

**MINUTES OF THE MEETING
OF THE SKIATOOK PUBLIC WORKS AUTHORITY
TUESDAY, OCTOBER 29, 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 Mr. Brad White, Public Works Director.

3. Flag Salute

The flag salute was led by Interim Chief Bryn Burgess, Skiatook Fire Department.

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 October 8, 2013 regular meeting.

B. Approval of Purchase Orders/Warrants: (#109052-109158)

I. SPWA \$135,417.63

Motion was made by Trustee Sutherland, 2nd by Trustee Paslay 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 bids received 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; and possible award of bid and/or authorization for City Manager to negotiate contract based on bid.

Motion was made by Chairman Sien, 2nd by Trustee Jech to give the City Manager the authority to negotiate a contract relating to bids received 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; and possible award of bid and/or authorization for City Manager to negotiate contract based on bid.

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

NO: None

8. Consideration and appropriate action relating to Resolution 2013-33; a resolution of the Skiatook Public Works Authority amending wastewater rates and charges and establishing an effective date.

Motion was made by Trustee Sutherland, 2nd by Chairman Sien to approve Resolution 2013-33; a resolution of the Skiatook Public Works Authority amending wastewater rates and charges and establishing an effective date of January 1, 2014.

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

NO: None

9. Discussion with respect to certain SRF and refunding transactions.

Discussion only regarding certain SRF and refunding transactions. No action was taken.

10. Consideration and appropriate action relating to Resolution 2013-34; a Resolution agreeing to file application(s) with the Oklahoma Water Resources Board (the "OWRB") for financial assistance through the OWRB State Revolving Fund Program, with the loan proceeds being for the purpose of financing certain wastewater system and related improvements serving the City of Skiatook, Oklahoma, including specifically engineering costs in connection with the wastewater system and the costs of construction and related improvements to the existing wastewater treatment plant; approving Professional Services Agreements; and containing other provisions related thereto.

Motion was made by Trustee Young, 2nd by Trustee Sutherland to approve Resolution 2013-34; a Resolution agreeing to file application(s) with the Oklahoma Water Resources Board (the "OWRB") for financial assistance through the OWRB State Revolving Fund Program, with the loan proceeds being for the purpose of financing certain wastewater system and related improvements serving the City of Skiatook, Oklahoma, including specifically engineering costs in connection with the wastewater system and the costs of construction and related improvements to the existing wastewater treatment plant; approving Professional Services Agreements; and containing other provisions related thereto.

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

NO: None

11. Discussion and possible action with respect to authorizing the distribution of bid packets with respect to the refunding transaction of certain existing indebtedness to the Oklahoma Water Resources Board.

Motion was made by Chairman Sien, 2nd by Trustee Sutherland to authorize the distribution of bid packets with respect to the refunding transaction of certain existing indebtedness to the Oklahoma Water Resources Board.

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

NO: None

12. Consideration and appropriate action relating to approval of an Engineering Service Agreement between the City and Holloway, Updike, and Bellen for the wastewater treatment plant.

Motion was made by Trustee Sutherland, 2nd by Trustee Jones to approve an Engineering Service Agreement between the City and Holloway, Updike, and Bellen for the wastewater treatment plant.

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

NO: None

13. Consideration and appropriate action relating to the surplus of a trash truck and 2 meter reading vehicles.

Motion was made by Chairman Sien, 2nd by Trustee Jech to approve the surplus of a trash truck and 2 meter reading vehicles.

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

NO: None

14. Consideration and appropriate action relating to approval of an insurance policy with Oklahoma Municipal Assurance Group for Liability, Auto and Equipment coverage in an amount of \$92,556.52; and two (2) year prior acts coverage in an amount of \$10,337.00 resulting in a total premium cost of \$102,893.52.

Motion was made by Chairman Sien, 2nd by Trustee Jech to approve an insurance policy with Oklahoma Municipal Assurance Group for Liability, Auto and Equipment coverage in an amount of \$92,556.52; and two (2) year prior acts coverage in an amount of \$10,337.00 resulting in a total premium cost of \$102,893.52.

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

NO: None

15. Consideration and appropriate action relating to authorizing the City Manager to enter into a pricing contract with Brentag for the purchase of chemicals for the Water Treatment Plant.

Motion was made by Trustee Sutherland, 2nd by Trustee Jones to authorize the City Manager to enter into a pricing contract with Brentag for the purchase of chemicals for the Water Treatment Plant.

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

NO: None

16. Consideration and appropriate action relating to the removal of Josh Brown and Elizabeth Beene from the ACH Authorized Signature and addition of David Sutherland and Dan Yancey.

Motion was made by Trustee, 2nd by Trustee to remove of Josh Brown and Elizabeth Beene from the ACH Authorized Signature and addition of David Sutherland and Dan Yancey.

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

NO: None

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

Sports Park bathrooms are moving along. The footing is finished and they have started laying block.

18. Adjournment

Motion was made by Chairman Sien, 2nd by Trustee Jones to adjourn.

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

NO: None

Randy Sien, Chairman

David Sutherland, Vice-Chairman

Shirley Lett, Secretary

Date Minutes Approved:

Herb Forbes, Trustee

Joyce Jech, Trustee

Patrick Young, Trustee

Kevin Paslay, Trustee

Eugene Jones, Trustee

**MINUTES OF THE MEETING
OF THE SKIATOOK CITY COUNCIL
TUESDAY, OCTOBER 29, 2013, 6:00 P.M., MUNICIPAL BOARDROOM**

1. Call to Order

The meeting was called to order by Chairman Sien at 7:00 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 October 8, 2013 regular meeting.

B. Approval of Purchase Orders/Warrants: (#109052-109158)

I.	General	\$89,616.30
II.	Cemetery	223.44
III.	One Cent	40,495.46
IV.	Cemetery Perpetual Care	3,238.00

Motion was made by Councilor Sutherland, 2nd by Councilor Jones 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. PUBLIC HEARING to determine if a structure located at 411 ½ E. Third 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.

Motion was made by Mayor Sien, 2nd by Councilor Sutherland to open Public Hearing.

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

NO: None

Motion was made by Mayor Sien, 2nd by Councilor Jones to close Public Hearing.

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

NO: None

8. Consideration and appropriate action relating to a structure located at 411 ½ E. Third 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.

Motion was made by Councilor Young, 2nd by Councilor Sutherland to find that the property located at 411 ½ E. Third 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 order abatement and removal of the structure.

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

NO: None

9. Presentation regarding the Main Street Conceptual Design

Keith Franklin made a presentation regarding the Main Street Conceptual Design.

10. Discussion regarding swings in Central Park

Discussion only regarding swings in Central Park. No action was taken.

11. Consideration and appropriate action relating to Ordinance 2013-21; an ordinance amending wastewater rates and charges and amending the provisions of Title 9, Chapter 4 "Sanitary Sewer System", Section 9-4-5, entitled "Wastewater Rates and Charges", containing other provisions related thereto, repealing all ordinances or parts of ordinances in conflict herewith, and declaring an emergency.

Motion was made by Councilor Sutherland, 2nd by Councilor Young to approve Ordinance 2013-21; an ordinance amending wastewater rates and charges and amending the provisions of Title 9, Chapter 4 "Sanitary Sewer System", Section 9-4-5, entitled "Wastewater Rates and Charges", containing other provisions related thereto, repealing all ordinances or parts of ordinances in conflict herewith.

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

NO: None

12. Consideration and appropriate action relating to approval of an Engineering Service Agreement between the City and Holloway, Updike, and Bellen for the wastewater treatment plant.

Motion was made by Mayor Sien, 2nd by Councilor Sutherland to take no action.

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

NO: None

13. Consideration and appropriate action relating to an amendment to the Engineering Services Agreement between the City and Cobb Engineering for the runway light project.

Motion was made by Mayor Sien, 2nd by Councilor Jech to approve an amendment to the Engineering Services Agreement between the City and Cobb Engineering for the runway light project.

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

NO: None

14. Consideration and appropriate action relating to Resolution 2013-32; a resolution of the City of Skiatook, Oklahoma, signifying the City Council's support of the Tulsa Regional Chamber "2014 OneVoice Regional Legislative Agenda" initiative establishing state and federal legislative priorities concerning items of mutual municipal interest.

Motion was made by Councilor Forbes, 2nd by Councilor Sutherland to approve Resolution 2013-32; a resolution of the City of Skiatook, Oklahoma, signifying the City Council's support of the Tulsa Regional Chamber "2014 OneVoice Regional Legislative Agenda" initiative establishing state and federal legislative priorities concerning items of mutual municipal interest.

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

NO: None

15. Consideration and appropriate action relating to authorizing the City Manager to enter into a lease/purchase agreement for a fire truck in an amount not to exceed \$169,500.

Motion was made by Mayor Sien, 2nd by Councilor Paslay to take no action.

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

NO: None

16. Consideration and appropriate action relating to authorizing repairs to Engine 2 in an amount not to exceed \$80,000.

Motion was made by Mayor Sien, 2nd by Councilor Young to approve authorizing repairs to Engine 2 in an amount not to exceed \$45,000.00.

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

NO: None

17. Consideration and appropriate action relating to the closing of "E" Street.

Motion was made by Mayor Sien, 2nd by Councilor Sutherland to take no action.

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

NO: None

18. Consideration and appropriate action related to bids and proposals received on the plumbing portion of the Sports Park Restroom Project and possible award of bid.

Motion was made by Mayor Sien, 2nd by Councilor Sutherland to approve bid and proposal by Jolley Plumbing in an amount of \$23,823.35 for the plumbing portion of the Sports Park Restroom Project.

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

NO: None

19. Consideration and appropriate action related to bids and proposals received on the masonry portion of the Sports Park Restroom Project and possible award of bid.

Motion was made by Councilor Sutherland, 2nd by Councilor Young to approve bid and proposal received on masonry portion of the Sports Park Restroom Project with Big C Construction in an amount of \$26,180.00

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

NO: None

20. Consideration and appropriate action relating to approval of an insurance policy with Oklahoma Municipal Assurance Group for Liability, Auto and Equipment coverage in an amount of \$92,556.52; and two (2) year prior acts coverage in an amount of \$10,337.00 resulting in a total premium cost of \$102,893.52.

Motion was made by Mayor Sien, 2nd by Councilor Jech to approve an insurance policy with Oklahoma Municipal Assurance Group for Liability, Auto and Equipment coverage in an amount of \$92,556.52; and two (2) year prior acts coverage in an amount of \$10,337.00 resulting in a total premium cost of \$102,893.52.

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

NO: None

21. Consideration and appropriate action relating to the removal of Josh Brown and Elizabeth Beene from the ACH Authorized Signature and addition of David Sutherland and Dan Yancey.

Motion was made by Councilor Forbes, 2nd by Councilor Jones to approve the removal of Elizabeth Beene from the ACH Authorized Signature and addition of Dan Yancey.

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

NO: None

22. City Managers Report

A. Capital Projects

Senior Citizen project we are getting plans from Hood Construction.

B. Update on Police/Fire Chief

Introduced Pat Dean as the new Police Chief and Chad Collins as the new Fire Chief.

C. Employee Banquet

The banquet will be held on December 16, 2013.

D. Cemetery Contract Update

23. Public Comment Forum

No Action was taken.

24. Adjournment.

Motion was made by Councilor Young, 2nd by Councilor Jones to adjourn.

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

NO: None

Randy Sien, Mayor

Herb Forbes, Councilor

David Sutherland, Vice-Mayor

Joyce Jech, Councilor

Patrick Young, Councilor

Shirley Lett, City Clerk Treasurer

Kevin Paslay, Councilor

Date Minutes Approved:

Eugene Jones, Councilor

