

CITY OF WILBURTON

REGULAR MEETING

March 9, 2023

Public Notice posted March 3, 2023, 4:30p.m. for Public Hearing.

Public Notice posted March 8, 2023, 1:30pm, for City Council Meeting.

Front Entrance Door, Wilburton City Hall

The Wilburton City Council convened in a **Regular Meeting** held on the **9th day of March 2023** at **5:30pm** with Mayor Stephen Brinlee presiding: Rev Rusty McCormick, Ministerial Alliance, led the group in prayer after which Mayor Brinlee led the group in the Pledge of Allegiance. This was followed by the Roll Call conducted by the PWA Director.

ROLL CALL:

PWA Dir Mike Elder, as Acting City Clerk, 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.

PUBLIC HEARING

Mayor Brinlee announced the Public Hearing to address the possibility of Kiamichi Economic Development District of Oklahoma (KEDDO) providing funding assistance from the Oklahoma Department of Commerce Community Development Block Grant (CDEBG) Program for \$600,000 for Wastewater Renovations of the City of Wilburton Wastewater System to include replacement of 2300 linear feet of lines. He introduced Johnny Sokolosky the KEDDO representative for the grant application.

Councilman Haynes asked which projects lines were to be replaced. PWA Director Elder gave a detailed description of the specific neighborhood streets on the list for replacement.

CITY COUNCIL MEETING

1. **DISCUSS AND TAKE ACTION TO APPROVE MINUTES OF THE REGULAR CITY COUNCIL MEETING OF FEBRUARY 9, 2023.**
2. **DISCUSS AND TAKE ACTION TO APPROVE FEBRUARY 2023 CLAIMS FOR PAYMENT.**
3. **DISCUSS AND TAKE ACTION TO APPROVE PAYMENT OF PAYROLLS MARCH 10 THROUGH APRIL 13, 2023.**

MOTION BY LITTLEJOHN, SECOND BY KENDALL, TO 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. **DISCUSS AND TAKE ACTION TO APPROVE PLACING CITY CLERK CINDEE BLANKENSHIP AS AUTHORIZED OFFICIAL IN THE OKDHS OK GRANTS SYSTEM FOR CDBG GRANT.**

President Haynes explained that with the election for a new Mayor on April 4th, City Clerk Blankenship should be authorized to sign documents for the grant until a new mayor is sworn into office. The new mayor will be authorized to sign the documents at the first City Council meeting, but this move will ensure the necessary documents are completed and submitted within the deadline.

MOTION BY HAYNES, SECOND BY LITTLEJOHN, TO APPROVE PLACING CITY CLERK CINDEE BLANKENSHIP AS AUTHORIZED OFFICIAL IN THE OKDHS OK GRANTS SYSTEM FOR CDBG GRANT.

Upon roll call, members voted as follows:

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

- 5 **DISCUSS AND TAKE ACTION TO APPROVE RESOLUTION 22-1263, APPROVE APPLICATION FOR FUNDING THROUGH KEDDO TO CDBG.** President Haynes asked if this was the last of the sewer line replacements. Infrastructure Solutions Group representative Crysta Watson stated the consent orders in place, which will give the grant extra points. The latest information indicates that not all streets need replacement lines at this time, but as time goes on, remaining streets will need lines replaced which indicates the need will go on for a long while.

MOTION BY LITTLEJOHN, SECOND BY KENDALL, TO APPROVE RESOLUTION 22-1263, APPROVE APPLICATION FOR FUNDING THROUGH KEDDO TO CDBG.

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 CITIZEN PARTICIPATION PLAN FOR APPLICATION FOR FUNDING THROUGH KEDDO TO CDBG.** Mayor Brinlee stated this plan and the resolution have been a normal part of former applications.

MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO APPROVE CITIZEN PARTICIPATION PLAN FOR APPLICATION FOR FUNDING THROUGH KEDDO TO CDBG.

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 CONTRACT BETWEEN CITY AND LATIMER COUNTY TOURISM TRUST AUTHORITY (LCTTA) TO ADMINISTER ODOT TAP & RTF GRANTS, CONTINGENT UPON AWARD OF EACH GRANT.** **TABLED 12 JANUARY 2023**

Chairman of LCTTA Board Earl Shero stated the reason for the contract is because ODOT requires a county or municipal government to handle the funds for the requested grant. The funds will be put in a separate account to be dispersed by City Clerk Blankenship. The only cost to the City is the amount City has agreed to contribute to the project. President Haynes asked if there is any compensation for administrative services in the grant funds. CH Shero stated he asked that specific question and was told there is no allowed funding. City Attorney Lerblance confirmed that the arrangement is only a pass through of funds; LCTTA receives and puts funds in the account that the City Clerk disperses based on the documents LCTTA provides.

MOTION BY HAYNES, SECOND BY KENDALL, TO APPROVE CONTRACT BETWEEN CITY AND LATIMER COUNTY TOURISM TRUST AUTHORITY (LCTTA) TO ADMINISTER ODOT TAP & RTF GRANTS, CONTINGENT UPON AWARD OF EACH GRANT.

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 BUDGET AMENDMENTS #14 (\$16,149 TRANSFER OF ARPA GENERAL FUNDS); #15 (\$14,656 TRANSFER OF ARPA PWA FUNDS); & #16 (\$30,805 TRANSFER OF ARPA GRANT FUNDSs).** PWA Dir Elder stated these are administrative steps needed to distribute ARPA funds.

MOTION BY HAYNES, SECOND BY KENDALL, TO APPROVE BUDGET AMENDMENTS #14 (\$16,149 TRANSFER OF ARPA GENERAL FUNDS); #15 (\$14,656 TRANSFER OF ARPA PWA FUNDS); & #16 (\$30,805 TRANSFER OF ARPA GRANT FUNDSs).

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 \$5339.76 PAYMENT TO CATHEY & ASSOCIATES FOR PURCHASE ORDER (PO) #23369: \$1,360 ABOVE APPROVED ORIGINAL PO COST OF \$3979.76.** PWA Dir Elder stated this PO was for the door to the WFD, originally received as the wrong size. Replacement cost included expanding size of framework which unexpectedly increased the original cost.

MOTION BY LITTLEJOHN, SECOND BY KENDALL, TO APPROVE \$5339.76 PAYMENT TO CATHEY & ASSOCIATES FOR PO #23369: \$1,360 ABOVE APPROVED PO COST OF \$3979.76.

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 LUKE UNDERWOOD AS CITY APPOINTEE TO E911 BOARD.** Mayor Brinlee explained this appointment is to replace John Cook who passed. Councilman Littlejohn asked if Mr. Underwood is willing to be on the E911 Board to which Mayor Brinlee replied, “Yes.”

MOTION BY LITTLEJOHN, SECOND BY KENDALL, TO APPROVE LUKE UNDERWOOD AS THE CITY APPOINTEE TO THE E911 BOARD AS A REPLACEMENT FOR MR. COOK.

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 WORK ORDER WI-23-01 FOR \$168,000 FOR INFRASTRUCTURE SOLUTIONS GROUP (ISG) FOR PROFESSIONAL SERVICES FOR SEWER SYSTEM IMPROVEMENTS (ARPA GRANT).** Ms. Crysta Watson, ISG, stated this is a \$1,000,000 approved ARPA Grant to do work at the Water Treatment Plant. This Work Order is for the design, survey, bidding, permit and other administrative requirements. ISG is waiting on DEQ which “was slammed” with so many grants that they are behind in sending guidance on the bidding process; however, ISG should be receiving the specific instructions and be able to proceed with the bidding later this year. Councilman Littlejohn asked if this work will impact the work scheduled on Highway 2. PWA Dir Elder said it does not; however, there will be some water/sewer lines that need to be moved. City Attorney Lerblance asked Ms. Watson if the grant funds cover ISG charges and when does ISG get paid. Ms. Watson replied that ISG sends invoices as tasks are completed; however, payment isn’t expected until ARPA funds are available. And yes, ISG costs are 100% paid for with the grant funds.

MOTION BY LITTLEJOHN, SECOND BY KENDALL, TO APPROVE WO WI-23-01 FOR \$168,000 FOR ISG FOR PROFESSIONAL SERVICES FOR ARPA GRANT FOR SEWER SYSTEM IMPROVEMENTS.

Upon roll call, members voted as follows:

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

- 12. NEW BUSINESS.**
There was no New Business to be discussed.

COUNCIL COMMENTS:

- A. President Haynes stated it is great to know that the City Lake is full after all of this rain we have received.
- B City Attorney Lerblance stated he does not have an update on the issue at City Lake with Merit Energy road needing to be moved. A conference call was scheduled which fell through and he received a call about 2 weeks ago reference scheduling another conference call, but he has not heard anything further. So, we are still waiting for them.

- 12. ADJOURN.**
MOTION BY LITTLELJOHN, SECOND BY HAYNES, TO ADJOURN AT 5:50pm.
Upon roll call, members voted as follows:

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

CINDEE 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