

CITY OF WILBURTON
REGULAR SCHEDULED MEETING
May 14, 2015

Public Notice posted May 12, 2015, 3:30 p.m.
Front Entrance Door, Wilburton City Hall

The Wilburton City Council convened in a **Regular Scheduled** Meeting held on the 14th day of **May, 2015 at 6:12p.m.** in the Wilburton City Hall Council Chambers. Mayor Stephen Brinlee presiding. The City Clerk conducted the roll call and members responded:

LITTLEJOHN	PRESENT	MINGS	PRESENT
HAYNES	PRESENT	KENDALL	PRESENT
SIMS	PRESENT		

CITIZEN COMMENTS: None.

- 1. DISCUSS AND TAKE ACTION TO APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING ON APRIL 9, 2015.**
- 2. DISCUSS AND TAKE ACTION TO APPROVE APRIL 2015 CLAIMS FOR PAYMENT.**
- 3. DISCUSS AND TAKE ACTION TO APPROVE PAYMENT OF THE PAYROLL MAY 15 THRU JUNE 11, 2015.**

MOTION BY LITTLEJOHN, SECOND BY MINGS, TO COMBINE AND APPROVE ITEMS #1, #2,, AND #3 ON THE AGENDA: APPROVE THE MINUTES OF APRIL 9, 2015 REGULAR MEETING; APPROVE PAYMENT CLAIMS FOR APRIL 2015; AND APPROVE PAYMENT OF PAYROLL FOR MAY 15 THRU JUNE 11, 2015 PAYROLL PERIODS.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

- 4. DISCUSS AND TAKE ACTION TO APPROVE INTERNAL FUNDS TRANSFER OF \$452.70 FROM FIRE DEPARTMENT TO POLICE DEPARTMENT FOR BASE STATION USAGE.** Mayor Brinlee stated this is a reoccurring payment for 911 base station. City Clerk Blankenship stated the invoice is divided among three organizations.

MOTION BY LITTLEJOHN, SECOND BY HAYNES. TO APPROVE INTERNAL FUNDS TRANSFER OF \$452.70 FROM FIRE DEPARTMENT TO POLICE DEPARTMENT FOR 911 BASE STATION USAGE.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

- 5. DISCUSS AND TAKE ACTION TO APPROVE WAIVING VENDOR FEES FOR MAIN STREET CRUISE NIGHT 30 MAY 2015.** Tamra Tilley, Director of Main Street, presented the activities for the event stating the location is changed to Goldberg Park from front of Chamber of Commerce; no burn outs allowed; there will be no band; but when the cruises end at 9pm, the movie "Grease" will be shown at Goldberg Park; and there are fewer vendors as the event is being kept local and small.

MOTION BY LITTLEJOHN, SECOND BY SIMS TO APPROVE WAIVING VENDOR FEES FOR WILBURTON MAIN STREET CRUISE NIGHT 30 MAY 2015.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

6. DISCUSS AND TAKE ACTION TO APPROVE WILBURTON AIRPORT HANGER

LEASE AGREEMENT WITH BRENT POLLARD. Mayor Brinlee thanked Mr. Pollard for his interest in the Wilburton Airport. Mr. Pollard would like to build a hanger to store his plane at the airport. The contract calls for leasing the land for 25 years at which time the hanger would become the property of the City and Mr. Pollard pays the full cost of hanger construction. Mayor Brinlee stated he talked with Poteau Mayor Shockly who is enthusiastic about the leasing of hangers stating it is a win/win situation as the hanger belongs to the City at end of the contract plus side benefits are pilots often spend money in the town which raises city revenue. City Attorney Brown has reviewed the contract.

Mr. Pollard stated he had discussed the plan with FAA and Matthew Wright, Delta Consultant for the City, and received verbal approval of location and hanger. The hanger would increase the number of planes stored at airport getting closer to new category which improves ability to receive FAA grants..

Councilman Haynes asked if any City funding would be involved and what liability would City have. Mr. Pollard stated he is paying the \$25,000 to \$39,000 cost of construction. City Attorney Brown stated City owns the building, so once contract is approved, City should notify insurance carrier the building is to be insured, but not the contents (plane, etc). which is insured by FAA.

City Clerk Blankenship asked if we need to file with Latimer County Assessor to which Mayor Brinlee stated that as is City property, it is not assessed.

A discussion was held as to the amount of the rent. It was determined the financial gain to City for building and additional planes to change eligibility of future grants is very positive and the rent should be very low: \$1 was suggested as amount for \$25 year lease.

Councilman Haynes asked what happens to contract if Mr. Pollard decides to move before 25 years. Attorney Brown stated he would be able to sublease or sell the lease, but not sell the building.

MOTION BY LITTLEJOHN, SECOND BY SIMS, TO APPROVE LEASE FOR HANGER WITH BRENT POLLARD FOR \$1 SUBJECT TO APPROVAL OF MAYOR BRINLEE OF ADDITIONAL LANGUAGE INDICATING SUBLEASE OPTION AND ADDING PLATT OF HANGER PROPERTY TO LEASE.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

7. CONDEMNATION HEARING FOR 406 AND 408 EAST MAIN STREET.

Mayor Brinlee stated the owners have signed a statement waiving their right to a hearing, so no Condemnation Hearing is required.

8. DISCUSS AND TAKE ACTION TO CONDEMN AND TEAR DOWN PROPERTIES AT 406 AND 408 EAST MAIN STREET.

MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO CONDEMN AND TEAR DOWN PROPERTIES AT 406 AND 408 EAST MAIN STEET.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

9. DISCUSS AND TAKE ACTION TO APPROVE CONTRACT WITH CRAWFORD AND ASSOCIATES TO CONDUCT ANNUAL AUDIT FOR FISCAL YEAR JULY 1, 2014 THRU JUNE 30, 2015.

Mayor Brinlee stated Crawford and Associates were the "consulting" auditors as Finley and Cook conducted the actual audit. A discussion was held as to length of service and satisfaction of their performance,

MOTION BY HAYNES, SECOND BY LITTLEJOHN, TO APPROVE CONTRACT WITH CRAWFORD AND ASSOCIATES TO CONDUCT THE ANNUAL CONSULTING AUDIT FOR FISCAL YEAR JULY 1, 2015 THRU JUNE 30, 2016.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

10. DISCUSS AND TAKE ACTION TO APPROVE GARDENING CONTRACT WITH MS. ASHBY AND MS. QUINN FOR \$5400 FOR 2015 SEASON FOR GARDENING OF MAINSTREET, CITY HALL, AND CHAMBER OF COMMERCE. Mayor Brinlee stated the Mooneys had retired and of the 3 bids received for the contract, this was the best: 1) Ms. Ashby has a degree in this area; 2) she has a flower shop on Main Street, and 3) the bid was the same cost as former contract. The contract does not include Joseph Goldberg Park as Main Street Program will continue the care of that property. The labor is paid by City and the materials purchased (flowers, mulch, etc.) are paid by Main Street Program.

MOTION BY HAYNES, SECOND BY LITTLEJOHN, TO APPROVE GARDENING CONTRACT WITH MS. ASHBY AND MS. QUINN FOR \$5400 FOR 2015 SEASON FOR GARDENING OF MAIN STREET, CITY HALL AND CHAMBER OF COMMERCE.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

11. DISCUSS AND TAKE ACTION TO APPROVE AMENDED JOB DESCRIPTION FOR PARKS AND RECREATION DIRECTOR. Mayor Brinlee stated the Parks and Recreation Board had approved a new job description last night (13 May) and he had received it today. He recommended tabling this agenda item until the June Council meeting to give time to review the new job description.

MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO TABLE ITEM #11: DISCUSS AND TAKE ACTION TO APPROVE AMENDED JOB DESCRIPTION FOR PARKS AND RECREATION DIRECTOR.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

12. DISCUSS AND TAKE ACTION TO APPROVE INITIATION OF PROCEDURE TO CLOSE PORTION OF WEST CADDO AVENUE BETWEEN NW 2ND AND NW 3RD STREETS BY GRACE ELEMENTARY SCHOOL IN PREPARATION OF CONSTRUCTION OF NEW SCHOOL. City Attorney Brown stated the Oklahoma statutes states the City has authority to close the street. He recommended a Public Hearing at next Council Meeting. From that Public Hearing date, if there are public utilities located on road, will give 30 days' notice. Councilman Haynes asked how this closure would impact the buses picking up the children. Mayor Brinlee stated we need clarification of using alley easement for the bus pick up. Whether plan is using part of alley or part of current playground is unclear. Attorney Brown stated the City needs to get the new school blueprint specs to answer questions. Additionally, City needs to talk to Ms. Kirkes at the abstract office to start procedure to notify neighbors and to check the utilities to determine if within street.

MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO APPROVE INITIATION OF PROCEDURE TO CLOSE PORTION OF WEST CADDO AVENUE BETWEEN NW 2ND AND NW 3RD STREETS BY GRACE ELEMENTARY SCHOOL IN PREPARATION OF CONSTRUCTION OF NEW SCHOOL

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

13. NEW BUSINESS.

There was no New Business.

14. ADJOURN:

MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO ADJOURN AT 6:55pm.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

CINDEE BLANKENSHIP, City Clerk

STEPHEN BRINLEE, Mayor

ALLEN LITTLEJOHN, Ward 1

TERRY HAYNES, Ward 2

DOUG SIMS, Ward 3

MAE MINGS, Ward 4

JULIA KENDALL, Ward 5