

MINUTES OF THE REGULAR MEETING  
OF THE TOWN OF PORTER HELD  
WEDNESDAY, JULY 12, 2023

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, Bradah Littlefield, Norma Meyer, and Kristin Eaton. Clifford Marshall, Jr. came into the meeting at 6:05 p.m., during discussion of item 8 (a) on the agenda. A quorum was present.

Others present were: Adam Springsted, Kendra Moore, Graham Moore, Jackie Todd, Andrew Theodore, Andi Theodore, 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 Whitney Littlefield to approve the consent agenda (items a, b, and c). The motion was seconded by Kristin Eaton. Voted yes: Whitney Littlefield, Bradah Littlefield, 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 at this time.

8. Discussion and necessary action concerning:

(a) Issuance of a Variance of Encroachment to Andrew and Cybil Theodore for property located at the corner of 4<sup>th</sup> Street and All Red Avenue.

Andrew Theodore appeared before the Board. Mr. Theodore said this is the old lumber yard property. He said he is selling the property and had the property surveyed. He said the survey shows the south side of the building to be approximately five feet into the town's right-of-way. Town Attorney Teddy Abbott said the Board can issue Mr. Theodore a Variance of Encroachment. Mr. Abbott said Mr. Theodore's attorney will need to draw up the document and include the legal descriptions of the property. Mr. Abbott said the Board can approve issuing the variance upon the verification that the legal documents are correct. Motion was made by Bradah Littlefield to issue a Variance of Encroachment to Andrew and Cybil Theodore for property located at the corner of 4<sup>th</sup> Street and All Red Avenue. 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.

(b) Approval of building permits for:

(1) Carolyn Brittain.

Ms. Brittain is requesting to place a storage building on her property. The Board members said she needs to clean up her property and remove the debris from the mobile home that burned. Motion was made by Whitney Littlefield to deny the building permit for Carolyn Brittain. 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.

(2) Teddi Robinson

Ms. Robinson is requesting to place a tiny house on her property. She has seven lots and there was a house on this property previously, that is no longer there. Motion was made by Whitney Littlefield to approve the building permit for Teddi Robinson. 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.

(3) Kathryn Young

Ms. Young is requesting to install solar panels on the roof of her home. Motion was made by Whitney Littlefield to approve the building permit for Kathryn Young. 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.

9. Request for Executive Session. The Board of Trustees will consider going into Executive Session as authorized by O.S. § 307 (B) (1) to discuss the continued employment of employee John Liles.

Motion was made by Whitney Littlefield to go into Executive Session. 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. The Board members went into Executive Session at 6:20 p.m. The Board members returned from Executive Session at 6:26 p.m. Motion was made by Whitney Littlefield to return to regular session. 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.

10. The members of the Board of Trustees will consider and take any action deemed appropriate by the members of the Board of Trustees arising out of the discussion held in the foregoing Executive Session.

Mayor Bradah Littlefield said during the Executive Session the Board members discussed employee John Liles' attendance at work, which included not showing up for work and not calling in, or showing up late and not calling in that he would be late. Motion was made by Bradah Littlefield to terminate John Liles. The motion was seconded by Norma Meyer. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., and Norma Meyer. Voted no: None. Kristin Eaton abstained. Motion carried.

11. Reports from:

(a) Fire Department.

Fire Chief Adam Springsted reported that the firefighters responded to 25 calls in June, which included 18 medical calls, 4 motor vehicle accidents, 2 grass fires, and 1 structure fire. He said the fire department used 11,000 gallons of water in June. Adam said the fire fighters are going to block off the streets tomorrow morning, July 13<sup>th</sup> for the Peach Festival.

(b) Department heads.

No reports.

(c) Mayor

No report.

12. New business.

Whitney Littlefield asked if the Mud Bogs have insurance to cover costs if there is an accident at the event during the Peach Festival. Jackie Todd said the Mud Bogs have valid insurance. Whitney said the Mud Bogs need some type of barricades, so if something happens, the vehicles cannot go off the track into the traffic on Highway 51B.

13. 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 6:36 p.m.



BRADAH LITTLEFIELD, MAYOR



SHIRLEY HERRING, TOWN CLERK