

**MINUTES OF THE MEETING  
OF THE SKIATOOK CITY COUNCIL  
TUESDAY, September 10, 2019 6:00 P.M., MUNICIPAL BOARDROOM**

**1. Call to Order**

The meeting was called to order by Vice-Mayor Forbes 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 Loftis, Geoff McGoffin, Cody Fuentes

ABSENT: Roger Upton

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 August 13, 2019 Regular Meeting.
- B. Approval of Purchase Orders/Warrants for 8/22/19: (#133269-#133335)
 

i.	General Fund	\$40,262.12
ii.	Cemetery Fund	\$139.51
iii.	Airport Fund	\$980.00
iv.	One Cent Capital Projects	\$7,140.92
v.	One Half Cent Capital Projects	\$1,740.52
vi.	Payroll (8/2/19)	\$142,077.46
- C. Approval of Purchase Orders/Warrants for 9/6/19: (#133395-#133492)
 

i.	General Fund	\$123,117.11
ii.	Cemetery Fund	\$1,407.73
iii.	Airport Fund	\$334.43
iv.	Court Fund	\$454.88
v.	One Cent Capital Projects	\$12,961.80
vi.	One/Half Cent Cap Projects	\$180,919.60
vii.	Payroll (8/16/19)	\$166,529.15
viii.	Payroll (8/30/19)	\$215,083.31
- D. **Budget Amendment to Revenue Line Item 01-338 (General Miscellaneous) and Supplemental Appropriation to Expense Line Item 01-405-505 (DARE Program) for an anonymous \$100.00 cash donation to the DARE Program.**
- E. **Budget Amendment to Revenue Line Item 01-338 (General Miscellaneous) and Supplemental Appropriation to Expense Line Item 01-405-505 (DARE Program) for an anonymous \$10.00 cash donation to the DARE Program.**
- F. **Budget Amendment to Revenue Line Item 01-338 (General Miscellaneous) and Supplemental Appropriation to Expense Line Item 01-405-505 (DARE Program) in the amount of \$250.00 from Oklahoma Capital Bank for a donation to the DARE Program.**

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

YES: Forbes, Edens, Jech, Loftis, 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 presentation by Michal Davis regarding assessment of downtown Skiatook buildings.**

**6. Discussion and possible consideration and appropriate action related to the approval of the issuance of a permit to the Skiatook Chamber of Commerce to have the Skiatook Christmas Parade on Friday, December 13, 2019 from approximately 6:00 PM – 8:30 PM.**

Motion was made by Councilor McGoffin and 2<sup>nd</sup> by Councilor Fuentes to approve the issuance of a permit to the Skiatook Chamber of Commerce to have the Skiatook Christmas Parade on Friday, December 13, 2019 from approximately 6:00 PM – 8:30 PM.

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

**7. Discussion and possible consideration and appropriate action related to the approval of the issuance of a permit to the American Legion Post 131 to have the 2019 Veteran's Day Parade on Saturday, November 9, 2019 starting at 9:00 AM.**

Motion was made by Councilor Edens and 2<sup>nd</sup> by Vice-Mayor Forbes to approve the issuance of a permit to the American Legion Post 131 to have the 2019 Veteran's Day Parade on Saturday, November 9, 2019 starting at 9:00 AM.

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

**8. Discussion and possible consideration and appropriate action related to the approval of Ordinance 2019-07, AN ORDINANCE AMENDING CHAPTER 2, "ITINERANT VENDORS, PEDDLERS, SOLICITORS AND CANVASSERS", AND ALSO AMENDING AND ADOPTING CHAPTER 5 "MOBILE FOOD VENDORS", BOTH OF TITLE 4, "BUSINESS AND LICENSE REGULATIONS" OF THE CODE OF ORDINANCES OF THE CITY OF SKIATOOK, OKLAHOMA, CONTAINING OTHER PROVISIONS RELATED THERETO, REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, AND ESTABLISHING AN EFFECTIVE DATE.**

Motion was made by Vice-Mayor Forbes and 2<sup>nd</sup> by Councilor Jech to approve Ordinance 2019-07, AN ORDINANCE AMENDING CHAPTER 2, "ITINERANT VENDORS, PEDDLERS, SOLICITORS AND CANVASSERS", AND ALSO AMENDING AND ADOPTING CHAPTER 5 "MOBILE FOOD VENDORS", BOTH OF TITLE 4, "BUSINESS AND LICENSE REGULATIONS" OF THE CODE OF ORDINANCES OF THE CITY OF SKIATOOK, OKLAHOMA, CONTAINING OTHER PROVISIONS RELATED THERETO, REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, AND ESTABLISHING AN EFFECTIVE DATE OF OCTOBER 10, 2019.

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

**9. Discussion and possible consideration and appropriate action related to the approval of Ordinance 2019-08, AN ORDINANCE AMENDING THE PROVISIONS OF TITLE 10, "BUILDING**

**REGULATIONS”, CHAPTER 1, “BUILDING CODES AND REGULATIONS”, SECTION 10-1-1, ADOPTING THE INTERNATIONAL SWIMMING POOL AND SPA CODE, 2015 EDITION, CONTAINING OTHER PROVISIONS RELATED THERETO, REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith, PROVIDING FOR CODIFICATION AND DECLARING AN EMERGENCY.**

Motion was made by Vice-Mayor Forbes and 2<sup>nd</sup> by Councilor McGoffin to approve Ordinance 2019-08, AN ORDINANCE AMENDING THE PROVISIONS OF TITLE 10, “BUILDING REGULATIONS”, CHAPTER 1, “BUILDING CODES AND REGULATIONS”, SECTION 10-1-1, ADOPTING THE INTERNATIONAL SWIMMING POOL AND SPA CODE, 2015 EDITION, CONTAINING OTHER PROVISIONS RELATED THERETO, REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith, PROVIDING FOR CODIFICATION AND DECLARING AN EMERGENCY.

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

**10. Discussion and possible consideration and appropriate action related to the approval of the emergency clause for Ordinance 2019-08.**

Motion was made by Vice-Mayor Forbes and 2<sup>nd</sup> by Councilor Loftis to approve the emergency clause for Ordinance 2019-08.

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

**11. Discussion and possible consideration and appropriate action related to the approval of the ratification of the approval by the City Manager of the contract between the City of Skiatook and Oklahoma Electrical Supply Co. for the City of Skiatook West Substation Reclosers Replacement Project.**

Motion was made by Councilor McGoffin and 2<sup>nd</sup> by Councilor Loftis to approve the ratification of the approval by the City Manager of the contract between the City of Skiatook and Oklahoma Electrical Supply Co. for the City of Skiatook West Substation Reclosers Replacement Project.

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

**12. City Manager’s Report:**

- a. **74070 First Responder’s and Special Olympics Event at Skiatook Central Park on Saturday, October 5, 2019 from 10:00 AM – 2:00 PM.**
- b. **Fall Festival/Barn Dance hosted by the City of Skiatook and Chamber of Commerce on Saturday, October 19, 2019 7:00 PM – 11:00 PM.**

**13. 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.*

**14. Adjournment.**

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

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

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ABSENT  
Roger Upton, 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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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

**MINUTES OF THE MEETING  
OF THE SKIATOOK PUBLIC WORKS AUTHORITY  
TUESDAY, August 13, 2019 6:00 P.M., MUNICIPAL BOARDROOM**

**1. Call to Order**

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

**2. Roll Call**

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

ABSENT: Roger Upton

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 August 13, 2019 Regular Meeting.
- b. Approval of Purchase Orders/Warrants for 8/22/19: (#133269-#133335)
  - i. SPWA \$192,904.16
  - ii. SPWA (8/2/19) \$48,806.27
- c. Approval of Purchase Orders/Warrants for 9/6/19: (#133395-#133492)
  - i. SPWA \$612,595.79
  - ii. Payroll (8/16/19) \$48,704.15
  - iii. Payroll (8/30/19) \$69,148.73

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

YES: Forbes, Edens, Jech, Loftis, 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 purchase of a trailer mounted water pump and accessories for the waste water treatment plant from United Rentals Pump Solutions at the state bid price of \$42,078.00**

Motion was made by Trustee McGoffin and 2<sup>nd</sup> by Trustee Fuentes to approve a purchase of a trailer mounted water pump and accessories for the waste water treatment plant from United Rentals Pump Solutions at the state bid price of \$42,078.00

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

NO: NONE

**6. Discussion and possible consideration and appropriate action related to the approval of a contract with Mid-Con Energy Services for services related to the widening of the drainage and moving all poles, underground and overhead services for the Letha Louise Addition project not to exceed \$29,750.00.**

Motion was made by Vice-Chairman Forbes and 2nd by Trustee Edens to approve a contract with Mid-Con Energy Services for services related to the widening of the drainage and moving all poles, underground and overhead services for the Letha Louise Addition project not to exceed \$29,750.00.

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

**7. Discussion and possible consideration and appropriate action related to the approval of a purchase of filter rehabilitation (1) 216 SF Filter for the water treatment plant from S4 Water Sales and Service, LLC in the amount of \$38,255.00. (Originally approved on May 14, 2019 in the amount of \$31,805.00.)**

Motion was made by Vice-Chairman Forbes and 2nd by Trustee McGoffin to approve of a purchase of filter rehabilitation (1) 216 SF Filter for the water treatment plant from S4 Water Sales and Service, LLC in the amount of \$38,255.00. (Originally approved on May 14, 2019 in the amount of \$31,805.00.)

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

**8. Adjournment**

Motion was made by Vice-Chairman Forbes and 2nd by Trustee Fuentes to adjourn.

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

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ABSENT  
Roger Upton, 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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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