

**MINUTES OF THE MEETING
OF THE SKIATOOK CITY COUNCIL
TUESDAY, October 25, 2016 6:00 P.M., MUNICIPAL BOARDROOM**

1. Call to Order

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

2. Opening Business

- a. Invocation by Aaron White of Guts Church Skiatook
- b. Flag Salute by Chief Pat Dean
- c. Roll Call by 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 October 11, 2016 regular meeting.
- B. Approval of Purchase Orders/Warrants: (#122596-#122677)

I. General Fund	\$61,488.42
II. Cemetery Fund	\$44.60
III. Airport Fund	\$9,500.00
IV. One Cent Capital Projects	\$42,400.00
- C. Budget Amendment for Cherokee Nation LEF Grant, Police Department to Revenue Line Item 01-338 (General Miscellaneous) and Supplemental Appropriation to Expense Line Item 01-405-610 (Police Department Capital Outlay) in the amount of \$1,600.00.
- D. Budget Amendment for Worker's Compensation Reimbursement to Revenue Line Item 01-338 (General Miscellaneous) and Supplemental Appropriation to Expense Line Item 01-406-401 (Fire Department Payroll) in the amount of \$3,535.98.
- E. Budget Amendment for CompSource Worker's Compensation-Credit to Revenue Line Item 01-338 (General Miscellaneous) and Supplemental Appropriation to Expense Line Item 01-412-408 (General-Workers Comp) in the amount of \$10,590.00.

Motion was made by Vice-Mayor Young and 2nd by Councilor Jech to approve Consent Agenda as printed.

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. Presentation of a plaque to Cougar Anderson.**6. Discussion by Chris Cody, of 1006 S. Russell Street, on City policies concerning responsible ownership of certain types of dogs.**

7. Discussion and possible action related to a request by John Yox, of the American Legion Post 131, for authorization to hold a Veteran's Day Parade to travel down Rogers Blvd on November 12, 2016, at 9:00 am.

Motion was made by Councilor Forbes and 2nd by Councilor Ceska to approve a request by John Yox, of the American Legion Post 131, for authorization to hold a Veteran's Day Parade to travel down Rogers Blvd on November 12, 2016, at 9:00 am.

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

NO: NONE

ABSTAIN: Ceska

8. Discussion on a new City website design by CivicPlus.

9. Consideration and appropriate action related to the approval of a General Liability and Auto Insurance policy with Oklahoma Municipal Assurance Group in the amount of \$73,579.00 for the period from November 1, 2016 to November 1, 2017.

Motion was made by Mayor David Sutherland and 2nd by Councilor Jech to approve a General Liability and Auto Insurance policy with Oklahoma Municipal Assurance Group in the amount of \$73,579.00 for the period from November 1, 2016 to November 1, 2017.

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

NO: NONE

10. Consideration and appropriate action related to Ordinance 2016-10, AN ORDINANCE AMENDING THE PROVISIONS OF TITLE 3, "FINANCE AND TAXATION", CHAPTER 1, "PURCHASING POLICIES", BY ADDING A NEW SECTION 3-1-6.5, ENTITLED "SALE OR DISPOSITION OF SURPLUS REAL PROPERTY", CONTAINING OTHER PROVISIONS RELATED THERETO, REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, AND DECLARING AN EMERGENCY.

Motion was made by Vice-Mayor Young and 2nd by Councilor Paslay to approve Ordinance 2016-10, AN ORDINANCE AMENDING THE PROVISIONS OF TITLE 3, "FINANCE AND TAXATION", CHAPTER 1, "PURCHASING POLICIES", BY ADDING A NEW SECTION 3-1-6.5, ENTITLED "SALE OR DISPOSITION OF SURPLUS REAL PROPERTY", CONTAINING OTHER PROVISIONS RELATED THERETO, REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, AND DECLARING AN EMERGENCY.

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

NO: NONE

11. Consideration and appropriate action related to the approval of an Emergency Clause for Ordinance 2016-10.

Motion was made by Mayor Sutherland and 2nd by Councilor Martin to approve an Emergency Clause for Ordinance 2016-10.

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

NO: NONE

12. Consideration and appropriate action related to the approval of Ordinance 2016-11, AN ORDINANCE AMENDING THE PROVISIONS OF TITLE 10, "BUILDING REGULATIONS", CHAPTER 1, "BUILDING CODES AND REGULATIONS", SECTION 10-1-1, ADOPTING THE INTERNATIONAL RESIDENTIAL CODE, 2015 EDITION, 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 Forbes and 2nd by Mayor Sutherland to approve Ordinance 2016-11, AN ORDINANCE AMENDING THE PROVISIONS OF TITLE 10, "BUILDING REGULATIONS", CHAPTER 1, "BUILDING CODES AND REGULATIONS", SECTION 10-1-1, ADOPTING THE INTERNATIONAL RESIDENTIAL CODE, 2015 EDITION, CONTAINING OTHER PROVISIONS RELATED THERETO, REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, PROVIDING FOR CODIFICATION AND DECLARING AN EMERGENCY.

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

13. Consideration and appropriate action related to the approval of an Emergency Clause for Ordinance 2016-11.

Motion was made by Mayor Sutherland and 2nd by Vice-Mayor Young to approve the Emergency Clause for Ordinance 2016-11.

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

14. Consideration and appropriate action related to Ordinance 2016-12, AN ORDINANCE AMENDING THE PROVISIONS OF TITLE 3, "FINANCE AND TAXATION", CHAPTER 1, "PURCHASING POLICIES", BY ADDING NEW SUBSECTION "C" ENTITLED "SOLICITATION OF QUOTES AUTHORIZED", AND NEW SUBSECTION "D" ENTITLED "PURCHASES AUTHORIZED", WITHIN SECTION 3-1-4, "COMPETITIVE BIDS", CONTAINING OTHER PROVISIONS RELATED THERETO, REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, AND DECLARING AN EMERGENCY.

Motion was made by Vice-Mayor Young and 2nd by Councilor Forbes to approve Ordinance 2016-12, AN ORDINANCE AMENDING THE PROVISIONS OF TITLE 3, "FINANCE AND TAXATION", CHAPTER 1, "PURCHASING POLICIES", BY ADDING NEW SUBSECTION "C" ENTITLED "SOLICITATION OF QUOTES AUTHORIZED", AND NEW SUBSECTION "D" ENTITLED "PURCHASES AUTHORIZED", WITHIN SECTION 3-1-4, "COMPETITIVE BIDS", CONTAINING OTHER PROVISIONS RELATED THERETO, REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, AND DECLARING AN EMERGENCY.

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

15. Consideration and appropriate action related to approval of an Emergency Clause for Ordinance 2016-12.

Motion was made by Mayor Sutherland and 2nd by Councilor Paslay to approve the Emergency Clause for Ordinance 2016-12.

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

16. Consideration and appropriate action related to the approval of Resolution 2016-31, A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SKIATOOK AND THE BOARD OF TRUSTEES OF THE SKIATOOK PUBLIC WORKS AUTHORITY AMENDING THE POLICIES AND PROCEDURES MANUAL OF THE CITY OF SKIATOOK RELATING TO THE VOLUNTARY SICK LEAVE FUND.

Motion was made by Councilor Forbes and 2nd by Councilor Ceska to approve Resolution 2016-31, A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SKIATOOK AND THE BOARD OF TRUSTEES OF THE

SKIATOOK PUBLIC WORKS AUTHORITY AMENDING THE POLICIES AND PROCEDURES MANUAL OF THE CITY OF SKIATOOK RELATING TO THE VOLUNTARY SICK LEAVE FUND.

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

17. Consideration and appropriate action related to the approval of Resolution 2016-32 of the City of Skiatook, Oklahoma, signifying the City Council's support of the Tulsa Regional Chamber "2017 OneVoice Regional Legislative Agenda" initiative establishing state and federal legislative priorities concerning items of mutual municipal interest.

Motion was made by Mayor Sutherland to approve and no 2nd. Motion failed.

18. Consideration and appropriate related to the approval of a Mutual Aid and Assistance Agreement between the City of Skiatook, Oklahoma and CLV Enterprises, Inc., d/b/a Samaritan EMS for the benefits of mutual aid for emergency medical services/ambulance services ("EMS").

Motion was made by Mayor Sutherland and 2nd by Councilor Jech to approve a Mutual Aid and Assistance Agreement between the City of Skiatook, Oklahoma and CLV Enterprises, Inc., d/b/a Samaritan EMS for the benefits of mutual aid for emergency medical services/ambulance services ("EMS").

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

19. Consideration and appropriate action related to the appointment of Cody Fuentes to the Board of Trustees of the Skiatook Economic Development Authority ("SEDA") to fill the seat vacated by Scott Bodley, as recommended by the SEDA Board of Trustees.

Motion was made by Vice-Mayor Young and 2nd by Councilor Paslay to approve the appointment of Cody Fuentes to the Board of Trustees of the Skiatook Economic Development Authority ("SEDA") to fill the seat vacated by Scott Bodley, as recommended by the SEDA Board of Trustees.

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

20. City Manager's Report
• **Airport project update**

21. Public Comment Forum

**To be eligible to speak, you must be identified by the Mayor. You must come to the microphone to speak and must clearly state your name and address.*

22. 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, City Clerk

Kevin Paslay, Councilor

Date Minutes Approved:

Shawn Martin, Councilor

**MINUTES OF THE MEETING
OF THE SKIATOOK PUBLIC WORKS AUTHORITY
TUESDAY, October 25, 2016 6:00 P.M., MUNICIPAL BOARDROOM**

1. Call to Order

The meeting was called to order by Chairman Sutherland at 7:10 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 October 11, 2016 regular meeting.

b. Approval of Purchase Orders/Warrants: (#122596-#122677)

I.	SPWA	\$637,137.24
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Motion was made by Vice-Chairman Young and 2nd by Trustee 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. Consideration and appropriate action related to the approval of Resolution 2016-31, A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SKIATOOK AND THE BOARD OF TRUSTEES OF THE SKIATOOK PUBLIC WORKS AUTHORITY AMENDING THE POLICIES AND PROCEDURES MANUAL OF THE CITY OF SKIATOOK RELATING TO THE VOLUNTARY SICK LEAVE FUND.

Motion was made by Chairman Sutherland and 2nd by Vice-Chairman Young to approve Resolution 2016-31, A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SKIATOOK AND THE BOARD OF TRUSTEES OF THE SKIATOOK PUBLIC WORKS AUTHORITY AMENDING THE POLICIES AND PROCEDURES MANUAL OF THE CITY OF SKIATOOK RELATING TO THE VOLUNTARY SICK LEAVE FUND.

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

NO: NONE

6. Consideration and appropriate action related to authorizing the City Manager to advertise for tree trimming bids.

Motion was made by Vice-Chairman Young and 2nd by Trustee Paslay to approve authorizing the City Manager to advertise for tree trimming bids.

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

NO: NONE

7. Adjournment

Motion was made by Chairman Sutherland and 2nd by Trustee Ceska 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, City Clerk

Kevin Paslay, Trustee

Date Minutes Approved:

Shawn Martin, Trustee