCGC currently has 20 profitable reservations for 2016.

## BANQUET FACILITY USAGE REPORT

<b>October</b>	<b>Event</b>	<b>\$</b>
3 <sup>rd</sup>	Fundraiser Event	875.00
5 <sup>th</sup>	Tournament (Food & Beverage Revenue)	958.40
7 <sup>th</sup>	Tournament (Food & Beverage Revenue)	1,410.14
10 <sup>th</sup>	Wedding Reception	1,275.00
17 <sup>th</sup>	Tournament (Food & Beverage Revenue)	2,292.87
24 <sup>th</sup>	Wedding Reception	2,102.39
30 <sup>th</sup>	Murder Mystery Event	1,446.69
	<b>Total Banquet Revenue</b>	<b>\$10,360.49</b>

## FOOD AND BEVERAGE

- Catered 5 tournaments.
- Halloween - decorated, provided complimentary pastries and the grill staff wore costumes.

## CULTURAL AFFAIRS & TOURISM

### DIRECTOR - LORI HILL

- Met with the Legal Department to review the Convention and Visitors Bureau (CVB) ordinance and bylaw updates.
- Met with the City Manager to discuss tourism and the CVB.
- Attended the Special Events Committee special meeting to discuss the Grilles and Grills event.
- Attended Bring Back the Roses committee meeting.
- Conducted the CVB board orientation for two new members; Rob Whitlock and LaTonya Cundiff.
- Attended the City Managers' meeting of the Parks and Recreation Department.

- Worked with RRC Associates, a consulting and research firm, to determine a program for collecting visitor demographics and data for Broken Arrow.
- Attended and assisted with roll call for the Downtown Advisory Board meeting.
- Attended the Governor's Conference on Tourism meeting.
- Worked with Green Country Marketing Association to promote events for Broken Arrow occurring in 2016.
- Worked with the Legal Department to finalize the contract for the 2016 Tulsa Home and Garden Show booth space for the City of Broken Arrow.
- Coordinated welcome bags for French exchange students for Broken Arrow High School.
- Attended a Creative Arts Center meeting.
- Met with City staff to discuss Leadership Broken Arrow Government Day schedule.
- Attended the monthly Special Events Committee meeting.
- Attended the monthly Military History Center board meeting.
- Attended the Oklahoma Center for Non-Profits Management Certification Program.

#### EVENTS COORDINATOR – VAUNDA OLIVERA

- Attended meetings and completed planning with event organizers for logistics and site plan concerns for Grilles and Grills. Attended the two day event on October 16<sup>th</sup> and 17<sup>th</sup>.
- Attended the Bubble Run held at Northeastern State University on October 10th.
- Met with Roses Inc. to discuss the Rose Jamboree scheduled for October 31st. Met with the Rose Jamboree organizer to ensure that the Tulsa County Health Department was aware of the event having food vendors and that they met their requirements.
- Met the new City Manager and discussed current employee positions for the Events Park and The Rose District Farmers Market.
- Prepared and planned the Special Events Committee meeting on October 15<sup>th</sup>. The committee reviewed three new applications, final planning on eight events, and followed up on four events. One event, SunDay FunDay, was noted as cancelled.
- Met with the Parks and Recreation Director and Tourism Director to discuss events and ordinances related to parades.
- Met with City staff to discuss Government Day with Leadership Broken Arrow.

- Completed planning for a block party in Forest Ridge Subdivision.
- Completed planning for the Scleroderma Walk which was held at the Events Park. There were some last minute changes, but were able to work through them and provided the requested services.
- Met with City Staff to discuss upgrades to the electric services within Central Park for future events.
- Toured the Armed Forces Reserve Center as the location for Government Day Leadership Broken Arrow.
- Prepared and planned for the Special Events Committee meeting on October 29<sup>th</sup>. Discussed the site plan for the Rudolph Run with the event organizers.
- Met with a new member of the Special Events Committee to update him on the processes and policies created by the committee.
- Began gathering information for budgeting purposes. Have discussed changes to the filing format and internal processes that would allow cost estimates to be given to event organizers earlier in the process with the Events Assistant. This should address some of the concerns voiced this past year.
- Continued planning for the Ruts and Guts event scheduled for December, 2015.
- Continued training Events Assistant with regards to administrative, event hosting and existing organizational structure. This month we had some time to discuss in detail the ordinances and Resource Guide.
- Completed agenda time and final planning for the Homecoming Parade.
- Began planning events for the 2016 Farmers Market season.
- Prepared Notes to Council and event summaries for staff.
- Attended Night Out Against Crime. Police Department handled the majority of the event. Assisted on site to ensure access to electric, traffic and car removal, and made sure the trash crew had what they needed to complete clean up.

#### FARMERS MARKET COORDINATOR – JUDY PRIETO

- Assisted with facilitating communication to vendors who participated in Grilles and Grills on October 17<sup>th</sup>.
- Began planning events for opening day of The Rose District Farmers Market in 2016.
  - The Rose District Farmers Market will host its first annual Earth Day Festival in 2016.
  - The Met, Metropolitan Environmental Trust, will be in attendance with recycling options and education.
- Out of the office during the last two weeks of October.

- Learning the email collecting program Mail Chimp. This has great potential for promoting, running contests, announcements for seasonal produce, contact vendors and to communicate with the general public.

## **RECREATION DIVISION**

### **RECREATION MANAGER – THOR ROOKS**

- Central Park Community Center held a new event, Fall Fun Fair, on Saturday October 3<sup>rd</sup>. The event had 15 games for everyone to play and candy was handed out. The Fall Fun Fair was well attended with an estimate of 500+ people. The Broken Arrow Police Department, Broken Arrow Fire Department, Broken Arrow Girls Softball Association, Chick-Fil-A, Discount Mattress, Herbal Life Representatives, Broken Arrow Homeschoolers and Vicky Dodson participated in the event.
- Held the monthly Center Supervisor meeting and discussed the Health Assessment survey, Broken Arrow Amateur Basketball Association schedule, areas to improve on for RecTrac entry, staff schedules and upcoming events/projects.
- Use Agreements for Broken Arrow Amateur Basketball Association, Broken Arrow Youth Football Association and Lacrosse Club were completed and entered into Legistar.
- Attended a meeting with the City Manager, Parks and Recreation Director, Parks Maintenance Manager, Cultural Affairs and Tourism Director regarding the Parks and Recreation Department.
- Recreation Division staff operated two games at the Night Out Against Crime and Fun and Games on Main on October 31<sup>st</sup>. Staff handed out over 200 brochures to parents and over 3,000 pieces of candy to children. Event was well attended and was well put together by the Broken Arrow Police Department.

### **RAY HARRAL NATURE CENTER – JOHNNY KOESTER**

- Ray Harral Nature Center had 799 visitors, while the Nature Park had 2,277 walking the trails. These figures reflect normal operating hours of Tuesday through Friday, 10am to 5pm.
- During Broken Arrow School's three day fall break, 876 visitors were recorded.
- There were 28 visitors during October's trial test of being open from 5pm-6pm.
- Childress Middle School visited with 46 children and 2 adults. Questions were answered and children were entertained during their visit.
- The Observation Room now hosts 4 cork boards with photos of wildlife and dogs taken in Ray Harral Nature Park by patrons.
- Riley Lawson with Oklahoma State University was scheduled to visit and mount wildlife cameras in the park. He visited but the cameras were not available to be mounted.

- Cub Scout Troop #995 scheduled a class and tour for November 24th.
- A waterfall has been added as an accent piece to supplement the wildlife display.

## **PARKS MAINTENANCE DIVISION**

### **PARKS MAINTENANCE MANAGER – PHIL HINK**

- Attended Department staff meetings.
- Conducted Park Maintenance Division staff meetings.
- Met with the City Manager, Parks and Recreation Director and Department staff to review Park Maintenance Division resources and responsibilities.
- Monitored ongoing park construction projects:
  - Nienhuis Park Sport Courts - Waiting on final construction plans.
  - Nienhuis Park Turf Football Fields - Design work in progress.
  - Indian Springs Sports Complex Tee Ball restroom remodel - Building Maintenance waiting on ordered materials.
  - Central Park electrical - Waiting on design plans to bid project.
- Monitored pond maintenance activities for 7 park pond locations; Jackson Park (2), Nienhuis Park (2), Veterans Park, Arrowhead Park, and Linear Park. Maintenance will be suspended after October and will resume in March 2016.
- Met with an electrical engineer and the Public Safety Company of Oklahoma personnel at Central Park to review existing power needs for Rooster Day activities; location of existing equipment and potential location for the placement of a new transformer.
- Met with event coordinators for Ruts & Guts at the Events Park to review the race course and wooded areas that need to be partially cleared in preparation for the event.
- Attended Special Events Committee meeting in order to schedule maintenance crews for Grilles & Grills, Fun & Games on Main Street and The Rose District Farmers Market; along with the Scleroderma Walk at the Events Park.
- Coordinated sports court light adjustments with Musco Lighting at the Central Park tennis/basketball courts. Company reduced light spill to an adjacent home and replaced a surge protector.
- Adjusted timers for lights and restrooms at The Rose District Farmers Market for events during October.
- Spoke with the Chamber of Commerce personnel concerning delivery of a Christmas tree to The Rose District Farmers Market on November 19<sup>th</sup>. Spoke with vendor(s) that will be bidding on installation/removal of Christmas decorations in The Rose District and The Rose District Farmers Market area.



- Gathering information for the Engineering Department in preparation to bid 4 wrap-around shade structures for the Arrowhead Softball Complex.
- Working with the Human Resources Department to re-post a Parks Maintenance Worker position that was not filled on the last job posting.
- Provided Purchasing Department with specifications for quoting new picnic tables and park benches.

## PARKS MAINTENANCE

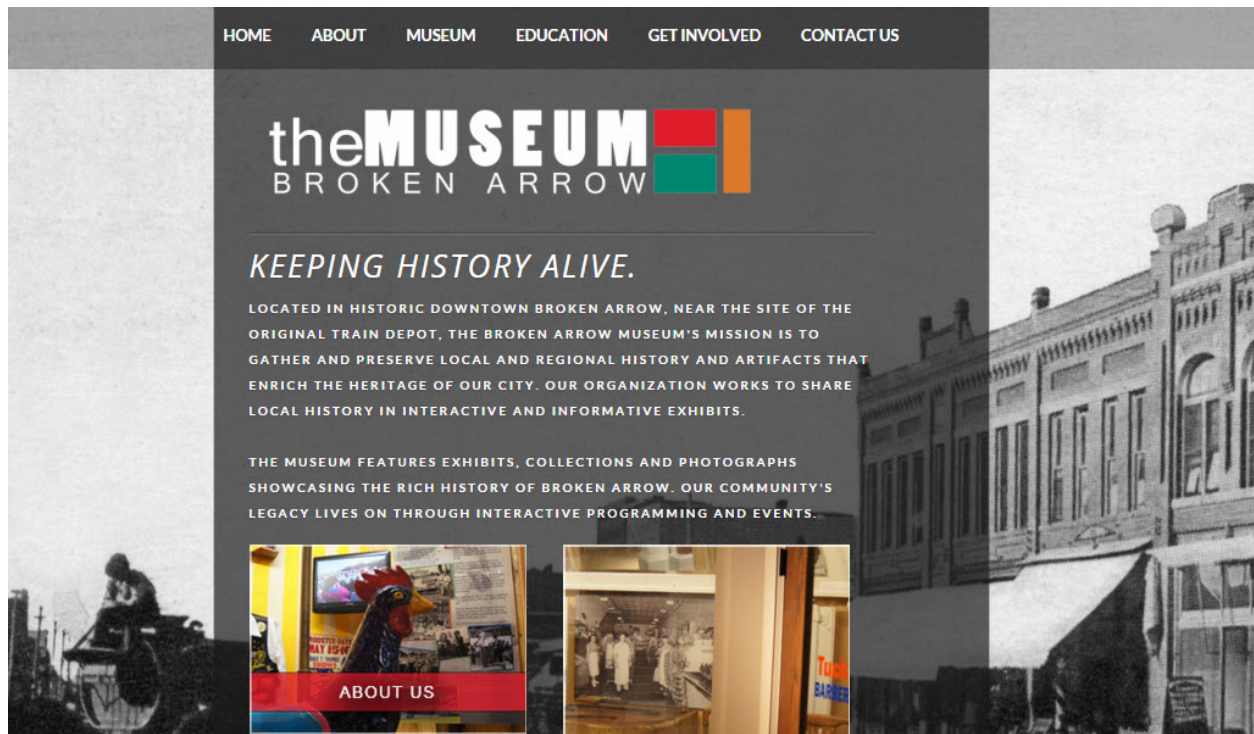
- Litter cleanup performed at park sites and outdoor restrooms were cleaned daily.
- Provided weekly custodial maintenance/monitoring to the Camino Villa Park Building.
- Monthly playground inspections were completed and maintenance items addressed as required.
- Performed daily routine maintenance in The Rose District; trash cleanup, blowing sidewalks, weeding, etc. Performed cleanup around curb lines prior to The Rose District events.
- Removed summer annuals from landscape beds in The Rose District and various park sites and installed winter annuals. Ordered bulbs that will be planted in the Fall/Winter for spring color.
- Monitored contractor maintenance on the rose plantings at Centennial Park and The Rose District; pruning, deadheading roses, pesticide applications, weeding, etc.
- Installed new irrigation cable, extending the automatic irrigation to the new azalea beds constructed near the Ray Herral Nature Center.
- Sprayed the rose garden with insecticide/fungicide and deadheaded plants.
- Ninety-one mowing cycles were performed on thirty-four general park/trail sites during the month.
- Completed weekly routine mowing at the Events Park. Crews pruned low hanging limbs, removed deadwood in trees and on the ground, removed stumps with a stump grinder and cleared underbrush in areas that the Ruts and Guts participants will ride through.
- Athletic fields at Indian Springs Sports Complex (ISSC) and Nienhuis Park were mowed weekly; 2-3 times throughout the month. ISSC soccer fields were prepared for the annual Fall Blitz tournament hosted by the Broken Arrow Soccer Club. Tournament consisted of over 200 teams with more than 300 games played at ISSC.
- Crews prepared Arrowhead Softball Complex/Park for the season ending Heartland Showcase tournament. Thirty-five teams were scheduled to participate.
- Aerated ISSC soccer fields sidelines and goal mouths. Top-dressed low areas on fields with sand.

- Sprayed all athletics fields with pre-emergent for winter weed control. 16 baseball fields, 33 soccer fields, 2 adult softball fields, 8 football/lacrosse fields, and 12 girls softball fields.
- Repaired vandalized fencing around Nienhuis Skate Park. Users have been driving bikes into the chain-link fencing or removing the fence to allow for a running start into the skate park.
- The Rose District Farmers Market plaza was pressure washed as needed prior to large events.
- Delivered mobile stage for two events during the month; Grilles & Grills and Fun & Games on Main Street. Maintenance crew prepared the stage, assisted Special Events personnel with event activities and removed the stage at the end of the events.
- Checked heaters in outdoor restrooms and unoccupied facilities in preparation for freezing temperatures.
- Removed the deteriorated fencing and screening from the remaining building and area at Wedgewood Park where the pool was removed. Holes in the building floor were filled with concrete and building was repainted. A ceiling was installed to keep vandals from climbing into the rafters. Picnic tables will be installed in the near future. Stormwater Department graded off the area that was filled in due to the pool being demolished and Park's crews seeded the area with winter grass.
- Continued trapping/baiting gophers that are actively working on athletic fields.
- Adjusted the float on the Veterans Park fountain. Fountain was cleaned and lights checked. Color lenses will be installed for the holiday season.

End of Report

**To:** Michael Spurgeon, City Manager  
**From:** Lori Hill  
**CC:** Scott Esmond and Russell Gale  
**Date:** November 30, 2015  
**Re:** Notes to Council – Broken Arrow History Museum Launches New Brand!

The Broken Arrow History Museum has recently gone thru a branding campaign and their new name is The Museum Broken Arrow. Here [is the link](#) to their new website which features their new look and new logo.



# theMUSEUM BROKEN ARROW



In the spring of 2015, the Broken Arrow Historical Society began a project to rebrand the museum which included a new brand mission, logo, website collateral material and membership program. The Board of Directors engaged Vann & Associates Public Relations and Marketing to accomplish the goal of a rebranded museum which would market and appeal to a younger generation of visitors.

After approximately a month of research, a new brand mission, name for the Museum and logo were developed. The Broken Arrow Historical Society and Museum, aka The Broken Arrow Museum, was changed to The Museum Broken Arrow. This name was chosen to reflect the fact that we wanted to be "the place" for those interested in Broken Arrow history. The brand identity and logo development followed which netted a beautiful, modern logo. The new logo showcases a dark navy moniker accompanied by three colorful panels symbolizing education, collections and outreach. You will notice the three rectangular shapes also combined to form an "H" in the negative space – allowing us to pay homage to the Historical Society and the nature of the Museum's collections.

To accompany this new brand, the Museum now has a new domain name (BrokenArrowMuseum.org) with a new, dynamic website viewable on a variety of different devices (desktop, tablet and phone). The new brand can also be seen on our new corporate identity and marketing materials such as brochures and rack cards as well as our social media skins and e-newsletter.

Finally, The Museum Broken Arrow will unveil our new membership program at the end of 2015. This program is focused on attracting a younger generation of givers as well as those businesses who want to join with our Museum to showcase the amazing past of our city and how exciting the future will be.

We invite you all to come to our Museum and experience the new brand mission, check out our new website and sign up for our e-newsletter.

Sincerely,



Lori Lewis  
Executive Director  
The Museum Broken Arrow  
[llewis@brokenarrowmuseum.org](mailto:llewis@brokenarrowmuseum.org)  
918.258.2616

## keeping history alive.

400 SOUTH MAIN STREET • BROKEN ARROW, OKLAHOMA 74012  
(918) 258-2616 • BROKENARROWMUSEUM.ORG

## 2. GENERAL CORRESPONDENCE / NOTIFICATION





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*INTEROFFICE MEMO*

**To:** Honorable Mayor and City Councilors  
**From:** Jennifer Hooks, Executive Assistant to City Manager  
**Date:** December 4, 2015  
**Re:** News Articles: Water Plant Award, Rose Garden, and Turkey Shoot Winners

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Please find the attached news articles regarding City facilities and programs.

Respectfully submitted,

A handwritten signature in black ink that reads "J. Hooks". The signature is written in a cursive, flowing style.

Jennifer Hooks

Attachments

## Verdigris water plant earns top honor

By John Ferguson News Editor [john.ferguson@baldedger.com](mailto:john.ferguson@baldedger.com) | Posted: Tuesday, December 1, 2015 8:00 pm

The Broken Arrow City Council meetings came in loud and clear and easily understood Tuesday night. Yes, meetings plural.

The council held a special meeting early to unveil all the new bells and whistles from the audio/visual system just installed. The digital audio and large screens throughout the chamber made it easier to follow and understand. New lighting will complete the high definition look.

The big news at the regular meeting that started 30 minutes after the A/V tour was completed featured good news, too.

The 2016A & B General Obligation Bonds offered Tuesday for city improvements got favorable interest rates.

"Any thing below three (percent) is good," said Ben Oglesby, who represents Municipal Financial Services. Both bond packages were around the 2.8 percent level.

The council voted to approve both bond interest rate packages.

The Broken Arrow Municipal Authority got word that the Verdigris Water Treatment plant was honored recently.

Utilities Director Anthony Daniel announced the Verdigris plant won the Large Water Plant of the Year. The award came from the Oklahoma Water and Pollution Control Association.

Mayor Craig Thurmond noted that the city wins many awards, but thought this was the first one for the water plant. A plaque was presented and will be hung in the water plant.

An executive session was held on the possible purchase and appraisal of real property located on Lynn Lane between 81st and Elgin Ave.

After the short session, the council took no action.



city of BA logo

## Central Park rose garden gets approval

By Steve James Oklahoma Weekly Group news@baldedger.com | Posted: Monday, November 23, 2015 12:07 pm

Broken Arrow City Councilors voted Monday night to approve an agreement to construct a privately-funded commemorative rose garden in Central Park.

The non-profit Keep Broken Arrow Beautiful organization approached the city earlier this year with their plans to construct the garden and name it after Jim and Peggy Nelson.

Under the terms of that agreement, KBAB was to provide the city with a design plan by a licensed landscape architect.

Robert Nelson donated \$10,000 for the design plan on the condition that it be named for his parents.

The naming is virtually the city's only obligation, as the entire garden will be constructed and maintained by KBAB, according to the agreement.

KBAB board chairperson Peggy Striegel presented R.L. Shears Company's plans for the garden, which an estimate suggests will cost more than \$5.6 million when all is said and done, all of which would come from private donations.

"We wanted to design something which would certainly be used by Broken Arrowans but would be a destination point for the city and people would come to Broken Arrow from other areas to see the flowers," Striegel said.

Councilors voted 4-0 in favor of the agreement. Councilor Scott Eudey, a KBAB board member, recused himself from the vote.



2015-11-25 bal-p2nelsongarden

ABOUT TO BLOOM — Peggy Striegel shows the artist rendering of the new Central Park rose garden. Joining her from left are: Vice Mayor Richard Carter, councilman Mike Lester, Mayor Craig Thurmond, councilman Johnnie Parks and councilman Scott Eudey. SUBMITTED PHOTO



## Talented shooters take home turkeys

By Jo-Ann Jennings Staff Writer [joann.jennings@baldedger.com](mailto:joann.jennings@baldedger.com) | Posted: Monday, November 30, 2015 3:28 pm

There's more than one way to shoot a turkey.

Seventeen youngsters showed up at Central Park Community Center on Nov. 21 to take free throw shots on the basketball court, not just keeping their eye on the hoop, but also on the prize.

Competing for a turkey were boys and girls 6-to-8, 9-to-11, and 12-to-14. Turkey went to the ones who made the most free shots out of 10.

Winners were Seth Sheneman who hit nine out of 10 and Payton Agee who downed five out of 10. Robert Kerr and Corbin Lee tied with eight out of 10. Kerr won following a tie breaker — best out of five — with three out of five. Isabella Kerr hit one out of 10 and Justice Austin made eight out of 10.

According to Hayley Nath, Central Park recreation assistant, there were two more participants registered this year than last year. It is expected the event will continue to grow.

“Our next event will be Pizza with Santa, on Dec. 19 at the Nienhuis Park Community Center from 11 a.m. to 1 p.m.,” Nath said.

Information can be obtained from Nath at 918-259-8437.



Talented shooters take home turkeys

### 3. SPECIAL EVENTS / ACTIVITIES



**To:** Jennifer Hooks, Executive Assistant to the City Manager  
**From:** Vaunda Olivera, Events Coordinator  
**CC:** Scott Esmond, Russell Gale  
**Date:** December 3<sup>rd</sup>, 2015  
**Re:** Notes to Council – Updated upcoming events

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**UPCOMING EVENTS**

**Civitans Christmas Parade** The Broken Arrow Civitans will be hosting their annual Christmas Parade December 5<sup>th</sup>, in downtown Broken Arrow. The parade will stage participants in an area from College Street to Freeport Street and Ash Avenue to 1<sup>st</sup> Street. Participants will merge onto Main Street at College and head south through the Rose District and conclude just south of Central Park Community Center. Roads will be closed from 7:00 a.m. until noon. Parade will begin at approximately 10:00 a.m.

**Santa Run** - The Broken Arrow Chamber is hosting their 3<sup>rd</sup> annual 5K run and 1 mile fun run on December 5<sup>th</sup>, 2015 in and around the Bass Pro Shop. The run will begin at Bass Pro and will take place on Hillside Drive and Albany. Runners and walkers of all ages have been encouraged to be dressed like Santa. Of course, the real Santa Claus will be attending, as well. Street closures will begin at 6:30 am and will reopen at 9:30 a.m.

**Ruts N Guts** – Team Air Assurance will be hosting their 6<sup>th</sup> annual cyclocross event Saturday December 5<sup>th</sup>, 2015 at 7:30 am through December 6<sup>th</sup>, 2015 at 5:30 pm. This year, the course will utilize features of the Events Park to create challenges for participants of all ages. This event is listed on the United Cycling International Calendar and the Pro CX calendar for this year and will bring in teams from as far away as Haiti and Canada. The event will give participants an opportunity to score points for other big races and for cyclocross nationals in January. The attendance is expected to grow significantly from last year. Local news channels and radio stations will be on hand to promote the event.

**Rudolph Run** - Fleet Feet of Broken Arrow will be hosting a Fun run & walk December 19<sup>th</sup>, 2015 beginning at 8:30am. The 5K starts at 9:00am and will take participants through the Rose District and south to Central Park. Road closures will begin at 6:30 am and will reopen at approximately 10:00 am.

**ADDITIONAL INFORMATION**

**Special Events Committee**

The Special Events Committee met on November 19<sup>th</sup>, 2015. During the meeting we reviewed three new applications for events for this fiscal year, reviewed final details for six (6) events and followed up on seven (7) events, see attached agenda. Our next meeting is scheduled for December 17<sup>th</sup>, 2015 at 2:00 p.m.

CITY OF BROKEN ARROW

# Parks & Recreation Event Report

Turkey Shoot

Event/Program: Free Throw Contest Dates: November 21, 2015

## DETAILS

<i>Location</i>	Central Park Community Center	<i>Attendance</i>	17 participants
<i>Event Organizer</i>	Tanner Wilburn, Center Supervisor Hayley Nath, Recreation Assistant	<i>How long has the event been going?</i>	2 years

## DESCRIPTION

- 17 participants ages 6 - 14 competed in the event.
- Three age groups: 6 - 8, 9 - 11, 12 - 14, boys & girls competed separately.
- Each participant had the opportunity to shoot the best out of ten free throws, two winners (male/female) from each age group won a turkey.
- In case of a tie, best out of five free throws were shot.
- Each participant shot their free throws from their age appropriate distance and height of goal.
- Several parents showed up to cheered on the participants.
- We had two more participants compete this year compared to last year's event.

## TYPE OF PROMOTIONS USED

- Facebook
- Broken Arrow Amateur Basketball Association (BAABA) sent the information out to their coach's
- Central Park and Nienhuis Park Marquees
- Parks and Recreation Newsletter
- Flyers were handed out at Night Out Against Crime and Fall Fun Fair

## NOTES

Our goals:

- Offer an affordable event for kid's to participate in and have the opportunity to win a turkey for the Thanksgiving Holiday.

For Next Year:

- Submit flyers to Broken Arrow Public Schools in order to increase participation.
- Have BAABA post the flyer on their website.
- Have an overall champion for the event which would win a trophy.

PHOTOS:

Turkey Shoot Winners!!

