CITY OF WILBURTON

REGULAR SCHEDULED MEETING
January 9, 2020

Public Notice posted January 8, 2020, 9:30a.m.
Front Entrance Door, Wilburton City Hall

The Wilburton City Council convened in a **Regular Scheduled** Meeting held on the **9th day of January, 2020** at **5:30p.m.** in the Wilburton City Hall Council chambers with President Terry Haynes presiding due to Mayor Stephen Brinlee attending the ICSC Conference out of state. President Haynes led the group in the Pledge of Allegiance, after which he requested a Roll Call.

ROLL CALL:
City Clerk Blankenship conducted the roll call with members responding:

LITTLEJOHN	PRESENT	MINGS	ABSENT
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 DECEMBER 12, 2019.**

2. **DISCUSS AND TAKE ACTION TO APPROVE THE MINUTES OF THE SPECIAL CITY COUNCIL MEETING OF DECEMBER 20, 2019.**

3. **DISCUSS AND TAKE ACTION TO APPROVE DECEMBER 2019 CLAIMS FOR PAYMENT.**

4. **DISCUSS AND TAKE ACTION TO APPROVE PAYMENT OF PAYROLLS JANUARY 10 THROUGH FEBRUARY 13, 2020.**

MOTION BY LITTLEJOHN, SECOND BY SIMS, TO COMBINE AND APPROVE FIRST FOUR (4) ITEMS ON THE AGENDA.
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 CERTIFICATE OF SUBSTANTIAL COMPLETION FOR OKLAHOMA DEPARTMENT OF TRANSPORTATION PROJECT SRS-29E(020)ST, JOB PIECE #31480(37), SAFE ROUTE TO SCHOOLS SIDEWALK PROJECT. Crysta Watson, ISG, Presenting.** Ms. Watson distributed a budget document. She stated the sidewalk is completed. An inspection was conducted by Mayor Brinlee, City Inspector Mike Elder, and an ODOT representative on 17 December 2019. She then discussed the budget, stating the Grant was for $200,000 with the City paying $22,000. The sidewalk is bonded for 1 year for anything that goes wrong. President Haynes pointed out that there is ongoing work which indicates changes already being made. Ms. Watson stated that one area still needs grading for good drainage which is scheduled next week under the Maintenance Contract.

MOTION BY SIMS, SECOND BY KENDALL, TO APPROVE CERTIFICATE OF SUBSTANTIAL COMPLETION FOR OKLAHOMA DEPARTMENT OF TRANSPORTATION PROJECT SRS-29E(020)ST, JOB PIECE #31480(37), SAFE ROUTE TO SCHOOLS SIDEWALK PROJECT.
Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Absent
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

6 **DISCUSS AND TAKE ACTION TO APPROVE FINAL PAYMENT #5 TO KATCOM, INC. FOR $9,256.42 FOR PROJECT SRS-93E(020)ST, JOB PIECE #31480(37), SAFE ROUTE TO SCHOOLS PROJECT.** President Haynes stated this has been a long-term project, 10 years or more, of Mayor Brinlee. Councilman Littlejohn asked the status of the other Sidewalk Project going east on Blair from elementary school. Ms. Watson answered stating the engineer selection process has been completed, the necessary forms sent to ODOT, and now awaiting their return which gives ISG the authority to initiate blueprints. This part of the project should be easier and faster because there is not the same easement issues as the West Blair sidewalk. She anticipates starting in late spring.

MOTION BY LITTLEJOHN, SECOND BY KENDALL, TO APPROVE FINAL PAYMENT #5 TO KATCOM, INC. FOR $9,256.42 FOR PROJECT SRS-93E(020)ST, JOB PIECE #31480(37), SAFE ROUTE TO SCHOOLS PROJECT.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Absent
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

7 **DISCUSS AND TAKE ACTION TO APPROVE CONTRACTORS PAY APPLICATION NO FOUR (4) FOR $124,687.50 TO BUILT RITE CONSTRUCTION, LLC, FOR CDBG SEWER SYSTEM GRANT, PROJECT NO. WI-17-0.** Dale Burke, ISG, Presenting.

Mr. Burke discussed the status of the lagoon construction, stating they are pumping out that lagoon and it is almost empty. It is taking more dirt than originally anticipated and if needed, he will come to the Council to purchase. He is in discussion with land owner and discussed building a pond on the west end, which works in City's favor as will be a shorter distance for taking dirt. The property will be returned to him once the project is completed.

President Haynes asked status of the manholes. Mr. Burke stated they are all in, with the last 2 still in process of being connected. President Haynes asked if the work around was successful with the City residents being without water on 20 December. Mr. Burke stated it was successful with water restored in a shorter time than anticipated. However, the next day the other main broke, but was repaired in a short time. This water main has broken many times in the past and the City will need to replace in the future. A discussion followed concerning the size of pipe and length needing replaced as well as other options for the fix. Mr. Burke discussed producing an analytical model which will determine the size of pipe needed and can also be used to suggest different methods to repair. Model will cost about $2,000 and he will get a work order together for the City. With as many breaks as the City has recently experienced, this model will save the City money by suggesting where a smaller size pipe will work as well as other "work arounds".

MOTION BY LITTLEJOHN, SECOND BY SIMS, TO APPROVE CONTRACTORS PAY APPLICATION NO FOUR (4) FOR $124,687.50 TO BUILT RITE CONSTRUCTION, LLC, FOR CDBG SEWER SYSTEM GRANT, PROJECT NO. WI-17-0.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Absent
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

8 **DISCUSS AND TAKE ACTION TO APPROVE PAYMENT OF $13,800 TO EMERGENCY APPARATUS MAINTENANCE, INC. FOR EMERGENCY REPAIR OF WFD PUMPER TRUCK #1 AND TO APPROVE RELATED BUDGET AMENDMENT FOR GENERAL FUND, FUND BALANCE.** President Haynes asked if the repairs had been completed. Mr. Elder stated they had and Pumper #1 is currently in use. City Attorney Lerblance stated Mayor Brinlee had discussed the emergency repairs with him, and since the matter concerned public safety, he had determined an Emergency Purchase Order should be issued, as attested by the Mayor's letter attached to the invoice.

City Clerk Blankenship stated she had discussed the budget amendment with the auditors and had been advised to make it a part of the Agenda item to authorize using General Fund, Fund Balance.

MOTION BY SIMS, SECOND BY KENDALL, TO APPROVE PAYMENT OF $13,800 TO EMERGENCY APPARATUS MAINT, INC. FOR EMERGENCY REPAIR OF WFD PUMPER TRUCK #1 AND TO APPROVE RELATED BUDGET AMENDMENT FOR GENERAL FUND, FUND BALANCE.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Absent
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

9 **DISCUSS AND TAKE ACTION TO APPROVE ORDINANCE 19-1103, AMEND EMPLOYEE RETIREMENT SYSTEM.** President Haynes described the issue that required the passing of this ordinance, which would bring the legal language up to date. There is no change to the retirement service, to procedures, or to costs.

City Attorney Lerblance stated the legislature had passed an amendment and this ordinance puts the City in compliance. He reminded the City Clerk the need for the ordinance to be published.

MOTION BY LITTLEJOHN, SECOND BY SIMS, TO APPROVE ORDINANCE 19-1103, AMEND EMPLOYEE RETIREMENT SYSTEM.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Absent
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

10 **DISCUSS AND TAKE ACTION TO APPROVE AMENDED CONTRACT WITH THE OKLAHOMA MUNICIPAL RETIREMENT FUND.** President Haynes stated this was result of the passed legislature and changed the contract to current language as discussed for Agenda Item 9. He asked if there was any further discussion.

MOTION BY LITTLEJOHN, SECOND BY KENDALL, TO APPROVE AMENDED CONTRACT WITH THE OKLAHOMA MUNICIPAL RETIREMENT FUND.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Absent
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

11 **DISCUSS AND TAKE ACTION TO APPROVE DISTRICT ATTORNEYS (DA) COUNCIL'S REIMBURSABLE GRANT FOR $6,245 FOR WPD VESTS.** CH Bias stated this is a grant WPD has received several years in a row. This amount will purchase 8 vests for $5945; a good deal they found with research. They will receive the vests in 40 to 60 days as the vests are produced to fit the individual patrolmen.

MOTION BY SIMS, SECOND BY KENDALL, TO APPROVE DA COUNCIL'S REIMBURSABLE GRANT FOR THE AMENDED COST OF $5945 FOR EIGHT (8) WPD VESTS.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Absent
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

12 **DISCUSS AND TAKE ACTION TO APPROVE PAYMENT MADE TO OMAG FOR POLICY PERIOD 28 JAN 20 – 28 JAN 21 FOR $15,726 FOR MUNICIPAL LIABILITY PROTECTION PLAN (PWA PORTION $6,950 = $22,676 TOTAL) AND $18,938 FOR MUNICIPAL PROPERTY PROTECTION PLAN (PWA PORTION $29,080 = $48,018 TOTAL).**
President Haynes reviewed the amounts due by City for two policies and asked if there was further discussion.

MOTION BY LITTLEJOHN, SECOND BY KENDALL, TO APPROVE PAYMENT MADE TO OMAG FOR POLICY PERIOD 28 JAN 20 – 28 JAN 21 FOR $15,726 FOR MUNICIPAL LIABILITY PROTECTION PLAN (PWA PORTION $6,950 = $22,676 TOTAL) AND $18,938 FOR MUNICIPAL PROPERTY PROTECTION PLAN (PWA PORTION $29,080 = $48,018 TOTAL).

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Absent
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

13 NEW BUSINESS.

President Haynes commented on the new Use Tax Report document included in the packet. He discussed the trend of increased funds for last three years, stating he hoped it would continue.

14 ADJOURN:

MOTION BY LITTLEJOHN, SECOND BY SIMS, TO ADJOURN AT 5:58pm.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Absent
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

Cindee Blankenship

CINDEE BLANKENSHIP, City Clerk

//ABSENT//

STEPHEN BRINLEE, Mayor

Allen Littlejohn

ALLEN LITTLEJOHN, Ward 1

Terry Haynes

TERRY HAYNES, Ward 2

Doug Sims

DOUG SIMS, Ward 3

//ABSENT//

MAE MINGS, Ward 4

Julia Kendall

JULIA KENDALL, Ward 5