

CITY OF WILBURTON
REGULAR SCHEDULED MEETING
June 11, 2020

Public Notice posted June 10, 2020, 10:00a.m.
Front Entrance Door, Wilburton City Hall

The Wilburton City Council convened in a **Regular Scheduled Meeting** held on the **11th day of June 2020 at 5:30p.m.** with Mayor Stephen Brinlee presiding. NOTE: The June 11, 2020 City Council Meeting was conducted both via physical attendance at City Hall and via telephone conference due to Federal and State mandated restrictions for COVID-19 safety. The Roll Call was conducted with the following verbal responses. Attending the meeting in person was City Attorney Richard Lerblance. Attending via teleconference; PWA Water Maintenance Supervisor Mike Elder; Infrastructure Solutions Group (ISG) Engineer Crysta Watson; and Latimer County News Tribune Editor Mark Showell.

TELECONFERENCE ROLL CALL:

City Clerk Blankenship, conducted the roll call with members responding:

LITTLEJOHN	PRESENT	MINGS via ZOOM	PRESENT
HAYNES	PRESENT	KENDALL	PRESENT
SIMS via ZOOM	PRESENT		

CITIZEN COMMENTS:

Mayor Brinlee stated the teleconference dial in number had been posted in several locations for the citizen's use, if desired. There were no Citizen Comments or residents calling in.

PUBLIC HEARING

Mayor Stephen Brinlee asked if there were any questions concerning the presented City of Wilburton FY20-21 Budget which includes the Public Works Authority (PWA) Budget.

Councilman Haynes asked if there are any major changes to which Mayor Brinlee replied the General Fund looks very stable; there were few changes from last year's budget. The City Sales Taxes received are in line with the \$116,000 a month necessary to maintain the budget.

The Public Hearing closed at 5:40p.m.

1. DISCUSS AND TAKE ACTION TO APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING OF MAY 14, 2020.
2. DISCUSS AND TAKE ACTION TO APPROVE MAY 2020 CLAIMS FOR PAYMENT.
3. DISCUSS AND TAKE ACTION TO APPROVE PAYMENT OF PAYROLLS JUNE 12 THROUGH JULY 9, 2020.

MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO COMBINE AND APPROVE FIRST THREE (3) ITEMS ON THE AGENDA.

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

4. DISCUSS AND TAKE ACTION TO APPROVE RESOLUTION #20-1240, FY 20-21 BUDGET APPROVAL AND ESTABLISH BUDGET AMENDMENT AUTHORITY. Mayor Brinlee stated the budget has very few changes from last year's budget.

MOTION BY LITTLEJOHN, SECOND BY KENDALL, TO APPROVE RESOLUTION #20-1240, FY 20-21 BUDGET APPROVAL AND ESTABLISH BUDGET AMENDMENT AUTHORITY.

Upon verbal roll call, members voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

5. DISCUSS AND TAKE ACTION TO APPROVE BUDGET AMENDMENTS #15-19, (SEE ATTACHED LIST). City Clerk Blankenship reviewed each amendment, explaining the purpose is to ensure the account balances are in line with FY19-20 Budget.

MOTION BY HAYNES, SECOND BY SIMS, TO APPROVE BUDGET AMENDMENTS #15-19.

Upon verbal roll call, members voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

6 DISCUSS AND TAKE ACTION TO APPROVE CONTRACTORS PAY APPLICATION #8 FOR BUILT RIGHT CONSTRUCTION FOR \$13,553.33. Presentation by Crysta Watson, ISG.

Ms. Watson stated this is the next payout for the Contractors.

MOTION BY LITTLEJOHN, SECOND BY KENDALL, TO APPROVE CONTRACTORS PAY APPLICATION #8 FOR BUILT RIGHT CONSTRUCTION FOR \$13,553.33.

Upon verbal roll call, members voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

7 DISCUSS AND TAKE ACTION TO APPROVE PAYMENTS TO WPWA AS REIMBURSEMENT OF ISG INV (#1-\$6700; #2-3,316.50; #3-\$4,723.50; #4-\$3,195.06; #5-\$9,893.94; #6-\$3,350; #7-\$3,820 (LESS #8-\$2,674, PAID 23 DEC 19 AND 31 MAR 20.) Mayor Brinlee stated this was erroneously on May Agenda as payments to ISG. Per City Attorney's recommendation, Agenda Item was struck from May and placed correctly on June Agenda as reimbursement payments to WPWA.

MOTION BY HAYNES, SECOND BY LITTLEJOHN, TO APPROVE PAYMENTS TO WPWA AS REIMBURSEMENT OF ISG INV (#1-\$6700; #2-3,316.50; #3-\$4,723.50; #4-\$3,195.06; #5-\$9,893.94; #6-\$3,350; #7-\$3,820 LESS #8-\$2,674, PAID 23 DEC 19 AND 31 MAR 20).

Upon verbal roll call, members voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

8 DISCUSS AND TAKE ACTION TO APPROVE USDA GRANT FOR \$88,783 FOR TWO (2) VEHICLES FOR WILBURTON POLICE DEPARTMENT (WPD). Asst Ch John Ford Presenting.

Asst Ch Ford reviewed the two quotes indicating one is \$10,000 more to equip both with radars, gun locks and equip one for Police Canine. The grant is approved pending approval by City Council. Grant terms are Grant will pay 65% and City 35%. Mayor Brinlee reminded that Council is only able to approve a 1-year contract; contract would require approval every year.

A discussion followed concerning the wording of the Agenda Item. City Attorney Lerblance determined the Agenda should have read, "Approve USDA Grant "Application" for....

MOTION BY HAYNES, SECOND BY LITTLEJOHN, TO APPROVE USDA GRANT APPLICATION FOR \$88,783 FOR TWO (2) VEHICLES FOR WPD.

Upon verbal roll call, members voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

9 DISCUSS AND TAKE ACTION TO APPROVE RESOLUTION #20-1239, AUTHORIZE MAYOR TO SIGN USDA GRANT APPLICATION.

MOTION BY HAYNES, SECOND BY SIMS, TO APPROVE RESOLUTION #20-1239 TO AUTHORIZE MAYOR TO SIGN USDA GRANT APPLICATION.

Upon verbal roll call, members voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

10 DISCUSS AND TAKE ACTION TO APPROVE DISTRICT ATTORNEYS COVID-19

REIMBURSABLE GRANT FOR \$17,000 FOR WPD. Presentation by Asst Ch John Ford.

Asst Ch Ford stated this grant is from the District Attorneys Council and will supply all City employees and departments the necessary Personal Protective Equipment (PPE) to be safe. Councilman Littlejohn asked the terms of the grant to which Asst Ch Ford stated the City pays up front and that amount, up to \$17,000, is fully reimbursable by the Grant.

MOTION BY LITTLEJOHN, SECOND BY KENDALL, TO APPROVE DISTRICT ATTORNEYS COVID-19 REIMBURSABLE GRANT FOR \$17,000 FOR WPD.

Upon verbal roll call, members voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

11 DISCUSS AND TAKE ACTION TO APPROVE FINAL PAYMENT OF DELTA INVOICE #11

FOR \$12,536.36 FOR TASK ORDER #2, AIP PROJECT 3-40-0107-2019 (CONSTRUCTION).

City Clerk Blankenship stated the Final Report including pictures for the Construction Project is in the Council Packet.

MOTION BY HAYNES, SECOND BY LITTLEJOHN, TO APPROVE FINAL PAYMENT OF DELTA INVOICE #11 FOR \$12,536.36 FOR TASK ORDER #2 FOR AIP PROJECT 3-40-0107-2019 (CONSTRUCTION).

Upon verbal roll call, members voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

12 DISCUSS AND TAKE ACTION TO APPROVE FINAL PAYMENT TO GCC ENTERPRISES, INC. FOR \$48,867.00 FOR AIP PROJECT 3-40-0107-2019 (CONSTRUCTION).

MOTION BY LITTLEJOHN, SECOND BY SIMS, TO APPROVE FINAL PAYMENT TO GCC ENTERPRISES, INC. FOR \$48,967.00 FOR TASK ORDER #2 FOR AIP PROJECT 3-40-0107-2019 (CONSTRUCTION).

Upon verbal roll call, members voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

13 DISCUSS AND TAKE ACTION TO APPROVE CORONAVIRUS AID, RELIEF AND ECONOMIC SECURITY (CARES) ACT GRANT 3-40-107-009-2020 FOR \$20,000 FOR WILBURTON MUNICIPAL AIRPORT. Mayor Brinlee stated this is a no-match grant. City Clerk Blankenship stated it is a 5-year grant to spend on equipment, maintenance, and related airport expenses.

MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO APPROVE CORONAVIRUS AID, RELIEF AND ECONOMIC SECURITY (CARES) ACT GRANT 3-40-107-009-2020 FOR \$20,000 FOR WILBURTON MUNICIPAL AIRPORT.

Upon verbal roll call, members voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

14 DISCUSS AND TAKE ACTION TO APPROVE RENEWING LOAN #3467073 WITH COMMUNITY STATE BANK FOR \$31,205.55 FOR TWO (2) KIOTI TRACTORS WITH PAYMENT OF \$11,353.00 (\$9,699.21 PRINCIPLE PLUS \$1,653.69 INTEREST) DUE JUNE 12, 2020. City Clerk Blankenship stated this is the second annual payment, with three payments remaining.

MOTION BY HAYNES, SECOND BY SIMS, TO APPROVE RENEWING LOAN #3467073 WITH COMMUNITY STATE BANK FOR \$31,205.55 FOR TWO (2) KIOTI TRACTORS WITH PAYMENT OF \$11,353.00 (\$9,699.21 PRINCIPLE PLUS \$1,653.69 INTEREST) DUE JUNE 12, 2020.

Upon verbal roll call, members voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

15 DISCUSS AND TAKE ACTION TO APPROVE FY 20-21 CONTRACT WITH PREFERRED OFFICE FOR IT OVERSIGHT. Councilman Haynes asked if this contract was working: has our IT improved from before? Is the staff pleased with this contract? City Clerk Blankenship stated both City and PWA are pleased with the IT support.

MOTION BY HAYNES, SECOND BY KENDALL, TO APPROVE FY 20-21 CONTRACT WITH PREFERRED OFFICE FOR IT OVERSIGHT.

Upon verbal roll call, members voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

16 DISCUSS AND TAKE ACTION TO APPROVE ANNUAL CONTRACT WITH FEED THE NEED NUTRITIONAL PROGRAM. Councilman Sims asked if the amount listed included the building to which Mayor Brinlee stated this amount is only for the nutritional lunch program. The contract price did not go up this year.

MOTION BY SIMS, SECOND BY HAYNES, TO APPROVE ANNUAL CONTRACT WITH FEED THE NEED NUTRITIONAL PROGRAM.

Upon verbal roll call, members voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

17 DISCUSS AND TAKE ACTION TO APPROVE CRAWFORD CONTRACT FOR FY 20-21.

Mayor Brinlee stated they have continued to do a great job for the City and he recommended approval. City Clerk Blankenship stated the contract amount did not change from FY 18-19 audit.

MOTION BY HAYNES, SECOND BY LITTLEJOHN, TO APPROVE CRAWFORD CONTRACT FOR FY 20-21.

Upon verbal roll call, members voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

18 DISCUSS AND TAKE ACTION TO APPROVE ARLEDGE CONTRACT FOR \$9,800 FOR FY 19-20 AUDIT. City Clerk Blankenship stated Arledge lost some employees, so the partners are working to catch up on delayed audits.

MOTION BY LITTLEJOHN, SECOND BY SIMS, TO APPROVE ARLEDGE CONTRACT FOR \$9,800 FOR FY 19-20 AUDIT.

Upon verbal roll call, members voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

19 NEW BUSINESS.

No New Business was addressed.


20 ADJOURN:

MOTION BY HAYNES, SECOND BY LITTLEJOHN, TO ADJOURN AT 6:20pm.

Upon verbal roll call, members 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