

MINUTES OF THE REGULAR MEETING
OF THE TOWN OF PORTER HELD
THURSDAY, JUNE 9, 2022

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

Others present were: Jackie Todd, Shana Kilgore, Kendra Moore, Graham Moore, Adam Springsted, Natasha Baucom, Sharon Payne, Sam Hendrix, Toni Montessi, Parker Wilkerson, and Shirley Herring.

3. Prayer.

The Board members and the members of the audience observed a silent moment of 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 meetings.
- b. Approval of the purchase orders.
- c. Approval of the payroll purchase orders.

Motion was made by Whitney Littlefield to approve the consent agenda (items a, b, and c). The motion was seconded by Clifford Marshall, Jr. Voted yes: Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, and Whitney Littlefield. 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. Glen Clark with Lake Region updating the progress of service for the Town of Porter.

Glen Clark appeared before the Board. Mr. Clark said Lake Region's application to install broadband in Porter has been filed. He said he has a good feeling that the application will be approved. He said Lake Region will offer internet and phone services. He said Lake Region is not going to offer television service. Mr. Clark said Lake Region will install fiber optic cable, which will be put underground. He said the funding for the installation of this broadband is dependent on ARPA funding. He suggested that the Porter residents contact Porter's representatives in the State legislature and ask for the funding to be awarded to help bring faster internet to Porter.

- b. Others from the audience.

Kristin Eaton appeared before the Board. Kristin Eaton said she would like to be considered to fill the vacancy on the Board. She said she is member of the community and would like to help the town.

8. Appointing person to fill the vacancy on the Town Board of Trustees.

Motion was made by Whitney Littlefield to appoint Kristin Eaton to fill the vacancy on the Town Board of Trustees. The motion was seconded by Bradah Littlefield. Voted yes: Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, and Whitney Littlefield. Voted no: None. Motion carried.

9. Administering oaths of office to new Board member.

The Oath of Office and the Loyalty Oath were administered to Kristin Eaton by Town Clerk Shirley Herring. After taking the oaths, Kristin Eaton took her place as a member of the Board of Trustees.

10. Discussion and possible action concerning

(a) Approval of 2021-2022 budget amendment #2.

Town Clerk Shirley Herring said this amendment takes funds out of some expenses that were under budget and put them in expenses that were over budget. Motion was made Whitney Littlefield to approve 2021-2022 budget amendment #2. The motion was seconded by Clifford Marshall, Jr. Voted yes: Kristin Eaton, Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, and Whitney Littlefield. Voted no: None. Motion carried.

(b) Purchasing flags for Greenwood Cemetery

Whitney Littlefield said an individual used to purchase the flags that were put up by the Veterans Memorial. She said this individual is no longer able to do this. Jackie Todd said there are poles for three flags at the Veterans Memorial. Toni Montessi, a member of the audience, said the individual who put up the flags, put up an American flag, a POW flag and a Vietnam Veteran's flag. Jackie said the cemetery also needs a flag for each side of the main gate going into the cemetery. Motion was made by Whitney Littlefield to purchase five flags for Greenwood Cemetery (3 American, 1 POW, and 1 Vietnam Veteran's). The motion was seconded by Norma Meyer. Voted yes: Kristin Eaton, Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, and Whitney Littlefield. Voted no: None. Motion carried.

(c) Mowing of soccer and Little League fields.

Whitney Littlefield said the Town employees have been mowing and weed eating these fields. She said if the town employees mow, the soccer club should weed eat. Jackie Todd said a representative of the soccer club said they will spray around the fence to keep the weeds down. Clifford Marshall, Jr. said this should be a joint venture between the Town and the soccer and Little League clubs. Toni Montessi said if the Town asks for volunteers, the soccer kids' parents would probably volunteer. Kristin Easton said there needs to be a liaison between the Town and the soccer club. Jackie Todd said he will ask representative from these two clubs to come to the Board meetings. Motion was made by Whitney Littlefield to take no action on this item. The motion was seconded by Clifford Marshall, Jr. Voted yes: Kristin Eaton, Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, and Whitney Littlefield. Voted no: None. Motion carried.

(d) Closing roads for Peach Festival.

Town Clerk Shirley Herring said the Peach Festival will be held July 14th, 15th, and 16th. She said the Lions Club would like to have Highway 51B from 1st Street to 9th Street closed from 8:00 a.m. Thursday, July 14th to 8:00 a.m. Sunday, July 17th. Mayor Littlefield said the Lions Club also would like to close Belaire from Main Street to 6th Street for one hour for the parade. Shirley Herring said there is a resolution closing Highway 51B from 1st Street to 9th Street, but this resolution states the highway will be closed from 8:00 a.m. Thursday to midnight Saturday. Motion was made by Whitney Littlefield to amend the resolution to change the time that Highway 51B from 1st Street to 9th Street will be closed to 8:00 a.m. Thursday until 8:00 a.m. Sunday and to add closing Belaire from Main Street to 6th Street from 10:45 a.m. to 11:45 a.m. on Saturday. The motion was seconded by Norma Meyer. Voted yes: Kristin Eaton, Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, and Whitney Littlefield. Voted no: None. Motion carried.

(e) Appointing Bryan Jenkins as a Requisition Officer for the Porter Fire Department.

Motion was made by Whitney Littlefield to appoint Bryan Jenkins as a Requisition Officer for the Porter Fire Department. The motion was seconded by Bradah Littlefield. Voted yes: Kristin Eaton, Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, and Whitney Littlefield. Voted no: None. Motion carried.

(f) Appointing Adam Springsted and Michael Seals as Receivers for the Porter Fire Department.

Motion was made by Whitney Littlefield to appoint Adam Springsted and Michael Seals as Receivers for the Porter Fire Department. The motion was seconded by Clifford Marshall, Jr. Voted yes: Kristin Eaton, Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, and Whitney Littlefield. Voted no: None. Motion carried.

(g) Removal of tree at property located at 338 S. Main Street.

Toni Montessi said the trees are located in front of her residence. She said there are two trees that are dead that need to be removed. Jackie Todd said these trees are located in the town's right of way. Jackie said he received an estimate from Mark Davidson for removal of these trees. This estimate stated a cost of removal for one of the trees for \$1,250.00 and the cost for the removal of the other tree for \$750.00. Town Attorney Parker Wilkerson said the Board can only vote on the removal of one tree, since it was listed on the agenda as removal of tree. Jackie Todd asked if the Board members could vote to remove the second tree under new business, since he did not find out that the second tree needed to be removed until today, June 9th, which was after the agenda was posted. Town Attorney Parker Wilkerson said it will be okay to put the removal of the second tree under new business. Motion was made by Clifford Marshall, Jr. to remove the one tree for the cost of \$1,250.00. The motion was seconded by Kristin Eaton. Voted yes: Kristin Eaton, Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, and Whitney Littlefield. Voted no: None. Motion carried.

(h) Amount to spend on making a float for the Porter Peach Festival.

Motion was made by Whitney Littlefield to not exceed the amount of \$1,000.00 on making a float for the Porter Peach Festival. The motion was seconded by Bradah Littlefield. Voted yes: Kristin Eaton, Clifford Marshall, Jr., Bradah Littlefield, and Whitney Littlefield. Voted no: Norma Meyer. Motion carried.

-4- Town June 9, 2022

(i) Approval of Water Purchase Agreement between the City of Muskogee and the Town of Porter/Porter Public Works Authority for the 2022-2023 fiscal year.

The Board members looked over the agreement. Motion was made by Whitney Littlefield to approve the Water Purchase Agreement between the City of Muskogee and the Town of Porter/Porter Public Works Authority for the 2022-2023 fiscal year. The motion was seconded by Clifford Marshall, Jr. Voted yes: Kristin Eaton, Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, and Whitney Littlefield. Voted no: None. Motion carried.

11. Reports from:

(a) Fire Department.

Fire Chief Adam Springsted reported that the firefighters responded to 31 calls in May, which included 16 medical calls, 11 motor vehicle accidents, 1 structure fire, and 3 public assists. He said the fire department used 2,200 gallons of water in May. Adam said there is going to be a "Meet the Candidates" held at the fire station on June 18, 2022, starting at 7:00 p.m. He said this will be open to all candidates. Adam said on June 19, 2022, the firefighters are having a fund raiser selling BBQ sandwiches from 1100 a.m. to 3:00 p.m. He said the firefighters will have a fireworks display on Saturday, July 2, 2022, starting when it becomes dark.

(b) Department heads.

No reports.

(c) Mayor

Mayor Littlefield said Attorney Bryce Kennedy, Engineer Matt Coe, Jackie Todd, Whitney Littlefield, and Bradah Littlefield met with representatives from the Oklahoma Department of Environmental Quality (DEQ) concerning some issues with the wastewater treatment plant. She said the Porter Public Works Authority has to pay the DEQ a fine of \$2,500.00. She said the DEQ gave the Authority a schedule of dates to meet certain deadlines. Mayor Littlefield said she also met with Matt Coe and a representative from Superior Services. She said Superior Services is going to start work on the water towers July 1, 2022, and should be finished by January 23, 2023. She said the waterline project with Wagoner County to replace the water line from Highway 16 down old Porter Road to Highway 69 is a go. Mayor Littlefield said PSO will be here in August to replace the street lights with LED lights. She said PSO is also going to install eight new street lights.

12. New business.

Motion was made by Clifford Marshall, Jr. to remove the second tree located at 338 S. Main Street for \$750.00. The motion was seconded by Bradah Littlefield. Voted yes: Kristin Eaton, Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, and Whitney Littlefield.

In other new business, Norma Meyer asked what was going to be done about cleaning up the town for the Peach Festival. Whitney Littlefield said they are going to send out letters to the owners of certain places on Main Street. Norma said letters need to be sent out to all the owners that have property that needs to be cleaned up, not just the ones on Main Street. She said people coming into Porter for the Peach Festival see more of the town than just Main Street.

-5- Town June 9, 2022

In other new business, Norma said Happy Bee's sold almost all the memorial flowers that they refurbished from the flowers that were removed from the graves after Memorial Day last year. She said they received \$1,100.00 from the sale of these flowers. She said \$550.00 of this \$1,100.00 will go into the Cemetery Fund and the other \$550.00 will be used to purchase materials to redo the flowers that were picked up this year.

13. Adjournment.

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

Meeting adjourned at 7:34 p.m.

A handwritten signature in cursive script that reads "Bradah Littlefield".

BRADAH LITTLEFIELD, MAYOR

A handwritten signature in cursive script that reads "Shirley Herring".

SHIRLEY HERRING, TOWN CLERK