

**MINUTES OF THE MEETING
OF THE SKIATOOK CITY COUNCIL
TUESDAY, JUNE 11, 2019 6:00 P.M., MUNICIPAL BOARDROOM**

1. Call to Order

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

2. Opening Business

- a. Invocation by Herb Forbes, Vice-Mayor
- b. Flag Salute by Jim Annas, Fire Chief
- c. Roll Call by City Clerk Shirley Lett

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

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 the minutes of the May 14, 2019 Regular Meeting.
- B. Approval of the minutes of the May 28, 2019 Special Meeting.
- C. Approval of Purchase Orders/Warrants for 5/23/19: (#132404-#132459)
 - i. General Fund \$38,645.12
 - ii. Cemetery Fund \$108.66
 - iii. One Cent Capital Projects \$66,570.03
 - iv. One/Half Cent Cap Projects \$573.56
 - v. Payroll (5/10/19) \$139,173.21
- D. Approval of Purchase Orders/Warrants for 6/6/19: (#132519-#132624)
 - i. General Fund \$45,354.16
 - ii. Cemetery Fund \$368.07
 - iii. Airport Fund \$1,712.94
 - iv. Court Fund \$497.12
 - v. One Cent Capital Projects \$6,699.38
 - vi. One/Half Cent Cap Projects \$154,713.32
 - vii. Cemetery Perpetual Care \$635.00
 - viii. Payroll (5/24/19) \$214,870.65
- E. Budget Amendment to Revenue Line Item 01-338 (General Miscellaneous) and Supplemental Appropriation to Expense Line Item 01-406-610 (Fire Department Capital Outlay) from a Cherokee Nation Donation in the amount of \$3,500.00.

Motion was made by Councilor Jech and 2nd by Councilor McGoffin to approve the Consent Agenda.

YES: Forbes, Edens, Jech, 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. **Proclamation declaring April 5, 2019 "Adam Green Day" in honor of his restaurant, Mac's Barbeque, being named in the top five of the best barbeque restaurants in the south.**
6. **Discussion by Levi Hargis, on behalf of Lakeview Church, regarding the road to Bill's Marine south and west of Lakeview Church.**
7. **Discussion regarding the possible sale of beer and wine at certain events that are held in city owned parks.**
8. **Discussion and possible consideration and appropriate action related to approval of a contract between the City of Skiatook and the Skiatook Chamber of Commerce for the period of July 1, 2019 through June 30, 2020 in the amount of \$7,500.00.**

Motion was made by Councilor Loftis and 2nd by Vice-Mayor Forbes to approve a contract between the City of Skiatook and the Skiatook Chamber of Commerce for the period of July 1, 2019 through June 30, 2020 in the amount of \$7,500.00.

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

9. **Discussion and possible consideration and appropriate action related to the approval of a permit to the Skiatook Chamber of Commerce to hold "3rd Thursday in the Park" events on June 18th, July 16th, August 20th, and September 17th, 2019 from 6:00 pm-9:00 pm at Skiatook Central Park.**

Motion was made by Councilor McGoffin and 2nd by Councilor Fuentes to approve a permit to the Skiatook Chamber of Commerce to hold "3rd Thursday in the Park" events on June 20th, July 18th, August 15th, and September 19th, 2019 from 6:00 pm-9:00 pm at Skiatook Central Park.

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

10. **Discussion and possible consideration and appropriate action related to the approval of a permit to Lisa Roberts to hold the "Rooster Relief Run" benefit poker run and auction at Skiatook Central Park on July 13, 2019 from approximately 12:00 pm-9:00 pm to benefit the recent flooding victims.**

Motion was made by Mayor Upton and 2nd by Councilor Edens to authorize the City Manager to work out the details of a permit to hold the "Rooster Relief Run" benefit poker run and auction at the Sports Park Festival Grounds on July 13, 2019 from approximately 12:00 pm-9:00 pm to benefit the recent flooding victims.

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

11. **Discussion and possible consideration and appropriate action related to the approval of a request by Exchange Bank to hold a "Fantasy in the Sky" celebration on July 3, 2019 at the Skiatook Municipal Airport.**

Motion was made by Councilor McGoffin and 2nd by Councilor Fuentes to approve a request by Exchange Bank to hold a "Fantasy in the Sky" celebration on July 3, 2019 at the Skiatook Municipal Airport.

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

12. Discussion and possible consideration and appropriate action related to the approval of a Site Agreement between the Osage County Nutrition Program, Transportation, Outreach Programs and the City of Skiatook from July 1, 2019 through June 30, 2020.

Motion was made by Mayor Upton and 2nd by Vice-Mayor Forbes to approve a Site Agreement between the Osage County Nutrition Program, Transportation, Outreach Programs and the City of Skiatook from July 1, 2019 through June 30, 2020.

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

13. Discussion and possible consideration and appropriate action related to the approval of a Meal Delivery Contract between the Board of County Commissioners through the Osage County Nutrition Program and the City of Skiatook from July 1, 2019 through June 30, 2020.

Motion was made by Mayor Upton and 2nd by Vice-Mayor Forbes to approve a Meal Delivery Contract between the Board of County Commissioners through the Osage County Nutrition Program and the City of Skiatook from July 1, 2019 through June 30, 2020.

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

14. Discussion and possible consideration and appropriate action related to the approval of Resolution 2019-04, A RESOLUTION PROVIDING FOR THE ADOPTION OF AN ANNUAL OPERATING BUDGET FOR THE GENERAL FUND AND OTHER FUNDS AS ESTABLISHED BY THE SKIATOOK CITY COUNCIL FOR THE 2019-2020 FISCAL YEAR; CLASSIFYING REVENUES FOR EACH FUND; ESTABLISHING LEVELS OF EXPENDITURES BY CLASSIFICATION AS PROVIDED BY STATUTE; AND ESTABLISHING AN EFFECTIVE DATE.

Motion was made by Mayor Upton and 2nd by Vice-Mayor Forbes to approve Resolution 2019-04, A RESOLUTION PROVIDING FOR THE ADOPTION OF AN ANNUAL OPERATING BUDGET FOR THE GENERAL FUND AND OTHER FUNDS AS ESTABLISHED BY THE SKIATOOK CITY COUNCIL FOR THE 2019-2020 FISCAL YEAR; CLASSIFYING REVENUES FOR EACH FUND; ESTABLISHING LEVELS OF EXPENDITURES BY CLASSIFICATION AS PROVIDED BY STATUTE; AND ESTABLISHING AN EFFECTIVE DATE.

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

15. Discussion and possible consideration and appropriate action related to the approval of Ordinance 2019-04, AN ORDINANCE AMENDING CHAPTER 2, "FIRE DEPARTMENT", OF TITLE 6, "PUBLIC SAFETY AND NUISANCES" OF THE CODE OF ORDINANCES OF THE CITY OF SKIATOOK, OKLAHOMA, CONCERNING THE SKIATOOK FIRE DEPARTMENT, CONTAINING OTHER PROVISIONS RELATED THERETO, REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, ESTABLISHING AN EFFECTIVE DATE AND DECLARING AN EMERGENCY.

Motion was made by Councilor McGoffin and 2nd by Councilor Jech to approve Ordinance 2019-04, AN ORDINANCE AMENDING CHAPTER 2, "FIRE DEPARTMENT", OF TITLE 6, "PUBLIC SAFETY AND NUISANCES" OF THE CODE OF ORDINANCES OF THE CITY OF SKIATOOK, OKLAHOMA, CONCERNING THE SKIATOOK FIRE DEPARTMENT, CONTAINING OTHER PROVISIONS RELATED THERETO, REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, ESTABLISHING AN EFFECTIVE DATE AND DECLARING AN EMERGENCY.

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

16. Discussion and possible consideration and appropriate action related to the approval of the Emergency Clause for Ordinance 2019-04.

Motion was made by Vice-Mayor Forbes and 2nd by Councilor Edens to approve the Emergency Clause for Ordinance 2019-04.

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

17. Discussion and possible consideration and appropriate action related to the approval of Ordinance 2019-05, AN ORDINANCE CHANGING AND AMENDING THE ZONING CLASSIFICATION FROM RS-3 (SINGLE FAMILY HIGH DENSITY) DISTRICT TO OM (OFFICE MEDIUM INTENSITY) DISTRICT OF LOTS TWENTY-ONE AND TWENTY-TWO, BLOCK EIGHT, SKIATOOK ORIGINAL TOWN, SKIATOOK, TULSA COUNTY, OKLAHOMA, AS SET FORTH IN ZONING APPLICATION NO. SKZ-199, REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, AND DECLARING AN EFFECTIVE DATE.

Motion was made by Vice-Mayor Forbes and 2nd by Councilor Loftis to approve Ordinance 2019-05, AN ORDINANCE CHANGING AND AMENDING THE ZONING CLASSIFICATION FROM RS-3 (SINGLE FAMILY HIGH DENSITY) DISTRICT TO OM (OFFICE MEDIUM INTENSITY) DISTRICT OF LOTS TWENTY-ONE AND TWENTY-TWO, BLOCK EIGHT, SKIATOOK ORIGINAL TOWN, SKIATOOK, TULSA COUNTY, OKLAHOMA, AS SET FORTH IN ZONING APPLICATION NO. SKZ-199, REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, AND DECLARING AN EFFECTIVE DATE.

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

18. Discussion and possible consideration and appropriate action related to the approval of a Lease Agreement between the City of Skiatook and SPI Rentals LLC. for a strip of land connecting the existing facilities of SPI Rentals, LLC., known as The Reunion at Skiatook located at 200 North Osage Street, Skiatook, OK, with North Osage Street for the purpose of placing non-permanent, portable storage buildings there for a term beginning July 1, 2019 and continuing for a term of ten (10) years and in the amount of \$2,400.00.

Motion was made by Mayor Upton and 2nd by Councilor Loftis to approve a Lease Agreement between the City of Skiatook and SPI Rentals LLC. for a strip of land connecting the existing facilities of SPI Rentals, LLC., known as The Reunion at Skiatook located at 200 North Osage Street, Skiatook, OK, with North Osage Street for the purpose of placing non-permanent, portable storage buildings there for a term beginning July 1, 2019 and continuing for a term of ten (10) years and in the amount of \$2,400.00.

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

19. Discussion and possible consideration and appropriate action related to the approval of an annual Memorandum of Understanding between INCOG (The Indian Nations Council of Governments) and the City of Skiatook for 9-1-1 electronic map street layer and MSAG (the Master Street and Address Guide) maintenance duties for a term effective July 1, 2019 and continuing until June 30, 2020.

Motion was made by Councilor McGoffin and 2nd by Councilor Jech to approve an annual Memorandum of Understanding between INCOG (The Indian Nations Council of Governments) and the City of Skiatook for 9-1-1 electronic map street layer and MSAG (the Master Street and Address Guide) maintenance duties for a term effective July 1, 2019 and continuing until June 30, 2020.

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

20. Discussion and possible consideration and appropriate action related to the approval of an agreement between the City of Skiatook and the Board of County Commissioners of Tulsa County for standard striping and traffic control signage for a one year term.

Motion was made by Vice-Mayor Forbes and 2nd by Mayor Upton to approve an agreement between the City of Skiatook and the Board of County Commissioners of Tulsa County for standard striping and traffic control signage for a one year term.

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

21. Discussion and possible consideration and appropriate action related to the approval of an Addendum to Mutual Aid and Assistance Agreement between the City of Skiatook, Oklahoma, and the Osage Nation, a federally recognized Indian Tribe, for a term ending June 30, 2020.

Motion was made by Vice-Mayor Forbes and 2nd by Councilor Loftis to approve an Addendum to Mutual Aid and Assistance Agreement between the City of Skiatook, Oklahoma, and the Osage Nation, a federally recognized Indian Tribe, for a term ending June 30, 2020.

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

22. Discussion and possible consideration and appropriate action related to the approval of a Master Services Agreement between Owner and Engineer for consulting services with Meshek & Associates, LLC, for Roadway Improvement Projects-Task Order 7: Osage Avenue, 136th Street and Lombard Lane in the amount of \$88,839.00.

Motion was made by Councilor McGoffin and 2nd by Councilor Loftis to approve a Master Services Agreement between Owner and Engineer for consulting services with Meshek & Associates, LLC, for Roadway Improvement Projects-Task Order 7: Osage Avenue, 136th Street and Lombard Lane in the amount of \$88,839.00.

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

23. Discussion and possible consideration and appropriate action related to the approval of Amendment No. 7 to Owner-Engineer Agreement between the City of Skiatook and CEC Corporation for the Install Medium Intensity Taxiway Lights Project at the Skiatook Municipal Airport (AIP 3-40-0089-013-2019) for additional services in the amount of \$67,400.00.

Motion was made by Vice-Mayor Forbes and 2nd by Councilor Jech to approve Amendment No. 7 to Owner-Engineer Agreement between the City of Skiatook and CEC Corporation for the Install Medium Intensity Taxiway Lights Project at the Skiatook Municipal Airport (AIP 3-40-0089-013-2019) for additional services in the amount of \$67,400.00.

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

24. Discussion and possible consideration and appropriate action related to the approval of an engagement letter with HBC CPA's and Advisors for auditing services and compilation of data for the year ending June 30, 2019.

Motion was made by Mayor Upton and 2nd by Councilor Jech to approve an engagement letter with HBC CPA's and Advisors for auditing services and compilation of data for the year ending June 30, 2019.

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

NO: NONE

25. Discussion and possible consideration and appropriate action related to the approval of the Worker's Compensation Plan Renewal with Oklahoma Municipal Assurance Group from July 1, 2019 through July 1, 2020 in the amount of \$279,530.00.

Motion was made by Vice-Mayor Forbes and 2nd by Councilor Loftis to approve the Worker's Compensation Plan Renewal with Oklahoma Municipal Assurance Group for fiscal year 2019-2020 in the amount of \$279,530.00.

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

NO: NONE

26. 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.*

27. Adjournment.

Motion was made by Mayor Upton and 2nd by Vice-Mayor Forbes to adjourn.

YES: Forbes, Edens, Jech, Loftis, Upton, McGoffin, 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, June 11, 2019 6:00 P.M., MUNICIPAL BOARDROOM**

1. Call to Order

The meeting was called to order by Chairman Upton at 7:15 pm in the Municipal Boardroom.

2. Roll Call

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

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 the minutes of the May 14, 2019 Regular Meeting.
- b. Approval of the minutes of the May 28, 2019 Special Meeting.
- c. Approval of Purchase Orders/Warrants for 5/23/19: (#132404-#132459)
 - i. SPWA \$153,040.15
 - ii. SPWA (5/10/19) \$48,496.78
- d. Approval of Purchase Orders/Warrants for 6/6/19: (#132519-#132624)
 - i. SPWA \$588,144.11
 - ii. Payroll (5/24/19) \$76,523.80

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

YES: Forbes, Edens, Jech, 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 Resolution 2019-05, A RESOLUTION PROVIDING FOR THE ADOPTION OF AN ANNUAL OPERATING BUDGET FOR THE SKIATOOK PUBLIC WORKS AUTHORITY FOR THE 2019-2020 FISCAL YEAR; CLASSIFYING REVENUES FOR EACH FUND; ESTABLISHING LEVELS OF EXPENDITURES BY CLASSIFICATION AS PROVIDED BY STATUTE; AND ESTABLISHING AN EFFECTIVE DATE.

Motion was made by Trustee McGoffin and 2nd by Chairman Upton to approve Resolution 2019-05, A RESOLUTION PROVIDING FOR THE ADOPTION OF AN ANNUAL OPERATING BUDGET FOR THE SKIATOOK PUBLIC WORKS AUTHORITY FOR THE 2019-2020 FISCAL YEAR; CLASSIFYING REVENUES FOR EACH FUND; ESTABLISHING LEVELS OF EXPENDITURES BY CLASSIFICATION AS PROVIDED BY STATUTE; AND ESTABLISHING AN EFFECTIVE DATE.

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

NO: NONE

6. Discussion and possible consideration and appropriate action related to the approval of the Worker’s Compensation Plan Renewal with Oklahoma Municipal Assurance Group from July 1, 2019 through July 1, 2020 in the amount of \$279,530.00.

Motion was made by Vice-Chairman Forbes and 2nd by Trustee Edens to approve the Worker’s Compensation Plan Renewal with Oklahoma Municipal Assurance Group for fiscal year 2019-2020 in the amount of \$279,530.00.

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

7. Adjournment

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

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