

**MINUTES OF THE MEETING  
OF THE SKIATOOK PUBLIC WORKS AUTHORITY  
TUESDAY, SEPTEMBER 24, 2013, 6:00 P.M., MUNICIPAL BOARDROOM**

**1. Call to Order**

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

**2. Invocation**

The invocation was given by Eugene Jones, Councilman, Ward:at large.

**3. Flag Salute**

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

**4. Roll Call**

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

ABSENT: None

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 September 10, 2013 regular meeting.

B. Approval of Purchase Orders/Warrants: (#108660-108729)

I. SPWA

\$410,552.43

Motion was made by Trustee Young, 2<sup>nd</sup> by Trustee Jones to approve as printed.

YES: Sien, Forbes, Sutherland, 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. Presentation regarding automated meter reading system.**

Presentation by Sensus regarding automated metering system.

**8. Presentation of Rate Study for water and sewer rates.**

Presentation only by Ben Oglesby with Municipal Finance. No action was taken.

**9. Presentation regarding options for Sanitary Sewer System.**

Presentation only by Steve Tolar with Holloway, Updike, Bellen, Inc. No action was taken.

**10. Discussion and appropriate action related to authorizing City Manager to develop specifications for automatic meter reading system for electric and water meters, commonly known as "smart meters", including installation of all necessary meters, equipment, hardware and software, and to advertise for bids and proposals for the provision of such meters, equipment, hardware and software.**

Motion was made by Chairman Sien, 2<sup>nd</sup> by Trustee Sutherland to authorize the City Manager to develop specifications for automatic meter reading system for electric and water meters, commonly known as "smart meters", including installation of all necessary meters, equipment, hardware and software, and to advertise for bids and proposals for the provision of such meters, equipment, hardware and software.

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

**11. City Managers Report**

**A. Capital Projects**

The new uniforms for the employees are here.

**12. Adjournment**

Motion was made by Chairman Sien, 2<sup>nd</sup> by Trustee Jones to adjourn.

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

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Randy Sien, Chairman

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Herb Forbes, Trustee

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David Sutherland, Vice-Chairman

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Joyce Jech, Trustee

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Patrick Young, Trustee

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Shirley Lett, Secretary

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Kevin Paslay, Trustee

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Date Minutes Approved:

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Eugene Jones, Trustee

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**MINUTES OF THE MEETING  
OF THE SKIATOOK CITY COUNCIL  
TUESDAY, SEPTEMBER 24, 2013, 6:00 P.M., MUNICIPAL BOARDROOM**

**1. Call to Order**

The meeting was called to order by Chairman Sien at 8:00 p.m. in the Municipal Boardroom.

**4. Roll Call**

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

ABSENT: None

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 September 10, 2013 regular meeting.

B. Approval of Purchase Orders/Warrants: (#108660-108729)

I. General	\$51,668.94
II. Cemetery	139.64
III. One Cent	7,750.00

Motion was made by Councilor Sutherland, 2<sup>nd</sup> by Councilor Forbes to approve as noted.

YES: Sien, Forbes, Sutherland, 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 a Citizen's request to address the Council regarding Flood damage at 805 S. Locust Street.**

Motion was made by Mayor Sien, 2<sup>nd</sup> by Councilor Forbes to table until the October 8, 2013 regular council meeting.

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

NO: None

**8. Consideration and appropriate action relating to approval of Ordinance 2013-19; an ordinance amending the provisions of Title 1, "Administration", Chapter 7, Article C, "City Attorney", 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, 2<sup>nd</sup> by Councilor Young to approve Ordinance 2013-19; an ordinance amending the provisions of Title 1, "Administration", Chapter 7, Article C, "City Attorney", containing other provisions related thereto, repealing all ordinances or parts of ordinances in conflict herewith, and declaring an emergency.

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

NO: None

**9. Consideration and appropriate action relating to approval of an emergency clause for Ordinance 2013-19.**

Motion was made by Mayor Sien, 2<sup>nd</sup> by Councilor Jones to approve an emergency clause for Ordinance 2013-19.

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

10. **Consideration and appropriate action relating to approval of Ordinance 2013-20; an ordinance amending the provisions of Title 6, "Public Safety and Nuisances", Chapter 1, "Police Department", and Chapter 2, "Fire Department", containing other provisions related thereto, repealing all ordinances or parts of ordinances in conflict herewith, and declaring an emergency.**

Motion was made by Councilor Jones, 2<sup>nd</sup> by Councilor Jech to approve Ordinance 2013-20; an ordinance amending the provisions of Title 6, "Public Safety and Nuisances", Chapter 1, "Police Department", and Chapter 2, "Fire Department", containing other provisions related thereto, repealing all ordinances or parts of ordinances in conflict herewith, and declaring an emergency.

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

11. **Consideration and appropriate action relating to approval of an emergency clause for Ordinance 2013-20.**

Motion was made by Mayor Sien, 2<sup>nd</sup> by Councilor Jones to approve an emergency clause for Ordinance 2013-20.

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

12. **Consideration and appropriate action relating to an amendment to the General fund for \$3,527.13 to Line Item 01-338 representing a donation from the Cherokee Nation and approval of a supplemental appropriation to the Fire Department Capital Outlay to Line Item 01-406-610.**

Motion was made by Councilor Sutherland, 2<sup>nd</sup> by Councilor Forbes to approve

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

13. **Consideration and appropriate action relating to an amendment to the General fund for \$4,473.98 to Line Item 01-338 representing a grant from the Department of Agriculture, Food and Forestry and approval of a supplemental appropriation to the Fire Department Capital Outlay to Line Item 01-406-610.**

Motion was made by Councilor Young, 2<sup>nd</sup> by Councilor Sutherland to approve an amendment to the General fund for \$4,473.98 to Line Item 01-338 representing a grant from the Department of Agriculture, Food and Forestry and approval of a supplemental appropriation to the Fire Department Capital Outlay to Line Item 01-406-610.

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

14. **Consideration and appropriate action relating to an amendment to the General fund for \$2,387.00 to Line Item 01-338 representing the sale of the 2000 surplus Ambulance and approval of a supplemental appropriation to the Fire Department Capital Outlay to Line Item 01-406-610.**

Motion was made by Councilor Jones, 2<sup>nd</sup> by Councilor Young to approve an amendment to the General fund for \$2,387.00 to Line Item 01-338 representing the sale of the 2000 surplus Ambulance and approval of a supplemental appropriation to the Fire Department Capital Outlay to Line Item 01-406-610.

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

NO: None

**15. Consideration and appropriate action relating to approval of the purchase of 20 self-contained breathing apparatus cylinders from Wayest Safety in an amount of \$18,740.00.**

Motion was made by Mayor Sien, 2<sup>nd</sup> by Councilor Young to approve the purchase of 20 self-contained breathing apparatus cylinders from Wayest Safety in an amount of \$18,740.00.

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

NO: None

**16. Discussion and appropriate action related to proposed finding that former Board of Trustee Defendants Joshua Brown, Debbie Cook and Randy Sien were acting in good faith and within the scope of their employment as Trustees pursuant to 11 OS Section 23-102, and authorizing representation for City and Defendants former Board of Trustee Members in Tulsa County Case No. CJ-2013-3564, styled Dale Parrish vs. City of Skiatook, Joshua Brown, Debbie Cook and Randy Sien, by the City Attorney and Ronald D. Cates.**

Motion was made by Councilor Young, 2<sup>nd</sup> by Councilor Jones to approve finding that former Board of Trustee Defendants Joshua Brown, Debbie Cook and Randy Sien were acting in good faith and within the scope of their employment as Trustees pursuant to 11 O.S. Section 23-102, and authorizing representation for City and Defendants former Board of Trustee Members in Tulsa County Case No. CJ-2013-3564, styled Dale Parrish vs. City of Skiatook, Joshua Brown, Debbie Cook and Randy Sien, by the City Attorney and Ronald D. Cates.

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

NO: Sien (ABSTAIN)

**17. Consideration and appropriate action relating to the submission of a grant application to the Department of Agriculture, Food and Forestry for the Skiatook Fire Department.**

Motion was made by Councilor Forbes, 2<sup>nd</sup> by Councilor Sutherland to approve the submission of a grant application to the Department of Agriculture, Food and Forestry for the Skiatook Fire Department.

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

NO: None

**18. Discussion and appropriate action related to authorizing City Manager to develop specifications for automatic meter reading system for electric and water meters, commonly known as "smart meters", including installation of all necessary meters, equipment, hardware and software, and to advertise for bids and proposals for the provision of such meters, equipment, hardware and software.**

Motion was made by Councilor Sutherland, 2<sup>nd</sup> by Councilor Jech to approve authorizing City Manager to develop specifications for automatic meter reading system for electric and water meters, commonly known as "smart meters", including installation of all necessary meters, equipment, hardware and software, and to advertise for bids and proposals for the provision of such meters, equipment, hardware and software.

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

NO: None

19. **City Managers Report**

**A. Capital Projects**

Sports Park bathrooms should start within the next couple of weeks.  
We will check on the plans for the Senior Center.

**B. Update on property located at 621 S. Broadway**

The structure has been removed and the lot has been cleaned up.

20. **Public Comment Forum**

Jane and Pat Medlin addressed the Council about their property being ransacked and complained about items that were removed from the property.

21. **Adjournment.**

Motion was made by Mayor Sien, 2<sup>nd</sup> by Councilor Young to adjourn.

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

NO: None

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Randy Sien, Mayor

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Herb Forbes, Councilor

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David Sutherland, Vice-Mayor

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Joyce Jech, Councilor

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Patrick Young, Councilor

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Shirley Lett, City Clerk Treasurer

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Kevin Paslay, Councilor

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Date Minutes Approved:

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Eugene Jones, Councilor

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