

**MINUTES OF THE MEETING
OF THE SKIATOOK CITY COUNCIL
TUESDAY, DECEMBER 14, 2021 6:00 P.M., MUNICIPAL BOARDROOM**

1. Call to Order

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

2. Opening Business

- a. Invocation by Sarah Thornhill, Skiatook First United Methodist Church
- b. Flag Salute by Jim Annas, Fire Chief
- c. Roll Call by Ginger Stephens, Deputy City Clerk

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

ABSENT: NONE

STAFF: Brad White, Ginger Stephens, 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 November 9, 2021 Regular Meeting.
- b. Approval of Purchase Orders/Warrants for 11/24/21 (#141187-#141262)
 - i. General Fund \$69,150.88
 - ii. Cemetery Fund \$1,194.26
 - iii. Airport Fund \$41.73
 - iv. One Cent Capital Projects \$30,665.68
 - v. One Half Cent Capital Projects \$32,236.11
 - vi. Payroll (11-05-21) \$166,617.80
 - vii. Payroll (11-19-21) \$179,521.80
 - viii. Longevity Pay 2021 \$31,775.29
- c. Approval of Purchase Orders/Warrants for 12/09/21 (#141401-#141500)
 - ix. General Fund \$51,707.14
 - x. Cemetery Fund \$1,326.20
 - xi. Airport Fund \$32,553.69
 - xii. Court Fund \$176.04
 - xiii. One Cent Capital Projects \$197,404.70
 - xiv. Payroll (12-03-21) \$162,304.17
 - xv. Holiday Pay 2021 \$11,873.99
- d. Approval of a Budget Amendment to revenue line item 01-338 (General Miscellaneous) and Supplemental Appropriation to expense line item 01-411-610 (Parks Capital Outlay) in the amount of \$2,000.00 for a donation made by Chuck Allred.
- e. Approval of a Budget Amendment to revenue line item 01-338 (General Miscellaneous) and Supplemental Appropriation to expense line item 01-405-610 (Police Department Capital Outlay) in the amount of \$25,393.76 for the Safe Oklahoma Police Department Grant.

Motion was made by Councilor Jech and 2nd by Councilor Loftis to approve the Consent Agenda as written.

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 regarding negotiations for a new AT&T cell tower lease with Tillman Infrastructure, LLC.**
6. **Discussion and possible consideration and appropriate action, which such action may include approval, adoption, rejection, denial, tabling, amendment, or revision of this agenda item, related to approval of a request by Pastor Sarah Thornhill of the Skiatook United Methodist Church for the approval of a permit to use Skiatook Central Park on the evening of December 20, 2021 for a "Cocoa and Carols" event for the whole community.**

Motion was made by Councilor Forbes and 2nd by Councilor Upton to approve a request by Pastor Sarah Thornhill of the Skiatook United Methodist Church for the approval of a permit to use Skiatook Central Park on the evening of December 20, 2021 for a "Cocoa and Carols" event for the whole community.

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

7. **Discussion and possible consideration and appropriate action, which such action may include approval, adoption, rejection, denial, tabling, amendment, or revision of this agenda item, related to approval of Change Order No. 2 for the Rehabilitate Runway 18/36 project from Contech, Inc. for a recapitulation of final quantities in an amount of (\$107,828.64) at the Skiatook Municipal Airport (decreasing the total project price from \$1,630,781.50 to \$1,522,952.86).**

Motion was made by Councilor McGoffin and 2nd by Councilor Jech to approve Change Order No. 2 for the Rehabilitate Runway 18/36 project from Contech, Inc. for a recapitulation of final quantities in an amount of (\$107,828.64) at the Skiatook Municipal Airport (decreasing the total project price from \$1,630,781.50 to \$1,522,952.86).

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

8. **Discussion and possible consideration and appropriate action, which such action may include approval, adoption, rejection, denial, tabling, amendment, or revision of this agenda item, related to the approval of Resolution 2021-15, A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SKIATOOK AND THE BOARD OF TRUSTEES OF THE SKIATOOK PUBLIC WORKS AUTHORITY AMENDING THE POLICIES AND PROCEDURES MANUAL OF THE CITY OF SKIATOOK, ARTICLE 2, WAGES AND BENEFITS, SECTION 3 FAMILY MEDICAL LEAVE, (2-3.1) POLICY.**

Motion was made by Councilor McGoffin and 2nd by Councilor Upton to approve Resolution 2021-15, A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SKIATOOK AND THE BOARD OF TRUSTEES OF THE SKIATOOK PUBLIC WORKS AUTHORITY AMENDING THE POLICIES AND PROCEDURES MANUAL OF THE CITY OF SKIATOOK, ARTICLE 2, WAGES AND BENEFITS, SECTION 3 FAMILY MEDICAL LEAVE, (2-3.1) POLICY.

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

9. **Review of bids received, discussion and possible consideration and appropriate action, which such action may include approval, adoption, rejection, denial, tabling, amendment, or revision of this agenda item, related to the award of bid to the lowest responsible bidder for the Phase 1 Electrical Systems Relocations in support of ODOT Project J/P 27168, SH-20, Osage County (Lowest and Only Responsible Bidder: Third Generation Electrical, Inc. in the amount of \$440,000.00) and to authorize the City Manager to execute all necessary documents.**

Motion was made by Councilor Forbes and 2nd by Vice Mayor Fuentes to approve the award of bid to the lowest responsible bidder for the Phase 1 Electrical Systems Relocations in support of ODOT Project J/P 27168, SH-20,

Osage County to Third Generation Electrical, Inc. in the amended amount of \$440,700.00 (due to a typo) and to authorize the City Manager to execute all necessary documents.

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

10. Review of bids received, discussion and possible consideration and appropriate action, which such action may include approval, adoption, rejection, denial, tabling, amendment, or revision of this agenda item, related to the award of bid to the lowest responsible bidder for the Phase 2 Electrical Systems Relocations in support of ODOT Project J/P 24267, SH-20, Osage County (Lowest and Only Responsible Bidder: Third Generation Electrical, Inc. in the amount of \$388,600.00) and to authorize the City Manager to execute all necessary documents.

Motion was made by Councilor Forbes and 2nd by Councilor McGoffin to approve the award of bid to the lowest responsible bidder for the Phase 2 Electrical Systems Relocations in support of ODOT Project J/P 24267, SH-20, Osage County to Third Generation Electrical, Inc. in the amount of \$388,600.00 and to authorize the City Manager to execute all necessary documents.

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

11. City Manager’s Report:

* Update regarding the status of the contract with HDOK & Great Plains for the development of the city owned land at Oak and Lenapah.

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

12. Adjournment.

Motion was made by Councilor Jech and 2nd by Councilor Upton to adjourn.

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

Robin Edens, Mayor

Stephanie Upton, Councilor

Cody Fuentes, Vice Mayor

Joyce Jech, Councilor

Linda Loftis, Councilor

Ginger Stephens, Deputy City Clerk

Geoff McGoffin, Councilor

Date Minutes Approved:

Herb Forbes, Councilor

**MINUTES OF THE MEETING
OF THE SKIATOOK PUBLIC WORKS AUTHORITY
TUESDAY, DECEMBER 14, 2021 6:00 P.M., MUNICIPAL BOARDROOM
DIRECTLY FOLLOWING THE ADJOURNMENT OF THE CITY COUNCIL**

1. Call to Order

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

2. Roll Call

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

ABSENT: None

STAFF: Brad White, Ginger Stephens, 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 November 9, 2021 Regular Meeting.
- b. Approval of Purchase Orders/Warrants for 11/24/21 (#141187-#141262)
 - i. SPWA \$307,708.11
 - ii. Payroll (11-05-21) \$56,480.84
 - iii. Payroll (11-19-21) \$126,861.07
 - iv. Longevity Pay 2021 \$16,802.53
- c. Approval of Purchase Orders/Warrants for 12/09/21 (#141401-#141500)
 - i. SPWA \$525,223.02
 - ii. Payroll (12-03-21) \$60,564.27
 - iii. Holiday Pay 2021 \$3,661.86

Motion was made by Trustee Jech and 2nd by Trustee 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. Discussion and possible consideration and appropriate action, which such action may include approval, adoption, rejection, denial, tabling, amendment, or revision of this agenda item, related to the approval of Resolution 2021-15, A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SKIATOOK AND THE BOARD OF TRUSTEES OF THE SKIATOOK PUBLIC WORKS AUTHORITY AMENDING THE POLICIES AND PROCEDURES MANUAL OF THE CITY OF SKIATOOK, ARTICLE 2, WAGES AND BENEFITS, SECTION 3 FAMILY MEDICAL LEAVE, (2-3.1) POLICY.

Motion was made by Trustee Forbes and 2nd by Vice Chairman Fuentes to approve Resolution 2021-15, A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SKIATOOK AND THE BOARD OF TRUSTEES OF THE SKIATOOK PUBLIC WORKS AUTHORITY AMENDING THE POLICIES AND PROCEDURES MANUAL OF THE CITY OF SKIATOOK, ARTICLE 2, WAGES AND BENEFITS, SECTION 3 FAMILY MEDICAL LEAVE, (2-3.1) POLICY.

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

NO: NONE

- 6. **Review of bids received, discussion and possible consideration and appropriate action, which such action may include approval, adoption, rejection, denial, tabling, amendment, or revision of this agenda item, related to the award of bid to the lowest responsible bidder for the Phase 1 Electrical Systems Relocations in support of ODOT Project J/P 27168, SH-20, Osage County (Lowest and Only Responsible Bidder: Third Generation Electrical, Inc. in the amount of \$440,000.00) and to authorize the City Manager to execute all necessary documents.**

Motion was made by Trustee Forbes and 2nd by Vice Chairman Fuentes to approve the award of bid to the lowest responsible bidder for the Phase 1 Electrical Systems Relocations in support of ODOT Project J/P 27168, SH-20, Osage County to Third Generation Electrical, Inc. in the amended amount of \$440,700.00 (due to a typo) and to authorize the City Manager to execute all necessary documents.

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

- 7. **Review of bids received, discussion and possible consideration and appropriate action, which such action may include approval, adoption, rejection, denial, tabling, amendment, or revision of this agenda item, related to the award of bid to the lowest responsible bidder for the Phase 2 Electrical Systems Relocations in support of ODOT Project J/P 24267, SH-20, Osage County (Lowest and Only Responsible Bidder: Third Generation Electrical, Inc. in the amount of \$388,600.00) and to authorize the City Manager to execute all necessary documents.**

Motion was made by Vice Chairman Fuentes and 2nd by Trustee Upton to approve the award of bid to the lowest responsible bidder for the Phase 2 Electrical Systems Relocations in support of ODOT Project J/P 24267, SH-20, Osage County to Third Generation Electrical, Inc. in the amount of \$388,600.00 and to authorize the City Manager to execute all necessary documents.

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

8. Adjournment

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

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

 Robin Edens, Chairman

 Stephanie Upton, Trustee

 Cody Fuentes, Vice Chairman

 Joyce Jech, Trustee

 Linda Loftis, Trustee

 Ginger Stephens, Deputy City Clerk

 Geoff McGoffin, Trustee

Date Minutes Approved:

Herb Forbes, Trustee