

**MINUTES OF THE REGULAR
MEETING OF THE SKIATOOK
CITY COUNCIL
TUESDAY, MAY 9, 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 Herb Forbes, City Council
- b. Flag Salute by Robin Edens, Mayor
- c. Roll Call by Shirley Lett, City Clerk

PRESENT: Herb Forbes, Robin Edens, Stephanie Upton, Jerald Freeman, Linda Loftis, Geoff McGoffin

ABSENT: None

LATE: Cody Fuentes, arrived 6:25pm

STAFF: Brad White, Shirley Lett, and other staff members.

3. Reading of oaths by City Attorney, Joel Barnaby and swearing in of newly elected Council Members**4. Consideration and appropriate action relating to a request for approval of the Consent Agenda.**

- a. Approval of the minutes of the April 11, 2023 Regular Meeting
- b. Approval of Purchase Orders/Warrants for 4/24/23(#146004#14146070)

i. General Fund	\$ 68,317.75
ii. Cemetery Fund	\$ 294.28
iii. One Cent Capital Projects	\$ 38,691.64
iv. One Half Cent Projects	\$ 49,180.09
- c. Approval of Purchase Orders/Warrants for 5/9/23(#146116-#146207)

v. General Fund	\$ 77,269.85
vi. Cemetery Fund	\$ 472.03
vii. Airport Fund	\$ 9,415.68
viii. Court Fund	\$ 733.50
ix. One Cent Capital Projects	\$ 13,604.31
x. One Half Cent Capital Projects	\$ 157,644.16
xi. Payroll (4-7-23)	\$ 234,973.35
xii. Payroll (4-21-23)	\$ 362,445.49
- d. Ratification of the renewal of a contract with YMCA for managing the City of Skiatook Pool for the 2023 season.
- e. Approval of a Budget Amendment to revenue line item 01-338 (General Miscellaneous) from Tim Bushyhead in the amount of ONE THOUSAND DOLLARS (\$1,000.00). Supplemental Appropriation to expense line item 01-406-610 for Fire Department Capital Outlay in the amount of ONE THOUSAND DOLLARS (\$1,000.00).
- f. Approval of an annual Memorandum of Understanding between INCOG (The Indian Nations Council of Governments) and the City of Skiatook for 9-1-1 electronic map street layer and MSAG (The Master Street and Address Guide) maintenance duties for a term effective July 1, 2023 and continuing until June 30, 2024.

- g. Approval of a Meal Delivery Contract between the Board of County Commissioners through the Osage County Nutrition Program and the City of Skiatook from July 1, 2023 through June 30, 2024.
- h. Approval of a Site Agreement between the Osage County Nutritional Program, Transportation, Outreach Programs and the City of Skiatook from July 1, 2023 through June 30, 2024.
- i. Approval of an agreement between the Board of County Commissioners of Tulsa County and the City of Skiatook for signage and striping on certain street surfaces within the City.
- j. Approval of an Interlocal Agreement between the Board of County Commissioners of Tulsa County and the City of Skiatook asphalt overlay on certain street surface within the City.
- k. Approval of an Addendum to Mutual Aid and Assistance Agreement between the City of Skiatook, Oklahoma, and the Osage Nation, a federally recognized Indian Tribe, for a term ending June 30, 2024.
- l. Approval of a Budget Amendment to revenue line item 01-338 (General Miscellaneous) from Oklahoma Department of Emergency Management in the amount of TWENTY SIX THOUSAND NINE HUNDRED TWENTY DOLLARS AND FORTY EIGHT CENTS (\$26,920.48). Supplemental Appropriation to expense line Item 01-405-606 for Police Department Homeland Security Grant in the amount OF TWENTY SIX THOUSAND NINE HUNDRED TWENTY DOLLARS AND FORTY EIGHT CENTS (\$26,920.48).
- m. Approval of Revision to Farmers Market non-exclusive license agreement regarding the period from May 2023 and ending November 2023.

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

YES: Forbes, Edens, Freeman, Loftis, Upton, McGoffin,
NO: NONE

5. Consideration and appropriate action relating to items removed from the Consent Agenda.
Item was skipped. No action was taken.

6. Discussion and possible consideration and appropriate action, related to the approval To hold the "Fantasy in the Sky" fireworks display at the Skiatook Municipal Airport on Monday, July 3rd, 2023. (Presented by: Omar Bayouth, Exchange Bank)

Motion was made by Councilor McGoffin and 2nd by Councilor Forbes approving the "Fantasy in the Sky" fireworks Display at the Skiatook Municipal Airport on Monday, July 3rd, 2023.

YES: Forbes, Edens, Freeman, Loftis, Upton, McGoffin,
NO: NONE

7. Discussion and possible consideration and appropriate action related to the approval Of Larry Nunley to use the grounds behind the Skiatook Sports Complex for activities Related to the Tallgrass Music Festival the week of October 2-8, 2023 with the actual Festival being held on 10-6-23 & 10-7-23 from 6:00pm-10:00pm Friday and from 1:00pm – 10:00pm Saturday. (Presented by Larry Nunley)

Motion was made by Councilor McGoffin and 2nd by Councilor Upton approving the Tallgrass Music Festival Oct 2-8-2023. Held on 10-6-23 from 6:00pm-10:00pm Friday and 10-7-23 from 1:00pm- 10:00pm Saturday.

YES: Forbes, Edens, Freeman, Loftis, Upton, McGoffin
NO: NONE

8. Discussion and possible consideration and appropriate action, related to Council Approval of a one-year Economic Development contract between the City of Skiatook and the Skiatook Chamber of Commerce for the annual amount of SIXTY THOUSAND DOLLARS (\$60,000).

Motion was made by Councilor Forbes and 2nd by Councilor Freeman approving the one year Economic Development Contract between the City of Skiatook and the Skiatook Chamber of Commerce for the annual amount of SIXTY THOUSAND DOLLARS (\$60,000).

YES: Forbes, Edens, Freeman, Loftis, Upton, McGoffin,
NO: NONE

9. Discussion and possible consideration and appropriate action, related to the renewal of the contract with Skiatook Chamber of Commerce for the term July 1, 2023 – June 30, 2024.

Motion was made by Councilor McGoffin and 2nd by Councilor Forbes approving the Skiatook Chamber of Commerce Renewal of the contract for the term of July 1, 2023 – June 30, 2024.

YES: Forbes, Edens, Freeman, Loftis, Upton, McGoffin,
NO: NONE

10. Discussion and possible consideration and appropriate action, related to increased costs for Community Care Medical Insurance, Delta Dental, and VSP vision opt #2 coverages for 2023-2024.

(Presented by Brandon Bartee, Ameribank broker)

Motion was made by Councilor McGoffin and 2nd by Councilor Upton approving increased costs for Community Care Medical Insurance, Delta Dental, and VSP vision opt #2 for 2023-2024.

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

11. Discussion and possible consideration and appropriate action, related to approval of Resolution 2023-09, a resolution of the City Council of the City of Skiatook, Oklahoma, Revising and amending the rules and regulations of the Osage Gardens Cemetery regarding Cremations, Section G, Subsection 3.

Motion was made by Councilor Forbes and 2nd by Councilor Freeman approving Resolution 2023-09, a resolution of the City Council of the City of Skiatook, Oklahoma, revising and amending the rules and regulation of the Osage Gardens Cemetery regarding Cremation, Section G, Subsection 3.

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

12. Discussion and possible consideration and appropriate action, related to Council approval of the Planning Commission's recommendation, to accept the Preliminary Plat for the proposed "Reserve at Southfield" Addition, as found in application SKP 23-01, being a tract of land 5.88 acres, more or less, a tract of land that is part of the Northeast Quarter (NE/4) of Section Twenty-eight (28), Township Twenty-Two (22) North, Range Twelve (12) East of the Indian Base and Meridian, Osage County, City of Skiatook, State of Oklahoma, according to the U.S. Government survey thereof, and approximately located west of the existing Southfield Addition off of Lombard Lane, Skiatook, Osage County, Oklahoma 74070.

(Applicant: Karl Fritschen, Wallace Design Collective P.C., on behalf of Blue Bull Capital, LLC).

Motion was made by Councilor Forbes and 2nd by Vice Mayor Fuentes approving the Preliminary Plat for the proposed "Reserve at Southfield" Addition, as found in application SKP 23-01, being a tract of land 5.88 acres, more or less, a tract of land that is part of the Northeast Quarter (NE/4) of Section Twenty-eight (28), Township Twenty-Two (22) North, Range Twelve (12) East of the Indian Base and Meridian, Osage County, City of Skiatook, State of Oklahoma, according to the U.S. Government survey thereof, and approximately located west of the existing Southfield Addition off of Lombard Lane, Skiatook, Osage County, Oklahoma 74070
(Applicant: Karl Fritschen, Wallace Design Collective P.C., on behalf of Blue Bull Capital, LLC).

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

13. Discussion and possible consideration and appropriate action, relating to Council approval of Ordinance No. 2023-05, an ordinance of the City of Skiatook, Oklahoma adding a new Chapter 18 to Title 11 "zoning regulations", establishing a specific use permit (SUP) process: containing other provisions related thereto; repealing all Ordinances or parts of Ordinances in conflict herewith; providing for codification; and Establishing an effective date and declaring an emergency.

Motion was made by Councilor Freeman and 2nd by Councilor McGoffin approving Ordinance No. 2023-05, an ordinance of the City of Skiatook, Oklahoma adding a new Chapter 18 to Title 11 "zoning regulations", establishing a specific use permit (SUP) process: containing other provisions related thereto; repealing all Ordinances or parts of Ordinances in conflict herewith; providing for codification; and establishing an effective date and declaring an emergency.

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

14. Discussion and possible consideration and appropriate action related to approval of the Emergency clause for Ordinance 2023-05

Motion was made by Councilor McGoffin and 2nd by Councilor Forbes that an Emergency Clause as it relates to Ordinance 2023-05, by reason of the timely need for adoption to protect the public's health, safety, and welfare, an emergency is hereby declared to exist for which the ordinance shall become effective upon publication as provided by law, as presented, be approved.

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

15. Discussion and possible consideration and appropriate action related to Council approval Of Ordinance 2023-06, an Ordinance of the City of Skiatook, Oklahoma, amending Title 11 "zoning regulations" Chapter 11 "use units" by adding spacing requirements to use unit categories 2 ("Area wide special exception uses"—including specific use permits and use conditions related to marijuana growing facilities), 13 ("convenience goods and services"—including use conditions related to medical marijuana retailers), & 25 ("moderate manufacturing and industry"—including use conditions related to marijuana processing facilities), containing other provisions related thereto; repealing all ordinances or parts of ordinances in conflict herewith; providing for codification; and establishing an effective date and declaring an emergency.

Motion was made by Councilor Forbes and 2nd by Councilor Loftis approving Ordinance 2023-06, an Ordinance of the City of Skiatook, Oklahoma, amending Title 11 "zoning regulations" Chapter 11 "use units" by adding spacing requirements to use unit categories 2 ("Area wide special exception uses"—including specific use permits and use conditions related to marijuana growing facilities), 13 ("convenience goods and services"—including use conditions related to medical marijuana retailers), & 25 ("moderate manufacturing and industry"—including use conditions related to marijuana processing facilities), containing other provisions related thereto; repealing all ordinances or parts of ordinances in conflict herewith; providing for codification; and establishing an effective date and declaring an emergency.

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

16. Discussion and possible consideration and appropriate action related to the approval Of the Emergency Clause for Ordinance 2023-06.

Motion was made by Councilor McGoffin and 2nd by Councilor Forbes that an Emergency Clause as it relates to Ordinance 2023-06, by reason of the timely need for adoption to protect the public's health, safety, and welfare, an emergency is hereby declared to exist for which the ordinance shall become effective upon publication as provided by law, as presented, be approved.

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

17. Discussion and possible consideration and appropriate action related to Council Approval of Resolution 2023-10, a resolution establishing guidelines and procedures For specific use permit applications and hearings.

Motion was made by Councilor Forbes and 2nd by Councilor Loftis approving Resolution 2023-10, a resolution establishing guidelines and procedures for specific use permit applications and hearings.

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

18. City Manager's Report: *Skate Park Update*
 Farmers Market Update
 Negotiation update with unions

19. Adjournment

Motion was made by Councilor Upton and 2nd by Councilor Freeman to adjourn

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

Robin Edens
Robin Edens, Mayor

Stephanie Upton
Stephanie Upton, Councilor

Linda Loftis
Linda Loftis, Councilor

Cody Fuentes
Cody Fuentes, Vice-Mayor

Jerald Freeman
Jerald Freeman, Councilor

Shirley Lett
Shirley Lett, City Clerk

absent
Geoff McGoffin, Councilor

6-13-23
Date Minutes Approved:

Herb Forbes
Herb Forbes, Councilor

**MINUTES OF THE SKIATOOK
PUBLIC WORKS AUTHORITY REGULAR MEETING
TUESDAY, MAY 9, 2023 6:51P.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 6:51 pm in the Municipal Boardroom.

2. Roll Call

PRESENT: Herb Forbes, Robin Edens, Stephanie Upton, Cody Fuentes, Jerald Freeman, 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 April 11, 2023 Regular Meeting.
- b. Approval of Purchase Orders/Warrants for 4/24/23(#146004-#146070)
 - i. SPWA \$294,296.21
- c. Approval of Purchase Orders/Warrants for 5/9/23(#146116-#146207)
 - ii. SPWA \$380,533.40
 - iii. Payroll (4-7-23) \$ 67,087.86
 - iv. Payroll (4-21-23) \$116,939.83

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

YES: Forbes, Edens, Freeman, 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, related to increased costs for Medical Insurance, Delta Dental, and VSP vision coverages for 2023-2024.
(Presented by Brandon Bartee, Ameribank broker)**

Motion was made by Vice Chairman Fuentes and 2nd by Trustee Forbes approving the increased costs for Community Care Medical Insurance, Delta Dental, and VSP vision coverage opt #2 for 2023-2024.

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

6. Adjournment.

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

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

Robin Edens
Robin Edens, Chairman

Stephanie Upton
Stephanie Upton, Trustee

Cody Fuentes
Cody Fuentes, Vice Chairman

Jeraki Freeman
Jeraki Freeman, Trustee

Linda Loftis
Linda Loftis, Trustee

Shirley Lett
Shirley Lett, City Clerk

absent
Geoff McGoffin, Trustee

6-13-23
Date Minutes Approved:

Herb Forbes
Herb Forbes, Trustee