

CITY OF WILBURTON
REGULAR SCHEDULED MEETING
August 13, 2015

Public Notice posted August 12, 2015, 1:00 p.m.
Front Entrance Door, Wilburton City Hall

The Wilburton City Council convened in a **Regular Scheduled Meeting** held on the **13th day of August, 2015 at 6:00p.m.** in the Wilburton City Hall Council Chambers, Mayor Stephen Brinlee presiding. Rev Paul Brady, First Baptist Church, opened the meeting with prayer, after which Mayor Brinlee led the assembly in the Pledge of Allegiance. The City Clerk conducted the roll call with members responding:

LITTLEJOHN	PRESENT	MINGS	PRESENT
HAYNES	PRESENT	KENDALL	PRESENT
SIMS	PRESENT		

CITIZEN COMMENTS: None.

1. **DISCUSS AND TAKE ACTION TO APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING ON JULY 9, 2015.**
2. **DISCUSS AND TAKE ACTION TO APPROVE JULY 2015 CLAIMS FOR PAYMENT.**
3. **DISCUSS AND TAKE ACTION TO APPROVE PAYMENT OF THE PAYROLL AUGUST 14 THRU SEPTEMBER 10, 2015.**

MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO COMBINE AND APPROVE ITEMS #1, #2, AND #3 ON THE AGENDA: APPROVE THE MINUTES OF JULY 9, 2015 REGULAR MEETING; APPROVE PAYMENT CLAIMS FOR JULY 2015; AND APPROVE PAYMENTS OF PAYROLL FOR AUGUST 14 THRU SEPTEMBER 10, 2015.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

4. **DISCUSS AND TAKE ACTION TO APPROVE OPTION FROM PREFERRED OFFICE PRODUCTS FOR SCANNING DOCUMENTS. PRESENTATION BY CORY MONTGOMERY. (Tabled 9 Jul15).** Mr. Montgomery presented the following information:

- He and two Ricco specialists reviewed documents stored both in storage shed and inside City Hall to determine approximate quantity/volume and type of documents to be scanned.
- They recommend scanning selected documents, not all stored.
- Presented three options to include only scanning documents; using software, scanner and laserfish; and purchase of new copier combined with scanning documents cost.

Councilman Littlejohn asked what documents need to be scanned and retained. City Clerk Blankenship and PWA Secretary Richardson responded cemetery records, bond records, minutes of PWA Board and City Council, grant records, and historical documents such as ordinances, deeds, titles, etc.

Councilman Haynes asked what method is used to determine which documents that are required to be retained. City Clerk Blankenship stated that question would be answered by the auditors as to type of information and length of required retention.

Mr. Montgomery addressed the current Lanier copier, stating it is City owned with a Maintenance Agreement thru Preferred Office Products. Lanier issued information stated after February 2016, they no longer will make repair parts for this model; therefore, any repair part may or may not be available unless still in stock. He then discussed current options for replacement of copier such as outright purchase cost (\$6500), leasing, and purchase of software to scan, laserfish, and copier (\$8000).

Mr. Montgomery addressed the document scanning process stating a dedicated truck would load and lock/secure the documents and take to the company in Oklahoma City, where the process would take approximately one month for each piece to be scanned.

Mayor Brinlee suggested the first step is to have auditor identify those documents required to be retained to determine the volume/number to use for an estimated cost which will be divided for payment by the City and PWA budgets.

Mr. Montgomery stated his review estimated a cost of \$31,000 which includes indexing, scanning, and a new copier purchase. Obviously, the cost could go up or down. No cost would be incurred until a Statement of Work is approved by the City Council.

MOTION BY HAYNES, SECOND BY MINGS, TO APPROVE OPTION TO PROCEED WITH CONSIDERATION OF OPTIONS FOR PURCHASE OF SCANNER SYSTEM FROM PREFERRED OFFICE PRODUCTS..

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

5. **DISCUSS AND TAKE ACTION TO APPROVE ACCEPTING FEDERAL AVIATION AUTHORITY (FAA) GRANT #14114 FOR \$307,091.00 TO REHABILITATE AIRPORT RUNWAY AND INSTALL ILLUMINATED WIND CONE.** Mayor Brinlee stated this project is to use the last of funds which have been banked from the past. We have previously approved submission and this agenda item is to approve acceptance of the grant funds.

MOTION BY HAYNES, SECOND BY SIMS, TO APPROVE ACCEPTANCE OF FAA GRANT #14114 FOR \$307,091.00 TO REHABILITATE OUR AIRPORT RUNWAY AND TO INSTALL AN ILLUMINATED WIND CONE.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

6. **DISCUSS AND TAKE ACTION TO APPROVE ACCEPTANCE OF AIRPORT GRANT OF \$130,000.00 FROM THE OKLAHOMA FAA FOR INSTALLATION OF AIRPORT PAPIs.**

Mayor Brinlee stated this is unexpected grant money not used by another Oklahoma airport who specifically suggested it be offered to Wilburton. To qualify we had to have a current approved grant request with specific projects listed. This would cover the PAPIs which were dropped from the FAA Grant due to high cost. The City's cost would be \$14,129 for the \$130,000 grant. Councilman Littlejohn stated our part is a small investment for a large sum. Councilman Sims asked if the \$14,129 would come from capital improvement or general funds. City Clerk Blankenship stated the amount may be available in the Airport Fund as part of the FY15-16 budget.

MOTION BY HAYNES, SECOND BY SIMS, TO APPROVE ACCEPTANCE OF AIRPORT GRANT FUNDS OF \$130,000 FROM THE OKLAHOMA FAA FOR INSTALLATION OF AIRPORT PAPIs, WITH THE CITY'S PORTION OF \$14,129 PAID FROM CAPITAL IMPROVEMENT IF NOT CURRENTLY IN THE AIRPORT BUDGETED FUNDS.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

7. **DISCUSS AND TAKE ACTION TO APPROVE RESOLUTION 15-1195, SUPPORT OF RURAL ECONOMIC ACTION PLAN GRANT SUBMISSION FOR WILBURTON FIRE DEPARTMENT (WFD).** Mayor Brinlee stated the resolution is to support the grant application, currently not asking for any funds from City. While it may not be approved, it is good to apply for the SCBAs breathing apparatus for the WFD.

MOTION BY LITTLEJOHN, SECOND BY KENDALL, TO APPROVE RESOLUTION 15-1195 IN SUPPORT OF REAP GRANT FOR SUBMISSION FOR WILBURTON FIRE DEPARTMENT EQUIPMENT.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

8. **DISCUSS AND TAKE ACTION TO APPROVE BID OF \$22,989.45 FROM SCOTT EQUIPMENT FOR REPAIR OF 580SM BACKHOE.** Street Commissioner Massey stated the bid was "way outside" what cost should be to repair the backhoe which is 10 years old with 100 hours on the motor. The repairs will take 2 weeks; backhoe is already at Scott garage. Latimer County has loaned one for use for funerals or water maintenance issues.

MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO APPROVE UP TO \$22,989.45 FROM SCOTT EQUIPMENT FOR REPAIR OF BACKHOE WITH PAYMENT OUT OF STREET AND ALLEY FUNDS.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

9. **DISCUSS AND TAKE ACTION TO APPROVE RE-APPOINTMENT OF FRANK WILLIAMSON TO THE PARKS AND RECREATION BOARD.** Mayor Brinlee stated he could not imagine Mr. Williamson anywhere else. Upon Councilman Haynes' question of did Mr. Williamson want to continue, Mayor Brinlee answered yes.

MOTION BY SIMS, SECOND BY HAYNES, TO APPROVE THE RE-APPOINTMENT OF FRANK WILLIAMSON TO THE PARK AND RECREATION BOARD.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

10. **NEW BUSINESS.**

There was no New Business to address.


11. **ADJOURN:**

MOTION BY LITTLEJOHN, SECOND BY SIMS, TO ADJOURN AT 6:55pm.

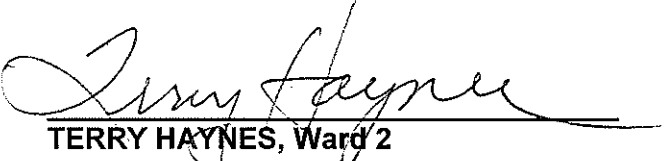
Upon roll call, members present voted as follows:

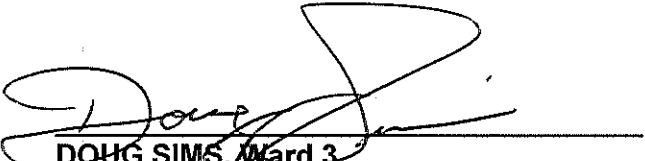
LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

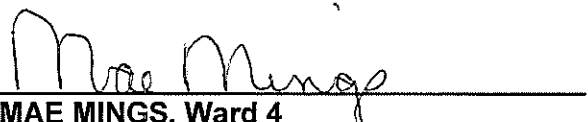

CINDEE BLANKENSHIP, City Clerk

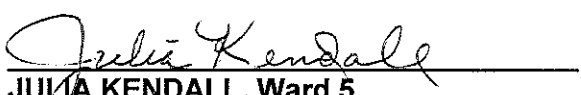

STEPHEN BRINLEE, Mayor


ALLEN LITTLEJOHN, Ward 1


TERRY HAYNES, Ward 2


DOUG SIMS, Ward 3


MAE MINGS, Ward 4


JULIA KENDALL, Ward 5