

CITY OF WILBURTON
REGULAR SCHEDULED MEETING
January 11, 2018

Public Notice posted January 9, 2018, 12:30p.m.
Front Entrance Door, Wilburton City Hall

The Wilburton City Council convened in a **Regular Scheduled** Meeting held on the **11th day of January, 2018 at 5:30p.m.** in the Wilburton City Hall Council chambers; Mayor Stephen Brinlee presiding. Mayor Brinlee led the assembly in the Pledge of Allegiance to the flag. Upon roll call, the members answered:

ROLL CALL:

City Clerk Cindee Blankenship conducted the roll call with members responding:

LITTLEJOHN	PRESENT	MINGS	ABSENT
HAYNES	PRESENT	KENDALL	PRESENT
SIMS	PRESENT		

CITIZEN COMMENTS: None

- 1. DISCUSS AND TAKE ACTION TO APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING OF DECEMBER 14, 2017.**
- 2. DISCUSS AND TAKE ACTION TO APPROVE DECEMBER 2017 CLAIMS FOR PAYMENT.**
- 3. DISCUSS AND TAKE ACTION TO APPROVE PAYMENT OF PAYROLLS JANUARY 12 THROUGH FEBRUARY 8, 2018.**

MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO COMBINE AND APPROVE ITEMS #1, #2 AND #3 ON THE AGENDA: APPROVE THE MINUTES OF DECEMBER 14, 2017 REGULAR MEETING; APPROVE PAYMENT OF CLAIMS FOR DECEMBER 2017; AND APPROVE PAYMENT OF PAYROLLS JANUARY 12 THROUGH FEBRUARY 8, 2018.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Absent
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

- 4. DISCUSS AND TAKE ACTION TO APPROVE FY 2016-2017 AUDIT BY ARLEDGE & ASSOCIATES. Ms. Ladonna Sinning, CPA, Presenting.** Ms. Sinning distributed the Letter of Findings to each Council member which stated there were no audit findings to report. Ms. Sinning then discussed each category, answering each question posed. She stated that Arledge audits 40 cities with like populations in Oklahoma and Wilburton's current standards and methods meet all auditing requirements. In summary, Ms. Sinning stated, "Basically, you have a stable financial environment."

MOTION BY LITTLEJOHN, SECOND BY KENDALL, TO APPROVE THE FY 2016-2017 AUDIT BY ARLEDGE & ASSOCIATES.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Absent
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

- 5. DISCUSS AND TAKE ACTION TO APPROVE OKLAHOMA MUNICIPAL ASSURANCE GROUP (OMAG) RECOGNITION PROGRAM. Mr. Bill Tackett, Director of Risk Management Services, Presenting.** Mr. Tackett distributed written material and gave a brief background on the 40 years, 6 months of OMAG which services 500 towns. The basis of the Recognition & Retention Program is that training reduces costs. If a city has no claims for 1 year, they will receive \$4500 based on 4 requirements: 1) City Council has a current handbook; 2) Training has been received by every council member; 3) Completed testing (individual or as group); and 4) Review and Approval of Insurance MLPP Declarations page and an Explanation of Coverage.
No Action Required at This Time.

- 6. DISCUSS AND TAKE ACTION TO APPROVE OMAG ANNUAL INSURANCE OF \$15,533 FOR CITY PROPERTY AND \$14,645.52 FOR CITY VEHICLES. NOTE: VEHICLE INSURANCE ADJUSTED TO ADD ADDITIONAL INSURANCE FOR WPD MOBILE COP SYSTEM PLUS ONE PROTAINER.**

City Clerk Blankenship stated these are the annual OMAG insurance invoices which she has separated to indicate PWA and City costs.

MOTION BY SIMS, SECOND BY LITTLEJOHN, TO APPROVE OMAG INVOICES FOR ANNUAL INSURANCE OF \$15,533 FOR CITY PROPERTY AND \$14,645.52 FOR CITY VEHICLES.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Absent
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

7. UPDATE ON COMMUNITY DEVELOPMENT ISSUES. Ms. Debbie Vega, Director of Community Development, Presenting. Ms. Vega presented the following:

- A. Exercise Program June thru December 2016 and beginning Phase 2 in February: Partnering with Wilburton School staff. Once completed City gains access to \$50,000 grant.
- B. Back The Blue Program in June included a 5k Run which is on PACE schedule again in 2018.
- C. Glow Run in July: Half of proceeds returned to City.
- D. Planning Belle Starr Festival in June.
- E. Safe Routes To School Grant applications open up the end of January.
- F. Land & Water Grant deadline has been extended to July; possible \$300,000 to be used for bath rooms, fencing, walkway, and splash pad.
- G. Waiting on \$20,000 Grant for Community Garden to open for application.

No Action Required.

8. DISCUSS AND TAKE ACTION TO APPROVE RESOLUTION 18-1220, HAZARD MITIGATION PLAN. Mayor Brinlee stated this is through Emergency Operations Center (EOC). Pam Hirrill, Director, must update and get local approval of this Latimer County plan every 5 years. One benefit is with the approved Plan thru FEMA, several grants become optional such as the one for Water Plant and possibly one for Waste Water Plant.

MOTION BY LITTLEJOHN, SECOND BY KENDALL, TO APPROVE RESOLUTION 18-1220, HAZARD MITIGATION PLAN.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Absent
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

9. NEW BUSINESS:

10. ADJOURN:

MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO ADJOURN AT 6:20pm.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Absent
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

CINDEE BLANKENSHIP, City Clerk

STEPHEN BRINLEE, Mayor

ALLEN LITTLEJOHN, Ward 1

TERRY HAYNES, Ward 2

DOUG SIMS, Ward 3

ABSENT
MAE MINGS, Ward 4

JULIA KENDALL, Ward 5