CITY OF WILBURTON
REGULAR MEETING MINUTES
DECEMBER 12TH, 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 12th day of December, 2024 at 5:30pm with Mayor - Loran Mayes presiding. Victor Duran – Sonshine Fellowship Church lead the group in prayer along with Mayor Mayes then leading the Pledge of Allegiance to follow.

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

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

CITIZENS COMMENTS: *NONE*

1. Discuss and Take Action to if needed to Approve Consent Agenda:
   a. November 2024 Claims for Payment.
   b. Payment of Payrolls December 13th – January 9th, 2024.

MOTION BY HAYNES SECOND BY COCKE TO APPROVE THE CONSENT AGENDA.
Upon roll call, members voted as follows:

LITTLEJOHN	YES	COCKE	YES	KENDALL	YES
HAYNES	YES	GOAD	YES		

2. Discuss and Take Action to Approve Minutes of Regular City Council Meeting November 14th, 2024.
   Ward 4 – Jayme Goad Absent

MOTION BY HAYNES SECOND BY KENDALL TO APPROVE MINUTES OF REGULAR CITY COUNCIL MEETING NOVEMBER 14th, 2024.
Upon roll call, members voted as follows:

LITTLEJOHN	YES	COCKE	YES	KENDALL	YES
HAYNES	YES	GOAD	ABSTAIN		

3. Discuss and Take Action to Approve Resolution: 24-1277 City of Wilburton Employee Holidays.

MOTION BY COCKE SECOND BY GOAD TO APPROVE RESOLUTION: 24-1277.
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: 24-1278 2025 City of Wilburton City Council meetings.

MOTION BY GOAD SECOND BY KENDALL TO APPROVE RESOLUTION: 24-1278.
Upon roll call, members voted as follows:

LITTLEJOHN	YES	COCKE	YES	KENDALL	YES
HAYNES	YES	GOAD	YES		

5. Discuss and Take Action to Approve Resolution: 24-1279 2025 City of Wilburton Planning and Zoning Commission meetings.

MOTION BY LITTLEJOHN SECOND BY COCKE TO APPROVE RESOLUTION: 24-1279.
Upon roll call, members voted as follows:

LITTLEJOHN	YES	COCKE	YES	KENDALL	YES
HAYNES	YES	GOAD	YES		

6. **Discuss and Take Action to Approve Resolution: 24-1280 2025 City of Wilburton Board of Adjustments meetings.**

MOTION BY LITTLEJOHN SECOND BY KENDALL TO APPROVE RESOLUTION: 24-1280.
Upon roll call, members voted as follows:

LITTLEJOHN	YES	COCKE	YES	KENDALL	YES
HAYNES	YES	GOAD	YES		

7. **Discuss and Take Action to Approve Resolution: 24-1281 City of Wilburton 2025 Economic Development Committee meetings.**

MOTION BY COCKE SECOND BY KENDALL TO APPROVE RESOLUTION: 24-1281.
Upon roll call, members voted as follows:

LITTLEJOHN	YES	COCKE	YES	KENDALL	YES
HAYNES	YES	GOAD	YES		

8. **Discuss and Take Action to Approve Resolution: 24-1282 City of Wilburton 2025 Fall Festival Committee meetings.**

MOTION BY GOAD SECOND BY KENDALL TO APPROVE RESOLUTION: 24-1283.
Upon roll call, members voted as follows:

LITTLEJOHN	YES	COCKE	YES	KENDALL	YES
HAYNES	YES	GOAD	YES		

9. **Discuss and Take Action to Approve Proclamation: April 10th as City-Wide Digger Day.**

Wilburton High School - School and Community Partnership class students Caleb Brunson, Starr Meaders, and Hudson Williams presented council with a proclamation for April 10th as City-Wide Digger Day and shared historic information regarding Wilburton and the digger mascot. These students have taken field trips to visit historical sites and partnered with the various community leaders and organizations to learn about the history of Wilburton. This proclamation proposes to connect today's community members to the importance of history in being a Wilburton Digger. Ward 2 Terry Haynes mentioned incorporating the old and significant concrete foundations located between the new gym and WHS grounds. Oklahoma State Mining Commission member David Donoley shared they were apart of the old salt mines and a part of the mining community.

Mayor Mayes and the council appreciates the efforts of these students learning about the rich history of Wilburton to present this proclamation and looks forward to celebrating April 10th as City-Wide Digger Day.

MOTION BY LITTLEJOHN SECOND BY GOAD TO APPROVE PROCLAMATION: APRIL 10th as City-Wide Digger Day.
Upon roll call, members voted as follows:

LITTLEJOHN	YES	COCKE	YES	KENDALL	YES
HAYNES	YES	GOAD	YES		

10. **Discuss and Take Action to Approve Ordinance: 24-1116 OKMRF Amending Employee Retirement System, Defined Benefit Plan and Joinder Agreement.**

City Clerk Cindee Blankenship informed this is an annual renewal for the OKMRF – Retirement System Agreement/Ordinance.

MOTION BY LITTLEJOHN SECOND BY COCKE TO APPROVE ORDINANCE: 24-1116.
Upon roll call, members voted as follows:

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

11. **Discuss and Take Action to Approve Transfer of $200,000.00 from the Capital Improvement fund to the General Government fund for outstanding reimbursement pending Work Ready Oklahoma August-November purchases in the amount of $513,000.00**

Mayor Mayes explains this transfer will be used a buffer for the City of Wilburton while waiting on reimbursement from the State of Oklahoma for Work Ready Oklahoma expenditures. City Clerk Cindee Blankenship presented a statement from Latimer State Bank to review the balance of the Capital Improvement fund. She also informed council that the funds are currently not needed however to be comfortable in meeting end of the year obligations the City of Wilburton would like to go ahead and process this transfer just in case. Once the State of Oklahoma has processed the reimbursements for Work Ready Oklahoma expenditures, those funds will then be transferred back into the Capital Improvement fund.

MOTION BY COCKE SECOND BY GOAD TO APPROVE TRANSFER OF $200,000.00 FROM THE CAPITAL IMPROVEMENT FUND TO THE GENERAL GOVERNMENT FUND.
Upon roll call, members voted as follows:

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

12. **Discuss and Take Action to Accept the donation of a building located at the East 12' of lot twenty (20) and all of lot twenty-one (21) in block forty-eight (48) to the City of Wilburton, Latimer county, State of Oklahoma located at 119 W. Main Street for the amount of $250,000. The value is evidenced by an appraisal completed as of October 6th, 2022 that considered improvements made to the property. It is accepted on the condition that Wagner and Lynch, PLLC provide work in exchange for a gift in kind receipt or other documentation to convert the existing structure to a pickleball court for public use while retaining the "front" area of the building including the signed bricks, concession area, and bathrooms. Tabled from previous meeting.**

Mr. Blake Lynch presented council with further information regarding the above listed property. The plans for the property are to convert it to a pickleball court. Mr. Lynch informed council that the appraisal they were previously presented with was the original plans for the property, but those have changed and the City of Wilburton has no ties or legal binding to that appraisal as it was just for informational purposes. Mr. Lynch stated he needed tax form: 8283 completed which is used to report noncash charitable contributions valued at more than $500 and assist taxpayers to claim a deduction for the fair market value of donated property. Properly filing Form 8283 ensures that Mr. Lynch will be able to take full advantage of the tax benefits of his charitable contributions while maintaining compliance with IRS rules.

Mr. Lynch would like to complete this form before the end of the year if possible. Mr. Lynch understands there were concerns about finishing the project. Finishes for the pickleball court are ongoing with the hopes of donating a final product to the City of Wilburton after the beginning of the new year. Mr. Lynch does currently carry liability insurance and will have a construction policy listing the City of Wilburton as the beneficiary until construction is complete. Once the project is complete there will be a structure where lights can be installed, caps will be installed on top of the walls on each side, a roof and doors will be installed.

The front entrance consisting of the historical bricks and lobby area will be sealed off for any future renovations or use deemed by the City of Wilburton. Ward 1 - Allen Littlejohn asked PWA Director Mike Elder about sewer/plumbing issues upon further possible renovations with Mr. Elder responding to his knowledge there are no sewer issues at this time. The the plumbing is mostly copper and would be easy to adjust/repair if needed. City Attorney Richard Lerblance asked Mr. Lynch if he could provide a copy of insurance and a title opinion for the property. The title opinion includes an attorney providing their opinion on the ownership of a property based on property records and the current title and also describes the current ownership rights and any necessary actions to make those rights marketable.

Mr. Lynch is happy to provide the above documents requested by Mr. Lerblance along with an updated contract/agreement and a warranty deed upon completion of the project and presentation of the donation. Mr. Lerblance also asked Mayor Mayes upon accepting the donation, what will the City of Wilburton like to do with the property. Mayor Mayes believes this property could provide various opportunities such as a host for downtown recreational activities, public restrooms, and ect. Mayor Mayes also states that the City of Wilburton can renovate the remainder of the property upon their own timeline while still having an active pickleball court.

MOTION BY LITTLEJOHN SECOND BY GOAD TO ACCEPT DONATION OF BUILDING AT THE EAST 12' OF LOT TWENTY (20) AND ALL OD LOT TWENTY-ONE (21) IN BLOCK FORTY-EIGHT (48) TO THE CITY OF WILBURTON, LATIMER COUNTY, STATE OF OKLAHOMA LOCATED AT 119 WEST MAIN STREET WITH THE DONORS COMPLIANCE OF THE TERMS PRESENTED ABOVE AND SET FORWARD BY CITY OF WILBURTON ATTORNEY RICHARD LERBLANCE.
Upon roll call, members voted as follows:

LITTLEJOHN	YES	COCKE	YES	KENDALL	YES
HAYNES	YES	GOAD	YES		

13. **Discuss and Take Action to Approve Change Order #1 for the ARPA Wastewater System Improvements Project.**

PWA Director Mike Elder informed council that to get the Wastewater Plant back online he has to prioritize certain pieces of the project. Even with the current changes, Mr. Elder believes this is what is best for the direction of the project and use of the funds the City of Wilburton had received for the project. City Attorney Mr. Lerblance counseled to add the total amount upon the motion of approval of Change Order #1.

MOTION BY LITTLEJOHN SECOND BY HAYNES TO APPROVE CHANGE ORDER #1 IN THE AMOUNT OF $7, 853.33 FOR THE ARPA WASTEWATER SYSTEM IMPROVEMENTS PROJECT.
Upon roll call, members voted as follows:

LITTLEJOHN	YES	COCKE	YES	KENDALL	YES
HAYNES	YES	GOAD	YES		

14. **Discuss and Take Action to Approve Pay Application #1 for the ARPA Wastewater Improvements Project.**

Mayor Mayes states that the Pay Application presented is due to the changing of charges from the original project over to the new one and covers mobilization fees.

MOTION BY LITTLEJOHN SECOND BY GOAD TO APPROVED PAY APPLICATION #1 IN THE AMOUNT OF $28,500.00 FOR THE ARPA WASTEWATER IMPROVEMENTS PROJECT.
Upon roll call, members voted as follows:

LITTLEJOHN	YES	COCKE	YES	KENDALL	YES
HAYNES	YES	GOAD	YES		

15. **Discuss and Take Action to Approve R2 layer over C3 lot located at SW 12th and Taft Avenue.**

The Board of Adjustment convened in a Public Hearing meeting Thursday December 5th to discuss a zoning change request regarding the lot listed above currently zoned C3. The board would like to preserve the (C3-commercial) zoning and just ass a layer (R2-multi-family residential) over it instead of completely changing the zoning. This property is being purchased in hopes of potentially providing tiny home like rental properties.

MOTION BY HAYNES SECOND BY COCKE TO APPROVED R2 LAYER OVER C3 LOT LOCATED AT SW 12th AND TAFT AVENUE.
Upon roll call, members voted as follows:

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

New Business
NONE

Mayor Update
NONE

Adjourn.

MOTION BY LITTLEJOHN SECOND BY GOAD TO ADJOURN AT *6:27PM*.
Upon roll call, members voted as follows:

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

APPROVED: TUESDAY JANUARY 7th, 2025.

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

JAYME GOAD, WARD 4

Julia Kendall
JULIA KENDALL, WARD 5