

MINUTES OF THE REGULAR MEETING
OF THE TOWN OF PORTER HELD
THURSDAY, JUNE 10, 2021

1. Call to order.

The meeting was called to order by Mayor Bradah Littlefield at 7:00 p.m.

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

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

Others present were: Sharon Payne, Heath Jenkins, Kili Jenkins, Wayne Collins, Tabitha Ford, Sam Hendrix, Peggy Sprinkles, Toni Montessi, Frances Neufeld, Norma Meyer, Ava Hall, Justin Graven, Samantha Green, Joey Hatfield, David Neufeld, Emily Mello, Micki Willard, Joel Fischer, Nick Jackson, Adam Springsted, Jackie Todd, Lamar Jackson, Kendra Moore, Graham Moore, Matthew Smith, Kerry Yochum, Ron Cates, and Shirley Herring.

3. Prayer.

Tonya Springsted said a prayer.

4. Pledge of Allegiance.

Mayor Bradah Littlefield led the Pledge of Allegiance.

5. Necessary action concerning approval of the consent agenda:

- a. Approval of the minutes of the previous meetings.
- b. Approval of the purchase orders.
- c. Approval of the payroll purchase orders.

Motion was made by Bradah Littlefield to approve the consent agenda (items a, b, and c). The motion was seconded by Whitney Littlefield. Voted yes: Tonya Springsted, 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.

Sharon Payne asked if she could speak at this time. Mayor Littlefield said if anyone in the audience wants to speak about an item that is listed on the agenda, they should wait until the Board gets to that item. She said if anyone wants to speak about an item that is not listed on the agenda, they should speak now. Mayor Littlefield said if any one wishes to speak, they should stand up, go to the podium, and she will acknowledge them. No one from the audience spoke at this time.

8. Discussion and possible action concerning:

- a) Repealing Ordinance 2020-2 and 2020-3, establishing and adopting water, sewer, and trash rates, and establishing effective date of rates.

Mayor Littlefield said she put this on the agenda because she would like to drop the raise to \$13.00. She said if the raise was dropped, the Town can still do a loan through the Oklahoma Water Resource Board (OWRB), if a loan is necessary. Mayor Littlefield said currently there is a loan through OWRB for \$206,750.00, but the OWRB is going to forgive this loan; therefore, the Town will not have to pay it back. She said if any more money is borrowed from the OWRB, it may have to be repaid. Town Attorney Ron Cates said there is no rate covenants in place and the Town has satisfied all the obligations of the \$206,750.00 forgiveness loan. Motion was made by Bradah Littlefield to repealing Ordinance 2020-2 and 2020-3, establishing and adopting water, sewer, and trash rates, and establishing effective date of rates. The motion was seconded by Whitney Littlefield. Voted yes: Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: Tonya Springsted. Motion carried.

- b) Obtaining insurance for employees through Courtside Benefits.

Mayor Littlefield said the Town is not going to be able to get this insurance. She said the employees are not eligible to get insurance through Insure Oklahoma. She said they could get insurance through Aflac or Blue Cross and Blue Shield, but Blue Cross and Blue Shield would be expensive. She said Aflac would cost about \$100.00 per employee per month. Clifford Marshall, Jr. said most companies have Aflac as a supplemental insurance. Motion was made by Bradah Littlefield to not obtain insurance for the employees through Courtside Benefits. The motion was seconded by Clifford Marshall, Jr. Voted yes: Tonya Springsted, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

- c) Approval of 2020-2021 budget amendment #2.

The Board members looked over the amendment. Motion was made by Bradah Littlefield to approve 2020-2021 budget amendment #2. The motion was seconded by Whitney Littlefield. Voted yes: Tonya Springsted, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

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

Currently all employees and Board member Tonya Springsted can arm and disarm the alarm system. Mayor Littlefield said some of the people can disarm the alarm by phone. She said she doesn't like for the alarm to be disarmed by phone. Motion was made by Bradah Littlefield to take the app for disarming the alarm off the phones. The motion was seconded by Ryan Moore. Voted yes: Ryan Moore, Whitney Littlefield, and Bradah Littlefield. Voted no: Clifford Marshall, Jr. and Tonya Springsted. Motion carried.

- e) Installing speed bumps on South 6th Street by Day Care Center

Clifford Marshall, Jr. said he has called to get the cost of installing the speed bumps, but he hasn't gotten any quotes yet. Mayor Littlefield said speed bumps would be a liability for the Town. Mayor Littlefield said the owner of the Day Care Center has not requested speed bumps. Clifford Marshall, Jr. said he spoke with the owner of the Day Care Center and she wants to get the traffic slowed down. No action was taken on this item.

f) Closing roads for Peach Festival

Town Clerk Shirley Herring said the Peach Festival will be held July 15th, 16th, and 17th. She said the Lions Club would like to have Highway 51B from 1st Street to 9th Street closed during the Festival. Fire Chief Adam Springsted said this section of Highway 51B should be closed Thursday morning at 8:00 a.m. through 8:00 a.m. Sunday morning. He said Emergency Management will furnish signs and barricades. Motion was made by Bradah Littlefield to close Highway 51B from 1st Street to 9th Street on Thursday, July 15th at 8:00 a.m. and to open back on Sunday, July 18th at 8:00 a.m. The motion was seconded by Clifford Marshall, Jr. Voted yes: Tonya Springsted, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

g) Approval for Justin Graven and Samantha Green to place a 1982 mobile home at 714 W. Dixieland Avenue.

Justin Graven and Samantha Green appeared before the Board. They presented pictures of the mobile home they would like to place at 714 W. Dixieland Avenue. Mr. Graven said the property has four lots. Motion was made by Bradah Littlefield to approve Justin Graven and Samantha Green placing a 1982 mobile home at 714 W. Dixieland Avenue. The motion was seconded by Clifford Marshall, Jr. Voted yes: Tonya Springsted, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

h) Cemetery.

Tonya Springsted said she put this item on the agenda, because of the way the cemetery is being cared for. Sharon Payne appeared before the Board. Sharon said she is on the Cemetery Board. She presented a list of items that have been done and a list of items that need to be done. Ms. Payne said the Cemetery Board was approved in 1988. She said in February, 2021, the Town Board appointed Sharon Payne, Micki Willard and Tabitha Bryant as members of the Cemetery Board. Mayor Littlefield and Whitney Littlefield said the Town does not receive any benefit in having a Cemetery Board. Mayor Littlefield said none of the members of the Cemetery Board volunteered to work at the Cemetery during any of the Memorial Day weekend. Ms. Payne said the employees sprayed weed killer around the stones, when it is stated in the ordinance that weed killer is not to be used at the Cemetery. Mayor Littlefield said the ordinance states no oil based weed killer is to be used at the Cemetery. She said the weed killer that was sprayed around the stones was not oil based. Clifford Marshall, Jr. said regarding the spraying, the Town Board members will look into this issue for next year. No action was taken on this item.

i) Purchasing mowers.

Jackie Todd said he would like to have two new mowers. The Board members had looked at the information on the mowers at a previous meeting. The information was for Velocity Plus mowers at a cost of \$10,450.00 per mower. Motion was made by Whitney Littlefield to purchase two mowers, with one mower being purchased out of the Street and Alley Fund and one mower being purchased out of the Cemetery Donation Fund per Jackie Todd request from last month's meeting. The motion was seconded by Bradah Littlefield. Voted yes: Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: Tonya Springsted. Motion carried.

- j) Surplusing the following mowers and authorizing the sale of these mowers:
1. 2013 48" Snapper (255 hours)
 2. 2015 60" Kubota (554 hours)
 3. 2015 Kubota (not running) (542 hours)
 4. 2017 72" Spartan (167 hours).

Clifford Marshall, Jr. said if these mowers are surplus and sold; the money could be used to purchase another mower. Mayor Littlefield said the Town needs to keep the 2015 60" Kubota that is running. Motion was made by Whitney Littlefield to surplus items 1, 3, and 4, and to keep item 2 until it is no longer needed. The motion was seconded by Bradah Littlefield. Voted yes: Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: Tonya Springsted. Motion carried.

- k) Removing the \$2,000.00 limit for approval of Fire Department purchase orders.

Whitney Littlefield said she put this on the agenda. She said Fire Chief Adam Springsted know what he needs. Clifford Marshall, Jr. said these purchases are not made with Town funds. Mayor Littlefield said the money is kept track of through the County. Fire Chief Adam Springsted said sometimes the Fire Department has a truck that goes down, and if the cost to have it repaired is over \$2,000.00, it cannot be repaired until the purchase order is approved by the Board. Motion was made by Whitney Littlefield to remove the \$2,000.00 limit for approval of Fire Department purchase orders. The motion was seconded by Bradah Littlefield. Voted yes: Tonya Springsted, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

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

Fire Chief Adam Springsted said he talked to Redbird and Tallahassee Fire Departments and they will keep track of the amount of water they use to fill up their trucks. He said Porter will also keep track of the amount of water that is used to fill up Porter's trucks. Adam said the amount of water used each month will be listed on his monthly report. Motion was made by Whitney Littlefield to have Porter, Redbird, and Tallahassee keep track of the amount of water they use to fill up their trucks. The motion was seconded by Clifford Marshall, Jr. Voted yes: Tonya Springsted, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

- m) Approval of purchase orders for Fire Department.

Fire Chief Adam Springsted told the Board members he had one purchase order to Emergency Apparatus Maintenance, Inc. for \$3,200.00 for repair of a fire truck. Since the Board members had previously voted to remove the \$2,000.00 limit for approval of fire department purchase orders, no action was taken on this item.

- n) Hiring employee.

No action was taken on this item.

9. Discussion of hours fireworks are allowed to be discharged for July 4th.

Whitney Littlefield said the ordinance states fireworks may be discharged on July 4th from 9:00 a.m. to midnight. Since July 4th is on a Sunday this year, Whitney asked if the Board still wanted to allow the fireworks to be discharged until midnight. Mayor Littlefield said if the Board wanted to change the time fireworks can be discharged, the ordinance would have to be changed. The Board members agreed not to change the ordinance.

10. Review of Code of Ethics.

Tonya Springsted said there was an ordinance passed that established a Code of Ethics for the Board members. She said she would like for the Board members to review this Code. Tonya said the Board members need to be more businesslike. Mayor Littlefield said the ordinance is for Rules of Conduct and Protocol. She said Code of Ethics and Code of Conduct are two different things. Mayor Littlefield said the Board members should all work together.

11. Mayor to appoint Department Heads.

Mayor Bradah Littlefield appointed the following department heads:

Tonya Springsted	Sewer Plant
Clifford Marshall, Jr.	Street and Alley
Whitney Littlefield	Fire Department
Ryan Moore	Water Department

12. Reports from:

(a) Fire Department.

Fire Chief Adam Springsted reported that the firefighters responded to 54 calls in May, which included 31 medical calls, 18 motor vehicle accidents, 3 brush fires, 1 vehicle fire, and 1 structure fire.

(b) Mayor

Mayor Littlefield said she has made several calls trying to find money for the Town. She said the American Rescue Plan Act of 2021 had allotted 18.6 million dollars to Wagoner County. She said some of this money will go to Porter, but she doesn't know how much. Mayor Littlefield said this money can be used to fix the sewer and water systems.

Mayor Littlefield said Ava Hall and Norma Meyer of Happy Bees Flowers would like to have the flowers that are picked up from the Cemetery after Memorial Day. She said they will redo the ribbons and whatever needs to be done to make the flowers look good. She said next year, they will put the flowers on graves that do not have any decorations. Mayor Littlefield said she would like to donate some money from the Cemetery Donation Fund to Happy Bees for the supplies needed to redo the flowers.

Mayor Littlefield said the owner of Prime Stop (formerly the Country Store) is going to donate to the Town one cent on every gallon of gasoline they sell. She said they are also going to donate seventy five cents for each hamburger sold for one month. Mayor Littlefield said the money from these donations can be used for community projects. She said she would like to take some of the money and purchase flag holders to put on the Veterans' graves.

Mayor Littlefield said the Emergency Management Plan for Wagoner County has been completed and sent in to the State. She said once it is approved by the State, it will be sent to the Federal Government for their approval. She said Porter may get some emergency funds that could be used to upgrade the storm sirens, fix the flooding problem by the sewer plant, do improvements at the sewer plant, and do improvements on the water towers.

13. New business.

There was no new business to be discussed.

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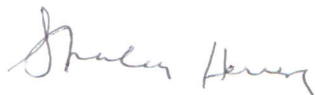
14. Adjournment.

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

Meeting adjourned at 8:50 p.m.

A handwritten signature in cursive script that reads "Bradah Littlefield".

BRADAH LITTLEFIELD, MAYOR

A handwritten signature in cursive script that reads "Shirley Herring".

SHIRLEY HERRING, TOWN CLERK