

MINUTES OF THE REGULAR MEETING
OF THE TOWN OF PORTER HELD
THURSDAY, JULY 7, 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 Kristin Eaton. Whitney Littlefield came into the meeting at 6:10 p.m. A quorum was present.

Others present were: Jackie Todd, Adam Springsted, Megan Douglas, Kendra Moore, Graham Moore, Natashia Baucom, Samantha Dickey, Tabitha Moreland, Parker Wilkerson, 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 meetings.
- 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: Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, 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.

There were no appearances or petitions from the audience.

8. Review of the draft Capital Improvement Plan (CIP) document.

Megan Douglas, Senior Community Development Planner with the Indian Nation Council of Governments (INCOG) went over the draft plan document with the Board members. Ms. Douglas said this plan lists the capital improvement needs of the Town. She said it is a five-year plan. She said the Board members can make additions or changes to this plan. Ms. Douglas said the finalized plan will be put on the agenda for approval at a later meeting.

9. Discussion and possible action concerning

- (a) Approval of Resolution #2022-4, amending Resolution #2018-2, closing certain streets in the Town during the annual Porter Peach Festival.

The Board members looked over the resolution. Motion was made Bradah Littlefield to approve Resolution #2022-4. The motion was seconded Kristin Eaton. Voted yes: Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, Kristin Eaton, and Whitney Littlefield. Voted no: None. Motion carried.

- (b) Purchasing tables and chairs for Civic Center

The Board members discussed the style of tables and chairs to purchase and the number to purchase. Motion was made by Bradah Littlefield to purchase (8) round table and chair sets, (2) six foot long tables, (2) eight foot long tables, and carriers for the chairs and tables. The motion was seconded by Clifford Marshall, Jr. Voted yes: Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, Kristin Eaton, and Whitney Littlefield. Voted no: None. Motion carried.

- (c) Purchasing refrigerator for Civic Center.

The Board members discussed purchasing a larger refrigerator for the Civic Center. The Board members said the refrigerator that is currently at the Civic Center can be moved to City Hall. Motion was made by Whitney Littlefield to purchase a black double door refrigerator with the freezer on the bottom, with the cost not to exceed \$2,500.00. The motion was seconded by Kristin Eaton. Voted yes: Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, Kristin Eaton, and Whitney Littlefield. Voted no: None. Motion carried.

- (d) Review and possible amendment of holiday schedule.

Mayor Bradah Littlefield said a few days before the Juneteenth holiday, the employees asked if they were getting off for the holiday, since it was declared a federal holiday. Mayor Littlefield said she told the employees this would need to be approved by the Board, but since there was not enough time to have a special meeting, the employees could take off for the holiday and be paid, but if the Board did not approve it as a paid holiday, the employees would have to use either their vacation time or sick leave. The Board members looked over the holiday schedule. Motion was made by Whitney Littlefield to add Juneteenth to the holiday schedule and to remove the day after Thanksgiving and Christmas Eve from the holiday schedule. No second. Motion was made by Kristin Eaton to add Juneteenth to the holiday schedule. The motion was seconded by Norma Meyer. Voted yes: Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, Kristin Eaton, and Whitney Littlefield. Voted no: None. Motion carried.

- (e) Closing for the Peach Festival and allowing employees to be off with pay.

Motion was made by Norma Meyer to close the Friday of the Peach Festival and allow the employees to be off with pay. The motion was seconded by Kristin Eaton. Voted yes: Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, Kristin Eaton, and Whitney Littlefield. Voted no: None. Motion carried.

- (f) Allowing a Back to School Party to be held at Lions Park with the Town to furnish water for the event.

Samantha Dickey and Tabitha Moreland appeared before the Board. They said they would like to have a Back to School Party on August 13th from 11:00 a.m. to 2:00 p.m. at Lions Park. Ms. Moreland said they would like to have the fire department at this event to spray water on the kids. Motion was made by Clifford Marshall, Jr. to allow a Back to School Party at Lions Park on August 13th from 11:00 a.m. to 2:00 p.m. with the Town to furnish water for the event. The motion was seconded by Norma Meyer. Voted yes: Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, Kristin Eaton, and Whitney Littlefield. Voted no: None. Motion carried.

10. Reports from:

- (a) Fire Department.

Fire Chief Adam Springsted reported that the firefighters responded to 25 calls in June, which included 21 medical calls, 2 motor vehicle accidents, 1 structure fire, and 1 public assist. He said the fire department used 1,500 gallons of water in June. Adam said the fire department is going to sponsor a fundraiser for the soccer club. He said the fire department is also going to have a breakfast fundraiser on Saturday, July 16th during the Peach Festival.

- (b) Department heads.
No reports.

- (c) Mayor

Mayor Bradah Littlefield said the float for the Peach Festival is being worked on.

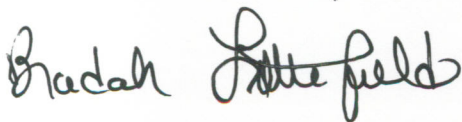
11. New business.

Whitney Littlefield said the stop sign on All Red Avenue by the soccer field is gone. She said the post is still up, but the sign is gone. Kristin Easton said the pot holes on Dixieland Avenue need to be patched. Jackie Todd said the employees of Wagoner County District 3 will be here the first of next week to mow the right-of-ways.

12. Adjournment.

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

Meeting adjourned at 7:44 p.m.



BRADAH LITTLEFIELD, MAYOR



SHIRLEY HERRING, TOWN CLERK