

**MINUTES OF THE MEETING
OF THE SKIATOOK CITY COUNCIL
TUESDAY, MARCH 31, 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 Pastor Bill Taylor, Community Lighthouse Church.

3. Flag Salute

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

4. Roll Call

PRESENT: David Sutherland, Herb Forbes, 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 March 10, 2015 regular meeting.

B. Approval of Purchase Orders/Warrants: (#116107-116204)

I.	General	\$141,034.38
II.	Cemetery	132.91
III.	One Cent	12,251.16

Motion was made by Councilor Young, 2nd by Councilor Jech to approve Consent Agenda as written.

YES: Sutherland, Forbes, 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 approval of granting a permit to Skiatook Bluegrass Association, 2415 CR2255, Skiatook, OK 74070, to operate the 11th Annual Tallgrass Music Festival to be held at the Skiatook Festival Grounds located behind the Skiatook Sports Park from 8:00 a.m., Friday, June 5th – Saturday, June 6th, 11:00 p.m.

Motion was made by Councilor Young, 2nd by Councilor Jech to approve granting a permit to Skiatook Bluegrass Association, 2415 CR2255, Skiatook, OK 74070, to operate the 11th Annual Tallgrass Music Festival to be held at the Skiatook Festival Grounds located behind the Skiatook Sports Park from 8:00 a.m., Friday, June 5th – Saturday, June 6th, 11:00 p.m.

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

NO: None

8. Consideration and appropriate action relating to a Citizen's request to address the Council regarding a proposal to construct a skate park in the City of Skiatook.

Motion was made by Councilor Forbes, 2nd by Councilor Jones to take no action.

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

NO: None

9. **PUBLIC HEARING to determine if a structure located at 602 S. Javine Ave 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 possible order of removal of the structure and/or structures located on the property.**

Motion was made by Mayor Sutherland, 2nd by Councilor Forbes to open public hearing.

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

NO: None

Motion was made by Councilor Young, 2nd by Mayor Sutherland to close public hearing.

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

NO: None

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

Motion was made by Mayor Sutherland, 2nd by Councilor Paslay to table until April 28th, 2015 regular City Council meeting.

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

NO: None

11. **PUBLIC HEARING to determine if a structure located at 418 S. Haynie St 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 removal of the structure and/or structures located on the property.**

Motion was made by Mayor Sutherland, 2nd by Councilor Jech to open public hearing.

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

NO: None

Motion was made by Councilor Young, 2nd by Councilor Forbes to close public hearing.

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

NO: None

12. **Consideration and appropriate action relating to a structure located at 418 S. Haynie St 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 removal of the structure and/or structures located on the property.**

Motion was made by Mayor Sutherland, 2nd by Councilor Forbes to table until April 28th, 2015 regular City Council meeting.

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

NO: None

13. **Consideration and appropriate action relating to lot-split approval as requested in Application No. SKL-171, regarding property located on East Oak Street between Broadway and "C" Street.**

Motion was made by Councilor Young, 2nd by Councilor Jones to approve lot-split as requested in Application No. SKL-171, regarding property located on East Oak Street between Broadway and "C" Street.

YES: Sutherland, Forbes, Jech, Young, Paslay, Jones
NO: None

14. Consideration and appropriate action relating to approval of an Administrative Services Agreement with AmeriBank Group Benefits, LLC for insurance brokerage services for the 2015-2016 fiscal year.

Motion was made by Councilor Forbes, 2nd by Councilor Paslay to approve an Administrative Services Agreement with AmeriBank Group Benefits, LLC for insurance brokerage services for the 2015-2016 fiscal year.

YES: Sutherland, Forbes, Jech, Young, Paslay, Jones
NO: None

15. Consideration and appropriate action relating to renewal with Community Care for group health benefits for the 2015-2016 fiscal year.

Motion was made by Mayor Sutherland, 2nd by Councilor Jech to approve renewal with Community Care for group health benefits for the 2015-2016 fiscal year.

YES: Sutherland, Forbes, Jech, Young, Paslay, Jones
NO: None

16. Consideration and appropriate action relating to renewal with Delta Dental for group dental benefits for the 2015-16 fiscal year.

Motion was made by Councilor Forbes, 2nd by Councilor Young to approve renewal with Delta Dental for group dental benefits for the 2015-16 fiscal year.

YES: Sutherland, Forbes, Jech, Young, Paslay, Jones
NO: None

17. Consideration and appropriate action relating to Resolution 2015-08; a resolution of the City Council of the City of Skiatook approving an amended and restated trust indenture for the Oklahoma Municipal Retirement Fund; providing amendments to the trust to authorize daily valuations and daily accounting for assets within the Master Defined Contribution Plans administered by Oklahoma Municipal Retirement Fund; providing for daily valuation of participant accounts in the Defined Contribution Plans administered by Oklahoma Municipal Retirement Fund and providing procedures and rules for accounting of such assets; providing for effective date of amended and restated trust indenture and continuing existing trust as amended in full force and effect.

Motion was made by Councilor Young, 2nd by Councilor Jech to approve Resolution 2015-08; a resolution of the City Council of the City of Skiatook approving an amended and restated trust indenture for the Oklahoma Municipal Retirement Fund; providing amendments to the trust to authorize daily valuations and daily accounting for assets within the Master Defined Contribution Plans administered by Oklahoma Municipal Retirement Fund; providing for daily valuation of participant accounts in the Defined Contribution Plans administered by Oklahoma Municipal Retirement Fund and providing procedures and rules for accounting of such assets; providing for effective date of amended and restated trust indenture and continuing existing trust as amended in full force and effect.

YES: Sutherland, Forbes, Jech, Young, Paslay, Jones
NO: None

18. **Consideration and appropriate action relating to Resolution 2015-09; a resolution of the City Council of the City of Skiatook approving a right-of-way, public utility and encroachment agreement between the Oklahoma Department of Transportation and the City of Skiatook related to an intersection modification at Highway 20 and Javine Hill Road.**

Motion was made by Mayor Sutherland, 2nd by Councilor Paslay to approve Resolution 2015-09; a resolution of the City Council of the City of Skiatook approving a right-of-way, public utility and encroachment agreement between the Oklahoma Department of Transportation and the City of Skiatook related to an intersection modification at Highway 20 and Javine Hill Road.

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

NO: None

19. **Consideration and appropriate action relating to renewal of workers' compensation insurance with CompSource Mutual Insurance Company in amount of \$190,129.00 for the 2015-16 fiscal year.**

Motion was made by Councilor Forbes, 2nd by Councilor Young to approve renewal of workers' compensation insurance with CompSource Mutual Insurance Company in amount of \$190,129.00 for the 2015-16 fiscal year.

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

NO: None

20. **Consideration and appropriate action relating to approval of the submission of an application to Tulsa County for Vision 2025 funding.**

Motion was made by Councilor Forbes, 2nd by Councilor Jech to approve the submission of an application to Tulsa County for Vision 2025 funding.

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

NO: None

21. **Consideration and appropriate action relating to acceptance and approval of a bid from Hardin Tree Inc. in an amount of \$109,500.00 for tree trimming services in the electric distribution system right-of-way and authorize the City Manager to sign contract.**

Motion was made by Mayor Sutherland, 2nd by Councilor Young to approve acceptance and approval of a bid from Hardin Tree Inc. in an amount of \$109,500.00 for tree trimming services in the electric distribution system right-of-way and authorize the City Manager to sign contract.

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

NO: None

22. **Consideration and appropriate action relating to Resolution 2015-10; a resolution of the City Council of the City of Skiatook, Oklahoma, approving an amendment to lease-purchase agreement between the City of Skiatook, Oklahoma and the Petrous Group, Inc., related to economic development of real property owned by the City of Skiatook.**

Motion was made by Mayor Sutherland, 2nd by Councilor Young to approve Resolution 2015-10; a resolution of the City Council of the City of Skiatook, Oklahoma, approving an amendment to lease-purchase agreement between the City of Skiatook, Oklahoma and the Petrous Group, Inc., related to economic development of real property owned by the City of Skiatook.

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

NO: None

23. Consideration and appropriate action relating to an engagement letter with Crawford and Associates for financial services and compilation of data for FY 2015.

Motion was made by Councilor Young, 2nd by Councilor Jones to approve an engagement letter with Crawford and Associates for financial services and compilation of data for FY 2015.

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

NO: None

24. Consideration and appropriate action relating to an easement agreement between Casey’s Marketing Company, the City of Skiatook and the Skiatook Public Works Authority relating to part of Government Lot 2, Section 22, Township 22 North, Range 12 East of the I.B.&M lying North of Highway 20 and West of Osage Ave.

Motion was made by Councilor Young, 2nd by Mayor Sutherland to approve

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

NO: None

25. City Managers Report

A. Economic Development

Urgent care moving forward, Ace Hardware incentives, Casey’s General Store moving forward, Warehouse Market moving forward with conceptual design.

B. Capital Projects (entrance sign, highway widening, trail extension, sports park roads & sign)

City seal and lights will be added to entrance sign to finish the project. The trail project (2 mile extension to the north) will be moving forward with interviewing architects. Sports park chip and seal was finished today.

C. Police and Fire Department (introduce new officers)

Tyler Wilson- Cleet certified and started employment on March 9th.

Corey Smith- Will start cleet on 4/14/15, and it will last 16 weeks.

26. Public Comment Forum

THIS ITEM WAS SKIPPED. NO ONE WISHED TO SPEAK.

27. Adjournment.

Motion was made by Mayor Sutherland, 2nd by Councilor Forbes to adjourn.

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

NO: None

David Sutherland, Mayor

Herb Forbes, Councilor

Patrick Young, Vice-Mayor

Joyce Jech, Councilor

Shirley Lett, Clerk/Treasurer

Kevin Paslay, Councilor

Date Minutes Approved:

Eugene Jones, Councilor

**MEETING OF THE MEETING
OF THE SKIATOOK PUBLIC WORKS AUTHORITY
TUESDAY, MARCH 31, 2015, 6:00 P.M., MUNICIPAL BOARDROOM**

1. Call to Order

The meeting was called to order by Chairman Sutherland at 7:30 p.m. in the Municipal Boardroom.

4. Roll Call

PRESENT: David Sutherland, Herb Forbes, 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 March 10, 2015 regular meeting.

B. Approval of Purchase Orders/Warrants: (#116107-116204)

I. SPWA \$62,275.43

Motion was made by Trustee Young, 2nd by Trustee Forbes to approve Consent Agenda as written.

YES: Sutherland, Forbes, 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 renewal with Community Care for group health benefits for the 2015-2016 fiscal year.

Motion was made by Trustee Forbes, 2nd by Trustee Young to approve renewal with Community Care for group health benefits for the 2015-2016 fiscal year.

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

NO: None

8. Consideration and appropriate action relating to renewal with Delta Dental for group dental benefits for the 2015-16 fiscal year.

Motion was made by Trustee Jones, 2nd by Trustee Forbes to approve renewal with Delta Dental for group dental benefits for the 2015-16 fiscal year.

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

NO: None

9. Consideration and appropriate action relating to an easement agreement between Casey's Marketing Company, the City of Skiatook and the Skiatook Public Works Authority relating to part of Government Lot 2, Section 22, Township 22 North, Range 12 East of the I.B.&M lying North of Highway 20 and West of Osage Ave.

Motion was made by Trustee Forbes, 2nd by Trustee Young to approve an easement agreement between Casey's Marketing Company, the City of Skiatook and the Skiatook Public Works Authority relating to part of Government Lot 2, Section 22, Township 22 North, Range 12 East of the I.B.&M lying North of Highway 20 and West of Osage Ave.

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

NO: None

10. **City Managers Report**

A. Capital Projects (wastewater and water treatment plants, chloramine conversion, water tank, water line, senior citizen's center)

Waste water treatment plant- permits limits have begun and design bid proceeding. Water tank project has gone out for bid. Building for chloramine conversion to be completed by July 15th, getting easements for 16 inch water line. Senior citizen's center finishing with sidewalks.

11. **Adjournment**

Motion was made by Chairman Sutherland, 2nd by Trustee Jech to adjourn.

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

NO: None

David Sutherland, Chairman

Herb Forbes, Trustee

Patrick Young, Vice-Chairman

Joyce Jech, Trustee

Shirley Lett, Clerk/Treasurer

Kevin Paslay, Trustee

Date Minutes Approved:

Eugene Jones, Trustee

