

MINUTES OF THE REGULAR MEETING  
OF THE TOWN OF PORTER HELD  
THURSDAY, MARCH 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: Norma Meyer, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. A quorum was present.

Others present were: Jackie Todd, Kendra Moore, Graham Moore, Adam Springsted, Nick Jackson, Natashia Baucom, Matt Coe, Jered Davidson, Frances Neufeld, Suzanne Salichs, and Shirley Herring.

3. Prayer.

Cliff Marshall 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 Clifford Marshall, Jr. Voted yes: Norma Meyer, 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.

(a) Hannah Jones with 4 Leaf Solutions concerning credit card equipment for Town/PPWA offices.

Ms. Jones was not present at the meeting.

(b) Suzanne Salichs with Wagoner Community Hospital speaking about Substance Use Disorder Grants available to towns in Wagoner County.

Ms. Salichs was not present at this time.

(c) Representatives from the baseball club and soccer club to talk about trash clean-up

The representatives were not present at the meeting.

(d) Others from the audience.

There were no appearances or petitions by others from the audience.

8. Consider and take action with respect to a resolution of the Town of Porter, Oklahoma (the "Town") approving action taken by the Porter Public Works Authority (the "Authority") authoring issuance, sale and delivery of the Authority's series 2022 drinking water SRF promissory note to Oklahoma Water Resources Board: ratifying and confirming a lease agreement and/or authorizing the execution of an amended lease agreement and containing other provisions related thereto.

Jered Davidson, a Bond Counselor with the Public Finance Law Group, submitted a budget prepared by Myers Engineering for renovation of the 200,000.00 gallon storage tank, renovation of one of the elevated water tanks, and for pump station improvements. This budget was for \$963,464.00. Mr. Davidson said there is \$480,366.00 in grant funds that will be used on this project, leaving an estimated cost of \$483,098.00 to be funded. Mr. Davidson said this promissory note will be for an amount not to exceed \$890,000.00. He said it will be a draw down line of credit. Motion was made by Bradah Littlefield to go ahead with the project with approval of the resolution authoring issuance, sale and delivery of the Authority's series 2022 drinking water SRF promissory note to Oklahoma Water Resources Board: ratifying and confirming a lease agreement and/or authorizing the execution of an amended lease agreement and containing other provisions related thereto. The motion was seconded by Clifford Marshall, Jr. Voted yes: Norma Meyer, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried. This will be Resolution #2022-1.

9. Consider and take action with respect to award of construction bid to Superior Services in connection with water system improvements and execution of all documents related thereto.

Engineer Matt Coe said only one bid was received. He said this bid was received from Superior Services. Mr. Coe said Superior Services is a good company to work with and the company is based in Oklahoma. Motion was made by Bradah Littlefield to award the construction bid to Superior Services. The motion was seconded by Whitney Littlefield. Voted yes: Norma Meyer, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

10. Discussion and possible action concerning

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

Mayor Littlefield said this item was tabled from last month's meeting in order for the person who paid for the plots to discuss this matter with the Board. She said the person who paid for the plots was not present at the meeting. Motion was made by Bradah Littlefield to table this item. The motion was seconded by Clifford Marshall, Jr. Voted yes: Norma Meyer, Ryan Moore, Clifford Marshall, Jr., and Bradah Littlefield. Voted no: Whitney Littlefield. Motion carried.

Suanne Salichs came into the meeting; therefore, Mayor Littlefield went back to item 7 (b) on the agenda, appearance by Suzanne Salichs with Wagoner Community Hospital speaking about Substance Use Disorder Grants available to towns in Wagoner County. Ms. Salichs said the drug Fentanyl is coming into the community and vaping is high now and people are putting other substances into the vaping device. She said the ABLE Commission is sending people around to stores in communities to do compliance checks to make sure the stores are not selling alcohol and tobacco products to underage people. Mayor Littlefield said the Board will update Porter's ordinance on alcohol and tobacco to make it consistent with state law. Ms. Salichs said Wagoner Community Hospital is going to schedule a drug take back day, where people can safely dispose of old medicine.

Mayor Littlefield went back to the remaining agenda items. Discussion and possible action concerning:

- (b) Projects for Civic Center to be paid out of REAP funds.

Mayor Littlefield said the Board members need to decide what areas to start working on at the Civic Center. Norma Meyer said she thinks they should start with installing new flooring and painting the walls in the main room. Motion was made by Bradah Littlefield to start with the floors and walls. The motion was seconded by Clifford Marshall, Jr. Voted yes: Norma Meyer, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

- (c) Selling land located adjacent to Greenwood Cemetery, described as lots 1-32, Block 57, Lots 1-24, Block 58, and lots 13-24, Block 83, in the Town of Porter, Oklahoma.

The Board members looked at recommendations on selling this property from Realtor Tabitha Moreland. Ms. Moreland said after researching the properties, she would not recommend listing them all together. She recommended listing the property in four different parcels. Norma Meyer suggested the Board put the property up for sale by owner and sell it without using a realtor. Motion was made by Norma Meyer to put the property up for sale by owner. The motion was seconded by Clifford Marshall, Jr. Voted yes: Norma Meyer, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

- (d) Obtaining dumpsters for clean-up day on April 9, 2022.

Natashia Baucom said she checked on the prices of dumpsters. She said Herringshaw charges \$550.00 per dumpster for one week and Yocham Trucking charges \$400.00 per dumpster for ten days. Motion was made by Bradah Littlefield to order three dumpsters from Yocham Trucking for \$400.00 each. The motion was seconded by Whitney Littlefield. Voted yes: Norma Meyer, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

- (e) Selection of a project for the FY 2022 Community Development Block Grant Program through the Oklahoma Department of Commerce.

The Town received an email from Megan Douglas with INCOG checking to see if the Town is interested in applying for this grant. She said last year the Town applied for Wastewater System Improvements. She said the Town can use the same project from last year or consider a new one. Ms. Douglas said the maximum request for the grant is \$600,000.00. She said the application is due May 3, 2022. Mayor Littlefield said the wastewater system improvements still need to be done. Motion was made by Bradah Littlefield to apply for the grant for wastewater system improvements. The motion was seconded by Whitney Littlefield. Voted yes: Norma Meyer, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

- (f) Paying employees for being off during inclement weather.

Mayor Littlefield said the employees have been using their personal time, when they couldn't come to work due to inclement weather. She said she thinks they should be reimbursed for this personal time and should be paid if they have to miss work due to inclement weather. Motion was made by Whitney Littlefield to pay the employees if they have to be off work due to inclement weather. The motion was seconded by Clifford Marshall, Jr. Voted yes: Norma Meyer, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

11. Discussion concerning appreciation dinner for employees and dignitaries.

Kendra Moore said she has received responses from thirty people who are going to be attending the dinner. She said she is planning for fifty people. The Board members discussed who would be responsible for bringing specific items to the dinner.

12. Reports from:

(a) Fire Department.

Fire Chief Adam Springsted reported that the firefighters responded to 32 calls in February, which included 13 medical calls, 5 motor vehicle accidents, 7 grass fires, 4 fire alarms, and 3 structure fires. He said the fire department used 12,400 gallons of water in February. Adam said the new ISO rating will take effect June 1<sup>st</sup>. He said the new rating is 4 for inside the city limits and 5 for a five mile radius outside the city limits. Mayor Littlefield said she appreciates all the work Adam and the firefighter did to get the ISO rating lowered. Adam said this lower rating should result in lower insurance premiums. Adam said the fire department is going to be staging a mock wreck at the school on April 7<sup>th</sup> at 9:00 a.m. He said Life Flight and Wagoner County EMS will be present. Adam said the fire department does not have the funds to have an Easter egg hunt this year. Adam said the fire department is looking at purchasing ten geothermal heat detectors to use during fires. He said these units can detect hot-spots as well as flames and can detect when a firefighter is in danger. He said the cost of the ten units will be \$25,000.00 to 30,000.00.

(b) Department heads.

No reports.

(c) Mayor

No report.

13. New business.

Motion was made by Whitney Littlefield to purchased prefilled eggs for an Easter egg hunt to be held on April 16<sup>th</sup>, with the cost not to exceed \$750.00. The motion was seconded by Bradah Littlefield. Voted yes: Norma Meyer, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

14. Adjournment.

Motion was made by Whitney Littlefield to adjourn. The motion was seconded by Clifford Marshall, Jr. Voted yes: Norma Meyer, 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