CITY OF WILBURTON
REGULAR CITY COUNCIL MEETING MINUTES
AUGUST 8, 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 8th day of August, 2024 at 5:30pm with Mayor - Loran Mayes presiding and leading the group in prayer and the Pledge of Allegiance.

City Clerk – Cindee Blankenship conducted roll call with council members responding:

LITTLEJOHN	PRESENT	COCKE	PRESENT	KENDALL	PRESENT
HAYNES	PRESENT	GOAD	PRESENT		

CITIZENS COMMENTS: *(There were no citizens signed in for comments.)*

1. **Discuss and Take Action if needed to Approve Consent Agenda:**
   a. **Minutes of Regular City Council Meeting July 11, 2024.**
   b. **Minutes of Special City Council Meeting July 18, 2024.**
   c. **July 2024 Claims for Payment.**
   d. **Payment of Payrolls August 9 thru September 12, 2024.**
   e. **Arledge Certified Public Accountants Invoice FY-2024 Audit Engagement Letter in the amount of $19,550.00 to be split between the City of Wilburton and Wilburton Public Works Authority.**
   f. **Renewal: GOGov FY 2024-2025 License for Citizen Request Management, Code Enforcement, Notifications and Alerts in the amount of $11,304.00.**

MOTION BY LITTLEJOHN SECOND BY GOAD TO APPROVE CONSENT AGENDA.
Upon roll call, members voted as follows:

LITTLEJOHN	YES	COCKE	YES	KENDALL	YES
HAYNES	YES	GOAD	YES		

2. **Discuss and Take Action if needed to Approve Budget Amendment #2 in the amount of $97,447.00 to Yellow House Machinery – purchase of 2020 John Deere Backhoe/Loader for the City of Wilburton Street Department.**

Quote was approved at the previous council meeting and needed to be followed up with approval of a budget amendment.

MOTION BY HAYNES SECOND BY COCKE TO APPROVE BUDGET AMENDMENT #2.
Upon roll call, members voted as follows:

LITTLEJOHN	YES	COCKE	YES	KENDALL	YES
HAYNES	YES	GOAD	YES		

3. **Discuss and Take Action if needed to Approve Budget Amendment #3 in the amount of $7,379.00 to Mission Carpet and Floors to replace flooring at the Chamber of Commerce Building.**

Mayor Mayes and City Clerk - Cindee Blankenship explained that these funds will come from the flood insurance claim processed in the previous year's budget and will be transferred over to this year's budget.

MOTION BY LITTLEJOHN SECOND BY KENDALL TO APPROVE BUDGET AMENDMENT #3.
Upon roll call, members voted as follows:

LITTLEJOHN	YES	COCKE	YES	KENDALL	YES
HAYNES	YES	GOAD	YES		

4. **Discuss and Take Action if needed to Approve BOK Corporate Card.**

Mayor Mayes explained purchasing and security issues with our current card service provider and the possibility of switching to Bank of Oklahoma's corporate card services. BOK Representatives Karla Taylor and Ashley Horlacher presented information to council of the various uses of BOK corporate card services and what financial information will need to be submitted for the credit process.

City Attorney Richard Lerblance stated no action or vote will be needed at this time however, council will need to approve the information City of Wilburton will be submitting to BOK at the next meeting.

5. **Discuss and Take Action if needed to Approve City of Wilburton Special Event Planning Guide and Permit Application.**

Mayor Mayes states this guide and permit application will assist in communication between the community and all City of Wilburton departments with any expectations or assistance needed within an appropriate and timely manner. Currently there is no cost for the permit.

MOTION BY LITTLEJOHN SECOND BY COCKE TO APPROVE CITY OF WILBURTON SPECIAL EVENT PLANNING GUIDE AND PERMIT APPLICATION.
Upon roll call, members voted as follows:

LITTLEJOHN	YES	COCKE	YES	KENDALL	YES
HAYNES	YES	GOAD	YES		

6. **Discuss and Take Action if needed to Approve Food Truck and Vendor Packet Checklist.**

Mayor Mayes presented information from the State of Oklahoma and Fire Marshall Association for new food truck and vendor requirements along with information from the local Health Department. Ward 2 – Terry Haynes asked if inspections are to be done on a regular basis to which Mayor Mayes responded that inspections/visits will occur at the discretion of these entities. The City of Wilburton will be not be held responsible for doing inspections. Mayor Mayes also informed council of the "first come, first serve" issue for food truck/vendor spaces. Mayor Mayes would like to move this process to an online reservation option, which will be the RecDesk portal that the City of Wilburton uses for Parks and Recreation.

MOTION BY HAYNES SECOND BY GOAD TO APPROVE FOOD TRUCK AND VENDOR PACKET CHECKLIST.
Upon roll call, members voted as follows:

LITTLEJOHN	YES	COCKE	YES	KENDALL	YES
HAYNES	YES	GOAD	YES		

New Business

- **Professional Builders of Eastern Oklahoma quote in the amount of $81,750.00 – Drywall Materials and Labor for Work Ready Oklahoma building.**

MOTION BY LITTLEJOHN SECOND BY GOAD TO APPROVE PROFESSIONAL BUILDERS OF EASTERN OKLAHOMA QUOTE.
Upon roll call, members voted as follows:

LITTLEJOHN	YES	COCKE	YES	KENDALL	YES
HAYNES	YES	GOAD	YES		

- **Sconyers Heat & Air LLC. quote in the amount of $59,800.00 – Materials and Labor of Heating and Air units for Work Ready Oklahoma building.**

MOTION BY HAYNES SECOND BY COCKE TO APPROVE HEATING AND AIR Quote.
Upon roll call, members voted as follows:

LITTLEJOHN	YES	COCKE	YES	KENDALL	YES
HAYNES	YES	GOAD	YES		

Mayor Update

- *Park at East End finishes and Grand Opening - Aug. 22cd*
- *WPD Back the Blue Bull Bash - September 14th*
- *Airport Project has come to a halt currently due to rising costs. In speaking with the FAA and Oklahoma Aeronautics, the City of Wilburton will be able to apply for a grant for reimbursement on previous expenses.*
- *Youth Boating Class with Oklahoma Lake Patrol - Aug. 9th*
- *Flag Football Meeting - Aug. 1st – around 15 families showed up interested. Approximately 3-5 towns are looking to bring flag football to their communities and could potentially partner with City of Wilburton Parks and Recreation to start a Flag Football Program. The ages will*

approximately be for 3rd grade and below as those were the grades that attended the meeting and we are looking at possibly starting in November.

- *SE Plant Local Market Opening – Sept. 7th*

Adjourn.

MOTION BY LITTLEJOHN SECOND BY COCKE TO ADJOURN AT 6:20PM.

Upon roll call, members voted as follows:

LITTLEJOHN	**YES**	**COCKE**	**YES**	**KENDALL**	**YES**
HAYNES	**YES**	**GOAD**	**YES**		

APPROVAL DATE: THURSDAY SEPTEMBER 5TH, 2024.

Cindee Blankenship
CINDEE BLANKENSHIP, CITY CLERK

Loran Mayes
LORAN MAYES, MAYOR

Allen Littlejohn
ALLEN LITTLEJOHN, WARD 1

Terry Haynes
TERRY HAYNES, WARD 2

Sara Jane Cocke
SARA JANE COCKE, WARD 3

Jayme Goad
JAYME GOAD, WARD 4

Julia Kendall
JULIA KENDALL, WARD 5