

**MINUTES OF THE MEETING
OF THE SKIATOOK CITY COUNCIL
TUESDAY, JUNE 9, 2015, 6:00 P.M. MUNICIPAL BOARDROOM**

1. Call to Order

The meeting was called to order by Mayor David Sutherland at 6:00 p.m. in the Municipal Boardroom.

2. Invocation

The invocation was given by Susan Whitley, First United Methodist Church.

3. Flag Salute

The flag salute was led by Brad White, Public Works Director

4. Roll Call

PRESENT: David Sutherland, Herb Forbes, Joyce Jech, Patrick Young, Kevin Paslay, Shawn Martin
Patty Ceska arrived at 6:05 pm.

ABSENT: None

STAFF: Dan Yancey, Ginger Stephens, other staff members

5. Consideration and appropriate action relating to a request for approval of the Consent Agenda.

A. Approval of minutes of June 9th, 2015 regular meeting. Attachment A

B. Approval of Purchase Orders/Warrants: (#116764-116849)

I.	General		\$49,242.00
II.	Cemetery		492.94
III.	Airport		151.78
IV.	One Cent	Attachment B	44,866.91

Motion was made by Councilor Young, 2nd by Councilor Paslay to approve Consent Agenda.

YES: Sutherland, Forbes, Jech, Young, Paslay, Martin

NO: Ceska

6. Consideration and appropriate action relating to items removed from the Consent Agenda.

THIS ITEM WAS SKIPPED. NO ACTION WAS TAKEN.

7. Consideration and appropriate action relating to Resolution 2015-22; 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; 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 Sutherland, 2nd by Councilor Forbes to approve Resolution 2015-22, 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; classifying revenues for each fund, establishing levels of expenditures by classification as provided by statute and, establishing an effective date.

YES: Sutherland, Forbes, Jech, Young, Paslay, Martin

NO: Ceska

8. **Presentation by the Skiatook Downtown Development Group.**

Presentation only. No action taken

9. **Public Hearing in regards to the proposed Overlay District**

Motion was made by Mayor Sutherland, 2nd by Councilor Young to open hearing.

YES: Sutherland, Forbes, Jech, Young, Ceska, Paslay, Martin

NO: None

Motion was made by Mayor Sutherland, 2nd by Councilor Jech to close hearing.

YES: Sutherland, Forbes, Jech, Young, Ceska, Paslay, Martin

NO: None

10. **Discussion in reference to a request to address the City Council regarding an update on the Skiatook Library.**

Discussion only. No action taken.

11. **Discussion in reference to a request to address the City Council regarding the possible installation or recruiting a bike share program to Skiatook Central Park.**

Ms. Ross was not present.

12. **Consideration and appropriate action relating to whether a structure located at 410 S. John Zink has become dilapidated and has become detrimental to the health, safety or welfare of the general public and the community or a fire hazard, and possible action related to abatement of the condition of the property and possible order of removal of the structure and/or structures located on the property.**

Motion was made by Councilor Ceska, 2nd by Mayor Sutherland to table until July 14th, 2015, meeting.

YES: Sutherland, Forbes, Jech, Young, Ceska, Paslay, Martin

NO: None

13. **Consideration and appropriate action relating to whether a structure located at 303 E. 1st has become dilapidated and has become detrimental to the health, safety or welfare of the general public and the community or a fire hazard, and possible action related to abatement of the condition of the property and possible order of removal of the structure and/or structures located on the property.**

No action taken.

14. **Consideration and appropriate action relating to an amendment to the General Fund budget wherein estimated revenues are increased by a total of \$3,460.36 to Line Item 01-338 representing a grant from the Cherokee Nation and approval of a supplemental appropriation to the Police Department Capital Outlay to Line Item 01-405-610.**

Motion was made by Councilor Forbes, 2nd by Councilor Young, to approve an amendment to the General Fund budget wherein estimated revenues are increased by a total of \$3,460.36 to Line item 01-338 representing a grant from the Cherokee Nation and approval of a supplemental appropriation to the Police Department Capital Outlay Line item 01-405-610.

YES: Sutherland Forbes, Jech, Young, Ceska, Paslay, Martin

NO: None

15. **Consideration and appropriate action relating to an amendment to the General Fund budget wherein estimated revenues are increased by a total of \$2,000.00 to Line Item 01-338 representing a grant from the Oklahoma Department of Health and approval of a supplemental appropriation to the Fire Department Capital Outlay to Line Item 01-406-610.**

Motion was made by Councilor Young, 2nd by Councilor Jech to approve an amendment to the General Fund budget herein estimated revenues are increased by a total of \$2,000.00 to Line item 01-338 representing a grant from the Oklahoma Department of Health and approval of a supplemental appropriation to the Fire Department Capital Outlay to Line item 01-406-610.

YES: Sutherland, Forbes, Jech, Young, Ceska, Paslay, Martin

NO: None

16. **Consideration and appropriate action to approval of a Memorandum of Agreement between the Emergency Medical Services authority (EMSA) and the City of Skiatook Fire Department to establish agreed-upon responsibilities between the two parties for ownership response, and maintenance of 2009 6' Bantam Cargo Trailer and equipment to support Medical Rehab Operations.**

Motion was made by Mayor Sutherland, 2nd by Councilor Ceska to approve a Memorandum of Agreement between the Emergency Medical Services Authority (EMSA) and the City of Skiatook Fire Department to establish agreed-upon responsibilities between the two parties for ownership, response, and maintenance of 2009 6' Bantam Cargo Trailer and equipment to support Medical Rehab Operations.

YES: Sutherland, Forbes, Jech, Young, Ceska, Paslay, Martin

NO: None

17. **Consideration and appropriate action relating to approval of a Capital Improvements Agreement between the Board of County Commissioners of Tulsa County, Oklahoma and the City of Skiatook, Oklahoma for the Skiatook Streetscaping Project.**

Motion was made by Councilor Young, 2nd by Councilor Forbes to approve a Capital Improvements Agreement between the Board of County Commissioners of Tulsa County, Oklahoma and the City of Skiatook, Oklahoma for the Skiatook Streetscaping Project.

YES: Sutherland, Forbes, Jech, Young, Ceska, Paslay, Martin

NO: None

18. **Consideration and appropriate action relating to approval of Ordinance 2015-06; an ordinance granting a nonexclusive Permit to CoxCom, L.L.C., its successors and assigns to construct, operate AND MAINTAIN a Cable System within the City of Skiatook, Oklahoma, for a period not to exceed five years; defining the nature of the agreement; stating the obligations of CoxCom, LLC; stating the obligations of the City; providing for codification and declaring an emergency.**

Motion was made by Mayor Sutherland, 2nd by Councilor Martin to approve Ordinance 2015-06; an ordinance granting a nonexclusive Permit to CoxCom, LLC, its successors and assigns to construct, operate AND MAINTAIN a Cable System within the City of Skiatook, Oklahoma, for a period not a exceed five years; defining the nature of the agreement; stating the obligations of CoxCom, LLC; stating the obligations of the City; providing for codification and declaring an emergency.

YES: Sutherland, Forbes, Jech, Young, Ceska, Paslay, Martin

NO: None

19. **Consideration and appropriate action relating to approval of an emergency Clause for Ordinance 2015-06.**

Motion was made by Mayor Sutherland, 2nd by Councilor Young to approve Emergency Clause for Ordinance 2015-06.

YES: Sutherland, Jech, Young, Ceska, Paslay, Martin
NO: None
ABSTAIN: Forbes

20. **Consideration and appropriate action relating to approval of a Pole Attachment Agreement between the City of Skiatook and CoxCom, LLC regarding use of the City's utility poles to attach cables and related communications equipment.**

Motion was made by Councilor Young and 2nd by Councilor Paslay to approve a Pole Attachment Agreement between the City of Skiatook and CoxCom, LLC, regarding use of the City's utility poles to attach cables and related communications equipment.

YES: Sutherland, Jech, Young, Ceska, Paslay, Martin
NO: None
ABSTAIN: Forbes

21. **Consideration and appropriate action relating to possible approval of Amendment of the Deed of Dedication and Restrictive covenants of "Airport Addition", a subdivision within the City of Skiatook, and authorizing the Mayor to execute the amendment.**

Motion was made by Mayor Sutherland, 2nd by Councilor Young to approve an Amendment of the Deed of dedication and Restrictive Covenants of "Airport Addition", a subdivision within the City of Skiatook, and authorizing the Mayor to execute the amendment.

YES: Sutherland, Forbes, Jech, Young, Ceska, Paslay, Martin
NO: None

22. **Consideration and appropriate action relating to authorizing the City Manager to execute and submit all documentation required to the Federal Aviation Administration to evidence compliance with Federal regulations related to airport access from adjacent property.**

Motion was made by Councilor Forbes and 2nd by Councilor Ceska to authorize the City Manager to execute and submit all documentation required to the Federal Aviation Administration to evidence compliance with Federal regulations related to airport access from adjacent property.

YES: Sutherland, Forbes, Jech, Young, Ceska, Paslay, Martin
NO: None

23. **Consideration and appropriate action relating to approval of an Athletic Facilities Use Agreement between the City of Skiatook, Oklahoma and Skiatook Softball Association.**

Motion was made by Mayor Sutherland, 2nd by Councilor Jech to approve an Athletic Facilities Use Agreement between the City of Skiatook, Oklahoma and Skiatook Softball Association.

YES: Sutherland, Forbes, Jech, Young, Ceska, Paslay, Martin
NO: None

24. **Consideration and appropriate action relating to approval of an Athletic Facilities Use Agreement between the City of Skiatook, Oklahoma and Skiatook Bulldogs Football Association.**

Motion was made by Mayor Sutherland, 2nd by Councilor Martin to approve an Athletic Facilities Use Agreement between the City of Skiatook, Oklahoma and Skiatook Bulldogs Football Association.

YES: Sutherland, Forbes, Jech, Young, Ceska, Paslay, Martin
NO: None

25. Consideration and appropriate action relating to approval of an Athletic Facilities Use Agreement between the City of Skiatook, Oklahoma and Skiatook Youth Baseball.

Motion was made by Mayor Sutherland and 2nd by Councilor Ceska to approve an Athletic Facilities Use Agreement between the City of Skiatook, Oklahoma, and Skiatook Youth Baseball.

YES: Sutherland, Forbes, Jech, Young, Ceska, Paslay, Martin
NO: None

26. City Managers Report

A. Capital Projects

This item was skipped, nothing to report at this time.

B. Police and Fire Department

This item was skipped, nothing to report at this time.

27. Public Comment Forum

To be eligible to speak you must be identified by the Mayor, You must come to the microphone to speak at which time you must state clearly your name and address. You have the floor for 2 minutes. The City Council MAY NOT discuss your item.

This item was skipped, no one wished to speak.

28. Adjournment.

Motion was made by Mayor Sutherland and 2nd by Councilor Jech to Adjourn.

YES: Sutherland, Forbes, Jech, Young, Ceska, Paslay, Martin
NO: None

David Sutherland, Mayor

Herb Forbes, Councilor

Patrick Young, Vice Mayor

Joyce Jech, Councilor

Patty Ceska, Councilor

Ginger Stephens, Deputy Clerk/Treasurer

Kevin Paslay, Councilor

Date Minutes Approved:

Shawn Martin, Councilor

**MINUTES OF THE MEETING
OF THE SKIATOOK PUBLIC WORKS AUTHORITY
TUESDAY, JUNE 9, 2015, 6:00 P.M., MUNICIPAL BOARDROOM**

1. Call to Order

The meeting was called to order by Chairman Sutherland at 7:50 pm, in the Municipal Boardroom.

4. Roll Call

PRESENT: David Sutherland, Herb Forbes, Joyce Jech, Patrick Young, Patty Ceska, Kevin Paslay, Shawn Martin

ABSENT: None

STAFF: Dan Yancey, Ginger Stephens, and other staff members.

5. Consideration and appropriate action relating to a request for approval of the Consent Agenda.

A. Approval of minutes of May 26, 2015, regular meeting.

B. Approval of Purchase Orders/Warrants: (#116764-116849)

I. SPWA \$431,317.76

Motion was made by Trustee Young, 2nd by Trustee Forbes to approve the Consent Agenda as written;

YES: Sutherland, Forbes, Jech, Young, Ceska, Paslay, Martin

NO: None

6. Consideration and appropriate action relating to items removed from the Consent Agenda.

THIS ITEM WAS SKIPPED. NO ACTION WAS TAKEN.

7. PUBLIC HEARING in regards to the two story building located at the City of Skiatook's Central Complex, more commonly known as the "Old High School".

Motion was made by Chairman Sutherland, 2nd by Trustee Paslay to open Public Hearing.

YES: Sutherland, Forbes, Jech, Young, Ceska, Paslay, Martin

NO: None

Motion was made by Chairman Sutherland, 2nd by Trustee Forbes to close Public Hearing.

YES: Sutherland, Forbes, Jech, Young, Ceska, Paslay, Martin

NO: None

8. Consideration and appropriate action relating to approval of Resolution 2015-23; a resolution providing for the adoption of an annual operating budget for the Skiatook Public Works Authority for the 2015-2016 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 young and 2nd by Trustee Forbes to approve Resolution 2015-23 a resolution providing for the adoption of an annual operating budget for the Skiatook Public Works Authority for the 2015-2016 Fiscal Year; classifying revenues for each fund; establishing levels of expenditures by classification as provided by statute; and establishing an effective date.

YES: Sutherland, Forbes, Jech, Young, Ceska, Paslay, Martin

NO: None

9. **City Managers Report**
A. Capital Projects

THIS ITEM WAS SKIPPED. NOTHING TO REPORT AT THIS TIME.

10. **Adjournment**

Motion was made by Trustee Forbes, 2nd by Chairman Sutherland to

YES: Sutherland, Forbes, Jech, Young, Ceska, Paslay, Martin

NO: None

David Sutherland, Chairman

Herb Forbes, Trustee

Patrick Young, Vice Chairman

Joyce Jech, Trustee

Patty Ceska, Trustee

Ginger Stephens, Deputy Clerk/Treasurer

Kevin Paslay, Trustee

Date Minutes Approved:

Shawn Martin, Trustee

