

**MINUTES OF THE MEETING  
OF THE SKIATOOK CITY COUNCIL  
TUESDAY, FEBRUARY 11, 2020 6:00 P.M., MUNICIPAL BOARDROOM**

**1. Call to Order**

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

**2. Opening Business**

- a. Invocation by Paul Thompson, Lakeview Baptist Church
- b. Flag Salute by Billy Wakefield, Police Chief
- c. Roll Call by Shirley Lett, City Clerk

PRESENT: Herb Forbes, Robin Edens, Joyce Jech, Linda Loftis, Stephanie Upton, Geoff McGoffin, Cody Fuentes

ABSENT: None

STAFF: Shirley Lett, Dan Yancey and other staff members.

**3. Consideration and appropriate action relating to a request for approval of the Consent Agenda.**

- A. Approval of the minutes of the January 14, 2020 Regular Meeting.
- B. Approval of Purchase Orders/Warrants for 01/23/20: (#134820-#134879)
 

i.	General Fund	\$30,816.54
ii.	Cemetery Fund	\$104.56
iii.	One Cent Capital Projects	\$529.00
iv.	One Half Cent Capital Projects	\$1,762.82
- C. Approval of Purchase Orders/Warrants for 02/06/20: (#134930-#135034)
 

i.	General Fund	\$80,106.07
ii.	Cemetery Fund	\$489.61
iii.	Airport Fund	\$130,768.94
iv.	Court Fund	\$381.42
v.	One Cent Capital Projects	\$60,431.74
vi.	One/Half Cent Cap Projects	\$141,450.19
- D. Budget Amendment 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 \$1,000.00 for a Walmart Grant for the Police Department.

Motion was made by Councilor McGoffin and 2<sup>nd</sup> by Councilor Jech to approve the Consent Agenda.

YES: Forbes, Edens, Jech, Loftis, Upton, McGoffin, Fuentes

NO: NONE

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

Item was skipped. No action was taken.

**5. Public hearing regarding possible FY 2020 Community Development Block Grant (CDBG) projects.****6. Discussion and update by Phoenix Kids Center, LLC.**

7. **Discussion regarding either to expand Skiatook Central Park, continue with Streetscaping projects through downtown Skiatook on Highway 20, renovate the Old Central gym building, or other possible capital projects during the FY 2020-2021 budget year.**
8. **Discussion regarding proposed changes to the Osage Gardens Cemetery Rules and Regulations.**
9. **Discussion and possible consideration and appropriate action related to the following citizen request by Scott Neighbors (representing First Baptist Church): Offer of assistance by disaster relief trained volunteers to do spring cleanup during Spring Break. Offer of funds/labor to clean up and upgrade Smith Park area. Request to use Smith Park for a one day sports clinic on March 20, 2020 (or possibly March 21, 2020).**

Motion was made by Councilor McGoffin and 2<sup>nd</sup> by Councilor Fuentes to approve a citizen request by Scott Neighbors (representing First Baptist Church): Offer of assistance by disaster relief trained volunteers to do spring cleanup during Spring Break. Offer of funds/labor to clean up and upgrade Smith Park area. Request to use Smith Park for a one day sports clinic on March 20, 2020 (or possibly March 21, 2020).

YES: Forbes, Edens, Jech, Loftis, Upton, McGoffin, Fuentes  
NO: NONE

10. **Discussion and possible consideration and appropriate action related to the reappointment of Geoff McGoffin to the Vision 2025 Sales Tax Overview Committee for a three (3) year term that expires December 2022.**

Motion was made by Councilor Jech and 2<sup>nd</sup> by Councilor Upton to approve the reappointment of Geoff McGoffin to the Vision 2025 Sales Tax Overview Committee for a three (3) year term that expires December 2022.

YES: Forbes, Edens, Jech, Loftis, Upton, McGoffin, Fuentes  
NO: NONE

11. **Discussion and possible consideration and appropriate action related to a proposed Facility Management Agreement granting an exclusive license for the operation and management of the swimming pool and bathhouse at Exchange Bank Park, located at 900 South Osage, Skiatook, Oklahoma, between the City of Skiatook and the YMCA of Greater Tulsa, effective upon execution by both parties and expiring October 1, 2020.**

Motion was made by Mayor Forbes and 2<sup>nd</sup> by Councilor Jech to approve to a proposed Facility Management Agreement granting an exclusive license for the operation and management of the swimming pool and bathhouse at Exchange Bank Park, located at 900 South Osage, Skiatook, Oklahoma, between the City of Skiatook and the YMCA of Greater Tulsa, effective upon execution by both parties and expiring October 1, 2020.

YES: Forbes, Edens, Jech, Loftis, Upton, McGoffin, Fuentes  
NO: NONE

12. **Discussion and possible consideration and appropriate action related to the approval of Resolution 2020-02, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SKIATOOK, OKLAHOMA, ADOPTING AN EMERGENCY OPERATIONS PLAN (EOP), INCLUDING THE BASE PLAN AND ALL ANNEXES INCLUDED THEREWITH, FOR THE CITY OF SKIATOOK, OKLAHOMA**

Motion was made by Mayor Forbes and 2<sup>nd</sup> by Vice Mayor Edens to approve Resolution 2020-02, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SKIATOOK, OKLAHOMA, ADOPTING AN EMERGENCY OPERATIONS PLAN (EOP), INCLUDING THE BASE PLAN AND ALL ANNEXES INCLUDED THEREWITH, FOR THE CITY OF SKIATOOK, OKLAHOMA.

YES: Forbes, Edens, Jech, Loftis, Upton, McGoffin, Fuentes  
 NO: NONE

**13. Discussion and possible consideration and appropriate action related to the approval of the purchase of a LIFEPAK 1000 ECG Display with carry case from Stryker for the Fire Department in the amount of \$5,353.80.**

Motion was made by Councilor McGoffin and 2<sup>nd</sup> by Mayor Forbes to approve the purchase of a LIFEPAK 1000 ECG Display with carry case from Stryker for the Fire Department in the amount of \$5,353.80.

YES: Forbes, Edens, Jech, Loftis, Upton, McGoffin, Fuentes  
 NO: NONE

**14. Discussion and possible consideration and appropriate action related to the approval of the purchase of a LIFEPAK 15 V4 Monitor/Defibrillator-Manual replacement AED from Stryker for the Fire Department in the amount of \$8,075.00.**

Motion was made by Councilor Fuentes and 2<sup>nd</sup> by Vice Mayor Edens to approve the purchase of a LIFEPAK 15 V4 Monitor/Defibrillator-Manual replacement AED from Stryker for the Fire Department in the amount of \$8,075.00.

YES: Forbes, Edens, Jech, Loftis, Upton, McGoffin, Fuentes  
 NO: NONE

**15. Discussion and possible consideration and appropriate action related to the approval of the purchase of a new LIFEPAK 15 V4 Monitor/Defibrillator-Manual and AED from Stryker for the Fire Department in the amount of \$34,248.45.**

Motion was made by Vice Mayor Edens and 2<sup>nd</sup> by Councilor Jech to approve the purchase of a new LIFEPAK 15 V4 Monitor/Defibrillator-Manual and AED from Stryker for the Fire Department in the amount of \$34,248.45.

YES: Forbes, Edens, Jech, Loftis, Upton, McGoffin, Fuentes  
 NO: NONE

**16. Discussion and possible consideration and appropriate action related to the approval of a Municipal Property Protection Plan renewal and invoice with Oklahoma Municipal Assurance Group in the amount of \$54,745.00 for a policy expiring March 1, 2021.**

Motion was made by Councilor McGoffin and 2<sup>nd</sup> by Councilor Fuentes to approve a Municipal Property Protection Plan renewal and invoice with Oklahoma Municipal Assurance Group in the amount of \$54,745.00 for a policy expiring March 1, 2021.

YES: Forbes, Edens, Jech, Loftis, Upton, McGoffin, Fuentes  
 NO: NONE

**17. Discussion and possible consideration and appropriate action related to the approval of the Functional Building Replacement Cost endorsement that modifies the insurance provided under the Oklahoma Municipal Assurance Group Property Coverage Form of the property at 710 South Osage (Old High School Gym) to a limit of insurance of \$1,192,447.00.**

Motion was made by Mayor Forbes and 2<sup>nd</sup> by Councilor Upton to approve the Functional Building Replacement Cost endorsement that modifies the insurance provided under the Oklahoma Municipal Assurance Group Property Coverage Form of the property at 710 South Osage (Old High School Gym) to a limit of insurance of \$1,192,447.00.

YES: Forbes, Edens, Jech, Loftis, Upton, McGoffin, Fuentes  
 NO: NONE

**18. City Manager’s Report:**

- **Update regarding an Eagle Scout project at the Osage Cemetery.**
- **Old Central high school gym repair update.**
- **7 year list of projects completed under the City Manager.**
- **Update on video shot for the HGTV “Home Town Takeover” show.**

***\*If any citizen should have a comment or concern they wish to express or have heard, please feel free to contact the City Manager’s Office at (918) 396-2797 x113\****

**19. Adjournment.**

Motion was made by Mayor Forbes and 2<sup>nd</sup> by Vice Mayor Edens to adjourn.

YES: Forbes, Edens, Jech, Loftis, Upton, McGoffin, Fuentes  
NO: NONE

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Herb Forbes, Mayor

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Stephanie Upton, Councilor

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Robin Edens, Vice Mayor

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Joyce Jech, Councilor

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Linda Loftis, Councilor

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Shirley Lett, City Clerk

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Geoff McGoffin, Councilor

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Date Minutes Approved:

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Cody Fuentes, Councilor

**MINUTES OF THE MEETING  
OF THE SKIATOOK PUBLIC WORKS AUTHORITY  
TUESDAY, FEBRUARY 11, 2020 6:00 P.M., MUNICIPAL BOARDROOM**

**1. Call to Order**

The meeting was called to order by Chairman Forbes at 7:25 pm in the Municipal Boardroom.

**2. Roll Call**

PRESENT: Herb Forbes, Robin Edens, Joyce Jech, Linda Loftis, Stephanie Upton, Geoff McGoffin, Cody Fuentes

ABSENT: NONE

STAFF: Shirley Lett, Dan Yancey and other staff members.

**3. Consideration and appropriate action relating to a request for approval of the Consent Agenda.**

- a. Approval of the minutes of the January 14, 2020 Regular Meeting.
- b. Approval of Purchase Orders/Warrants for 01/23/20: (#134820-#134879)
  - i. SPWA \$68,292.13
- c. Approval of Purchase Orders/Warrants for 02/06/20: (#134930-#135034)
  - i. SPWA \$372,298.31

Motion was made by Trustee McGoffin and 2<sup>nd</sup> by Trustee Jech to approve the Consent Agenda.

YES: Forbes, Edens, Jech, Loftis, Upton, McGoffin, Fuentes

NO: NONE

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

Item was skipped. No action was taken.

**5. Discussion and possible consideration and appropriate action related to the approval of a purchase of filter rehabilitation media design filter for the water treatment plant from S4 Water Sales and Service, LLC in the amount of \$32,400.00 for new design build media filter.**

Motion was made by Chairman Forbes and 2<sup>nd</sup> by Trustee Jech to approve a purchase of filter rehabilitation media design filter for the water treatment plant from S4 Water Sales and Service, LLC in the amount of \$32,400.00 for new design build media filter.

YES: Forbes, Edens, Jech, Loftis, Upton, McGoffin, Fuentes

NO: NONE

**6. Adjournment**

Motion was made by Chairman Forbes and 2<sup>nd</sup> by Trustee Fuentes to adjourn.

YES: Forbes, Edens, Jech, Loftis, Upton, McGoffin, Fuentes

NO: NONE

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Herb Forbes, Chairman

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Stephanie Upton, Trustee

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Robin Edens, Vice Chairman

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Joyce Jech, Trustee

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Linda Loftis, Trustee

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Shirley Lett, City Clerk

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Geoff McGoffin, Trustee

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Date Minutes Approved:

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Cody Fuentes, Trustee