

MINUTES OF THE REGULAR MEETING  
OF THE TOWN OF PORTER HELD  
THURSDAY, MARCH 7, 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: Bradah Littlefield, Clifford Marshall Jr., Norma Meyer, and Kristin Eaton. Whitney Littlefield came into the meeting at 6:16 pm during appearances or petitions from the audience. A quorum was present.

Others present were: Jackie Todd, Kimberly Mullen, Kendra Moore, Graham Moore, Joey Hatfield, Adam Springsted, Nick Jackson, Casey Bratt, Dahlita Tracy, 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 Norma Meyer. Voted yes: 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:

Casey Bratt appeared before the Board. Mr. Bratt said he and his wife are planning on opening a restaurant on Main Street in Porter. He said he needs to find out what he needs to do to be able to serve beer and wine at this restaurant. Mayor Bradah Littlefield said there is an ordinance that states it is unlawful to sell or serve alcoholic beverages for consumption on the premises within 300 feet of any school or church property. Town Attorney Teddy Abbott said the Town has adopted and follows the provisions of the Alcoholic Beverage Control Act so any entity that desires to serve beer and wine with the Town limits must be licensed by the State of Oklahoma. He said the ABLE Commission that issues the licenses states it is unlawful for any establishment that has been licensed and which has as its main purpose the selling or serving of alcoholic beverages for consumption on the premises to be located within 300 of any school or church property. Mr. Abbott said an argument can be made that a restaurant may be allowed to service beer and wine within the 300-foot limit because the serving of beer and wine is not its main purpose. He said Mr. Bratt needs to apply for a license from the ABLE Commission. Casey Bratt said he has spoken with the ABLE Commission and the ABLE Commission needs a Certificate of Compliance and a letter from the Town stating that there are no ordinances not allowing a restaurant to serve beer and wine. Town Clerk Shirley Herring said there is an ordinance that states it is unlawful to drink intoxicating or non-intoxicating liquor or beverage in a public place. Mr. Abbott said a restaurant is not a public place.

Dahlita Tracy appeared before the Board. Ms. Tracy said she wants to build on three lots on property that is located behind Lions Park on the Southwest corner. She said she will have to bore under the road to get water and sewer since the water and sewer lines are located on the opposite side of the road from the property. She said she will have the lots surveyed. Ms. Tracy said the owner of the property is selling the property in three lot blocks instead of selling the lots all together. The Board members said the owner should be responsible for developing the property and getting utilities to the property.

8. Discussion and possible action concerning:

a) Renewal of Teddy Abbott's contract as town attorney.

Motion was made by Whitney Littlefield to renew Teddy Abbott's contract as town attorney. The motion was seconded by Norm Meyer. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

b) Transferring Deven Santos from Porter Public Works Authority to the Town of Porter.

Jackie Todd said both of the workers that were hired in February were hired through the Porter Public Works Authority. He said one of the workers should have been hired through the Town; therefore, Deven needs to be paid out of Town funds. Motion was made by Whitney Littlefield to transfer Deven Santos from Porter Public Works Authority to the Town of Porter. 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.



Mayor Bradah Littlefield went to item 8 (e) on the agenda. Restaurants serving beer/wine inside town limits.

Motion was made by Whitney Littlefield to obtain all the necessary paperwork and once it is determined that the restaurant can legally serve beer/wine to allow the serving of beer/wine inside the town limits for the restaurant. 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.

f) Sponsoring an Easter Egg Hunt.

The Board members discussed the time and date for the Easter egg hunt. Fire Chief Adam Springsted asked the Board about having the Easter egg hunt on Saturday, March 23, 2024, at 2:30 p.m. The Board members said they would prefer to have the Easter egg hunt on Saturday, March 30, 2024. Adam said either day would be okay. He said the location of the hunt will be determined later (either by the Red Barn or at the soccer field). Motion was made by Bradah Littlefield to sponsor an Easter egg hunt and to have Norma Meyer order 20 bags of eggs with each bag containing 180 eggs. 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.

g) Approval to do research on retirement benefits for employees.

Mayor Bradah Littlefield said the Town could become members of the Oklahoma Municipal Retirement Plan which offers retirement programs for cities and towns. She said there are a lot of small towns that use the Oklahoma Municipal Retirement Plan. Mayor Littlefield said a representative of the Oklahoma Municipal Retirement Plan will make a presentation to the Board, if the Board wants them to. She said if a retirement plan is adopted, the current employees can sign up for it, but they do not have to take it. She said future employees will have to take it. Motion was made by Whitney Littlefield to approve doing research on retirement benefits for employees. 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.

Mayor Bradah Littlefield went back to item 8 (c) on the agenda, approval of an annual cost of living wage increase for employees.

Motion was made by Whitney Littlefield to give a 3% cost of living wage increase to the eligible employees, effective with the next pay period. 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.

d) Approval of 2023-2024 budget amendment #1. The Board members looked over the amendment.

Motion was made by Bradah Littlefield to approve 2023-2024 budget amendment #1. 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.

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h) Stipend for Kendra Moore.

Mayor Bradah Littlefield said Kendra Moore has taken on a lot of responsibilities due to the increasing number of grants that the Town has received or are applying for. She said these grants require a great deal of paperwork. Mayor Littlefield said Kendra also had to do the duties of the Town Clerk, which included doing the agendas and minutes for the meetings when Town Clerk Shirley Herring was absent due to injuries sustained in a car accident. Motion was made by Bradah Littlefield to give Kendra Moore a stipend of \$500.00 after taxes. 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.

9. Reports from:

a) Fire Department.

Fire Chief Adam Springsted reported that the firefighters responded to 38 calls in February 2024, which included 21 medical calls, 3 motor vehicle accidents, 13 brush fires and 1 vehicle fire. He estimated the fire department used 10,000 gallons of water in February 2024. Adam said the fire department is going to start doing some fundraisers to raise money to purchase fireworks. He said the firefighters talked about have a burn out contest. Adam said he will get some information on this burn out contest and bring the information to the next meeting. He said the fire department purchased \$126,143.00 of breathing apparatus, which consists of 14 packs and 28 bottles. He said he would like to donate the old packs to another fire department, but would like to keep the old bottles.

b) Department heads.

No reports.

c) Mayor

Mayor Bradah Littlefield said that the Town was supposed to receive a grant from EPA for 1.3 million dollars for replacing the UV system at the wastewater treatment plant. She said since it only cost about \$300,000.00 to replace the UV system, the Town was going to lose the other million dollars. She said Kendra Moore and Myers Engineering are working with EPA to get this million dollars back. Mayor Littlefield said the Town can file for a technical correction to the grant and budget to spend the million dollars on wastewater treatment plant improvements. She said the original grant was filed for the Town by one of the State legislators. The Board members looked at pictures of the work that is currently being done at the plant. Sewer Plant Operator Joey Hatfield said phase 1 of the construction project should be completed by the end of April, 2024.

Mayor Littlefield said the Town received the grant from EODD to resurface Dixieland Avenue and Crethaven Avenue. She said the Town was supposed to purchase the materials and Wagoner County was supposed to supply the labor. Mayor Littlefield said when Jackie Todd talked to the foreman for Wagoner County, he said County Commissioner Tim Kelley said he wasn't going to do anything else for Porter. Mayor Littlefield said she is going to go to the Commissioner's Board meeting and see why he is not going to furnish the labor to resurface these roads.

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10. New business.

There was no new business.

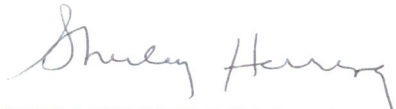
11. Adjournment.

Motion was made by Whitney Littlefield to adjourn. 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.

Meeting adjourned at 7:17 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