CITY OF WILBURTON
REGULAR CITY COUNCIL MEETING MINUTES
JULY 11, 2024, 5:30 P.M
WILBURTON CITY HALL COUNCIL CHAMBERS
300 W MAIN STREET WILBURTON OK 74578

The Wilburton City Council convened in a Regular Meeting held on the 11th day of July 2024 at 5:30pm with Mayor - Loran Mayes presiding and introducing new Pastor - Ray Sanders, from First Free Will Baptist to lead the group in prayer. Mayor Mayes then led the group in the Pledge of Allegiance and roll call was then conducted.

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

LITTLEJOHN	**PRESENT**	**COCKE**	**PRESENT**	**KENDALL**	**PRESENT**
HAYNES	**PRESENT**	**GOAD**	**ABSENT**		

CITIZENS COMMENTS: ***There were no sign-ins on the Citizens Comments sign-in sheet.***

1. **Discuss and Take Action to Approve Consent Agenda:**
   a. **Minutes of Special City Council Meeting June 10, 2024.**
   b. **Minutes of Regular City Council Meeting June 13, 2024.**
   c. **Minutes of Special City Council Meeting June 27, 2024.**
   d. **June 2024 Claims for Payment.**
   e. **Payment of Payrolls July 12 thru August 8, 2024**
   f. **Renewal Letter of Engagement with Crawford & Associates for Services for FY 24-25.**
   g. **Renewal of Service First Space Sharing Assistance and Use Agreement between Oklahoma Department of Human Services and Wilburton Police Department.**

Ward 1 - Allen Littlejohn stated agenda item C will need to pulled out of the consent agenda due to him and Ward 4 – Jayme Goad not being present at the time.

MOTION BY LITTLEJOHN, SECOND BY HAYNES TO APPROVE REMOVAL OF CONSENT AGENDA ITEM C. MINUTES OF SPECIAL CITY COUNCIL MEETING JUNE 27, 2024 TO BE VOTED ON SEPERATELY.

Upon roll call, members voted as follows:

LITTLEJOHN	YES	COCKE	YES	KENDALL YES
HAYNES	YES	GOAD	YES	

MOTION BY COCKE, SECOND BY GOAD TO APPROVE THE CONSENT AGENDA MINUS AGENDA ITEM C. MINUTES OF SPECIAL CITY COUNCIL MEETING JUNE 27, 2024.

Upon roll call, members voted as follows:

LITTLEJOHN	YES	COCKE	YES	KENDALL YES
HAYNES	YES	GOAD	YES	

MOTION BY HAYNES, SECOND BY COCKE TO APPROVE CONSENT AGENDA ITEM C. MINUTES OF SPECIAL CITY COUNCIL MEETING JUNE 27, 2024.

Upon roll call, members voted as follows:

LITTLEJOHN	ABSTAIN	COCKE	YES	KENDALL YES
HAYNES	YES	GOAD	ABSTAIN	

2. **Discuss and update of 4th of July Fireworks Show.**
   Jonathan Wynn – Chamber of Commerce

Mr. Wynn updated and provided the council with an invoice and contract for this year's fireworks display. Mr. Wynn also informed the council that the contract stated the show to last 20 minutes, but it only lasted approximately 16 minutes, however according to a previous agreement with the contractor there would be 4 minutes of fireworks for a grand finale all at one period equaling 20 full minutes. The Chamber did appreciate the contractor's efforts and

believes the event was successful. The Chamber will be looking at receiving bids earlier and has begun fundraising for next year's show. The Council praised the Chamber for their efforts on ensuring the event succeeded and their families enjoyed the show as well. Mayor Mayes then added that Choctaw Nation will be able to pull the information from Placer that will show the economic impact the event brings into the community. No vote for approval is needed for the invoice due to it falling under the limit the mayor has the authority to approve.

3. **Discuss and take possible action to approve Installation of Electric Car Charging Station located at City Hall.** **Oliver Skimbo**

Mr. Skimbo has now taken the position of Regional Transportation Planner and Branch Administrator for KEDDO. Mr. Skimbo presented information regarding a partnership opportunity to apply for a CFI Electric Vehicle Charging Station grant which is due August 28th. This is an 80/20 grant, however with other partnership it could possibly be at not cost to the City of Wilburton. One condition, if successful in obtaining the grant, will be to sign a 10-year lease agreement. Due to the restrictions on terms for contracts and lease agreements the city may have to look at a different avenue possibly through the PWA to apply for the grant. The city will be looking into various possible locations including the parking lot of City Hall/Chamber of Commerce offices, Robbers Cave State Park, etc. The agenda item will however need to be amended from: Discuss and take possible action to approve Installation of Electric Car Charging Station located at City Hall to: Discuss and take action to approve applying for a CFI Electric Vehicle Charging Station grant.

MOTION BY LITTLEJOHN, SECOND BY GOAD TO APPROVE TO AMEND AGENDA ITEM #2 FROM DISCUSS AND TAKE ACTION TO APPROVE INSTALLATION OF ELECTRIC CAR CHARGING STATION LOCATED AT CITY HALL TO DISCUSS AND TAKE ACTION TO APPROVE APPYING FOR CFI ELECTIC CHARGING STATION GRANT.

Upon roll call, members voted as follows:

LITTLEJOHN	YES	COCKE	YES	KENDALL	YES
HAYNES	YES	GOAD	YES		

MOTION BY LITTLEJOHN, SECOND BY GOAD TO APPROVE APPLYING FOR A CFI ELECTRIC CHARGING STATION GRANT.

Upon roll call, members voted as follows:

LITTLEJOHN	YES	COCKE	YES	KENDALL	YES
HAYNES	YES	GOAD	YES		

4. **Discuss and take action to approve Resolution 24-1276 Wilburton City Council Supporting The Continued Participation in the Main Street Program.**

Mayor Mayes stated that this Resolution is done annually but needs to be voted on separately due to the process of Main Street's certification through the State.

MOTION BY HAYNES, SECOND BY KENDALL TO APPROVE RESOLUTION 24-1276 WILBURTON CITY COUNCIL SUPPORTING THE CONTINUED PARTICIAPTION IN THE MAIN STREET PROGRAM.

Upon roll call, members voted as follows:

LITTLEJOHN	YES	COCKE	YES	KENDALL	YES
HAYNES	YES	GOAD	YES		

5. **Discuss and take possible action to approve BOK Corporate Card.**

Due to presenters not being able to be present at this time, this agenda item will need to be tabled until next months city council meeting.

MOTION BY LITTLEJOHN, SECOND BY COCKE TO APPROVE TO TABLE BOK CORPORATE CARD FOR NEXT MONTHS COUNCIL MEETING.

Upon roll call, members voted as follows:

LITTLEJOHN	YES	COCKE	YES	KENDALL	YES
HAYNES	YES	GOAD	YES		

6. **Review and take possible action to approve best of (3) quotes for a new backhoe loader for the City of Wilburton Street Department.**

PWA Director Mike Elder presented 3 quotes for the new piece of equipment and explained at this point the City/PWA are spending more money on repairs then what the older piece of equipment is worth. Ward 1 – Allen Littlejohn asked just about how much have we been looking at for repairs to which PWA Director – Mike Elder stated approximately $15,000.00 just within the last year. Within looking at quote #1 in the amount of $97,446.34 PWA Director Mike Elder believes this is the best of the 3 quotes they have received. This backhoe is used/pre-owned with a few hours on it, but the company will be applying new hydraulics and new tires as well. Ward 2 – Terry Haynes had some concerns with the warranty maintenance issues, but Mr. Elder responded that he is content and confident this backhoe will be able to handle the specifics and day-to-day operations performed by the PWA and Street Department. This purchase will be using fund balance from the Capital Improvement fund to increase the Street – Capital Outlay expense and a budget amendment will be needed and voted on for approval for next month's city council meeting.

MOTION BY LITTLEJOHN, SECOND COCKE BY TO APPROVE BEST OF (3) QUOTES FOR NEW BACKHOE LOADER FOR THE CITY OF WILBURTON STREET DEPARTMENT.

Upon roll call, members voted as follows:

LITTLEJOHN	YES	COCKE	YES	KENDALL	YES
HAYNES	YES	GOAD	YES		

7. **Review and take action to approve contract and notice of award for the ARPA Wastewater System Improvements Project for Circle B Underground.**

Crysta Watson with ISG Engineering presented the council with updates and information regarding the Wasterwater System Improvements Project. They have received several bids, but most were over the hopeful amount. The bid they have selected will be in the amount of $730,071.00 which will come from the ARPA grant funds previously awarded to the city/PWA. There has been 1 sewer line cutout of the project due to time restraints and prioritizing the major lines that need to be replaced. With the bid they have accepted, after the notice of award and the notice to proceed has been signed, the contractor has asked for a mobilization change order in the amount of $30,000.00 which will also come from the ARPA grant funds awarded previously. The change order cannot be done until after all paperwork/documentation is completed so once the pre-construction and other documents are signed on behalf of the City and Mayor Mayes, Mrs. Watson will then present approval to the council for payment of the mobilization changer order. Mayor Mayes asked what the timeframe will look like from completing these payments and documents to breaking ground with Mrs. Watson responding approximately within a month. Ward 1 – Allen Littlejohn asked how long the project will possibly take with Mrs. Waston responding the agreement/contract states 120 days but it is a large project and could take longer due to weather permitting.

MOTION BY HAYNES, SECOND COCKE BY TO APPROVE CONTRACT AND NOTICE OF AWARD FOR THE ARPA WASTEWATER SYSTEM IMPROVMENTS PROJECT FOR CIRCLE BE UNDERGROUND.

Upon roll call, members voted as follows:

LITTLEJOHN	YES	COCKE	YES	KENDALL	YES
HAYNES	YES	GOAD	YES		

8. **Discuss and take action to approve ARPA Sewer System Improvement form 271 Request #1 in the amount of $73,200.00**

This is a disbursement request form which is required by OWRB. This form is basically a running tally of everything spent to date for the project to help keep track of all expenses.

MOTION BY LITTLEJOHN, SECOND BY GOAD TO APPROVE ARPA SEWER SYSTEM IMPROVEMENTS FORM 271 REQUEST #1 IN THE AMOUNT OF $73,200.00.

Upon roll call, members voted as follows:

LITTLEJOHN	YES	COCKE	YES	KENDALL	YES
HAYNES	YES	GOAD	YES		

New Business

NONE

Mayor Update

Playground equipment has been set at the East End Park. Next, will be the safety fill and placement of new grills, benches, and paint for the pillars. There will then be an opening for the improved park within the next few weeks.

Adjourn.

MOTION BY LITTLEJOHN, SECOND BY HAYNES TO ADJOURN AT 6:08PM.

Upon roll call, members voted as follows:

LITTLEJOHN	YES	COCKE	YES	KENDALL	YES
HAYNES	YES	GOAD	YES		

APPROVAL DATE: THURSDAY AUGUST 8TH, 2024

CINDEE BLANKENSHIP, CITY CLERK

LORAN MAYES, MAYOR

ALLEN LITTLEJOHN, WARD 1

TERRY HAYNES, WARD 2

SARA JANE COCKE, WARD

JAYME GOAD, WARD 4

JULIA KENDALL, WARD 5