

**MINUTES OF THE MEETING  
OF THE SKIATOOK CITY COUNCIL  
TUESDAY, January 14, 2020 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 Trey Harper, Skiatook Christian Church
- b. Flag Salute by Jim Annas, Fire Chief
- c. Roll Call by Shirley Lett, City Clerk

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

ABSENT: None

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 December 10, 2019 Regular Meeting.
- B. Approval of Purchase Orders/Warrants for 12/23/19: (#134556-#134637)
 

i.	General Fund	\$77,853.57
ii.	Cemetery Fund	\$124.68
iii.	One Cent Capital Projects	\$28,683.88
iv.	One Half Cent Capital Projects	\$8,867.35
v.	Payroll (12/06/19)	\$140,200.65
vi.	Holiday Pay 2019	\$8,834.20
- C. Approval of Purchase Orders/Warrants for 01/09/20: (#134678-#134786)
 

i.	General Fund	\$71,988.70
ii.	Cemetery Fund	\$224.75
iii.	Airport Fund	\$111,756.96
iv.	Court Fund	\$205.38
v.	One Cent Capital Projects	\$5,226.42
vi.	One/Half Cent Cap Projects	\$258,767.55
vii.	Payroll (12/20/19)	\$205,785.40
viii.	Payroll (01/02/20)	\$138,861.69
- D. Budget Amendment to Revenue Line Item 15-338 (One Cent Miscellaneous) and Supplemental Appropriation to Expense Line Item 15-400-668 (One Cent General Government) in the amount of \$4,550.00 for donations for the Christmas tree in Skiatook Central Park.
- E. Budget Amendment to Revenue Line Item 01-338 (General Miscellaneous) and Supplemental Appropriation to Expense Line Item 01-415-610 (Economic Development) in the amount of \$11,700.00 for GRDA donation for downtown banners and Christmas tree extension.
- F. Acceptance of a perpetual easement from Billie Robertson and Suzann Robertson, as co-trustees of the Billie Robertson and Suzann Robertson Family Trust, for electrical energy transmission and distribution purposes, through, across, over and under the following described tracts or parcels of land lying in the county of Osage, State of Oklahoma, to-wit:

A 10.00' wide strip of land being part of the Northeast Quarter of the Southeast Quarter (NE/4 SE/4) of Section Twenty-eight (28), Township Twenty-two North (T-22-N), Range Twelve East (R-12-E) of the Indian Base and Meridian, Osage County, State of Oklahoma, according to the United States Government Survey thereof, less and except: the North 485.00 feet of the East 688.00 feet thereof, AND the South 466.70 feet of the East 466.70 feet thereof:

Said strip more particularly described, as follows, to-wit:

A 10.00 feet wide strip of land. The centerline of said strip commencing at the Northeast Corner of said NE/4 SE/4; thence South along the East line thereof for a distance of 721.30 feet to the Point of Beginning; thence N-90°00'00"-W for a distance of 230.00 feet to the Point of Ending.

Motion was made by Councilor Jech and 2<sup>nd</sup> by Councilor McGoffin 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. Presentation of and discussion and possible consideration and appropriate action related to the acceptance of the Fiscal Year 2018-2019 Audit.**

Motion was made by Mayor Forbes and 2<sup>nd</sup> by Councilor Jech to approve to the acceptance of the Fiscal Year 2018-2019 Audit.

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

**6. Update by Michal Davis regarding the assessment of downtown Skiatook buildings.**

**7. Update regarding Phoenix Kids Center, LLC.**

**8. Discussion relating to the following citizen request by Kevin Paslay, as written: "Discuss 1 meeting per month 100% raise for city councilmen & women."**

**9. Discussion relating to the following citizen request by Osage County Commissioner District 2, Kevin Paslay, as written: "2<sup>nd</sup> request for executive session to discuss City Manager, Head of Elect Dept, Head of Fire Dept, Fire Marshall, Head of Police Dept. If executive session is not allowed, these items will be discussed in public. Discussion with of the city council on why City Manager is harassing Commissioner Paslay."**

**10. Discussion relating to the following citizen request by Horace Paslay, as written: "Campaign signs & enforcement. Discussion and possible action to revisit sign language and recent changes to sign laws from 16 sqft to 32 sqft. Kevin Paslay will speak on that subject as well."**

**11. Discussion relating to the following citizen request by Kevin Paslay, as written: "Flooding issues in Tulsa and Osage County."**

- 12. Discussion and possible consideration and appropriate action related to the approval of Resolution 2020-01, A RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH THE LOWEST RESPONSIBLE BIDDER, TIMBER OKLAHOMA, LLC (bid in the amount of \$113,650.00) FOR THE YEAR 2 TREE TRIMMING CYCLE AROUND POWER LINES PROJECT, AUTHORIZING PAYMENTS PURSUANT TO THE CONTRACT, AUTHORIZING CHANGE ORDERS, AUTHORIZING THE EXECUTION OF ALL DOCUMENTS RELATED TO THE PROJECT, AND CONTAINING OTHER PROVISIONS RELATED THERETO.**

Motion was made by Councilor McGoffin and 2<sup>nd</sup> by Councilor Fuentes to approve Resolution 2020-01, A RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH THE LOWEST RESPONSIBLE BIDDER, TIMBER OKLAHOMA, LLC (bid in the amount of \$113,650.00) FOR THE YEAR 2 TREE TRIMMING CYCLE AROUND POWER LINES PROJECT, AUTHORIZING PAYMENTS PURSUANT TO THE CONTRACT, AUTHORIZING CHANGE ORDERS, AUTHORIZING THE EXECUTION OF ALL DOCUMENTS RELATED TO THE PROJECT, AND CONTAINING OTHER PROVISIONS RELATED THERETO.

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

- 13. Discussion and possible consideration and appropriate action related to the approval of an Agreement between Owner and Engineer for Professional Services between the City of Skiatook and CEC Corporation for Airport Planning and Engineering Services at the Skiatook Municipal Airport such as, but not limited to: Grant Administration, Environmental Documents, DBE Program, CIP's, Field Survey, Testing, Inspection, Airport Layout Plans, Airfield Lighting & Signs, new Airfield Paving, Runway and Taxiway Extensions and Widening, NAVAID Installation, Pavement Rehabilitation, Hangars, Perimeter Fencing and Gates, Fuel Systems, Drainage Improvements, Road Improvements, Land Acquisition, and any other improvements deemed necessary by the City.**

Motion was made by Councilor McGoffin and 2<sup>nd</sup> by Vice Mayor Edens to approve an Agreement between Owner and Engineer for Professional Services between the City of Skiatook and CEC Corporation for Airport Planning and Engineering Services at the Skiatook Municipal Airport such as, but not limited to: Grant Administration, Environmental Documents, DBE Program, CIP's, Field Survey, Testing, Inspection, Airport Layout Plans, Airfield Lighting & Signs, new Airfield Paving, Runway and Taxiway Extensions and Widening, NAVAID Installation, Pavement Rehabilitation, Hangars, Perimeter Fencing and Gates, Fuel Systems, Drainage Improvements, Road Improvements, Land Acquisition, and any other improvements deemed necessary by the City.

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

- 14. Discussion and possible consideration and appropriate action related to the approval of Amendment No. 1 to Owner-Engineer Agreement for Rehabilitate Runway Project 18/36 AIP 3-40-0089-014-2020 at the Skiatook Municipal Airport.**

Motion was made by Mayor Forbes and 2<sup>nd</sup> by Councilor Jech to approve Amendment No. 1 to Owner-Engineer Agreement for Rehabilitate Runway Project 18/36 AIP 3-40-0089-014-2020 at the Skiatook Municipal Airport.

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

- 15. Discussion and possible consideration and appropriate action related to the ratification of the approval of the increase in price for the replacement of the roof at the central gym building from \$42,480.00 to \$49,500.00, an increase of \$7,020.00 from the original estimate approved on November 12, 2019 from Quality Roofing Systems LLC.**

Motion was made by Vice Mayor Edens and 2<sup>nd</sup> by Councilor Loftis to approve the ratification of the approval of the increase in price for the replacement of the roof at the central gym building from \$42,480.00 to \$49,500.00, an increase of \$7,020.00 from the original estimate approved on November 12, 2019 from Quality Roofing Systems LLC.

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

**16. City Manager’s Report:**

- **Update on Maple Drive road improvements.**
- **Update regarding the traffic light on A Street.**
- **Discuss going back out for bids on the property at Oak and Lenapah (Tiger Park).**

**17. Public Comment Forum**

*\*To be eligible to speak, you must be identified by the Mayor. You must come to the microphone to speak and must clearly state your name and address.*

**18. Adjournment.**

Motion was made by Mayor Forbes and 2<sup>nd</sup> by Vice Mayor Edens to adjourn.

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

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Herb Forbes, Mayor

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Stephanie Upton, Councilor

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Robin Edens, 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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Cody Fuentes, Councilor

**MINUTES OF THE MEETING  
OF THE SKIATOOK PUBLIC WORKS AUTHORITY  
TUESDAY, DECEMBER 10, 2019 6:00 P.M., MUNICIPAL BOARDROOM**

**1. Call to Order**

The meeting was called to order by Chairman Forbes at 8:00 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, 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 December 10, 2019 Regular Meeting.
- b. Approval of Purchase Orders/Warrants for 12/23/19: (#134556-#134637)
  - i. SPWA \$220,310.24
  - ii. SPWA (12/06/19) \$48,732.78
  - iii. Holiday Pay 2019 \$2,731.76
- c. Approval of Purchase Orders/Warrants for 01/09/20: (#134678-#134786)
  - i. SPWA \$397,662.32
  - ii. Payroll (12/20/19) \$69,730.71
  - iii. Payroll (01/03/20) \$49,208.87

Motion was made by Trustee McGoffin and 2<sup>nd</sup> by Trustee Upton 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 related to the approval of Change Order No. 2 for the Wastewater Treatment Plant Improvements Project for increased scope of work and an increase in contract price of \$193,292.40 with HCCCO, LLC.**

Motion was made by Chairman Forbes and 2<sup>nd</sup> by Vice Chairman Edens to approve Change Order No. 2 for the Wastewater Treatment Plant Improvements Project for increased scope of work and an increase in contract price of \$193,292.40 with HCCCO, LLC.

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

NO: NONE

**6. Adjournment**

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

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

NO: NONE

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Herb Forbes, Chairman

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Stephanie Upton, Trustee

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Robin Edens, 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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Cody Fuentes, Trustee