

**MINUTES OF THE MEETING
OF THE SKIATOOK PUBLIC WORKS AUTHORITY
TUESDAY, March 29, 2016 6:00 P.M., MUNICIPAL BOARDROOM**

1. Call to Order

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

2. Opening Business

- a. Invocation- Kevin Paslay, Trustee
- b. Flag Salute- David Sutherland, Chairman
- c. Roll Call- Shirley Lett, City Clerk

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

ABSENT: None

STAFF: Shirley Lett 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 8, 2016 regular meeting.
- B. Approval of Purchase Orders/Warrants: (#120348-#120448)
 - I. SPWA \$60,548.05

Motion was made by Vice Chairman Young and 2nd by Trustee Paslay 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. Review of bids received, and consideration and appropriate action related to possible award of bid for the Tree Trimming Project.

Motion was made by Chairman Sutherland and 2nd by Trustee Ceska to award Hardin Tree Inc., the lowest responsible bidder, the Tree Trimming Project in an amount of \$104,000.00.

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

NO: NONE

6. Consideration and appropriate action related to bids received and possible award of financing/bank bid for financing of the \$8,100,000.00 sales tax revenue note for street improvements, subject to passage and approval of Resolution 2016-08.

Motion was made by Vice Chairman Young and 2nd by Trustee Jech to award bid to JP Morgan Chase Bank, Option B for financing of \$8,100,000.00 sales tax revenue note for street improvements and approval of Resolution 2016-08.

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

NO: NONE

7. CONSIDERATION AND APPROPRIATE ACTION RELATED TO PROPOSED RESOLUTION 2016-08, A RESOLUTION AUTHORIZING THE SKIATOOK PUBLIC WORKS AUTHORITY (THE "AUTHORITY") TO ISSUE ITS SALES TAX REVENUE NOTE, SERIES 2016 (THE "NOTE") IN THE AGGREGATE PRINCIPAL AMOUNT OF \$8,100,000.00; WAIVING COMPETITIVE BIDDING AND AUTHORIZING THE NOTE TO BE SOLD ON A NEGOTIATED BASIS; APPROVING AND AUTHORIZING THE EXECUTION OF AN AMENDED SALES TAX AGREEMENT BY AND BETWEEN THE CITY OF SKIATOOK, OKLAHOMA (THE "CITY") AND THE AUTHORITY PERTAINING TO A YEAR-TO-YEAR PLEDGE OF CERTAIN SALES TAX REVENUE; APPROVING AND AUTHORIZING EXECUTION OF A SERIES 2016 SUPPLEMENTAL NOTE INDENTURE AUTHORIZING THE ISSUANCE AND SECURING THE PAYMENT OF THE NOTE; PROVIDING THAT THE ORGANIZATIONAL DOCUMENT CREATING THE AUTHORITY IS SUBJECT TO THE PROVISIONS OF THE NOTE INDENTURE, AS AMENDED; AUTHORIZING AND DIRECTING THE EXECUTION OF THE NOTE AND OTHER DOCUMENTS RELATING TO THE TRANSACTION; INCLUDING PROFESSIONAL SERVICES AGREEMENTS; AND CONTAINING OTHER PROVISIONS RELATING THERETO.

Motion was made by Trustee Forbes and 2nd by Trustee Ceska to approve RESOLUTION 2016-08, A RESOLUTION AUTHORIZING THE SKIATOOK PUBLIC WORKS AUTHORITY (THE "AUTHORITY") TO ISSUE ITS SALES TAX REVENUE NOTE, SERIES 2016 (THE "NOTE") IN THE AGGREGATE PRINCIPAL AMOUNT OF \$8,100,000.00; WAIVING COMPETITIVE BIDDING AND AUTHORIZING THE NOTE TO BE SOLD ON A NEGOTIATED BASIS; APPROVING AND AUTHORIZING THE EXECUTION OF AN AMENDED SALES TAX AGREEMENT BY AND BETWEEN THE CITY OF SKIATOOK, OKLAHOMA (THE "CITY") AND THE AUTHORITY PERTAINING TO A YEAR-TO-YEAR PLEDGE OF CERTAIN SALES TAX REVENUE; APPROVING AND AUTHORIZING EXECUTION OF A SERIES 2016 SUPPLEMENTAL NOTE INDENTURE AUTHORIZING THE ISSUANCE AND SECURING THE PAYMENT OF THE NOTE; PROVIDING THAT THE ORGANIZATIONAL DOCUMENT CREATING THE AUTHORITY IS SUBJECT TO THE PROVISIONS OF THE NOTE INDENTURE, AS AMENDED; AUTHORIZING AND DIRECTING THE EXECUTION OF THE NOTE AND OTHER DOCUMENTS RELATING TO THE TRANSACTION; INCLUDING PROFESSIONAL SERVICES AGREEMENTS; AND CONTAINING OTHER PROVISIONS RELATING THERETO.

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

8. Consideration and appropriate action related to the purchase of pole mount transformers from Diversified Electric in the amount of \$24,168.00.

Motion was made by Chairman Sutherland and 2nd by Trustee Jech to approve the purchase of pole mount transformers from Diversified Electric in the amount of \$24,168.00.

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

9. Presentation of and consideration and appropriate action related to the acceptance of the FY 2014-2015 audit.

Motion was made by Chairman Sutherland and 2nd by Trustee Martin to approve the FY 2014-2015 audit.

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

10. Adjournment.

Motion was made by Chairman Sutherland and 2nd by Trustee Paslay to adjourn.

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

David Sutherland, Chairman

Herb Forbes, Trustee

Patrick Young, Vice Chairman

Joyce Jech, Trustee

Patty Ceska, Trustee

Shirley Lett Clerk/Treasurer

Kevin Paslay, Trustee

Date Minutes Approved:

Shawn Martin, Trustee

**MINUTES OF THE MEETING
OF THE SKIATOOK CITY COUNCIL
TUESDAY, March 29, 2016 6:00 P.M., MUNICIPAL BOARDROOM**

1. Call to Order

The meeting was called to order by Mayor Sutherland at 6:30 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: Shirley Lett 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 8, 2016 regular meeting.
- B. Approval of Purchase Orders/Warrants: (#120348-#120448)
 - i. General \$78,557.47
 - ii. Cemetery \$2,301.46
 - iii. Airport \$155.00
 - iv. Court \$0.00
 - v. One Cent \$11,094.90

Motion was made by Vice Mayor Young and 2nd by Councilor Paslay 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. Discussion by Michael Kern, of 938 N. Country Meadow Lane, related to City Ordinance restricting chicken (fowl) within City limits.**6. Discussion and public hearing regarding the Skiatook 2035 Land Use Master Plan and Land Use Map.****7. Public hearing on the Community Development Block Grant for the FY 2016.****8. Consideration and appropriate action related to possible ratification of financing/bank bid awarded by the Skiatook Public Works Authority for financing of the \$8,100,000.00 sales tax revenue note for street improvements, subject to passage and approval of Resolution 2016-09.**

Motion was made by Vice Mayor Young and 2nd by Councilor Jech to approve ratification of financing of the \$8,100,000.00 sales tax revenue note for street improvements by JP Morgan Chase Bank, Option B by the Skiatook Public Works Authority and approval of Resolution 2016-09.

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

9. CONSIDERATION AND APPROPRIATE ACTION RELATED TO PROPOSED RESOLUTION 2016-09, A RESOLUTION OF THE CITY OF SKIATOOK, OKLAHOMA (THE "CITY") APPROVING THE INCURRENCE OF INDEBTEDNESS BY THE SKIATOOK PUBLIC WORKS AUTHORITY (THE "AUTHORITY") ISSUING ITS SALES TAX REVENUE NOTE, SERIES 2016 (THE "NOTE"); PROVIDING THAT THE ORGANIZATIONAL DOCUMENT CREATING THE AUTHORITY IS SUBJECT TO THE PROVISIONS OF THE NOTE INDENTURE, AS AMENDED, AUTHORIZING THE ISSUANCE OF SAID NOTE; WAIVING COMPETITIVE BIDDING WITH RESPECT TO THE SALE OF SAID NOTE AND APPROVING THE PROCEEDINGS OF THE AUTHORITY PERTAINING TO THE SALE OF SAID NOTE; APPROVING AND AUTHORIZING THE EXECUTION OF AN AMENDED SALES TAX AGREEMENT BY AND BETWEEN THE CITY AND THE AUTHORITY PERTAINING TO THE YEAR-TO-YEAR PLEDGE OF CERTAIN SALES TAX REVENUES; AND CONTAINING OTHER PROVISIONS RELATING THERETO.

Motion was made by Vice Mayor Young and 2nd by Councilor Forbes to approve RESOLUTION 2016-09, A RESOLUTION OF THE CITY OF SKIATOOK, OKLAHOMA (THE "CITY") APPROVING THE INCURRENCE OF INDEBTEDNESS BY THE SKIATOOK PUBLIC WORKS AUTHORITY (THE "AUTHORITY") ISSUING ITS SALES TAX REVENUE NOTE, SERIES 2016 (THE "NOTE"); PROVIDING THAT THE ORGANIZATIONAL DOCUMENT CREATING THE AUTHORITY IS SUBJECT TO THE PROVISIONS OF THE NOTE INDENTURE, AS AMENDED, AUTHORIZING THE ISSUANCE OF SAID NOTE; WAIVING COMPETITIVE BIDDING WITH RESPECT TO THE SALE OF SAID NOTE AND APPROVING THE PROCEEDINGS OF THE AUTHORITY PERTAINING TO THE SALE OF SAID NOTE; APPROVING AND AUTHORIZING THE EXECUTION OF AN AMENDED SALES TAX AGREEMENT BY AND BETWEEN THE CITY AND THE AUTHORITY PERTAINING TO THE YEAR-TO-YEAR PLEDGE OF CERTAIN SALES TAX REVENUES; AND CONTAINING OTHER PROVISIONS RELATING THERETO.

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

10. Consideration and appropriate action related to approval of a contract for Worker's Compensation insurance from OMAG in an amount of \$58,132.00 for the period of April 1, 2016-June 30, 2016.

Motion was made by Mayor Sutherland and 2nd by Councilor Forbes to approve a contract for Worker's Compensation insurance from OMAG in an amount of \$58,132.00 for the period of April 1, 2016-June 30, 2016.

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

11. Consideration and appropriate action related to approval of an agreement between the City of Skiatook and LandPlan Consultants, Inc. for Final Design Construction Phase Services on the Osage Prairie Trail Extension-Highway 20 Crossing with Hawk Beacon.

Motion was made by Vice Mayor Young and 2nd by Councilor Martin to approve an agreement between the City of Skiatook and LandPlan Consultants, Inc. for Final Design Construction Phase Services on the Osage Prairie Trail Extension-Highway 20 Crossing with Hawk Beacon.

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

12. Consideration and appropriate action related to Amendment No. 3 to Owner-Engineer Agreement with Cobb Engineering Company for the Rehabilitate Terminal Apron project at the Skiatook Municipal Airport.

Motion was made by Mayor Sutherland and 2nd by Councilor Paslay to approve Amendment No. 3 to Owner-Engineer Agreement with Cobb Engineering Company for the Rehabilitate Terminal Apron project at the Skiatook Municipal Airport.

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

13. Presentation of and consideration and appropriate action related to the acceptance of the FY 2014-2015 Audit.

Motion was made by Vice Mayor Young and 2nd by Councilor Martin to approve the acceptance of the FY 2014-2015 Audit.

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

14. Consideration and appropriate action related to authorizing the City Manager to advertise for bids on the Streetscaping Project-Phase 1.

Motion was made by Councilor Forbes and 2nd by Councilor Jech to authorize the City Manager to advertise for bids on the Streetscaping Project-Phase 1.

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

15. Consideration and appropriate action related to the Driveway Closure Agreement between the City of Skiatook and Elizabeth Kathleen Sherwood.

Motion was made by Mayor Sutherland and 2nd by Vice Mayor Young to approve the Driveway Closure Agreement between the City of Skiatook and Elizabeth Kathleen Sherwood.

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

**16. City Manager's Report
Update on work done at Exchange Bank Park.**

17. Public Comment Forum

18. Adjournment

Motion was made by Mayor Sutherland and 2nd by Councilor Ceska to adjourn.

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

David Sutherland, Mayor

Herb Forbes, Councilor

Patrick Young, Vice Mayor

Joyce Jech, Councilor

Patty Ceska, Councilor

Shirley Lett, Clerk/Treasurer

Kevin Paslay, Councilor

Date Minutes Approved:

Shawn Martin, Councilor

