

MINUTES OF THE REGULAR MEETING  
OF THE TOWN OF PORTER HELD  
THURSDAY, FEBRUARY 10, 2022

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: Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Norma Meyer was absent. A quorum was present.

Others present were: Jackie Todd, Kendra Moore, Graham Moore, Adam Springsted, Natashia Baucom, and Shirley Herring.

3. Prayer.

The Board members and the members of the audience observed a silent moment of 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 Clifford Marshall, Jr. Voted yes: Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. 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.

Alvin Linzy appeared before the Board. Mr. Linzy said something needs to be done about the streets. He said all the streets have pot holes. He said some of the pot holes have been filled in with gravel. Mr. Linzy said gravel is not going to stay in the pot holes. He said the pot holes need to be repaired with cold patch. He said some of the places that need to be patched are in front of the school, in front of the day care, and by the soccer field. He said Jersey Glo also have a lot of pot holes. Mr. Linzy said the Board may want to get in touch with the State Representative said see if Porter can get some help to fix the streets. Mayor Littlefield said she will look into this matter in the spring.

There were no other appearances or petitions from the audience.

8. Discussion and possible action concerning:

- (a) Reinstating Teddy Cook as a volunteer firefighter for the Porter Fire Department.

Whitney Littlefield said this item was tabled from the previous meeting. She said since the last meeting, Teddy Cook said he was moving out of Porter. Motion was made by Whitney Littlefield to not reinstate Teddy Cook as a volunteer firefighter for the Porter Fire Department. The motion was seconded by Clifford Marshall, Jr. Voted yes: Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

(b) Accepting resignation of Town Attorney Tammy Ewing and approving final payment per contract.

Mayor Littlefield said Town Attorney Tammy Ewing resigned via email. The resignation stated the resignation was effective January 27, 2022. Motion was made by Whitney Littlefield to accept the resignation of Town Attorney Tammy Ewing and to approve paying the final payment due per her contract with the Town. The motion was seconded by Clifford Marshall, Jr. Voted yes: Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

(c) Ownership of cemetery plots 3 and 4 located in the Far West Section, Block 10, Lot 3, in Greenwood Cemetery.

Mayor Littlefield said these plots were supposed to have been purchased by a person in 2007. At this time the plots were selling for \$150.00 each. She said this person was supposed to make payments on the plots. She said nothing was paid until 2015, when \$25.00 was paid. She said in 2019, this person's sister took over the payments of the plots and finished paying them out, and now she wants them put in her name. Mayor Littlefield said plots are non-transferable and the sister should not have been allowed to take over the payments and get them for the \$150.00. Mayor Littlefield said in 2019, the plots were selling for \$500.00 each. The Board members said the person who paid for the plots needs to discuss this matter with the Board. Motion was made by Bradah Littlefield to table this item until the next regular meeting. The motion was seconded by Whitney Littlefield. Voted yes: Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

(d) Turning the entire Planning and Zoning process for the Town of Porter over to the Wagoner County Metropolitan Planning Commission.

Mayor Littlefield said currently the Wagoner County Metropolitan Planning Commission issues building permits for Porter and does the building inspections. She said the Wagoner County Metropolitan Planning Commission only issues a building permit once Porter approved the building permit. Mayor Littlefield said if the entire process is turned over to the Wagoner County Metropolitan Planning Commission, Porter will have no say in any of the planning and zoning procedures, and any issues related to planning and zoning will be handled entirely by the Wagoner County Metropolitan Planning Commission. Motion was made by Whitney Littlefield to not turn the entire Planning and Zoning process for the Town of Porter over to the Wagoner County Metropolitan Planning Commission, but it keep it as it is now, and allow the Wagoner County Metropolitan Planning Commission to issue building permits upon Porter's approval and to do the inspections. The motion was seconded by Bradah Littlefield. Voted yes: Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

(e) Approval of making an ordinance to prohibit burn barrels in the city limits.

Fire Chief Adam Springsted said the Board needs to pass an ordinance to prohibit burning trash in burn barrels in the city limits, or he can't do anything if a person burns trash in a barrel. Motion was made by Bradah Littlefield to approve making an ordinance against burning trash in the city limits. The motion was seconded by Whitney Littlefield. Voted yes: Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

(f) Approval of making an ordinance to prohibit throwing candy from moving vehicles during parades.

Mayor Littlefield said a member of the Lions Club asked if the Town had an ordinance prohibiting throwing candy from moving vehicles during parades. She said there is currently no ordinance concerning this matter. The Board members discussed this item and said children enjoy this part of the parade, and if it is done right, and the candy is not thrown in the street, the children are not in danger of running out into the street. Motion was made by Clifford Marshall, Jr. to not make an ordinance to prohibit throwing candy from moving vehicles during parades. The motion was seconded by Bradah Littlefield. Voted yes: Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

(g) Projects for Civic Center to be paid out of REAP grant funds.

Mayor Littlefield said the Town received a grant of \$20,000.00 for remodeling the Civic Center. She said the Board needs to prioritize the items that need to be done, such as installing new floor tiles, redoing the walls, purchasing new tables and chairs. Motion was made Bradah Littlefield to table this item until more quotes are obtained on the projects that need to be done. The motion was seconded by Ryan Moore. Voted yes: Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

(h) Approval of payment of yearly tech support fees (currently \$199.99) from Best Buy Geek Squad for office computers (with one half to be paid out of the Town and one half to be paid out of Porter Public Works Authority).

Motion was made by Whitney Littlefield to approve payment of yearly tech support fees (currently \$199.99) from Best Buy Geek Squad for office computers (with one half to be paid out of the Town and one half to be paid out of Porter Public Works Authority). The motion was seconded by Ryan Moore. Voted yes: Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

(i) Approval of yearly renewal of Webroot Antivirus Software (currently \$49.99) for office computers (with one half to be paid out of the Town and one half to be paid out of Porter Public Works Authority).

Motion was made by Whitney Littlefield to approve yearly renewal of Webroot Antivirus Software (currently \$49.99) for office computers (with one half to be paid out of the Town and one half to be paid out of Porter Public Works Authority). The motion was seconded by Clifford Marshall, Jr. Voted yes: Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

(j) Having a clean-up day for Town residents to dispose of refuse at a Town disposal site.

The Board members discussed having the disposal site at the property where the red barn is located and to get roll-offs for the trash disposal. Mayor Littlefield said someone would have to be at the disposal site all the time it is open. The Board members discussed a date and time for the clean-up. Motion was made by Whitney Littlefield to have a clean-up day on April 9<sup>th</sup> from 10:00 a.m. to 3:00 p.m. or until dumpsters are full, with residents to bring proof of residency in the form of a water bill. The motion was seconded by Clifford Marshall, Jr. Voted yes: Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

(k) Declaring the 2006 Ford truck as surplus property and authorizing it to be disposed of.

Motion was made by Bradah Littlefield to declare the 2006 Ford truck as surplus property and to take it to McKinney Auction to be sold. The motion was seconded by Whitney Littlefield. Voted yes: Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

(l) Trash clean-up of city owned properties that are used by various organizations.

Jackie Todd said since the soccer club using the soccer field at the South Park and the baseball club uses the baseball field at Lions Park, these organizations should be responsible for picking up the trash. Mayor Littlefield said the Board needs to find out who is over these organizations. Clifford Marshall, Jr. suggested asking the school for volunteers to pick up the trash. Motion was made by Whitney Littlefield to table this item until the next regular meeting. The motion was seconded by Bradah Littlefield. Voted yes: Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

(m) Approval of Event Space Rental Agreement.

The Board members looked over this agreement. This agreement states the rules and regulations and the rental fees for rental of the Civic Center, Red Barn, Fairgrounds and Arena, and the Mud Bog Facility. Motion was made by Whitney Littlefield to approve the Event Space Rental Agreement. The motion was seconded by Bradah Littlefield. Voted yes: Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

(n) Setting a new date for appreciation dinner for employees and dignitaries.

Motion was made by Whitney Littlefield to set the new date for Saturday, March 19, 2022, at 6:00 p.m. The motion was seconded by Bradah Littlefield. Voted yes: Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

(o) Adoption of Wagoner County Emergency Management Plan

Mayor Littlefield said this plan has been approved by FEMA and the State of Oklahoma. She said if Porter adopts this plan, Porter will be eligible to apply for grants through FEMA and the State. Motion was made by Whitney Littlefield to adopt the Wagoner County Emergency Management Plan. The motion was seconded by Ryan Moore. Voted yes: Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

(p) Selling land located adjacent of Greenwood Cemetery, described as lots 1-32, Block 57, lots 1-24, Block 58, and lots 12-24, Block 83, in the Town of Porter, Oklahoma.

Mayor Littlefield said these are the lots located outside the fence on the west side of the cemetery. Motion was made by Bradah Littlefield to sell the above listed lots, and to list the lots with Realtor Tabitha Moreland and have her advertise that the lots are for sell. The motion was seconded by Whitney Littlefield. Voted yes: Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

9. Reports from:

(a) Fire Department.

Fire Chief Adam Springsted reported that the firefighters responded to 34 calls in January, which included 18 medical calls, 3 motor vehicle accidents, 7 grass fire, 5 public assist, and 1 structure fire. He said the fire department used 4,200 gallons of water in December. Adam said the fire department is going to be purchasing a new rescue truck. He said when he gets the cost of the truck, he will let the Board members know the cost.

(b) Department heads.

No reports.

(c) Mayor

Mayor Littlefield said the Board members need to be looking for a new attorney.

10. New business.

There was no new business to be discussed.

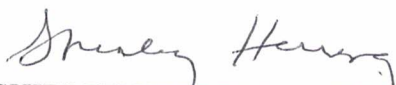
11. Adjournment.

Motion was made by Whitney Littlefield to adjourn. The motion was seconded by Clifford Marshall, Jr. Voted yes: Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

Meeting adjourned at 7:36 p.m.



BRADAH LITTLEFIELD, MAYOR



SHIRLEY HERRING, TOWN CLERK