

MINUTES OF THE REGULAR MEETING
OF THE TOWN OF PORTER HELD
THURSDAY, APRIL 3, 2025

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, Norma Meyer, and Kristin Eaton. Whitney Littlefield came into the meeting at 6:15 p.m, during item #7, awarding of bid for transportation project. Clifford Marshall, Jr. was absent. A quorum was present.

Others present were: Corey Merritt, Melanie Merritt, Kevin Walker, Joey Hatfield, Toni Montessi, Logan Faulconer, Jackie Todd, Adam Springsted, Kendra Moore, Kimmie Mullen, Nick Jackson, Kerry Yochum, Dahlita Tracy, Paul Wood, Darrin Kramer, Steve Dickey, Levi Webb, 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. Public hearing to discuss the accomplishments and to receive public comments on the recently completed Wastewater Treatment Plant Improvement Project (18624 CDBG 22) and to receive citizens' recommendations on future development needs within the Town of Porter. The Porter Board of Trustees will incorporate any comments or proposals, where feasible, in the application to be submitted to the Oklahoma Department of Commerce on or around May 1, 2025.

Mayor Bradah Littlefield opened the public hearing at 6:02 p.m. Darrin Kramer, a representative of the Indian Nations Council of Governments (INCOG), the administer of the CDBG funding, said the 18624 CDBG 22 Wastewater Treatment Plant Improvement Project has been completed. There were no comments or recommendations by members of the audience. Mayor Bradah Littlefield closed the public hearing at 6:05 p.m.

6. Opening and reading aloud bids for the transportation project within the town limits consisting or resurfacing approximately 13 blocks of town streets with a 2" asphalt overlay.

The bids were opened and read aloud by Mayor Bradah Littlefield. Five bids were received. The bids were as follows: (1) A & A Asphalt \$182,962.60, (2) Allen Co. \$186,780.00 (3) Anglers GC \$170,239.00 (4) Glover Associates \$164,478.00 and (5) Steve's Asphalt \$176,200.00.

7. Awarding bid for above listed transportation project.

The Board members discussed awarding the bid to Anglers GC, which has previously completed a street project for the Town. The Board members said Anglers did a good job on this project and Anglers is a locally owned company.

Motion was made by Norma Meyer to award the bid for the above listed transportation project to Angler GC for \$170,239.00. The motion was seconded by Kristin Eaton. Voted yes: Whitney Littlefield, Bradah Littlefield, Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

8. 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: Whitney Littlefield, Bradah Littlefield, Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

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

No items were removed from the consent agenda.

10. Appearances or petitions from the audience:

- a. Cory and Melanie Merritt (Porter Lions Club) concerning closing streets and parking for the Porter Peach Festival.

Corey and Melanie Merritt appeared before the Board. Corey said the Lions Club would like to close Highway 51B starting at P Street. He said traffic would be detoured north on P Street. Corey said the Lions Club would also like to use the Porter Fairgrounds for parking. Jackie Todd and Joey Hatfield said P Street is not wide enough to handle the Peach Festival traffic. Kimmie Mullen said the Red Barn is rented on the Saturday of the Peach Festival. Jackie Todd said also the company doing the water system improvements is going to be storing water pipe and supplies at this location. He suggested using the field across from the baseball field on the east side of First Street for parking during the Peach Festival.

- b. Others from the audience.

There were no appearances or petitions from others in the audience.

11. Discussion and possible action concerning:

- (a) Approval of Resolution #2025-2, accepting the completed Wastewater Treatment Plant Improvement Project (18624 CDBG 22)

The Board members looked over this resolution. This resolution states that the Town of Porter moves to accept the improvements that were completed and has made/ authorizes final payment to Downey Contracting LLC, and INCOG.

Motion was made by Bradah Littlefield to approve Resolution #2025-2, accepting the completed Wastewater Treatment Plant Project (18624 CDBG 22). The motion was seconded by Kristin Eaton. Voted yes: Whitney Littlefield, Bradah Littlefield, Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

(b) Authorizing the Mayor to execute the close out documents for the Wastewater Treatment Improvement Project.

Motion was made by Norma Meyer to authorize the Mayor to execute the close out documents for the Wastewater Treatment Improvement Project. Voted yes: Whitney Littlefield, Bradah Littlefield, Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

(c) Approval of amending Resolution #2021-1 lifting the moratorium on the sale of all grave spaces of cemetery lots located in Sections B, C, D, E, F, G, I, and J in Greenwood Cemetery.

Mayor Bradah Littlefield said at the March meeting, Joe and Melissa VanTuyt requested to purchase some grave spaces in Section I of Greenwood Cemetery. She said several years ago the Town board place a moratorium on the sale grave spaces in the old part of the cemetery, which includes Section I. Mayor Bradah Littlefield said this moratorium will have to be lifted in order to sell the grave spaces to the VanTuyts.

Motion was made by Norma Meyer to approve lifting the moratorium on sale of all grave spaces of cemetery lots located in Section B, C, D, E, F, G, I and J in Greenwood Cemetery. The motion was seconded by Kristin Eaton. Voted yes: Whitney Littlefield, Bradah Littlefield, Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

(d) Pay raise for Logan Faulconer for obtaining D water license.

Motion was made by Whitney Littlefield to give Logan Faulconer a \$1.00 per hour pay raise for obtaining a D water license. The motion was seconded by Bradah Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

(e) Approval of building permit for Darrell Wilkinson to place a tiny home, shop, and portable building on property located at 333 W. Dixieland Avenue.

The Board members looked over the permit. Jackie Todd said there are four lots at this location.

Motion was made by Whitney Littlefield to approve the building permit for Darrell Wilkinson to place a tiny home, shop, and portable building on property located at 333 W. Dixieland Ave. The motion was seconded by Norma Meyer. Voted yes: Whitney Littlefield, Bradah Littlefield, Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

(f) Approval of building permit for Dana Todd to place a tiny home in the town limits.

The Board members looked over the permit. Motion was made by Bradah Littlefield to approve the building permit for Dana Todd to place a tiny home in the town limits. The motion was seconded by Norma Meyer. Voted yes: Whitney Littlefield, Bradah Littlefield, Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

(g) Approval of closing streets for Peach Festival.

No action was taken on this item.

(h) Approval of allowing parking at the Porter Fairgrounds for the Peach Festival.

No action was taken on this item.

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

Motion was made by Bradah Littlefield to have the clean up day on June 7, 2025, from 8:00 a.m. to 2:00 p.m. The motion was seconded by Whitney Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

- (j) Purchasing flags for veterans' grave sites.

Motion was made by Whitney Littlefield to purchase 200 flags for the veterans' grave sites. The motion seconded by Bradah Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

12. Reports from:

- (a) Fire Department.

Fire Chief Adam Springsted reported that the firefighters responded to 40 calls in March, which included 25 medical calls, 11 brush fires, 2 motor vehicle accidents, 1 vehicle fire, and 1 task force. He said the department used 4,000 gallons of water in March, 2025. Adam said all four storm sirens are currently working, but two sirens need to be replaced. He said the sirens cost about \$26,000.00 each. Assistant Fire Chief Nick Jackson said PSO will possibly donate the poles and wiring for the sirens. Adams said the radios the firefighters are currently using need to be replaced. He said they are out of date. He said there are 20 radios that need to be replaced.

- (b) Department heads.

No reports.

- (c) Mayor.

No report.

13. New business.

There was no new business to be discussed.

14. Adjournment.

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

Meeting adjourned at 6:47 p.m.



BRADAH LITTLEFIELD, MAYOR



SHIRLEY HERRING, TOWN CLERK