CITY OF WILBURTON

REGULAR SCHEDULED MEETING

December 12, 2019

Public Notice posted December 11, 2019, 11:30a.m.
Front Entrance Door, Wilburton City Hall

The Wilburton City Council convened in a **Regular Scheduled** Meeting held on the **12th day of December, 2019** at **5:30p.m.** in the Wilburton City Hall Council chambers with Mayor Stephen Brinlee presiding. Rev Richard Matthews of the Norris Baptist Church opened the meeting with a prayer followed by Mayor Brinlee leading the group in the Pledge of Allegiance, after which he requested a Roll Call.

ROLL CALL:

City Clerk Blankenship conducted the roll call with members responding:

LITTLEJOHN	PRESENT	MINGS	PRESENT
HAYNES	PRESENT	KENDALL	PRESENT
SIMS	PRESENT		

CITIZEN COMMENTS:

There was no comment.

1. **DISCUSS AND TAKE ACTION TO APPROVE THE MINUTES OF THE CONTINUED REGULAR CITY COUNCIL MEETING OF NOVEMBER 14, 2019.**

2. **DISCUSS AND TAKE ACTION TO APPROVE NOVEMBER 2019 CLAIMS FOR PAYMENT.**

3. **DISCUSS AND TAKE ACTION TO APPROVE PAYMENT OF PAYROLLS DECEMBER 13, 2019 THROUGH JANUARY 9, 2020.**

MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO COMBINE AND APPROVE FIRST THREE (3) ITEMS ON THE AGENDA.

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 Seven (7) Budget Amendments: 01 – St Dept, Inc Exp $50,000; 45 – Airport Grt Fund, Inc Rev $66,317 & CIP, Inc Exp $73,686; 15 – CIP Grt Fund, Inc Rev $6,419 & Cap Outlay, Inc Exp $6,419; 02 – WPWA Grt Funds, Inc Rev $22,138 & Misc, Inc Exp $24,414; 01 – Grt Rev CDBG, Inc Rev $199,999, Grt Rev HIS, Inc Rev $166,000 & Trnfr Out PWA, Inc Exp $566.236; 02 – WPWA OWRB Loan, Inc Rev $204,760, Trnfr In GF, Inc Rev $566,236 & Sewer Cap Outlay, Inc Exp $1,034,334; 01 – Misc Rev, Inc Rev $1,650, WPD Fund Raiser, Inc Rev $13,014 & WPD Misc, Inc Exp $14,664.** City Clerk Blankenship gave details of each budget Amendment to include the purpose.

MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO APPROVE SEVEN (7) BUDGET AMENDMENTS AS LISTED.

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 MEMORANDUM OF UNDERSTANDING WITH EASTERN OKLAHOMA STATE COLLEGE (EOSC) FOR FOUR-COUNTY SMALL BUSINESS DEVELOPMENT (SBD) NETWORK.** Mayor Brinlee stated this is the 4th year of the SBD Center and the annual reports indicate it is effective and working well. He recommended continuation of the MOU which is $5500 a year.

MOTION BY HAYNES, SECOND BY SIMS, TO APPROVE MOU WITH EOSC FOR FOUR-COUNTY SMALL BUSINESS DEVELOPMENT NETWORK.

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 CDBG SEWER SYSTEM IMPROVEMENTS CHANGE ORDER #1 NOT TO EXCEED (NTE) $25,000 FOR UTILITY RELOCATION TO AVOID CURRENT SEWER LINE.** Dale Burke, ISG, described the need for the Change Order to be approved by the City Council. It was approved by the PWA Trust Authority November 14th, having erroneously been placed on the PWA Agenda. A CDBG grant is awarded only to cities, so the PWA Trust does not have the authority to approve the Change Order #1 even though the grant is for sewer system improvements. The Change Order is to relocate 100 feet needing moved to avoid contact with sewer line. (He currently is working on a grant with the Oklahoma Water Resources Board to assist with cost. The grant is not complete funding but requires only 15% or 20% match and will help defray costs.)

Mr. Elder stated they have scheduled the relocation for Friday, 20 December, as it will take about 12 hours to relocate the line. The schools are out for the holidays; have informed the nursing homes and businesses and will post on Facebook and the City's website. EOSC and those addresses on Hwy 2 South will not be affected.

Councilman Littlejohn asked if the NTE amount needs to be raised to $29,000, to which Mr. Burke replied yes. Mr. Burke stated the working relationship with the contractor is very good and he expects full cooperation between the contractor and City employees for this project.

MOTION BY LITTLEJOHN, SECOND BY KENDALL, TO APPROVE CDBG SEWER SYSTEM IMPROVEMENTS CHANGE ORDER #1 NOT TO EXCEED (NTE) $29,000 FOR UTILITY RELOCATION TO AVOID CURRENT SEWER LINE LOCATION.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

7. **DISCUSS AND TAKE ACTION TO APPROVE PAYMENT INVOICE #3 FOR $16,646.66 FOR BUILT RITE CONSTRUCTION FOR CDBG SEWER SYSTEM IMPROVEMENT GRANT.** Mr. Burke stated this is a monthly payment for work completed thus far and he recommended approval.

MOTION BY HAYNES, SECOND BY SIMS, TO APPROVE PAYMENT OF INVOICE #3 FOR $16,646.66 FOR BUILT RITE CONSTRUCTION FOR CDBG SEWER SYSTEM IMPROVEMENT GRANT.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

8. **DISCUSS AND TAKE ACTION TO APPROVE RESOLUTION 19-1238, COMPLETE STREETS POLICY.** Mayor Brinlee stated he recommended the Council table this action as more research needs to be completed before passing by City Council.

MOTION BY SIMS, SECOND BY KENDALL,TO TABLE ACTION ON RESOLUTION 19-1238, COMPLETE STREETS POLICY.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

9. **NEW BUSINESS.**

A. Councilman Sims discussed the issue of the recycle rolloffs west of City Hall always being full and having boxes and bags on the parking lot around them. He stated he knows several people who stopped recycling because there is no place to put their recycling despite several attempts.

Mayor Brinlee stated the Choctaws schedule the picking up of the recycling rolloffs. The City can take one rolloff to the Recycling Center in Poteau occasionally, and does so when the Center is not full and grants permission. There are signs on every rolloff to not place items on the ground if rolloff is full, yet it continues to be done. Many articles have been placed in the newspaper with the requirements and with a request to not leave items on the ground. Both local citizens and City employees voluntarily often put the items in the rolloffs to clean up around the area. Note: Often there is room inside for these items, but some citizens do not make an effort to put in the rolloffs.

Councilman Haynes asked if the City has a contract with Republic Services to furnish two huge dumpsters for citizens to use since the landfill is not available. There was one behind City Hall for a while, but it is no longer there.

Mayor Brinlee stated the large rolloff was removed when contractors started using it and filled it with carpet, tiles, etc. Currently, the City offers the service of curbside pickup of large items when a citizen calls in a request.

Councilman Haynes requested the City put a large rolloff dumpster behind City Hall for Citizens to use. Perhaps very large signs stating, "Only For Citizens Use" would be helpful. Mayor Brinlee stated we can try it again.

B. Ch Bias stated one of the WPD vehicles is in the garage for a new motor with a projected cost of $10,000. He stated he realizes it was not on the Agenda and cannot be discussed, but wanted the Council to know of the issue.

10. **ADJOURN:**

MOTION BY LITTLEJOHN, SECOND BY HAYNES, TO ADJOURN AT 5:55pm.

Upon roll call, members present voted as follows:

LITTLEJOHN	Yes	MINGS	Yes
HAYNES	Yes	KENDALL	Yes
SIMS	Yes		

Cindee Blankenship

CINDEE BLANKENSHIP, City Clerk

STEPHEN BRINLEE, Mayor

Allen Littlejohn

ALLEN LITTLEJOHN, Ward 1

Terry Haynes

TERRY HAYNES, Ward 2

DOUG SIMS, Ward 3

MAE MINGS, Ward 4

Julia Kendall

JULIA KENDALL, Ward 5