

MINUTES OF THE REGULAR MEETING
OF THE TOWN OF PORTER HELD
THURSDAY, AUGUST 4, 2022

1. Call to order.

The meeting was called to order by Mayor Bradah Littlefield at 6:02 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: Megan Douglas, Amy Brown, Nick Jackson, Adam Springsted, Heath Jenkins, Kili Jenkins, Jackie Todd, Joey Hatfield, Kendra Moore, Nathasia Baucom, 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. Public hearing to discuss the results and accomplishments of the update to the Town of Porter Capital Improvement Plan (CIP).

Motion was made by Bradah Littlefield to open the public hearing. 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. Hearing opened at 6:05 p.m. Megan Douglas, Senior Community Development Planner with the Indian Nation Council of Governments (INCOG) said one of the requirements of the grant Porter received to update the Town's CIP is that two public hearings be held, one at the beginning of the update and one when the update is complete. She said the first hearing was held in 2020. Ms. Douglas said the update is complete; therefore, this is the second hearing that is required. She said the CIP addresses the capital improvement needs of the Town and is used when the Town applies for grants. Ms. Douglas said 51% of low-moderate income persons will benefit from the plan. Motion was made by Whitney Littlefield to close the hearing. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried. Hearing closed at 6:15 p.m.

6. 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 Whitney Littlefield. 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) Amy Brown with Public Service Company (PSO) regarding renewal of franchise agreement with the Town of Porter.

Amy Brown appeared before the Board. Ms. Brown said PSO has a 25 year franchise agreement with the Town of Porter. She said this agreement will expire in June, 2023. She said PSO would like to renew this franchise. She said the franchise agreement gives PSO permission to access the public right of ways, alleys, and streets to operate the electric grid. Ms. Brown said franchise fees and sales taxes are collected from PSO customers and remitted back to the Town. She said the Board will have to pass an ordinance granting PSO the franchise, and then the ordinance will be have to be voted on and approved by the qualified electors of the Town.

- (b) Others from the audience.

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

9. Discussion and possible action concerning

- (a) Approving the Fieldwork for the FY 2020 CDBG CIP Update by Resolution #2022-5.

This resolution states that the fieldwork for the 2020 CDBG CIP projects for the Town of Porter has been completed and notifications of completions have been submitted by INCOG. Motion was made by Whitney Littlefield to approve Resolution #2022-5 approving the fieldwork update. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

- (b) Adopting the Town of Porter CIP Total Capital Needs Summary.

The Board members discussed and prioritized ten capital improvement needs for the Town of Porter. Motion was made by Whitney Littlefield to adopt the Town of Porter CIP Total Capital Needs Summary as listed by the Board members. 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.

- (c) Adopting the Town of Porter CIP 5 year Plan LPAC recommendation.

The Board members looked over the recommendation. This recommendation from the Local Planning Activities Committee (LPAC) for the Town of Porter states that the LPAC has reviewed the information and presents the CIP 5 year plan to the Town of Porter for review. Motion was made by Whitney Littlefield to adopt the Town of Porter CIP 5 year plan LPAC recommendation. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

- (d) Adopting the Town of Porter CIP Update by Resolution #2022-6.

This resolution states that the Town of Porter accepts the Capital Improvement Plan. Motion was made by Whitney Littlefield to adopt Resolution #2022-6, accepting the CIP update. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

- (e) Approving the Town of Porter CIP Closeout by Resolution #2022-7.

This resolution states that the Town Council of the Town of Porter approves and accepts the 2020 CDBG CIP Project as being complete. Motion was made by Clifford Marshall, Jr. to approve Resolution #2022-7, approving and accepting the 2020 CDBG CIP Project as being complete. 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.

- (f) Approving INCOG invoice #225032 for \$6,650 for Completion of Field Work and invoice #225150 for \$6,650 for Closeout of project.

Motion was made by Whitney Littlefield to approve paying INCOG invoice #225032 for completion of field work and invoice #225150 for closeout of project for \$6,650 each. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

- (g) Project for Transportation Alternatives Set Aside Program through the Oklahoma Department of Transportation.

The Board members discussed putting in school crosswalks, replacing the school zone signs, and installing a sidewalk on the west side of Main Street from Glohaven Avenue to Hale Avenue. Motion was made by Clifford Marshall, Jr. to apply for installing school crosswalks, replacing the school zone signs, and installing sidewalks. 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.

- (h) Approval of Resolution #2022-8, to submit a Transportation Alternative Program Application and Maintenance Commitment to the Oklahoma Department of Transportation.

This resolution states that the Board of Trustees of the Town of Porter does hereby authorize the Town to submit an application to the Oklahoma Department of Transportation for transportation alternatives program funds and acknowledges availability of the required local match of 20%. Motion was made by Whitney Littlefield to approve Resolution #2022-8, to submit a Transportation Alternative Program Application and Maintenance Commitment to the Oklahoma Department of Transportation. 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.

- (i) Project for Rural Economic Action Plan (REAP) Grant from the Oklahoma Water Resources Board (OWRB).

Mayor Bradah Littlefield said Engineer Matt Coe recommended the Town apply for rehabilitation of the wastewater manholes. Motion was made by Whitney Littlefield to apply for rehabilitation of the wastewater manholes. 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.

(j) Approval of Resolution #2022-9, authorizing application for REAP Grant from the OWRB.

This resolution states that the Chairperson of the Board is hereby authorized and directed to sign an application and related documents necessary to file and process a grant application with the Oklahoma Water Resources Board on behalf of the Town of Porter. Motion was by Whitney Littlefield to approve Resolution #2022-9, authorizing application for REAP Grant from the OWRB. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

(k) Project for Economic/Community Development REAP Grant through Indian Nations Council of Governments (INCOG).

Mayor Bradah Littlefield suggested applying for new water meters. Motion was made by Norma Meyer to apply for new water meters. The motion was seconded Whitney Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

(l) Project for Transportation REAP Grant through INCOG.

The Board members discussed streets that needed to be repaired. Motion was made by Whitney Littlefield to apply for road repairs and improvements. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

(m) Approval of Resolution #2022-10, authorizing application for REAP Grant from INCOG.

This resolution authorizes the Town of Porter to apply for both the Economic/Community Development Grant and the Transportation grant. Motion was made by Whitney Littlefield to approve Resolution #2022-10, authorizing application for REAP Grants from INCOG. 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.

(n) Project for REAP Grant through Eastern Oklahoma Development District (EODD).

Mayor Bradah Littlefield said the basement at the Civic Center has mold, which needs to be removed. She said the basement also needs a ventilation system. Motion was made by Whitney Littlefield to apply for mold removal and installation of a ventilation system for the basement of the Civic Center. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

(o) Approval of Resolution #2022-11, authorizing application for financial assistance from the REAP Fund through EODD.

This resolution states that it is in the best interests 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 Marshall, Jr. to approve Resolution #2022-11, authorizing application for financial assistance from the REAP Fund through EODD. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

- (p) Hiring auditor to prepare the audit report for the fiscal year ended June 30, 2022

Motion was made by Clifford Marshall, Jr. to hire Ralph Osborn to prepare the audit report for the fiscal year ended June 30, 2022. 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.

- (q) Purchasing protective table covers for new tables at Civic Center.

Motion was made by Clifford Marshall, Jr. to purchase two (2) cases (each case contains twelve tablecloths) of round plastic tablecloths for \$41.49 per case, and to purchase one (1) case of tablecloths for the two long tables, with the price not to exceed \$100.00 for the tablecloths for the long tables. 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.

- (r) Purchasing 2 new conference tables.

Whitney Littlefield said she has not obtained the prices for these tables. Motion was made by Whitney Littlefield to table this item. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

- (s) Purchasing a new rescue truck for Fire Department.

The Board members looked at pictures and information on the truck the fire department would like to purchase. The truck is a 2017 Ford F-550 truck. Motion was made by Clifford Marshall, Jr. to approve purchasing a rescue truck for the Fire Department for \$279,000.00 to be paid out of County funds. 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.

- (t) Purchasing a new side by side 6 wheel drive vehicle for Fire Department.

Motion was made by Whitney Littlefield to approve purchasing a side by side 6 wheel drive vehicle for the Fire Department for \$23,814.49 to be paid out of County funds. 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.

- (u) Declaring the 550 Ford rescue vehicle as surplus property and authorizing this vehicle to be disposed of.

Mayor Bradah Littlefield said this vehicle quit running during the Peach Festival. She said this vehicle has over 300,000 miles. She said it will be too expensive to have it repaired. She said Emergency Management said they would like to have the vehicle for parts. Mayor Littlefield said she would like to donate this vehicle to Emergency Management. Motion was made by Bradah Littlefield to declare the 550 Ford rescue vehicle (Rescue #1) as surplus property and to donate it to Emergency Management. 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.

- (v) Purchasing bottled water for Back to School party to be held at Lions Park.

Motion was made by Norma Meyer to purchase 500 bottles of water for the Back to School party to be held at Lions Park. 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. Reports from:

- (a) Fire Department.

Fire Chief Adam Springsted had to go on a fire call; therefore, Whitney Littlefield read aloud the report for the fire department. This report stated that the firefighters responded to 48 calls in July, which included 30 medical calls, 1 motor vehicle accident, 1 structure fire, 1 public assist, and 15 grass fires. The fire department used 9,400 gallons of water in July.

- (b) Department heads.

No reports.

- (c) Mayor

No report.

11. New business.

There was no new business to be discussed.


12. Adjournment.

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

Meeting adjourned at 7:27 p.m.



BRADAH LITTLEFIELD, MAYOR



SHIRLEY HERRING, TOWN CLERK