

MINUTES OF THE REGULAR MEETING  
OF THE TOWN OF PORTER HELD  
THURSDAY, MAY 5, 2022

1. Call to order.

The meeting was called to order by Mayor Bradah Littlefield at 6:05 p.m.

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

Members present were: Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, and Whitney Littlefield. Ryan Moore failed to attend the new municipal officials training. State law requires each new official to attend this training within one year of being elected or appointed. Per state law, if a new official does not attend this training within one year of being elected or appointed, the official can no longer serve on the Board. A quorum was present.

Others present were: Jackie Todd, Kendra Moore, Graham Moore, Adam Springsted, Natashia Baucom, John Liles, Parker Wilkerson, 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 Clifford Marshall, Jr. to approve the consent agenda (items a, b, and c). The motion was seconded by Whitney Littlefield. Voted yes: Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, and Whitney 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.

Parker Wilkerson appeared before the Board. Mr. Wilkerson said he is interested in becoming the attorney for the Town of Porter. Mr. Wilkerson presented his resume and gave the Board members a summary of his education and work experiences. Mayor Littlefield said if the Board hires an attorney, a contract will have to be made, and the attorney will be paid a specific amount each month. She said if the attorney has to attend a special meeting, he will not be paid extra for attending this meeting. She said if additional work is required; the attorney will be paid at the rate of \$175.00 per hour.

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

8. Discussion and possible action concerning

(a) Hiring person to assist with the preparation of the 2022-2023 budget.

Shirley Herring said the Town's auditor Ralph Osborn has been helping prepare the budget for the last several years. Motion was made by Whitney Littlefield to hire Ralph Osborn to assist with the preparation of the 2022-2023 budget. The motion was seconded by Bradah Littlefield. Voted yes: Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, and Whitney Littlefield. Voted no: None. Motion carried.

(b) Selling 1955 fire truck.

Norma Meyer said she put this on the agenda. She said she has someone who wants to purchase this truck for \$1,500.00. Norma said the truck is just sitting at the City Barn and parts are being stolen off it. Mayor Littlefield said she would like for the Town to keep this truck and have it fixed up to drive in parades. Norma said it would cost too much to have this truck fixed. Motion was made by Norma Meyer to sell the 1955 fire truck for \$1,500.00. The motion was seconded by Clifford Marshall, Jr. Voted yes: Norma Meyer and Clifford Marshall, Jr. Voted no: Bradah Littlefield and Whitney Littlefield. Motion did not carry.

(c) Purchasing a push mower and two (2) weed eaters.

Jackie Todd said the Town does not currently have a push mower. He said the Town hasn't purchased a new weed eater in several years. Motion was made by Bradah Littlefield to purchase a push mower, two weed eaters, and weed eater line, with the cost to be taken out of the Cemetery Fund. The motion was seconded by Clifford Marshall, Jr. Voted yes: Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, and Whitney Littlefield. Voted no: None. Motion carried.

(d) Placing a donation box at Greenwood Cemetery for Memorial Day donations.

Jackie Todd said instead of having volunteers sit at cemetery taking donations, a donation box can be set up at the cemetery. He said the box will be welded to a post, so that it cannot be stolen. Jackie said an employee will take the money out of the box each evening on the days the box is at the cemetery. Motion was made by Whitney Littlefield to place a donation box at Greenwood Cemetery for Memorial Day donations. The motion was seconded by Bradah Littlefield. Voted yes: Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, and Whitney Littlefield. Voted no: None. Motion carried.

(e) Repairs on building (red barn) located at 616 E. Highway 51B.

Jackie Todd said the two big doors need to be taken out and replaced with overhead doors. He said he will get some estimates for the cost of replacing these doors. Mayor Littlefield said this can be paid out of grant funds. Motion was made by Bradah Littlefield to look into finding someone to do these repairs and getting estimates for the cost of the repairs. The motion was seconded by Whitney Littlefield. Voted yes: Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, and Whitney Littlefield. Voted no: None. Motion carried.

(f) Hiring summer employee.

Mayor Littlefield said she would like to hire someone to work full time during the summer at \$12.00 per hour. She said this employee can mow and weed eat the cemetery and do other jobs that need to be done. Motion was made by Bradah Littlefield to hire John Liles as a full time summer employee at \$12.00 per hour. The motion was seconded by Whitney Littlefield. Voted yes: Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, and Whitney Littlefield. Voted no: None. Motion carried.

(g) Purchasing a book binding machine.

Kendra Moore said she needs a binding machine to put reports together. The Board members looked at a picture and the price for a binding machine. Mayor Littlefield said binders would also need to be purchased. Motion was made by Clifford Marshall, Jr. to purchase a book binding machine and the necessary accessories. The motion was seconded by Whitney Littlefield. Voted yes: Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, and Whitney Littlefield. Voted no: None. Motion carried.

(h) Hiring Amy Hale for consulting and system set up services to set up an accounting software program for financial records.

Kendra Moore said she sent out a request for recommendation of an affordable program for small government and someone who could possibly set it up. She said Quickbooks was recommended as the program and Amy Hale, a Certified Public Accountant was recommended to set it up. Kendra said several years ago, the Board approved to purchase Quickbooks, but it was never purchased. She said Ms. Hale recommends QuickBooks, but said it needs to be set up correctly to work for fund accounting. Ms. Hale said her services are \$75.00 per hour for consulting and system set up services. Motion was made by Bradah Littlefield to hire Amy Hale for consulting and system set up services to set up an accounting software program for financial records. The motion was seconded by Clifford Marshall, Jr. Voted yes: Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, and Whitney Littlefield. Voted no: None. Motion carried.

(i) Hiring attorney.

Motion was made by Bradah Littlefield to hire Parker Wilkerson for \$1,000.00 per month, with Mr. Wilkerson to draw up a contract. The motion was seconded by Whitney Littlefield. Voted yes: Norma Meyer, Clifford Marshall, Jr., Bradah Littlefield, and Whitney Littlefield. Voted no: None. Motion carried.

9. Reports from:

(a) Fire Department.

Fire Chief Adam Springsted reported that the firefighters responded to 29 calls in April, which included 16 medical calls, 7 motor vehicle accidents, 4 grass fires, and 2 public assists. He said the fire department used 2,200 gallons of water in April. Adam said the storm siren on the west side of town needs to be replaced. He said the siren doesn't work unless the button is held down manually. Adam said it is too dangerous to have a firefighters manually hold the button down during a storm.

(b) Department heads.

No reports.

(c) Mayor

Mayor Littlefield said since Ryan Moore did not attend a mandatory class for newly elected officials, he is no longer on the Board. She said the Board members need to appoint someone to take his place. She said the Board members have 60 days from April 22, 2022, to appoint someone. Mayor Littlefield said she saw it advertised on Facebook that there is going to be a ranch rodeo held at the arena during the Peach Festival. She said this event needs to be approved by Board, and the sponsor of this event needs to furnish proof that this event is covered by insurance.

-4- Town May 5, 2022

10. New business.

Norma Myer said she drove around town and compiled a list of addresses of properties that need to be cleaned up. She said she would like for the other Board members to drive around and check out these properties. Norma said the Town needs to send out a letter to everyone in Porter telling them to make sure their property is clean. She said this letter should state that citations will be issued to property owners who do not keep their property clean. Mayor Littlefield said the Board needs to do some research into this matter.

Mayor Littlefield said she wants to build a float for the Peach Festival parade. Jackie Todd said the Town has a trailer that could be decorated for a float. He said the Town also has a tractor to pull the trailer

11. Adjournment.

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

Meeting adjourned at 7:20 p.m.



BRADAH LITTLEFIELD, MAYOR



SHIRLEY HERRING, TOWN CLERK