

MINUTES OF THE REGULAR MEETING
OF THE TOWN OF PORTER HELD
THURSDAY, OCTOBER 3, 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: Whitney Littlefield (left the meeting at 6: 15 p.m.), Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. A quorum was present.

Others present were: Kendra Moore, Dahlita Tracy, Jackie Todd, Adam Springsted, Susan Newby, Sherry Gardner, 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 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) Travis Burk concerning having a car show and cruise night in Porter.

Travis Burk was not present at the meeting.

- (b) Others from the audience.

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

8. Discussion and possible action concerning:

- (a) Opening sealed responses for engineering services qualifications and selecting a firm for the waterline project on Highway 51B.

Four firms were contacted for this transmission line project. One firm was too busy to take on this project, the other three firms, Holloway, Updike, & Bellen, Inc., Guy Engineering, and Bartlett & West responded and sent in their qualifications. The Board members looked over

and evaluated each of these three firms. Motion was made by Bradah Littlefield to select Holloway, Updike, & Bellen, Inc. to engineer the waterline project on Highway 51B. The motion was seconded by Norma Meyer. Voted yes: Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

(b) Approval of Travis Burk to hold a car show and cruise night in Porter.

Since Travis Burk was not present at the meeting, no action was taken on this item.

(c) Approval of Kendra Moore as the Agency Administrator and Authorized Official with OK.grants.gov.

Motion was made by Bradah Littlefield to approve Kendra Moore as the Agency Administrator and Authorized Official with OK.grants.gov. The motion was seconded by Norma Meyer. Voted yes: Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

9. Discussion and possible action regarding Planning and Zoning.

(a) Approval of building permit for Sherry Gardner to place a new mobile home on property located at 120 S. 6th Street.

Sherry Gardner was present at the meeting. Ms. Gardner said the company she is purchasing the mobile home from is going to be installing the pad and will take care of all the other requirements necessary for placing a single wide mobile home on her property. Motion was made by Bradah Littlefield to approve the building permit for Sherry Gardner to place a new mobile home on property located at 120 S. 6th Street. The motion was seconded by Clifford Marshall, Jr. Voted yes: Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

(b) Approval of a building permit for Paul Nguyen to construct greenhouses on property located at 1329 E. All Red Court.

Town Attorney Teddy Abbott said the permit needs to state how many greenhouses are going to be constructed on this property. The Board members said several greenhouses have already been constructed on this property without a permit. Motion was made by Clifford Marshall, Jr. to deny the building permit for Paul Nguyen to construct greenhouses on property located at 1329 E. All Red Court. The motion was seconded by Norma Meyer. Voted yes: Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

(c) Approval of building permit for John Brewer to construct an office building and laundromat on property located at northwest corner of 3rd Street and All Red Avenue.

Jackie Todd said the office building and laundromat were included on the building plans for the RV park that John Brewer presented to the Board at a previous meeting. Motion was made by Clifford Marshall, Jr. to approve the building permit for John Brewer to construct an office building and laundromat on property located at northwest corner of 3rd Street and All Red Court. The motion was seconded by Norma Meyer. Voted yes: Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

(d) Completing the process with the Oklahoma State Fire Marshal for the Town of Porter to become their own authority having jurisdiction to issue building permits, certificates of occupancy, safety inspections, etc. and to have jurisdiction for all code requirements and responsibilities within its jurisdiction.

The Board members discussed having the State Fire Marshal to continue to take care of the certificates of occupancy and having the Town to continue to issue the building permits. Motion was made by Bradah Littlefield to not complete the process with the Oklahoma State Fire Marshal for the Town of Porter to become their own authority having jurisdiction to issue building permit, certificates of occupancy, safety inspections, etc. and to have jurisdiction for all code requirements and responsibilities within its jurisdiction. The motion was seconded by Norma Meyer. Voted yes: 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 reported that the firefighters responded to 38 calls in September, which included 26 medical calls, 3 motor vehicle accidents, 5 brush fires, 1 vehicle fire, and 3 structure fires.

(b) Department heads.

No reports.

(c) Mayor.

No report.

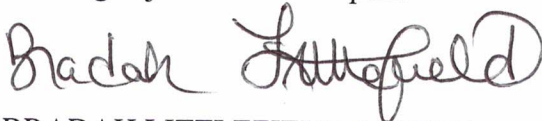
11. New business.

There was no new business to be discussed.

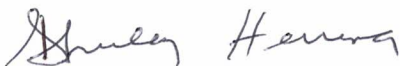
12. Adjournment.

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

Meeting adjourned at 6:50 p.m.



BRADAH LITTLEFIELD, MAYOR



SHIRLEY HERRING, TOWN CLERK