

MINUTES OF THE REGULAR MEETING  
OF THE TOWN OF PORTER HELD  
THURSDAY, AUGUST 5, 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: Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. A quorum was present.

Others present were: Jackie Todd, Norma Meyer, Ava Hall, Graham Moore, Kendra Moore, David Neufeld, Frances Neufeld, Emily Mello, Nick Jackson, Tammy Ewing, and Shirley Herring.

3. Prayer.

Mayor Bradah Littlefield 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 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.

There were no appearances or petitions from the audience.

8. Appointing person to fill the vacancy on the Town Board of Trustees.

Motion was made by Whitney Littlefield to appoint Norma Meyer to fill the vacancy on the Town Board of Trustees. The motion was seconded by Ryan Moore. Voted yes: Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

9. Administering oaths of office to new Board member.

The Oath of Office and the Loyalty Oath were administered to Norma Meyer by Town Clerk Shirley Herring. After taking the oaths, Norma Meyer took her place as a member of the Board of Trustees.

10. Discussion and possible action concerning:

(a) Approval of Resolution #2021-5, authorizing application for Rural Economic Action Plan (REAP) Grant from Indian Nations Council of Governments (INCOG).

The Board members looked over the resolution. This resolution states that it is in the best interests of the citizens of the Town of Porter to expedite the preparation and submission of an application for financial assistance from the Rural Action Plan Fund in the form of a grant. Motion was made by Bradah Littlefield to approve Resolution #2021-5, authorizing application for a REAP Grant from INCOG. 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.

(b) Approval of Resolution #2021-6 to amend the agreement establishing Oklahoma Municipal Assurance Group (OMAG).

The Board members looked over the resolution. This resolution is to extend the life of OMAG indefinitely. Mayor Littlefield said OMAG is the insurance carrier for the Town of Porter. Motion was made by Bradah Littlefield to approval Resolution #2021-6 to amend the agreement establishing OMAG to extend the life of OMAG indefinitely. 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) Project for Economic/Community Development REAP Grant through INCOG.

The Board members looked over a list of eligible projects. Town Clerk Shirley Herring said last year the Board voted to renovate the red barn and make it into a community center. She said this application was not funded. Mayor Littlefield said she would like to use the grant to remodel the Civic Center. She said the Civic Center hasn't had any work done on it for years. Motion was made by Bradah Littlefield to apply for a grant to remodel the Civic Center. 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.

(d) Project for Transportation REAP Grant through INCOG.

Town Clerk Shirley Herring said last year the Board voted to apply for new school lights and a vehicle. She said this application was not funded. Motion was made by Bradah Littlefield to resubmit the application for new school lights and a vehicle. 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) Appointing Jacob Noe as a Requisition Officer for the Porter Fire Department.

Motion was made by Whitney Littlefield to appoint Jacob Noe as a Requisition Officer for the Porter Fire Department. 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.



(f) Adding additional street lights.

Jackie Todd said there are ten locations that need street lights. Motion was made by Whitney Littlefield to approve adding the additional street lights. 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.

(g) Approval of clothing allowance for office workers.

Mayor Littlefield said the field workers get a clothing allowance; therefore, the office workers should get a clothing allowance. Motion was made by Whitney Littlefield to approve a \$250.00 clothing allowance per fiscal year for the office workers, after the workers complete their probationary period. 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.

(h) Paying employees administrative leave if the employee has to be off work due to Covid.

Mayor Littlefield said she feels the employees should be paid, if they are vaccinated and then get Covid, but the employees should not be paid if they have not been vaccinated. Norma Meyer said some people are against getting vaccinated and it would not be right to pay the employees who are vaccinated and not pay the employees who are not vaccinated. Motion was made by Norma Meyer to deny paying employees administrative leave if the employee has to be off work due to Covid. The motion was seconded by Clifford Marshall, Jr. Voted yes: Norma Meyer and Clifford Marshall, Jr. Voted no: Ryan Moore, Whitney Littlefield, and Bradah Littlefield. Motion did not carry. Motion was made by Whitney Littlefield to pay employees administrative leave if the employee has been vaccinated and has to be off work due to Covid. Voted yes: Ryan Moore, Whitney Littlefield, and Bradah Littlefield. Voted no: Norma Meyer and Clifford Marshall, Jr. Motion carried.

(i) Purchasing Christmas snowflakes for street light poles.

Mayor Littlefield said the snowflakes are 5 feet tall. She said she would like to purchase eight snowflakes. The snowflakes cost approximately \$460.00 each, including shipping and handling. Motion was made by Whitney Littlefield to purchase eight Christmas snowflakes to put on the street light poles. The motion was seconded by Norma Meyer. Voted yes: Norma Meyer, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

(j) Approval of estimate on replacing doors on building (city barn) located at 616 E. Highway 51B.

Jackie Todd said right now the estimate for replacing the doors on the city barn is \$3,000.00 per door. He said next month this estimate is expected to go down to \$2,500.00 per door. Motion was made by Clifford Marshall, Jr. to table this item. The motion was seconded by Ryan Moore. Voted yes: Norma Meyer, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

(k) Repairing manholes.

Jackie Todd said there are two manholes that need to be repaired. He said when there are heavy rains; the water goes through these manholes and floods the sewer plant. Jackie presented the Board members with an estimate from Cortez Jackson for \$700.00 to repair both manholes. This estimate includes material and labor. Motion was made by Ryan Moore to approve having the manholes repaired. 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.

(l) Hiring auditor to prepare the audit report for the fiscal year ended June 30, 2021.

Whitney Littlefield asked about the auditor that prepared the audit report for the previous year. Town Clerk Shirley Herring said Ralph Osborn has done the audit for the last two years. She said he got the audit completed last year in time to submit it with the application for the Community Development Block Grant. Motion was made by Whitney Littlefield to hire Ralph Osborn to prepare the audit report for the fiscal year ended June 30, 2021. 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.

(m) Allowing residents of the Town of Porter to use the Civic Center for funeral gathering at a reduced rate.

Mayor Littlefield said sometimes the family of a Porter resident ask to use the Civic Center to have a family dinner or gathering after the resident's funeral. She said since it is for a funeral gathering, she feels like the family should not have to pay the regular rate, which is \$60.00 for four hours or \$100.00 for all day. There is also a \$40.00 cleaning deposit and a \$20.00 key deposit. Mayor Littlefield said these deposits are refunded if the Civic Center is cleaned and the key is returned. Motion was made by Clifford Marshall, Jr. to allow residents of the Town of Porter to use the Civic Center for funeral gathering for a fee of \$5.00, with a four hour limit, with the renter being required to pay the cleaning deposit and key deposit, which will be refunded if the Civic Center is cleaned and the key is returned. 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.

11. Reports from:

(a) Fire Department.

Assistant Fire Nick Jackson reported that the firefighters responded to 31 calls in July, which included 19 medical calls, 7 motor vehicle accidents, 2 brush fires, 1 vehicle fire, and 2 public assists. He said the fire department used 1,000 gallons of water and the Mud Boggs used 2,000 gallons of water.

(b) Department heads.

No reports.

(c) Mayor

No report.



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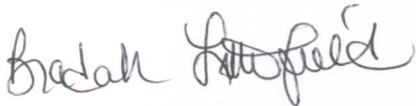
12. New business.

Jackie Todd said an agent from the railroad called today, and said the railroad employees are going to be working on the railroad in this area and the surrounding areas for 30 days. He said this agent said the employees need a place to meet and park. Jackie said the agent stated there will be approximately 100 employees that will meet at this area. Jackie said the railroad would like to meet and park at South Park in the area where the tractor pulls are held. Motion was made by Bradah Littlefield to allow the railroad to use the tractor pull area for 30 days. 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.

13. Adjournment.

Motion was made by Clifford Marshall, Jr. to adjourn. 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.

Meeting adjourned at 8:05 p.m.



BRADAH LITTLEFIELD, MAYOR



SHIRLEY HERRING, TOWN CLERK