

**MINUTES OF THE REGULAR
MEETING OF THE SKIATOOK
CITY COUNCIL
TUESDAY, February 14, 2023 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 Jerald Freeman, Ascension Church
- b. Flag Salute by Billy Wakefield, Police Chief
- c. Roll Call by Shirley Lett, City Clerk

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

ABSENT: None

STAFF: Brad White, Shirley Lett, 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 January 10, 2023 Regular Meeting.
1/17/23(#145183-#145188)
- b. Approval of Purchase Orders/Warrants for 1/31/23(#145226-#145320)

i. General Fund	\$ 77,358.06
ii. Cemetery Fund	\$ 386.42
iii. Airport	\$ 4,629.71
iii. One Cent Capital Projects	\$100,383.00
iv. One Half Cent Projects	\$138,364.18
- c. Approval of Purchase Orders/Warrants for 2/14/23(#145369-#145460)

v. General Fund	\$ 81,352.93
vi. Cemetery Fund	\$ 493.39
vii. Airport Fund	\$ 12,130.39
viii. Court Fund	\$ 420.56
ix. One Cent Capital Projects	\$ 1,491.46
xi. Payroll (1-13-23)	\$262,191.36
xii. Payroll (1-27-23)	\$354,011.19
- d. Approval of a Budget Amendment to revenue line item 01-338 (General Miscellaneous) from surplus auction in the amount of ELEVEN THOUSAND FIVE HUNDRED THIRTY FIVE DOLLARS (\$11,535.00). Supplemental Appropriation To Expense line item 01-409-610 for Street Department Capital Outlay in the amount of TEN THOUSAND SIX HUNDRED SEVENTY FIVE DOLLARS (\$10,675.00). Supplemental Appropriation to Expense line item 01-410-507 for Vehicle Maintenance -Materials and Supplies in the amount of SIX HUNDRED FIFTY DOLLARS (\$650.00). Supplemental Appropriation to expense line item 01-412-507 for General Materials & Supplies in the amount of TWO HUNDRED TEN DOLLARS (\$210.00)

- e. Approval of a Budget Amendment to revenue line item 55-338 (One Cent Miscellaneous) from surplus of Police Cars in the amount of TWENTY FOUR THOUSAND NINE HUNDRED SEVENTY DOLLARS (\$24,970.00). Supplemental Appropriation to Expense line item 15-400-656 (One Cent Police Department) #09-60 in the amount of ONE THOUSAND DOLLARS (\$1,000.00). #11-18 in the amount of TWO THOUSAND DOLLARS (\$2,000.00). # 17-69 in the amount of TWENTY ONE THOUSAND NINE HUNDRED SEVENTY DOLLARS (\$21,970.00).
- f. Approval of the Ratification of the purchase of fuel for the Skiatook Municipal Airport from ASAP Energy in the amount of \$32,518.54 on February 8, 2023.

Motion was made by Councilor Jech and 2nd by Councilor Upton to approve as written.

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

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 approval of Interlocal agreement between Board of County Commissioners of Osage County and the City of Skiatook, to share in the collection and disposal of refuse in the area aiding citizens in cleaning up their properties.

Motion was made by Councilor McGoffin and 2nd by Vice Mayor Fuentes approving the Interlocal agreement between Board of County Commissioners of Osage County and the City of Skiatook, to share in the collection and disposal of refuse in the area aiding citizens in cleaning up their properties.

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

NO: NONE

**6. Discussion regarding the Skiatook Christian Church requesting the use of Skiatook Central Park to hold a community Easter service on Sunday, April 9th, 2023. This event Is free and open to the entire community.
(Presented by: Trey Harper on behalf of Skiatook Christian Church)**

Motion was made by Councilor McGoffin and 2nd by Councilor Upton approving the use of Skiatook Central Park to hold a community Easter service on Sunday, April 9th, 2023. This event is free and open to the entire community.

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

NO: NONE

**7. Discussion regarding allowing chickens to be raised inside city limits.
(Presented by Animal Control Officer: Emily Ashford).**

8. Discussion and possible consideration and appropriate action, related to approval of Resolution 2023-03, 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 2 fringes benefit 2-2.11 Educational compensation, part F (known as 2-2.11 F) per diem allowances.

Motion was made by Vice Mayor Fuentes and 2nd by Councilor McGoffin approving the Resolution 2023-03, 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 2 fringes benefit 2-2.11 Educational compensation, part F (known as 2-2.11 F) per diem allowances.

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

9. Discussion related Discussion and possible consideration and appropriate action related to approval of Ordinance 2023-03, an ordinance amending title 12 "subdivision regulations", chapter 4 "improvements generally", and section 1 "required minimum improvements", of the Code of ordinances of the City of Skiatook, Oklahoma, containing other provisions Related thereto, repealing all other ordinances or parts of ordinances in conflict Herewith, establishing an effective date and declaring an emergency.

Motion was made by Councilor Forbes and 2nd by Councilor McGoffin approving Ordinance 2023-03, an ordinance amending title 12 "subdivision regulations", chapter 4 "improvements generally", and section 1 "required minimum improvements", of the Code of ordinances of the City of Skiatook, Oklahoma, containing other provisions related thereto, repealing all other ordinances or parts of ordinances in conflict herewith, establishing an effective date and declaring an emergency.

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

10. Discussion and possible consideration and appropriate action related to approval of The emergency clause for Ordinance 2023-03.

Motion was made by Vice Mayor Fuentes and 2nd by Councilor Upton approving the emergency Clause for Ordinance 2023-03.

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

11. Discussion and possible consideration and appropriate action, related to approval of an agreement between the City of Skiatook d/b/a City of Skiatook Fire Department/EMS and Public Consulting Group LLC, for a contract in the initial amount of \$28,000.00 for consulting services relating to collecting, analyzing, and reporting department data, and granting the City Manager and Fire Chief Jim Annas the authority to prepare, sign, and execute all necessary documents.

Motion was made by Councilor McGoffin and 2nd by Vice Mayor Fuentes approving an agreement between the City of Skiatook d/b/a City of Skiatook Fire Department/EMS and Public Consulting Group LLC, for a contract in the initial amount of \$28,000.00 for consulting services relating to collecting, analyzing, and reporting department data, and granting the City Manager and Fire Chief Jim Annas the authority to prepare, sign, and execute all necessary documents.

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

12. Discussion and possible consideration and appropriate action, related to approval of Brummett Construction change order #4116, in the amount of TWENTY ONE THOUSAND THREE HUNDRED NINETY TWO DOLLARS (\$21,392.00) for the work approved Aug 9, 2022, on East Evergreen St. & S Broadway St.

Motion was made by Councilor Forbes and 2nd by Councilor Loftis approving of Brummett Construction change order #4116, in the amount of TWENTY ONE THOUSAND THREE HUNDRED NINETY TWO DOLLARS (\$21,392.00) for the work approved Aug 9, 2022, on East Evergreen St. & S Broadway St.

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

**13. Discussion and possible consideration and appropriate action, related to acceptance of
The Fiscal Year ended June 30, 2022 audit**

Motion was made by Councilor Jech and 2nd by Councilor Forbes acceptance of the Fiscal Year ended June 30, 2022 audit.

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

**14. City Manager's Report: Farmer's Market Update
Skate Park Update
Water Treatment Update
South Broadway Road Construction**

15. 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 Eden

Robin Eden, Mayor

Stephanie Upton

Stephanie Upton, Councilor

Gody Fuentes

Gody Fuentes, Vice-Mayor

Linda Loftis

Linda Loftis, Councilor

Shirley Lett

Shirley Lett, City Clerk

Joyce Jech

Joyce Jech, Councilor

Geoff McGoffin

Geoff McGoffin, Councilor

3-14-03

Date Minutes Approved:

Herb Forbes

Herb Forbes, Councilor

**MINUTES OF THE SKIATOOK
PUBLIC WORKS AUTHORITY REGULAR MEETING
TUESDAY, JANUARY 10, 2023 XXX 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 6:37 pm in the Municipal Boardroom.

2. Roll Call

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

ABSENT: NONE

STAFF: Brad White, Shirley Lett, 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 January 10, 2023 Regular Meeting.
1/17/23(#145183-#145188)
- b. Approval of Purchase Orders/Warrants for 1/31/23(#145226-#145320)
 - i. SPWA \$899,793.12
- c. Approval of Purchase Orders/Warrants for 2/14/23(#145369-#145460)
 - ii. SPWA \$509,442.47
 - iii. Payroll (1-13-23) \$ 85,261.68
 - iv. Payroll (1-27-23) \$ 94,099.08
- d. Approval of a Budget Amendment to revenue line item 55-338 (SPWA Miscellaneous) from surplus auction in the amount of TWO THOUSAND FIVE HUNDRED FIFTEEN DOLLARS (\$2,515.00). Supplemental Appropriation to Expense line item 55-450-501 Water Department Materials & Supplies in the amount of SEVEN HUNDRED FIFTY DOLLARS (\$750.00). Supplemental Appropriation to expense line item 55-451-501 Water Treatment Materials & Supplies in the amount of ONE HUNDRED FIVE DOLLARS (\$105.00). Supplemental Appropriation to expense line item 55-453-532 Waste Water Treatment Equipment & Maintenance in the amount of ONE THOUSAND SIX HUNDRED SIXTY DOLLARS (\$1,660.00).

Motion was made by Trustee Forbes and 2nd by Trustee Loftis to approve as written.

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

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 2023-03, 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 2 fringes benefit 2-2.11 Educational compensation, part F (known as 2-2.11 F) per diem allowances.**

Motion was made by Trustee McGoffin and 2nd by Vice Chairman Fuentes approving Resolution 2023-03, 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 2 fringe benefit 2-2.11 Educational compensation, part F (known as 2-2.11F) per diem allowances.

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

NO: NONE

**6. Discussion and possible consideration and appropriate action related to the acceptance
Of the Fiscal Year ended June 30, 2022 Audit.**

Motion was made by Trustee Forbes and 2nd by Trustee McGoffin accepting the Fiscal Year ended June 30, 2022 audit.

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

NO: NONE

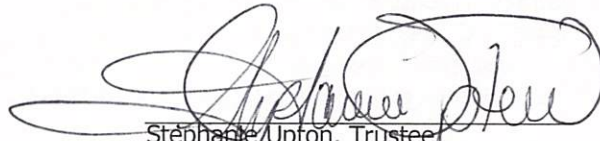
7. Adjournment.

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


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

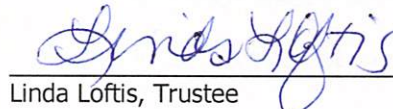
NO: NONE


Robin Edens, Chairman

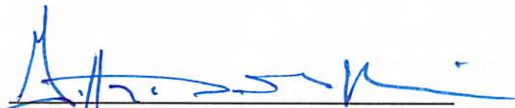

Stephanie Upton, Trustee


Cody Fuentes, Vice Chairman


Joyce Tech, Trustee


Linda Loftis, Trustee


Shirley Lett, City Clerk


Geoff McGoffin, Trustee

3-14-23
Date Minutes Approved:


Herb Forbes, Trustee