

**MINUTES OF THE MEETING
OF THE SKIATOOK PUBLIC WORKS AUTHORITY
TUESDAY, JANUARY 28, 2014, 6:00 P.M., MUNICIPAL BOARDROOM**

1. Call to Order

The meeting was called to order by Vice-Chairman Sutherland at 6:00 p.m. in the Municipal Boardroom.

2. Invocation

The invocation was given by Pastor Jim Standridge, Immanuel Baptist Church.

3. Flag Salute

The flag salute was led by Chief Chad Collins, Skiatook Fire Department.

4. Roll Call

PRESENT: David Sutherland, Herb Forbes, Joyce Jech, Kevin Paslay, Eugene Jones,
Patrick Young (Arrived at 6:05)

ABSENT: Randy Sien

STAFF: Dan Yancey, Shirley Lett, other staff members

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

- A. Approval of minutes of January 14, 2014 regular meeting.
- B. Approval of Purchase Orders/Warrants: (#110659-110719)
 - I. SPWA \$39,981.41
- C. Approval of an amendment to SPWA Miscellaneous 55-338 and a supplemental appropriation to Electric Department Capital Outlay 55-454-610 for \$3,189.50 for the sale of scrap metal.

Motion was made by Trustee Jones, 2nd by Trustee Paslay to approve as printed.

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

NO: None

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 approval of Resolution 2014-01 of the Skiatook Public Works Authority (The "Authority"); a resolution approving and authorizing a Clean Water SRF Loan from the Oklahoma Water Resources Board in the total aggregate principal amount of \$520,000.00; approving the issuance of a promissory note in the total aggregate principal amount of \$520,000.00, secured by a pledge of revenues and a mortgage and authorizing its execution; approving and authorizing the execution of a loan agreement for Clean Water SRF Loan; designating a local trustee and approving and authorizing the execution of a trust agreement; approving and authorizing the execution of a mortgage with power of sale and security agreement; approving and authorizing the execution of a sales tax agreement; ratifying and confirming a lease, as amended, pertaining to the water system and a lease pertaining to the sanitary sewer system; approving and authorizing the execution of a parity agreement and an amendment to general bond indenture; approving and authorizing payment of fees and expenses; and containing other provisions relating thereto.

Motion was made by Trustee Young, 2nd by Trustee Forbes to approve Resolution 2014-01 of the Skiatook Public Works Authority (The "Authority"); a resolution approving and authorizing a Clean Water SRF Loan from the Oklahoma Water Resources Board in the total aggregate principal amount of \$520,000.00; approving the issuance of a promissory note in the total aggregate principal amount of \$520,000.00, secured by a pledge of revenues and a mortgage and authorizing its execution; approving and authorizing the execution of a loan agreement for Clean Water SRF Loan; designating a local trustee and approving and authorizing the execution of a trust agreement; approving and authorizing the execution of a mortgage with power of sale and security agreement; approving and authorizing the execution of a sales tax agreement; ratifying and confirming a lease, as amended, pertaining to the water system and a lease pertaining to the sanitary sewer system; approving and authorizing the execution of a parity agreement and an amendment to general bond indenture; approving and authorizing payment of fees and expenses; and containing other provisions relating thereto.

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

NO: None

8. Consideration and appropriate action relating to approval of Resolution 2014-02; a resolution of the Skiatook Public Works Authority amending the policies and procedures manual of the City of Skiatook relating to waiver of benefits and vacation leave.

Motion was made by Trustee Forbes, 2nd by Trustee Jones to approve Resolution 2014-02; a resolution of the Skiatook Public Works Authority amending the policies and procedures manual of the City of Skiatook relating to waiver of benefits and vacation leave.

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

NO: None

9. City Managers Report

A. Capital Projects

THIS ITEM WAS SKIPPED.

10. Adjournment

Motion was made by Trustee Forbes, 2nd by Trustee Jech to adjourn.

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

NO: None

A B S E N T

Randy Sien, Chairman

Herb Forbes, Trustee

David Sutherland, Vice-Chairman

Joyce Jech, Trustee

Patrick Young, Trustee

Shirley Lett, Secretary

Kevin Paslay, Trustee

Date Minutes Approved:

Eugene Jones, Trustee

**MINUTES OF THE MEETING
OF THE SKIATOOK CITY COUNCIL
TUESDAY, JANUARY 28, 2014, 6:00 P.M., MUNICIPAL BOARDROOM**

1. Call to Order

The meeting was called to order by Vice-Mayor Sutherland at 6:12 p.m. in the Municipal Boardroom.

4. Roll Call

PRESENT: David Sutherland, Herb Forbes, Joyce Jech, Patrick Young, Kevin Paslay, Eugene Jones

ABSENT: Randy Sien

STAFF: Dan Yancey, Shirley Lett, other staff members

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

A. Approval of minutes of January 14, 2014 regular meeting.

B. Approval of Purchase Orders/Warrants: (#110659-110719)

I.	General	\$42,809.53
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II.	Cemetery	232.43
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III.	Airport	150.00
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IV.	One Cent	22,866.80
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D. Approval of a budget amendment to Economic Development Capital Outlay 01-415-610 in an amount of \$5,000.00 representing the donation from Cherokee Nation for Highway 20 entrance signs; a carryover from the previous fiscal year.

Motion was made by Councilor Jones, 2nd by Councilor Young to approve as printed.

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

NO: None

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 related to Council authorization to issue a building permit to Gwenna Lynch for property located at 500 E. Third, contingent upon the completion of all requirements.

Motion was made by Councilor Forbes, 2nd by Councilor Young to deny a building permit to Gwenna Lynch for property located at 500 E. Third.

YES: Sutherland, Forbes, Young, Paslay

NO: Jech, Jones

8. Consideration and appropriate action related to Council authorization to issue a building permit to Gwenna Lynch for property located at 503 E. Third, contingent upon the completion of all requirements.

Motion was made by Councilor Young, 2nd by Councilor Forbes to deny a building permit to Gwenna Lynch for property located at 503 E. Third.

YES: Sutherland, Forbes, Young, Paslay

NO: Jech, Jones

9. **Consideration and appropriate action relating to approval of Resolution 2014-03; a resolution of the City of Skiatook, Oklahoma (the "City") approving action taken by the Skiatook Public Works Authority (the "Authority") authorizing issuance, sale and delivery of its Series 2014 Clean Water SRF Promissory Note to the Oklahoma Water Resources Board; ratifying and confirming a lease, as amended, pertaining to the water system and a lease pertaining to the sanitary sewer system; approving and authorizing the execution of a sales tax agreement; and containing other provisions related thereto.**

Motion was made by Councilor Forbes, 2nd by Vice-Mayor Sutherland to approve Resolution 2014-03; a resolution of the City of Skiatook, Oklahoma (the "City") approving action taken by the Skiatook Public Works Authority (the "Authority") authorizing issuance, sale and delivery of its Series 2014 Clean Water SRF Promissory Note to the Oklahoma Water Resources Board; ratifying and confirming a lease, as amended, pertaining to the water system and a lease pertaining to the sanitary sewer system; approving and authorizing the execution of a sales tax agreement; and containing other provisions related thereto.

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

NO: None

10. **Consideration and appropriate action relating to the Mayor's appointment of Paul Phillips to the Planning Commission.**

Motion was made by Vice-Mayor Sutherland, 2nd by Councilor Forbes to appoint Paul Phillips to the Planning Commission.

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

NO: None

11. **Consideration and appropriate action relating to approval of Ordinance 2014-01; an ordinance annexing to the City of Skiatook territory adjacent or contiguous to the corporate limits of the City of Skiatook, Oklahoma; finding jurisdictional facts; assigning the annexed land to a ward of the city; assigning a zoning classification to the land annexed; providing for separability; providing for codification and establishing an effective date.**

Motion was made by Councilor Young, 2nd by Councilor Jones to approve Ordinance 2014-01; an ordinance annexing to the City of Skiatook territory adjacent or contiguous to the corporate limits of the City of Skiatook, Oklahoma; finding jurisdictional facts; assigning the annexed land to a ward of the city; assigning a zoning classification to the land annexed; providing for separability; providing for codification and establishing an effective date.

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

NO: None

12. **Consideration and appropriate action relating to approval of Ordinance 2014-02; an ordinance amending the provisions of Title 6, Chapter 2, "Fire Department", by amending Section 6-2-9 (B) relating to compensation for volunteer members, containing other provisions related thereto, repealing all ordinances or parts of ordinances in conflict herewith, and declaring an emergency.**

Motion was made by Councilor Forbes, 2nd by Councilor Paslay to approve Ordinance 2014-02; an ordinance amending the provisions of Title 6, Chapter 2, "Fire Department", by amending Section 6-2-9 (B) relating to compensation for volunteer members, containing other provisions related thereto, repealing all ordinances or parts of ordinances in conflict herewith, and declaring an emergency.

YES: Sutherland, Forbes, Jech, Young, Paslay, Jones
NO: None

13. Consideration and appropriate action relating to approval of an emergency clause for Ordinance 2014-02.

Motion was made by Vice-Mayor Sutherland, 2nd by Councilor Jones to approve an emergency clause for Ordinance 2014-02.

YES: Sutherland, Forbes, Jech, Young, Paslay, Jones
NO: None

14. Consideration and appropriate action relating to acceptance of a truck and trailer, donated from the Oklahoma Department of Agriculture, Food and Forestry.

Motion was made by Vice-Mayor Sutherland, 2nd by Councilor Jech to accept a truck and trailer, donated from the Oklahoma Department of Agriculture, Food and Forestry.

YES: Sutherland, Forbes, Jech, Young, Paslay, Jones
NO: None

15. Consideration and appropriate action relating to approval of Resolution 2014-04; a resolution of the City Council of the City of Skiatook, Oklahoma, amending the policies and procedures manual of the City of Skiatook relating to waiver of benefits and vacation leave.

Motion was made by Councilor Forbes, 2nd by Councilor Young to approve Resolution 2014-04; a resolution of the City Council of the City of Skiatook, Oklahoma, amending the policies and procedures manual of the City of Skiatook relating to waiver of benefits and vacation leave.

YES: Sutherland, Forbes, Jech, Young, Paslay, Jones
NO: None

16. City Managers Report
A. Capital Projects

Sports Park Restrooms are progressing. The city expects completion in mid-March.

B. Skiatook Chamber

The Skiatook Chamber will be presenting a check for Central Park Swings at the next Regular Council Meeting February 11, 2014.

C. 627 S. Osage

This property has a deadline of February 7th. Staff has received bids on tearing down the structure. It will be removed 10 days after the deadline.

D. Employee Survey

Staff has completed the survey.

E. Defined Benefits Plan

Staff will be bringing back the plan at a later meeting.

