

**MINUTES OF THE MEETING  
OF THE SKIATOOK PUBLIC WORKS AUTHORITY  
TUESDAY, February 9, 2021 6:00 P.M., MUNICIPAL BOARDROOM**

**1. Call to Order**

The meeting was called to order by Chairman Forbes at 6:00 p.m. in the Municipal Boardroom.

**2. Opening Business**

- a. Invocation by Robin Edens, Vice Chairman/Vice Mayor
- b. Flag Salute by Jim Annas, Fire Chief
- c. Roll Call by Shirley Lett, City Clerk

PRESENT: Herb Forbes, Robin Edens, Linda Loftis, Stephanie Upton, Geoff McGoffin, Cody Fuentes

ABSENT: Joyce Jech

STAFF: Shirley Lett, Dan Yancey, and other staff members.

**3. Consideration and appropriate action relating to a request for approval of the Consent Agenda.**

- A. Approval of the minutes of the January 12, 2021 Regular Meeting.
- B. Approval of Purchase Orders/Warrants for 01/21/21 (#138424-#138483)
  - i. SPWA \$156,179.19
  - ii. Payroll (01-15-21) \$52,482.23
- C. Approval of Purchase Orders/Warrants for 02/04/21 (#138582-#138677)
  - i. SPWA \$577,477.86
  - ii. Payroll (01-29-21) \$79,618.71

Motion was made by Trustee McGoffin and 2<sup>nd</sup> by Vice Chairman Edens to approve the Consent Agenda as written.

YES: Forbes, Edens, Loftis, Upton, McGoffin, Fuentes

NO: NONE

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

Item was skipped. No action was taken.

**5. Discussion and possible consideration and appropriate action related to the approval of a Professional Services Agreement with Municipal Finance Services, Inc. for services pertaining to new and outstanding debt obligations for a five (5) year term ending June 30, 2026.**

Motion was made by Chairman Forbes and 2<sup>nd</sup> by Trustee Upton to approve a Professional Services Agreement with Municipal Finance Services, Inc. for services pertaining to new and outstanding debt obligations for a five (5) year term ending June 30, 2026.

YES: Forbes, Edens, Loftis, Upton, McGoffin, Fuentes

NO: NONE

**6. Discussion and possible consideration and appropriate action related to the approval of Resolution 2021-04, A RESOLUTION AUTHORIZING THE SKIATOOK PUBLIC WORKS AUTHORITY (THE "AUTHORITY") TO ISSUE ITS SALES TAX REVENUE NOTE, SERIES 2021 (THE "NOTE") IN THE AGGREGATE PRINCIPAL AMOUNT OF \$6,542,000.00; WAIVING COMPETITIVE BIDDING AND AUTHORIZING THE NOTE TO BE SOLD ON A NEGOTIATED BASIS; RATIFYING AND CONFIRMING**

**AN AMENDED SALES TAX AGREEMENT BY AND BETWEEN THE CITY OF SKIATOOK, OKLAHOMA (THE "CITY") AND THE AUTHORITY PERTAINING TO A YEAR-TO-YEAR PLEDGE OF CERTAIN SALES TAX REVENUE; APPROVING AND AUTHORIZING EXECUTION OF A SERIES 2021 SUPPLEMENTAL NOTE INDENTURE AUTHORIZING THE ISSUANCE AND SECURING THE PAYMENT OF THE NOTE; PROVIDING THAT THE ORGANIZATIONAL DOCUMENT CREATING THE AUTHORITY IS SUBJECT TO THE PROVISIONS OF THE NOTE INDENTURE, AS AMENDED; APPROVING AND AUTHORIZING THE EXECUTION OF AN ESCROW DEPOSIT AGREEMENT; AUTHORIZING AND DIRECTING THE EXECUTION OF THE NOTE AND OTHER DOCUMENTS RELATING TO THE TRANSACTION; INCLUDING PROFESSIONAL SERVICES AGREEMENTS; AND CONTAINING OTHER PROVISIONS RELATING THERETO.**

Motion was made by Chairman Forbes and 2<sup>nd</sup> by Vice Chairman Edens to approve Resolution 2021-04, A RESOLUTION AUTHORIZING THE SKIATOOK PUBLIC WORKS AUTHORITY (THE "AUTHORITY") TO ISSUE ITS SALES TAX REVENUE NOTE, SERIES 2021 (THE "NOTE") IN THE AGGREGATE PRINCIPAL AMOUNT OF \$6,542,000.00; WAIVING COMPETITIVE BIDDING AND AUTHORIZING THE NOTE TO BE SOLD ON A NEGOTIATED BASIS; RATIFYING AND CONFIRMING AN AMENDED SALES TAX AGREEMENT BY AND BETWEEN THE CITY OF SKIATOOK, OKLAHOMA (THE "CITY") AND THE AUTHORITY PERTAINING TO A YEAR-TO-YEAR PLEDGE OF CERTAIN SALES TAX REVENUE; APPROVING AND AUTHORIZING EXECUTION OF A SERIES 2021 SUPPLEMENTAL NOTE INDENTURE AUTHORIZING THE ISSUANCE AND SECURING THE PAYMENT OF THE NOTE; PROVIDING THAT THE ORGANIZATIONAL DOCUMENT CREATING THE AUTHORITY IS SUBJECT TO THE PROVISIONS OF THE NOTE INDENTURE, AS AMENDED; APPROVING AND AUTHORIZING THE EXECUTION OF AN ESCROW DEPOSIT AGREEMENT; AUTHORIZING AND DIRECTING THE EXECUTION OF THE NOTE AND OTHER DOCUMENTS RELATING TO THE TRANSACTION; INCLUDING PROFESSIONAL SERVICES AGREEMENTS; AND CONTAINING OTHER PROVISIONS RELATING THERETO with award of the loan going to The Exchange Bank at an accepted rate of 1.4%.

YES: Forbes, Edens, Loftis, Upton, McGoffin, Fuentes  
NO: NONE

**7. Discussion and possible consideration and appropriate action related to the approval of the purchase of a WEG Pad Mount Transformer 3,000KVA (spare for Osage Casino, Water Treatment Plant, and 301 W. 136th St. N.) in the amount of \$36,537.00 from Diversified Electric Co. for the Electric Department.**

Motion was made by Trustee McGoffin and 2<sup>nd</sup> by Trustee Upton to approve the purchase of a WEG Pad Mount Transformer 3,000KVA (spare for Osage Casino, Water Treatment Plant, and 301 W. 136th St. N.) in the amount of \$36,537.00 from Diversified Electric Co. for the Electric Department.

YES: Forbes, Edens, Loftis, Upton, McGoffin, Fuentes  
NO: NONE

**8. Adjournment.**

Motion was made by Chairman Forbes and 2<sup>nd</sup> by Trustee Fuentes to adjourn.

YES: Forbes, Edens, Loftis, Upton, McGoffin, Fuentes  
NO: NONE

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Herb Forbes, Chairman

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Stephanie Upton, Trustee

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Robin Edens, Vice Chairman

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Joyce Jech, Trustee

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Linda Loftis, Trustee

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Shirley Lett, City Clerk

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Geoff McGoffin, Trustee

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Date Minutes Approved:

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Cody Fuentes, Trustee

**MINUTES OF THE MEETING  
OF THE SKIATOOK CITY COUNCIL  
TUESDAY, FEBRUARY 9, 2021 6:00 P.M., MUNICIPAL BOARDROOM**

**1. Call to Order**

The meeting was called to order by Mayor Forbes at 6:17 pm in the Municipal Boardroom.

**2. Roll Call**

PRESENT: Herb Forbes, Robin Edens, Linda Loftis, Stephanie Upton, Geoff McGoffin, Cody Fuentes

ABSENT: Joyce Jech

STAFF: Shirley Lett, Dan Yancey, and other staff members.

**3. Consideration and appropriate action relating to a request for approval of the Consent Agenda.**

- a. Approval of the minutes of the January 12, 2021 Regular Meeting.
- b. Approval of the minutes of the February 3, 2021 Special Meeting.
- c. Approval of Purchase Orders/Warrants for 01/21/21 (#138424-#138483)
 

ii.	General Fund	\$75,553.99
iii.	Cemetery Fund	\$124.11
iv.	Airport Fund	\$2,244.19
v.	One Cent Capital Projects	\$5,400.00
vi.	Payroll (01-15-21)	\$154,608.11
- D. Approval of Purchase Orders/Warrants for 02/04/21 (#138582-#138677)
 

i.	General Fund	\$51,972.86
ii.	Cemetery Fund	\$2,555.07
iii.	Airport Fund	\$117,683.80
iv.	Court Fund	\$634.73
v.	One Cent Capital Projects	\$6,016.93
vi.	One/Half Cent Cap Projects	\$49,867.68
vii.	Payroll (01-29-21)	\$224,035.99
viii.	Hazard Pay (January)	\$20,604.50

Motion was made by Councilor McGoffin and 2<sup>nd</sup> by Vice Mayor Edens to approve the Consent Agenda.

YES: Forbes, Edens, Loftis, Upton, McGoffin, Fuentes

NO: NONE

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

Item was skipped. No action was taken.

**5. Presentation of a retirement plaque to Michael Barnes in recognition of his years of service to the City of Skiatook. (Skipped-not present.)**

**6. Discussion and possible consideration and appropriate action related to the approval of a Professional Services Agreement with Municipal Finance Services, Inc. for services pertaining to new and outstanding debt obligations for a five (5) year term ending June 30, 2026.**

Motion was made by Mayor Forbes and 2<sup>nd</sup> by Councilor Upton to approve a Professional Services Agreement with Municipal Finance Services, Inc. for services pertaining to new and outstanding debt obligations for a five (5) year term ending June 30, 2026.

YES: Forbes, Edens, Loftis, Upton, McGoffin, Fuentes  
NO: NONE

- 7. Discussion and possible consideration and appropriate action related to the approval of Resolution 2021-05, A RESOLUTION OF THE CITY OF SKIATOOK, OKLAHOMA (THE "CITY") APPROVING THE INCURRENCE OF INDEBTEDNESS BY THE SKIATOOK PUBLIC WORKS AUTHORITY (THE "AUTHORITY") ISSUING ITS SALES TAX REVENUE NOTE, SERIES 2021 (THE "NOTE"); PROVIDING THAT THE ORGANIZATIONAL DOCUMENT CREATING THE AUTHORITY IS SUBJECT TO THE PROVISIONS OF THE NOTE INDENTURE, AS AMENDED, AUTHORIZING THE ISSUANCE OF SAID NOTE; WAIVING COMPETITIVE BIDDING WITH RESPECT TO THE SALE OF SAID NOTE AND APPROVING THE PROCEEDINGS OF THE AUTHORITY PERTAINING TO THE SALE OF SAID NOTE; RATIFYING AND CONFIRMING THE EXECUTION OF AN AMENDED SALES TAX AGREEMENT BY AND BETWEEN THE CITY AND THE AUTHORITY PERTAINING TO THE YEAR-TO-YEAR PLEDGE OF CERTAIN SALES TAX REVENUES; AND CONTAINING OTHER PROVISIONS RELATING THERETO.**

Motion was made by Mayor Forbes and 2<sup>nd</sup> by Vice Mayor Edens to approve Resolution 2021-05, A RESOLUTION OF THE CITY OF SKIATOOK, OKLAHOMA (THE "CITY") APPROVING THE INCURRENCE OF INDEBTEDNESS BY THE SKIATOOK PUBLIC WORKS AUTHORITY (THE "AUTHORITY") ISSUING ITS SALES TAX REVENUE NOTE, SERIES 2021 (THE "NOTE"); PROVIDING THAT THE ORGANIZATIONAL DOCUMENT CREATING THE AUTHORITY IS SUBJECT TO THE PROVISIONS OF THE NOTE INDENTURE, AS AMENDED, AUTHORIZING THE ISSUANCE OF SAID NOTE; WAIVING COMPETITIVE BIDDING WITH RESPECT TO THE SALE OF SAID NOTE AND APPROVING THE PROCEEDINGS OF THE AUTHORITY PERTAINING TO THE SALE OF SAID NOTE; RATIFYING AND CONFIRMING THE EXECUTION OF AN AMENDED SALES TAX AGREEMENT BY AND BETWEEN THE CITY AND THE AUTHORITY PERTAINING TO THE YEAR-TO-YEAR PLEDGE OF CERTAIN SALES TAX REVENUES; AND CONTAINING OTHER PROVISIONS RELATING THERETO with award of the loan going to The Exchange Bank at an accepted rate of 1.4%.

YES: Forbes, Edens, Loftis, Upton, McGoffin, Fuentes  
NO: NONE

- 8. Presentation by Fire Chief Jim Annas and Police Chief Billy Wakefield regarding proposed new fire and police facilities.**
- 9. Discussion and possible consideration and appropriate action related to approval of a Plat Revision (Re-plat) to the Tate Boys Tire property, generally located in Lots One (1) and Two (2), Block Two (2), Amended West Mall Addition, part of the Northeast Quarter of Section Twenty-one (21), Township Twenty-two (22) North, Range Twelve (12) East of the Indian Meridian, Osage County, State of Oklahoma, at the approximate location of 1005 West Rogers Boulevard (Highway 20), Skiatook, Oklahoma (Applicant: Tate Boys Tire).**

Motion was made by Councilor McGoffin and 2<sup>nd</sup> by Councilor Fuentes to approve a Plat Revision (Re-plat) to the Tate Boys Tire property, generally located in Lots One (1) and Two (2), Block Two (2), Amended West Mall Addition, part of the Northeast Quarter of Section Twenty-one (21), Township Twenty-two (22) North, Range Twelve (12) East of the Indian Meridian, Osage County, State of Oklahoma, at the approximate location of 1005 West Rogers Boulevard (Highway 20), Skiatook, Oklahoma (Applicant: Tate Boys Tire).

YES: Forbes, Edens, Loftis, Upton, McGoffin, Fuentes  
NO: NONE

**10. Discussion and possible consideration and appropriate action related to the approval of a Municipal Property Protection Plan renewal and invoice with Oklahoma Municipal Assurance Group in the amount of \$55,363.00 for a policy expiring March 1, 2022.**

Motion was made by Councilor Fuentes and 2<sup>nd</sup> by Councilor Upton to approve a Municipal Property Protection Plan renewal and invoice with Oklahoma Municipal Assurance Group in the amount of \$55,363.00 for a policy expiring March 1, 2022.

YES: Forbes, Edens, Loftis, Upton, McGoffin, Fuentes  
NO: NONE

**11. Discussion and possible consideration and appropriate action related to the approval of the Functional Building Replacement Cost endorsement that modifies the insurance provided under the Oklahoma Municipal Assurance Group Property Coverage Form of the property at 710 South Osage (Old High School Gym) to a limit of insurance of \$1,216,296.00.**

Motion was made by Councilor McGoffin and 2<sup>nd</sup> by Councilor Upton to approve the Functional Building Replacement Cost endorsement that modifies the insurance provided under the Oklahoma Municipal Assurance Group Property Coverage Form of the property at 710 South Osage (Old High School Gym) to a limit of insurance of \$1,216,296.00.

YES: Forbes, Edens, Loftis, Upton, McGoffin, Fuentes  
NO: NONE

**12. Discussion and possible consideration and appropriate action related to the approval of Change Order No. 1 from Contech, Inc. for the Rehabilitate Runway 18/36 project at the Skiatook Municipal Airport that places cement treated subgrade in lieu of fly ash treated subgrade and an added item for additional CY of concrete and that decreases the total contract price by \$27,275.00. (New total contract price for project: \$1,630,781.50)**

Motion was made by Mayor Forbes and 2<sup>nd</sup> by Councilor Fuentes to approve Change Order No. 1 from Contech, Inc. for the Rehabilitate Runway 18/36 project at the Skiatook Municipal Airport that places cement treated subgrade in lieu of fly ash treated subgrade and an added item for additional CY of concrete and that decreases the total contract price by \$27,275.00. (New total contract price for project: \$1,630,781.50)

YES: Forbes, Edens, Loftis, Upton, McGoffin, Fuentes  
NO: NONE

**13. Discussion and possible consideration and appropriate action related to the approval of an Interlocal Agreement between the Board of County Commissioners of Osage County and the City of Skiatook for the purpose of assisting in maintenance of the street system of the City of Skiatook for a one (1) year term ending June 30, 2022.**

Motion was made by Councilor McGoffin and 2<sup>nd</sup> by Councilor Fuentes to approve an Interlocal Agreement between the Board of County Commissioners of Osage County and the City of Skiatook for the purpose of assisting in maintenance of the street system of the City of Skiatook for a one (1) year term ending June 30, 2022.

YES: Forbes, Edens, Loftis, Upton, McGoffin, Fuentes  
NO: NONE

**14. City Manager's Report:**

- **Skiatook Chamber Banquet scheduled for May 8, 2021 at the Post Oak Lodge.**

*\*If any citizen should have a comment or concern they wish to express or have heard, please feel free to contact the City Manager's Office at (918) 396-2797 x113\**

**15. Adjournment**

Motion was made by Mayor Forbes and 2<sup>nd</sup> by Councilor Fuentes to adjourn.

YES: Forbes, Edens, Loftis, Upton, McGoffin, Fuentes

NO: NONE

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Herb Forbes, Mayor

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Stephanie Upton, Councilor

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Robin Edens, Vice Mayor

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ABSENT  
Joyce Jech, Councilor

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Linda Loftis, Councilor

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Shirley Lett, City Clerk

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Geoff McGoffin, Councilor

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Date Minutes Approved:

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Cody Fuentes, Councilor