

MINUTES OF THE REGULAR MEETING
OF THE TOWN OF PORTER HELD
THURSDAY, MAY 2, 2024

1. Call to order.

The meeting was called to order by Mayor Bradah Littlefield at 6:01 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: Jackie Todd, Kimberly Mullen, Kendra Moore, Graham Moore, Adam Springsted, Nick Jackson, Casey Bratt, Dahlita Tracy, Paul Wood, Kerry Yochum, 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 Whitney Littlefield to approve the consent agenda. (items a, b and c). 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.

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. Discussion and possible action concerning:

a) Hiring person to assist with the preparation of 2024-2025 budget.

Town Clerk Shirley Herring said the Town's Auditor Ralph Osborn has been assisting with the preparation of the budget for the last several years. Motion was made by Whitney Littlefield to hire Ralph Osborn to assist with the preparation of the 2024-2025 budget. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., Norma Meyer, and Kristin Eaton. Voted no: None. Motion carried.

b) Approval of Fire Department sponsoring a burn out contest as a fundraiser and setting a date, time, and location for the contest.

Fire Chief Adam Springsted said they would like to have the burn out contest on Main Street in front of Dollar General on June 1, 2024. He said the fire department is also going to have a BBQ cookout that day. He said this will be an all day event. Norma Meyer said what about the insurance to cover this event. Adam said the Town would be responsible to pay for the insurance for this event. Norma said if the contest is held on Main Street in front of the Dollar General, there will be black marks left on the street. She said she doesn't like for black marks to be on a main street. Adam said he will see if there is some kind of cleaning agent they can get that will take the black marks off. Motion was made by Whitney Littlefield to approve having a burn out contest on June 1, 2024 to be held on Main Street in front of Dollar General, with the event to be scheduled for all day. The motion was seconded by Bradah Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., and Kristin Eaton. Voted no: Norma Meyer. Motion carried.

c) Designating a person as the American with Disabilities Act (ADA) point of contact.

Mayor Bradah Littlefield said this person will be the representative that people will contact if they have a complaint that the Town is violating or not following the American With Disabilities Act. Motion was made by Bradah Littlefield to designate Whitney Littlefield as the American With Disabilities Act (ADA) point of contact. 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.

d) Purchasing a monitor and mount for Conference Room for Zoom meetings.

Mayor Bradah Littlefield said they have tried to have Zoom meetings in one of the offices, but there is not enough room. The Board members looked at the price of the monitor and mount. The monitor and mount will cost around \$500.00. Motion was made by Whitney Littlefield to purchase a monitor and mount for the Conference Room for Zoom Meetings. 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.

e) Taking donations at Greenwood Cemetery during Memorial Day holiday

Motion was made by Bradah Littlefield to have volunteers take donations at Greenwood Cemetery from 9:00 a.m. to 5:00 p.m. on Saturday, Sunday, and Monday of the Memorial Day holiday. 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.

f) Election of person to serve on the Executive Committee of the Eastern Oklahoma Development District's Board of Directors for 2024-2025.

The Town received a notice from Eastern Oklahoma Development District that the board member eligible to serve on the executive committee from Wagoner County would be either Tim Kelley or Shirley Herring. Motion was made by Bradah Littlefield for the Town to vote for Shirley Herring. 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.

g) Allowing office to close early in certain circumstances upon the discretion of the Mayor or any Board Member.

Mayor Bradah Littlefield said in certain circumstances such as inclement weather, the employees should be able to contact a board member to be able to leave early. She said the decision could be made by one board member instead of a majority of members. The board members said the decision to close early should be left up to the discretion of the supervisor. No action was taken on this item.

h) Purchasing benches for Town Hall.

Mayor Bradah Littlefield said this item was tabled from last year. She said she would like to purchase either some metal tables with benches or metal benches to place at Town Hall. She said the metal benches cost approximately \$150.00 each and the metal tables with benches cost approximately \$300.00 each. Motion was made by Whitney Littlefield to purchase two picnic tables with the price not be exceed \$1,000.00. 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.

9. Reports from:

a) Fire Department.

Fire Chief Adam Springsted reported that the firefighters responded to 43 calls in April, 2024, which included 37 medical calls, 1 motor vehicle accident, 3 brush fires, 1 vehicle fire, and 1 structure fire. He said the fire department used 800 gallons of water in April, 2024. Adam said he is having a person look at reprogramming the storm sirens, so the sirens can be set off with a radio that is located in the fire department offices. He said currently he have to set off the sirens with his phone. He said he gets so many calls during the storms that it is hard to set off the sirens from his phone. Adam said all the sirens need to have battery backups in case the electricity goes out.

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b) Department heads.
No reports.

c) Mayor

Mayor Bradah Littlefield said she would like to have the "Welcome to Porter" banner hung up.

10. New business.

There was no new business to be discussed

11. Adjournment.

Motion was made by Whitney Littlefield to adjourn. 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.

Meeting adjourned at 6:36 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