

**MINUTES OF THE MEETING  
OF THE SKIATOOK CITY COUNCIL  
TUESDAY, JULY 28, 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 Bill Taylor, Community Lighthouse Church.

**3. Flag Salute**

The flag salute was led by James Dean, Chief of Police.

**4. Roll Call**

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

ABSENT: None

STAFF: Dan Yancey, Shirley Lett

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

- A. Approval of minutes of July 14, 2015 regular meeting. Attachment A
- B. Approval of Purchase Orders/Warrants: (#117576-117653)
  - I. General \$86,816.35
  - II. Cemetery \$103.56
  - III. Airport \$32,652.50
  - IV. Court \$50.00
  - V. One Cent \$121,752.75
- C. Approval of Budget Amendment to the One Cent Fund-Revenue line item 15-367 (Chloramine Conversion) in the amount of \$62,500.00 and Budget Amendment to the One Cent Fund-Expense line item 15-400-640 (Chloramine Conversion) in the amount of \$67,600.00.
- D. Approval of Budget Amendment to the One Cent Fund-Expense line item 15-400-642 (Hardin Tree Service) in the amount of \$91,000.00.
- E. Approval of Budget Amendment to the One Cent Fund-Expense line item 15-400-690 (Entrance Sign) in the amount of \$7,058.00.
- F. Approval of Budget Amendment to the General Fund-Expense line item 01-409-610 (Star Lake Streets) in the amount of \$46,103.00 and Budget Amendment to the General Fund-Revenue line item 01-338 (General Misc) in the amount of \$46,103.00.
- G. Approval of Budget Amendment to the General Fund-Expense line item 01-407-610 (Master Plan) in the amount of \$9,000.00.
- H. Approval of Budget Amendment to the General Fund-Expense line item 01-411-610 (Lights-Central Gym) in the amount of \$10,132.00 and Budget Amendment to the General Fund-Revenue line item 01-338 (General Misc) in the amount of \$5,066.00.

Motion was made by Councilor Young, 2<sup>nd</sup> by Councilor Forbes to approve Consent Agenda.

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. Consideration and appropriate action relating to whether a structure located at 602 S. Javine 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 the possible order of removal of the structure and/or structures located on the property.**

Motion was made by Councilor Forbes, 2<sup>nd</sup> by Mayor Sutherland to determine that a structure located at 602 S. Javine 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 order the removal of the structure and/ or structures located on the property.

YES: Sutherland, Forbes, Paslay, Martin

NO: Jech, Young, Ceska

**8. Consideration and appropriate action relating to authorizing the City Manager to proceed with construction of the softball concession stand at the Skiatook Sports Park, estimated at \$75,000.00**

Motion was made by Mayor Sutherland, 2<sup>nd</sup> by Councilor Jech to approve authorizing City Manager to proceed with construction of the softball concession stand at the Skiatook Sports Park, estimated at \$75,000.00.

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

NO: NONE

**9. Consideration and appropriate action relating to ratification of City Manager authorization of the purchase of fuel for the airport in the amount of \$30,652.50.**

Motion was made by Councilor Young, 2<sup>nd</sup> by Councilor Ceska to approve ratification of City Manager authorization of the purchase of fuel for the airport in the amount of \$30,652.50.

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

NO: NONE

**10. Presentation and discussion from citizens regarding the condition of the roads in Deer Creek Estates.**

Discussion only; no action taken. Mr. Shannon made a presentation on the roads in Deer Creek. Mr. Garrett spoke on the subject. Mr. Knellen also spoke on the conditions of the roads. Mr. Hamblin requested work on worst areas. Ms. Dalvine spoke on area in front of her house.

**11. Presentation and discussion regarding Skiatook ambulance district.**

Discussion only; no action taken. Chief Burgess made presentation of Skiatook ambulance district.

**12. Consideration and appropriate action relating to the possible declaration of real property owned by the City of Skiatook as surplus property and no longer of any use or benefit to the City of Skiatook, such property being described as:**

A strip, piece or parcel of land lying in part of the Northwest Quarter (NW/4) of Section 20, Township 22 North, Range 12 East of the Indian Meridian, Osage County, Oklahoma; said parcel of land being described by metes and bounds as follows: Commencing at the Southwest corner of said Northwest Quarter (NW/4), thence N 00°59'19" W along the West

**line of said Northwest Quarter (NW/4) a distance of 50.00 feet to a point on the present North right-of-way line of State Highway No. 20, said point being the point of beginning, thence continuing N 00°59'19" W along said West line a distance of 398.00 feet, thence N 89°06'05" E a distance of 75.00 feet, thence S 00°59'19" E a distance of 358.00 feet, thence N 89°06'05" E a distance of 164.00 feet, thence S 00°59'19" E a distance of 40.00 feet to a point on the present North right-of-way line of State Highway No. 20, thence S 89°06'05" W along said North right-of-way line a distance of 239.00 feet to the point of beginning.**

Motion was made by Councilor Young, 2<sup>nd</sup> by Councilor Paslay to declare real property owned by the City of Skiatook as surplus property and no longer of any use or benefit to the City of Skiatook, such property being described as:

A strip, piece or parcel of land lying in part of the Northwest Quarter (NW/4) of Section 20, Township 22 North, Range 12 East of the Indian Meridian, Osage County, Oklahoma; said parcel of land being described by metes and bounds as follows: Commencing at the Southwest corner of said Northwest Quarter (NW/4), thence N 00°59'19" W along the West line of said Northwest Quarter (NW/4) a distance of 50.00 feet to a point on the present North right-of-way line of State Highway No. 20, said point being the point of beginning, thence continuing N 00°59'19" W along said West line a distance of 398.00 feet, thence N 89°06'05" E a distance of 75.00 feet, thence S 00°59'19" E a distance of 358.00 feet, thence N 89°06'05" E a distance of 164.00 feet, thence S 00°59'19" E a distance of 40.00 feet to a point on the present North right-of-way line of State Highway No. 20, thence S 89°06'05" W along said North right-of-way line a distance of 239.00 feet to the point of beginning.

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

NO: NONE

**13. Consideration and appropriate action relating to acceptance of right-of-way acquisition offer from the Oklahoma Department of Transportation to the City of Skiatook (formerly the Town of Skiatook) in the amount of \$160,000.00 for the real property described above in agenda item 12 and authorization for the City Manager to execute any and all documents on behalf of the City of Skiatook related to the acquisition and conveyance of such surplus property.**

Motion was made by Councilor Young, 2<sup>nd</sup> by Councilor Forbes to approve right-of-way acquisition from Oklahoma Department of Transportation to the City of Skiatook (formerly the Town of Skiatook) in the amount of \$160,000.00 for the real property described above in agenda item 12 and authorization for the City Manager to execute any and all documents on behalf of the City of Skiatook related to the acquisition and conveyance of such surplus property.

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

NO: NONE

**14. Consideration and appropriate action relating to approval of a mutual aid agreement between the City of Skiatook and the Osage Nation related to fire service, including ambulance service.**

Motion was made by Councilor Forbes, 2<sup>nd</sup> by Councilor Jech to approve a mutual aid agreement between the City of Skiatook and the Osage Nation related to fire service, including ambulance service.

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

NO: NONE

**15. Consideration and appropriate action relating to the approval of a purchase of a 2014 Chevy Caprice (state bid) in the amount of \$26,934.00 from Hudiburg Auto Group for the police department.**

Motion was made by Councilor Young, 2<sup>nd</sup> by Councilor Ceska to approve the purchase of a 2014 Chevy Caprice (state bid) in the amount of \$26,934.00 from Hudiburg Auto Group for the police department.

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

NO: NONE

**16. Consideration and appropriate action relating to the approval of a contract between the City of Skiatook and the Skiatook Chamber of Commerce in the amount of \$7,500.00.**

Motion was made by Mayor Sutherland, 2<sup>nd</sup> by Councilor Jech to approve a contract between the City of Skiatook and the Skiatook Chamber of Commerce in the amount of \$7,500.00.

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

NO: NONE

**17. Consideration and appropriate action relating to the approval of Addendum No. 8 of the Master Services Agreement between the Regional 911 Board, the Cities of Bixby, Claremore, Collinsville, Glenpool, Jenks, Owasso, Sand Springs, Sapulpa, Skiatook & Tulsa, and Southwestern Bell Telephone, d/b/a AT&T Oklahoma.**

Motion was made by Mayor Sutherland, 2<sup>nd</sup> by Councilor Ceska to approve Addendum No. 8 of the Master Services Agreement between the Regional 911 Board, the Cities of Bixby, Claremore, Collinsville, Glenpool, Jenks, Owasso, Sand Springs, Sapulpa, Skiatook & Tulsa, and Southwestern Bell Telephone, d/b/a AT&T Oklahoma.

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

NO: NONE

**18. City Managers Report**

A. Capital Projects

NONE

B. Police and Fire Department

Fire Department contract will be on next council meeting.

**19. 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.

**20. Adjournment**

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

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

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David Sutherland, Mayor

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Herb Forbes, Councilor

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Patrick Young, Vice Mayor

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Joyce Jech, Councilor

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Patty Ceska, Councilor

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Shirley Lett Clerk/Treasurer

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Kevin Paslay, Councilor

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Date Minutes Approved:

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Shawn Martin, Councilor

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**MINUTES OF THE MEETING  
OF THE SKIATOOK PUBLIC WORKS AUTHORITY  
TUESDAY, JULY 28, 2015, 6:00 P.M., MUNICIPAL BOARDROOM**

**1. Call to Order**

The meeting was called to order by Chairman Sutherland at 7:20 pm, in the Municipal Boardroom.

**2. Roll Call**

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

ABSENT: None

STAFF: Dan Yancey and Shirley Lett

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

A. Approval of minutes of July 14, 2015, regular meeting.

B. Approval of Purchase Orders/Warrants: (#117576-117653)

I. SPWA \$ 40,436.00

Motion was made by Trustee Forbes, 2<sup>nd</sup> by Trustee Young to approve the Consent Agenda as written

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

NO: None

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

THIS ITEM WAS SKIPPED. NO ACTION WAS TAKEN.

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

1. Water tank
2. New Excavator

**6. Adjournment**

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

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

NO: None

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David Sutherland, Chairman

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Herb Forbes, Trustee

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Patrick Young, Vice Chairman

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Joyce Jech, Trustee

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Patty Ceska, Trustee

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Shirley Lett, Clerk/Treasurer

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Kevin Paslay, Trustee

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Date Minutes Approved:

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Shawn Martin, Trustee

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