

**MINUTES OF THE MEETING
OF THE SKIATOOK CITY COUNCIL
TUESDAY, APRIL 13, 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 Sarah Thornhill, First United Methodist Church
- b. Flag Salute by Jim Annas, Fire Chief
- 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 March 9, 2021 Regular Meeting.
- B. Approval of Purchase Orders/Warrants for 03/23/21 (#138979-#139051)
 - i. General Fund \$49,667.53
 - ii. Cemetery Fund \$251.09
 - iii. One Cent Capital Projects \$48,262.76
 - iv. One Half Cent Projects \$32,253.50
 - v. Payroll (03-12-21) \$146,183.72
- C. Approval of Purchase Orders/Warrants for 04/08/21 (#139110-#139216) & 04/12/21 (#139217-#139218)
 - i. General Fund \$657,861.43
 - ii. Cemetery Fund \$178.70
 - iii. Airport Fund \$952.28
 - iv. Court Fund \$968.22
 - v. One Cent Capital Projects \$12,635.79
 - vi. Payroll (03-26-21) \$210,917.06
- D. Acceptance of a perpetual easement from LUKE BRUMMETT and JENNIFER BRUMMETT, as husband and wife, for electrical energy transmission and distribution purposes, through, across, over and under the following described tracts or parcels of land lying in the county of Osage, State of Oklahoma, to-wit: a strip of land being 10 feet wide and part of the W/2 of the SE/4 of Section 28, T-22-N, R-12-E of the Indian Base and Meridian, Osage County, State of Oklahoma, According to the U.S. Government Survey thereof.
- E. Acceptance of a perpetual easement from ROBERT KENDALL SHANE RAGAN and STEPHANIE LYNN RAGAN, as husband and wife, for electrical energy transmission and distribution purposes, through, across, over and under the following described tracts or parcels of land lying in the county of Osage, State of Oklahoma, to-wit: a strip of land being 15 feet wide and part of the E/2 of the NW/4 of the SE/4 of Section 16, T-22-N, R-12-E of the Indian Base and Meridian, Osage County, State of Oklahoma, According to the U.S. Government Survey thereof.
- F. Acceptance of a perpetual easement from CHRISTOPHER JOSE TRACY and TIFFANIE CHILES TRACY, as husband and wife, for electrical energy transmission and distribution purposes, through, across, over and under the following described tracts or parcels of land lying in the county of Tulsa, State of Oklahoma, to-wit: a strip of land being 15 feet wide and part of the SW/4 of Section 20, T-22-N, R-13-E of the Indian Base and Meridian, Tulsa County, State of Oklahoma, According to the U.S. Government Survey thereof.

Motion was made by Councilor McGoffin and 2nd by Councilor Jech 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. Essay reading by the Mayors Council of Oklahoma "If I Were Mayor" 3rd place contest winner, Skiatook Newman Middle School 8th grade student Julie Casillo, and presentation of the award and check to her by representatives from the Oklahoma Municipal League.

6. Discussion and update regarding an issue brought forward by Dee Wilson during the March 9, 2021 meeting regarding 47 West Ash, Skiatook, OK.

7. Discussion and review of the applications received and options going forward for filling the position of City Manager.

8. Discussion and possible consideration and appropriate action related to the approval of the issuance of a permit to the Skiatook Chamber of Commerce to use Skiatook Central Park for the Third Thursday in the Park events on May 20, June 17, July 15, August 19, and September 16, 2021.

Motion was made by Councilor Fuentes and 2nd by Councilor Upton to approve the issuance of a permit to the Skiatook Chamber of Commerce to use Skiatook Central Park for the Third Thursday in the Park events on May 20, June 17, July 15, August 19, and September 16, 2021.

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

NO: NONE

9. Discussion and possible consideration and appropriate action related to the approval for the City Manager to advertise for an RFP (request for proposals) for the City owned land at Oak and Lenapah (old Tiger Park) to be released on April 14, 2021.

Motion was made by Councilor McGoffin and 2nd by Vice Mayor Edens to approve the City Manager to advertise for an RFP (request for proposals) for the City owned land at Oak and Lenapah (old Tiger Park) to be released on April 14, 2021.

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

NO: NONE

10. Discussion and possible consideration and appropriate action related to the ratification of the City Manager's approval and execution of the contract with Shrum Excavation Co., Inc. for the 10' Sanitary Sewer Relocation ODOT J/P 27168, S-H 20, Osage County project that was awarded at the March 9, 2021 Regular Meeting of the Skiatook City Council.

Motion was made by Mayor Forbes and 2nd by Councilor Fuentes to approve the ratification of the City Manager's approval and execution of the contract with Shrum Excavation Co., Inc. for the 10' Sanitary Sewer Relocation ODOT J/P 27168, S-H 20, Osage County project that was awarded at the March 9, 2021 Regular Meeting of the Skiatook City Council.

11. Discussion and possible consideration and appropriate action related to a proposed Facility Management Agreement granting an exclusive license for the operation and management of the swimming pool and bathhouse at Exchange Bank Park, located at 900 South Osage, Skiatook,

Oklahoma, between the City of Skiatook and the YMCA of Greater Tulsa, effective upon execution by both parties and expiring October 1, 2021.

Motion was made by Councilor Fuentes and 2nd by Councilor Loftis to approve a proposed Facility Management Agreement granting an exclusive license for the operation and management of the swimming pool and bathhouse at Exchange Bank Park, located at 900 South Osage, Skiatook, Oklahoma, between the City of Skiatook and the YMCA of Greater Tulsa, effective upon execution by both parties and expiring October 1, 2021.

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

12. Discussion, consideration, and appropriate action to rescind and nullify the award of a bid (in the amount \$409,345.03) to Shrum Excavation Co., Inc., as there were mathematical errors discovered in the bid computations of the bidder, as previously accepted by the City Council of the City of Skiatook at the March 9, 2021, Regular Meeting, for the State Highway 20 Waterline Relocation in support of ODOT Project J/P 27168, Osage County.

Motion was made by Councilor McGoffin and 2nd by Councilor Fuentes to rescind and nullify the award of a bid (in the amount \$409,345.03) to Shrum Excavation Co., Inc., as there were mathematical errors discovered in the bid computations of the bidder, as previously accepted by the City Council of the City of Skiatook at the March 9, 2021, Regular Meeting, for the State Highway 20 Waterline Relocation in support of ODOT Project J/P 27168, Osage County.

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 next lowest responsible bidder for the State Highway 20 Waterline Relocation in support of ODOT Project J/P 27168 Osage County (next Lowest Responsible Bidder: Creek Construction L.L.C., in the amount of \$412,034.00) and to authorize the City Manager to execute all necessary documents.

Motion was made by Mayor Forbes and 2nd by Councilor Jech to approve the award of bid to the next lowest responsible bidder for the State Highway 20 Waterline Relocation in support of ODOT Project J/P 27168 Osage County (next Lowest Responsible Bidder: Creek Construction L.L.C., in the amount of \$412,034.00) and to authorize the City Manager to execute all necessary documents.

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

14. Discussion and possible consideration and appropriate action concerning the rejection of all bids received for the City of Skiatook, State Highway 20 (SH-20) J/P #27168 PHASE 1, Electrical System Relocation Project, due to possible reimbursement changes and higher bids received than previously estimated.

Motion was made by Mayor Forbes and 2nd by Councilor Upton to reject all bids received for the City of Skiatook, State Highway 20 (SH-20) J/P #27168 PHASE 1, Electrical System Relocation Project, due to possible reimbursement changes and higher bids received than previously estimated.

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

15. Discussion and possible consideration and appropriate action concerning the rejection of all bids received for the City of Skiatook, State Highway 20 (SH-20) J/P #24267 PHASE 2, Electrical System Relocation Project, due to higher bids received than previously estimated.

Motion was made by Councilor Upton and 2nd by Vice Mayor Edens to reject all bids received for the City of Skiatook, State Highway 20 (SH-20) J/P #24267 PHASE 2, Electrical System Relocation Project, due to higher bids received than previously estimated.

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

16. Discussion and possible consideration and appropriate action related to the approval of a Through the Fence Airport Access Agreement between the City of Skiatook, the legal owner of the Skiatook Municipal Airport, and the owners or lessees of private land or space adjacent to the Airport, as more particularly described as "Airport Addition", a subdivision within the City of Skiatook, for the purposes of conducting air and ground operations, taking off and landing an aircraft on the runway surfaces, taxiing to and from the runway, and temporary aircraft parking.

Motion was made by Mayor Forbes and 2nd by Councilor Upton to approve a Through the Fence Airport Access Agreement between the City of Skiatook, the legal owner of the Skiatook Municipal Airport, and the owners or lessees of private land or space adjacent to the Airport, as more particularly described as "Airport Addition", a subdivision within the City of Skiatook, for the purposes of conducting air and ground operations, taking off and landing an aircraft on the runway surfaces, taxiing to and from the runway, and temporary aircraft parking.

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

17. Discussion and possible consideration and appropriate action related to the approval of an Addendum to Interlocal Cooperation Agreement between the City of Skiatook Police Department and Mike Fisher District Attorney, Oklahoma DA District 10 regarding the Major Crimes Task Force.

Motion was made by Councilor Fuentes and 2nd by Vice Mayor Edens to approve an Addendum to Interlocal Cooperation Agreement between the City of Skiatook Police Department and Mike Fisher District Attorney, Oklahoma DA District 10 regarding the Major Crimes Task Force.

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

18. Discussion and possible consideration and appropriate action related to the approval of an Addendum to Video Services Agreement between the City of Skiatook and Southwestern Bell Telephone Company d/b/a AT&T Oklahoma regarding integrated Internet Protocol-enabled video service for a five (5) year term expiring June 9, 2026.

Motion was made by Councilor McGoffin and 2nd by Councilor Upton to approve an Addendum to Video Services Agreement between the City of Skiatook and Southwestern Bell Telephone Company d/b/a AT&T Oklahoma regarding integrated Internet Protocol-enabled video service for a five (5) year term expiring June 9, 2026.

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

19. Discussion and possible consideration and appropriate action related to the approval of Change Order #1 from Guy Engineering that includes a revised inspection schedule from 25 days to 70 days and a rate increase from the 2015 rates to 2020 rates for the Waterline Relocation Bidding and Inspection Services for the ODOT J/P 27168, S-H 20, Osage County project that increases their engineering contract in an amount not to exceed \$53,100.00.

Motion was made by Councilor Upton and 2nd by Councilor Fuentes to approve Change Order #1 from Guy Engineering that includes a revised inspection schedule from 25 days to 70 days and a rate increase from the 2015 rates to 2020 rates for the Waterline Relocation Bidding and Inspection Services for the ODOT J/P 27168, S-H 20, Osage County project that increases their engineering contract in an amount not to exceed \$53,100.00.

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

20. Discussion and possible consideration and appropriate action related to the approval of Change Order #1 from Guy Engineering that includes a revised inspection schedule from 20 days to 60 days and a rate increase from the 2015 rates to 2020 rates for the Sewer Relocation Bidding and Inspection Services for the ODOT J/P 27168, S-H 20, Osage County project that increases their engineering contract in an amount not to exceed \$52,350.00.

Motion was made by Councilor McGoffin and 2nd by Councilor Jech to approve Change Order #1 from Guy Engineering that includes a revised inspection schedule from 20 days to 60 days and a rate increase from the 2015 rates to 2020 rates for the Sewer Relocation Bidding and Inspection Services for the ODOT J/P 27168, S-H 20, Osage County project that increases their engineering contract in an amount not to exceed \$52,350.00.

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

21. City Manager’s Report:

- *Update regarding no increase in renewal premium on City insurance.**
- *Free Refuse Day at the Skiatook Refuse Center scheduled for April 23 & 24, 2021 from 8:00 AM to 4:00 PM.**
- *Chamber Banquet on Saturday, May 8, 2021 at 5:30 PM.**
- *Update on the painting and improvements to Old Central Gym.**
- *Review the processes of swearing in newly reelected councilmembers and electing a Mayor and Vice Mayor.**
- *Update on the Skiatook Municipal Airport ceremony.**

****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****

22. Adjournment.

Motion was made by Mayor Forbes and 2nd by Vice Mayor Edens to adjourn.

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

Herb Forbes, Mayor

Stephanie Upton, Councilor

Robin Edens, Vice Mayor

Joyce Jech, Councilor

Linda Loftis, Councilor

Shirley Lett, City Clerk

Geoff McGoffin, Councilor

Date Minutes Approved:

Cody Fuentes, Councilor

**MINUTES OF THE MEETING
OF THE SKIATOOK PUBLIC WORKS AUTHORITY
TUESDAY, April 13, 2021 6:00 P.M., MUNICIPAL BOARDROOM**

1. Call to Order

The meeting was called to order by Chairman Forbes at 7:00 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 March 9, 2021 Regular Meeting.
- b. Approval of Purchase Orders/Warrants for 03/23/21 (#138979-#139051)
 - i. SPWA \$283,729.21
 - ii. Payroll (03-12-21) \$55,570.07
- c. Approval of Purchase Orders/Warrants for 04/08/21 (#139110-#139216)
 - i. SPWA \$271,846.81
 - ii. Payroll (03-26-21) \$82,455.00
- d. Acceptance of a perpetual easement from LUKE BRUMMETT and JENNIFER BRUMMETT, as husband and wife, for electrical energy transmission and distribution purposes, through, across, over and under the following described tracts or parcels of land lying in the county of Osage, State of Oklahoma, to-wit: a strip of land being 10 feet wide and part of the W/2 of the SE/4 of Section 28, T-22-N, R-12-E of the Indian Base and Meridian, Osage County, State of Oklahoma, According to the U.S. Government Survey thereof.
- e. Acceptance of a perpetual easement from ROBERT KENDALL SHANE RAGAN and STEPHANIE LYNN RAGAN, as husband and wife, for electrical energy transmission and distribution purposes, through, across, over and under the following described tracts or parcels of land lying in the county of Osage, State of Oklahoma, to-wit: a strip of land being 15 feet wide and part of the E/2 of the NW/4 of the SE/4 of Section 16, T-22-N, R-12-E of the Indian Base and Meridian, Osage County, State of Oklahoma, According to the U.S. Government Survey thereof.
- f. Acceptance of a perpetual easement from CHRISTOPHER JOSE TRACY and TIFFANIE CHILES TRACY, as husband and wife, for electrical energy transmission and distribution purposes, through, across, over and under the following described tracts or parcels of land lying in the county of Tulsa, State of Oklahoma, to-wit: a strip of land being 15 feet wide and part of the SW/4 of Section 20, T-22-N, R-13-E of the Indian Base and Meridian, Tulsa County, State of Oklahoma, According to the U.S. Government Survey thereof.

Motion was made by Vice Chairman Edens and 2nd by Trustee Fuentes 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, consideration, and appropriate action to rescind and nullify the award of a bid (in the amount \$409,345.03) to Shrum Excavation Co., Inc., as there were mathematical errors discovered in the bid computations of the bidder, as previously accepted by the Board of Trustees

of the Skiatook Public Works Authority at the March 9, 2021, Regular Meeting, for the State Highway 20 Waterline Relocation in support of ODOT Project J/P 27168, Osage County.

Motion was made by Trustee McGoffin and 2nd by Trustee Fuentes to rescind and nullify the award of a bid (in the amount \$409,345.03) to Shrum Excavation Co., Inc., as there were mathematical errors discovered in the bid computations of the bidder, as previously accepted by the Board of Trustees of the Skiatook Public Works Authority at the March 9, 2021, Regular Meeting, for the State Highway 20 Waterline Relocation in support of ODOT Project J/P 27168, Osage County.

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 next lowest responsible bidder for the State Highway 20 Waterline Relocation in support of ODOT Project J/P 27168 Osage County. (next Lowest Responsible Bidder: Creek Construction L.L.C., in the amount of \$412,034.00) and to authorize the City Manager to execute all necessary documents.**

Motion was made by Trustee McGoffin and 2nd by Trustee Fuentes to approve the award of bid to the next lowest responsible bidder for the State Highway 20 Waterline Relocation in support of ODOT Project J/P 27168 Osage County. (next Lowest Responsible Bidder: Creek Construction L.L.C., in the amount of \$412,034.00) and to authorize the City Manager to execute all necessary documents.

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

- 7. Discussion and possible consideration and appropriate action concerning the rejection of all bids received for the City of Skiatook, State Highway 20 (SH-20) J/P #27168 PHASE 1, Electrical System Relocation Project, due to possible reimbursement changes and higher bids received than previously estimated.**

Motion was made by Chairman Forbes and 2nd by Trustee Jech to reject all bids received for the City of Skiatook, State Highway 20 (SH-20) J/P #27168 PHASE 1, Electrical System Relocation Project, due to possible reimbursement changes and higher bids received than previously estimated.

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

- 8. Discussion and possible consideration and appropriate action concerning the rejection of all bids received for the City of Skiatook, State Highway 20 (SH-20) J/P #24267 PHASE 2, Electrical System Relocation Project, due to higher bids received than previously estimated.**

Motion was made by Trustee McGoffin and 2nd by Vice Chairman Edens to reject all bids received for the City of Skiatook, State Highway 20 (SH-20) J/P #24267 PHASE 2, Electrical System Relocation Project, due to higher bids received than previously estimated.

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

- 9. Discussion and possible consideration and appropriate action related to the approval of Change Order #1 from Guy Engineering that includes a revised inspection schedule from 25 days to 70 days and a rate increase from the 2015 rates to 2020 rates for the Waterline Relocation Bidding and Inspection Services for the ODOT J/P 27168, S-H 20, Osage County project that increases their engineering contract in an amount not to exceed \$53,100.00.**

Motion was made by Vice Chairman Edens and 2nd by Trustee Upton to approve Change Order #1 from Guy Engineering that includes a revised inspection schedule from 25 days to 70 days and a rate increase from the 2015 rates to 2020 rates for the Waterline Relocation Bidding and Inspection Services for the ODOT J/P 27168, S-H 20, Osage County project that increases their engineering contract in an amount not to exceed \$53,100.00.

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

10. Discussion and possible consideration and appropriate action related to the approval of Change Order #1 from Guy Engineering that includes a revised inspection schedule from 20 days to 60 days and a rate increase from the 2015 rates to 2020 rates for the Sewer Relocation Bidding and Inspection Services for the ODOT J/P 27168, S-H 20, Osage County project that increases their engineering contract in an amount not to exceed \$52,350.00.

Motion was made by Trustee Fuentes and 2nd by Trustee Upton to approve Change Order #1 from Guy Engineering that includes a revised inspection schedule from 20 days to 60 days and a rate increase from the 2015 rates to 2020 rates for the Sewer Relocation Bidding and Inspection Services for the ODOT J/P 27168, S-H 20, Osage County project that increases their engineering contract in an amount not to exceed \$52,350.00.

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

11. Adjournment

Motion was made by Chairman Forbes and 2nd by Vice Chairman Edens to adjourn.

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

Herb Forbes, Chairman

Stephanie Upton, Trustee

Robin Edens, Vice Chairman

Joyce Jech, Trustee

Linda Loftis, Trustee

Shirley Lett, City Clerk

Geoff McGoffin, Trustee

Date Minutes Approved:

Cody Fuentes, Trustee