

**MINUTES OF THE MEETING
OF THE SKIATOOK CITY COUNCIL
TUESDAY, May 14, 2019 6:00 P.M., MUNICIPAL BOARDROOM**

1. Call to Order

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

2. Opening Business

- a. Invocation by Aaron White, Guts Church
- b. Flag Salute by Dan Yancey, City Manager
- c. Roll Call by City Clerk Shirley Lett

PRESENT: Herb Forbes, Robin Edens, Joyce Jech, Linda Lofts, Roger Upton, Cody Fuentes

ABSENT: Geoff McGoffin

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

3. Consideration and appropriate action relating to the election of a Mayor for a two-year term of office, such term beginning upon election of the Mayor and expiring at noon on the second Monday following the municipal election of 2021 or upon the election of a successor.

Motion was made by Mayor Forbes and 2nd by Councilor Edens to elect Roger Upton as Mayor for a two-year term of office, such term beginning upon election of the Mayor and expiring at noon on the second Monday following the municipal election of 2021 or upon the election of a successor.

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

NO: NONE

4. Consideration and appropriate action relating to the election of a Vice Mayor for a two-year term of office, such term beginning upon election of the Vice Mayor and expiring at noon on the second Monday following the municipal election of 2021 or upon the election of a successor.

Motion was made by Councilor Jech and 2nd by Councilor Edens to elect Herb Forbes as Vice Mayor for a two-year term of office, such term beginning upon election of the Vice Mayor and expiring at noon on the second Monday following the municipal election of 2021 or upon the election of a successor.

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

NO: NONE

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

A. Approval of the minutes of the April 9, 2019 Regular Meeting.

B. Approval of Purchase Orders/Warrants for 4/25/19: (#132119-#132195 & #132063-#132065)

i.	General Fund	\$78,645.26
ii.	Cemetery Fund	\$204.66
iii.	Airport Fund	\$19.88
iv.	One Cent Capital Projects	\$15,834.00
v.	One/Half Cent Cap Projects	\$351,169.86
vi.	Payroll (4/12/19)	\$139,606.65

C. Approval of Purchase Orders/Warrants for 5/9/19: (#132248-#132350 & #132213)

i.	General Fund	\$57,556.99
ii.	Cemetery Fund	\$1,240.81

iii. Airport Fund	\$440.32
iv. Court Fund	\$697.66
v. One Cent Capital Projects	\$15,230.00
vi. One/Half Cent Cap Projects	\$175,042.45
vii. Payroll (4/26/19)	\$271,121.80

- 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) for a donation from Covenant Restorations, Inc. in the amount of \$500.00.
- E. Acceptance of an Electric Utility Easement from G&K Leasing, LLC for electrical energy transmission and distribution purposes, through, across, over and under the following described tracts or parcels of land lying in the county of Tulsa, State of Oklahoma, to-wit:

A strip of land being 15.00' wide lying in the S/2 SW/4 of Section 20, T-22-N, R-13-E, Tulsa County, State of Oklahoma:

Commencing at the Southeast Corner of said S/2 SW/4; thence N-01006'29"-W a distance of 172.00' to a point on the East line of said S/2 SW/4 and 25.00' North of the North Right-of-Way of Oklahoma State Highway 20 to the Point of Beginning; thence S-88041'31"-W parallel with said North Right-of-Way a distance of 1325.51'; thence N-88051'32"-W a distance of 200.18'; thence N-01004'15"-W a distance of 15.00'; thence S-88051'32"-E a distance of 200.18'; thence N-88041'31"-E a distance of 1325.51' to a point on the East line of said S/2 SW/4; thence S-01006'29"-E a distance of 15.00' to the Point of Beginning.

- F. Acceptance of a Quit-Claim Deed from the South Kansas and Oklahoma Railroad, LLC the following described real estate, situated in the County of Osage, State of Oklahoma, to-wit:

A strip of land being part of the Northwest Quarter and Government Lot 2, Section 22, T-22-N, R-12-E, Osage County, State of Oklahoma:

Commencing at the Southwest corner of said Northwest Quarter; thence N-87007'32"-E a distance of 2413.82' to a point at the Center of Osage Prairie Trail and the North right-of-way of Oklahoma Highway #20; thence N-88053'26"-E along said right-of-way a distance of 72.00'; thence N-01006'34"-W a distance of 380.00'; thence N-02022'26"-E along the East right-of-way of Osage Prairie Trail a distance of 468.70' to the Point of Beginning; thence S-89038'44"-E along the North line of Skiatook City property a distance of 985.34' to a point on the West right-of-way of Osage Drive; thence N-00034'59"-W a distance of 17.00'; thence N-89056'14"-W a distance of 985.44'; thence S-02022'26"-W a distance of 12.00' to the Point of Beginning.

Motion was made by Vice Mayor Forbes and 2nd by Councilor Edens to approve the Consent Agenda.

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

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

Item was skipped. No action was taken.

- 7. Presentation of a certificate of appreciation to Guts Church for their efforts in helping clean up downtown Skiatook.**
- 8. Introduction of the new Police K-9 officer, Diesel, by his handler Officer Hank Guilfoyle.**
- 9. Discussion and presentation regarding a proposed use of the old senior center building by Kori Disney.**

10. Discussion and possible consideration and appropriate action related to the approval to authorize the City Manager and the City Attorney to enter into a contract for a lease with Phoenix Kids Center.

Motion was made by Vice Mayor Forbes and 2nd by Councilor Edens to authorize the City Manager and the City Attorney to enter into a contract for a lease with Phoenix Kids Center.

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

11. Discussion regarding the proposed use and a possible Request for Proposals (RFP) for the city owned land previously known as Tiger Park Field.

12. Discussion regarding updates to the Skiatook fire ordinances.

13. Discussion and presentation regarding the Osage Street, Lombard Road, and 136th Street Road Improvement Projects by Ben Fletcher with Meshek & Associates.

14. Discussion and possible consideration and appropriate action related to the approval of the issuance of a permit to use Skiatook Central Park requested by CAARE, Inc. to hold Barktoberfest on October 12, 2019 from 11:00 AM – 3:00 PM.

Motion was made by Vice Mayor Forbes and 2nd by Councilor Fuentes to approve the issuance of a permit to use Skiatook Central Park requested by CAARE, Inc. to hold Barktoberfest on October 12, 2019 from 8:00 AM – 4:00 PM.

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

15. Discussion and possible consideration and appropriate action related to the approval of Lot Split Application Number SKL-180, proposed to create two tracts consisting of 4.09 acres and 1.00 acre, more or less, located in the Northeast Quarter of the Northeast Quarter of Section 21, Township 22 North, Range 12 East, Osage County, at the approximate location of 2214 West Country Road. (Applicant: Dale Sue Shannon)

Motion was made by Vice Mayor Forbes and 2nd by Councilor Edens to approve Lot Split Application Number SKL-180, proposed to create two tracts consisting of 4.09 acres and 1.00 acre, more or less, located in the Northeast Quarter of the Northeast Quarter of Section 21, Township 22 North, Range 12 East, Osage County, at the approximate location of 2214 West Country Road. (Applicant: Dale Sue Shannon)

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

16. Discussion and possible consideration and appropriate action related to the approval of an Amendment to the Tulsa County Urban Development Block Grant Program Cooperation Agreement between the City of Skiatook and the Board of County Commissioners of Tulsa County, Oklahoma.

Motion was made by Mayor Upton and 2nd by Vice Mayor Forbes to approve an Amendment to the Tulsa County Urban Development Block Grant Program Cooperation Agreement between the City of Skiatook and the Board of County Commissioners of Tulsa County, Oklahoma.

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

17. Discussion and possible consideration and appropriate action related to the approval of an Administrative Services Agreement with Ameribank Group Benefits, LLC for insurance brokerage services for the 2019-2020 fiscal year.

Motion was made by Vice Mayor Forbes and 2nd by Councilor Fuentes to approve an Administrative Services Agreement with Ameribank Group Benefits, LLC for insurance brokerage services for the 2019-2020 fiscal year.

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

18. Discussion and possible consideration and appropriate action related to the approval of a contract with United Healthcare for health benefits for the 2019-2020 fiscal year.

Motion was made by Councilor Loftis and 2nd by Mayor Upton to approve a contract with United Healthcare for health benefits for the 2019-2020 fiscal year.

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

19. Discussion and possible consideration and appropriate action related to the approval of a renewal with Delta Dental for group dental benefits for the 2019-2020 fiscal year.

Motion was made by Mayor Upton and 2nd by Councilor Edens to approve of a renewal with Delta Dental for group dental benefits for the 2019-2020 fiscal year.

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

20. Discussion and possible consideration and appropriate action related to the approval of a First Amendment to Power Purchase and Sale Agreement between the City of Skiatook and the Grand River Dam Authority (GRDA).

Motion was made by Vice Mayor Forbes and 2nd by Mayor Upton to approve a First Amendment to Power Purchase and Sale Agreement between the City of Skiatook and the Grand River Dam Authority (GRDA).

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

21. Discussion and possible consideration and appropriate action related to the approval of an Economic Development Rider Service Agreement (WP-EDSR-I) between the City of Skiatook and the Grand River Dam Authority (GRDA).

Motion was made by Vice Mayor Forbes and 2nd by Mayor Upton to take no action on this item at this time.

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

22. Discussion and possible consideration and appropriate action related to the approval of an Economic Development Rider Service Agreement (WP-EDSR-II) between the City of Skiatook and the Grand River Dam Authority (GRDA).

Motion was made by Mayor Upton and 2nd by Councilor Jech to approve an Economic Development Rider Service Agreement (WP-EDSR-II) between the City of Skiatook and the Grand River Dam Authority (GRDA).

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

- 23. Discussion by Jerry Cook, from the Grand River Dam Authority (GRDA), regarding electrical rate restructuring.**
- 24. Discussion regarding a possible future distributed generation program (solar power) for utility customers.**
- 25. Discussion regarding the City of Skiatook advertising for bids for new taxiway lights for the runway at the Skiatook Municipal Airport.**
- 26. Discussion and possible consideration and appropriate action related to the approval of the award of project for the Hartford Road Waterline Project to M & S Construction Company, Inc. in the amount of \$28,720.00.**

Motion was made by Mayor Upton and 2nd by Councilor Jech to approve the award of project for the Hartford Road Waterline Project to M & S Construction Company, Inc. in the amount of \$28,720.00.

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

- 27. Discussion and possible consideration and appropriate action related to the approval to authorize the City Manager to advertise for bids for reclosures for the Electric Department, pending approval of the 2019-2020 fiscal year budget.**

Motion was made by Councilor Edens and 2nd by Vice Mayor Forbes to approve authorizing the City Manager to advertise for bids for reclosures for the Electric Department, pending approval of the 2019-2020 fiscal year budget.

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

- 28. City Manager's Report:**
- a. Update on the Letha Louise project.**
 - b. Recognize Electric Department**
 - c. 2019 GRDA Cost of Service Assistance Program**
 - d. FY 2019-2020 Budget and reminder of Budget Hearing on May 28, 2019**

29. 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.*

30. Adjournment.

Motion was made by Vice Mayor Forbes and 2nd by Councilor Jech to adjourn.

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

Roger Upton, Mayor

Herb Forbes, Vice Mayor

Robin Edens, Councilor

Joyce Jech, Councilor

Linda Loftis, Councilor

Shirley Lett, City Clerk

Geoff McGoffin, Councilor

Date Minutes Approved:

Cody Fuentes, Councilor

**MINUTES OF THE MEETING
OF THE SKIATOOK PUBLIC WORKS AUTHORITY
TUESDAY, May 14, 2019 6:00 P.M., MUNICIPAL BOARDROOM**

1. Call to Order

The meeting was called to order by Chairman Upton at 8:07 pm in the Municipal Boardroom.

2. Roll Call

PRESENT: Herb Forbes, Robin Edens, Joyce Jech, Linda Loftis, Roger Upton, Cody Fuentes

ABSENT: Geoff McGoffin

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 April 9, 2019 Regular Meeting.
- b. Approval of Purchase Orders/Warrants for 4/25/19: (#132119-#132195 & #132063-#132065)
 - i. SPWA \$189,978.65
 - ii. SPWA (4/12/19) \$50,675.70
- c. Approval of Purchase Orders/Warrants for 5/9/19: (#132248-#132350 & #132213)
 - i. SPWA \$448,833.83
 - ii. Payroll (4/26/19) \$74,059.62

Motion was made by Vice Chairman Forbes and 2nd by Trustee Edens to approve the Consent Agenda.

YES: Forbes, Edens, Jech, Loftis, Upton, 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 purchase of filter rehabilitation media design filter for the water treatment plant from S4 Water Sales and Service, LLC in the amount of \$31,805.00 for new design build media filter.

Motion was made by Chairman Upton and 2nd by Trustee Loftis to approve of a purchase of filter rehabilitation media design filter for the water treatment plant from S4 Water Sales and Service, LLC in the amount of \$31,805.00 for new design build media filter.

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

NO: NONE

6. Discussion and possible consideration and appropriate action related to the approval of an Administrative Services Agreement with Ameribank Group Benefits, LLC for insurance brokerage services for the 2019-2020 fiscal year.

Motion was made by Vice Chairman Forbes and 2nd by Trustee Jech to approve an Administrative Services Agreement with Ameribank Group Benefits, LLC for insurance brokerage services for the 2019-2020 fiscal year.

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

7. Discussion and possible consideration and appropriate action related to the approval of a contract with United Healthcare for health benefits for the 2019-2020 fiscal year.

Motion was made by Vice Chairman Forbes and 2nd by Trustee Loftis to approve a contract with United Healthcare for health benefits for the 2019-2020 fiscal year.

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

8. Discussion and possible consideration and appropriate action related to the approval of a renewal with Delta Dental for group dental benefits for the 2019-2020 fiscal year.

Motion was made by Chairman Upton and 2nd by Vice Chairman Forbes to approve a renewal with Delta Dental for group dental benefits for the 2019-2020 fiscal year.

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

9. Adjournment

Motion was made by Trustee Loftis and 2nd by Trustee Jech to adjourn.

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

Roger Upton, Chairman

Herb Forbes, Vice Chairman

Robin Edens, Trustee

Joyce Jech, Trustee

Linda Loftis, Trustee

Shirley Lett, City Clerk

Geoff McGoffin, Trustee

Date Minutes Approved:

Cody Fuentes, Trustee