

# CITY OF WILBURTON

## REGULAR MEETING

November 10, 2022

Public Notice posted November 9, 2022, 3:00pm, for City Council Meeting.  
Front Entrance Door, Wilburton City Hall

The Wilburton City Council convened in a **Regular Meeting** held on the **10<sup>th</sup> day of November 2022** at **5:30pm** with Mayor Stephen Brinlee presiding. Rev Bud Vincent, Center Point Baptist Church, led the group in prayer followed by Mayor Brinlee leading the Pledge of Allegiance. After which the Roll Call was conducted.

### ROLL CALL:

Substitute City Clerk DeDe Morris conducted the Roll Call with members responding:

LITTLEJOHN	PRESENT	GOAD	ABSENT
HAYNE	PRESENT	KENDALL	PRESENT
SIMS	ABSENT		

### CITIZEN COMMENTS:

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

- 1. DISCUSS AND TAKE ACTION TO APPROVE MINUTES OF THE REGULAR CITY COUNCIL MEETING OF OCTOBER 13, 2022.**
- 2. DISCUSS AND TAKE ACTION TO APPROVE OCTOBER 2022 CLAIMS FOR PAYMENT.**
- 3. DISCUSS AND TAKE ACTION TO APPROVE PAYMENT OF PAYROLLS NOVEMBER 11 THROUGH DECEMBER 8, 2022.**

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

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	<i>Absent</i>
HAYNES	Yes	KENDALL	Yes
SIMS	<i>Absent</i>		

- 4. PRESENTATION OF LCTTA GRANT FOR NEW TRAILS. EARL SHERO, CH, LCTTA.**  
CH Shero introduced Ms. Magi VanEps, Secretary of Latimer County Tourism Trust Authority (LCTTA). Ms. VanEps explained she is new to the community having moved here from Virginia where she was the Tourism Coordinator and Grant Writer. She stated LCTTA is applying for two (2) Trails Grants, one of which is due 30 November. Both need community support; therefore, she is presenting to City Council. She reviewed the map in their packet detailing the route for each "trail". The first grant is a Transportation Alternative Program (TAP) Grant with ODOT for \$125,000 with 20% matching local funds which will be used for a parking lot and 6 foot-wide sidewalk at the building leased for 99 years from EOSC located west of the sports complex which will be the Tourism Office. It is to be awarded in April 2023. This plan is right in line with the sidewalks being constructed now on Hwy 2 North continuing on. The other grant is to connect City with Robbers Cave State Park (RCSP) with a "Trail" for bikes, side by sides, & ATVs, (smaller motorized vehicles).

She related the access for citizens between RCSP and the City will benefit not only the health of citizens, will promote family activities, but also will benefit City businesses as visitors purchase food, drink, and other items from our locals. City citizens also will use the trail to visit RCSP.

Mayor Brinlee stated City should "support in any way we can", and asked what size of commitment they were requesting. CH Shero stated LCTTA has a \$12,000 loan from a local bank and they are approaching other possible sources, so could not give a qualified answer at this time; however, they will be back in January with a better idea of the amount needed.

Councilman Haynes asked what are chances of getting current sidewalk all the way to the Tourism building or from Rosebure Park to the Tourism Building? CH Shero stated he would look into that but did not have that information right now. He thanked the Council for their interest and said he looked forward to working with them on these two grants in the future.

**NO ACTION REQUIRED.**

- 5. DISCUSS AND TAKE ACTION TO APPROVE BUDGET AMENDMENT #4 FOR \$16,000 FROM CAPITAL OUTLAY.** Mayor Brinlee stated the funds should be from Capital Improvement, not Capital Outlay and discussed the purpose of the \$16,000.

**MOTION BY LITTLEJOHN, SECOND BY KENDALL, TO APPROVE BUDGET AMENDMENT #4 FOR \$16,000 TO COME FROM CAPITAL IMPROVEMENT.**

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	<i>Absent</i>
HAYNES	Yes	KENDALL	Yes
SIMS	<i>Absent</i>		

- 6. DISCUSS AND TAKE ACTION TO APPROVE BUDGET AMENDMENT #8 FOR \$15,000 FROM ARPA GRANT FUNDS, ORIGINALLY ERRONEOUSLY APPROVED ON JULY PWA AGENDA.** Mayor Brinlee stated this is an administrative, housekeeping action as the ARPA Grant is paid through the City, it should be approved by the City Council even though the grant is for Public Works Authority.

**MOTION BY HAYNES, SECOND BY KENDALL, TO DISAPPROVE PWA ITEM AND APPROVE ON CITY SIDE BUDGET AMENDMENT #8 FOR \$15,000 FROM ARPA GRANT FUNDING.**

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	<i>Absent</i>
HAYNES	Yes	KENDALL	Yes
SIMS	<i>Absent</i>		

- 7. DISCUSS AND TAKE ACTION TO APPROVE RENEWING LEASE WITH EOSC FOR GUN RANGE.** **TABLED 8 SEP & 13 OCT 2022**

City Attorney Lerblance stated he had received the answers to the questions proposed to EOSC reference changes in submitted lease. 1) The Range Safety Officer (RSO) is not needed if law enforcement officers are using the range; however, if it is open to the public, an RSO must be present. 2) Question 4.1 now states "City of Wilburton", not Latimer County. 3) The paragraph concerning lessee's obligation for lead contamination removal has been taken out.

Mayor Brinlee asked why City is doing anything as the lease is for law enforcement's use (WPD, sheriffs ofc, etc). There have been discussions in the past reference allowing public use for hunters & locals, but it has never been approved. CH Bias stated this lease doesn't change the former methods, still is same process.

**MOTION BY HAYNES, SECOND BY LITTLEJOHN, TO APPROVE RENEWING GUN RANGE LEASE WITH EOSC.**

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	<i>Absent</i>
HAYNES	Yes	KENDALL	Yes
SIMS	<i>Absent</i>		

- 8. DISCUSS AND TAKE ACTION TO APPROVE RESOLUTION 22-1259, OWRB ARPA GRANT.** Dir Elder stated this resolution for the grant for \$337,000 gives us permission to go out for needed repairs at the Waste Water Plant.

**MOTION BY LITTLEJOHN, SECOND BY KENDALL, TO APPROVE RESOLUTION 22-1259, OWRB ARPA GRANT.**

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	<i>Absent</i>
HAYNES	Yes	KENDALL	Yes
SIMS	<i>Absent</i>		

- 9. DISCUSS AND TAKE ACTION TO APPROVE RESOLUTION 22-1260, 2023 CITY HOLIDAYS.**  
Mayor Brinlee stated there are no changes to the 2023 list from 2022 approved holidays for the employees.

**MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO APPROVE RESOLUTION 22-1260, 2023 CITY HOLIDAYS FOR CITY EMPLOYEES.**

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	<i>Absent</i>
HAYNES	Yes	KENDALL	Yes
SIMS	<i>Absent</i>		

- 10. DISCUSS AND TAKE ACTION TO APPROVE RESOLUTION 22-1261, 2023 CITY COUNCIL MEETINGS.** Mayor Brinlee stated there are no changes to the second Thursday, 5:30 meeting schedule.

**MOTION BY HAYNES, SECOND BY KENDALL, TO APPROVE RESOLUTION 22-1261 2023 CITY COUNCIL MEETING DATES.**

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	<i>Absent</i>
HAYNES	Yes	KENDALL	Yes
SIMS	<i>Absent</i>		

- 11. DISCUSS AND TAKE ACTION TO APPROVE ONE OF TWO BIDS FOR BATTING CAGES AND APPROVE BUDGET AMENDMENT #10 TO PAY FROM COMMUNITY DEVELOPMENT FUNDS.** Mayor Brinlee stated the school had called and stated they needed better environment for players to practice their batting. Dir Elder reviewed the plans in the packets and stated the School Board portion is \$25,000 and City's will be \$20,000. When completed, the cages will be open for public use. Councilman Littlejohn asked the location to which Dir Elder said close to the high school concession stand at Rosebure Sports Complex. The school will provide inside netting, carpet over the concrete floor, and LED lighting.

**MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO APPROVE BID #1 FROM LEHNICK CONSTRUCTION FOR \$49,500 TO CONSTRUCT BATTING CAGES AND APPROVE BUDGET AMENDMENT #10 TO PAY WITH FUNDS FROM COMMUNITY DEVELOPMENT.**

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	<i>Absent</i>
HAYNES	Yes	KENDALL	Yes
SIMS	<i>Absent</i>		

- 12. DISCUSS AND TAKE ACTION TO APPROVE ADDITIONAL \$4931 CHARGED BY HAYNES EQUIPMENT CO. FOR PURCHASE OF 5 EACH M-4S PUMPS.** Mayor Brinlee stated even though these pumps are under \$5000, City Council approval is needed due to the overage. Dir Elder discussed the reason for the overage is the original pumps priced were too small for our purpose; this price reflects the accurate sized pump. While the mistaken pricing came from Haynes, the pumps must be upgraded.

**MOTION BY LITTLEJOHN, SECOND BY KENDALL, TO APPROVE \$4931 ADDITIONAL CHARGE FOR M-4S PUMPS.**

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	<i>Absent</i>
HAYNES	Yes	KENDALL	Yes
SIMS	<i>Absent</i>		

- 13. DISCUSS AND TAKE ACTION TO APPROVE \$7975.33 INVOICE FROM FREEDOM FORD FOR MOTOR FOR WPD 2017 FORD PATROL CAR AND APPROVE BUDGET AMENDMENT #9 TO PAY FROM GENERAL FUNDS.** CH Bias stated the motor got hot due to low coolant. He wrote up the Officer assigned to that vehicle as required process is before each shift the car is checked out. Councilman Haynes inquired if insurance can pay for this to which CH Bias stated not on this older vehicle which has 62,000 miles. It will be used for a back-up vehicle.

**MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO APPROVE \$7975.33 INVOICE FROM FREEDON FORD FOR MOTOR FOR 2017 FORD PATROL CAR AND APPROVE BUDGET AMENDMENT #9 TO PAY FROM GENERAL FUNDS.**

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	<i>Absent</i>
HAYNES	Yes	KENDALL	Yes
SIMS	<i>Absent</i>		

**14. DISCUSS AND TAKE ACTION TO APPROVE OFFER FROM CHEROKEE POLICE DEPARTMENT FOR \$2,000 FOR REMOVAL OF K-9 CAGE AND ACCESSORIES AND RESTORATION OF VEHICLE TO APPROVED USABLE CONDITION.**

CH Bias stated this was discussed at last Council Meeting but was not on Agenda for action. The K-9 equipment has been removed, the vehicle restored to required equipment status, and is being used. Currently waiting for the \$2000 check from the Cherokee Police Department.

**MOTION BY LITTLEJOHN, SECON BY KENDALL, TO APPROVE OFFER FROM CHEROKEE POLICE DEPARTMENT FOR \$2,000 FOR REMOVAL OF K-9 CAGE AND ACCESSORIES AND RESTORATION OF VEHICLE TO APPROVED USABLE CONDITION.**

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	<i>Absent</i>
HAYNES	Yes	KENDALL	Yes
SIMS	<i>Absent</i>		

**15. NEW BUSINESS.**

- A. Dir Elder discussed the 13 October Council approval to purchase a 16’ Lo-Pro Dump Gooseneck Trailer from Taylor Rental for \$17,850. Taylor Rentals has stated the trailer will not be available until after the the first of year and Street Department needs one now for hauling salt for upcoming winter weather. So is requesting authority to purchase trailer from Extreme Work & Play for \$14,196 (Bid #2) which is similar but does not have the solar charging system. It is available now.

City Attorney Lerblance stated the motion should state: “Move to set aside original approval and approve lesser amount of \$14,196 to Extreme Work & Play for 2022 Extreme Dump Gooseneck 16 foot Trailer.”

**MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO SET ASIDE ORIGINAL APPROVAL AND APPROVE LESSER AMOUNT OF \$14,196 TO EXTREME WORK AND PLAY FOR 2022 EXTREME DUMP GOOSENECK 16 FOOT TRAILER.**

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	<i>Absent</i>
HAYNES	Yes	KENDALL	Yes
SIMS	<i>Absent</i>		

- B. Dir Elder stated the Fire Truck purchased for \$15,000 has finally been received from the Lake Johanna Fire Department.

**COUNCIL COMMENTS:**

- A. Councilman Haynes asked the status of the new building for the Fire Department. Dir Elder stated they met recently to assess what was yet to be completed. There currently is no electricity, but have 75 gallons of propane to heat to ensure equipment does not freeze. The decision has been made to not pave the parking lot, but to use gravel to complete. There is an ongoing discussion concerning donating the lot behind it to the City for use.

**16. ADJOURN.**

MOTION BY HAYNES, SECOND BY KENDALL, TO ADJOURN AT 6:08pm.

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	<i>Absent</i>
HAYNES	Yes	KENDALL	Yes
SIM	<i>Absent</i>		

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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**

*//ABSENT//*

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**DOUG SIMS, Ward 3**

*/ABSENT//*

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**JAYME GOAD, Ward 4**

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**JULIA KENDALL, Ward 5**