

**MINUTES OF THE MEETING
OF THE SKIATOOK CITY COUNCIL
TUESDAY, FEBRUARY 11, 2014, 6:00 P.M., MUNICIPAL BOARDROOM**

1. Call to Order

The meeting was called to order by Mayor Sien at 6:00 p.m. in the Municipal Boardroom.

2. Invocation

The invocation was led by Pastor Jerald Freeman, Ascension Church.

3. Flag Salute

The flag salute was led by Chief Pat Dean, 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 January 28, 2014 regular meeting.

B. Approval of Purchase Orders/Warrants: (#110811-110901)

I. General	\$37,579.35
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II. Cemetery	175.04
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III. Airport	993.42
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IV. Court	265.26
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V. One Cent	15,581.72
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Motion was made by Councilor Sutherland, 2nd by Councilor Young 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.

THIS ITEM WAS SKIPPED. NO ACTION WAS TAKEN.

7. Consideration and appropriate action relating to approval of an expenditure in an amount of \$20,716.28 for the purchase of two (2) Newport HT70 transport ventilators for the Skiatook Fire Department

Motion was made by Councilor Sutherland, 2nd by Mayor Sien to approve an expenditure in an amount of \$20,716.28 for the purchase of two (2) Newport HT70 transport ventilators for the Skiatook Fire Department.

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

NO: None

8. Discussion relating to a citizen's request to address the Council concerning his house flooding during heavy rains.

Mr. Prince addressed Council about flooding problem in his area. He offered to buy the property north to 6th Street. Mr. Yancey will check with engineers and the legality of selling this property.

9. **Discussion regarding the Hazard Mitigation Plan Update**

Mr. Armstrong gave an update on the Hazard Mitigation Plan.

10. **PUBLIC HEARING to determine if a structure located at 218 E. Oak 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

11. **Consideration and appropriate action relating to whether a structure located at 218 E. Oak 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 Young to table until the first meeting in March (11th).

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

NO: None

12. **Consideration and appropriate action relating to an amendment to the Department of Justice Forfeiture Fund for \$10,348.17 to Line Item 01-344 representing Homeland Security Asset Sharing Forfeiture and approval of a supplemental appropriation to the Police Department - Department of Justice Forfeiture Fund to Line Item 01-405-603.**

Motion was made by Councilor Sutherland, 2nd by Councilor Young to approve an amendment to the Department of Justice Forfeiture Fund for \$10,348.17 to Line Item 01-344 representing Homeland Security Asset Sharing Forfeiture and approval of a supplemental appropriation to the Police Department - Department of Justice Forfeiture Fund to Line Item 01-405-603.

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

NO: None

13. **Consideration and appropriate action relating to an amendment to the General Fund for \$1,000.00 to Line Item 01-338 representing a donation from Mahan, Inc. and approval of a supplemental appropriation to the Fire Department Capital Outlay to Line Item 01-406-610.**

Motion was made by Mayor Sien, 2nd by Councilor Forbes to approve an amendment to the General Fund for \$1,000.00 to Line Item 01-338 representing a donation from Mahan, Inc. and approval of a supplemental appropriation to the Fire Department Capital Outlay to Line Item 01-406-610.

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

NO: None

14. **Consideration and appropriate action relating to approval of Mutual Aid Fire Agreement between the City of Skiatook and the Secretary of the Air Force acting by and through the Commander 138th FW Tulsa Air National Guard Base.**

Motion was made by Mayor Sien, 2nd by Councilor Sutherland to approve Mutual Aid Fire Agreement between the City of Skiatook and the Secretary of the Air Force acting by and through the Commander 138th FW Tulsa Air National Guard Base.

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

NO: None

15. **Consideration and appropriate action relating to the approval of Ordinance 2014-03; an ordinance amending the provisions of Title 11, Chapter 12, "Off Street Parking and Loading", by revising Section 11-12-4, entitled "Off Street Parking Area Design Standards" relating to surfacing standards of unenclosed off street parking areas, containing other provisions related thereto, repealing all ordinances or parts of ordinances in conflict herewith, providing for codification and declaring and emergency.**

Motion was made by Councilor Sutherland, 2nd by Councilor Jones to approve Ordinance 2014-03; an ordinance amending the provisions of Title 11, Chapter 12, "Off Street Parking and Loading", by revising Section 11-12-4, entitled "Off Street Parking Area Design Standards" relating to surfacing standards of unenclosed off street parking areas, containing other provisions related thereto, repealing all ordinances or parts of ordinances in conflict herewith, providing for codification and declaring and emergency.

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

NO: None

16. **Consideration and appropriate action relating to an emergency clause for Ordinance 2014-03.**

Motion was made by Mayor Sien, 2nd by Councilor Young to approve an emergency clause for Ordinance 2014-03.

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

NO: None

17. **Consideration and appropriate action relating to approval of Ordinance 2014-04; an ordinance amending the provisions of Title 9, "Public Utilities", Chapter 4, "Sanitary Sewer System", requiring the use and maintenance of grease traps and grease interceptors, containing other provisions related thereto, repealing all ordinances or parts of ordinances in conflict herewith, providing for codification and declaring an emergency.**

Motion was made by Councilor Sutherland, 2nd by Councilor Young to approve Ordinance 2014-04; an ordinance amending the provisions of Title 9, "Public Utilities", Chapter 4, "Sanitary Sewer System", requiring the use and maintenance of grease traps and grease interceptors, containing other provisions related thereto, repealing all ordinances or parts of ordinances in conflict herewith, providing for codification and declaring an emergency.

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

NO: None

18. **Consideration and appropriate action relating to an emergency clause for Ordinance 2014-04.**

Motion was made by Mayor Sien, 2nd by Councilor Forbes to approve an emergency clause for Ordinance 2014-04.

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

NO: None

19. **Consideration and appropriate action relating to approval of Ordinance 2014-05; an ordinance amending the provisions of Title 5, Chapter 1, "Tobacco use in city buildings, vehicles", Sections 5-1-1, "Tobacco Defined" and 5-1-2, "Use Prohibited", and amending the provisions of Title 8, Chapter 2, "Public Parks", Section 8-2-10, "Alcoholic Beverages, Controlled Dangerous Substances, Tobacco Products, and Solicitation of Alms" of the Skiatook Municipal Code, containing other provisions related thereto, repealing all ordinances or parts of ordinances in conflict herewith, and declaring an emergency.**

Motion was made by Councilor Young, 2nd by Councilor Jones to approve Ordinance 2014-05; an ordinance amending the provisions of Title 5, Chapter 1, "Tobacco use in city buildings, vehicles", Sections 5-1-1, "Tobacco Defined" and 5-1-2, "Use Prohibited", and amending the provisions of Title 8, Chapter 2, "Public Parks", Section 8-2-10, "Alcoholic Beverages, Controlled Dangerous Substances, Tobacco Products, and Solicitation of Alms" of the Skiatook Municipal Code, containing other provisions related thereto, repealing all ordinances or parts of ordinances in conflict herewith, and declaring an emergency.

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

NO: None

20. **Consideration and appropriate action relating to an emergency clause for Ordinance 2014-05.**

Motion was made by Mayor Sien, 2nd by Councilor Forbes to approve an emergency clause for Ordinance 2014-05.

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

NO: None

21. **Consideration and appropriate action relating to approval of an insurance policy with Oklahoma Municipal Assurance Group for Property coverage in an amount of \$44,435.39.**

Motion was made by Mayor Sien, 2nd by Councilor Forbes to approve an insurance policy with Oklahoma Municipal Assurance Group for Property coverage in an amount of \$44,435.39.

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

NO: None

22. **Discussion regarding the Saturday Refuse Collection Site.**

City Staff will look at raising rates to offset costs.

23. **Discussion regarding the codification of the City Code.**

City Staff will bring back for approval after council review.

24. **City Managers Report**

A. 216 East Oak Update

This property is condemned, but city staff will bring back to the March 11, 2014 regular meeting for a status update.

B. 627 South Osage

This property is condemned. The landowner is working with a contractor directly. This property should be removed tomorrow. City staff will give a status update.

C. 709 South Haynie

This property has been torn down. There is still some debris and concrete. The contractor can either raise the property level or tear out the concrete.

D. Capital Projects

City staff is checking into lighting at the baseball park. Staff is looking at issues regarding aluminum versus wooden poles.

E. Police and Fire Department

THIS ITEM WAS SKIPPED.

25. Public Comment Forum

THIS ITEM WAS SKIPPED. NO ACTION WAS TAKEN.

26. Adjournment.

Motion was made by Mayor Sien, 2nd by Councilor Jech 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

**MINUTES OF THE MEETING
OF THE SKIATOOK PUBLIC WORKS AUTHORITY
TUESDAY, FEBRUARY 11, 2014, 6:00 P.M., MUNICIPAL BOARDROOM**

1. Call to Order

The meeting was called to order by Mayor Sien at 7:20 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 January 28, 2014 regular meeting.

B. Approval of Purchase Orders/Warrants: (#110811-110901)

I. SPWA \$476,676.62

C. Approval of an amendment to SPWA Miscellaneous 55-338 and a supplemental appropriation to Electric Department Contractual Services 55-454-507 for \$10,475.00 for repair of damaged transformer at the casino.

Motion was made by Councilor Sutherland, 2nd by Councilor 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 approval of Resolution 2014-05; a resolution of the Skiatook Public Works Authority requiring the use and maintenance of grease traps and grease interceptors by food service facilities.

Motion was made by Councilor Sutherland, 2nd by Councilor Forbes to approve Resolution 2014-05; a resolution of the Skiatook Public Works Authority requiring the use and maintenance of grease traps and grease interceptors by food service facilities.

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

NO: None

8. Consideration and appropriate action relating to approval of Resolution 2014-06; a resolution of the Skiatook Public Works Authority prohibiting the use of tobacco products and electronic smoking devices on real property and in buildings, vehicles and equipment of the Skiatook Public Works Authority.

Motion was made by Councilor Forbes, 2nd by Councilor Jones to approve Resolution 2014-06; a resolution of the Skiatook Public Works Authority prohibiting the use of tobacco products and electronic smoking devices on real property and in buildings, vehicles and equipment of the Skiatook Public Works Authority.

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

NO: None

9. **Consideration and appropriate action relating to approval of an insurance policy with Oklahoma Municipal Assurance Group for Property coverage in an amount of \$44,435.39.**

Motion was made by Councilor Sutherland, 2nd by Councilor Young to approve an insurance policy with Oklahoma Municipal Assurance Group for Property coverage in an amount of \$44,435.39.

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

NO: None

10. **Discussion regarding Contracting out the City’s trash service.**

DISCUSSION ONLY. NO ACTION WAS TAKEN.

11. **Consideration and appropriate action relating to the ratification of the purchase of pumps for the Water Treatment Plant, in an amount of \$16,160.00, authorized by the City Manager.**

Motion was made by Mayor Sien, 2nd by Councilor Sutherland to approve the ratification of the purchase of pumps for the Water Treatment Plant, in an amount of \$16,160.00, authorized by the City Manager.

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

NO: None

12. **City Managers Report**

A. Capital Projects

Senior Citizen’s center will go out to bid soon.

13. **Adjournment**

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

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

NO: None

Randy Sien, Chairman

Herb Forbes, Trustee

David Sutherland, Vice-Chairman

Joyce Jech, Trustee

Patrick Young, Trustee

Shirley Lett, Secretary

Kevin Paslay, Trustee

Date Minutes Approved:

Eugene Jones, Trustee

