

**MINUTES OF THE MEETING  
OF THE SKIATOOK CITY COUNCIL  
TUESDAY, February 12, 2019 6:00 P.M., MUNICIPAL BOARDROOM**

**1. Call to Order**

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

**2. Swearing in of new councilors by Mayor Patrick Young.****3. Opening Business**

- a. Invocation by Public Works Director Brad White
- b. Flag Salute by Fire Chief Jim Annas
- c. Roll Call by City Clerk Shirley Lett

PRESENT: Herb Forbes, Robin Edens, Joyce Jech, Patrick Young, Geoff McGoffin, Roger Upton

ABSENT: NONE

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

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

- A. Approval of the minutes of the January 8, 2019 Regular Meeting.
- B. Approval of Purchase Orders/Warrants for 1/24/19: (#131300-#131370)
 

i.	General Fund	\$33,072.00
ii.	Cemetery Fund	\$154.16
iii.	One Cent Capital Projects	\$3,467.07
iv.	One/Half Cent Cap Projects	\$396.80
v.	Payroll (General)	\$139,518.93
- C. Approval of Purchase Orders/Warrants for 2/7/19: (#131426-#131516)
 

i.	General Fund	\$36,727.93
ii.	Cemetery Fund	\$546.52
iii.	Airport Fund	\$1,057.93
iv.	Court Fund	\$732.75
v.	One Cent Capital Projects	\$6,628.83
vi.	One/Half Cent Cap Projects	\$337,348.79
vii.	Payroll (General)	\$208,418.22
- D. Budget Amendment to Revenue Line Item 01-338 (General Miscellaneous) and Supplemental Appropriation to Expense Line Item 01-405-505 (Police Department Dare Program) in the amount of \$75.00 for a DARE Donation.
- E. Acceptance of Drainage Easement from Matt Salyer to the City of Skiatook and the Skiatook Public Works Authority for a drainage easement for a tract of land at the North 5.00 feet of Lot Seven (7), Block Three (3) of Meadowlark Estates, a subdivision to the City of Skiatook, Osage County, Oklahoma.
- F. Acceptance of a General Utility and Electric Easement from Skiatook 20081, LLC, to the City of Skiatook and the Skiatook Public Works Authority for a general utility and electric easement for a tract of land ten (10) feet in width being a part of Lot One (1), Block One (1), Phillips West, an addition to the Town of Skiatook, Osage County, Oklahoma. (Dollar General)

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

YES: Forbes, Edens, Jech, Young, McGoffin, Upton  
NO: NONE

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

Item was skipped. No action was taken.

**6. Discussion and possible consideration and appropriate action related to the approval of a grant of an Easement by the Mayor of the City of Skiatook to Rural Water Management District No. 15, Osage County, Oklahoma, for access to the District's New Pump Station Site located in a tract of land commencing at the Northeast corner of the Northwest Quarter (NW/4) of the Northeast Quarter (NE/4) of Section Twenty-six (26), Township Twenty-two (22) North, Range Eleven (11) East, Osage County, State of Oklahoma.**

Motion was made by Vice Mayor Forbes and 2<sup>nd</sup> by Councilor Upton to approve an Easement by the Mayor of the City of Skiatook to Rural Water Management District No. 15, Osage County, Oklahoma, for access to the District's New Pump Station Site located in a tract of land commencing at the Northeast corner of the Northwest Quarter (NW/4) of the Northeast Quarter (NE/4) of Section Twenty-six (26), Township Twenty-two (22) North, Range Eleven (11) East, Osage County, State of Oklahoma.

YES: Forbes, Edens, Jech, Young, McGoffin, Upton  
NO: NONE

**7. Discussion and possible consideration and appropriate action related to the approval of a Water Line Relocation Proposal from Guy Engineering for the design of the water line relocation for J/P 24267 (04), for construction, and J/P 24267 (06), for utilities, for the State Highway 20 project in an amount not to exceed \$130,000.00.**

Motion was made by Vice Mayor Forbes and 2<sup>nd</sup> by Councilor McGoffin to approve a Water Line Relocation Proposal from Guy Engineering for the design of the water line relocation for J/P 24267 (04), for construction, and J/P 24267 (06), for utilities, for the State Highway 20 project in an amount not to exceed \$130,000.00.

YES: Forbes, Edens, Jech, Young, McGoffin, Upton  
NO: NONE

**8. Discussion and possible consideration and appropriate action related to the approval of a Sewer Line Relocation Proposal from Guy Engineering for the design of the sewer line relocation for J/P 24267 (04), for construction, and J/P 24267 (06), for utilities, for the State Highway 20 project in an amount not to exceed \$80,000.00.**

Motion was made by Councilor Upton and 2<sup>nd</sup> by Vice Mayor Forbes to approve a Sewer Line Relocation Proposal from Guy Engineering for the design of the sewer line relocation for J/P 24267 (04), for construction, and J/P 24267 (06), for utilities, for the State Highway 20 project in an amount not to exceed \$80,000.00.

YES: Forbes, Edens, Jech, Young, McGoffin, Upton  
NO: NONE

**9. 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 \$52,666.00 for a policy expiring March 1, 2020.**

Motion was made by Councilor McGoffin and 2<sup>nd</sup> by Councilor Jech to approve a Municipal Property Protection Plan renewal and invoice with Oklahoma Municipal Assurance Group in the amount of \$52,666.00 for a policy expiring March 1, 2020.

YES: Forbes, Edens, Jech, Young, McGoffin, Upton  
NO: NONE

**10. 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 \$1,157,716.00.**

Motion was made by Vice Mayor Forbes 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 \$1,157,716.00.

YES: Forbes, Edens, Jech, Young, McGoffin, Upton  
NO: NONE

**11. Discussion and possible consideration and appropriate action related to the approval of a Proposal for Professional Engineering Services by Flint & Kallenberger, Inc. for design services for Power Line Relocation-Highway 20 Widening Project Phase 1 in the amount of \$18,400.00.**

Motion was made by Councilor McGoffin and 2<sup>nd</sup> by Councilor Edens to approve a Proposal for Professional Engineering Services by Flint & Kallenberger, Inc. for design services for Power Line Relocation-Highway 20 Widening Project Phase 1 in the amount of \$18,400.00.

YES: Forbes, Edens, Jech, Young, McGoffin, Upton  
NO: NONE

**12. Discussion and possible consideration and appropriate action related to the approval of a Proposal for Professional Engineering Services by Flint & Kallenberger, Inc. for design services for Power Line Relocation-Highway 20 Widening Project in the amount of \$22,770.00.**

Motion was made by Councilor Upton and 2<sup>nd</sup> by Councilor Jech to approve a Proposal for Professional Engineering Services by Flint & Kallenberger, Inc. for design services for Power Line Relocation-Highway 20 Widening Project in the amount of \$22,770.00.

YES: Forbes, Edens, Jech, Young, McGoffin, Upton  
NO: NONE

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

**a. Shrum change order for the 5<sup>th</sup> Street Road Improvements Project.**

**14. Public Comment Forum**

*\*To be eligible to speak, you must be identified by the Mayor. You must come to the microphone to speak and must clearly state your name and address.*

**15. Adjournment.**

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

YES: Forbes, Edens, Jech, Young, McGoffin, Upton  
NO: NONE

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Patrick Young, Mayor

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Herb Forbes, Vice Mayor

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Robin Edens, Councilor

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Joyce Jech, Councilor

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VACANT, 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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Roger Upton, Councilor

**MINUTES OF THE MEETING  
OF THE SKIATOOK PUBLIC WORKS AUTHORITY  
TUESDAY, February 12, 2019 6:00 P.M., MUNICIPAL BOARDROOM**

**1. Call to Order**

The meeting was called to order by Chairman Young at 6:30 pm in the Municipal Boardroom.

**2. Roll Call**

PRESENT: Herb Forbes, Robin Edens, Joyce Jech, Patrick Young, Geoff McGoffin, Roger Upton

ABSENT: None

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 minutes of the January 8, 2019 Regular Meeting.
- b. Approval of Purchase Orders/Warrants for 1/24/19: (#131300-#131370)
  - i. SPWA \$191,684.78
  - ii. SPWA Payroll \$53,062.88
- c. Approval of Purchase Orders/Warrants for 2/7/19: (#131426-#131516)
  - i. SPWA \$742,978.86
  - ii. SPWA Payroll \$77,454.18
- d. Acceptance of Drainage Easement from Matt Salyer to the City of Skiatook and the Skiatook Public Works Authority for a drainage easement for a tract of land at the North 5.00 feet of Lot Seven (7), Block Three (3) of Meadowlark Estates, a subdivision to the City of Skiatook, Osage County, Oklahoma.
- e. Acceptance of a General Utility and Electric Easement from Skiatook 20081, LLC, to the City of Skiatook and the Skiatook Public Works Authority for a general utility and electric easement for a tract of land ten (10) feet in width being a part of Lot One (1), Block One (1), Phillips West, an addition to the Town of Skiatook, Osage County, Oklahoma. (Dollar General)

Motion was made by Trustee Upton and 2<sup>nd</sup> by Trustee Edens to approve the Consent Agenda.

YES: Forbes, Edens, Jech, Young, McGoffin, Upton

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 grant of an Easement by the Chairman of the Skiatook Public Works Authority to Rural Water Management District No. 15, Osage County, Oklahoma, for access to the District's New Pump Station Site located in a tract of land commencing at the Northeast corner of the Northwest Quarter (NW/4) of the Northeast Quarter (NE/4) of Section Twenty-six (26), Township Twenty-two (22) North, Range Eleven (11) East, Osage County, State of Oklahoma.**

Motion was made by Trustee Upton and 2<sup>nd</sup> by Vice Chairman Forbes to approve a grant of an Easement by the Chairman of the Skiatook Public Works Authority to Rural Water Management District No. 15, Osage County, Oklahoma, for access to the District's New Pump Station Site located in a tract of land commencing at the Northeast corner of the Northwest Quarter (NW/4) of the Northeast Quarter (NE/4) of Section Twenty-six (26), Township Twenty-two (22) North, Range Eleven (11) East, Osage County, State of Oklahoma.

YES: Forbes, Edens, Jech, Young, McGoffin, Upton  
NO: NONE

**6. Discussion and possible consideration and appropriate action related to the approval of a Water Line Relocation Proposal from Guy Engineering for the design of the water line relocation for J/P 24267 (04), for construction, and J/P 24267 (06), for utilities, for the State Highway 20 project in an amount not to exceed \$130,000.00.**

Motion was made by Trustee McGoffin and 2<sup>nd</sup> by Trustee Jech to approve a Water Line Relocation Proposal from Guy Engineering for the design of the water line relocation for J/P 24267 (04), for construction, and J/P 24267 (06), for utilities, for the State Highway 20 project in an amount not to exceed \$130,000.00.

YES: Forbes, Edens, Jech, Young, McGoffin, Upton  
NO: NONE

**7. Discussion and possible consideration and appropriate action related to the approval of a Sewer Line Relocation Proposal from Guy Engineering for the design of the sewer line relocation for J/P 24267 (04), for construction, and J/P 24267 (06), for utilities, for the State Highway 20 project in an amount not to exceed \$80,000.00.**

Motion was made by Trustee Upton and 2<sup>nd</sup> by Trustee Edens to approve a Sewer Line Relocation Proposal from Guy Engineering for the design of the sewer line relocation for J/P 24267 (04), for construction, and J/P 24267 (06), for utilities, for the State Highway 20 project in an amount not to exceed \$80,000.00.

YES: Forbes, Edens, Jech, Young, McGoffin, Upton  
NO: NONE

**8. Discussion and possible consideration and appropriate action related to the approval of a Proposal for Professional Engineering Services by Flint & Kallenberger, Inc. for design services for Power Line Relocation-Highway 20 Widening Project Phase 1 in the amount of \$18,400.00.**

Motion was made by Vice Chairman Forbes and 2<sup>nd</sup> by Trustee McGoffin to approve a Proposal for Professional Engineering Services by Flint & Kallenberger, Inc. for design services for Power Line Relocation-Highway 20 Widening Project Phase 1 in the amount of \$18,400.00.

YES: Forbes, Edens, Jech, Young, McGoffin, Upton  
NO: NONE

**9. Discussion and possible consideration and appropriate action related to the approval of a Proposal for Professional Engineering Services by Flint & Kallenberger, Inc. for design services for Power Line Relocation-Highway 20 Widening Project in the amount of \$22,770.00.**

Motion was made by Trustee Upton and 2<sup>nd</sup> by Vice Chairman Forbes to approve a Proposal for Professional Engineering Services by Flint & Kallenberger, Inc. for design services for Power Line Relocation-Highway 20 Widening Project in the amount of \$22,770.00.

YES: Forbes, Edens, Jech, Young, McGoffin, Upton  
NO: NONE

**10. Adjournment**

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

YES: Forbes, Edens, Jech, Young, McGoffin, Upton  
NO: NONE

\_\_\_\_\_  
Patrick Young, Chairman

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Herb Forbes, Vice Chairman

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Robin Edens, Trustee

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Joyce Jech, Trustee

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VACANT, 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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Roger Upton, Trustee