

MINUTES OF THE REGULAR MEETING
OF THE TOWN OF PORTER HELD
THURSDAY, MAY 6, 2021

1. Call to order.

The meeting was called to order by Vice Mayor Clifford Marshall, Jr. at 7:03 p.m.

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

Members present were: Tonya Springsted, Ryan Moore, Clifford Marshall, Jr., and Whitney Littlefield. Bradah Littlefield was absent. A quorum was present.

Others present were: Matthew Coe, Bill Keele, Sharon Payne, France Neufeld, David Neufeld, Graham Moore, Kendra Moore, Bryan Jenkins, Peggy Sprinkles, Toni Montessi, Connie Snelson, Jackie Todd, Chris Elliott, Todd Briggs, Nick Jackson, Adam Springsted, Ron Cates, and Shirley Herring.

3. 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 Ryan Moore. Voted yes: Tonya Springsted, Ryan Moore, Clifford Marshall, Jr., and Whitney Littlefield. Voted no: None. Motion carried.

4. Consideration and possible action on items removed from the consent agenda.

No items were removed from the consent agenda.

5. Appearances or petitions from the audience.

- a. Sheriff Chris Elliott concerning Contract for the Provision of Law Enforcement Services between Wagoner County and the Town of Porter.

Sheriff Chris Elliott appeared before the Board. Sheriff Elliott said it is time to renew the contract for Wagoner County to provide law enforcement services to the Town of Porter. He said the contract needs to be renewed by July 1, 2021. He said this contract that was presented to the Board is identical to last year's contract, except there is a 5% increase in fees. Sheriff Elliott said this 5% increase is necessary due to the increase costs of gas, insurance, and other expenses. He said the services provided by the contract; include normal police services and 911 communication services. Sheriff Elliott went over the incidents report for 2020 for the Town of Porter. This reports showed the number of times in 2020 deputies had been in Porter for calls or patrols.

- b. Others from the audience.

Toni Montessi appeared before the Board. Ms. Montessi said she had made a request to the previous Board of Trustees to have speed bumps installed in front of the day care center. She wanted to know if the new Board of Trustees would consider having the speed bumps installed. Whitney Littlefield said the Board will look into this matter.

6. Discussion and possible action concerning:

- a) Approval of Contract for the Provision of Law Enforcement Services between Wagoner County and the Town of Porter.

Town Clerk Shirley Herring said in the contract it stated that quarter installments shall be due and payable on the 1st day of July, 2021 and a like sum on the 1st day of January and April, 2021 and the last payment payable on July 1, 2021. She said the payments in January and April should be on the 1st day of January and April, 2022, and the last payment payable on July 1, 2022. Motion was made by Whitney Littlefield to approve the contract with the 5% increase in fees and the changes in the payment dates. The motion was seconded by Ryan Moore. Voted yes: Tonya Springsted, Ryan Moore, Clifford Marshall, Jr., and Whitney Littlefield. Voted no: None. Motion carried.

- b) Persons to notify in an emergency.

The current persons listed to notify in case of an emergency are Kendra Moore, Joey Hatfield, and Tonya Springsted. Motion was made by Whitney Littlefield to add Jackie Todd as an emergency contact. The motion was seconded by Ryan Moore. Voted yes: Ryan Moore, Clifford Marshall, Jr., and Whitney Littlefield. Voted no: Tonya Springsted. Motion carried.

- c) Persons authorized to arm and disarm alarm system.

Currently all employees and Board member Tonya Springsted can arm and disarm the alarm system. Motion was made by Whitney Littlefield to table this item. The motion was seconded by Ryan Moore. Whitney amended her motion to continue this item to the next regular meeting. The amended motion was seconded by Ryan Moore. Voted yes: Ryan Moore, Clifford Marshall, Jr., and Whitney Littlefield. Voted no: Tonya Springsted. Motion carried.

- d) Hiring person to assist with the preparation of 2021-2022 budget.

Town Clerk Shirley Herring said the Town's auditor Ralph Osborn said he is willing to assist with preparing the 2021-2022 budget. Motion was made by Whitney Littlefield to hire Ralph Osborn to assist with the preparation of 2021-2022 budget. The motion was seconded by Tonya Springsted. Voted yes: Tonya Springsted, Ryan Moore, Clifford Marshall, Jr., and Whitney Littlefield. Voted no: None. Motion carried.

- e) Approval of audit for the fiscal year ended June 30, 2020.

Motion was made by Tonya Springsted to approve the audit for the fiscal year ended June 30, 2020. The motion was seconded by Clifford Marshall, Jr. Voted yes: Tonya Springsted, Ryan Moore, Clifford Marshall, Jr., and Whitney Littlefield. Voted no: None. Motion carried.

- f) Cashing in Certificate of Deposit donated to Greenwood Cemetery and depositing the funds into the Cemetery Donation Fund.

Town Clerk/Treasurer Shirley Herring said many years ago, a person had a certificate of deposit and he was having the interest earned on this certificate of deposit to be deposited into the Cemetery Donation Fund. Shirley said this person passed away some years ago and now his heir said he would like to donate the certificate to the town with the proceeds going into the Cemetery Donation Fund. She said the certificate is for \$2,066.14. Motion was made by Whitney Littlefield to cash in this certificate of deposit and deposit the funds in the Cemetery Donation fund. The motion was seconded by Ryan Moore. Voted yes: Tonya Springsted, Ryan Moore, Clifford Marshall, Jr., and Whitney Littlefield. Voted no: None. Motion carried.

- g) Approval of allowing a Farmer's Market to be set up in front of City Hall.

Bill Keele appeared before the Board. Mr. Keele said for the last few years he has been selling produce during the growing season in front of City Hall on Saturdays from 8:00 a.m. to Noon. Mr. Keele said he would like to have permission to continue selling the produce in front of City Hall. Motion was made by Tonya Springsted to approve allowing a Farmer's Market to be set up in front of City Hall and to have the market advertised on the Town's marquee. The motion was seconded by Clifford Marshall, Jr. Voted yes: Tonya Springsted, Ryan Moore, Clifford Marshall, Jr., and Whitney Littlefield. Voted no: None. Motion carried.

- h) Paying employees for attending mandatory meetings.

Motion was made by Whitney Littlefield that if an employee is required to attend a meeting, the employee will be paid for attending the meeting. The motion was seconded by Clifford Marshall, Jr. Voted yes: Tonya Springsted, Ryan Moore, Clifford Marshall, Jr., and Whitney Littlefield. Voted no: None. Motion carried.

- i) Purchasing new office chairs for meeting room.

Whitney Littlefield said some of the office chairs in the meeting room have been there for 20 years. Tonya Springsted said the previous Board voted to purchase new chairs at a price not to exceed \$200.00 per chair. Whitney Littlefield said she will check on prices. No action was taken on this item.

- j) Procedure for placing items on the agenda.

Shirley Herring said currently only Board members can place items on the agenda, and they have until the Wednesday before the meeting to put an item on the agenda. Motion was made by Whitney Littlefield to change the time Board members can put an item on the agenda from the Wednesday before the meeting to noon on the Tuesday before the meeting. The motion was seconded by Clifford Marshall, Jr. Voted yes: Tonya Springsted, Ryan Moore, Clifford Marshall, Jr., and Whitney Littlefield. Voted no: None. Motion carried.

k) Approval of Lynzee Chitwood as a volunteer firefighter.

Fire Chief Adam Springsted presented a copy of the application for Lynzee Chitwood for the Board members to look over. Adam said Lynzee is an EMS and can be a first responder for the fire department. He said she will be available during the day time. Adam said he thinks Lynzee will be an asset to the fire department. Motion was made by Whitney Littlefield to approve Lynzee Chitwood as a volunteer firefighter. The motion was seconded by Ryan Moore. Voted yes: Tonya Springsted, Ryan Moore, Clifford Marshall, Jr., and Whitney Littlefield. Voted no: None. Motion carried.

l) Having the Fire Department keep track of the amount of water used by the Fire Department.

Assistant Fire Chief Nick Jackson asked what would be the protocol for measuring the amount of water used. He asked if meters would be provided for the fire hydrants to measure the amount of water used or if the firefighters would have to guess the amount of water used to fill up a truck. Whitney Littlefield said Mayor Bradah Littlefield had requested this item to be put on the agenda. Mayor Bradah Littlefield was not present at the meeting; therefore, no action was taken on this item.

m) Approval of purchase orders for Fire Department.

Fire Chief Adam Springsted told the Board members that it was previously voted on that all purchase orders that go through the County that are over \$2,000.00 must be approved by the Board of Trustees. He said he has one purchase order for approval. The purchase order is to Oklahoma GraphX and Embroidery for 88 shirts (4 shirts per firefighter for 22 firefighter for use during the Peach Festival) and 44 hats (2 hats per firefighter) for a total amount of \$4,356.00. Motion was made by Whitney Littlefield to approve the purchase order to Oklahoma GraphX and Embroidery for \$4,356.00. The motion was seconded by Clifford Marshall, Jr. Voted yes: Tonya Springsted, Ryan Moore, Clifford Marshall, Jr., and Whitney Littlefield. Voted no: None. Motion carried.

n) Approval of events to take place at the Porter Fairgrounds.

Tonya Springsted said this item should be approved by the Porter Fairgrounds Trust Authority Board. She said there will need to be a special meeting of the Fairgrounds Trust Authority to approve the events. No action was taken on this item.

o) Hiring employee.

Shirley Herring said the previous Board voted to take applications for a maintenance employee until April 15th. She said 11 applications were received. Tonya Springsted said this employee was supposed to be hired to do maintenance, such as mowing, weed eating, putting up signs, etc. Whitney Littlefield said the Town does not need a full time maintenance person. No action was taken on this item.

7. Mayor to appoint Department Heads.

Mayor Bradah Littlefield was not present at the meeting.

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12. Reports from:

a. Fire Department.

Fire Chief Adam Springsted reported that the firefighters responded to 34 calls in April, which included 18 medical calls, 10 motor vehicle accidents, 5 brush fires, and 1 trash fire. Adam said upcoming events for the Fire Department are: Fish Fry on May 22nd from Noon to 4:00 p.m., Smoke Off June 12th, Concert under the Tower June 12th starts at 7:00 p.m., July 4th celebration on July 3rd starts at dark, and the Peach Festival July 15th, 16th, and 17th.

13. New business.

There was no new business to be discussed.

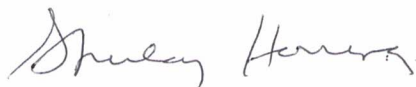
14. Adjournment.

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

Meeting adjourned at 8:30 p.m.



BRADAH LITTLEFIELD, MAYOR



SHIRLEY HERRING, TOWN CLERK