

MINUTES OF THE REGULAR MEETING  
OF THE TOWN OF PORTER HELD  
THURSDAY, AUGUST 8, 2024

1. Call to order.

The meeting was called to order by Mayor Bradah Littlefield at 6:00 p.m.

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

Members present were: Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Whitney Littlefield came into the meeting at 6:11 p.m., during the zoom presentation by Lauren Garff. A quorum was present.

Others present were: William Miller, Dahlita Tracy, Kimberly Mullen, Jess Crow, David Webb, Paul Woods, Jackie Todd, Adam Springsted, Joey Hatfield, Kendra Moore, Kerry Yochum, 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 Kristin Eaton to approve the consent agenda (items a, b, and c). The motion was seconded by Norma Meyer. Voted yes: Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

6. Consideration of items removed from the consent agenda.

No items were removed from the consent agenda.

7. Appearances or petitions from the audience.

- a. Bill Miller concerning opening an RV Park in the Town limits.

Bill Miller appeared before the Board. Mr. Miller gave the Board members copies of the plans he has to build an RV park on property located behind Prime Stop. The Board members looked over the plans.

- b. Presentation by Lauren Garff about the website TextMyGov per Zoom video.

Lauren Garff said this website enables efficient, convenient and personalized interaction between municipalities and their citizens, such as sending out alerts when the water is going to be shut off for repairs. She said citizens can text their municipality to find information or opt into a five digit number to receive specific notifications. She said it will cost the Town \$1,500.00 a year to get on this website, plus a \$500.00 start up fee. Mayor Bradah Littlefield said it was not put on the agenda as an action item to vote for the Town to pay to get on this website; therefore, this will have to be put on the agenda for the next regular Board meeting.

8. Discussion and possible action concerning

- (a) Project for Rural Economic Action Plan (REAP) Grant through Eastern Oklahoma Development District (EODD).

The Boards members discussed updating the heating and air conditioning at the Town building located east of Town (Red Barn), and doing some additional updates to the building. Motion was made by Bradah Littlefield to apply for doing improvements and updates to the Red Barn. 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) Approval of Resolution #2024-3, authorizing application for financial assistance from the REAP Fund through EODD.

This resolution states that it is in the best interest of the citizens of the Town of Porter to expedite the preparation and submission of an application for financial assistance from the REAP Fund in the form of a grant. Motion was made by Clifford Marshal, Jr. to approve Resolution #2024-3, authorizing application for financial assistance from the REAP Fund through EODD. The motion was seconded Norma Meyer. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

- (c) Allowing Bill Miller to open an RV park in Town limits.

Motion was made by Norma Meyer to allow Bill Miller to open an RV park in the Town limits. The motion was seconded by Clifford Marshall, Jr. Voted yes: Clifford Marshall, Jr., and Norma Meyer. Voted no: Whitney Littlefield, Bradah Littlefield, and Kristin Eaton. Motion did not carry.

- (d) Purchasing shirts for employees.

Mayor Bradah Littlefield said she liked the shirts that were purchased for the employees. She said two shirts were purchased for each employee. She said the employees need more than two shirts. Joey Hatfield said the shirts that were purchased have Town of Porter printed on the front of the shirt. Joey said he would also like to have Town of Porter printed on the back of the shirts. Motion was made by Whitney Littlefield to purchase five t-shirts per employee. 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.

- (e) Approval of building permit for Darryl Hale.

The Board members looked over the permit. This permit state that Darryl Hale wants to add a 16' by 20' addition on to the back of his residence and replace the rock with metal siding. Jackie Todd said he and Fire Chief Adam Springsted have checked this out and everything checks out okay. Motion was made by Whitney Littlefield to approve the building permit for Darryl Hale. 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.

(f) Approval of building permit for Dahlita Tracy.

The Board members looked over the permit. Dahlita Tracy wants to demolish the house and remove the trees at the property located on the corner of 4<sup>th</sup> Street and Dixieland Avenue. Motion was made by Whitney Littlefield to approve the building permit for Dahlita Tracy. 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.

(g) Changing hours of operation.

Mayor Bradah Littlefield said the employees would like to take a 30 minutes lunch instead of an hour lunch, and close at 4:30 p.m., instead of 5:00 p.m. Motion was made by Norma Meyer to change the hours of operation to close at 4:30 p.m., with 30 minutes off for lunch. The motion was seconded by Kristin Eaton. Voted yes: Bradah Littlefield, Clifford Marshall, Jr. Norma Meyer, and Kristin Eaton. Voted no: Whitney Littlefield. Motion carried.

9. Request for an Executive Session as authorized by O.S. Title 25 §307 (B) (1) to discuss raises for employees.

Motion was made by Whitney Littlefield to go into Executive Session. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norman Meyer, and Kristin Eaton. Voted no: None. Motion carried. The Board members went into Executive Session at 6:50 p.m. The Board members returned from Executive Session at 7:06 p.m. Motion was made by Whitney Littlefield to return to regular session. 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.

10. The members of the Board of Trustees will consider and take any action deemed appropriate by member of the Board of Trustees arising out of the discussion held in the foregoing Executive Session.

Mayor Bradah Littlefield said during the executive session the Board members discussed raises for employees. She said a raise was given to the employees in March, 2024, and at that time the Board discussed waiting until the next budget and looking at giving raises in March, 2025. Motion was made by Bradah Littlefield to reevaluate raises in March, 2025. The motion was seconded by Kristin Eaton. Voted yes: Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: Whitney Littlefield. Motion carried.

11. Reports from:

(a) Fire Department.

Fire Chief Adam Springsted reported that the firefighters responded to 34 calls in July, which included 24 medical calls, 6 motor vehicle accidents, 3 brush fires and 1 vehicle fire. He said the fire department used 1,000 gallons of water in July. Adam said the Peach Festival went well. He said the parade line up needs to be moved back to Main Street by the school. He said it is not working to line up the parade on 8<sup>th</sup> Street and Glohaven Avenue.

-4- Town August 8, 2024

(b) Department heads.  
No reports.

(c) Mayor  
Mayor Bradah Littlefield said the Lion's Club gave the Town \$500.00 for helping with the Peach Festival.


12. New business.  
There was no new business to be discussed.

13. Adjournment.  
Motion was made by Whitney Littlefield 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 7:15 p.m.



BRADAH LITTLEFIELD, MAYOR



SHIRLEY HERRING, TOWN CLERK