

**MINUTES OF THE MEETING
OF THE SKIATOOK CITY COUNCIL
TUESDAY, MAY 11, 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 Brad White, Public Works Director
- 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, Cody Fuentes

ABSENT: Geoff McGoffin

STAFF: Shirley Lett, Dan Yancey, and other staff members.

3. Presentation by Mayor Herb Forbes.**4. Reading of oaths by City Attorney, Joel Barnaby and swearing in of newly elected Council members.****5. Discussion and possible consideration and appropriate action, which such action may include approval, amendment, rejection, denial, or tabling of this agenda item, relating to the election of a Mayor for a two-year term of office, such term beginning upon election of the Mayor and expiring at noon on the second Monday following the municipal election of 2023 or upon the election of a successor.**

Motion was made by Councilor Loftis and 2nd by Councilor Jech to elect Robin Edens as Mayor for a two-year term of office, such term beginning upon election of the Mayor and expiring at noon on the second Monday following the municipal election of 2023 or upon the election of a successor.

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

NO: None

6. Discussion and possible consideration and appropriate action, which such action may include approval, amendment, rejection, denial, or tabling of this agenda item, relating to the election of a Vice Mayor for a two-year term of office, such term beginning upon election of the Vice Mayor and expiring at noon on the second Monday following the municipal election of 2023 or upon the election of a successor.

Motion was made by Councilor Jech and 2nd by Councilor Loftis to elect Cody Fuentes as Vice Mayor for a two-year term of office, such term beginning upon election of the Vice Mayor and expiring at noon on the second Monday following the municipal election of 2023 or upon the election of a successor.

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

NO: None

7. Consideration and appropriate action relating to a request for approval of the Consent Agenda.

- A. Approval of the minutes of the April 13, 2021 Regular Meeting.
- B. Approval of the minutes of the May 4, 2021 Special Meeting.
- C. Approval of Purchase Orders/Warrants for 04/22/21 (#139259-#139328)
 - i. General Fund \$30,580.32
 - ii. Cemetery Fund \$469.77

- | | | | |
|----|-------|---|----------------|
| | iii. | Airport Projects | \$1,159,994.69 |
| | iv. | One Cent Projects | \$10,586.61 |
| | v. | One Half Cent Projects | \$32,253.50 |
| | vi. | Payroll (04-09-21) | \$147,474.31 |
| D. | | Approval of Purchase Orders/Warrants for 05/06/21 (#139380-#139466) | |
| | i. | General Fund | \$76,133.75 |
| | ii. | Cemetery Fund | \$233.34 |
| | iii. | Airport Fund | \$727.26 |
| | iv. | Court Fund | \$869.45 |
| | v. | One Cent Capital Projects | \$533.48 |
| | vi. | One Half Cent Projects | \$61,294.72 |
| | vii. | Payroll (04-23-21) | \$209,525.38 |
| | viii. | Payroll (05-07-21) | \$147,233.65 |
| E. | | Approval of a Budget Amendment to revenue line item 01-338 (General Miscellaneous) and Supplemental Appropriation to expense line item 01-405-610 (Police Department Capital Outlay) in the amount of \$5,361.00 for a Cherokee Nation Grant for the Police Department. | |
| F. | | Approval of a Budget Amendment to revenue line item 01-338 (General Miscellaneous) and Supplemental Appropriation to expense line item 01-409-610 (Street Department Capital Outlay) in the amount of \$1,990.00 for an OMAG Safety Grant for the Street Department. | |
| G. | | Approval of an Engagement Letter with Crawford and Associates, P.C. for the preparation of financial statements for the year ending June 30, 2021. | |
| H. | | Approval of an Engagement letter with HBC CPA's and Advisors for auditing services and compilation of data for the year ending June 30, 2021. | |
| I. | | Approval of an Administrative Services Agreement with Ameribank Group Benefits, LLC for insurance brokerage services for the 2021-2022 fiscal year. | |
| J. | | Approval of the renewal of a contract with CommunityCare for health benefits for the 2021-2022 fiscal year. | |
| K. | | Approval of the renewal of a contract with Delta Dental for group dental benefits for the 2021-2022 fiscal year. | |

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

YES: Forbes, Edens, Jech, Loftis, Upton, Fuentes
 NO: None

8. Consideration and appropriate action relating to items removed from the Consent Agenda.

Item was skipped. No action was taken.

9. Discussion regarding the 2021-2022 fiscal year proposed budget for the City of Skiatook General Fund and the Skiatook Public Works Authority.

10. Public hearing regarding the 2021-2022 fiscal year proposed budget for the City of Skiatook General Fund and the Skiatook Public Works Authority. (Closed at 6:15 PM-no comments)

11. Discussion and update regarding an issue brought forward by Dee Wilson during the March 9, 2021 and April 13, 2021 meetings regarding 47 West Ash, Skiatook, OK.

12. Discussion and update regarding the search for a new City Manager and to discuss future procedures in the process. (Re-advertise the City Manager position.)

13. Discussion and possible consideration and appropriate action, which such action may include approval, amendment, rejection, denial, or tabling of this agenda item, on appointing Skiatook City Clerk, Shirley Lett, as interim City Manager, effective June 2, 2021, until a new City Manager is appointed by the City Council and fulfills the position.

Motion was made by Councilor Jech and 2nd by Councilor Upton to approve and appoint Skiatook City Clerk, Shirley Lett, as interim City Manager, effective June 2, 2021, until a new City Manager is appointed by the City Council and fulfills the position.

YES: Forbes, Edens, Jech, Loftis, Upton, Fuentes
NO: None

14. Discussion and possible consideration and appropriate action, which such action may include approval, amendment, rejection, denial, or tabling of this agenda item, related to the approval to hold the "Fantasy in the Sky" fireworks display at the Skiatook Municipal Airport on July 3, 2021.

Motion was made by Councilor Forbes and 2nd by Vice Mayor Fuentes to approve the "Fantasy in the Sky" fireworks display at the Skiatook Municipal Airport on July 3, 2021.

YES: Forbes, Edens, Jech, Loftis, Upton, Fuentes
NO: None

15. Review of bids received, discussion and possible consideration and appropriate action, which such action may include approval, amendment, rejection, denial, or tabling of this agenda item related to the award of bid to the lowest responsible bidder for the Sanitary Sewer Relocations in support of ODOT Project J/P 24267, SH-20, Osage County (Lowest Responsible Bidder: Shrum Excavation Co., Inc. in the amount of \$413,543.43) and to authorize the City Manager to execute all necessary documents.

Motion was made by Councilor Forbes and 2nd by Vice Mayor Fuentes to approve the award of bid to the lowest responsible bidder for the Sanitary Sewer Relocations in support of ODOT Project J/P 24267, SH-20, Osage County (Lowest Responsible Bidder: Shrum Excavation Co., Inc. in the amount of \$413,543.43) and to authorize the City Manager to execute all necessary documents.

YES: Forbes, Edens, Jech, Loftis, Upton, Fuentes
NO: None

16. Review of bids received, discussion and possible consideration and appropriate action, which such action may include approval, amendment, rejection, denial, or tabling of this agenda item, related to the award of bid to the lowest responsible bidder for the Waterline Relocations in support of ODOT Project J/P 24267, SH-20, Osage County (Lowest Responsible Bidder: Bolding Construction, LLC in the amount of \$752,090.00) and to authorize the City Manager to execute all necessary documents.

Motion was made by Vice Mayor Fuentes and 2nd by Councilor Forbes to approve the award of bid to the lowest responsible bidder for the Waterline Relocations in support of ODOT Project J/P 24267, SH-20, Osage County (Lowest Responsible Bidder: Bolding Construction, LLC in the amount of \$752,090.00) and to authorize the City Manager to execute all necessary documents.

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

17. Discussion and possible consideration and appropriate action, which such action may include approval, amendment, rejection, denial, or tabling of this agenda item, concerning a proposed Letter of Understanding between the City of Skiatook and USCOC of Greater Oklahoma LLC,

extending the terms of the existing Ground Lease for the communications tower site located North of State Highway 20 and West of North Haynie Street, until the earlier of June 30, 2021 or until a new Ground Lease is fully executed, with monthly lease payments of \$1,500.00.

No action was taken.

- 18. Discussion and possible consideration and appropriate action, which such action may include approval, amendment, rejection, denial, or tabling of this agenda item, concerning a proposed Ground Lease between the City of Skiatook and USCOC of Greater Oklahoma LLC, for an initial term of five years, with three additional renewal terms of five years each for the communications tower site located North of State Highway 20 and West of Haynie Street, until the earlier of June 30, 2021 or until a new Ground Lease is fully executed, with monthly lease payments of \$1,500.00, with yearly lease increases of three percent (3%) per year.**

Motion was made by Vice Mayor Fuentes and 2nd by Councilor Jech to approve the Ground Lease between the City of Skiatook and USCOC of Greater Oklahoma LLC, for an initial term of five years, with three additional renewal terms of five years each for the communications tower site located North of State Highway 20 and West of Haynie Street, until the earlier of June 30, 2021 or until a new Ground Lease is fully executed, with monthly lease payments of \$1,500.00, with yearly lease increases of three percent (3%) per year.

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

- 19. Discussion and possible consideration and appropriate action, which such action may include approval, amendment, rejection, denial, or tabling of this agenda item, related to the approval of the Collective Bargaining Agreement between the City of Skiatook and the Fraternal Order of Police, Lodge #166 for fiscal year 2021-2022.**

Motion was made by Councilor Upton and 2nd by Vice Mayor Fuentes to approve the Collective Bargaining Agreement between the City of Skiatook and the Fraternal Order of Police, Lodge #166 for fiscal year 2021-2022.

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

- 20. Discussion and possible consideration and appropriate action, which such action may include approval, amendment, rejection, denial, or tabling of this agenda item, related to the approval of the Collective Bargaining Agreement between the City of Skiatook and the Skiatook Professional Firefighters Local 4067 for fiscal year 2021-2022.**

Motion was made by Councilor Upton and 2nd by Councilor Forbes to approve the Collective Bargaining Agreement between the City of Skiatook and the Skiatook Professional Firefighters Local 4067 for fiscal year 2021-2022.

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

21. City Manager's Report:

***Skiatook Municipal Airport Runway Dedication on May 14, 2021 at 11:00 AM.**

****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 Vice Mayor Fuentes and 2nd by Councilor Upton to adjourn.

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

Robin Edens, Mayor

Stephanie Upton, Councilor

Cody Fuentes, Vice Mayor

Joyce Jech, Councilor

Linda Loftis, Councilor

Shirley Lett, City Clerk

ABSENT
Geoff McGoffin, Councilor

Date Minutes Approved:

Herb Forbes, Councilor

**MINUTES OF THE MEETING
OF THE SKIATOOK PUBLIC WORKS AUTHORITY
TUESDAY, MAY 11, 2021 6:00 P.M., MUNICIPAL BOARDROOM**

1. Call to Order

The meeting was called to order by Chairman Edens at 6:40 pm in the Municipal Boardroom.

2. Roll Call

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

ABSENT: Geoff McGoffin

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 April 13, 2021 Regular Meeting.
- b. Approval of Purchase Orders/Warrants for 04/22/21 (#139259-#139328)
 - i. SPWA \$354,177.17
 - ii. Payroll (04-09-21) \$55,158.88
- c. Approval of Purchase Orders/Warrants for 05/06/21 (#139380-#139466)
 - i. SPWA \$366,124.86
 - ii. Payroll (04-23-21) \$81,303.62
 - iii. Payroll (05-07-21) \$53,893.99
- d. Approval of the renewal of a contract with CommunityCare for health benefits for the 2021-2022 fiscal year.
- e. Approval of the renewal of a contract with Delta Dental for group dental benefits for the 2021-2022 fiscal year.

Motion was made by Trustee Forbes and 2nd by Vice Chairman Fuentes to approve the Consent Agenda.

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

NO: NONE

4. Consideration and appropriate action relating to items removed from the Consent Agenda.

Item was skipped. No action was taken.

5. Presentation and update by representatives from the Grand River Dam Authority.

6. Review of bids received, discussion and possible consideration and appropriate action, which such action may include approval, amendment, rejection, denial, or tabling of this agenda item related to the award of bid to the lowest responsible bidder for the Sanitary Sewer Relocations in support of ODOT Project J/P 24267, SH-20, Osage County (Lowest Responsible Bidder: Shrum Excavation Co., Inc. in the amount of \$413,543.43) and to authorize the City Manager to execute all necessary documents.

Motion was made by Vice Chairman Fuentes and 2nd by Trustee Forbes to approve the award of bid to the lowest responsible bidder for the Sanitary Sewer Relocations in support of ODOT Project J/P 24267, SH-20, Osage County (Lowest Responsible Bidder: Shrum Excavation Co., Inc. in the amount of \$413,543.43) and to authorize the City Manager to execute all necessary documents.

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

NO: NONE

7. Review of bids received, discussion and possible consideration and appropriate action, which such action may include approval, amendment, rejection, denial, or tabling of this agenda item, related to the award of bid to the lowest responsible bidder for the Waterline Relocations in support of ODOT Project J/P 24267, SH-20, Osage County (Lowest Responsible Bidder: Bolding Construction, LLC in the amount of \$752,090.00) and to authorize the City Manager to execute all necessary documents.

Motion was made by Trustee Forbes and 2nd by Vice Chairman Fuentes to approve the award of bid to the lowest responsible bidder for the Waterline Relocations in support of ODOT Project J/P 24267, SH-20, Osage County (Lowest Responsible Bidder: Bolding Construction, LLC in the amount of \$752,090.00) and to authorize the City Manager to execute all necessary documents.

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

8. Adjournment

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

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

Robin Edens, Chairman

Stephanie Upton, Trustee

Cody Fuentes, Vice Chairman

Joyce Jech, Trustee

Linda Loftis, Trustee

Shirley Lett, City Clerk

ABSENT
Geoff McGoffin, Trustee

Date Minutes Approved:

Herb Forbes, Trustee