

CITY OF WILBURTON
REGULAR SCHEDULED MEETING
June 20, 2019

Public Notice posted June 19, 2019, 3:45p.m.
Front Entrance Door, Wilburton City Hall

The Wilburton City Council convened in a **Regular Scheduled** Meeting held on the **20th day of June, 2019 at 5:30p.m.** in the Wilburton City Hall Council chambers. Mayor Stephen Brinlee led the group in the Pledge of Allegiance. Mayor Brinlee requested the Roll Call.

ROLL CALL:

City Clerk Blankenship conducted the roll call with members responding:

LITTLEJOHN	PRESENT	MINGS	PRESENT
HAYNES	PRESENT	KENDALL	PRESENT
SIMS	PRESENT		

CITIZEN COMMENTS:

There was no comment.

PUBLIC HEARING: Mayor Brinlee presented the proposed Fiscal Year (FY) 19-20 Budget for the City of Wilburton which includes the Public Works Authority (PWA) budget. There being no questions from the attending citizens, Mayor Brinlee declared the Public Hearing closed at 5:35pm.

- 1. DISCUSS AND TAKE ACTION TO APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING OF MAY 9, 2019.**
- 2. DISCUSS AND TAKE ACTION TO APPROVE MAY 2019 CLAIMS FOR PAYMENT.**
- 3. DISCUSS AND TAKE ACTION TO APPROVE PAYMENT OF PAYROLLS JUNE 21 THROUGH JULY 11, 2019.**

MOTION BY HAYNES, SECOND BY MINGS, TO COMBINE AND APPROVE ITEMS #1, #2, AND #3 ON THE AGENDA.

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 RESOLUTION 19-1232, FY 2019-2020 BUDGET AND ESTABLISH BUDGET AMENDMENT AUTHORITY.**

Councilman Haynes asked the disposition of funds not spent in a specific fund at the end of the fiscal year. City Clerk Blankenship stated any amount remaining at end of fiscal year is returned to fund balance.

Mayor Brinlee discussed the new budget compared to FY18-19: the increasing trend in received city sales tax amount allowed him to budget a 10% salary for each employee. The increase in asphalt costs required a substantial increase in the Street Department budgeted funds.

MOTION BY SIMS, SECOND BY HAYNES, TO APPROVE RESOLUTION 18-1232, FY19-20 BUDGET AND ESTABLISH BUDGET AMENDMENT AUTHORITY.

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 CHANGE ORDER #3, SRTS PROJECT NO SRS-239E(020)ST. Crysta Watson, Infrastructure Solutions Group (ISG), Presenting.**

Ms. Watson stated Change Order #3 is to approve adding a seventh (7th) crosswalk. She stated she made a mistake and originally requested six (6) crosswalks when the accurate quantity is seven (7) with an additional cost of \$1,080. Fire Chief David Donoley stated the concrete work on the project “really looking nice.” Council President Haynes stated, “I agree. City needs to upgrade all over town.” Councilman Littlejohn asked if the project is completely finished. Ms. Watson stated there is a corner that she is not happy with. She held out dollars from the retainage funds until the Final Inspection.

MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO APPROVE CHANGE ORDER #3, SRTS PROJ SRS-239E(020)ST TO ADD A 7TH CROSSWALK FOR \$1,080.00.

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 CONTRATOR PAY REQUEST #4 FOR \$17,915 TO KATCON, INC. FOR PROJ SRTS-239E(020)ST.** Mayor Brinlee stated this is next payment for Safe Route to School sidewalk project and will be reimbursed to City after payment to KATCON, Inc.

MOTION BY HAYNES, SECOND BY SIMS, TO APPROVE CONTRATOR PAY REQUEST #4 FOR \$17,915 TO KATCON, INC. FOR PROJ SRTS-239E(020)ST.

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 CDBG SEWER SYSTEM IMPROVEMENTS NOTICE OF AWARD.** Mr. Dale Burke, ISG, stated this Department of Commerce (DOC) grant is for the eastern part of the sewer line and includes Waste Water Plant and to close Lutie Lagoon for \$160,000. The money put in by the Choctaws should cover, but the only issue is Mr. Baldwin, KEDDO, has not received the release of funds from DOC; therefore, the contract cannot be awarded. The DOC fund release must be received by 30 June or the grant is void and the bid process must be started all over. “That puts us between the rock and a hard place.” He requested a Special City Council Meeting be scheduled for Friday, 28 June, to award the contract based on the assumption the release of funds would be received by then from DOC. Councilman Haynes asked if the City can “award” the funds and be reimbursed by DOC to which Mr. Burke replied that is not allowed. The best course of action is to schedule a Special City Council Meeting.

MOTION BY HAYNES, SECOND BY LITTLEJOHN, TO TABLE ITEM #7 UNTIL A SPECIAL COUNCIL MEETING IS SCHEDULED.

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 OKLAHOMA DEPARTMENT OF TRANSPORTATION (ODOT) SIDEWALK TAP GRANT FUNDING. Crysta Watson, ISG Project Manager, Presenting.** Ms Watson distributed a map of project to improve/add sidewalks east on Blair Avenue to NE 4th Street from school. The grant is set up for 80/20% payment with 20% from City (ODOT - \$292,000 and City - \$73,000) She stated this project should be completed much more quickly as the blocks in question are platted (unlike current SRTS project). Mayor Brinlee stated he thinks the project for new/improved sidewalks eastward on Blair Avenue should be approved to complete the next phase of the Sidewalks and Trails Master Plan. Councilman Haynes asked if we have engineers selected for project. Mr. Burke stated the City would have to go through the Engineer Selectin Process prior to requesting bids; would be approximately a year before the project could be initiated. City Clerk Blankenship stated there are funds in Capital Improvement for the City’s portion of the grant.

MOTION BY HAYNES, SECOND BY LITTLEJOHN, TO APPROVE AND PROCEED WITH ODOT SIDEWALK TAP GRANT FOR \$73,000 (CITY PORTION) WITH FUNDS FROM CAPITAL IMPROVEMENT.

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 \$19,614.72 TO OKLAHOMA MUNICIPAL ASSURANCE GROUP (OMAG) FOR CITY PORTION OF FY19-20 WORKERS' COMPENSATION PLAN RENEWAL.** City Clerk Blankenship stated the Escrow amount has been applied to ensure the payment is as small as possible. A discussion followed concerning City and PWA portions and claims affecting the cost.

MOTION BY LITTLEJOHN, SECOND BY KENDALL, TO APPROVE \$19,614.72 TO OMAG FOR CITY PORTION OF FY19-20 WORKERS' COMPENSATION PLAN RENEWAL.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

10. NEW BUSINESS.

Mayor Brinlee discussed with City Attorney Lerblance the legality of considering repair or purchase of air conditioning (AC) for Police Department as the AC in the building is not working and conditions are horrible with the current temperatures in the 90s. City Attorney Lerblance stated it is legal to address under New Business as these conditions were not known prior to Agenda being posted.

CH Bias distributed three (3) bids which were discussed. Councilman Haynes asked the start dates for the companies. All can start immediately as soon as material is ordered and received. Councilman Sims asked if the AC works at all to which CH Bias replied there is cool air for a while then the unit freezes. When the unit is turned off and it thaws, Asst Ch Ford's office then floods. When asked the legal requirements for selection, City Attorney Lerblance stated there is no issue if the Councils selects the lowest or the best bid.

MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO APPROVE THE BID FROM HARBOR AC FOR \$9,860 WITH PAYMENT FROM CAPITAL IMPROVEMENT FUNDS FOR WPD BUILDING.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

11. ADJOURN:

MOTION BY SIMS, SECOND BY HAYNES, TO ADJOURN AT 6:00pm.

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