

**MINUTES OF THE REGULAR
MEETING OF THE SKIATOOK
CITY COUNCIL
TUESDAY, APRIL 11, 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 Brad White, City Manager
- b. Flag Salute by Billy Wakefield, Police Chief
- c. Roll Call by Shirley Lett, City Clerk

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

ABSENT: Herb Forbes

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 March 14, 2023 Regular Meeting
- b. Approval of Purchase Orders/Warrants for 3/31/23(#145757-#145834)

i. General Fund	\$ 34,836.19
ii. Cemetery Fund	\$ 4,101.27
iii. One Cent Capital Projects	\$ 11,607.51
iv. One Half Cent Projects	\$ 72,571.84
- c. Approval of Purchase Orders/Warrants for 4/11/23(#145874-#145956)

v. General Fund	\$ 94,970.00
vi. Cemetery Fund	\$ 179.64
vii. Airport Fund	\$ 706.11
viii. Court Fund	\$ 958.45
ix. One Cent Capital Projects	\$ 6,567.13
xi. Payroll (3-10-23)	\$ 247,819.90
xii. Payroll (3-24-23)	\$ 331,987.22
- d. Approval of a Budget Amendment to revenue line item 01-338 (General Miscellaneous) from Cherokee Nation Grant in the amount of TWELVE THOUSAND TWO HUNDRED SEVENTY TWO DOLLARS & TWENTY FIVE CENTS (\$12,272.25). Supplemental Appropriation to expense line item 01-405-610 for Police Dept. Cap. Outlay in the Amount of TWELVE THOUSAND TWO HUNDRED SEVENTY TWO DOLLARS & TWENTY FIVE CENTS (\$12,272.25).
- e. Approval of a budget Amendment to revenue line item 04-338 (Cemetery Miscellaneous) from Farmers Insurance in the amount of TWO THOUSAND SEVEN HUNDRED DOLLARS (\$2,700.00). Supplemental Appropriation to expense line item 04-400-507 for Cemetery Contractual Services In the amount of TWO THOUSAND SEVEN HUNDRED DOLLARS (\$2,700.00).
- f. Approval of Star Lake Road purchase orders in the amount of \$160,000.00. (The City of Skiatook would be receiving reimbursement from the HOA in the amount of \$80,000.00).

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

YES: 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 Economic Development Q2 report.**
(Presented by: Sara Herren, Skiatook Chamber of Commerce President).
- 6. Discussion regarding Skiatook Municipal Airport guidelines.**
- 7. Discussion related to Osage Gardens Cemetery expansion project.**
- 8. Discussion and possible consideration and appropriate action, regarding Chamber of Commerce requesting to use Central Park for Third Thursdays in the Park for the following dates: May 18, June 15, July 20, August 17, Sept. 21 between the hours of 6:00pm and 9:00pm.**
(Presented by: Geoff McGoffin, Skiatook Chamber of Commerce, Chairman).

Motion was made by Vice Mayor Fuentes and 2nd by Councilor Loftis approving the Chamber of Commerce request to use Central Park for Third Thursdays in the Park for the following dates: May 18, June 15, July 20, August 17, Sept. 21 between the hours of 6:00pm and 9:00pm.

(Presented by: Geoff McGoffin, Skiatook Chamber of Commerce, Chairman).

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

NO: NONE

- 9. Discussion and possible consideration and appropriate action regarding 2 for 1 Pharma Requesting to host a cannabis festival inside city limits between 323 E WC Rogers Blvd And 401 E WC Rogers Blvd and "B" St. Including but not limited to: live music/DJ, vendors, local farmers market vendors and closing off this section of "B" St. between the hours of 10:00am – 7:00pm on Saturday, May 20, 2023.**
(Presented by: Summer Parker on behalf of 2 for 1 Pharma dispensary).

Motion was made by Councilor McGoffin and 2nd by Vice Mayor Fuentes to NOT approve 2 for 1 Pharma to host A cannabis festival inside city limits between 323 E WC Rogers Blvd and 401 E WC Rogers Blvd and "B" St. Including But not limited to: live music/DJ, vendors, local farmers market vendors and closing off this section of "B" St. between The hours of 10:00am – 7:00pm on Saturday, May 20, 2023.

(Presented by: Summer Parker on behalf of 2 for 1 Pharma dispensary).

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

NO: NONE

- 10. Discussion and possible consideration and appropriate action related to approval of Resolution 2023-05, 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 Benefits, 2-2.4 Sick Leave, Part F (known as 2-2.4F).**

Motion was made by Vice Mayor Fuentes and 2nd by Councilor Jech approving Resolution 2023-05, 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 Benefits, 2-2.4 Sick Leave, Part F (known as 2-2.4F).

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

- 11. Discussion and possible consideration and appropriate action regarding the approval Resolution 2023-06, a resolution of the City of Skiatook declaring certain real property And improvements located generally at the approximate area of South "A" Street and East 3rd Street, Skiatook, more particularly described as Lots 11 & 12, block 26, original Town of Skiatook, Tulsa County, Oklahoma, as surplus and no longer of any use of benefit to the operations of the City; and directing the Mayor to sign and the City Manager to complete, sign, and execute all necessary documents to exchange said property for Lot 16, Block 24, Original Town of Skiatook, Tulsa County, Oklahoma (also located generally along East 3rd Street), from Shining Ivory Oklahoma, LLC.**

Motion was made by Councilor McGoffin and 2nd by Councilor Upton approving Resolution 2023-06, a resolution of the City of Skiatook declaring certain real property and improvements located generally at the approximate area of South "A" Street and East 3rd Street, Skiatook, more particularly described as Lots 11 & 12, block 26, original Town of Skiatook, Tulsa County, Oklahoma, as surplus and no longer of any use of benefit to the operations of the City; and directing the Mayor to sign and the City Manager to complete, sign, and execute all necessary documents to exchange said property for Lot 16, Block 24, Original Town of Skiatook, Tulsa County, Oklahoma (also located generally along East 3rd Street), from Shining Ivory Oklahoma, LLC.

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

- 12. Discussion and possible consideration and appropriate action related to approval of Resolution 2023-07, a resolution of the City of Skiatook approving a non-exclusive License agreement for City owned real property between the City and Skiatook Farmers Market, LLC for a Farmers Market generally located at the Northeast corner area of the Intersection of Highway 20 and Highway 11, within the City of Skiatook, Tulsa County, Oklahoma.**

Motion was made by Vice Mayor Fuentes and 2nd by Councilor Jech approving Resolution 2023-07, a resolution of the City of Skiatook approving a non-exclusive License agreement for City owned real property between the City and Skiatook Farmers Market, LLC for a Farmers Market generally located at the Northeast corner area of the Intersection of Highway 20 and Highway 11, within the City of Skiatook, Tulsa County, Oklahoma.

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

- 13. Discussion and possible consideration and appropriate action related to approval of Resolution 2023-08, a resolution authorizing participation in the OMAG Stable City Program through OMAG Municipal University for Council members.**
(Presented by: Bill Tackett)

Motion was made by Councilor McGoffin and 2nd by Councilor Upton approving Resolution 2023-08, a resolution authorizing participation in the OMAG Stable City Program through OMAG Municipal University for Council members.
(Presented by: Bill Tackett)

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

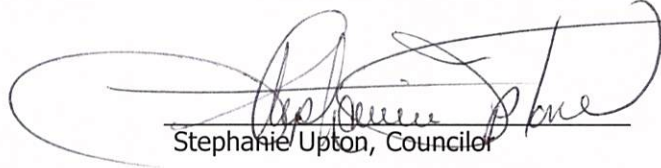
14. City Manager's Report: ***Announcing New Public Works Director
Central Park Phase 2
Acknowledgement of Joyce Jech's service on
Skiatook City Council***

15. Adjournment

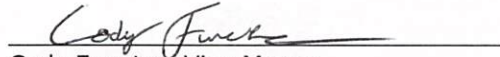
Motion was made by Councilor Loftis and 2nd by Councilor Jech to adjourn

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


Robin Edens, Mayor



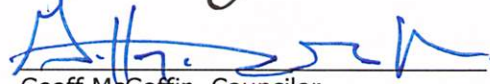
Stephanie Upton, Councilor


Cody Fuentes, Vice-Mayor


Linda Loftis, Councilor


Shirley Lett, City Clerk


Joyce Jehn, Councilor


Geoff McGoffin, Councilor

5-9-23
Date Minutes Approved:

ABSENT

Herb Forbes, Councilor

**MINUTES OF THE SKIATOOK
PUBLIC WORKS AUTHORITY REGULAR MEETING
TUESDAY, APRIL 11, 2023 7:12 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 7:12 pm in the Municipal Boardroom.

2. Roll Call

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

ABSENT: Herb Forbes

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 March 14, 2023 Regular Meeting & Special Meeting.
- b. Approval of Purchase Orders/Warrants for 3/31/23(#145757-#145834)
 - i. SPWA \$239,894.31
- c. Approval of Purchase Orders/Warrants for 4/11/23(#145874-#145956)
 - ii. SPWA \$381,624.24
 - iii. Payroll (3-10-23) \$ 68,297.07
 - iv. Payroll (3-24-23) \$ 91,657.64

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

YES: 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 Resolution 2023-05, 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 Benefits, 2-2.4 Sick Leave, Part F (known as 2-2.4F).

Motion was made by Vice Chairman Fuentes and 2nd by Trustee Upton approving Resolution 2023-05, 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 Benefits, 2-2.4 Sick Leave, Part F (known as 2-2.4F).

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

NO: NONE

6. Discussion and possible consideration and appropriate action related to approval of list of surplus items and equipment from the Public Works Department.

Motion was made by Trustee McGoffin and 2nd by Trustee Loftis approving the list of surplus items and equipment From the Public Works Department.

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

7. Discussion and possible consideration and appropriate action related to approval of Payment Application 52 - Final for the Skiatook Wastewater Treatment Plant Improvements project in the amount of \$154,535.53.

Motion was made by Trustee McGoffin and 2nd by Vice Chairman Fuentes approving Payment Application 52 - Final for the Skiatook Wastewater Treatment Plant Improvements project in the amount of \$154,535.53

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

8. Discussion and possible consideration and appropriate action related to approval of Wastewater Treatment Plant change order #4 deduction for the amount of \$21,560.00. (Presented by: Brad White, City Manager).

Motion was made by Trustee McGoffin and 2nd by Trustee Jech approving the Wastewater Treatment Plant change order #4 deduction for the amount of \$21,560.00. (Presented by: Brad White, City Manager).

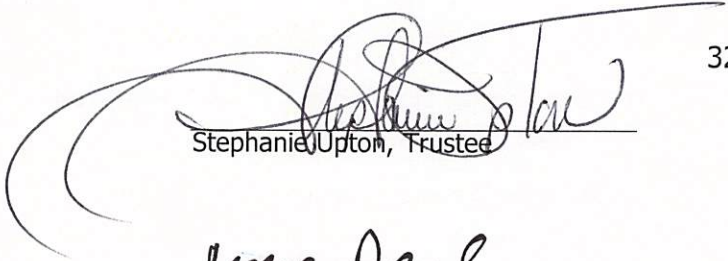
YES: Edens, Jech, Upton, Fuentes, Loftis, McGoffin
NO: NONE

9. Adjournment.

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

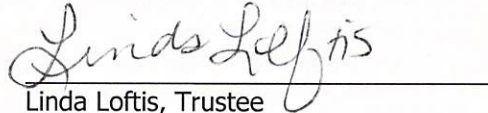
YES: Edens, Jech, Upton, Fuentes, Loftis, McGoffin
NO: NONE


Robin Edens, Chairman

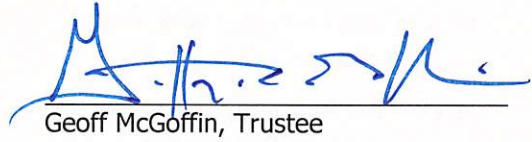

Stephanie Upton, Trustee


Cody Fuentes, Vice Chairman


Joyce Jech, Trustee


Linda Loftis, Trustee


Shirley Lett, City Clerk


Geoff McGoffin, Trustee

5-9-23

Date Minutes Approved:

ABSENT

Herb Forbes, Trustee