

**CITY OF WILBURTON**  
REGULAR SCHEDULED MEETING  
July 8, 2021

Public Notice posted June 24, 2021, 2:30p.m.  
Front Entrance Door, Wilburton City Hall

The Wilburton City Council convened in a **Regular Scheduled Meeting** held on the **8<sup>th</sup> day of July 2021** at **5:30p.m.** with Mayor Stephen Brinlee, presiding. The Roll Call was conducted with the following verbal responses. All City Councilmen/women attended in person.

**ROLL CALL:**

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

LITTLEJOHN	PRESENT	GOAD	PRESENT
HAYNES	PRESENT	KENDALL	PRESENT
SIMS	PRESENT		

**MAYOR COMMENTS:** Mayor Brinlee welcomed and introduced Boy Scout Troop 470 leaders and Boy Scouts. The Boy Scouts are working on their Community Badge which includes their placing and removing the flags on Main Street put up for Independence Day and also attending the Wilburton City Council Meeting.

**CITIZEN COMMENTS:**

There were no sign ins on the Citizen Comment Sign In Sheet.

**PUBLIC HEARING**

Danny Baldwin, Executive Director of Kiamichi Economic Development Director of Oklahoma (KEDDO), stated the purpose of the Public Hearing was to receive comments and input from the community concerning Community Development Block Grant (CDBG) #17493-CDBG-18 prior to closing out the grant. The grant was for \$338,816.68 used to upgrade the sewer lines on Highway 2 North from Dollar General to First National Bank. This entailed replacing 1700 linear feet of pipes and nine (9) manholes. After the conclusion of the Public Hearing, the City Council Meeting, and the Public Works Trust Authority (PWA) Meeting tonight, all actions items will be completed and the Final Report finalized and forwarded to complete the close-out process.

Councilman Haynes asked about the emergency grant funds requested from the Water Resource Board. Mr. Baldwin stated the figures he gave include that action.

Councilman Littlejohn asked Mike Elder, Director of PWA, if there are any remaining issues. Mr. Elder stated he discussed that question today with our oversight engineering firm, Infrastructure Solutions Group. President Dale Burke stated there are no issues to be reconciled.

Mr. Baldwin called for any further questions or comments. There being none, he closed the Public Hearing at 5:35p.m.

- 1. DISCUSS AND TAKE ACTION TO APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING OF JUNE 15, 2021.**
- 2. DISCUSS AND TAKE ACTION TO APPROVE JUNE 2021 CLAIMS FOR PAYMENT.**
- 3. DISCUSS AND TAKE ACTION TO APPROVE PAYMENT OF PAYROLLS JULY 9 THROUGH AUGUST 12, 2021.**

MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO COMBINE AND APPROVE FIRST 3 ITEMS ON THE AGENDA. Mayor Brinlee asked if there was any discussion. There being none, he called for the vote.

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

- 4. PRESENTATION: UPDATE ON WILBURTON CHAMBER OF COMMERCE. Leslie (Bubba) Mathis, Board President Presenting. NO ACTION.** Mr. Mathias introduced the Chamber of Commerce Board who accompanied him: Board Secretary Rachael Mathis and Member Lori Long, Members Cindy Dye, Cliff Pyatt, Johnathon Wynn, and Teresa Brady were unable to attend. The By-Laws indicate 7 Board members, but currently there are only 6. He gave a short history of the board which culminated with the current financial status and their stated goal of becoming both active and interactive

with the community. He discussed the possibility of the City assisting with financial support. Mayor Brinlee stated there has been financial assistance in the past when requested for specific needs. They will continue this discussion about specifics at a future date. Mayor Brinlee closed the discussion with the statement that there is a need for the Wilburton Chamber of Commerce and his wishes for success in revitalizing the organization.  
(No Action Required)

**5 DISCUSS AND TAKE ACTION TO APPROVE CLOSING CDBG PROJECT 17493-CDBG-18 AND AGREEING THAT ALL INVOICES HAVE BEEN PAID.** Mayor Brinlee asked if there were any more questions or further discussion needed. There being none, he called for the motion.

MOTION BY LITTLEJOHN, SECOND BY SIMS, TO APPROVE CLOSING CDBG 17493-CDBG-18 AND AGREEING THAT ALL INVOICES HAVE BEEN PAID.

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

**6. DISCUSS AND TAKE ACTION TO APPROVE PAYMENT OF \$12,000 ADMINISTRATIVE FEE TO KEDDO FROM CDBG PROJECT 17493-CDBG-18 GRANT FUNDS.** Mr. Baldwin stated he has the invoice to give to City Clerk Blankenship upon approval of City Council. He stated this fee is built into the grant; therefore, does not come directly out of City funds.

MOTION BY SIMS, SECOND BY KENDALL, TO APPROVE PAYMENT OF \$12,000 ADMINISTRATIVE FEE TO KEDDO FOR GRANT 17493-CDBG-18 FROM GRANT FUNDS.

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

**7. DISCUSS AND TAKE ACTION TO APPROVE ARLEDGE FY20-21 AUDIT CONTRACT QUOTE FOR \$9,600.** City Clerk Blankenship stated working with the Arledge staff for the audit has gone smoothly. Mayor Brinlee stated Arledge has given better service even though their services cost less than the prior firm charged. The quote is \$400 higher this year than for FY19-20 audit.

MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO. APPROVE ARLEDGE FY20-21 AUDIT CONTRACT QUOTE FOR \$9,600.

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

**8. DISCUSS AND TAKE ACTION TO APPROVE FY21-22 PITNEY BOWES CONTRACT FOR \$712.32.** Councilman Haynes questioned the need to have a contract for less than \$1,000 on the agenda. Mayor Brinlee stated all contracts must be approved by the Wilburton City Council. And if it is a multi-year contract, it must be on the agenda each year for approval as it is illegal to approve a contract for longer than one year.

MOTION BY SIMS, SECOND BY GOAD, TO APPROVE FY21-22 PITNEY BOWES CONTRACT FOR \$712.32.

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

**9. DISCUSS AND TAKE ACTION TO APPROVE FY21-22 SUTTERFIELD TECHNOLOGIES CONTRACT FOR \$3604.** City Clerk Blankenship stated PWA and City split the contract costs.

MOTION BY LITTLEJOHN, SECOND BY KENDALL, TO APPROVE FY21-22 SUTTERFIELD TECHNOLOGIES CONTRACT FOR \$3604.

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

- 10. DISCUSS AND TAKE ACTION TO APPROVE OPTION FOR PURCHASE OR LEASE FROM TURN-KEY MOBILE FOR SIX (6) WPD VEHICLE COMPUTERS AND DOCKS.** A discussion brought to light no contract was provided for consideration; therefore, the agenda item will be tabled until the contract can be reviewed.

MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO TABLE THIS ITEM UNTIL THE NEXT CITY COUNCIL MEETING IN AUGUST.

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

- 11. DISCUSS AND TAKE ACTION TO APPROVE JOHN COOK FOR E911 BOARD TO REPLACE TOYE MASSEY.** Mayor Brinlee stated he had discussed the appointment with Mr. Cook who said he would be happy to serve on the board.

MOTION BY HAYNES, SECOND BY SIMS, TO APPROVE JOHN COOK FOR E911 BOARD TO REPLACE TOYE MASSEY.

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

- 12. DISCUSS AND TAKE ACTION TO APPROVE PURCHASE ORDER (PO) FOR \$5,200 FOR EMERGENCY APPARATUS TO CONDUCT ANNUAL PUMP TEST AND REPAIR(S) ON WFD EQUIPMENT.** Mayor Brinlee stated this is the fourth annual inspection which is required to maintain our ISO insurance standing. Councilman Haynes asked if this amount will pay for needed repairs to which Mayor Brinlee stated they will come back with a request for the repair costs when an amount is known.

MOTION BY HAYNES, SECOND BY LITTLEJOHN, TO APPROVE PO FOR \$5,200 FOR EMERGENCY APPARATUS COMPANY TO CONDUCT ANNUAL PUMP TEST AND REPAIR(S) ON WFD EQUIPMENT

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

- 13. DISCUSS AND TAKE ACTION TO APPROVE PAY OFF BALANCE OF \$32,698.55 FOR COMMUNITY STATE BANK LOAN #3467073 FOR TWO (2) KIOTI TRACTORS.**

Mayor Brinlee stated this is on the agenda per Council discussion at June's meeting. Councilman Haynes asked if the payment is from the General Funds to which Mayor Brinlee answered yes. City Clerk Blankenship asked if a budget amendment is required. City Attorney Lerblance stated the action can be approved at this meeting and a budget amendment submitted later.

MOTION BY LITTLEJOHN, SECOND BY GOAD, TO APPROVE PAY OFF BALANCE OF \$32,698.55 FOR COMMUNITY STATE BANK LOAN #3467073 FOR TWO (2) KIOTI TRACTORS.

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

**14. NEW BUSINESS.**

- A. Councilman Littlejohn asked the status of the City Lake upgrade project. Mayor Brinlee stated the steps to initiate the bid process were almost completed. Attorney Lerblance stated for City part, he is waiting for the last 2 responses for easement approval. The landowners have verbally given permission, but he has yet to receive the signed approval forms. Dir Elder stated the bids have been announced, received and the bid let. They are ready to proceed once the easement approvals are in hand. A local firm received the concrete portion bid. Councilman Haynes requested a project update be presented at the August Council Meeting.
- B. Councilwoman Goad stated her constituent has asked why so many street lights are out. Ch Bias suggested the citizen contact WPD to give the exact location of the non-working light. Because the precise location cannot be identified in daylight, he will have his officers on night duty mark any light poles not working. The local PSO rep can then identify and correct the problem of no lights.
- C. Councilwoman Goad stated another issue brought to her attention is the number of “U Turns” made on Main Street. Dir Elder stated they are aware of this and have ordered new signs that visually state, “No U-Turn”. He added that very often the signs are ignored. Ch Bias confirmed that often happens.

**15. ADJOURN.**

MOTION BY LITTLEJOHN, SECOND BY SIMS, TO ADJOURN AT 6:10pm.

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

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**CINDEE BLANKENSHIP, City Clerk**

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**STEPHEN BRINLEE, Mayor**

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**ALLEN LITTLEJOHN, Ward 1**

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**TERRY HAYNES, Ward 2**

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**DOUG SIMS, Ward 3**

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**JAYME GOAD, Ward 4**

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**JULIA KENDALL, Ward 5**