

**MINUTES OF THE MEETING  
OF THE SKIATOOK CITY COUNCIL  
TUESDAY, MARCH 9, 2021 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 Jeff Wooden, Immanuel Baptist Church
- b. Flag Salute by Billy Wakefield, Chief of Police
- c. Roll Call by Shirley Lett, City Clerk

PRESENT: Herb Forbes, Robin Edens, Joyce Jech, Linda Loftis, Stephanie 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 February 9, 2021 Regular Meeting.
- B. Approval of the minutes of the February 22, 2021 Special Meeting.
- C. Approval of Purchase Orders/Warrants for 02/18/21 (#138712-#138760)
  - i. General Fund \$31,878.83
  - ii. Cemetery Fund \$142.99
  - iii. One Cent Capital Projects \$12,636.95
  - iv. Payroll (02-12-21) \$146,659.89
- D. Approval of Purchase Orders/Warrants for 03/05/21 (#138810-#138925)
  - i. General Fund \$149,131.93
  - ii. Cemetery Fund \$639.81
  - iii. Airport Fund \$1,757.14
  - iv. Court Fund \$616.14
  - v. One Cent Capital Projects \$34,050.85
  - vi. One/Half Cent Cap Projects \$48,022.85
  - vii. Payroll (02-26-21) \$222,922.07
- E. Budget Amendment to Revenue Line Item 15-338 (One Cent Capital Projects) and Supplemental Appropriation to Expense Line Item 15-400-658 (Fire Department One Cent) in the amount of \$92,771.18 for FEMA Reimbursement for cots from Stryker for the Fire Department.

Motion was made by Councilor McGoffin and 2<sup>nd</sup> by Councilor Fuentes 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 the City owned land at Oak and Lenapah (old Tiger Park).****6. Discussion by Dee Wilson regarding 47 West Ash, Skiatook, OK.****7. Discussion and possible consideration and appropriate action related to the approval of Resolution 2021-06, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SKIATOOK,**

**OKLAHOMA, CONCERNING THE HIRING PROCESS FOR A CITY MANAGER FOR THE CITY OF SKIATOOK, AND ESTABLISHING POLICIES AND PROCEDURES FOR SAID HIRING PROCESS.**

Motion was made by Mayor Forbes and 2<sup>nd</sup> by Councilor Upton to approve Resolution 2021-06, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SKIATOOK, OKLAHOMA, CONCERNING THE HIRING PROCESS FOR A CITY MANAGER FOR THE CITY OF SKIATOOK, AND ESTABLISHING POLICIES AND PROCEDURES FOR SAID HIRING PROCESS.

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

**8. Discussion and possible consideration and appropriate action related to the approval of an Interlocal Agreement for District 10 Multi-Jurisdictional Major Crimes Task Force between the District Attorney's Office of District 10 and the Skiatook Police Department for interlocal cooperation of law enforcement agencies within District 10.**

Motion was made by Councilor McGoffin and 2<sup>nd</sup> by Councilor Jech to approve an Interlocal Agreement for District 10 Multi-Jurisdictional Major Crimes Task Force between the District Attorney's Office of District 10 and the Skiatook Police Department for interlocal cooperation of law enforcement agencies within District 10.

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

**9. Public hearing regarding the Annexation into THE CITY OF SKIATOOK CERTAIN TERRITORIES ADJACENT OR CONTIGUOUS TO THE CORPORATE LIMITS OF THE CITY OF SKIATOOK, OKLAHOMA, SUCH TERRITORIES LYING NORTH OF HIGHWAY 20, LOCATED AT APPROXIMATELY 4750 WEST ROGERS BOULEVARD, SKIATOOK, OKLAHOMA, 74070; MORE PARTICULARLY DESCRIBED AS THE NORTH 1,020 FEET OF THE EAST HALF (E/2), OF THE SOUTHEAST QUARTER (SE/4), OF THE NORTHWEST QUARTER (NW/4), AND ALSO THE SOUTHEAST QUARTER (SE/4) OF THE NORTHEAST QUARTER (NE/4), OF THE NORTHWEST QUARTER (NW/4), ALL AREAS PART OF SECTION TWENTY (20), TOWNSHIP TWENTY-TWO (22) NORTH, RANGE TWELVE (12) EAST OF THE INDIAN BASE AND MERIDIAN, OSAGE COUNTY, STATE OF OKLAHOMA ACCORDING TO THE U.S. GOVERNMENT SURVEY THEREOF. (No public comments were made on this item.)**

**10. Discussion and possible consideration and appropriate action related to the approval of Ordinance 2021-01, AN ORDINANCE ANNEXING TO THE CITY OF SKIATOOK CERTAIN TERRITORIES ADJACENT OR CONTIGUOUS TO THE CORPORATE LIMITS OF THE CITY OF SKIATOOK, OKLAHOMA, SUCH TERRITORIES LYING NORTH OF HIGHWAY 20, LOCATED AT APPROXIMATELY 4750 WEST ROGERS BOULEVARD, SKIATOOK, OKLAHOMA, 74070; MORE PARTICULARLY DESCRIBED AS THE NORTH 1,020 FEET OF THE EAST HALF (E/2), OF THE SOUTHEAST QUARTER (SE/4), OF THE NORTHWEST QUARTER (NW/4), AND ALSO THE SOUTHEAST QUARTER (SE/4) OF THE NORTHEAST QUARTER (NE/4), OF THE NORTHWEST QUARTER (NW/4), ALL AREAS PART OF SECTION TWENTY (20), TOWNSHIP TWENTY-TWO (22) NORTH, RANGE TWELVE (12) EAST OF THE INDIAN BASE AND MERIDIAN, OSAGE COUNTY, STATE OF OKLAHOMA ACCORDING TO THE U.S. GOVERNMENT SURVEY THEREOF; FINDING JURISDICTIONAL FACTS; ASSIGNING A ZONING CLASSIFICATION TO THE LAND ANNEXED; AND ESTABLISHING AN EFFECTIVE DATE.**

Motion was made by Councilor Fuentes and 2<sup>nd</sup> by Councilor Jech to approve Ordinance 2021-01, AN ORDINANCE ANNEXING TO THE CITY OF SKIATOOK CERTAIN TERRITORIES ADJACENT OR CONTIGUOUS TO THE CORPORATE LIMITS OF THE CITY OF SKIATOOK, OKLAHOMA, SUCH TERRITORIES LYING NORTH OF HIGHWAY 20, LOCATED AT APPROXIMATELY 4750 WEST ROGERS BOULEVARD, SKIATOOK, OKLAHOMA, 74070; MORE PARTICULARLY DESCRIBED AS THE NORTH 1,020 FEET OF THE EAST HALF (E/2), OF THE SOUTHEAST QUARTER (SE/4), OF THE NORTHWEST QUARTER (NW/4), AND ALSO THE SOUTHEAST QUARTER (SE/4) OF THE NORTHEAST QUARTER

(NE/4), OF THE NORTHWEST QUARTER (NW/4), ALL AREAS PART OF SECTION TWENTY (20), TOWNSHIP TWENTY-TWO (22) NORTH, RANGE TWELVE (12) EAST OF THE INDIAN BASE AND MERIDIAN, OSAGE COUNTY, STATE OF OKLAHOMA ACCORDING TO THE U.S. GOVERNMENT SURVEY THEREOF; FINDING JURISDICTIONAL FACTS; ASSIGNING A ZONING CLASSIFICATION TO THE LAND ANNEXED; AND ESTABLISHING AN EFFECTIVE DATE.

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

NO: NONE

- 11. Discussion and possible consideration and appropriate action related to the approval of Ordinance 2021-02, AN ORDINANCE CHANGING AND AMENDING THE ZONING CLASSIFICATIONS FROM AG (AGRICULTURE) DISTRICT AND CG (COMMERCIAL GENERAL) DISTRICT TO RS-1 (RESIDENTIAL SINGLE FAMILY) DISTRICT AND CG (COMMERCIAL GENERAL) DISTRICT OF SUCH TERRITORIES LYING NORTH OF HIGHWAY 20, LOCATED AT APPROXIMATELY 4750 WEST ROGERS BOULEVARD, SKIATOOK, OKLAHOMA, 74070; MORE PARTICULARLY DESCRIBED AS LYING WITHIN THE NORTHWEST QUARTER (NW/4) OF SECTION TWENTY (20), TOWNSHIP TWENTY-TWO (22) NORTH, RANGE TWELVE (12) EAST, OF THE INDIAN BASE AND MERIDIAN, OSAGE COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE U.S. GOVERNMENT SURVEY THEREOF, AS SET FORTH IN ZONING APPLICATION NO. SKZ-205 (A&B); REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith, AND DECLARING AN EFFECTIVE DATE.**

Motion was made by Councilor Upton and 2<sup>nd</sup> by Councilor Fuentes to approve Ordinance 2021-02, AN ORDINANCE CHANGING AND AMENDING THE ZONING CLASSIFICATIONS FROM AG (AGRICULTURE) DISTRICT AND CG (COMMERCIAL GENERAL) DISTRICT TO RS-1 (RESIDENTIAL SINGLE FAMILY) DISTRICT AND CG (COMMERCIAL GENERAL) DISTRICT OF SUCH TERRITORIES LYING NORTH OF HIGHWAY 20, LOCATED AT APPROXIMATELY 4750 WEST ROGERS BOULEVARD, SKIATOOK, OKLAHOMA, 74070; MORE PARTICULARLY DESCRIBED AS LYING WITHIN THE NORTHWEST QUARTER (NW/4) OF SECTION TWENTY (20), TOWNSHIP TWENTY-TWO (22) NORTH, RANGE TWELVE (12) EAST, OF THE INDIAN BASE AND MERIDIAN, OSAGE COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE U.S. GOVERNMENT SURVEY THEREOF, AS SET FORTH IN ZONING APPLICATION NO. SKZ-205 (A&B); 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

- 12. Review of bids received, and possible consideration and appropriate action related to the award of bid to the lowest responsible bidder for the 10" Sanitary Sewer Relocation in support of ODOT Project J/P 27168, Osage County. (Lowest Responsible Bidder: Shrum Excavation Co., Inc. in the amount of \$167,205.98)**

Motion was made by Mayor Forbes and 2<sup>nd</sup> by Councilor Jech to approve the award of bid to the lowest responsible bidder for the 10" Sanitary Sewer Relocation in support of ODOT Project J/P 27168, Osage County. (Lowest Responsible Bidder: Shrum Excavation Co., Inc. in the amount of \$167,205.98)

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

NO: NONE

- 13. Review of bids received, and possible consideration and appropriate action related to the award of bid to the lowest responsible bidder for the Waterline Relocation in support of ODOT Project J/P 27168, Osage County. (Lowest Responsible Bidder: Shrum Excavation Co., Inc. in the amount of \$409,345.03)**

Motion was made by Councilor McGoffin and 2<sup>nd</sup> by Councilor Fuentes to approve the award of bid to the lowest responsible bidder for the Waterline Relocation in support of ODOT Project J/P 27168, Osage County. (Lowest Responsible Bidder: Shrum Excavation Co., Inc. in the amount of \$409,345.03)

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

**14. Discussion and possible consideration and appropriate action related to the approval of Resolution 2021-07, A RESOLUTION OF THE CITY COUNCIL OF SKIATOOK, OKLAHOMA TO APPROVE A MUTUAL AID REQUEST TO THE OKLAHOMA FLOODPLAIN MANAGERS ASSOCIATION.**

Motion was made by Mayor Forbes and 2<sup>nd</sup> by Vice Mayor Edens to approve Resolution 2021-07, A RESOLUTION OF THE CITY COUNCIL OF SKIATOOK, OKLAHOMA TO APPROVE A MUTUAL AID REQUEST TO THE OKLAHOMA FLOODPLAIN MANAGERS ASSOCIATION.

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

**15. City Manager’s Report:**

**\*Update regarding the status of the Land & Water Conservation Fund Grant Application for Skiatook Central Park Phase II.**

***\*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\****

**16. Adjournment.**

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

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

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Herb Forbes, Mayor

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Stephanie Upton, Councilor

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Robin Edens, Vice Mayor

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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, MARCH 9, 2021 6:00 P.M., MUNICIPAL BOARDROOM**

**1. Call to Order**

The meeting was called to order by Chairman Forbes at 6:55 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: 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 February 9, 2021 Regular Meeting.
- b. Approval of Purchase Orders/Warrants for 02/18/21 (#138712-#138760)
  - i. SPWA \$131,622.32
  - ii. Payroll (02-12-21) \$53,840.65
- c. Approval of Purchase Orders/Warrants for 03/05/21 (#138810-#138925)
  - i. SPWA \$646,539.53
  - ii. Payroll (02-26-21) \$82,957.95

Motion was made by Chairman Forbes and 2<sup>nd</sup> by Trustee Upton 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. Review of bids received, and possible consideration and appropriate action related to the award of bid to the lowest responsible bidder for the 10" Sanitary Sewer Relocation in support of ODOT Project J/P 27168, Osage County. (Lowest Responsible Bidder: Shrum Excavation Co., Inc. in the amount of \$167,205.98)**

Motion was made by Chairman Forbes and 2<sup>nd</sup> by Trustee Jech to approve the award of bid to the lowest responsible bidder for the 10" Sanitary Sewer Relocation in support of ODOT Project J/P 27168, Osage County. (Lowest Responsible Bidder: Shrum Excavation Co., Inc. in the amount of \$167,205.98)

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

NO: NONE

**6. Review of bids received, and possible consideration and appropriate action related to the award of bid to the lowest responsible bidder for the Waterline Relocation in support of ODOT Project J/P 27168, Osage County. (Lowest Responsible Bidder: Shrum Excavation Co., Inc. in the amount of \$409,345.03)**

Motion was made by Trustee Fuentes and 2<sup>nd</sup> by Trustee Upton to approve the award of bid to the lowest responsible bidder for the Waterline Relocation in support of ODOT Project J/P 27168, Osage County. (Lowest Responsible Bidder: Shrum Excavation Co., Inc. in the amount of \$409,345.03)

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

NO: NONE

**7. Adjournment**

Motion was made by Chairman Forbes and 2<sup>nd</sup> by Vice Chairman Edens to adjourn.

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

NO: NONE

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Herb Forbes, Chairman

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Stephanie Upton, Trustee

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Robin Edens, Vice Chairman

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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