

MINUTES OF THE REGULAR MEETING
OF THE TOWN OF PORTER HELD
THURSDAY, APRIL 4, 2024

1. Call to order.

The meeting was called to order by Mayor Bradah Littlefield at 6:25 p.m.

2. Roll call, declaration of a quorum being present.

Members present were: Whitney Littlefield, Bradah Littlefield, Clifford Marshall Jr., Norma Meyer, and Kristin Eaton. A quorum was present.

Others present were: Jackie Todd, Adam Springsted, Nick Jackson, Dahlita Tracy, Paul Wood, Melanie Merritt, Cory Merritt, Dale Holloway, Levi Webb, David Webb, John Woolley, Dallas Culp, Teddy Abbott, and Shirley Herring.

3. Prayer.

Mayor Bradah Littlefield said a prayer.

4. Pledge of Allegiance.

The Board members and members of the audience recited the Pledge of Allegiance.

5. Necessary action concerning approval of the consent agenda:

- a. Approval of the minutes of the previous meeting.
- b. Approval of the purchase orders.
- c. Approval of the payroll purchase orders.

Motion was made by Clifford Marshall, Jr. to approve the consent agenda. (items a, b and c). The motion was seconded by Kristin Eaton. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

6. Consideration and possible action on items removed from the consent agenda.

No items were removed from the consent agenda.

7. Appearances or petitions from the audience:

(a) Melanie Merritt to speak about upcoming activities of the Porter Lions Club. Melanie Merritt said the Porter Lions Club is wanting to erect a gateway entrance at Tourist Park. She said this entrance will be in front of the stage up by the sidewalk. Ms. Merritt give the Board members a picture of how the gateway will look. The Board members liked the looks of the gateway. There were no objections to the Lions Club putting up this gateway. Mayor Bradah Littlefield said some work needs to be done at Lions Park. Ms. Merritt said the Lions Club will help pay for improvements at the park.

- (b) Bill Miller concerning opening an RV park in Town limits.
Mr. Miller was not present at the meeting.

- (c) Dale Holloway concerning putting tiny homes in the Town limits.
Dale Holloway appeared before the Board. Mr. Holloway said he has twelve vacant lots located on North 6th Street that he would like to place tiny homes on to be rented out. He said he is going to put one tiny home for every two lots. Kristin Easton asked Mr. Holloway if he had pictures of what the tiny homes will look like. Mr. Holloway said he did not have any pictures with him, but he could get pictures. He said he can draw up a layout of how the homes will be placed on the property.

- (d) Others from the audience.
There were no appearances or petitions from the audience.

8. Discussion and possible action concerning:

- a) Approval of Resolution 2024-1, authorizing the Town of Porter to submit an application to the Oklahoma Department of Transportation for a Transportation Alternatives Program (TAP) Grant.

The Board members looked over the resolution. This resolution is for the Town of Porter to submit an application to Oklahoma Department of Transportation for funds in the amount of \$29,794.50. Motion was made by Clifford Marshall to approve Resolution 2024-1, authorizing the Town of Porter to submit an application to the Oklahoma Department of Transportation for a Transportation Alternatives Program (TAP) Grant. The motion was seconded by Norma Meyer. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

- b) Allowing Bill Miller to open an RV park in the Town limits.
Bill Miller was not present at the meeting; therefore, no action was taken on this item.

- c) Allowing Dale Holloway to put tiny homes in the Town limits.
No action was taken on this item until further information is received on how the tiny homes look and how they will be located on the property.

- d) Approval of having a Town clean up day and setting the time and date for the clean up.

Jackie Todd suggested having the clean up day on the first Saturday in May. Motion was made by Bradah Littlefield to have the clean up day on May 4, 2024, from 8:00 a.m. to 2:00 p.m. The motion was seconded by Whitney Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

e) Reviewing and possibly awarding bid for Cresthaven Avenue and Dixieland Avenue street resurfacing.

Two bids were received. One bid was from AllenCo LLC for \$210,750.00. The second bid was from Anglers GC for \$185,000.00. These bids were to sweep, clean, put down tack coat, and a 2" overlay. Mayor Littlefield said the Town has received a grant for \$148,000.00 to resurface these streets. She said the difference will be paid out of the Street and Alley Fund. Motion was made by Bradah Littlefield to award the bid to Anglers GC for \$185,000.00. The motion was seconded by Norma Meyer. Voted yes Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

f) Approval of building permit for Dale Holloway for placing a mobile home at 306 N. 6th Street.

The Board members looked over the permit. Mr. Holloway is asking to place a 1998 mobile home at 306 N. 6th Street. Mayor Bradah Littlefield said the Town has an ordinance that states no mobile home older than five years shall be allowed to locate in the Town limits. Motion was made by Bradah Littlefield to deny the permit for Dale Holloway for placing a mobile home at 306 N. 6th Street. The motion was seconded by Norma Meyer. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

g) Purchasing flag holders for veterans' grave sites.

Mayor Bradah Littlefield said she would like to purchase flag holders for the veterans' graves. She said she is working on getting a donation to purchase the flag holders, but the donation has not come through yet. Motion was made by Bradah Littlefield to table this item. The motion was seconded by Norma Meyer. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

h) Purchasing flags for veterans' grave sites.

Mayor Bradah Littlefield said there are approximately 200 veterans' grave sites. Motion was made by Whitney Littlefield to purchase 200 small flags for the veterans' grave sites. The motion was seconded by Bradah Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

9. Reports from:

a) Fire Department.

Fire Chief Adam Springsted reported that the firefighters responded to 43 calls in March 2024, which included 27 medical calls, 5 motor vehicle accidents, 8 brush fires, 2 vehicle fires, and 1 public assist. He said the fire department used 9,000 gallons of water in March, 2024. Adam said John Woolley was present at the meeting to discuss the burn out contest the fire department is wanting to do as a fundraiser. Mr. Woolley said he has been in charge of several burn out contests in different towns. He said the Town will have to furnish concrete barriers and security to make sure no one crosses the barriers. He said there will also have to be a lot of volunteers. Adam said the firefighters will volunteer. Mr. Woolley said he will look around town and find a place for the burn

out to be held. Adam said the firefighters are going to have a cook off at the same time as the burn out contest.

b) Department heads.

No reports.

c) Mayor

No report.

10. New business.

Mayor Bradah Littlefield said there are several headstones at the cemetery that have fallen over, several that need to be leveled, and some that need to be repaired. She said there was a company setting a headstone at the cemetery this week that said they do this type of work. Jackie Todd said this company charges \$20.00 per foot for the length of the headstone. He said most headstones are three to six feet in length. He said there are about 40 headstones that need to be either leveled or repaired. Motion was made by Bradah Littlefield to fix the headstones up to \$5,000.00. The motion was seconded by Whitney Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

In other new business, Mayor Bradah Littlefield said some of the bigger flags at the cemetery need to be replaced. Motion was made by Bradah Littlefield to purchase flags to replace the worn flags and to purchase two flag pole lights. The motion was seconded by Whitney Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

11. Adjournment.

Motion was made by Norma Meyer to adjourn. The motion was seconded by Kristin Eaton. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

Meeting adjourned at 7:21 p.m.



BRADAH LITTLEFIELD, MAYOR



SHIRLEY HERRING, TOWN CLERK