

**MINUTES OF THE MEETING
OF THE SKIATOOK CITY COUNCIL
TUESDAY, March 10, 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 Trey Harper, Skiatook Christian Church
- b. Flag Salute by Herb Forbes, Mayor
- 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 February 11, 2020 Regular Meeting.
- B. Approval of Purchase Orders/Warrants for 02/20/20: (#135068-#135129)

| | | |
|------|--------------------------------|--------------|
| i. | General Fund | \$14,600.54 |
| ii. | Cemetery Fund | \$225.90 |
| iii. | One Cent Capital Projects | \$15,588.29 |
| iv. | One Half Cent Capital Projects | \$22,408.20 |
| v. | Payroll (01-17-20) | \$134,756.02 |
| vi. | Payroll (01-31-20) | \$206,393.96 |
| vii. | Payroll (02-14-20) | \$140,583.26 |
- C. Approval of Purchase Orders/Warrants for 03/05/20: (#135180-#135296)

| | | |
|------|----------------------------|--------------|
| i. | General Fund | \$150,490.72 |
| ii. | Cemetery Fund | \$1,267.95 |
| iii. | Airport Fund | \$40,741.39 |
| iv. | Court Fund | \$322.74 |
| v. | One Cent Capital Projects | \$42,255.46 |
| vi. | One/Half Cent Cap Projects | \$189,667.51 |
| vii. | Payroll (02-28-20) | \$206,135.71 |

Motion was made by Councilor Jech and 2nd by Vice Mayor Edens 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. Proclamation declaring February 15, 2020 as "SKIATOOK BULLDOGS DUAL STATE WRESTLING CHAMPIONS DAY".**6. Discussion regarding holding the annual "Free Landfill Day" on April 17-18, 2020 from 8:00 AM-4:00 PM at the Skiatook Refuse Center.**

7. **Discussion regarding the sales tax increase proposed by Osage County to fund a new courthouse in Pawhuska.**
8. **Discussion and presentation of proposals received March 2, 2020 for the City owned land at Oak and Lenapah (old Tiger Park).**
9. **Discussion and possible consideration and appropriate action related to the following citizen request by Larry Nunley, as written: "Permission to have one of the greatest community events in NE Oklahoma the 16th Annual Tallgrass Music Festival. The festival dates are June 5-6, 2020, but we are asking permission for the use of grounds June 3-7, 2020."**

Motion was made by Councilor McGoffin and 2nd by Vice Mayor Edens to approve the 16th Annual Tallgrass Music Festival from June 3-7, 2020.

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

10. **Discussion and possible consideration and appropriate action related to the following citizen request by Jodi Stanton, representing Riveted Church, as written: "Skiatook Community Easter Egg Hunt on Saturday, April 11, 2020 from 7:00 am-12:00 pm at Skiatook Central Park."**

Motion was made by Councilor McGoffin and 2nd by Councilor Upton to approve Skiatook Community Easter Egg Hunt on Saturday, April 11, 2020 from 7:00 am-12:00 pm at Skiatook Central Park.

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

11. **Discussion and possible consideration and appropriate action related to the following citizen request by Geoff McGoffin, representing the Skiatook Chamber of Commerce, as written: "Permission to use Central Park for the Skiatook Chamber of Commerce's "Third Thursday in the Park" festivals. Proposed dates would be: May 21, 2020; June 18, 2020; July 16, 2020; August 20, 2020; and September 17, 2020. Events would showcase local businesses, provide live music, and have food trucks."**

Motion was made by Mayor Forbes and 2nd by Councilor Fuentes to approve the use of Central Park for the Skiatook Chamber of Commerce's "Third Thursday in the Park" festivals on May 21, 2020; June 18, 2020; July 16, 2020; August 20, 2020; and September 17, 2020.

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

12. **Discussion and possible consideration and appropriate action related to the following citizen request by Trey Harper, representing the Skiatook Christian Church, as written: "Request to use Central Park on April 12, 2020 from 6:00 am-10:00 am for a community Easter service."**

Motion was made by Mayor Forbes and 2nd by Councilor Jech to approve the use of Central Park on April 12, 2020 from 6:00 am-10:00 am for a community Easter service.

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

13. **Discussion and possible consideration and appropriate action related to the following citizen request by Donna Sullivan, representing Girl Scout Troop 271, as written: "Girl Scout Troop 271 would like to host a color run and silent auction and bake sale on April 4, 2020 from 10:00 am-**

5:00 pm at Skiatook Central Park to raise money to make blessing bags for homeless children and also to prepare a place for people to put old/tether flags.”

Motion was made by Councilor McGoffin and 2nd by Councilor Jech to approve Girl Scout Troop 271 to host a color run and silent auction and bake sale on April 4, 2020 from 10:00 am-5:00 pm at Skiatook Central Park.

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

14. Discussion and possible consideration and appropriate action related to the approval of Lot Split Application Number SKL-184, proposed to create two (2) tracts consisting of approximately .13 acres each, more or less, and generally located in Lot Two (2) (Southwest Quarter of the Northeast Quarter) of Section Twenty-two (22), Township Twenty-two (22) North, Range Twelve (12) East of the Indian Meridian, Osage County, State of Oklahoma, at the approximate location of 315 North Osage Avenue, Skiatook, Oklahoma (Applicant: Caprice Fuentes).

Motion was made by Councilor Loftis and 2nd by Mayor Forbes to approve Lot Split Application Number SKL-184, proposed to create two (2) tracts consisting of approximately .13 acres each, more or less, and generally located in Lot Two (2) (Southwest Quarter of the Northeast Quarter) of Section Twenty-two (22), Township Twenty-two (22) North, Range Twelve (12) East of the Indian Meridian, Osage County, State of Oklahoma, at the approximate location of 315 North Osage Avenue, Skiatook, Oklahoma (Applicant: Caprice Fuentes).

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

15. Discussion and possible consideration and appropriate action related to the approval of Change Order No. 1 to AIP 3-40-0089-013-2019 “Install Medium Intensity Taxiway Lights” project at the Skiatook Municipal Airport that changes the total project cost from \$188,720.00 to \$182,356.20 (a net decrease of \$6,363.80) due to a decrease in the quantities needed.

Motion was made by Councilor McGoffin and 2nd by Councilor Fuentes to approve Change Order No. 1 to AIP 3-40-0089-013-2019 “Install Medium Intensity Taxiway Lights” project at the Skiatook Municipal Airport that changes the total project cost from \$188,720.00 to \$182,356.20 (a net decrease of \$6,363.80) due to a decrease in the quantities needed.

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

16. Discussion and possible consideration and appropriate action related to the approval of a six (6) month lease between the City of Skiatook and Phoenix Kids Center, LLC.

Motion was made by Mayor Forbes and 2nd by Councilor Fuentes to table this item until the April 14, 2020 meeting.

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

17. Discussion and possible consideration and appropriate action related to the approval of a ten (10) year lease between the City of Skiatook and C&C Potter LLC for the land and building located approximately at 200 North Haynie, Skiatook, Oklahoma.

Motion was made by Mayor Forbes and 2nd by Councilor Fuentes to approve a ten (10) year lease between the City of Skiatook and C&C Potter LLC for the land and building located approximately at 200 North Haynie, Skiatook, Oklahoma.

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

18. Review of bids received, discussion and any and all appropriate action, including the possible award of bid to the lowest responsible bidder for Project Number 16SKI20 for the E. 136th St. N., S. Osage Ave., S. Lombard Ln., and the Intersection of E. Evergreen St & S. Broadway St. Roadway Improvements Project. (Lowest Responsible Bidder: American Native Ventures LLC. at \$796,970.14).

Motion was made by Councilor McGoffin and 2nd by Councilor Fuentes to approve the award of bid to American Native Ventures LLC. the lowest responsible bidder at \$796,970.14 for Project Number 16SKI20 for the E. 136th St. N., S. Osage Ave., S. Lombard Ln., and the Intersection of E. Evergreen St & S. Broadway St. Roadway Improvements Project.

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

19. Discussion and consideration and possible action related to the selection of the project for the 2020 Tulsa County Community Development Block Grant Application.

Motion was made by Mayor Forbes and 2nd by Vice Mayor Edens to approve the waterline project for the 2020 Tulsa County Community Development Block Grant Application.

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

20. Discussion and possible consideration and appropriate action related to the approval of Resolution 2020-03, a Resolution adopting the 2020 Tulsa County Community Development Block Grant Application.

Motion was made by Councilor McGoffin and 2nd by Councilor Fuentes to approve Resolution 2020-03, a Resolution adopting the 2020 Tulsa County Community Development Block Grant Application.

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

21. Discussion and consideration and appropriate action related to the approval of authorization for the Mayor to execute the 2020 Tulsa County Community Development Block Grant Application documents.

Motion was made by Councilor McGoffin and 2nd by Councilor Fuentes to approve authorizing the Mayor to execute the 2020 Tulsa County Community Development Block Grant Application documents.

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

22. City Manager's Report:

- Update on Oak and Lombard substation project.
- Skiatook Central Park expansion project discussion.

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

23. Adjournment.

Motion was made by Mayor Forbes and 2nd by Councilor Jech to adjourn.

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

Herb Forbes, Mayor

Stephanie Upton, Councilor

Robin Edens, Vice Mayor

Joyce Jech, Councilor

Linda Loftis, Councilor

Shirley Lett, City Clerk

Geoff McGoffin, Councilor

Date Minutes Approved:

Cody Fuentes, Councilor

**MINUTES OF THE MEETING
OF THE SKIATOOK PUBLIC WORKS AUTHORITY
TUESDAY, MARCH 10, 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 February 11, 2020 Regular Meeting.
- b. Approval of Purchase Orders/Warrants for 02/20/20: (#135068-#135129)
 - i. SPWA \$324,727.18
 - ii. Payroll (01-17-20) \$50,069.14
 - iii. Payroll (01-31-20) \$75,215.77
 - iv. Payroll (02-14-20) \$51,246.01
- c. Approval of Purchase Orders/Warrants for 03/05/20: (#135180-#135296)
 - i. SPWA \$395,367.28
 - ii. Payroll (02-28-20) \$79,053.81

Motion was made by Trustee Jech and 2nd by Trustee McGoffin 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 Resolution 2020-04, a Resolution approving participation in the Oklahoma Municipal Alliance's Mutual Aid Agreements.

Motion was made by Chairman Forbes and 2nd by Vice Chairman Edens to approve Resolution 2020-04, a Resolution approving participation in the Oklahoma Municipal Alliance's Mutual Aid Agreements.

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

NO: NONE

6. Adjournment

Motion was made by Chairman Forbes and 2nd by Trustee McGoffin to adjourn.

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

NO: NONE

Herb Forbes, Chairman

Stephanie Upton, Trustee

Robin Edens, Vice Chairman

Joyce Jech, Trustee

Linda Loftis, Trustee

Shirley Lett, City Clerk

Geoff McGoffin, Trustee

Date Minutes Approved:

Cody Fuentes, Trustee