

MINUTES OF THE SPECIAL MEETING
OF THE TOWN OF PORTER HELD
THURSDAY, FEBRUARY 13, 2020

1. Call to order

The meeting was called to order by Mayor Sharon Payne at 6:02 p.m.

2. Prayer.

Jim Bias said a prayer.

3. Pledge of Allegiance.

Sam Hendrix led the Pledge of Allegiance.

4. Roll call, declaration of a quorum being present.

Members present were: Tonya Springsted, Sam Hendrix, Jim Bias, Matt Willhite, and Sharon Payne. A quorum was present. Jim Bias had taken the oaths of office, prior to this meeting.

Others present were: Jackie Todd, Lamar Jackson, Megan Douglas, Steve Boettcher, and Shirley Herring.

5. Discussion and possible action concerning:

(a) Appointing Vice Mayor.

Motion was made Sharon Payne to appoint Jim Bias as Vice Mayor and authorize him as a signatory on the Town's bank accounts. The motion was seconded by Sam Hendrix. Voted yes: Tonya Springsted, Sam Hendrix, Jim Bias and Sharon Payne. Voted no: Matt Willhite. Motion carried.

(b) Hiring full time Secretary.

Mayor Payne said Shirley Herring was appointed as Town Clerk, but Shirley only wants to work part time doing the duties that are legally required as a Town Clerk; therefore, the Board will need to hire a full time secretary to perform the additional duties that are necessary for the Town, such as preparing financial statements and purchase orders, paying bills, answering phone calls, filing, etc. Mayor Payne said this person does not have to live in the city limits. Motion was made by Sharon Payne to hire a full time secretary. The motion was seconded by Tonya Springsted. Voted yes: Tonya Springsted, Sam Hendrix, Jim Bias, Matt Willhite, and Sharon Payne. Voted no: None. Motion carried. An ad will be put in the Wagoner newspaper advertising for a full time secretary.

(c) Projects for CDBG grants, Community Revitalization and Water/Wastewater Engineering.

Steve Boettcher and Megan Douglas with the Indian Nations Council of Government (INCOG) were present at the meeting. Steve Boettcher said the application for the Community Revitalization grant is due March 31, 2020. He said this grant is for funds up to \$150,000.00 and can be used for fire trucks, streets, community centers, or storm water drainage improvements. He said this grant requires matching funds from the Town. Mr. Boettcher said the application for the Water /Wastewater Engineering grant is due May 1, 2020. He said this grant is for funds up to \$450,000.00 and does not require matching funds. He said this grant can be used for water or wastewater treatment plant improvements. Jackie Todd said the Department of Environmental Quality (DEQ) has said there are improvements that must be made at the wastewater treatment plant. He said an engineer is drawing up the plans for these improvements. Megan Douglas said the Town can only apply for one grant, either the Community Revitalization or the Water/Wastewater Engineering grant. The Board members said the improvements at the waste water treatment plant have to be done. Steve Boettcher said a public hearing will have to be held at a later date to get public input on the project; therefore, no action should be taken at this time. No action taken.

(d) Estimates on roof repair at City Hall.

Sam Hendrix gave the Board members copies of two estimates to look over. He said the person that was supposed to give a third estimate did not show up to do the estimate. One estimate was from Destiny Roofing for \$37,000.00 and the other estimate was from American Native International Management for \$19,825.00. The Board members looked over the estimates. Sam Hendrix said he needs to get with the owner of American Native and ask some more questions about the estimate. The Board members agreed that the estimate from American Native needs to state in more detail what work is involved. Jim Bias said Sam needs to get another estimate from American Native stating exactly what he is going to do, such as tearing out decayed areas, etc. Sam said he will get the information from American Native and the roof repair will be put on the agenda of the March meeting. No action was taken on this item.

(e) Approval of U.S. Census Bureau boundary map for the Town of Porter

The Board members looked over the map. Motion was made by Sharon Payne to approve the U.S. Census Bureau boundary map for the Town of Porter. The motion was seconded by Jim Bias. Voted yes: Tonya Springsted, Sam Hendrix, Jim Bias, Matt Willhite, and Sharon Payne. Voted no: None. Motion carried.

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6. Adjournment.

Motion was made by Sharon Payne to adjourn. The motion was seconded by Matt Willhite. Voted yes: Tonya Springsted, Sam Hendrix, Jim Bias, Matt Willhite, and Sharon Payne. Voted no: None. Motion carried.

Meeting adjourned at 6:51 p.m.

Sharon Payne

SHARON PAYNE, MAYOR

Shirley Herring

SHIRLEY HERRING, TOWN CLERK

