

**MINUTES OF THE MEETING  
OF THE SKIATOOK CITY COUNCIL  
TUESDAY, JUNE 9, 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 Herb Forbes, Mayor
- b. Flag Salute by Billy Wakefield, Police 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 May 12, 2020 Work Session.
- B. Approval of the minutes of the May 12, 2020 Regular Meeting.
- C. Approval of Purchase Orders/Warrants for 05/21/20: (#135918-#135963)
  - i. General Fund \$13,905.69
  - ii. Cemetery Fund \$65.11
  - iii. Airport Fund \$41,043.52
  - iv. One Cent Capital Projects \$300,755.26
  - v. Payroll (05-22-20) \$198,618.05
- D. Approval of Purchase Orders/Warrants for 06/04/20: (#136045-#136151)
  - i. General Fund \$35,428.76
  - ii. Cemetery Fund \$1,496.84
  - iii. Airport Fund \$77,205.03
  - iv. Court Fund \$29.34
  - v. One Cent Capital Projects \$37,366.00
  - vi. One/Half Cent Cap Projects \$189,189.05
  - vii. Payroll (06-05-20) \$161,317.15

Motion was made by Councilor McGoffin and 2<sup>nd</sup> by Councilor 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 relating to the following citizen request by Larry Nunley, as written: "Renew request to host the Tallgrass Music Festival August 14-15. We will need to occupy the festival grounds August 12-16, 2020."**

Discussion to approve the change of date of the Tallgrass Music Festival for August 14-15, 2020 at the Tallgrass grounds and to use the grounds from August 12-16, 2020.

- 6. Discussion relating to the following citizen request by First Baptist Church-Skiatook, as written: "Access to north end of Central Park for 2 hours (6:30 – 8:30 pm) Sunday through Thursday, July 19-23rd for elementary children event for the community. We will provide supervision, setup and teardown each day. We will need access to bathrooms."**

City Manager to approve the event as written.

- 7. Discussion and possible consideration and appropriate action related to the approval of Resolution 2020-08, 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 2020-2021 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 Mayor Forbes and 2<sup>nd</sup> by Councilor McGoffin to approve Resolution 2020-08, 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 2020-2021 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 related to the approval of Resolution 2020-07, A RESOLUTION OF THE MAYOR AND CITY COUNCIL AUTHORIZING THE SUBMITTAL OF A GRANT APPLICATION TO THE OKLAHOMA TOURISM AND RECREATION DEPARTMENT LWCF GRANT FOR THE SKIATOOK CENTRAL PARK PHASE II PROJECT AND AUTHORIZING LOCAL PARTICIPATION IF THE GRANT IS AWARDED.**

Motion was made by Councilor McGoffin and 2<sup>nd</sup> by Councilor Fuentes to approve Resolution 2020-07, A RESOLUTION OF THE MAYOR AND CITY COUNCIL AUTHORIZING THE SUBMITTAL OF A GRANT APPLICATION TO THE OKLAHOMA TOURISM AND RECREATION DEPARTMENT LWCF GRANT FOR THE SKIATOOK CENTRAL PARK PHASE II PROJECT AND AUTHORIZING LOCAL PARTICIPATION IF THE GRANT IS AWARDED.

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

- 9. Discussion and possible consideration and appropriate action related to the approval to designate Dan Yancey, City Manager, to act as the sponsor's authorized representative on behalf of the City of Skiatook and to execute the CARES Act Grant No. 3-40-0089-015-2020 application for the Skiatook Municipal Airport.**

Motion was made by Mayor Forbes and 2<sup>nd</sup> by Councilor Fuentes to approve to designate Dan Yancey, City Manager, to act as the sponsor's authorized representative on behalf of the City of Skiatook and to execute the CARES Act Grant No. 3-40-0089-015-2020 application for the Skiatook Municipal Airport.

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

- 10. Discussion and possible consideration and appropriate action related to the approval to hold the "Fantasy in the Sky" fireworks display at the Skiatook Municipal Airport on July 3, 2020.**

Motion was made by Councilor Fuentes and 2<sup>nd</sup> by Councilor Loftis to approve the request to hold the "Fantasy in the Sky" fireworks display at the Skiatook Municipal Airport on July 3, 2020.

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

**11. Discussion and possible consideration and appropriate action related to the approval of Lot Combination Application Number SKLC-101, proposed to combine two (2) tracts currently consisting of 6.01 acres and 6.04 acres, more or less, into one (1) tract consisting of 12.04 acres, more or less, and generally located in Lot Two (2), Block One (1), Star Lake Estates, a Subdivision in Section Four (4), Township Twenty-two (22) North, Range Thirteen (13) East, Tulsa County, at the approximate location of 3621 East 176th Street North, Star Lake Estates Subdivision, Skiatook (Applicants: Kennith and Donna Stewart).**

Motion was made by Councilor McGoffin and 2<sup>nd</sup> by Councilor Loftis to approve Lot Combination Application Number SKLC-101, proposed to combine two (2) tracts currently consisting of 6.01 acres and 6.04 acres, more or less, into one (1) tract consisting of 12.04 acres, more or less, and generally located in Lot Two (2), Block One (1), Star Lake Estates, a Subdivision in Section Four (4), Township Twenty-two (22) North, Range Thirteen (13) East, Tulsa County, at the approximate location of 3621 East 176th Street North, Star Lake Estates Subdivision, Skiatook (Applicants: Kennith and Donna Stewart).

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

**12. Discussion and possible consideration and appropriate action related to the approval of Lot Split Application Number SKL-185, proposed to create two separate (2) tracts consisting of 6.04 acres and 6.00 acres, more or less, and generally located in Lot Two (2), Block One (1), Star Lake Estates, a Subdivision in Section Four (4), Township Twenty-two (22) North, Range Thirteen (13) East, Tulsa County, at the approximate location of 3621 East 176th Street North, Star Lake Estates Subdivision, Skiatook (Applicants: Kennith and Donna Stewart).**

Motion was made by Mayor Forbes and 2<sup>nd</sup> by Councilor Loftis to approve Lot Split Application Number SKL-185, proposed to create two separate (2) tracts consisting of 6.04 acres and 6.00 acres, more or less, and generally located in Lot Two (2), Block One (1), Star Lake Estates, a Subdivision in Section Four (4), Township Twenty-two (22) North, Range Thirteen (13) East, Tulsa County, at the approximate location of 3621 East 176th Street North, Star Lake Estates Subdivision, Skiatook (Applicants: Kennith and Donna Stewart).

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

**13. Discussion and possible consideration and appropriate action related to the approval of Ordinance 2020-01, AN ORDINANCE AMENDING THE PROVISIONS OF TITLE 6 "PUBLIC SAFETY AND NUISANCES", CHAPTER 4 "OFFENSES AND NUISANCES", ARTICLE G "NUISANCES", SECTION 5 "WEEDS AND OTHER NUISANCES", PART A OF THE SKIATOOK MUNICIPAL CODE, CONTAINING OTHER PROVISIONS RELATED THERETO, REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, AND DECLARING AN EMERGENCY.**

Motion was made by Mayor Forbes and 2<sup>nd</sup> by Councilor Fuentes to approve Ordinance 2020-01, AN ORDINANCE AMENDING THE PROVISIONS OF TITLE 6 "PUBLIC SAFETY AND NUISANCES", CHAPTER 4 "OFFENSES AND NUISANCES", ARTICLE G "NUISANCES", SECTION 5 "WEEDS AND OTHER NUISANCES", PART A OF THE SKIATOOK MUNICIPAL CODE, CONTAINING OTHER PROVISIONS RELATED THERETO, REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, AND DECLARING AN EMERGENCY.

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

**14. Discussion and possible consideration and appropriate action related to the approval of the emergency clause for Ordinance 2020-01.**

Motion was made by Mayor Forbes and 2<sup>nd</sup> by Councilor Loftis to approve the emergency clause for Ordinance 2020-01.

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

NO: NONE

**15. Discussion and possible consideration and appropriate action related to the approval of a Site Agreement between the Osage County Nutrition Program, Transportation, Outreach Programs and the City of Skiatook from July 1, 2020 through June 30, 2021.**

Motion was made by Councilor McGoffin and 2<sup>nd</sup> by Councilor Fuentes to approve of a Site Agreement between the Osage County Nutrition Program, Transportation, Outreach Programs and the City of Skiatook from July 1, 2020 through June 30, 2021.

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

NO: NONE

**16. Discussion and possible consideration and appropriate action related to the 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, 2020 through June 30, 2021.**

Motion was made by Councilor McGoffin and 2<sup>nd</sup> by Councilor Jech to approve a Meal Delivery Contract between the Board of County Commissioners through the Osage County Nutrition Program and the City of Skiatook from July 1, 2020 through June 30, 2021.

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

NO: NONE

**17. Discussion and possible consideration and appropriate action related to the 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, 2020 and continuing until June 30, 2021.**

Motion was made by Mayor Forbes and 2<sup>nd</sup> by Councilor McGoffin to approve 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, 2020 and continuing until June 30, 2021.

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

NO: NONE

**18. Discussion and possible consideration and appropriate action related to the approval of an agreement between the City of Skiatook and the Board of County Commissioners of Tulsa County for standard striping and traffic control signage for a one year term.**

Motion was made by Mayor Forbes and 2<sup>nd</sup> by Vice Mayor Edens to approve an agreement between the City of Skiatook and the Board of County Commissioners of Tulsa County for standard striping and traffic control signage for a one year term.

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

NO: NONE

**19. Discussion and possible consideration and appropriate action related to the 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, 2021.**

Motion was made by Mayor Forbes and 2<sup>nd</sup> by Councilor Upton to approve 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, 2021.

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

**20. Discussion and possible consideration and appropriate action related to the approval of an engagement letter with HBC CPA's and Advisors for auditing services and compilation of data for the year ending June 30, 2020.**

Motion was made by Councilor McGoffin and 2<sup>nd</sup> by Councilor Fuentes to approve an engagement letter with HBC CPA's and Advisors for auditing services and compilation of data for the year ending June 30, 2020.

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

**21. Discussion and possible consideration and appropriate action related to the approval of the Worker's Compensation Plan Renewal with Oklahoma Municipal Assurance Group from July 1, 2020 through July 1, 2021 in the amount of \$274,829.00.**

Motion was made by Councilor Jech and 2<sup>nd</sup> by Councilor Loftis to approve the Worker's Compensation Plan Renewal with Oklahoma Municipal Assurance Group from July 1, 2020 through July 1, 2021 in the amount of \$274,829.00.

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

**22. Discussion and possible consideration and appropriate action related to the approval of an Administrative Services Agreement with Ameribank Group Benefits, LLC for insurance brokerage services for the 2020-2021 fiscal year.**

Motion was made by Vice Mayor Edens and 2<sup>nd</sup> by Councilor Upton to approve an Administrative Services Agreement with Ameribank Group Benefits, LLC for insurance brokerage services for the 2020-2021 fiscal year.

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

**23. Discussion and possible consideration and appropriate action related to the approval of the ratification of all articles of the Collective Bargaining Agreement (originally approved August 13, 2019) between the City of Skiatook and the Skiatook Professional Firefighters Local 4067 to provide for a continuation of the agreement for fiscal year 2020-2021.**

Motion was made by Councilor McGoffin and 2<sup>nd</sup> by Vice Mayor Edens to approve the ratification of all articles of the Collective Bargaining Agreement (originally approved August 13, 2019) between the City of Skiatook and the Skiatook Professional Firefighters Local 4067 to provide for a continuation of the agreement for fiscal year 2020-2021.

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

**24. Discussion and possible consideration and appropriate action related to the approval of a contract between the City of Skiatook and the Skiatook Chamber of Commerce for the period of July 1, 2020 through June 30, 2021.**

Motion was made by Councilor Fuentes 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, 2020 through June 30, 2021.

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

***\*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\****

**25. 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, JUNE 9, 2020 6:00 P.M., MUNICIPAL BOARDROOM**

**1. Call to Order**

The meeting was called to order by Chairman Forbes at 6:52 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 May 12, 2020 Regular Meeting.
- b. Approval of Purchase Orders/Warrants for 05/21/20: (#135918-#135963)
  - i. SPWA \$125,372.00
  - ii. Payroll (04-24-20) \$78,230.44
- c. Approval of Purchase Orders/Warrants for 06/04/20: (#136045-#136151)
  - i. SPWA \$434,852.61
  - ii. Payroll (05-08-20) \$54,026.08

Motion was made by Trustee McGoffin and 2<sup>nd</sup> by Trustee Fuentes 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 Resolution 2020-09, A RESOLUTION PROVIDING FOR THE ADOPTION OF AN ANNUAL OPERATING BUDGET FOR THE SKIATOOK PUBLIC WORKS AUTHORITY FOR THE 2020-2021 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 Jech and 2<sup>nd</sup> by Trustee Upton to approve Resolution 2020-09, A RESOLUTION PROVIDING FOR THE ADOPTION OF AN ANNUAL OPERATING BUDGET FOR THE SKIATOOK PUBLIC WORKS AUTHORITY FOR THE 2020-2021 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 related to the approval of the Worker's Compensation Plan Renewal with Oklahoma Municipal Assurance Group from July 1, 2020 through July 1, 2021 in the amount of \$274,829.00.**

Motion was made by Trustee Fuentes and 2<sup>nd</sup> by Vice Chairman Edens to approve the Worker’s Compensation Plan Renewal with Oklahoma Municipal Assurance Group from July 1, 2020 through July 1, 2021 in the amount of \$274,829.00.

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

NO: NONE

**7. Discussion and possible consideration and appropriate action related to the approval of the purchase of a WEG 3,000 KVA pad mount transformer from WESCO Distribution in the amount of \$34,115.00.**

Motion was made by Trustee Fuentes and 2<sup>nd</sup> by Trustee McGoffin to approve the purchase of a WEG 3,000 KVA pad mount transformer from WESCO Distribution in the amount of \$34,115.00.

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

NO: NONE

**8. 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