

**MINUTES OF THE REGULAR MEETING
OF THE SKIATOOK CITY COUNCIL
TUESDAY, AUGUST 8, 2023 6:00P.M., MUNICIPAL BOARDROOM**

1. Call to Order

The meeting was called to order by Mayor Edens at 6:00 pm in the Municipal Boardroom.

2. Roll Call

PRESENT: Herb Forbes, Robin Edens, Jerald Freeman, Stephanie Upton, Cody Fuentes

ABSENT: Linda Loftis, Geoff McGoffin

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 July 11, 2023 Regular Meeting.
- b. Approval of Purchase Orders/Warrants for 7/25/23(#146806-#146870)
 - i. General Fund \$ 44,513.29
 - ii. Cemetery Fund \$ 366.59
 - iii. One Cent Capital Projects \$ 11,640.00
 - iv. One Half Cent Capital Projects \$ 49,180.09
 - v. Cemetery Perpetual Care \$ 425.00
- c. Approval of Purchase Orders/Warrants for 8/08/23(#146933-#147018)
 - vi. General Fund \$ 69,916.91
 - vii. Cemetery Fund \$ 563.99
 - viii. Airport Fund \$ 4,600.15
 - ix. Court Fund \$ 517.37
 - x. One Cent Capital Projects \$ 2,036.00
 - xi. Payroll (7-14-23) \$260,252.35
 - xii. Payroll (7-28-23) \$380,338.11
- d. Approval of Budget Amendment of \$100,000.00 to revenue line item 01-338 (General Miscellaneous) for Cherokee Nation ARPA Grants- Police Department/Public Safety in the amount of FIFTY THOUSAND DOLLARS (\$50,000) & E-911 Communications in the amount of FIFTY THOUSAND DOLLARS (\$50,000). Supplemental Appropriation to expense line item 01-405- 610 for the two grants for the Police Department Capital Outlay in the amount of ONE HUNDRED THOUSAND DOLLARS (\$100,000.00) TOTAL.

Motion was made by Councilor Forbes and 2nd by Vice Mayor Fuentes to approve as written.

YES: Forbes, Edens, Freeman, Upton, Fuentes

NO: NONE

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

Item was skipped. No action was taken.

5. **Discussion and possible consideration and appropriate action, related to the approval to Ordinance 2023-07, an ordinance changing and amending the zoning classification from RS-2 (Residential single-family) district, to CG (Commercial General) district of such territories located at approximately 102 North Lombard Lane, Osage County, Skiatook, Oklahoma, 74070; more particularly described as lying within a tract of land that is a part of the Northeast quarter (NE/4) of section twenty-one (21), township twenty-two (22) North, Range twelve (12) east of the Indian meridian, Osage County, City of Skiatook, State of Oklahoma, according to the U.S. Government survey thereof, as set forth in zoning application No. SKZ-218; repealing all ordinances or parts of ordinances in conflict herewith, and declaring an effective date.**

Motion was made by Councilor Forbes and 2nd by Vice Mayor Fuentes approving Ordinance 2023-07, an ordinance changing and amending the zoning classification from RS-2 (Residential single-family) district, to CG (Commercial General) district of such territories located at approximately 102 North Lombard Lane, Osage County, Skiatook, Oklahoma, 74070; more particularly described as lying within a tract of land that is a part of the Northeast quarter (NE/4) of section twenty-one (21), township twenty-two (22) North, Range twelve (12) east of the Indian meridian, Osage County, City of Skiatook, State of Oklahoma, according to the U.S. Government survey thereof, as set forth in zoning application No. SKZ-218; repealing all ordinances or parts of ordinances in conflict herewith, and declaring an effective date.

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

6. **Discussion and possible consideration and appropriate action, related to the approval a Joint Resolution 2023-14, a 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", Subsection 202.2 "Paid Holidays", part A (known as 2-2.2 A), by adding two additional paid holidays for the classification of regular City employees.**

Motion was made by Councilor Forbes and 2nd by Councilor Upton approving Joint Resolution 2023-14, a resolution 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", Subsection 202.2 "Paid Holidays", part A (known as 2-2.2 A), by adding two additional paid holidays for the classification of regular City employees.

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

7. **Discussion regarding Economic Development Q4 report.**
(Presented by: Sara Herren, Skiatook Chamber of Commerce President).

8. **Presentation by Fire Chief Jim Annas recognizing promotions within the Department for:**
Mike Thoendel to Deputy Chief of Operations
Denton Eller to Fire Marshal
Don McCreary to Captain
Brennan Cantu and Richard Janssen to Lieutenants

9. **Discussion and possible consideration and appropriate action related to approval of An agreement between the City of Skiatook and Midwest Biological Supply, for waste Removal and storage solutions, and granting the City Manager the authority to sign and Execute all necessary documents.**

Motion was made by Councilor Freeman and 2nd by Councilor Upton approving the agreement between the City of Skiatook and Midwest Biological Supply, for waste removal and storage solutions, and granting the City Manager the Authority to sign and execute all necessary documents.

YES: Forbes, Edens, Freeman, Upton, Fuentes

NO: NONE

10. Presentation to recognize Roger Duncan, Eagle Scout troop member who has worked With the City of Skiatook on a project along the Osage Prairie Trail building shade Structures for resting places along the trail, the City of Skiatook will supply the benches. We appreciate his work ethic, and commitment to the project.

11. Discussion and possible consideration and appropriate action related to approval of Resolution 2023-15, a resolution of the City Council of the City of Skiatook, Oklahoma, Approving the application for a grant from the Federal Aviation Administration (FAA) for The "Rehabilitate T-Hanger Apron and Parallel Taxiway" project (AIP 3-40-0089-018-2023); accepting the grant in the approximate amount of \$185,396.00, if awarded; Approving the City matching fund requirement amount of approximately \$20,600.00, If awarded; and authorizing the Mayor to execute the grant application and grant agreement.

Motion was made by Councilor Upton and 2nd by Councilor Forbes approving Resolution 2023-15, a resolution of the City Council of the City of Skiatook, Oklahoma, approving the application for a grant from the Federal Aviation Administration (FAA) for The "Rehabilitate T-Hanger Apron and Parallel Taxiway" project (AIP 3-40-0089-018-2023); accepting the grant in the approximate amount of \$185,396.00, if awarded; approving the City matching fund requirement amount of approximately \$20,600.00, if awarded; and authorizing the Mayor to execute the grant application and grant agreement.

YES: Forbes, Edens, Freeman, Upton, Fuentes

NO: NONE

12. Discussion and possible consideration and appropriate action, to award the bid for AIP 3-40-0089-018-2023, Rehabilitate T-Hanger Apron and Parallel Taxiway, to Keystone Services, Inc. in the amount of ONE HUNDRED SIX THOUSAND, ONE HUNDRED FORTY SIX DOLLARS AND FIFTY CENTS. (\$106,146.50), SUBJECT TO THE RECEIPT OF THE FAA GRANT.

Motion was made by Councilor Freeman and 2nd by Councilor Upton approving the award of the bid for AIP 3-40-0089-018-2023 Rehabilitate T-Hanger Apron and Parallel Taxiway, to Keystone Services, Inc. in the amount of ONE HUNDRED SIX THOUSAND, ONE HUNDRED FORTY SIX DOLLARS AND FIFTY CENTS. (\$106,146.50), subject to the receipt of the FAA grant.

YES: Forbes, Edens, Freeman, Upton, Fuentes

NO: NONE

13. Discussion and possible consideration and appropriate action related to approval of Amendment No. 5 to the Owner-Engineer Agreement between the City of Skiatook and Parkhill, for construction phase services related to AIP 3-40-0089-018-2023, Rehabilitate T-Hanger Apron and Parallel Taxiway in the amount of THIRTY FOUR THOUSAND SEVEN HUNDRED FIFTY DOLLARS (\$34,750.00). This work is covered under the Federal Aviation Administration (FAA) grant and will be reimbursed at 90%.

Motion was made by Councilor Upton and 2nd by Vice Mayor Fuentes approving the Amendment No. 5 to the Owner agreement between the City of Skiatook and Parkhill, for construction phase services related to AIP 3-40-0089-018-2023, Rehabilitate T-Hanger Apron and Parallel Taxiway in the amount of THIRTY FOUR THOUSAND SEVEN HUNDRED FIFTY DOLLARS (\$34,750.00). This work is covered under the Federal Aviation Administration (FAA) grant and will be reimbursed at 90%.

YES: Forbes, Edens, Freeman, Upton, Fuentes

NO: NONE

14. Discussion and possible consideration and appropriate action related to approving Amendment No. 4 to the Owner-Engineer Agreement Between the City of Skiatook and Parkhill, for the preparation of a Spill Prevention Control and Countermeasures (SPCC) Plan for Skiatook Municipal Airport in the amount of FIVE THOUSAND ONE HUNDRED DOLLARS (\$5,100.00).

Motion was made by Councilor Forbes and 2nd by Vice Mayor Fuentes approving Amendment No. 4 to the Owner-Engineer Agreement Between the City of Skiatook and Parkhill, for the preparation of a Spill Prevention Control and Countermeasures (SPCC) Plan for Skiatook Municipal Airport in the amount of FIVE THOUSAND ONE HUNDRED DOLLARS (\$5,100.00).

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

15. Discussion and possible consideration and appropriate action, related to approval Ordinance 2023-08, an ordinance granting a nonexclusive permit to VYVE Broadband A LLC to maintain a cable communications system in the City of Skiatook, Oklahoma; Setting forth conditions accompanying the grant of the permit; providing for regulation And use of the system; providing for codification and declaring an emergency.

Motion was made by Councilor Freeman and 2nd by Councilor Upton approving Ordinance 2023-08, an ordinance granting a nonexclusive permit to VYVE Broadband A LLC to maintain a cable communications system in the City of Skiatook, Oklahoma; Setting forth conditions accompanying the grant of the permit; providing for regulation and use of the system; providing for codification and declaring an emergency.

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

16. Discussion and possible consideration and appropriate action, related to approval of The emergency clause for Ordinance 2023-08.

Motion was made by Vice Mayor Fuentes and 2nd by Councilor Upton that an Emergency clause as it relates to Ordinance 2023-08 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, Upton, Fuentes
NO: NONE

17. Discussion and possible consideration and appropriate action related to the approval of A pole attachment agreement between the City of Skiatook/SPWA and VYVE Broadband A, LLC regarding use of the City's utility poles to attach cables and related communications equipment.

Motion was made by Vice Mayor Fuentes and 2nd by Councilor Freeman approving the pole attachment agreement between the City of Skiatook/SPWA and VYVE Broadband A, LLC regarding use of the City's utility poles to attach cables and related communications equipment.

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

**18. City Manager's Report: *One cent update*
*Utilities update***

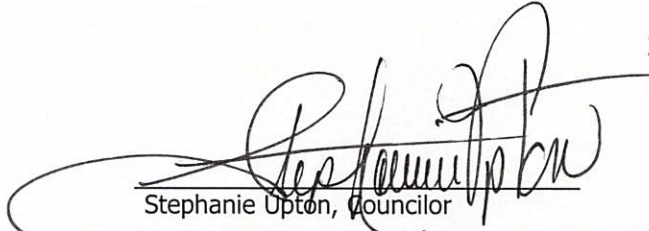
19. Adjournment

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

YES: Forbes, Edens, Freeman, Upton, Fuentes

NO: NONE



Robin Edens, Mayor


Stephanie Upton, Councilor

ABSENT

Linda Loftis, Councilor


Cody Fuentes, Vice-Mayor


Jerald Freeman, Councilor


Shirley Lett, City Clerk

ABSENT

Geoff McGoffin, Councilor

9-12-23
Date Minutes Approved:


Herb Forbes, Councilor

**MINUTES OF THE SKIATOOK
PUBLIC WORKS AUTHORITY REGULAR MEETING
TUESDAY, AUGUST 8, 2023 6:58 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 6:58 pm in the Municipal Boardroom.

2. Roll Call

PRESENT: Herb Forbes, Robin Edens, Jerald Freeman, Stephanie Upton, Cody Fuentes,

ABSENT: Linda Loftis, Geoff McGoffin

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 July 11, 2023 Regular Meeting.
- b. Approval of Purchase Orders/Warrants for 7/25/23(#146806-#146870)
 - i. SPWA \$228,053.10
- c. Approval of Purchase Orders/Warrants for 8/08/23(#146933-#147018)
 - ii. SPWA \$672,476.83
 - iii. Payroll (7-14-23) \$ 70,807.87
 - iv. Payroll (7-28-23) \$104,097.03

Motion was made by Vice Chairman Fuentes and 2nd by Trustee Freeman to approve as written.

YES: Forbes, Edens, Freeman, 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. Discussion and possible consideration and appropriate action, related to the approval 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", Subsection 202.2 "Paid Holidays", part A (known as 2-2.2 A), by adding two additional paid holidays for the classification of regular City employees.

Motion was made by Vice Chairman Fuentes and 2nd by Councilor Upton approving 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", Subsection 202.2 "Paid Holidays", part A (known as 2-2.2 A), by adding two additional paid holidays for the classification of regular City employees. (Resolution 2023-14)

YES: Forbes, Edens, Freeman, Upton, Fuentes

NO: NONE

6. Discussion and possible consideration and appropriate action related to the approval of a pole attachment agreement between the City of Skiatook/SPWA and VYVE Broadband A, LLC regarding use of the City's utility poles to attach cables and related communications equipment.

Motion was made by Vice Chairman Fuentes and 2nd by Councilor Freeman approving the pole attachment agreement between the City of Skiatook/SPWA and VYVE Broadband A, LLC regarding use of the City's utility poles to attach cables and related communications equipment.

YES: Forbes, Edens, Freeman, Upton, Fuentes

NO: NONE

7. Adjournment.

Motion was made by Vice Chairman Fuentes and 2nd by Trustee Upton to adjourn.

YES: Forbes, Edens, Freeman, Upton, Fuentes

NO: NONE

Robin Edens

Robin Edens, Chairman

Stephanie Upton

Stephanie Upton, Trustee

ABSENT

Cody Fuentes

Cody Fuentes, Vice Chairman

Linda Loftis, Trustee

Jerald Freeman

Jerald Freeman, Trustee

ABSENT

Shirley Lett

Shirley Lett, City Clerk

Geoff McGoffin, Trustee

9-12-23

Date Minutes Approved:

Herb Forbes

Herb Forbes, Trustee