

MINUTES OF THE REGULAR MEETING
OF THE TOWN OF PORTER HELD
THURSDAY, OCTOBER 7, 2021

1. Call to order.

The meeting was called to order by Mayor Bradah Littlefield at 7:02 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, Adam Springsted, Joey Hatfield, Tammy Ewing, and Shirley Herring.

3. Prayer.

The Board members and the members of the audience observed a silent moment of 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: 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.

There were no appearances or petition from the audience.

8. Presentation by Town Attorney Tammy Ewing regarding Open Records Act.

Town Attorney Tammy Ewing said the Open Records Act states that all records of public bodies, public officials and public employees shall be open to the public. She said records include paper documents, recordings, computer files, etc. Ms. Ewing said the Open Records Act does not apply to records specifically required by law to be kept confidential. She said Board members should not use their personal emails for Town communications. She said the Town should have its own email address that can be used by the Board members and employees. She said any person who willfully violates the Open Records Act can be fined or jailed or both fined and jailed. Ms. Ewing said if a public body denies any person access to an open record, this person may file a civil suit against the public body, and if this person wins, the public body has to pay the attorney fees.

9. Discussion and possible action concerning:

(a) Adoption of Ordinance #2021-3, replacing Section 4-117 of the Code or Ordinances titled “Kennels Prohibited” with newly titled “Kennel and Shelter Regulations”

The Board members looked over the ordinance. This ordinance repeals the ordinance stating that kennel are prohibited in the city limits and allows for kennels in the city limits under certain rules and regulations. Motion was made by Whitney Littlefield to adopt Ordinance #2021-3, replacing Section 4-117 of the Code or Ordinances titled “Kennels Prohibited” with newly titled “Kennel and Shelter Regulations. 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.

(b) Adoption of the emergency clause to Ordinance #2021-3.

Motion was made by Whitney Littlefield to adopt the emergency clause to Ordinance #2021-1. 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) Adoption of Ordinance #2021-4, repealing Code Section 2-104 (D) titled “Rules of Conduct and Protocol” of the Code of Ordinances of the Town of Porter

The Board members looked over the ordinance. Motion was made by Whitney Littlefield to adopt Ordinance #2021-4, repealing Code Section 2-104 (D) titled “Rules of Protocol” of the Code of Ordinances of the Town of Porter. 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) Adoption of the emergency clause to Ordinance #2021-4.

Motion was made by Whitney Littlefield to adopt the emergency clause to Ordinance #2021-4. 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.

(e) Approval of Resolution #2021-8, authorizing acceptance of Coronavirus Local Fiscal Recovery Funds.

The Board members looked over the resolution. This resolution states that the Town of Porter has been designed as a recipient of Coronavirus Local Recovery Funds (ARPA Funds) in the amount of \$59,557.47 for this fiscal year, and that the Town will be required to budget said funds and to account for all expenditures. Motion was made by Clifford Marshall, Jr. to approval Resolution #2021-8, authorizing acceptance of Coronavirus Local Fiscal Recovery Funds. 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) Approval of 2021-2022 budget amendment #1.

The Board members looked over the amendment. This amendment budgets the \$59,557.57 Coronavirus Local Recovery Funds that will be received and spent in this fiscal year. Motion was made by Whitney Littlefield to approve 2021-2022 budget amendment #1. The motion was seconded by Clifford Marshall, Jr. Voted yes: Norma Meyer, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield.

(g) Changing project for Rural Economic Action Plan (REAP) Grant from Indian Nations Council of Governments (INCOG).

Mayor Littlefield said the Board voted to apply for funding to remodel the Civic Center. She said Engineer Matt Coe said if the Board would change the project to a water improvement project; there is a possibility that Porter could receive an additional \$200,000.00 for water system improvements. Motion was made by Clifford Marshall, Jr. to change the project for the REAP grant from INCOG from remodeling the Civic Center to water and sewer 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.

(h) Removal of Jason Smith from the Porter Fire Department.

Fire Chief Adam Springsted said Jason Smith moved. Motion was made by Whitney Littlefield to remove Jason Smith from the Porter Fire Department. 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.

(i) Removal of Josh Owens from the Porter Fire Department.

Fire Chief Adam Springsted said Josh Owens moved. Motion was made by Whitney Littlefield to remove Josh Owens from the Porter Fire Department. 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.

(j) Approval of building permit for:

(1) Kristin Eaton.

Per the permit, Kristin Eaton is requesting to install a cedar fence at her property located at 322 W Dixieland Avenue. Motion was made by Whitney Littlefield to approve the building permit for Kristin Eaton. 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.

(2) Dillon Woods

Per the permit, Dillon Woods is requesting to place a 2021 Gabreilla mobile home on his property located at 1320 E. Cresthaven Court. Motion was made by Clifford Marshall, Jr. to approve the building permit for Dillon Woods. Voted yes: Norma Meyer, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Voted no: None. Motion carried.

(3) Norma Smith and Laverne McVey.

Per the permit, Norma Smith and Laverne McVey are requesting to place a 2021 Victory mobile home on their property located at 745 W. Cresthaven Avenue. Motion was made by Whitney Littlefield to approve the building permit for Norma Smith and Laverne McVey. 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.

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

Jackie Todd presented the Board members with an estimate from Mario's Quality Overhead Door for \$4,566.00. Jackie said this estimate is for replacing two doors (one located on the east side of the building and one located on the west side of the building). He said the back door will be replaced at a later date. He said part of the back door will be enclosed and a smaller door will be installed. Motion was made by Clifford Marshall, Jr. to approve the estimate of \$4,566.00 from Mario's Quality Overhead Door for replacing doors on the city barn. 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.

(l) Night and time for Trick or Treating.

Whitney Littlefield said this year Halloween falls on a Sunday. She said when Halloween falls on a Sunday; the Towns usually observe Trick or Treating on Saturday. Motion was made by Whitney Littlefield to observe Trick or Treating on Saturday, October 30, 2021, from 4:00 p.m. to 9:00 p.m. 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.

10. Reports from:

(a) Fire Department.

Fire Chief Adam Springsted reported that the firefighters responded to 44 calls in September, which included 29 medical calls, 7 motor vehicle accidents, 5 brush fires, 1 vehicle fire, 1 public assist, and 1 search and rescue. He said the fire department used 7,400 gallons of water. Adam said he is still working to obtain a lower ISO rating. He said he is waiting on mapping from the County Assessor's office. He said the Town currently has a 7.8 ISO rating. Adam said residents five miles away from the fire station have an ISO rating of 9. He said if the rating is lowered, residents and businesses will pay lower insurance premiums. Adam gave the Board members a list of equipment the fire department is going to purchase with sales tax money that the Porter Fire Departments receives from Wagoner County. This equipment is rescue equipment that will allow the firefighters to remove victims trapped in wrecked cars.

(b) Department heads.

No reports.

(c) Mayor

Mayor Littlefield said the Town may have to borrow some money through a bond company in order to do all the work that is necessary to fix the problems in the water and sewer systems. She said the grant money that is received will be used first, then the amount remaining to be paid on the water and sewer system improvements will be paid with loan funds.

11. New business.

Whitney Littlefield asked if the Board ever discussed allowing a haunted house at the city barn. Clifford Marshall said the haunted house was one of the events approved by the Porter Fairgrounds Authority at the meeting held on September 23, 2021.

12. 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 8:06 p.m.



BRADAH LITTLEFIELD, MAYOR



SHIRLEY HERRING, TOWN CLERK