

**MINUTES OF THE MEETING  
OF THE SKIATOOK CITY COUNCIL  
TUESDAY, April 12, 2016 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. Opening Business**

- a. Invocation- Dianna Izquierdo, First Christian Church
- b. Flag Salute- Pat Dean, Chief of Police
- c. Roll Call- Ginger Stephens, Deputy Clerk

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

ABSENT: None

STAFF: Ginger Stephens and other staff members

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

- A. Approval of minutes of the March 29, 2016 regular meeting.
- B. Approval of Purchase Orders/Warrants: (#120514-#120618)
 

I.	General	\$101,665.73
II.	Cemetery	\$168.98
III.	Airport	\$628.76
IV.	Court	\$1,432.08
V.	One Cent	\$40,990.00
VI.	Cemetery (Perpetual Care)	\$863.76
- C. Approval of Budget Amendment to Revenue Line Item 01-338 (General Misc) Reimbursement from CompSource Mutual Insurance in the amount of \$12,002.55.
- D. Approval of Supplemental Appropriation to Expense Line Item 01-406-401 (Salaries) Fire Department in the amount of \$12,002.55.
- E. Approval of Budget Amendments to add Fund 20- ½ Cent Capital Projects
  - \*Revenue Line Items:
    - 338: Miscellaneous
    - 370: Transfer from Gen ½ Cent
    - 377: Transfer from One Cent
    - 380: 2016 Loan Proceeds- in the amount of \$7,898,125.00
    - 399: Available Fund Balance
  - \*Expense Line Items:
    - 400-520: Professional Services- in the amount of \$700,000.00
    - 400-600: Street Const. Projects- in the amount of \$7,198,125.00
    - 400-735: 2016 ½ Cent Loan Pmts.

Motion was made by Vice Mayor Young and 2<sup>nd</sup> by Councilor Jech to approve Consent Agenda as written.

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

NO: NONE

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

Item was skipped. No action taken.

**5. Public hearing on possible electric rate increase.**

**6. Consideration and appropriate action related to the approval of Resolution 2016-10, a Resolution of the City of Skiatook, Oklahoma adopting the Skiatook 2035 Land Use Master Plan.**

Motion was made by Mayor Sutherland and 2<sup>nd</sup> by Councilor Ceska to approve Resolution 2016-10, a Resolution of the City of Skiatook, Oklahoma adopting the Skiatook 2035 Land Use Master Plan.

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

**7. Consideration and appropriate action related to the approval of Resolution 2016-11, a Resolution of the City of Skiatook, Oklahoma authorizing the submission of the Tulsa County Urban County Development Block Grant application and authorizing the City Manager to execute the grant documents.**

Motion was made by Vice Mayor Young and 2<sup>nd</sup> by Councilor Martin to approve Resolution 2016-11, a Resolution of the City of Skiatook, Oklahoma authorizing the submission of the Tulsa County Urban County Development Block Grant application and authorizing the City Manager to execute the grant documents.

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

**8. Consideration and appropriate action related to Resolution 2016-12, a Resolution of the City of Skiatook, Oklahoma proclaiming April 2016 as Fair Housing Month.**

Motion was made by Mayor Sutherland and 2<sup>nd</sup> by Councilor Jech to approve Resolution 2016-12, a Resolution of the City of Skiatook, Oklahoma proclaiming April 2016 as Fair Housing Month.

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

**9. Consideration and appropriate action related to Resolution 2016-13, a Resolution of the City of Skiatook, Oklahoma of intent to support an application by Osage Garden Villas GP, LLC, to the Oklahoma Housing Finance Agency for the construction of affordable housing within the city of Skiatook.**

Motion was made by Vice Mayor Young and 2<sup>nd</sup> by Councilor Ceska to approve Resolution 2016-13, a Resolution of the City of Skiatook, Oklahoma of intent to support an application by Osage Garden Villas GP, LLC, to the Oklahoma Housing Finance Agency for the construction of affordable housing within the city of Skiatook.

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

**10. Consideration and appropriate action related to approval of a Master Services Agreement between Owner and Engineer for the City of Skiatook and Meshek & Associates, PLC for Roadway Improvement Projects-Task Order 2.**

Motion was made by Mayor Sutherland and 2<sup>nd</sup> by Councilor Forbes to table the item until the April 26, 2016 meeting.

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

**11. Consideration and appropriate action related to approval of an Administrative Services Agreement with Ameribank Group Benefits, LLC for insurance brokerage services for the 2016-2017 fiscal year.**

Motion was made by Mayor Sutherland and 2<sup>nd</sup> by Councilor Jech to approve an Administrative Services Agreement with Ameribank Group Benefits, LLC for insurance brokerage services for the 2016-2017 fiscal year.

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

**12. Consideration and appropriate action related to renewal with Community Care for group health benefits for the 2016-2017 fiscal year.**

Motion was made by Mayor Sutherland and 2<sup>nd</sup> by Councilor Forbes to approve renewal with Community Care for group health benefits for the 2016-2017 fiscal year.

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

**13. Consideration and appropriate action related to renewal with Delta Dental for group dental benefits for the 2016-2017 fiscal year.**

Motion was made by Mayor Sutherland and 2<sup>nd</sup> by Councilor Ceska to approve renewal with Delta Dental for group dental benefits for the 2016-2017 fiscal year.

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

**14. Consideration and appropriate action related to renewal with Mutual of Omaha for group life insurance benefits for the 2016-2017 fiscal year.**

Motion was made by Mayor Sutherland and 2<sup>nd</sup> by Councilor Ceska to approve renewal with Mutual of Omaha for group life insurance benefits for the 2016-2017 fiscal year.

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

**15. Consideration and appropriate action related to a Mutual Aid and Assistance Agreement between the City of Skiatook and the City of Collinsville for fire and EMS services.**

Motion was made by Mayor Sutherland and 2<sup>nd</sup> by Councilor Jech to approve a Mutual Aid and Assistance Agreement between the City of Skiatook and the City of Collinsville for fire and EMS services.

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

**16. Consideration and appropriate action related to a Mutual Aid and Assistance Agreement between the City of Skiatook and Country Corner Fire District for fire and EMS services.**

Motion was made by Mayor Sutherland and 2<sup>nd</sup> by Councilor Jech to approve a Mutual Aid and Assistance Agreement between the City of Skiatook and Country Corner Fire District for fire and EMS services.

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

**17. City Manager's Report**

- a. Warehouse Market Grand Opening on April 18<sup>th</sup> from 2-4 pm
- b. New Police vehicles and recent events
- c. April 22<sup>nd</sup> and 23<sup>rd</sup>, 2016 are Free Landfill Days

**18. Public Comment Forum**

*\*To be eligible to speak, you must be identified by the Mayor. You must come to the microphone to speak and must clearly state your name and address.*

**19. Adjournment.**

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

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

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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, April 12, 2016 6:00 P.M., MUNICIPAL BOARDROOM**

**1. Call to Order**

The meeting was called to order by Chairman Sutherland at 7:00 pm in the Municipal Boardroom.

**2. Roll Call**

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

ABSENT: None

STAFF: Ginger Stephens and other staff members

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

- a. Approval of minutes of the March 29, 2016 regular meeting.
- b. Approval of Purchase Orders/Warrants: (#120514-#120618)
  - I. SPWA \$346,181.72

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

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

NO: NONE

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

Item was skipped. No action taken.

**5. Ratification of the City Manager's approval of a road bore not to exceed \$35,000.00 at Shepard of the Hills Lutheran Church.**

Motion was made by Vice Chairman Young and 2<sup>nd</sup> by Trustee Paslay to approve a road bore not to exceed \$35,000.00 at Shepard of the Hills Lutheran Church.

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

NO: NONE

**6. Consideration and appropriate action related to Resolution 2016-14, a Resolution of the Skiatook Public Works Authority adopting environmental information document for wastewater system improvements.**

Motion was made by Chairman Sutherland and 2<sup>nd</sup> by Trustee Ceska to approve Resolution 2016-14, a Resolution of the Skiatook Public Works Authority adopting environmental information document for wastewater system improvements.

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

NO: NONE

**7. City Manager's Report**

- a. Update on the Lombard lift station.

**8. Adjournment**

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

YES: Forbes, Sutherland, 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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