

**CITY OF WILBURTON**  
REGULAR SCHEDULED MEETING  
May 10, 2018

Public Notice posted May 8, 2018, 1:30p.m.  
Front Entrance Door, Wilburton City Hall

The Wilburton City Council convened in a **Regular Scheduled** Meeting held on the **10<sup>th</sup> day of May, 2018 at 5:45p.m.** in the Wilburton City Hall Council chambers; Mayor Stephen Brinlee presiding.

**ROLL CALL:**

City Clerk Cindee Blankenship conducted the roll call with members responding:

LITTLEJOHN	PRESENT	MINGS	PRESENT
HAYNES	PRESENT	KENDALL	PRESENT
SIMS	ABSENT		

**CITIZEN COMMENTS:** None

- 1. DISCUSS AND TAKE ACTION TO APPROVE THE MINUTES OF THE REGULAR CITY COUNCIL MEETING OF APRIL 12, 2018.**
- 2. DISCUSS AND TAKE ACTION TO APPROVE APRIL 2018 CLAIMS FOR PAYMENT.**
- 3. DISCUSS AND TAKE ACTION TO APPROVE PAYMENT OF PAYROLLS MAY 11 THROUGH JUNE 14, 2018.**

MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO COMBINE AND APPROVE ITEMS #1, #2, AND #3 ON THE AGENDA.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Absent		

- 4. SOUTHEAST PUBLIC LIBRARY SYSTEM BUDGET EXPENDITURES. PRESENTATION BY MICHAEL HULL, EXECUTIVE DIRECTOR, SE PUBLIC LIBRARY SYSTEMS OF OKLAHOMA. NO ACTION REQUIRED.** Mr. Hull distributed the "Library Report: Latimer County Public Library" and discussed each category listed to include Circulation, Downloadable Content, Computer & Wi-Fi Usage, Resources, and Programs. After a question and answer period, Mayor Brinlee thanked Mr. Hull for the informative briefing.
- 5. DISCUSS AND TAKE ACTION TO APPROVE 2 BUDGET ADJUSTMENTS: 1) \$8,015.00 FROM MISCELLANEOUS REVENUE TO WPD ACCOUNTS TO COVER EQUIPMENT EXPENSE; AND 2) \$2,000.00 FROM MISCELLANEOUS REVENUE TO COMMUNITY DEVELOPMENT FOR AIH GRANT FOR "MY INERTIA PROGRAM".** City Clerk Blankenship reviewed each budget adjustment, explaining purpose. She stated the \$2000.00 for the "My Inertia Program" will be reimbursed; cost of program to the City is \$800.

MOTION BY HAYNES, SECOND BY KENDALL, TO APPROVE THE 2 BUDGET ADJUSTMENTS.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Absent		

- 6. DISCUSS AND TAKE ACTION TO APPROVE KEDDO CONTRACT FOR ADMINISTRATIVE SERVICES FOR CDBG PROJECT 16987 CDBG.17, SEWER SYSTEM IMPROVEMENT, FOR A FEE NOT TO EXCEED \$3,000.00.** Mayor Brinlee stated this is the City side of the Grant approved for application by the PWA Trust Board.

MOTION BY HAYNES, SECOND BY LITTLEJOHN, TO APPROVE KEDDO CONTRACT FOR ADMINISTRATIVE SERVICES FOR CDBG PROJECT 16987 CDBG 17, SEWER SYSTEM IMPROVEMENT, FOR A FEE NOT TO EXCEED \$3,000.00.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Absent		

7. **DISCUSS AND TAKE ACTION TO APPROVE WILBURTON POLICE DEPARTMENT (WPD) SECRETARY JOB DESCRIPTION.** CH Bias stated this job description is updated to include duties as the Deputy Court Clerk.

**MOTION BY HAYNES, SECOND BY LITTLEJOHN, TO APPROVE WPD SECRETARY JOB DESCRIPTION.**

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Absent		

8. **DISCUSS AND TAKE ACTION TO APPROVE PURCHASE FOR \$50,000.00 OF TWO (2) KIOTI TRACTORS FROM DONALD SCOTT WITH POSSIBLE LEASE PURCHASE THROUGH COMMUNITY STATE BANK.** Mayor Brinlee stated the City is trying to replace old equipment. These tractors for sale from Mr. Scott for \$50,000 for both tractors have 112 and 300 hours, respectively. The Community State Bank representative is preparing 3 or so lease-for-purchase payment options for consideration. Councilman Littlejohn inquired about the current equipment. Mayor Brinlee stated the PTO is out on the large tractor, so it is not usable. The smaller green tractor is the only one available and has a large number of hours on it. Discussion followed concerning need to update equipment; cost of maintenance; giving Mayor Brinlee authority to review options for lease-to-own and have approval to select the best offered plan; and funds available.

**MOTION BY LITTLEJOHN, SECOND BY KENDALL, IN ACCORDANCE WITH TITLE 8, SECTION 36, WAIVING ANY COMPETITIVE BIDS, APPROVE GIVING THE MAYOR THE AUTHORITY TO APPROVE THE BEST LEASE TO OWN PLAN FOR \$50,000 OFFERED BY COMMUNITY STATE BANK.**

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Absent		

9. **COUNCIL COMMENTS:**

A. Councilman Haynes discussed the Wilburton Housing Authority's (WHA) request for Payment In Lieu Of Taxes (PILOT). He, as a member of the WHA Board, discussed the need for the request with the Board. The conclusive decision was made by the Board that WHA can pay their share of taxes and to withdraw the PILOT request to the City Council.

B. Mayor Brinlee discussed the new laydown machine use of laying a new walking track at the Joe Roberson Park which saved the City \$30,000. The Street Department has started improvement of the City Streets with the machine.

C. Mayor Brinlee stated the City will start the second phase of street improvement in July with upgrading City street signs. Councilman Littlejohn suggested adding the clearing of alleys of vegetation to the second phase.

10. **NEW BUSINESS:**

There was no New Business.

11. **ADJOURN:**

**MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO ADJOURN AT 6:14pm.**

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Absent		

Cindee Blankenship  
CINDEE BLANKENSHIP, City Clerk

Stephen Brinlee  
STEPHEN BRINLEE, Mayor

Allen Littlejohn  
ALLEN LITTLEJOHN, Ward 1

Terry Haynes  
TERRY HAYNES, Ward 2

ABSENT  
DOUG SIMS, Ward 3

Mae Mings  
MAE MINGS, Ward 4

Julia Kendall  
JULIA KENDALL, Ward 5