

**MINUTES OF THE REGULAR  
MEETING OF THE SKIATOOK  
CITY COUNCIL  
TUESDAY, SEPTEMBER 13 , 2022 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 Billy Wakefield, Police Chief
- c. Roll Call by Ginger Stephens, City Clerk

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

ABSENT: Herb Forbes, Brad White

STAFF: 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 August 9, 2022 Regular Meeting.
- b. Approval of the minutes of the August 22, 2022 Special Meeting.
- c. Approval of Purchase Orders/Warrants for 08/30/22(#143710-#143803)
  - i. General Fund \$70,703.98
  - ii. Cemetery Fund \$ 316.78
  - iii. Cemetery Perpetual Care \$ 1,150.00
  - iv. One Cent Capital Projects \$ 15,084.12
  - v. One Half Cent Projects \$ 65,526.46
- d. Approval of Purchase Orders/Warrants for 09/13/22(#143838-#143931)
  - vi. General Fund \$142,394.19
  - vii. Cemetery Fund \$ 1,698.79
  - viii. Airport Fund \$ 625.17
  - ix. Court Fund \$ 499.76
  - x. One Cent Capital Project \$ 17,787.07
  - xi. Cemetery Perpetual Care \$ 5,519.90
  - xii. Payroll (8/12/22) \$231,210.33
  - xiii. Payroll (8/26/22) \$364,247.54

Motion was made by Councilor Jech and 2<sup>nd</sup> by Councilor Upton to accept as written.

YES: 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 of Recognition to the Skiatook Vehicle Maintenance Department, by Brad White, City manager. City of Skiatook would like to recognize: George Pease, Kyle Gorham, & Elijah Teehee for their continued efforts to provide great service and team work keeping our vehicles and equipment running.**

- 6 Presentation of Retirement Plaque by Brad White, to Steve Casillas. Thank you for 12 years of outstanding service for our Public Works Water Department.**
- 7. Presentation of Retirement Plaque by Brad White, to Bob Nail. Thank you for 25 years of outstanding service on the Skiatook Fire Department as Fire Marshall.**
- 8. Presentation of Retirement Plaque by Brad White, to Kim Hilton. Thank you for 33 years of Outstanding service for the Skiatook Senior Center Coordinator.**
- 9. Discussion and possible consideration and appropriate action related to the approval to Advertise for bids for the East Side Tree Trimming Project. (From Osage Prairie Trail east To Highway 75).**

Motion was made by Councilor Upton and 2<sup>nd</sup> by Vice-Mayor Fuentes to approve to advertise for bids for the East Side Tree Trimming Project. (From Osage Prairie Trail east to highway 75).

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

NO: NONE

- 10. Discussion and possible consideration and appropriate action, related to the approval to use the property located at the intersection of Hwy 20 and Hwy 11 for a farmer's market.**

Motion was made by Councilor McGoffin and 2<sup>nd</sup> by Vice-Mayor Fuentes to approve the use of property located At the intersection of Hwy 20 and Hwy 11 for a farmer's market.

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

NO: NONE

- 11. Discussion and possible consideration and appropriate action, related to the approval to host Special Olympics Motorcycle Run/Walk on October 8, 2022 from 8:00am until 2:00pm at Central Park. (Presented by Karen Smith)**

Motion was made by Councilor McGoffin and 2<sup>nd</sup> by Councilor Jech to approve hosting Special Olympics Motorcycle Run/Walk on October 8, 2022 from 8:00am until 2:00p, at Central Park.

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

NO: NONE

- 12. Discussion and possible consideration and appropriate action related to the approval Of requisition for signal lights upgrade at the intersection of Highway 20 and Lenapah by Signal Tek in the amount of EIGHTY THOUSAND FOUR HUNDRED NINETY THREE DOLLARS (\$80,493.00).**

Motion was made by Vice-Mayor Fuentes and 2<sup>nd</sup> by Councilor Upton to approve the requisition for signal lights Upgrade at the intersection of Highway 20 and Lenapah by Signal Tek in the amount of EIGHTY THOUSAND FOUR HUNDRED NINETY THREE DOLLARS (\$80,493.00).

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

NO: NONE

- 13. Discussion and possible consideration and appropriate action, related to the approval Of Lot Split SKL-197, proposed to create two separate (2) tracts of land, consisting of The east 10' feet and remainder of the west 115' by 205' feet, more or less, and generally located in Lot One (1), Block Three (3), The Falls of Skiatook Addition, a Subdivision located within Section Twenty-nine (29), Township Twenty-two(22) North, Range thirteen (13) East of the Indian Base and meridian, City of Skiatook, Tulsa County, Oklahoma, at the approximate location of 2918 Josiah Blvd. Skiatook, Oklahoma. (Applicant: Christa and Jonathan Arnold).**

Motion was made by Vice Mayor Fuentes and 2<sup>nd</sup> by Councilor McGoffin to approve Lot Split SKL-197, proposed to Create two separate (2) tracts of land, consisting of the east 10' feet and remainder of the west 115' by 205' feet, more or less, and generally located in Lot One (1), Block Three (3), The Falls of Skiatook Addition, a Subdivision located within Section Twenty-nine (29), Township Twenty-two(22) North, Range thirteen (13) East of the Indian Base and meridian, City of Skiatook, Tulsa County, Oklahoma, at the approximate location of 2918 Josiah Blvd. Skiatook, Oklahoma.

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

- 14. Discussion and possible consideration and appropriate action, related to tabling, until the next regular meeting of the City Council on October 11, 2022, consideration of zoning application SKZ-210, and a proposed ordinance changing and amending the zoning classification from AG (Agricultural) district to CG (Commercial General) district of such territories lying South of Highway 20, located at approximately 3855 East 126<sup>th</sup> Street North, City of Skiatook, Tulsa County, Oklahoma, 74070; more particularly described as lying within the Southwest quarter (SW/4) of the Southeast quarter (SE/4) of section thirty-three (33), Township twenty-two (22) North, range thirteen (13) east of the Indian base and meridian, Tulsa County, State of Oklahoma according to the U.S. Government survey thereof.**

Motion was made by Vice Mayor Fuentes and 2<sup>nd</sup> by Councilor Upton to tabling, until the next regular meeting of the City Council on October 11, 2022, consideration of zoning application SKZ-210, and a proposed ordinance changing and amending the zoning classification from AG (Agricultural) district to CG (Commercial General) district of such territories lying South of Highway 20, located at approximately 3855 East 126<sup>th</sup> Street North, City of Skiatook, Tulsa County, Oklahoma, 74070; more particularly described as lying within the Southwest quarter (SW/4) of the Southeast quarter (SE/4) of section thirty-three (33), Township twenty-two (22) North, range thirteen (13) east of the Indian base and meridian, Tulsa County, State of Oklahoma according to the U.S. Government survey thereof.

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

- 15. Discussion and possible consideration and appropriate action, related to the approval Of Ordinance 2022-13, An ordinance of the City of Skiatook, Oklahoma, revising Title 9, "Public Utilities", Chapter 5, "Garbage and Refuse Collection", Subsection 9-5-4(B)(1A) Of the code of ordinances of the City of Skiatook by amending certain ordinances relating to garbage and refuse collection; providing for codification; containing other provisions related thereto; and declaring an emergency.**

Motion was made by Councilor McGoffin and 2<sup>nd</sup> by Councilor Upton to approve Ordinance 2022-13, An ordinance of the City of Skiatook, Oklahoma, revising Title 9, "Public Utilities", Chapter 5, "Garbage and Refuse Collection", Subsection 9-5-4(B)(1A) Of the code of ordinances of the City of Skiatook by amending certain ordinances relating to garbage and refuse collection; providing for codification; containing other provisions related thereto; and declaring an emergency.

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

**16. Discussion and possible consideration and appropriate action related to the approval of the Emergency Clause for Ordinance 2022-13.**

Motion was made by Vice Mayor Fuentes and 2<sup>nd</sup> by Councilor McGoffin to approve the emergency clause for Ordinance 2022-13.

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

**17. Discussion and possible consideration and appropriate action, related to the approval Of Ordinance 2022-14, An ordinance amending Title 1 "Administration", Chapter 8 "Elections", Section 1(A) "Wards and Boundaries" [1-8-1(A)], of the city code of the City of Skiatook, by modifying ward boundaries for six (6) current city council wards for the City of Skiatook, containing other provisions related thereto, repealing all ordinances or parts of ordinances in conflict herewith, and declaring an emergency.**

Motion was made by Councilor McGoffin and 2<sup>nd</sup> by Vice Mayor Fuentes to approve Ordinance 2022-14, An ordinance amending Title 1 "Administration", Chapter 8 "Elections", Section 1(A) "Wards and Boundaries" [1-8-1(A)], of the city code of the City of Skiatook, by modifying ward boundaries for six (6) current city council wards for the City of Skiatook, containing other provisions related thereto, repealing all ordinances or parts of ordinances in conflict herewith, and declaring an emergency.

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

**18. Discussion and possible consideration and appropriate action, related to the approval of the Emergency Clause for Ordinance 2022-14.**

Motion was made by Vice Mayor Fuentes and 2<sup>nd</sup> by Councilor Jech to approve the Emergency Clause for Ordinance 2022-14.

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

**19. Discussion and possible consideration and appropriate action, related to the approval Of Skiatook Skatepark proposal from American Ramp Company in the amount of SIXTY EIGHT THOUSAND SIX HUNDRED SEVENTY THREE DOLLARS (\$68,673.00)**

Motion was made by Councilor Upton and 2<sup>nd</sup> by Councilor McGoffin to approve the proposal of Skiatook Skatepark From American Ramp Company in the amount of SIXTY EIGHT THOUSAND SIX HUNDRED SEVENTY THREE DOLLARS (\$68,673.00).

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

**20. Discussion and possible consideration and appropriate action, related to approval Of Resolution 2022-09, A resolution declaring the Eligibility of the City of Skiatook, Oklahoma, to submit an application to the Oklahoma Department of Transportation (ODOT) for use of the Transportation Alternatives Program Funds set forth by the federal government "Infrastructure Investment and Jobs Act" (IIJA) for the Skiatook Rogers Boulevard Pedestrian Improvements II Project in Skiatook, Oklahoma and authorizing the Mayor to execute and sign all necessary documents.**

Motion was made by Vice Mayor Fuentes and 2<sup>nd</sup> by Councilor Jech to approve Resolution 2022-09, A resolution declaring the Eligibility of the City of Skiatook, Oklahoma, to submit an application to the Oklahoma Department of Transportation (ODOT) for use of the Transportation Alternatives Program Funds set forth by the federal government "Infrastructure Investment and Jobs Act" (IIJA) for the Skiatook Rogers Boulevard Pedestrian Improvements II Project in Skiatook, Oklahoma and authorizing the Mayor to execute and sign all necessary documents.

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

NO: NONE

**21. Discussion and possible consideration and appropriate action, related to approval of Requisition to purchase two (2) Horton Ambulances for the Skiatook Fire Department In the amount of SEVEN HUNDRED EIGHTY TWO THOUSAND DOLLARS (\$782,000.00).**

Motion was made by Councilor McGoffin and 2<sup>nd</sup> by Councilor Upton to approve the purchase of two (2) Horton Ambulances for the Skiatook Fire Department In the amount of SEVEN HUNDRED EIGHTY TWO THOUSAND DOLLARS (\$782,000.00).

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

NO: NONE

**22. City Manager's Report:**

- **Beginning Oct. 1<sup>st</sup>. 2022 Recycling program with Replenish**
- **One cent: form committee to gain feedback that will enable us to improve incentive for next year's vote.**
- **Central Park Phase II**
- **5G cell tower update**

**23. Adjournment**

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

YES: 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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Linda Loftis, Councilor

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Joyce Jech, Councilor

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Shirley Lett, City Clerk

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Geoff McGoffin, Councilor

**Absent**

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Date Minutes Approved:

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Herb Forbes, Councilor

**MINUTES OF THE SKIATOOK  
PUBLIC WORKS AUTHORITY REGULAR MEETING  
TUESDAY, September 13, 2022 6:45 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 6:45 pm in the Municipal Boardroom.

**2. Roll Call**

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

ABSENT: Herb Forbes, Brad White

STAFF: 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 August 9, 2022 Regular Meeting.
- b. Approval of Purchase Orders/Warrants for 08/30/22(#143710-#143803)
  - i. SPWA \$754,459.64
- c. Approval of Purchase Orders/Warrants for 09/13/22(#143838-#143931)
  - i. SPWA \$745,491.25
  - ii. Payroll (08-12-22) \$ 66,110.59
  - iii. Payroll (08-26-22) \$ 98,822.63
- d. Approval of Budget Amendment to revenue line item 55-338 (SPWA Miscellaneous) Insurance reimbursement for damages- Electrical dept. bucket truck, from Ok. Municipal Assurance Group in the amount of EIGHT THOUSAND SIX HUNDRED THIRTY FIVE DOLLARS (\$8635.00) and Supplemental Appropriation to Expense line item 55-454-540 for Electric dept. vehicle maintenance, in the amount of EIGHT THOUSAND SIX HUNDRED THIRTY FIVE DOLLARS (\$8635.00)

Motion was made by Trustee Jech and 2<sup>nd</sup> by Trustee Upton to approve as written.

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

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 approval of Contract for Commercial Refuse Collection, Removal and Disposal Services, between The Skiatook Public Works Authority and C.R.T.S., L.L.C., an Oklahoma Limited Liability Company for a 5 year term. (Brandon Gideon, Member/Manager).**

Motion was made by Vice Chairman Fuentes and 2<sup>nd</sup> by Trustee McGoffin to approve the Contract for Commercial Refuse Collection, Removal and Disposal Services, between The Skiatook Public Works Authority and C.R.T.S., L.L.C., an Oklahoma Limited Liability Company for a 5 year term. (Brandon Gideon, Member/Manager).

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

NO: NONE

**6. Adjournment**

Motion was made by Trustee Loftis and 2<sup>nd</sup> by Vice Chairman Fuentes to adjourn at 6:53pm.

YES: 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

**Absent**

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Date Minutes Approved:

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Herb Forbes, Trustee

