

**MINUTES OF THE MEETING  
OF THE SKIATOOK CITY COUNCIL  
TUESDAY, MAY 14, 2013, 7:00 P.M., MUNICIPAL BOARDROOM**

1. **Call to Order**

The meeting was called to order by Mayor Sien at 7:00 p.m., in the Municipal Boardroom.

2. **Invocation**

The invocation was given by Vice-Mayor David Sutherland, Ward 2.

3. **Flag Salute**

The flag salute was led by Chief John Lawrence, Skiatook Police 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 April 30, 2013 regular meeting.

B. Approval of Purchase Orders/Warrants: (#106902-106999)

I.	General	\$57,502.54
II.	Cemetery	191.91
III.	Airport	626.11
IV.	Court	339.62
V.	One Cent	164,073.12

C. Approval of an amendment to Tulsa County Drug Task Force Forfeiture 01-348 and a supplemental appropriation to Tulsa County Forfeiture 01-405-604 for \$37.40.

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

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

NO: None

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

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

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

NO: None

7. **Presentation by Tulsa's Future with regards to Economic Development**

Justin McLaughlin made presentation for Tulsa Future goals, business retention and expansion.  
Discussion only. No Action was taken.

8. **Consideration and appropriate action relating to approval of Ordinance 2013-07; an ordinance granting Community Cable & Broadband, Inc, a non-exclusive permit to use public ways, streets and easements for the purpose of constructing cable television transmission wires and creating standards of service; providing for service without charge to public buildings; levying a total fee of four percent (4%) of the gross revenues received by Community Cable and Broadband, Inc; defining terms; granting the City of Skiatook, Oklahoma, the right to inspect books and records; requiring liability insurance; providing for termination of the rights granted hereby; disclaiming any liability of City by reason of the enactment of this ordinance; providing for codification and declaring an emergency.**

Motion was made by Councilor Forbes, 2<sup>nd</sup> by Councilor Jones to approve Ordinance 2013-07 as printed.

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

NO: None

9. **Consideration and action relating to an emergency clause for Ordinance 2013-07.**

Motion was made by Councilor Forbes, 2<sup>nd</sup> by Councilor Young to approve the emergency clause for Ordinance 2013-07.

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

NO: None

10. **Consideration and appropriate action relating to approval of an engagement letter with Arledge and Associates for auditing services for FY 2012-13.**

Motion was made by Councilor Forbes, 2<sup>nd</sup> by Councilor Sien to approve engagement letter with Arledge and Associates for auditing services for FY 2012-13.

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

NO: None

11. **Consideration and appropriate action relating to approval of conceptual designs from Freese Architecture for park facilities.**

Motion was made by Councilor Sutherland, 2<sup>nd</sup> by Councilor Forbes to approve conceptual designs from Freese Architecture for park facilities.

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

NO: None

12. **Discussion only regarding possible time change for the City Council meetings and possibly a future agenda item for public comments.**

Discussion only. No action was taken. Possible time change for City Council Meetings to 6:00 or 6:30 and an addition of a public comments agenda item.

13. **City Managers Report**

**A. Capital Projects (Sports Park Restroom)**

Mr. Yancey spoke about this item during the agenda item number 11 regarding the park facilities design.

**B. Firearms Range Update**

Fire arms range is complete and the Police Department will be using it in the near future. They are allowing time for the sod to take hold on the berm before using it.

**Interim Chief Burgess recognized Lt. Phelps' promotion on the Volunteer Fire Department.**

**C. Osage Gardens Cemetery Compliance Issues**

Mr. Yancey discussed the compliance issues that are at the cemetery.

**D. New Municipal Officials Institute on Thursday, June 27, 2013**

Mr. Yancey reminded the Council of the New Municipal Officials Institute taking place on June 27, 2013.

14. **Adjournment.**

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

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

NO: None

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Randy Sien, Mayor

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David Sutherland, Vice-Mayor

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Shirley Lett, City Clerk/Treasurer

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Date Minutes Approved:

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Herb Forbes, Councilor

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Joyce Jech, Councilor

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Patrick Young, Councilor

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Kevin Paslay, Councilor

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Eugene Jones, Councilor

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**MINUTES OF THE MEETING  
OF THE SKIATOOK PUBLIC WORKS AUTHORITY  
TUESDAY, MAY 14, 2013, 7:00 P.M., MUNICIPAL BOARDROOM**

**1. Call to Order**

The meeting was called to order by Mayor Sien at 8:05 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 April 30, 2013 regular meeting.

B. Approval of Purchase Orders/Warrants: (#106902-106999)

I. SPWA \$364,019.23

D. Approval of an agreement with Municipal Finance Services for financial advisor services.

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

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

NO: None

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

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

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

NO: None

**7. Consideration and appropriate action relating to approval of an engagement letter with Arledge and Associates for auditing services for FY 2012-13.**

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

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

NO: None

**8. City Managers Report**

**A. Capital Projects**

Manhole cover Project, two manholes are completed and the third manhole is under construction.

**B. Casino Update**

Easements have been released today. They are to be signed and that will allow for relocation of electric lines.

**C. Review of Sanitation Rates**

Review of sanitation rates. Last residential sanitation rate increase was in 2009; last commercial increase was in 1997. City has surveyed surrounding communities for rate study.

**E. Community Development Block Grant**

City received \$64,000 CDB Grant to help fund the Senior Citizen's relocation project.

**9. 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, Chairman

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Herb Forbes, Councilor

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David Sutherland, Vice-Chairman

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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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