

CITY OF WILBURTON
REGULAR SCHEDULED MEETING
April 11, 2019

Public Notice posted April 10, 2019, 2:00p.m.
Front Entrance Door, Wilburton City Hall

The Wilburton City Council convened in a **Regular Scheduled** Meeting held on the **11th day of April, 2019 at 5:30p.m.** in the Wilburton City Hall Council chambers. Rev Daniel Taylor from Church of the Rock opened the meeting with a prayer after which 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.

1. **DISCUSS AND TAKE ACTION TO APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING OF MARCH 14, 2019.**
2. **DISCUSS AND TAKE ACTION TO APPROVE MARCH 2019 CLAIMS FOR PAYMENT.**
3. **DISCUSS AND TAKE ACTION TO APPROVE PAYMENT OF PAYROLLS APRIL 12 THROUGH MAY 9, 2019.**

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

Upon roll call, members present voted as follows:

LITTLEJOHN	Abstain	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

NOTE: Moved Item #5 to present first to allow earliest departure of out of town presenter.

- 5 **DISCUSS AND TAKE ACTION TO APPROVE ANNUAL AUDITOR'S REPORT FOR FY 2017-2018.** Andy Cromer, Partner, Arledge & Associates, Presenting.

Mr. Cromer discussed audit procedures, stating, "Wilburton's General Fund is in very good shape." He also discussed PWA's income compared to cost of core operations which is 7%, a percentage that declined markedly this past year. Mayor Brinlee stated the water rate adjustment was initiated 1 July so income is much higher now than end of fiscal year on 30 June. Councilman Littlejohn asked about the issue brought up regularly concerning the two Water Clerks procedure for processing drawer receipts. Mr. Cromer stated it is understood that with a small staff, the ideal conditions cannot always be had; he wanted to ensure the City is aware of issue. Mayor Brinlee stated he had started reviewing all bank statements to ensure oversight.

Councilman Littlejohn stated he thanks the Mayor and the staff for working hard and doing a good job.

Mayor Brinlee stated no motion necessary.

- 4 **DISCUSS AND TAKE ACTION TO APPROVE BUDGET AMENDMENT FOR \$623.10 TO COMMUNITY DEVELOPMENT FUND FOR REIMBURSEMENT FROM CHOCTAWS FOR JANUARY 2019 ICSC CONFERENCE.** City Clerk Blankenship stated this is a routine transaction. Ms. Vega stated the ICSC Conference was very productive having received information that has enabled her to initiate several grant requests.

MOTION BY SIMS, SECOND BY KENDALL, TO APPROVE BUDGET AMENDMENT OF \$623.10 TO COMMUNITY DEVELOPMENT FUND FOR REIMBURSEMENT FROM CHOCTAWS FOR JANUARY 2019 ICSC CONFERENCE.

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 STATE ENERGY PROGRAM (SEP) GRANT FOR \$28,557 FOR THE INTERNAL/EXTERNAL LIGHTING ENERGY EFFICIENCY PROJECT.** Mayor Brinlee stated this is a PSO Project brought before the Council 2 years ago but now City has received grant to complete. Project includes all City buildings and would result in savings in utilities that would pay for the cost of approximately \$6,000. Cost would be split by City and PWA. Timeline is short as the work has to be completed by 30 June 2019 but the project can be completed by then. Three requests for Quotes will be solicited and the lowest bidder selected. The company who gave us a quote 2 years ago will be asked to submit a quote as well.

MOTION BY HAYNES, SECOND BY SIMS, TO APPROVE SEP GRANT FOR \$28,557 FOR THE SEP INTERNAL/EXTERNAL ENERGY EFFICIENCY PROJECT.

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 PAYMENT MADE TO OMAG FOR PERIOD 28 JAN 19 – 28 JAN 20 FOR \$17,193 FOR MUNICIPAL LIABILITY PROTECTION PLAN (PWA PORTION \$7,988 = \$23,924 TOTAL) AND \$17,328 FOR MUNICIPAL PROPERTY PROTECTION PLAN (PWA PORTION \$30,921 = \$48,241 TOTAL).** Mayor Brinlee stated this insurance coverage was budgeted for but because of the amount, City Attorney Lerblance recommended the expenditure be approved by the Council.

MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO APPROVE PAYMENT MADE TO OMAG FOR PERIOD 28 JAN 19 – 28 JAN 20 FOR \$17,193 FOR MUNICIPAL LIABILITY PROTECTION PLAN (PWA PORTION \$7,988 = \$23,924 TOTAL) AND \$17,328 FOR MUNICIPAL PROPERTY PROTECTION PLAN (PWA PORTION \$30,921 = \$48,241 TOTAL).

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 ALTERNATIVE #1 CHANGE ORDER OR ALTERNATIVE #2 CHANGE ORDER FOR THE SAFE ROUTES TO SCHOOL SIDEWALK PROJECT.** Crysta Watson, ISG Project Manager, distributed a map with information concerning the need to make a decision as to which change order is the better course of action. She stated there is no question that the section of sidewalk by the library needs to be renovated. This section was left as last part of the project because the decision needs to be made whether to 1) Repair drainage and taking out sidewalk, repairing drainage section by replacing old tin horn, then replacing sidewalk with an additional cost of approximately \$8500, or 2) Remove action to improve sidewalk, but repair drain. A discussion followed on funds availability.

MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO APPROVE ALTERNATIVE #1 CHANGE ORDER FOR THE SAFE ROUTES TO SCHOOL SIDEWALK PROJECT.

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 CONTRACTOR’S PAY REQUEST #2 FOR \$87,640.83 TO KATCON, INC. FOR PROJECT NO SRS-239E(020)ST.** City Clerk Blankenship stated the payment procedure with ODOT is the City pays the vendor, ISG forwards a copy of the check to ODOT and then ODOT reimburses the City..

MOTION BY HAYNES, SECOND BY KENDALL, TO APPROVE CONTRACTOR’S PAY REQUEST #2 FOR \$87,640.83 TO KATCON, INC. FOR PROJECT NO. SRS-239e(020)ST..

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 NETWORK MANAGEMENT QUOTE FROM PREFERRED OFFICE TECHNOLOGIES FOR \$1,450 MONTHLY FEE FOR CITY INFORMATION TECHNOLOGY (IT) OVERSIGHT.** City Clerk Blankenship stated the City does not have an IT person, but rather calls in a vendor to repair issues such as hacking and malware virus infections. Initiated a new network in November, but migration from the old network to new network has been difficult. With Preferred Office monitoring system, issues will be monitored and hopefully stopped before damage or work stoppage. A discussion followed as to services offered, response time from the Ft. Smith based business, and source of funding. Councilman Sims stated he would like the City Attorney to review the contract prior to approval.

MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO TABLE APPROVAL OF THE NETWORK MANAGEMENT QUOTE FROM PREFERRED OFFICE TECHNOLOGIES TO ALLOW CITY ATTORNEY TO REVIEW CONTRACT AND TO INVITE PREFERRED OFFICE TO PRESENT AT MAY 9TH CITY COUNCIL MEETING.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

11. **DISCUSS AND TAKE ACTION TO APPROVE \$10,183.50 (DELTA INVOICE #1 - \$7,470 AND HINDERLITER INVOICE #2126 - \$2,713.50) FOR PROJECT 18006, REHABILITATE AIRPORT APRON, PHASE II.** A discussion followed concerning payment method for these invoices. Source is approved grant funds and payment is made by FAA directly to Delta Consultants and Hinderliter, Inc. upon approval of amounts by City.

MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO APPROVE \$10,183.50 (DELTA INV #1 FOR \$7,470 AND HINDERLITER INV #2126 FOR \$2,713.50) FOR PROJECT 18006, REHABILITATE AIRPORT APRON, PHASE II.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		


12. **NEW BUSINESS.**
There was no New Business.

13. **ADJOURN:**
MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO ADJOURN AT 6:18pm.

Upon roll call, members present voted as follows:

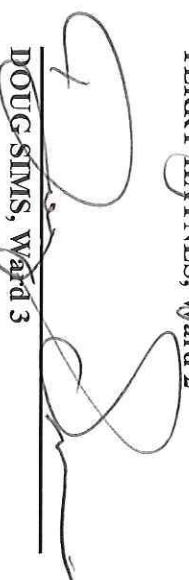
LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		


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