

**PUBLIC NOTICE OF THE MEETING  
OF THE SKIATOOK BOARD OF TRUSTEES**

**TYPE OF MEETING:     REGULAR**

**DATE & TIME:**     Tuesday, June 24, 2008 at 7:00 p.m.

**PLACE:**             Municipal Boardroom, Community Center, 220 S. Broadway

Notice and agenda filed in the office of the Town Clerk and posted on the Town Hall bulletin board at 5:00 p.m. on Friday, June 20, 2008.

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Jill S. Crook, Administrative Assistant

**A G E N D A**

1.     **Call to Order.**  
       *Mayor Kendrick*
  
2.     **Invocation.**  
       *Bonita Collier, Presbyterian Church*
  
3.     **Flag Salute.**  
       *Chief Lawrence, Skiatook Police Department*
  
4.     **Roll Call.**  
       *Ms. Lett*

<b>Attendee Name</b>	<b>Present</b>	<b>Absent</b>	<b>Late</b>	<b>Arrival</b>
Herb Forbes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Derek Calvin, Trustee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Steve Kendrick, Mayor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
O. L. Ricketts, Vice Mayor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Richard Barnes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

5.     **Consideration and appropriate action relating to a request for approval of the Consent Agenda.** All matters listed under "Consent" are considered by the Board of Trustees to be routine and will be enacted by one motion. Any Trustee may, however, remove an item from the Consent Agenda by request. A motion to adopt the Consent Agenda is non-debatable.
  - A.     Approval of minutes of June 10, 2008 regular meeting and the June 13, 2008 special meeting.  
       *Attachment # 5-A*
  
  - B.     Approval of Purchase Orders/Warrants: (#81131-81216)
 

I.     General	\$58,969.15
II.    Cemetery	231.28
III.   One Cent	350.00

  
*Attachment # A1*
  
  - C.     Approval of SKL-146 for a lot split by Donald and Donna Carter located at the southwest corner of Country Road and Choctaw.  
       *Attachment # 5-C*

Motion: \_\_\_\_\_

Motion/2 <sup>nd</sup>	Board members	Yes/Aye	No/Nay
	Herb Forbes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>
	Derek Calvin, Trustee	<input type="checkbox"/>	<input type="checkbox"/>
	Steve Kendrick, Mayor	<input type="checkbox"/>	<input type="checkbox"/>
	O. L. Ricketts, Vice Mayor	<input type="checkbox"/>	<input type="checkbox"/>
	Richard Barnes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>

6. **Presentation and discussion relating to an EMS district in the Skiatook Area.**  
*Cheryl St. Clair*  
*Attachment #6*

7. **Request by a citizen to address the Board regarding Inspections of new homes, what is inspected on new homes, and questions as to if there is a checklist of items to be inspected.**  
*Randy Sien*  
*Attachment #7*

8. **Request by a citizen to address the Board regarding refuse charges at 116 & 118 E. Rogers Blvd.**  
*Cecily Barnett*  
*Attachment #8*

9. **Consideration and appropriate action relating to a request for Trustee approval of the hiring of Jayme Baker as a full-time dispatcher for the Skiatook Police Department.**  
*Chief Lawrence, Skiatook Police Department*  
*Attachment #9*

Motion: \_\_\_\_\_

Motion/2 <sup>nd</sup>	Board members	Yes/Aye	No/Nay
	Herb Forbes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>
	Derek Calvin, Trustee	<input type="checkbox"/>	<input type="checkbox"/>
	Steve Kendrick, Mayor	<input type="checkbox"/>	<input type="checkbox"/>
	O. L. Ricketts, Vice Mayor	<input type="checkbox"/>	<input type="checkbox"/>
	Richard Barnes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>

10. **Discussion regarding completion of seized and stolen property inventory by Police Department.**

*Chief Lawrence, Skiatook Police Department  
 Attachment #10*

Motion: \_\_\_\_\_

Motion/2 <sup>nd</sup>	Board members	Yes/Aye	No/Nay
	Herb Forbes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>
	Derek Calvin, Trustee	<input type="checkbox"/>	<input type="checkbox"/>
	Steve Kendrick, Mayor	<input type="checkbox"/>	<input type="checkbox"/>
	O. L. Ricketts, Vice Mayor	<input type="checkbox"/>	<input type="checkbox"/>
	Richard Barnes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>

11. **Consideration and appropriate action relating to a request for Trustee approval of an agreement between Intermedix Technologies, Inc. dba ADP/Intermedix and the Town of Skiatook for rescue ambulance billing and related professional services.**

*Mr. Tucker, Town Coordinator  
 Attachment #11*

Motion: \_\_\_\_\_

Motion/2 <sup>nd</sup>	Board members	Yes/Aye	No/Nay
	Herb Forbes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>
	Derek Calvin, Trustee	<input type="checkbox"/>	<input type="checkbox"/>
	Steve Kendrick, Mayor	<input type="checkbox"/>	<input type="checkbox"/>
	O. L. Ricketts, Vice Mayor	<input type="checkbox"/>	<input type="checkbox"/>
	Richard Barnes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>

12. **Consideration and appropriate action relating to a request for Trustee approval of an agreement between Crawford and Associates, PC and the Town of Skiatook for accounting and consulting services.**

*Mr. Tucker, Town Coordinator  
 Attachment #12*

Motion: \_\_\_\_\_

Motion/2 <sup>nd</sup>	Board members	Yes/Aye	No/Nay
	Herb Forbes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>
	Derek Calvin, Trustee	<input type="checkbox"/>	<input type="checkbox"/>
	Steve Kendrick, Mayor	<input type="checkbox"/>	<input type="checkbox"/>
	O. L. Ricketts, Vice Mayor	<input type="checkbox"/>	<input type="checkbox"/>
	Richard Barnes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>

13. **Consideration and appropriate action relating to a request for Trustee approval of the submission of a FEMA grant application for the purchase of new tornado sirens.**

*Mr. Tucker, Town Coordinator  
 No Attachment*

Motion: \_\_\_\_\_

Motion/2 <sup>nd</sup>	Board members	Yes/Aye	No/Nay
	Herb Forbes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>
	Derek Calvin, Trustee	<input type="checkbox"/>	<input type="checkbox"/>
	Steve Kendrick, Mayor	<input type="checkbox"/>	<input type="checkbox"/>
	O. L. Ricketts, Vice Mayor	<input type="checkbox"/>	<input type="checkbox"/>
	Richard Barnes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>

14. **Consideration and appropriate action relating to a request for Trustee approval of an amendment to the General Fund FY 2007-08 budget wherein estimated revenues are increased by a total of \$12,261.95 to Line Item 01-338 representing reimbursement from Claims Indemnity Services for Workers Compensation on 3 Fire Fighters and approval of a supplemental appropriation to the General Fund Fire Department budget for Salaries in the amount of \$12,261.95 to Line Item 01-406-401.**

*Mr. Tucker, Town Coordinator  
 Attachment #14*

Motion: \_\_\_\_\_

Motion/2 <sup>nd</sup>	Board members	Yes/Aye	No/Nay
	Herb Forbes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>
	Derek Calvin, Trustee	<input type="checkbox"/>	<input type="checkbox"/>
	Steve Kendrick, Mayor	<input type="checkbox"/>	<input type="checkbox"/>
	O. L. Ricketts, Vice Mayor	<input type="checkbox"/>	<input type="checkbox"/>
	Richard Barnes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>

15. **Consideration and appropriate action relating to Trustee approval of Ordinance 2008-09, repealing Ordinances 456, 459, 89-11, previous drug testing ordinances.**

*Mr. Tucker, Town Coordinator  
 No Attachment*

Motion: \_\_\_\_\_

Motion/2 <sup>nd</sup>	Board members	Yes/Aye	No/Nay
	Herb Forbes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>
	Derek Calvin, Trustee	<input type="checkbox"/>	<input type="checkbox"/>
	Steve Kendrick, Mayor	<input type="checkbox"/>	<input type="checkbox"/>
	O. L. Ricketts, Vice Mayor	<input type="checkbox"/>	<input type="checkbox"/>
	Richard Barnes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>

16. **Consideration and appropriate action relating to an amendment to the General Fund FY 2007-08 budget wherein revenues are increased by \$7,632.20 to Line Item 01-338 representing reimbursement from Claims Indemnity Services for Workers Compensation on Police Personnel and approval of a supplemental appropriation to the Police Department Salaries in the amount of \$7,632.20 to Line Item 01-405-401.**

*Mr. Tucker, Town Coordinator  
 Attachment #16*

Motion: \_\_\_\_\_

Motion/2 <sup>nd</sup>	Board members	Yes/Aye	No/Nay
	Herb Forbes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>
	Derek Calvin, Trustee	<input type="checkbox"/>	<input type="checkbox"/>
	Steve Kendrick, Mayor	<input type="checkbox"/>	<input type="checkbox"/>
	O. L. Ricketts, Vice Mayor	<input type="checkbox"/>	<input type="checkbox"/>
	Richard Barnes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>

17. **Consideration and appropriate action relating to a request for Trustee approval of the Employee Policy and Procedures Manual.**

*Mr. Tucker, Town Coordinator  
 Attachment #17*

Motion: \_\_\_\_\_

Motion/2 <sup>nd</sup>	Board members	Yes/Aye	No/Nay
	Herb Forbes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>
	Derek Calvin, Trustee	<input type="checkbox"/>	<input type="checkbox"/>
	Steve Kendrick, Mayor	<input type="checkbox"/>	<input type="checkbox"/>
	O. L. Ricketts, Vice Mayor	<input type="checkbox"/>	<input type="checkbox"/>
	Richard Barnes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>

18. **Consideration and appropriate action relating to Trustee approval of Resolution 2008-07 approving final budget amendments for the Town of Skiatook for FY 2007-2008 and the transfer of remaining encumbrances to FY 2008-2009.**

*Mr. Tucker, Town Coordinator  
 Attachment # 18*

Motion: \_\_\_\_\_

Motion/2 <sup>nd</sup>	Board members	Yes/Aye	No/Nay
	Herb Forbes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>
	Derek Calvin, Trustee	<input type="checkbox"/>	<input type="checkbox"/>
	Steve Kendrick, Mayor	<input type="checkbox"/>	<input type="checkbox"/>
	O. L. Ricketts, Vice Mayor	<input type="checkbox"/>	<input type="checkbox"/>
	Richard Barnes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>

19. **Consideration and appropriate action relating to an amendment to the General Fund FY 2007-08 budget wherein revenues are increased by \$7,431.54 to Line Item 01-338 representing reimbursement for half of the School Resource Officer's Salary from Skiatook Public Schools and approval of a supplemental appropriation to the Police Department Salaries in the amount of \$7,431.54 to Line Item 01-405-401.**

*Mr. Tucker, Town Coordinator  
 Attachment #19*

Motion: \_\_\_\_\_  
 \_\_\_\_\_

Motion/2 <sup>nd</sup>	Board members	Yes/Aye	No/Nay
	Herb Forbes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>
	Derek Calvin, Trustee	<input type="checkbox"/>	<input type="checkbox"/>
	Steve Kendrick, Mayor	<input type="checkbox"/>	<input type="checkbox"/>
	O. L. Ricketts, Vice Mayor	<input type="checkbox"/>	<input type="checkbox"/>
	Richard Barnes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>

20. **Consideration and appropriate action relating to the Planning Commission's recommendation for approval of SKZ-168, and asks the Board to direct the staff to prepare an Ordinance for this zoning change.**

*Mr. Tucker, Town Coordinator  
 Attachment #20*

Motion: \_\_\_\_\_  
 \_\_\_\_\_

Motion/2 <sup>nd</sup>	Board members	Yes/Aye	No/Nay
	Herb Forbes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>
	Derek Calvin, Trustee	<input type="checkbox"/>	<input type="checkbox"/>
	Steve Kendrick, Mayor	<input type="checkbox"/>	<input type="checkbox"/>
	O. L. Ricketts, Vice Mayor	<input type="checkbox"/>	<input type="checkbox"/>
	Richard Barnes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>

21. **Adjournment.**

Motion: \_\_\_\_\_  
 \_\_\_\_\_

Motion/2 <sup>nd</sup>	Board members	Yes/Aye	No/Nay
	Herb Forbes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>
	Derek Calvin, Trustee	<input type="checkbox"/>	<input type="checkbox"/>
	Steve Kendrick, Mayor	<input type="checkbox"/>	<input type="checkbox"/>
	O. L. Ricketts, Vice Mayor	<input type="checkbox"/>	<input type="checkbox"/>
	Richard Barnes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>

**PUBLIC NOTICE OF THE MEETING  
OF THE SKIATOOK PUBLIC WORKS AUTHORITY**

**TYPE OF MEETING:**     **REGULAR**

**DATE & TIME:**        Tuesday, June 24, 2008 at 7:00 p.m.

**PLACE:**                 Municipal Boardroom, Community Center, 220 S. Broadway

Notice and agenda filed in the office of the Town Clerk and posted on the Town Hall bulletin board at 5:00 p.m. on Friday, June 20, 2008.

\_\_\_\_\_  
Jill S. Crook, Administrative Assistant

.....  
**A G E N D A**

1.     **Call to Order.**

*Mayor Kendrick*

4.     **Roll Call.**

*Ms. Lett*

<b>Attendee Name</b>	<b>Present</b>	<b>Absent</b>	<b>Late</b>	<b>Arrival</b>
Herb Forbes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Derek Calvin, Trustee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Steve Kendrick, Mayor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
O. L. Ricketts, Vice Mayor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Richard Barnes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

All matters listed under "Consent" are considered by the Board of Trustees to be routine and will be enacted by one motion. Any Trustee may, however, remove an item from the Consent Agenda by request. A motion to adopt the Consent Agenda is non-debatable.

A.     Approval of minutes of May 27, 2008 regular meeting.

*Attachment # 5-A*

B.     Approval of Purchase Orders/Warrants: (#81131-81216)

I.     SPWA

\$179,767.67

*Attachment # A1*

Motion: \_\_\_\_\_

<b>Motion/2<sup>nd</sup></b>	<b>Board members</b>	<b>Yes/Aye</b>	<b>No/Nay</b>
	Herb Forbes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>
	Derek Calvin, Trustee	<input type="checkbox"/>	<input type="checkbox"/>
	Steve Kendrick, Mayor	<input type="checkbox"/>	<input type="checkbox"/>
	O. L. Ricketts, Vice Mayor	<input type="checkbox"/>	<input type="checkbox"/>
	Richard Barnes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>

6.     **Adjournment.**

Motion: \_\_\_\_\_

\_\_\_\_\_

<b>Motion/2<sup>nd</sup></b>	<b>Board members</b>	<b>Yes/Aye</b>	<b>No/Nay</b>
	Herb Forbes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>
	Derek Calvin, Trustee	<input type="checkbox"/>	<input type="checkbox"/>
	Steve Kendrick, Mayor	<input type="checkbox"/>	<input type="checkbox"/>
	O. L. Ricketts, Vice Mayor	<input type="checkbox"/>	<input type="checkbox"/>
	Richard Barnes, Trustee	<input type="checkbox"/>	<input type="checkbox"/>