CITY OF WILBURTON
REGULAR CITY COUNCIL MEETING MINUTES
THURSDAY MAY 8th, 2025 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 May, 2025 at 5:30pm with Mayor Loran Mayes presiding. PWA Director Mike Elder led the group in prayer with Mayor Mayes then leading 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: *NONE*

1. **Discuss and Take Action to Approve Consent Agenda:**
   a. **April 2025 Claims for Payment.**
   b. **Payment of Payrolls May 9th- June 12th, 2025.**
   c. **Minutes Regular City Council meeting April 10th, 2025.**

MOTION BY LITTLEJOHN SECOND BY HAYNES 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 Arledge and Associates Audit Report for FY 2023-2024.**

Mayor Mayes opened the discussion and informed council that CPA Partner Jake Winkler is available on call for any questions or concerns regarding the FY 2023-2024 Audit Report.

Ward 2 Terry Haynes:

- *Page 13 – Changes in Net Position - Expenses - 79% percent increase regarding General Government. City Clerk Cindee Blankenship explained the increase is due to ARPA grant funds. The general fund has 4 separate sub-accounts with ARPA funds being one of them. Funds are deposited into the general fund and then dispersed out where needed.*
- *Page 14 – Governmental Activities – decrease in net position of 460% from prior year. Mayor Mayes explained that is an accurate calculation due to almost 300% in principal retirement and the rest would be from the airport due to not getting the grant.*
- *Page 15 – Contacting the City's Financial Management - Should we add information regarding the GOGov App and use it as a source as well? Mayor Mayes explained currently there is not a way for it to go directly to the City Clerk, but we could possibly add it or an email address in the future.*
- *Page 33 – Schedule of Transfers Between Funds and Legal Entities – City Clerk Cindee Blankenship explained this is due to city sales tax and is the way they post it to show it coming in and out.*

City Attorney Richard Lerblance:

- *Page 39 – Commitments and Contingencies - Litigation – Mr. Lerblance stated he is unaware of any litigation at this time. Mayor Mayes stated she contacted CPA Partner Jake Winkler prior to meeting to get clarification. It is general wording and description that is placed in each audit just in case such an instance was to occur.*

Mayor Mayes:

- *Page 49 - Report on Internal Controls Over Financial Reporting - states that no deficiencies in internal control were identified or were considered to be material weaknesses, therefore she is proud and appreciates all of the hard work our staff and audit partners have done in order to complete this audit.*

MOTION BY HAYNES SECOND BY GOAD TO APPROVE ARLEDGE AND ASSOCIATES AUDIT REPORT FOR FY 2023-2024.
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 Renewal of City of Wilburton Employee Handbook and Policies.**

Mayor Mayes stated the last revision of the handbook was in 2008 and due to updated/new federal and state laws the handbook needs to be amended in order to reflect those. The newly proposed handbook is based on the general provision recommended/provided by OMAG that can be tailored to the specifics of a municipality. Mayor Mayes would like to amend the following:

- *Page 7 – Workplace Policies – Addition of Orientation/Probation Period Policy*
- *Page 11, 13 and 21– Removal/amendment of bold statements and addition of an appeal statement regarding at-will employment information. The city does have to adhere to the at-will employer status for the State of Oklahoma, so that definition would have to remain, but we can remove the additional bold statements. The city values and has been successful in using the current disciplinary action process and would like to continue to use it as proposed.*

Ward 2 Terry Haynes asked if there is an ordinance/policy currently in place for an appeal process for employees with Mayor Mayes responding she currently believes there is only one for Supervisor positions. Ward 1 Allen Littlejohn would like an appeal process/policy developed for all employees/positions as he does not agree with the message it could send to city employees. Mayor Mayes will work with Mr. Lerblance to amend those statements and will present it again at the next meeting.

MOTION BY HAYNES SECOND BY GOAD TO TABLE AGENDA ITEM 3 - RENEWAL OF CITY OF WILBURTON EMPLOYEE HANDBOOK AND POLICIES FOR RECOMMENDED AMENDMENTS.
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 Renewal of Crawford and Associates contract for FY 2025-2026.**

City Clerk Cindee Blankenship stated rates did increase $10.00 for each item, but all other agreement context remains the same as previous year.

MOTION BY HAYNES SECOND BY KENDALL TO APPROVE RENEWAL OF CRAWFORS AND ASSOCIATES CONTRACT FOR FY 2025-2026.
Upon roll call, members voted as follows:

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

5. **Discuss and Take Action if needed Approve Renewal of Feed The Need Foundation Center Support Agreement for FY 2025-2026.**

City Clerk Cindee Blankenship stated there were no changes or increases. Agreement context remains the same as previous year.

MOTION BY COCKE SECOND BY GOAD TO APPROVE RENEWAL OF FEED THE NEED FOUNDATION CENTER SUPPORT AGREEMENT FOR FY 2025-2026.
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 Pay Application #2 in the amount of $127,281.00 for the ARPA Wastewater Improvements Project.**

PWA Mike Elder shared a quick update regarding the Wastewater Improvements Project. The project experienced some permitting issues but is now back on track.

MOTION BY LITTLEJOHN SECOND BY KENDALL TO APPROVE PAY APPLICATION #2 IN THE AMOUNT OF $127,281.00 FOR THE ARPA WASTEWATER IMPROVEMENTS PROJECT.
Upon roll call, members voted as follows:

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

7. **Discuss and Take Action if needed to Approve Engineering Invoice WI-23-01-04 in the amount of $18,656.00 for ARPA Wastewater Improvements Project.**

MOTION BY HAYNES SECOND BY GOAD TO APPROVE ENGINEERING INVOICE WI-23-01-04 IN THE AMOUNT OF $18,656.00 FOR THE ARPA WASTEWATER IMPROVEMENTS PROJECT.
Upon roll call, members voted as follows:

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

New Business: *NONE*

Mayor's Update: *Summer/Friday Night Events - A great group of volunteers will be working together to provide fun themed activities and concessions at Rosebure Park on Friday nights throughout Summer. Mr. Lerblance recommends checking with OMAG to ensure those events will be covered by the city's insurance as well.*

Adjourn.
MOTION BY LITTLEJOHN SECOND BY COCKE TO ADJOURN AT 6:10 p.m.
Upon roll call, members voted as follows:

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

APPROVED: MONDAY JUNE 9th, 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