CITY OF WILBURTON

REGULAR MEETING

April 13, 2023

Public Notice posted April 12, 2023, 4:00pm, for City Council Meeting. Front Entrance Door, Wilburton City Hall

The Wilburton City Council convened in a **Regular Meeting** held on the **13**th **day of April 2023** at **5:30pm** with Council President Terry Haynes presiding: Rev Cindy Shero, Salt of the Earth Church, led the group in prayer after which President Haynes led the group in the Pledge of Allegiance. This was followed by the Roll Call conducted by the City Clerk Cindee Blankenship.

ROLL CALL:

City Clerk Blankenship conducted the Roll Call with members responding:

LITTLEJOHN PRESENT GOAD ABSENT HAYNE PRESENT KENDALL PRESENT

SIMS ABSENT

President Hayes declared a quorum present with three of the five Council Members present.

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 MARCH 9, 2023.
- 2. DISCUSS AND TAKE ACTION TO APPROVE MINUTES OF SPECIAL CITY COUNCIL MEETING OF MARCH 15, 2023.
- 3. DISCUSS AND TAKE ACTION TO APPROVE MARCH 2023 CLAIMS FOR PAYMENT.
- 4. DISCUSS AND TAKE ACTION TO APPROVE PAYMENT OF PAYROLLS APRIL 14 THROUGH MAY 11, 2023.

MOTION BY LITTLEJOHN, SECOND BY KENDALL, TO APPROVE FIRST FOUR ITEMS ON THE AGENDA. PRESIDENT HAYNES ASKED IF THERE WAS ANY DISCUSSION.

Upon roll call, members voted as follows:

LITTLEJOHN Yes GOAD Absent HAYNES Yes KENDALL Yes

SIMS Absent

5. PRESENTATION OF MOST CURRENT ACTUARY REPORT.

CHRIS WHATLEY, OMRF DISCUSSION ONLY

Mr. Whatley thanked the Council for the opportunity to present and explain the application of the latest Actuary Report to the City of Wilburton. He first defined the City's OMRF (Oklahoma Municipal Retirement Fund) plan with the history to current costs to City and employees. He reviewed the Report's specific areas applicable to the City stating the City is paying down liability initially incurred and currently being paid off. He described the seven plan levels available: City started at lowest level (Plan C) and indicated a desire to move up a level to Plan B. Mr. Whatley then answered Council Members questions. President Haynes thanked him for the informative presentation.

6. DISCUSS AND TAKE ACTION TO APPROVE ORDINANCE 23-1109, UPGRADE OF RETIREMENT PROGRAM FROM LEVEL C TO LEVEL B WITH OMRF EFFECTIVE JULY 1, 2023.

President Haynes reminded the Council the Level B costs increase Employee Contribution to 2.25% and the City's Contribution rate to 4.88% which increases the retirement benefits to 50% higher and would become effective July 1, 2023. President Haynes asked if there was any further discussion necessary.

MOTION BY LITTLEJOHN, SECOND BY KENDALL, TO APPROVE ORDINANCE 23-1109, UPGRADE OF RETIREMENT PROGRAM FROM LEVEL C TO LEVEL B WITH OMRF EFFECTIVE JULY 1, 2023.

Upon roll call, members voted as follows:

LITTLEJOHN Yes GOAD *Absent* HAYNES Yes KENDALL Yes

SIMS Absent

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7. DISCUSS AND TAKE ACTION TO APPROVE EMERGENCY CLAUSE FOR ORDINANCE 23-1109.

President Haynes stated the Emergency Clause is necessary to ensure compliance with State regulations concerning publishing times before enactment of the ordinance.

MOTION BY HAYNES, SECOND BY LITTLEJOHN, TO APPROVE EMERGENCY CLAUSE FOR ORDINANCE 23-1109.

Upon roll call, members voted as follows:

LITTLEJOHN Yes GOAD Absent HAYNES Yes KENDALL Yes

SIMS Absent

<u>NOTE</u>: President Haynes stated there are guests present to address Agenda Item 13 and he would like to move that item up to this point. The Council would then continue with Agenda Item 8 after their discussion.

13. DISCUSS REQUEST FOR APPROXIMATELY \$361,439 TO MERIT ENERGY TO MOVE PIPELINES AND LEASE ROAD FOR PROPOSED LLOYD LAKE EXPANSION EFFORTS.

President Haynes asked PWA Dir Elder if he had any new information on the project. Dir Elder stated that a short time ago, US Senator Mullins' Field Representative visited and asked if we had any issues with which she could assist the City. He asked her to check the status of this project: she reported just this week that NRCS is just now initiating the application which had expired. Due to the time expiration, required permits are also needing recertification such as the Corp of Engineers' 404 permit.

City Attorney Lerblance read a letter from Merit Energy listing the approximate costs for Merit and several operators and players involved in moving the pipelines and lease road which totals \$361,439. He introduced the attending operators who stated their issues of moving not only the lease road, but also pipelines, and presented maps of the involved movements and costs involved. A discussion followed of their needs and costs with questions from the Council Members answered during the presentation.

This discussion closed with the assurance of a cooperative effort from both as the project progresses. City Attorney Lerblance stated that the City is willing to negotiate the right of way for easement as the project moves forward. President Haynes thanked the group for their discussion.

DISCUSSION ONLY.

NOTE: President Haynes stated Council will return to #8 and continue with the Agenda.

8. DISCUSS AND TAKE ACTION TO APPROVE ORDINANCE 23-1108, AMENDED JOB DESCRIPTION FOR MAYOR, CITY OF WILBURTON. TABLED 15 MARCH 2023

Councilman Littlejohn stated this not a change of job duties so much as a return to the duties as listed in the State statute. President Haynes discussed that the Council can add or change duties as deemed appropriate.

MOTION BY LITTLEJOHN, SECOND BY KENDALL, TO APPROVE ORDINANCE 23-1108, AMENDED JOB DESCIPTION FOR MAYOR, CITY OF WILBURTON.

Upon roll call, members voted as follows:

LITTLEJOHN Yes GOAD Absent HAYNES Yes KENDALL Yes SIMS Absent

9. DISCUSS AND TAKE ACTION TO APPROVE ORDINANCE 23-1110, AMENDED JOB DESCRIPTION FOR PWA SUPERINTENDENT/DIRECTOR, CITY OF WILBURTON.

City Attorney Lerblance stated this Agenda Item should be stricken as this is not a change in the job description, but changing the duties. President Haynes stated, "Agenda Item #9 is so stricken."

10. DISCUSS AND TAKE ACTION TO APPROVE BUDGET AMENDMENT #17 FOR CAPITAL IMPROVEMENT FUND: TRANSFER FROM CONTINGENCY-MISC \$70,131; AND TRANSFER TO CAPITAL OUTLAY- GEN GOVERNMENT \$42,050 AND STREET \$27,172.

City Clerk Blankenship reviewed each listed item. Dir Elder stated City has received and been using the new 104" deck mower and it is amazing how much ground it can mow quickly!

MOTION BY HAYNES, SECOND BY KENDALL, TO APPROVE BUDGET AMENDMENT #17 FOR CAPITAL IMPROVEMENT FUND: TRANSFER FROM CONTINGENCY-MISC \$70,131; AND TRANSFER TO CAPITAL OUTLAY- GEN GOVERNMENT \$42,050 & STREET \$27,172.

Upon roll call, members voted as follows:

LITTLEJOHN Yes GOAD Absent HAYNES Yes KENDALL Yes SIMS Absent

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11. DISCUSS AND TAKE ACTION TO APPROVE FROM LATIMER STATE BANK & FIRST NATIONAL BANK ACCOUNT SIGNATURE CARDS REMOVAL OF KARSYN BRIGANCE AND ADDITION OF DUSTI WILCOX. President Haynes stated this a routine matter prompted by a change in personnel. This ensures the City Clerk has an additional person to pick up the bank bag at each bank. He asked for discussion.

MOTION BY LITTLEJOHN, SECOND BY KENDALL, TO APPROVE REMOVAL FROM LATIMER STATE BANK AND FIRST NATIONAL BANK ACCOUNTS SIGNATURE CARDS KARSYN BRIGANCE AND ADDITION OF DUSTI WILCOX TO PICK UP BANK BAG.

Upon roll call, members voted as follows:

LITTLEJOHN Yes GOAD *Absent* HAYNES Yes KENDALL Yes

SIMS Absent

12. DISCUSS AND TAKE ACTION TO APPROVE INVOICE FOR \$9000 FOR WHEELER CONCRETE FOR LABOR; \$6,868 FOR TWIN CITIES FOR CONCRETE; AND \$1575 FOR ALFORD METAL FOR REBAR FOR CONSTRUCTION OF WFD DRIVEWAY WITH FUNDS PROVIDED BY KEDDO REAP GRANT. Dir Elder stated the funds are from a REAP grant already approved. The quote is the cheapest contractor that could found. In order to have enough funds to also install electrical lines, he received from the contractor approval to "piece meal" the material (concrete and rebar). The contractor will start upon approval and should complete the project next week.

MOTION BY KENDALL, SECOND BY LITTLEJOHN, TO APPROVE INVOICE FOR \$9000 FOR WHEELER CONCRETE FOR LABOR; \$6,868 FOR TWIN CITIES FOR CONCRETE; AND \$1575 FOR ALFORD METAL FOR REBAR FOR CONSTRUCTION OF WFD DRIVEWAY WITH FUNDS PROVIDED BY KEDDO REAP GRANT.

Upon roll call, members voted as follows:

LITTLEJOHN Yes GOAD *Absent* HAYNES Yes KENDALL Yes

SIMS Absent

ADDED AGENDA ITEM WITH CORRECT TERMS FROM AGENDA ITEM #9:

14. DISCUSS AND TAKE ACTION TO APPROVE ORDINANCE 23-1110 AMENDING PUBLIC WORKS DEPARTMENT JOB DESCRIPTION WITH ADDITION OF FIVE (5) DUTIES.

MOTION BY LITTLEJOHN, SECOND BY KENDALL, TO APPROVE AMENDING ORD 23-1110 WITH ADDITION OF FIVE (5) DUTIES TO THE PUBLIC WORKS DEPARTMENT JOB DESCRIPTION.

Upon roll call, members voted as follows:

LITTLEJOHN Yes GOAD Absent HAYNES Yes KENDALL Yes

SIMS Absent

15. NEW BUSINESS.

There was no new business to discuss.

COUNCIL COMMENTS:

Councilman Littlejohn stated he wanted to thank Mayor Brinlee for his 16 years of service as Mayor of the City. President Haynes concurred and stated that both Mayor Brinlee and Councilman Sims have served as the best mold of public servants and they have served well in the governance of the City.

16. ADJOURN.

MOTION BY LITTLELJOHN, SECOND BY KENDALL, TO ADJOURN AT 6:40pm.

Upon roll call, members voted as follows:

LITTLEJOHN Yes GOAD Absent HAYNES Yes KENDALL Yes

SIMS Absent

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	//ABSENT//_
INDEE BLANKENSHIP, City Clerk	STEPHEN BRINLEE, Mayor
	ALLEN LITTLEJOHN, Ward 1
	TERRY HAYNES, Ward 2
	//ABSENT//
	DOUG SIMS, Ward 3
	//ABSENT//
	JAYME GOAD, Ward 4
	JULIA KENDALL, Ward 5

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