

**MINUTES OF THE REGULAR MEETING
OF THE SKIATOOK CITY COUNCIL
TUESDAY, JUNE 13, 2023 6:00P.M., MUNICIPAL BOARDROOM**

1. Call to Order

The meeting was called to order by Mayor Edens at 6:00 pm in the Municipal Boardroom.

2. Roll Call

PRESENT: Herb Forbes, Robin Edens, Stephanie Upton, Cody Fuentes, Jerald Freeman, Linda Loftis,

ABSENT: Geoff McGoffin

STAFF: Brad White, Shirley Lett, 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 May 9, 2023 Regular Meeting.
- b. Approval of Purchase Orders/Warrants for 5/30/23 (#146252-#146340)

i. General Fund	\$126,742.76
ii. Cemetery Fund	\$ 1,426.06
iii. Airport Fund	\$ 458.00
iv. One Cent Capital Projects	\$108,890.00
v. One Half Cent Capital Projects	\$ 49,180.09
- c. Approval of Purchase Orders/Warrants for 6/13/23 (#146386-#146475)

vi. General Fund	\$ 70,804.61
vii. Cemetery Fund	\$ 1,279.02
viii. Airport Fund	\$ 9,446.56
ix. Court Fund	\$ 469.44
x. One Cent Capital Projects	\$ 13,797.25
xi. Payroll (5-5-23)	\$242,238.26
xii. Payroll (5-19-23)	\$330,152.39
- d. Approval of a Budget Amendment to revenue line item 01-388 (General Miscellaneous) from the Cherokee Nation 2023 Contribution in the amount of THREE THOUSAND FIVE HUNDRED DOLLARS (\$3,500.00).
Supplemental Appropriation to expense line item 01-406-610 for Fire Department Capital Outlay in the amount of THREE THOUSAND FIVE HUNDRED DOLLARS (\$3,500.00).
- e. Approval of a Budget Amendment to revenue line item 01-338 (General Miscellaneous) from Joyce Jech in the amount of EIGHT THOUSAND FIVE HUNDRED DOLLARS (\$8,500.00) Supplemental Appropriation to expense line Item 01-411-606 for Park Improvement in the amount of EIGHT THOUSAND FIVE HUNDRED (\$8,500.00).
- f. Approval of an Engagement letter with Crawford & Associates for preparation of Financial statements for the year ending June 30, 2023.
- g. Approval of an Engagement letter with HBC CPA & Advisors for auditing services and compilation of data for the year ending June 30, 2023.
- h. Approval of Extension and amendment of Mutual Aid and Assistance Agreement between the City of Skiatook, Ok. and the City of Owasso, Ok. for the purpose of mutual aid in firefighting, and Emergency Medical services/ambulance services for the term of one year. (July 1, 2023-June 30, 2024).

- i. Approval of Mutual Aid Agreement between the City of Skiatook, Ok. and Municipal Electric System of Oklahoma for the purpose of mutual aid and assistance to a Damaged utility due to a natural disaster, or for general operations for the term of One year. (July 1, 2023-June 30, 2024).
- j. Approval of Mutual Aid Agreement between the City of Skiatook, Ok. and Miller E.M.S., L.L.C., for the purpose of mutual aid in medical aid and ambulance services For the term of one year. (July 1, 2023-June 30, 2024).
- k. Approval of Mutual Aid Agreement between the City of Skiatook, Ok and Country Corner Fire District, Sperry, Ok. for the purpose of mutual aid in firefighting, and Emergency medical services/ambulance services for the term of one year. (July 1, 2023-June 30, 2024).
- l. Approval of Mutual Aid Agreement between the City of Skiatook, Ok and City of Collinsville, Ok. For the purpose of mutual aid in firefighting, and emergency Medical services/ambulance services for the term of one year. (July 1, 2023-June 30, 2024).

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

Motion was made by Councilor Forbes and 2nd by Councilor Upton to approve with amendment to item e Correct line item number 01-411-606.

YES: Forbes, Edens, Freeman, Loftis, Upton, Fuentes
NO: NONE

5. Discussion and possible consideration and appropriate action, which such action may include approval, adoption, rejection, denial, tabling, amendment, or revision of this agenda item, related to the approval of Resolution No. 2023-11, a resolution providing for the adoption of an annual operating budget for the City of Skiatook General Fund and other funds as established by the Skiatook City Council for the 2023-2024 Fiscal Year; Classifying revenues for each fund; Establishing levels of expenditures by classification as provided by statute; and Establishing an effective date.

Motion was made by Councilor Forbes and 2nd by Councilor Freeman approving Resolution 2023-11, a resolution providing for the adoption of an annual operating budget for the City of Skiatook General Fund and other funds as established by the Skiatook City Council for the 2023-2024 Fiscal Year; Classifying revenues for each fund; Establishing levels of expenditures by classification as provided by statute; and Establishing an effective date.

YES: Forbes, Edens, Freeman, Loftis, Upton, Fuentes
NO: NONE

6. Discussion and possible consideration and appropriate action, related to the approval Of the appointment of Jay Williams to the Skiatook Planning Commission board to serve a three (3) year term that expires July 1, 2026.

Motion was made by Vice Mayor Fuentes and 2nd by Councilor Upton approving the appointment of Jay Williams to The Skiatook Planning Commission board to serve a three (3) year term that expires July 1, 2026.

YES: Forbes, Edens, Freeman, Loftis, Upton, Fuentes
NO: NONE

7. Discussion and possible consideration and appropriate action, related to the approval of The appointment of Jake Carter to the Skiatook Planning Commission board to serve a Three (3) year term that expires July 1, 2026.

Motion was made by Councilor Forbes and 2nd by Councilor Freeman approving the appointment of Jake Carter to the Skiatook Planning Commission board to serve a three (3) year terms that expires July 1, 2026.

YES: Forbes, Edens, Freeman, Loftis, Upton, Fuentes

NO: NONE

8. Discussion and possible consideration and appropriate action, relating to Council approval of the Planning Commission's recommendation, to accept and approve the Final Plat for the proposed "Reserve at Southfield" Addition, as found in application SKP 23-01, being a tract of land 5.88 acres, more or less a tract of land that is part that is part of the Northeast Quarter (NE/4) of Section Twenty-eight (28), Township Twenty-Two (22) North, Range Twelve (12) East of the Indian Base and Meridian, Osage County, City of Skiatook, State of Oklahoma, according to the U.S. Government survey thereof, and approximately located west of the existing Southfield Addition off of Lombard Lane, Skiatook, Osage County, Oklahoma 74070. (Applicant: Karl Fritschen, Wallace Design Collective P.C., on behalf of Blue Bull Capital, LLC).

Motion was made by Councilor Forbes and 2nd by Mayor Edens approving the Final Plat with stipulations; Approved For drainage only, no construction of utilities, streets, or bar ditches until construction prints have been approved by Tech committee.

YES: Forbes, Edens, Freeman, Loftis, Upton, Fuentes

NO: NONE

9. Discussion and possible consideration and appropriate action, related to the approval of The Collective Bargaining Agreement between the City of Skiatook and the Skiatook Professional Firefighters Local 4067 for fiscal year 2023-2024.

Motion was made by Councilor Freeman and 2nd by Vice Mayor Fuentes approving The Collective Bargaining agreement between the City of Skiatook and the Skiatook Professional Firefighters Local 4067 for fiscal year 2023-2024.

YES: Forbes, Edens, Freeman, Loftis, Upton, Fuentes

NO: NONE

10. Discussion and possible consideration and appropriate action related to the approval of The Collective Bargaining Agreement between the City of Skiatook and the Fraternal Order of Police, Lodge #166 for fiscal year 2023-2024.

Motion was made by Councilor Forbes and 2nd by Vice Mayor Fuentes approving The Collective Bargaining agreement between the City of Skiatook and the Fraternal Order of Police, Lodge #166 for fiscal year 2023-2024.

YES: Forbes, Edens, Freeman, Loftis, Upton, Fuentes

NO: NONE

11. Discussion and possible consideration and appropriate action, related to approval of the renewal with OMAG for Workers Compensation coverage in the amount of TWO HUNDRED FIFTY THREE THOUSAND FOUR HUNDRED SIXTY FIVE DOLLARS (\$253,465.00) for the term of one year. (July 1, 2023-July 1, 2024).

Motion was made by Vice Mayor Fuentes and 2nd by Councilor Forbes approving the renewal with OMAG for Workers Compensation coverage in the amount of TWO HUNDRED FIFTY THREE THOUSAND FOUR HUNDRED SIXTY FIVE DOLLARS (\$253,465.00) for the term of one year. (July 1, 2023-July 1, 2024).

YES: Forbes, Edens, Freeman, Loftis, Upton, Fuentes

NO: NONE

**12. City Manager's Report: *Frisby Golf in John Zink Park
July 3rd event***

13. Adjournment

Motion was made by Councilor Upton and 2nd by Mayor Edens to adjourn.

YES: Forbes, Edens, Freeman, Loftis, Upton, Fuentes

NO: NONE

Robin Edens

Robin Edens, Mayor

Stephanie Upton

Stephanie Upton, Councilor

Linda Loftis

Linda Loftis, Councilor

Jerald Freeman

Jerald Freeman, Councilor

Cody Fuentes

Cody Fuentes, Vice-Mayor

Shirley Lett

Shirley Lett, City Clerk

ABSENT

Geoff McGoffin, Councilor

7-11-23

Date Minutes Approved:

Herb Forbes

Herb Forbes, Councilor

**MINUTES OF THE SKIATOOK
PUBLIC WORKS AUTHORITY REGULAR MEETING
TUESDAY, JUNE 13, 2023 6:18 P.M., MUNICIPAL BOARDROOM
DIRECTLY FOLLOWING THE ADJOURNMENT OF THE CITY COUNCIL**

1. Call to Order

The meeting was called to order by Chairman Edens at 6:18 pm in the Municipal Boardroom.

2. Roll Call

PRESENT: Herb Forbes, Robin Edens, Jerald Freeman, Linda Loftis, Stephanie Upton, Cody Fuentes,

ABSENT: Geoff McGoffin

STAFF: Brad White, Shirley Lett, 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 May 9, 2023 Regular Meeting.
- b. Approval of Purchase Orders/Warrants for 5/30/23 (#146252-#146340)
 - i. SPWA \$461,536.13
- c. Approval of Purchase Orders/Warrants for 6/13/23 (#146386-#146475)
 - ii. SPWA \$495,274.12
 - iii. Payroll (5-9-23) \$ 67,742.27
 - iv. Payroll (5-19-23) \$ 90,293.87
- d. Approval of Mutual Aid Agreement between the Skiatook Public Works Authority and Municipal Electric System of Oklahoma for the purpose of mutual aid and assistance to a damaged utility due to a natural disaster, or for general operations for the term of one year. (July 1, 2023-July 1, 2024).

Motion was made by Trustee Freeman and 2nd by Trustee Upton to approve as written.

YES: Forbes, Edens, Freeman, Loftis, Upton, 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, in accordance with City ordinances and state law the Board may approve Resolution No. 2023-12, a resolution providing for the adoption of an annual operating budget for the Skiatook Public Works Authority for the 2023-2024 Fiscal Year; Classifying revenues for each fund; establishing levels of expenditures by classification as provided by statute; and establishing an effective date.

Motion was made by Trustee Forbes and 2nd by Vice Chairman Fuentes approving Resolution 2023-12, a Resolution providing for the adoption of an annual operating budget for the Skiatook Public Works Authority for the 2023-2024 Fiscal Year; Classifying revenues for each fund; establishing levels of expenditures by classification as provided by statute; and establishing an effective date.

YES: Forbes, Edens, Freeman, Loftis, Upton, Fuentes

NO: NONE

6. Adjournment.

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

YES: Forbes, Edens, Freeman, Loftis, Upton, Fuentes

NO: NONE

Robin Edens

Robin Edens, Chairman

Stephanie Upton

Stephanie Upton, Trustee

Cody Fuentes

Cody Fuentes, Vice Chairman

Linda Loftis

Linda Loftis, Trustee

Jerale Freeman

Jerale Freeman, Trustee

Shirley Lett

Shirley Lett, City Clerk

Absent

Geoff McGoffin, Trustee

7-11-23

Date Minutes Approved:

Herb Forbes

Herb Forbes, Trustee