

**MINUTES OF THE MEETING
OF THE SKIATOOK CITY COUNCIL
TUESDAY, JULY 14, 2020 6:00 P.M., MUNICIPAL BOARDROOM**

1. Call to Order

The meeting was called to order by Vice 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 Shirley Lett, City Clerk

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

ABSENT: Herb Forbes

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 June 9, 2020 Regular Meeting.
- B. Approval of Purchase Orders/Warrants for 06/25/20: (#136202-#136302)

i.	General Fund	\$41,044.80
ii.	Cemetery Fund	\$1,294.21
iii.	Airport Fund	\$546.43
iv.	One Cent Capital Projects	\$40,994.10
v.	One/Half Cent Capital Projects	\$14,724.73
vi.	Payroll (06-19-20)	\$202,485.19
- C. Approval of Purchase Orders/Warrants for 07/09/20: (#136353-#136470)

i.	General Fund	\$158,373.69
ii.	Cemetery Fund	\$1,299.26
iii.	Airport Fund	\$12,059.75
iv.	Court Fund	\$293.40
v.	One Cent Capital Projects	\$115,349.06
vi.	One/Half Cent Cap Projects	\$885,298.70
vii.	Payroll (07-02-20)	\$147,355.11
- D. Ratification of the City Manager's approval of the change of date of the Tallgrass Musci Festival to August 14-15, 2020.
- E. Ratification of the City Manager's approval of First Baptist event at Central park on July 19-23, 2020 from 6:30-8:30 PM.
- F. Acceptance of an Agreement, Temporary Construction Easement, and Perpetual Roadway Easement (Right-of-Way) between Mitchell Lockhart and the City of Skiatook and the Skiatook Public Works Authority concerning land approximately located at a physical address of 220 E. 136th Street North, Skiatook, Oklahoma. The Perpetual Roadway Easement (Right-of-Way) tract of land contains the following legal description: the Northeast Quarter (NE/4) of Section 35, Township 22 North, Range 12 East of the Indian Base and Meridian, Tulsa County, State of Oklahoma, according to the United States Government Survey thereof, more particularly described as follows, to-wit: Commencing at the Northeast corner of Section 35, Township 22 North, Range 12 East; Thence S 880 24' 39" W and along the North line of said NE/4 for a distance of 824.66 feet; Thence S 010 35' 19" E for a distance of 16.50 feet to a point on the Southern Right of Way line of E. 136th St. N. also being the Point of Beginning; Thence S 010 35' 21" E for a distance of 20.65 feet; Thence S 880 24' 39" W for a distance of 54.55 feet; Thence S

800 50' 01" W for a distance of 146.73 feet; Thence S 88° 24' 39" W for a distance of 65.00 feet; Thence N 80° 16' 45" W for a distance of 178.47 feet; Thence N 01° 35' 21" W for a distance of 5.00 feet to a point on the Southern Right of Way line of E. 136th St. N.; Thence along said Southern Right of Way line of E. 136th St. N. N 88° 24' 39" E for a distance of 440.00 feet to the Point of Beginning. Said tract of land contains 12,074.92 square feet or 00.2772 acres, more or less.

Motion was made by Councilor McGoffin and 2nd by Councilor Upton to approve the Consent Agenda.

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. Discussion related to the forgiveness of hangar rent at the Skiatook Municipal Airport during the runway reconstruction.**
- 6. Discussion related to the ongoing COVID-19 pandemic and possible future actions that might need to be taken in response.**
- 7. Discussion and possible consideration and appropriate action related to the approval of a request by the Skiatook Chamber of Commerce to hold the 2020 Pioneer Day Festival from September 24-26, 2020 at Skiatook Central Park.**

Motion was made by Councilor McGoffin and 2nd by Councilor Fuentes to approve a request by the Skiatook Chamber of Commerce to hold the 2020 Pioneer Day Festival from September 24-26, 2020 at Skiatook Central Park.

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

8. Discussion and possible consideration and appropriate action related to the approval to authorize the purchase of two traffic signal upgrades for Broadway Street and Osage Street from SignalTek in the amount of \$47,500.00 and to begin work changing out the signals.

Motion was made by Councilor Fuentes and 2nd by Councilor Jech to approve the purchase of two traffic signal upgrades for Broadway Street and Osage Street from SignalTek in the amount of \$47,500.00 and to begin work changing out the signals.

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

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 to the east to Highway 75)

Motion was made by Councilor McGoffin and 2nd by Councilor Fuentes to approve to advertise for bids for the East Side Tree Trimming Project. (From Osage Prairie Trail to the 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 advertise for bids for the Rehabilitate Runway Project 18/36 AIP 3-40-0089-014-2020 at the Skiatook Municipal Airport.

Motion was made by Councilor McGoffin and 2nd by Councilor Fuentes to approve to advertise for bids for the Rehabilitate Runway Project 18/36 AIP 3-40-0089-014-2020 at the Skiatook Municipal Airport.

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

11. DISCUSSION AND APPROPRIATE ACTION RELATED TO PROPOSED RESOLUTION 2020-10, A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A CONTRACT FOR THE PURCHASE OF CERTAIN REAL PROPERTY LOCATED IN COOPER NORTH ADDITION AND IN PART OF THE SOUTHEAST QUARTER OF SECTION 21, TOWNSHIP 22 NORTH, RANGE 13 EAST, TULSA COUNTY, OKLAHOMA, FOR THE PURCHASE PRICE OF \$585,000.00, AUTHORIZING THE CITY MANAGER TO CLOSE THE TRANSACTION, AND CONTAINING OTHER PROVISIONS RELATED THERETO.

Motion was made by Councilor Jech and 2nd by Councilor Loftis to approve RESOLUTION 2020-10, A RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION OF A CONTRACT FOR THE PURCHASE OF CERTAIN REAL PROPERTY LOCATED IN COOPER NORTH ADDITION AND IN PART OF THE SOUTHEAST QUARTER OF SECTION 21, TOWNSHIP 22 NORTH, RANGE 13 EAST, TULSA COUNTY, OKLAHOMA, FOR THE PURCHASE PRICE OF \$585,000.00, AUTHORIZING THE CITY MANAGER TO CLOSE THE TRANSACTION, AND CONTAINING OTHER PROVISIONS RELATED THERETO.

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

12. Discussion and possible consideration and appropriate action related to the approval to authorize the City Manager to authorize work to begin on renovating the Old Central gym.

Motion was made by Councilor McGoffin and 2nd by Councilor Loftis to approve the City Manager to authorize work to begin on renovating the Old Central gym.

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

13. Discussion and possible consideration and appropriate action related to the approval of the purchase of materials and supplies for the Electric Department from Diversified Electric Co. in the amount of \$127,760.20.

Motion was made by Vice Mayor Edens and 2nd by Councilor Loftis to approve the purchase of materials and supplies for the Electric Department from Diversified Electric Co. in the amount of \$127,760.20.

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

14. Discussion and possible consideration and appropriate action related to the approval the purchase of three (3) VHF XPR 5550 45 Watt Mobile Radios in the amount of \$2,957.00, two (2) 800 MHZ APX6500 Dash Mount Mobile Radios in the amount of \$8,868.42, three (3) APX 8000 2100 MAH Batteries in the amount of \$1,319.28, and ten (10) APX 900 Portable Radios 7/800 MHZ Model 2 in the amount of \$24,728.15 for the Fire Department.

Motion was made by Councilor Fuentes and 2nd by Councilor Loftis to approve the purchase of three (3) VHF XPR 5550 45 Watt Mobile Radios in the amount of \$2,957.00, two (2) 800 MHZ APX6500 Dash Mount Mobile Radios in

the amount of \$8,868.42, three (3) APX 8000 2100 MAH Batteries in the amount of \$1,319.28, and ten (10) APX 900 Portable Radios 7/800 MHZ Model 2 in the amount of \$24,728.15 for the Fire Department.

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

15. City Manager’s Report:

- **Update on road improvement projects.**
- **Update on road project overrun.**
- **City of Skiatook videos with The Hub Skiatook.**

****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****

16. Adjournment.

Motion was made by Councilor McGoffin and 2nd by Councilor Loftis to adjourn.

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

_____ ABSENT _____
Herb Forbes, Mayor

Stephanie Upton, Councilor

Robin Edens, Vice Mayor

Joyce Jech, Councilor

Linda Loftis, Councilor

Shirley Lett, City Clerk

Geoff McGoffin, Councilor

Date Minutes Approved:

Cody Fuentes, Councilor

**MINUTES OF THE MEETING
OF THE SKIATOOK PUBLIC WORKS AUTHORITY
TUESDAY, JULY 14, 2020 6:00 P.M., MUNICIPAL BOARDROOM**

1. Call to Order

The meeting was called to order by Vice Chairman Edens at 6:35 pm in the Municipal Boardroom.

2. Roll Call

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

ABSENT: Herb Forbes

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 June 9, 2020 Regular Meeting.
- b. Approval of Purchase Orders/Warrants for 06/25/20: (#136202-#136302)
 - i. SPWA \$240,636.60
 - ii. Payroll (06-19-20) \$81,121.24
- c. Approval of Purchase Orders/Warrants for 07/09/20: (#136353-#136470)
 - i. SPWA \$537,104.84
 - ii. Payroll (07-02-20) \$53,356.84
- d. Acceptance of an Agreement, Temporary Construction Easement, and Perpetual Roadway Easement (Right-of-Way) between Mitchell Lockhart and the City of Skiatook and the Skiatook Public Works Authority concerning land approximately located at a physical address of 220 E. 136th Street North, Skiatook, Oklahoma. The Perpetual Roadway Easement (Right-of-Way) tract of land contains the following legal description: the Northeast Quarter (NE/4) of Section 35, Township 22 North, Range 12 East of the Indian Base and Meridian, Tulsa County, State of Oklahoma, according to the United States Government Survey thereof, more particularly described as follows, to-wit: Commencing at the Northeast corner of Section 35, Township 22 North, Range 12 East; Thence S 880 24' 39" W and along the North line of said NE/4 for a distance of 824.66 feet; Thence S 010 35' 19" E for a distance of 16.50 feet to a point on the Southern Right of Way line of E. 136th St. N. also being the Point of Beginning; Thence S 010 35' 21" E for a distance of 20.65 feet; Thence S 880 24' 39" W for a distance of 54.55 feet; Thence S 800 50' 01" W for a distance of 146.73 feet; Thence S 880 24' 39" W for a distance of 65.00 feet; Thence N 800 16' 45" W for a distance of 178.47 feet; Thence N 010 35' 21" W for a distance of 5.00 feet to a point on the Southern Right of Way line of E. 136th St. N.; Thence along said Southern Right of Way line of E. 136th St. N. N 880 24' 39" E for a distance of 440.00 feet to the Point of Beginning. Said tract of land contains 12,074.92 square feet or 00.2772 acres, more or less.

Motion was made by Trustee Jech and 2nd by Trustee Loftis to approve the Consent Agenda.

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. Discussion and possible consideration and appropriate action related to the approval of Change Order No. 3 for the Skiatook Wastewater Treatment Plant for the mitigation of sludge at the

Hominy Creek Site for a change in contract price of \$249,000.00 (new project total contract price: \$11,515,073.40) and adding an additional ninety (90) calendar days to the contract time.

Motion was made by Trustee McGoffin and 2nd by Trustee Fuentes to approve Change Order No. 3 for the Skiatook Wastewater Treatment Plant for the mitigation of sludge at the Hominy Creek Site for a change in contract price of \$249,000.00 (new project total contract price: \$11,515,073.40) and adding an additional ninety (90) calendar days to the contract time.

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

6. Discussion and possible consideration and appropriate action related to the ratification of the approval of the Agreement for Engineering Services for 2020 Water Line Rehabilitation with Holloway, Updike, and Bellen, Inc. for the rehabilitation of approximately 3,360 linear feet (LF) of 4" water line within existing right-of-way at Elm Street, Russell Street, and Pine Place and Ash Street.

Motion was made by Trustee Upton and 2nd by Trustee McGoffin to approve the Agreement for Engineering Services for 2020 Water Line Rehabilitation with Holloway, Updike, and Bellen, Inc. for the rehabilitation of approximately 3,360 linear feet (LF) of 4" water line within existing right-of-way at Elm Street, Russell Street, and Pine Place and Ash Street.

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

7. Adjournment

Motion was made by Trustee Jech and 2nd by Vice Chairman Edens to adjourn.

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

_____ ABSENT _____
Herb Forbes, Chairman

Stephanie Upton, Trustee

Robin Edens, Vice Chairman

Joyce Jech, Trustee

Linda Loftis, Trustee

Shirley Lett, City Clerk

Geoff McGoffin, Trustee

Date Minutes Approved:

Cody Fuentes, Trustee