

CITY OF WILBURTON
REGULAR SCHEDULED MEETING
November 10, 2016

Public Notice posted November 8, 2016, 10:00a.m.
Front Entrance Door, Wilburton City Hall

The Wilburton City Council convened in a **Regular Scheduled Meeting** held on the **10th day of November, 2016 at 5:30p.m.** in the Wilburton City Hall Council chambers, Mayor Stephen Brinlee presiding. Rev Paul Brady, First Baptist Church, opened the meeting with a prayer, followed by Mayor Brinlee leading the attendees 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 OF OCTOBER 13, 2016.**
- 2. DISCUSS AND TAKE ACTION TO APPROVE OCTOBER 2016 CLAIMS FOR PAYMENT.**
- 3. DISCUSS AND TAKE ACTION TO APPROVE PAYMENT OF PAYROLL NOVEMBER 11 THROUGH DECEMBER 8, 2016.**

MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO COMBINE AND APPROVE THE FIRST THREE ITEMS ON THE AGENDA: APPROVE THE MINUTES OF OCTOBER 13, 2016 REGULAR MEETING; APPROVE PAYMENT OF CLAIMS FOR OCTOBER 2016; AND APPROVE PAYMENT OF PAYROLLS FOR NOVEMBER 11 THRU DECEMBER 8, 2016.

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 CITY CODE ORDINANCE NO 16-1097, AMENDING CHAPTER 11, HEALTH AND SAFETY, ADDING ARTICLE 6, "REGULATING THE USE OF LIGHTED TOBACCO PRODUCTS".** Presentation by Denice Daniels and Jennie Skimbo, KI BOIS Community Action, Haskell And Latimer Tobacco (HALT) Project, and Debbie Vega, Director, Community Development. Ms. Vega stated the purpose of the amendment was to complete requirements for Wilburton to become a Certified Healthy City, which qualifies City to apply for \$20,000 grants. Article 6 states no smoking on City property to include the vehicles. Councilman Haynes asked if the intention was to include vapors and smokeless tobacco to which Ms. Vega replied that is the intent in the future. The ordinance will require posting of "No Smoking" signs. The Tobacco Settlement Endowment Trust (TSET) Program will provide the funds for the signs. Mayor Brinlee stated the enforcement would fall under the "Nuisance" ordinance which is already in the City Code. Councilman Sims asked where employees would be allowed to smoke. Ms. Vega stated there is no allowance for a designated smoking area. The desire is for the employees to make good decisions about not smoking. Ms. Daniels stated at other sites where the ordinance was adopted, the employees police themselves and the long term objective has been met that there is less smoking resulting in a healthier workplace.

MOTION BY HAYNES, SECOND BY MINGS, TO APPROVE CITY CODE ORDINANCE NO 16-1097, AMENDING CHAPTER 11, HEALTH & SAFETY, ADDING ARTICLE 6, "REGULATING THE USE OF LIGHTED TOBACCO 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 INVOICE #4, FINAL PAYMENT FOR \$43,634.90 TO TRI-CITY SEAL FOR PROJECT NO. 3-40-0107-006-2015 FOR THE WILBURTON MUNICIPAL AIRPORT.** Mayor Brinlee stated they had done a really good job resealing the runway. The project had run longer than anticipated due to the wet weather.

MOTION BY SIMS, SECOND BY HAYNES, TO APPROVE INVOICE #4, THE FINAL PAYMENT FOR \$43,634.90 TO TRI-CITY SEAL FOR PROJECT 3-40-0107-006-2015 FOR THE WILBURTON MUNICIPAL AIRPORT.

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 AIRPORT FAA REIMBURSEMENT REQUEST #7 FOR AIP PROJECT NO. 3-40-0107-006-2015 FOR \$43,634.90 TO DRAWDOWN FUNDS AND ISSUE FINAL PAYMENT.** City Clerk Blankenship stated this was to authorize the drawdown of the funds for the final payment of the Wilburton airport project.

MOTION BY HAYNES, SECOND BY KENDALL, TO APPROVE AIRPORT FAA REIMBURSEMENT REQUEST #7 FOR \$43,634.900 FOR AIP PROJECT NO. 3-40-0107-006-2015 TO DRAWDOWN FUNDS AND ISSUE FINAL PAYMENT.

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 NO. 16-1204, COUNCIL MEETINGS 2017.** Mayor Brinlee stated there is no change to the scheduled time of 5:30pm which appears to be working well.

MOTION BY LITTLEJOHN, SECOND BY KENDALL, TO APPROVE RESOLUTION NO. 16-1204, CITY COUNCIL MEETINGS SCHEDULED FOR 2017.

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 RESOLUTION NO. 16-1205, HOLIDAYS 2017.** Mayor Brinlee stated the listed holidays went strictly with the Oklahoma State declared holidays.

MOTION BY HAYNES, SECOND BY MINGS, TO APPROVE RESOLUTION NO. 16-1205, SCHEDULED HOLIDAYS FOR CITY EMPLOYEES FOR 2017.

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 MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN EASTERN OKLAHOMA STATE COLLEGE (EOSC) AND THE CITY OF WILBURTON IN SUPPORT OF THE FOUR-COUNTY SMALL BUSINESS DEVELOPMENT NETWORK.** Mayor Brinlee stated EOSC had obtained a grant, had hired Dana Hogle, to set up an office to assist small businesses in writing business plans and necessary initial efforts to begin a business. The MOU indicates a membership payment but does not state the amount. This was not budgeted for in 2016-2017, but the City may be able to support at a later date. With the city sales tax down by \$10,000 the last few months, it is hard to support now. It is a good, cooperative four county program; and if possible, we need to support for Latimer County new businesses. Councilman Haynes stated the program looks good, but would feel more comfortable if the amount was known. City Attorney Brown stated he recommended the agenda item be tabled until the December Council meeting to see if the city sales tax goes up and to see what the other three counties pledged towards the \$37,500.

MOTION BY LITTLEJOHN, SECOND BY SIMS, TO TABLE MOU BETWEEN EOSC AND THE CITY OF WILBURTON IN SUPPORT OF THE FOUR-COUNTY SMALL BUSINESS DEVELOPMENT NETWORK.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

10. DISCUSS AND TAKE ACTION TO APPROVE SIGNATURE CARDS FOR LATIMER STATE BANK FOR ONLY MAYOR STEPHEN BRINLEE, CITY COUNCIL PRESIDENT TERRY HAYNES, AND CITY CLERK CINDEE BLANKENSHIP FOR TRANSACTIONS FOR CITY OF WILBURTON. NOTE: ALL OTHER NAMES ARE TO BE REMOVED. Mayor Brinlee stated this action was approved by the PWA, but never approved by the City Council.

MOTION BY LITTLEJOHN, SECOND BY KENDALL, TO APPROVE SIGNATURE CARDS FOR LATIMER STATE BANK FOR ONLY MAYOR STEPHEN BRINLEE, CITY COUNCIL PRESIDENT TERRY HAYNES AND CITY CLERK CINDEE BLANKENSHIP FOR TRANSACTIONS FOR CITY OF WILBURTON WITH ANY OTHER NAMES LISTED TO BE REMOVED.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

11. NEW BUSINESS
NONE

12. ADJOURN:

MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO ADJOURN AT 5:55PM.

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