

# CITY OF WILBURTON

## REGULAR MEETING

June 23, 2022

Public Notice posted June 6, 2022, 11:30a.m. for Public Hearing.  
Public Notice posted June 22, 2022, 1:00pm, for City Council Meeting.  
Front Entrance Door, Wilburton City Hall

The Wilburton City Council convened in a **Regular Meeting** held on the **23<sup>th</sup> day of June 2022** at **5:30p.m.** with President Terry Haynes presiding; Mayor Stephen Brinlee was ill. President Haynes led the group in the Pledge of Allegiance after which the Roll Call was conducted.

### ROLL CALL:

City Clerk Blankenship conducted the Roll Call with members responding:

LITTLEJOHN	PRESENT	GOAD	PRESENT
HAYNES	PRESENT	KENDALL	PRESENT
SIMS	PRESENT		

Note: Visitors include Councilman Sim's Father visiting from Texas.

### CITIZEN COMMENTS:

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

## **PUBLIC HEARING**

President Haynes declared the Public Hearing open to discuss the FY22-23 Budget which includes both the City and Public Works Authority (PWA) budgets.

President Haynes asked if there were visitors present who came to address the FY22-23 Budget. There was no response.

President Haynes asked if, when the budget was created, there was allowance for pay increases. City Clerk Blankenship stated there were no changes made in salaries. A discussion was held concerning a wage increase for WPD officers. Councilman Littlejohn stated the City Sales Tax has increased by \$100,000. Clerk Blankenship stated that fuel prices had gone up and the increased income is partially being used for the budget amendments needed to pay for fuel increases for WPD and all departments.

A discussion followed concerning funding the budget. President Haynes asked if any funds with balance "leftovers" are rolled over to new FY budget. Clerk Blankenship explained the procedure for using balances from individual funds in the General Fund. President Haynes inquired about CDs for use as income to which Clerk Blankenship stated they are held for necessary reserves. President Haynes remarked that as we look forward, it appears City Budget is in good shape.

City Attorney Lerblance stated that the budget is based on 95% of received sales tax last year, not on monthly averages, but total received. The state of Oklahoma requires that a proposed budget be a balanced budget. As such he stated he could not recommend that this budget be passed. The budget must be balanced and approved by 30 June. The Council options are to schedule a Special Council Meeting prior to 30 June having made budget modifications to balance by then, or to review and make changes this meeting to have a balanced budget to approve.

The City Council, City Clerk, and PWA Director reviewed each fund and made suggested adjustments to ensure a balanced budget for consideration.

The Public Hearing was closed at 6:10p.m.

**The City Council Meeting was called to order at 6:14p.m.**

- 1. DISCUSS AND TAKE ACTION TO APPROVE MINUTES OF THE REGULAR CITY COUNCIL MEETING OF MAY 12, 2022.**
- 2. DISCUSS AND TAKE ACTION TO APPROVE MAY 2022 CLAIMS FOR PAYMENT.**
- 3. DISCUSS AND TAKE ACTION TO APPROVE PAYMENT OF PAYROLLS JUNE 24 THRU JULY 14, 2022.**

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

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

**NOTE: Due to length of Public Hearing and the lateness of the hour, President Haynes moved Agenda Item 6 as next item to be considered.**

**6. DISCUSS AND TAKE ACTION TO APPROVE RESOLUTION 22-1156, SUPPORT FOR MAIN STREET PROGRAM.** Maryellen Mooney, Chairman of Main Street Program Board, and Danel Walker, Director of Main Street Program attended as representatives of the Wilburton Main Street Program. CH Mooney gave a brief overview of the program. Dir Walker gave details of the Relics & Rods event this weekend with over 150 vehicles registered. Central Avenue, one block north and one block south of Main Street, will be blocked off for vehicle display for the various competition classes. Merchants are extending Saturday shopping hours, as well as several vendors have been engaged for the visiting shoppers. There will be no burnout this year as the regular location is not available and another suitable location was not found.

President Haynes asked if there were any questions from the Council.

CH Mooney thanked the City Council for their continued support.

MOTION BY LITTLEJOHN, SECOND BY GOAD, TO APPROVE RESOLUTION 22-1156.

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

**4. DISCUSS AND TAKE ACTION TO APPROVE RESOLUTION 22-1257, FISCAL YEAR 22-23 BUDGET AND ESTABLISH BUDGET AMENDMENT AUTHORITY.** City Attorney Lerblance stated the budget income is less than the outgo by \$65,202 and the budget must be balanced by 30 June. He asked Clerk Blankenship if it can be balanced tonight. She replied that it is balanced by making changes in Workers Comp, WFD, and Park & Recreation fund cites.

MOTION BY LITTLEJOHN, SECOND BY KENDALL, TO APPROVE RES 22-1257, FY 2022-2023 BUDGET AND ESTABLISH BUDGET AMENDMENT AUTHORITY.

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

President Haynes requested Clerk Blankenship forward the approved current budget to the City Council members once the modifications have been made to the draft budget.

**5 DISCUSS AND TAKE ACTION TO APPROVE END OF FISCAL YEAR BUDGET AMENDMENTS #11 THROUGH #18. See Attached List.** President Haynes asked City Clerk Blankenship if there was any item that needs special attention? Clerk Blankenship stated no and proceeded to review the list of budget amendments necessary to balance each fund for FY21-22 year's end.

MOTION BY GOAD, SECOND BY LITTLEJOHN, TO APPROVE END OF FISCAL YEAR BUDGET AMENDMENTS #11 THRU #18 OF PROVIDED LIST.

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

**7. DISCUSS AND TAKE ACTION TO APPROVE FY 22-23 AUDIT CONTRACT WITH CRAWFORD & ASSOCIATES.** President Haynes stated Crawford & Associates have been the City's CPAs for a number of years and we have always been pleased with them. Clerk Blankenship stated there are no changes from last year's charges.

MOTION BY SIMS, SECOND BY KENDALL, TO APPROVE FY22-23 ENGAGEMENT LETTER WITH CRAWFORD & ASSOCIATES.

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

- 8. DISCUSS AND TAKE ACTION TO APPROVE \$15,472.03 PAYMENT PLUS ESCROW FOR FY 22-23 OMAG WORKERS' COMPENSATION PLAN.** President Haynes stated this is a routine item and asked if there was any discussion. Councilman Sims asked if the City will make more than one payment? Clerk Blankenship stated the full amount will be paid by July 1, and indicated the two payments (City & PWA) to be combined as one owed total. She stated the PWA Agenda includes necessary PWA approval.

MOTION BY GOAD, SECOND BY KENDALL, TO APPROVE \$15,472.03 PAYMENT PLUS ESCROW FOR FY 22-23 OMAG WORKERS' COMPENSATION PLAN.

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

- 9. DISCUSS AND TAKE ACTION TO APPROVE HIRING ONE ADDITIONAL PATROLMAN FOR WPD.** President Haynes stated this item needs to be tabled until the Budget is more clearly understood.

MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO TABLE APPROVAL OF HIRING ONE ADDITIONAL WPD PATROLMAN.

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

- 10. DISCUSS AND TAKE ACTION TO APPROVE \$10,516.73 TO FLOODSERV FOR WPD WATER DRAINAGE SERVICE.** Ch Bias explained that during one of the thunderstorms the WPD flooded Councilman Sims asked if any preventive actions had been taken to ensure this is not repeated. Dir Elder stated the basic problem was receipt of 6" of rain in 2 hours. However, they are working on solutions to ensure there is not a repeat of the flooding.

MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO APPROVE \$10,516.73 PAYMENT TO FLOODSERV FOR WPD WATER DRAINAGE SERVICE.

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

- 11. DISCUSS AND TAKE ACTION TO APPROVE QUOTE FOR NEW CARPET FOR WPD.**

President Haynes stated there are two (2) bids to consider. Clerk Blankenship stated City has used Mill Creek was not happy with them. CH Bias stated they went out for bids and this bid, while not the lowest, includes the removal of the damaged items such as the carpet, baseboards, cabinets, computers, desks, etc. It was, and still is, a mess! The preferred bidder, Means Floor Covering, also worked on KIBOIS's flooding issue and was able to save some of their carpet (which was in tiles that they dried and re-installed) and installed new carpet also. Ch Bias stated insurance will pay \$23,461.74 for both FloodSERV & Means.

MOTION BY LITTLEJOHN, SECOND BY KENDALL, TO APPROVE QUOTE FOR \$19,423.89 FROM MEANS FLOOR COVERING FOR NEW CARPET FOR WPD.

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

- 12. NEW BUSINESS.**

There was no New Business to discuss.

**COUNCIL COMMENTS:**

- Councilman Sims asked the status of the Splash Pad Park installation. Dir Elder stated he has a meeting next week to discuss the needed gravel pad. Once that is determined and installed, VORTEX stated they should have their part done within a month.
- President Haynes thanked each of the Council Members for their patience and counsel.
- Councilman Littlejohn thanked City Clerk Blankenship and Dir Elder for their effort and hard work.

**13. ADJOURN.**

MOTION BY LITTLEJOHN, SECOND BY GOAD, TO ADJOURN AT 7:10pm.

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
SIM	Yes		

---

**CINDEE BLANKENSHIP, City Clerk**

---

**STEPHEN BRINLEE, Mayor**

---

**ALLEN LITTLEJOHN, Ward 1**

---

**TERRY HAYNES, Ward 2**

---

**DOUG SIMS, Ward 3**

---

**JAYME GOAD, Ward 4**

---

**JULIA KENDALL, Ward 5**