

CITY OF WILBURTON

REGULAR MEETING

July 13, 2023

Public Notice posted July 10, 2023, 4:00pm

Front Entrance Door, Wilburton City Hall

The Wilburton City Council convened in a **Regular Meeting** held on the **13th day of July 2023 at 5:30pm** with Mayor Loran Mayes presiding. Mayor Mayes led the group in the Pledge of Allegiance which was followed by the Roll Call.

ROLL CALL:

City Clerk Cindee Blankenship conducted the Roll Call with members responding:

LITTLEJOHN	PRESENT	GOAD	PRESENT
HAYNES	PRESENT	KENDALL	PRESENT
COCKE	PRESENT		

CITIZEN COMMENTS:

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

Mayor Mayes stated she was pleased to welcome Councilwoman Cocke's newborn son as Wilburton's most recent new citizen.

1. DISCUSS AND TAKE ACTION TO APPROVE CONSENT AGENDA:

- A. MINUTES OF THE REGULAR CITY COUNCIL MEETING OF JUNE 8, 2023.
- B. MINUTES OF PUBLIC HEARING & SPECIAL CITY COUNCIL MEETING OF JUNE 13, 2023.
- C. JUNE 2023 CLAIMS.
- D. PAYROLLS 14 JULY THROUGH 10 AUGUST 2023.
- E. RENEW BALLPARK LEASE AGREEMENT BETWEEN WILBURTON PUBLIC SCHOOLS AND CITY OF WILBURTON.
- F. UNIVERSAL FIRE EQUIPMENT CO. MAINTENANCE CONTRACT FOR SEMI-ANNUAL INSPECTION AT \$80 PER INSPECTION OF FIRE SUPPRESSION SYSTEM AT SENIOR CITIZENS CENTER.
- G. LETTER OF ENGAGEMENT WITH ARLEDGE & ASSOCIATES FOR FY 22-23 AUDIT.
- H. LETTER OF ENGAGEMENT WITH CRAWFORD & ASSOCIATES FOR FY 23-24 SERVICE.
- I. INVOICE FOR \$4048 FROM SUTTERFIELD TECHNOLOGIES FOR ANNUAL SOFTWARE LICENSING.

Mayor Mayes asked if there was any item that needed to be withdrawn for further discussion from the Consent Agenda. There was none. Councilman Littlejohn requested clarification on his ability to vote on Minutes of June 8 as he was absent from that Council Meeting. City Attorney Lerblance stated that if he had reviewed them and felt comfortable and had no objections with what was presented, he could approve.

MOTION BY HAYNES, SECOND BY COCKE, TO APPROVE CONSENT AGENDA.

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
COCKE	Yes		

2 PRESENTATION OF ADVANCE CITY/COMMUNITY PLANNING FOR 2024 ECLIPSE.

PRESENTED BY AMANDA BYERS, EXECUTIVE DIRECTOR, LATIMER COUTY TOURISM.

DISCUSSION ONLY.

Dir Byers expressed her appreciation for the opportunity to discuss this event that could have an enormous impact on our City on Monday, April 8, 2024; the Eclipse. She referred to prepared briefing in their packets. Wilburton is in the path and expected to have 99.56% blackout. It was her experience in 2017 and from what she learned at Main Street Conference that this an economic and educational opportunity for all of Latimer County. One Tennessee city of 6,000 had 50,000 visitors and made \$90,000 in 1 day. She is contacting all local schools, organizations, businesses and government offices to determine what steps to initiate to be prepared for the tremendous visitor explosion. Infrastructure needs to be in place for restrooms, traffic control, parking locations; restaurants should be prepared for influx; businesses should be prepared with any souvenirs, special eyewear, and schools should be using this event for teaching. Dir Byers suggested branding, or a slogan be prepared for inviting tourists to Wilburton. There already is a shortage of hotel beds in some areas where reservations have been made a year in advance from people all over the world coming for this event. Poteau and Talihina have started organizational meetings already. (Mayor Mayes stated she has contacted PSO concerning ensuring the automatic lights do NOT turn on to ensure maximum vision. She also has discussed the educational perspective with the schools... Dir Byers stated she is here to assist everyone in this opportunity. The most important fact is that we need to be prepared!

- 3 DISCUSS AND TAKE ACTION TO APPROVE OKLAHOMA MUNICIPAL ASSURANCE GROUP (OMAG) RECOGNITION PROGRAM TO INCLUDE ANNUAL APPROVALS OF HANDBOOK TRAINING LIST; AND STABILITY TEST** Mayor Mayes discussed OMAG coverage for City, stating participation in this recognition program is economically beneficial to City in a couple of areas. OMAG has a copy of our current handbook to review and suggest updating changes. Councilman Haynes stated there are OMAG thresholds listed and asked which one we qualified for, to which Mayor Mayes replied our population is not much above 2300. Councilman Littlejohn asked what would the insurance benefit would be. Mayor Mayes stated they did not state the amounts but would complete a survey at the end of each year and several factors such as our education program, claims, etc., would determine the amount. If we add 5 to 10 minutes to each City Council Meeting for education, we will benefit. The Stability Test is another factor: it is an internal test given to our employees and council members and reviewed by OMAG to determine in what weak areas we need additional training. All in all, this will make our City more efficient and more proficient.

MOTION BY LITTLEJOHN, SECOND BY KENDALL, TO APPROVE PARTICIPATION IN THE OMAG RECOGNITION PROGRAM.

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
COCKE	Yes		

- 4 DISCUSS AND TAKE ACTION TO APPROVE CONTRACT BETWEEN LATIMER COUNTY SHERIFF OFFICE AND CITY OF WILBURTON POLICE DEPARTMENT TO END JUNE 1, 2024.** Mayor Mayes stated the Agenda Item is incorrect as the contract does not involve the Police Department. It includes agreement for trash pick-up using the jail inmates. This would be a huge help to keep the litter down. If there is no litter, then other tasks can be assigned. Councilman Littlejohn asked City Attorney Lerblance if there is any issue with the \$1500 annual payment. Attorney Lerblance stated there was one issue which he had discussed with Mayor Mayes that no longer is valid. He received comments from the DA which he will forward to Council.

MOTION BY LITTLEJOHN, SECOND BY COCKE, TO APPROVE CONTRACT BETWEEN LATIMER COUNTY SHERIFF OFFICE AND CITY OF WILBURTON UPON FINAL APPROVAL BY CITY ATTORNEY.

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
COCKE	Yes		

- 5 DISCUSS AND TAKE ACTION TO APPROVE \$5600 FOR CHAMBER OF COMMERCE FOR 2023 FIREWORKS DISPLAY.** Mayor Mayes stated she had been contacted to help with funding what is still owed for fireworks display. She attempted to get an invoice, but was not successful. City budgeted \$2500 and so far, has contributed \$2500. Funding the fireworks is a continuing issue, so she is suggesting the City raise the amount donated to \$5600. Councilman Haynes asked what fund would be used for payment to which this Mayor replied, “The General Government Account.”

MOTION BY HAYNES, SECOND BY GOAD, TO APPROVE ADDITIONAL \$5600 PAID TO CHAMBER OF COMMERCE FOR 2023 FIREWORKS DISPLAY REMAINING BALANCE.

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
COCKE	Yes		

- 6 DISCUSS AND TAKE ACTION TO APPROVE MISSION CARPET INVOICE FOR \$9555.75 FOR WILBURTON LIBRARY, FRANKLIN ROOM, AND APPROVE BUDGET AMENDMENT 24-01 TO MOVE \$9556 FROM CAPITAL IMPROVEMENT FUND: CONTINGENCY-MISC. TO GENERAL GOVT. – CAPITAL OUTLAY.** Dir Elder stated the issue was his fault as when discussing the Library measurements, he was unaware the results did not include the Franklin Room. That carpet is as old as the Library carpet and also in such bad shape as needing to be replaced. Librarian Shawna Busby stated the Library looks fabulous and the City’s efforts are greatly appreciated. Councilman Haynes asked if the order has been submitted for the remaining carpet. Dir Elder stated the order will be placed upon approval of the City Council.

MOTION BY LITTLEJOHN, SECOND BY GOAD, TO APPROVE \$9555.75 INVOICE FROM MISSION CARPET FOR CARPET AND INSTALLATION IN LIBRARY FRANKLIN ROOM.

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
COCKE	Yes		

7. **DISCUSS AND TAKE ACTION TO APPROVE SOLICITING BIDS FOR METAL BUILDING TO REPLACE SHOP BUILDING USING ARPA FUNDS.** Dir Elder stated the new building would be metal and 50’x120’. He was asking City Council for authority to solicit bids as he is attempting to have built before snow starts. A discussion followed concerning the amenities, layout, etc. He stated a lot of items can be salvaged from the current shop for the new shop. City Attorney reviewed the parameters of soliciting bids.

MOTION BY HAYNES, SECOND BY COCKE, TO APPROVE SOLICITING BIDS FOR METAL SHOP BUILDING TO REPLACE CURRENT SHOP BUILDING USING ARPA FUNDS.

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
COCKE	Yes		

8. **DISCUSS AND TAKE ACTION TO APPROVE INCREASING MAYOR’S ENCUMBER LIMIT TO \$8,000 ON PURCHASES WITHOUT A VOTE OF THE CITY COUNCIL.** Mayor Mayes stated the need is based on the continually rising costs of material. Dir Elder commented he was supporting this increase as he needs the ability to purchase chemicals for the two plants; chemical prices have almost doubled and the current encumbered amount is not sufficient for ordering. Councilman Littlejohn asked if there is a standard to follow. A discussion followed concerning current encumbered amounts in surrounding area; time issues for getting Council approval; which supply actions are time sensitive and workable amount.

MOTION BY COCKE TO TABLE THE ITEM. City Attorney Lerblance reviewed process for increasing encumbered amount: Council approval is followed by Ordinance approval to update City Code and then the publishing of the Ordinance IAW state statutes.

MOTION BY COCKE TO RESCIND HER FIRST MOTION.

MOTION BY GOAD, SECOND BY KENDALL, TO APPROVE INCREASING MAYOR’S ENCUMBERING LIMIT TO \$15,000 ON PURCHASE WITHOUT A VOTE OF CITY COUNCIL SUBJECT TO PASSING THE ORDINANCE.

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
COCKE	Yes		

9. **DISCUSS AND TAKE ACTION TO APPROVE \$18,318.63 PAYMENT AND USE OF \$15,936.37 ESCROW CREDIT FOR TOTAL PAYMENT OF \$34,255 FOR FY 23-24 OMAG WORKERS COMPENSATION PLAN.** City Clerk Blankenship reviewed and discussed the terms of the FY23-24 Workers Compensation Plan to include the large unused escrow amount due to small number of claims. Councilman Haynes commented the smaller number of accidents is due to good people.

MOTION BY LITTLEJOHN, SECOND BY GOAD, TO APPROVE \$18,318.63 PAYMENT AND USE OF \$15,936.37 ESCROW CREDIT FOR TOTAL PAYMENT OF \$34,255 FOR FY 23-24 OMAG WORKERS COMPENSATION PLAN

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
COCKE	Yes		

10. **DISCUSS AND TAKE ACTION TO APPROVE FINAL BUDGET AMENDMENTS (BA) FOR FY 22-23. (SEE ATTACHED BA LIST).** City Clerk Blankenship stated these actions are to balance the fund cites to close out FY 22-23 and reviewed each BA. Councilman Haynes asked clarification on the term, “reserve fund”. After discussion, it was determined the auditor would be asked for definition.

MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO APPROVE FINAL FY 22-23 BUDGET AMENDMENTS.

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
COCKE	Yes		

- 11. DISCUSS AND TAKE ACTION TO APPROVE CITY PLANNING AND ZONING COMMISSION MEMBERS: LANCE MATHIS; BRIDGET NORMAN; DUSTIN SCOTT; CHAD DONOLEY; AND MANDY GORHAM.** Mayor Mayes explained this and next 2 Agenda items are to fill City groups. The first two are stationary groups; the third is by State statute. OMAG has training for the members. Councilman Haynes asked if she had discussed assignments with each person to which Mayor Mayes stated she had asked all of the 19 listed.

MOTION BY LITTLEJOHN, SECOND BY GOAD, TO APPROVE LANCE MATHIS; BRIDGET NORMAN; DUSTIN SCOTT; CHAD DONOLEY; AND MANDY GORHAM AS MEMBERS OF THE CITY PLANNING AND ZONING COMMISSION.

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
COCKE	Yes		

- 12. DISCUSS AND TAKE ACTION TO APPROVE CITY BOARD OF ADJUSTMENTS COMMISSION MEMBERS: WILL COCKE; ZACH CHAVEZ; CAITLYN PARKER; BRITTANY GROSSNICKLAUS; AND WARNER BEDFORD.** City Attorney Lerblance ask Councilwoman Cocke if Mr. Cocke was any relationship with her. Councilwoman Cocke stated he is her Father-in-law; therefore, she will abstain on the vote.

MOTION BY HAYNES, SECOND BY GOAD, TO APPROVE WILL COCKE; ZACH CHAVEZ; CAITLYN PARKER; BRITTANY GROSSNICKLAUS; AND WARNER BEDFORD AS MEMBERS OF THE CITY BOARD OF ADJUSTMENTS COMMISSION.

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
COCKE	Abstain		

- 13. DISCUSS AND TAKE ACTION TO APPROVE ECONOMIC DEVELOPMENT COMMITTEE MEMBERS: JONAHAN WYNN; JASON CONLEY; HEATHER WATSON; JARA JAMES; JAKE JUNELL; AMANDA BYERS; CINDY DYE; MIKE MUSGROVCE; AND AMY ARMSTRONG.**

MOTION BY LITTLEJOHN, SECOND BY GOAD, TO APPROVE JONAHAN WYNN; JASON CONLEY; HEATHER WATSON; JARA JAMES; JAKE JUNELL; AMANDA BYERS; CINDY DYE; MIKE MUSGROVCE; AND AMY ARMSTRONG AS MEMBERS OF THE ECONOMIC DEVELOPMENT COMMITTEE.

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
COCKE	Yes		

14. NEW BUSINESS.

There was no new business to discuss.

COUNCIL COMMENTS:

Councilman Haynes discussed Wilburton Housing Authority (WHA) Board, the City Public Trust. The Board was unable to meet today due to lack of quorum as they lack one Board Member. Mayor Mayes commented she recently met with the director to learn how WHA and the City work together. She will work to find a new WHA Board Member with Councilman Haynes.

15. ADJOURN.

MOTION BY LITTLEJOHN, SECOND BY COCKE, TO ADJOURN AT 6:15pm.

Upon roll call, members voted as follows:

LITTLEJOHN	Yes	GOAD	Yes
HAYNES	Yes	KENDALL	Yes
COCKE	Yes		

CINDEE BLANKENSHIP, City Clerk

LORAN MAYES, Mayor

ALLEN LITTLEJOHN, Ward 1

TERRY HAYNES, Ward 2

SARA JANE COCKE, Ward 3

JAYME GOAD, Ward 4

JULIA KENDALL, Ward 5