

**MINUTES OF THE MEETING  
OF THE SKIATOOK CITY COUNCIL  
TUESDAY, JUNE 8, 2021 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 Trey Harper, Skiatook Christian Church
- b. Flag Salute by Jim Annas, Fire Chief
- c. Roll Call by Ginger Stephens, Deputy City Clerk

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

ABSENT: None

STAFF: Shirley Lett, Ginger Stephens, 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 May 11, 2021 Special Work Session Meeting.
- B. Approval of the minutes of the May 11, 2021 Regular Meeting.
- C. Approval of Purchase Orders/Warrants for 05/21/21 (#139511-#139587)
 

i.	General Fund	\$33,888.27
ii.	Cemetery Fund	\$579.20
iii.	Airport Projects	\$861.31
iv.	One Cent Capital Projects	\$22,321.85
v.	One Half Cent Projects	\$32,253.50
vi.	Payroll (05-21-21)	\$213,324.00
- D. Approval of Purchase Orders/Warrants for 06/03/21 (#139633-#139717)
 

i.	General Fund	\$40,197.68
ii.	Cemetery Fund	\$384.75
iii.	Airport Fund	\$3,053.12
iv.	Court Fund	\$484.14
v.	One Cent Capital Projects	\$84,048.67
vi.	Payroll (06-04-21)	\$152,203.54
- E. Approval of a Budget Amendment to revenue line item 01-338 (General Miscellaneous) and Supplemental Appropriation to expense line item 01-406-610 (Fire Department Capital Outlay) in the amount of \$3,500.00 for a Cherokee Nation Grant for the Fire Department.
- F. 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 \$29,709.19 for a Safe Oklahoma Grant for the Police Department for laptop computer for vehicles.
- G. Acceptance of a perpetual easement from ANDREW Y. TIPTON and ANGELA R. TIPTON, as husband and wife, for electrical energy transmission and distribution purposes, through, across, over and under tracts or parcels of land approximately lying within Lot three (3), Block two (2), Prairie Ridge I at Lantana Ranch Amended, an addition to the City of Skiatook, Tulsa County, State of Oklahoma, according to the recorded plat thereof.
- H. 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, 2021 through June 30, 2022.
- I. Approval of a Site Agreement between the Osage County Nutrition Program, Transportation, Outreach Programs and the City of Skiatook from July 1, 2021 through June 30, 2022.
- J. 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, 2021 and continuing until June 30, 2022.

- 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, 2022.
- L. Approval of an Interlocal Agreement between the City of Skiatook and the Board of County Commissioners of Tulsa County for asphalt overlay on certain street surfaces within the City.

Motion was made by Councilor Jech and 2<sup>nd</sup> by Councilor McGoffin 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. Presentation to the Skiatook Police Department by the Oklahoma Association of Chiefs of Police (OACP) and possible discussion recognizing the department as a Verified Agency.**
- 6. Discussion regarding the Requests for Proposals (RFP), submitted for the City owned property at Oak and Lenapah, which closed June 3, 2021.**
- 7. Discussion and possible consideration and appropriate action, which such action may include approval, adoption, rejection, denial, tabling, amendment, or revision of this agenda item, related to the approval of Resolution 2021-08, A RESOLUTION PROVIDING FOR THE ADOPTION OF AN ANNUAL OPERATING BUDGET FOR THE GENERAL FUND AND OTHER FUNDS AS ESTABLISHED BY THE SKIATOOK CITY COUNCIL FOR THE 2021-2022 FISCAL YEAR; CLASSIFYING REVENUES FOR EACH FUND; ESTABLISHING LEVELS OF EXPENDITURES BY CLASSIFICATION AS PROVIDED BY STATUTE; AND ESTABLISHING AN EFFECTIVE DATE.**

Motion was made by Councilor McGoffin and 2<sup>nd</sup> by Councilor Upton to approve Resolution 2021-08, A RESOLUTION PROVIDING FOR THE ADOPTION OF AN ANNUAL OPERATING BUDGET FOR THE GENERAL FUND AND OTHER FUNDS AS ESTABLISHED BY THE SKIATOOK CITY COUNCIL FOR THE 2021-2022 FISCAL YEAR; CLASSIFYING REVENUES FOR EACH FUND; ESTABLISHING LEVELS OF EXPENDITURES BY CLASSIFICATION AS PROVIDED BY STATUTE; AND ESTABLISHING AN EFFECTIVE DATE.

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

- 8. Discussion and possible consideration and appropriate action, which such action may include approval, adoption, rejection, denial, tabling, amendment, or revision of this agenda item, related to the approval of a contract between the City of Skiatook and the Skiatook Chamber of Commerce for the period of July 1, 2021 through June 30, 2022.**

Motion was made by Councilor Forbes and 2<sup>nd</sup> by Councilor Loftis to approve a contract between the City of Skiatook and the Skiatook Chamber of Commerce for the period of July 1, 2021 through June 30, 2022.

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

- 9. Discussion and possible consideration and appropriate action, which such action may include approval, adoption, rejection, denial, tabling, amendment, or revision of this agenda item, related**

**to the approval of issuance of a permit to the Skiatook Chamber of Commerce to hold the 2021 Pioneer Day event on September 23-25, 2021 at Skiatook Central Park.**

Motion was made by Councilor Upton and 2<sup>nd</sup> by Councilor Forbes to approve the issuance of a permit to the Skiatook Chamber of Commerce to hold the 2021 Pioneer Day event on September 23-25, 2021 at Skiatook Central Park.

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

**10. Discussion and possible consideration and appropriate action, which such action may include approval, adoption, rejection, denial, tabling, amendment, or revision of this agenda item, related to the approval of issuance of a permit to the Skiatook Chamber of Commerce to hold the 2021 Pioneer Day Parade on September 25, 2021 beginning at 9:00 AM and travelling down portions of Rogers Blvd.**

Motion was made by Councilor McGoffin and 2<sup>nd</sup> by Councilor Forbes to approve the issuance of a permit to the Skiatook Chamber of Commerce to hold the 2021 Pioneer Day Parade on September 25, 2021 beginning at 9:00 AM and travelling down portions of Rogers Blvd.

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

**11. Discussion and possible consideration and appropriate action, which such action may include approval, adoption, rejection, denial, tabling, amendment, or revision of this agenda item, related to the approval of the Worker's Compensation Plan Renewal with Oklahoma Municipal Assurance Group from July 1, 2021 through July 1, 2022 in the amount not to exceed \$320,000.00.**

Motion was made by Vice Mayor Fuentes and 2<sup>nd</sup> by Councilor Forbes to approve the Worker's Compensation Plan Renewal with Oklahoma Municipal Assurance Group from July 1, 2021 through July 1, 2022 in the amount not to exceed \$320,000.00.

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

**12. Discussion and possible consideration and appropriate action, which such action may include approval, adoption, rejection, denial, tabling, amendment, or revision of this agenda item, related to the approval of Resolution 2021-10, A RESOLUTION OF THE CITY COUNCIL OF SKIATOOK, OKLAHOMA, APPROVING AND AGREEING TO AN AMENDMENT TO ARTICLE III OF THE AGREEMENT ESTABLISHING THE OKLAHOMA MUNICIPAL ASSURANCE GROUP (OMAG).**

Motion was made by Councilor Forbes and 2<sup>nd</sup> by Vice Mayor Fuentes to approve Resolution 2021-10, A RESOLUTION OF THE CITY COUNCIL OF SKIATOOK, OKLAHOMA, APPROVING AND AGREEING TO AN AMENDMENT TO ARTICLE III OF THE AGREEMENT ESTABLISHING THE OKLAHOMA MUNICIPAL ASSURANCE GROUP (OMAG).

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

**13. Discussion and possible consideration and appropriate action, which such action may include approval, adoption, rejection, denial, tabling, amendment, or revision of this agenda item, related to the approval of an Agreement for Professional Services between the City of Skiatook and LandPlan Consultants, Inc. for certain professional services in connection with the City of Skiatook Central Park Phase II Project.**

Motion was made by Councilor Upton and 2<sup>nd</sup> by Vice Mayor Fuentes to approve an Agreement for Professional Services between the City of Skiatook and LandPlan Consultants, Inc. for certain professional services in connection with the City of Skiatook Central Park Phase II Project.

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

- 14. Discussion and possible consideration and appropriate action, which such action may include approval, adoption, rejection, denial, tabling, amendment, revision, or return of this matter to the planning commission for further consideration of this agenda item, relating to holding a hearing, reviewing the outline development plan, and possibly approving ORDINANCE 2021-03, with all possible actions concerning a Planned Unit Development (PUD) and an Outline Development Plan, as referenced in: APPLICATION SKPUD 21-01, FOR THE PROPOSED "LEVEL ACRES" PROJECT PROPOSED BY TJCC, LLC; BEING A TRACT OF LAND 29.1 ACRES, MORE OR LESS, LOCATED IN THE CITY OF SKIATOOK, OSAGE COUNTY, OKLAHOMA, APPROXIMATELY LOCATED AT 4750 WEST ROGERS BOULEVARD (STATE HIGHWAY 20), SKIATOOK, OKLAHOMA, 74070 [MORE PARTICULARLY DESCRIBED AS LYING WITHIN THE EAST HALF (E/2) OF THE SOUTHEAST QUARTER (SE/4) OF THE NORTHWEST QUARTER (NW/4) AND THE SOUTHEAST QUARTER (SE/4) OF THE NORTHEAST QUARTER (NE/4) OF 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]; AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; AND DECLARING AN EMERGENCY.**

Motion was made by Councilor McGoffin and 2<sup>nd</sup> by Vice Mayor Fuentes to approve ORDINANCE 2021-03, with all possible actions concerning a Planned Unit Development (PUD) and an Outline Development Plan, as referenced in: APPLICATION SKPUD 21-01, FOR THE PROPOSED "LEVEL ACRES" PROJECT PROPOSED BY TJCC, LLC; BEING A TRACT OF LAND 29.1 ACRES, MORE OR LESS, LOCATED IN THE CITY OF SKIATOOK, OSAGE COUNTY, OKLAHOMA, APPROXIMATELY LOCATED AT 4750 WEST ROGERS BOULEVARD (STATE HIGHWAY 20), SKIATOOK, OKLAHOMA, 74070 [MORE PARTICULARLY DESCRIBED AS LYING WITHIN THE EAST HALF (E/2) OF THE SOUTHEAST QUARTER (SE/4) OF THE NORTHWEST QUARTER (NW/4) AND THE SOUTHEAST QUARTER (SE/4) OF THE NORTHEAST QUARTER (NE/4) OF 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]; AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; AND DECLARING AN EMERGENCY.

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

- 15. Discussion and possible consideration and appropriate action related to the approval of the Emergency Clause for Ordinance 2021-03.**

Motion was made by Vice Mayor Fuentes and 2<sup>nd</sup> by Councilor Forbes to approve of the Emergency Clause for Ordinance 2021-03.

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

- 16. Discussion and possible consideration and appropriate action, which such action may include approval, adoption, rejection, denial, tabling, amendment, or revision of this agenda item, relating to Council approval of the Planning Commission's recommendation, with a stipulation, to accept the preliminary plat for Level Acres, a Planned Unit Development (PUD), approximately located at 4750 West Rogers Boulevard (State Highway 20), Skiatook.**

Motion was made by Councilor Forbes and 2<sup>nd</sup> by Vice Mayor Fuentes to approve the preliminary plat for Level Acres, a Planned Unit Development (PUD), approximately located at 4750 West Rogers Boulevard (State Highway 20), Skiatook.

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

**17. Discussion and possible consideration and appropriate action, which such action may include approval, adoption, rejection, denial, tabling, amendment, or revision of this agenda item, relating to the approval of Change Order #1 for J/P 27168(04) and J/P 27168(06) Osage County, SH-20 widening project that increases the "cost not to exceed" for EDA & FKI Engineers, PC \$21,000.00 (from \$18,400 to \$39,400) for additional tasks not included in the original scope of services.**

Motion was made by Councilor Forbes and 2<sup>nd</sup> by Councilor Upton to approve Change Order #1 for J/P 27168(04) and J/P 27168(06) Osage County, SH-20 widening project that increases the "cost not to exceed" for EDA & FKI Engineers, PC \$21,000.00 (from \$18,400 to \$39,400) for additional tasks not included in the original scope of services.

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

***\*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\****

**18. Adjournment.**

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

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

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Robin Edens, Mayor

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Stephanie Upton, Councilor

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Cody Fuentes, 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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Herb Forbes, Councilor

**MINUTES OF THE MEETING  
OF THE SKIATOOK PUBLIC WORKS AUTHORITY  
TUESDAY, JUNE 8, 2021 6:00 P.M., MUNICIPAL BOARDROOM**

**1. Call to Order**

The meeting was called to order by Chairman Edens 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, Ginger Stephens, 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 May 11, 2021 Regular Meeting.
- b. Approval of Purchase Orders/Warrants for 05/21/21 (#139511-#139587)
  - i. SPWA \$272,271.92
  - ii. Payroll (05-21-21) \$79,904.80
- c. Approval of Purchase Orders/Warrants for 06/03/21 (#139633-#139717)
  - i. SPWA \$496,371.92
  - ii. Payroll (06-04-21) \$53,135.61
- d. Acceptance of a perpetual easement from ANDREW Y. TIPTON and ANGELA R. TIPTON, as husband and wife, for electrical energy transmission and distribution purposes, through, across, over and under tracts or parcels of land approximately lying within Lot three (3), Block two (2), Prairie Ridge I at Lantana Ranch Amended, an addition to the City of Skiatook, Tulsa County, State of Oklahoma, according to the recorded plat thereof.

Motion was made by Trustee McGoffin and 2<sup>nd</sup> by Trustee Jech 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 and possible consideration and appropriate action, which such action may include approval, adoption, rejection, denial, tabling, amendment, or revision of this agenda item, related to the approval of Resolution 2021-09, A RESOLUTION PROVIDING FOR THE ADOPTION OF AN ANNUAL OPERATING BUDGET FOR THE SKIATOOK PUBLIC WORKS AUTHORITY FOR THE 2021-2022 FISCAL YEAR; CLASSIFYING REVENUES FOR EACH FUND; ESTABLISHING LEVELS OF EXPENDITURES BY CLASSIFICATION AS PROVIDED BY STATUTE; AND ESTABLISHING AN EFFECTIVE DATE.**

Motion was made by Trustee Forbes and 2<sup>nd</sup> by Vice Chairman Fuentes to approve Resolution 2021-09, A RESOLUTION PROVIDING FOR THE ADOPTION OF AN ANNUAL OPERATING BUDGET FOR THE SKIATOOK PUBLIC WORKS AUTHORITY FOR THE 2021-2022 FISCAL YEAR; CLASSIFYING REVENUES FOR EACH FUND; ESTABLISHING LEVELS OF EXPENDITURES BY CLASSIFICATION AS PROVIDED BY STATUTE; AND ESTABLISHING AN EFFECTIVE DATE.

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

NO: NONE

**6. Discussion and possible consideration and appropriate action, which such action may include approval, adoption, rejection, denial, tabling, amendment, or revision of this agenda item, relating to the approval of Change Order #1 for J/P 27168(04) and J/P 27168(06) Osage County, SH-20 widening project that increases the "cost not to exceed" for EDA & FKI Engineers, PC \$21,000.00 (from \$18,400 to \$39,400) for additional tasks not included in the original scope of services.**

Motion was made by Trustee Forbes and 2<sup>nd</sup> by Vice Chairman Fuentes to approve Change Order #1 for J/P 27168(04) and J/P 27168(06) Osage County, SH-20 widening project that increases the "cost not to exceed" for EDA & FKI Engineers, PC \$21,000.00 (from \$18,400 to \$39,400) for additional tasks not included in the original scope of services.

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

**7. Adjournment**

Motion was made by Trustee Forbes and 2<sup>nd</sup> by Trustee Loftis to adjourn.

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

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Robin Edens, Chairman

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Stephanie Upton, Trustee

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Cody Fuentes, 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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Herb Forbes, Trustee