

MINUTES OF THE REGULAR MEETING  
OF THE TOWN OF PORTER HELD  
THURSDAY, SEPTEMBER 9, 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: Norma Meyer, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. A quorum was present.

Others present were: Jackie Todd, Graham Moore, Kendra Moore, David Neufeld, Frances Neufeld, Adam Springsted, Nick Jackson, Amy Kinyon, Frank Davis, Kathy Parker, Debra Lucas, 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.

Frank Davis appeared before the Board. Mr. Davis said he lives approximately one mile from downtown Porter, but he is in the city limits. He said Porter has an ordinance that prohibits dog kennels in the city limits. Mr. Davis said he is asking the Board of Trustees to allow a special exception or make an amendment to the current city ordinance, so he can build and operate a professional dog kennel on his property. He said his property consists of ten acres. Mr. Davis showed the Board members a copy of the professionally designed plans for the kennel. He said the facility will be fully enclosed, with its own special drainage system leading to its own septic system. Mayor Littlefield said she has looked at Mr. Davis' property and he has ample room for this type of facility. Mr. Davis said the facility will bring in revenue to the city and he will be hiring local employees to help run the facility. Town Attorney Tammy Ewing said a special exception can't be granted on an ordinance. She said the ordinance prohibiting dog kennels can be repealed and a new ordinance passed allowing dog kennels, if certain conditions are met. She said she will look at some other cities' ordinances concerning dog kennels. Ms. Ewing said the Board members could have a meeting to decide what they want included in the ordinance, and then she can draw up the ordinance. The Board members discussed having a special meeting to go over what specifications to include in the ordinance.

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

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

Town Attorney Tammy Ewing said compliance with the Open Meeting Act is one of the things the State Auditor and Inspector investigates if his office conducts an audit of a Town. She said three Board members can't talk about Town business outside of a Board meeting, whether it is in person or on the telephone or computer. Ms. Ewing said the Board members can't get together right before the meeting to discuss matters that are on the agenda, or right after the meeting to discuss matters that went on at the meeting. She said any person who willfully violates the Open Meeting Act can be fined or jailed or both fined and jailed.

9. Discussion and possible action concerning:

(a) Adoption of Ordinance #2021-1, adopting water, sewer, and trash rates.

Town Attorney Tammy Ewing said at the July 8<sup>th</sup> meeting the Board members voted to amend the water rate schedule. She said this was done by a motion. Ms. Ewing said since the previous rate schedule was adopted with an ordinance, the amended rate schedule should also be adopted with an ordinance. Motion was made by Whitney Littlefield to adopt Ordinance #2021-1, adopting water, sewer, and trash rates. 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.

(b) Adoption of the emergency clause to Ordinance #2021-1.

Town Clerk Shirley Herring said if the Board adopts the emergency clause, the ordinance will go in effect immediately. Motion was made by Bradah Littlefield to adopt the emergency clause to Ordinance #2021-1. 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.

(c) Adoption of Ordinance #2021-2, amending Sections 2-301 F and 2-302 F of the Code of Ordinances of the Town of Porter to establish the compensation of the Town Clerk-Treasurer for additional duties.

Town Attorney Tammy Ewing said when Town Clerk/Treasurer Shirley Herring was given a raise at the July 8<sup>th</sup> meeting; this transaction should have been done by ordinance. Motion was made by Whitney Littlefield to adopt Ordinance #2021-2, amending Sections 2-302F and 2-302 F of the Code of Ordinances of the Town of Porter to establish the compensation of the Town Clerk/Treasurer for additional duties. 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 #2021-2.

Motion was made by Whitney Littlefield to adopt the emergency clause to Ordinance #2021-2. 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.



Mayor Littlefield went to item 9 (f) on the agenda, discussion and possible action concerning project for REAP Grant from EODD.

The Board members looked over a list of eligible projects. The Board members discussed several difference options. Motion was made by Whitney Littlefield to apply for a grant for Civic Center repairs. 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.

Mayor Littlefield went back to item 9 (e) on the agenda, discussion and possible action concerning approval of Resolution #2021-7, authorizing application for financial assistance from the Rural Economic Action Plan (REAP) from Eastern Oklahoma Development District (EODD).

The Board members looked over the resolution. This resolution states that the Town of Porter desires to seek funding for Community Center repairs and 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 REAP fund, in the form of a grant. Motion was made by Whitney Littlefield to approve Resolution #3032-7, authorizing application for financial assistance for a REAP grant from EODD for Community Center repairs. 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 waiver of charges for water, sewer, and trash services set in the rate schedule established and adopted by Ordinance #2020-2, which exceeded the amount set in the rate schedule established and adopted by Ordinance #2021-1 for the time period beginning with the June 15, 2021, billing cycle through the date of adoption of Ordinance #2021-1.

Town Attorney Tammy Ewing said water customers should have been paying the higher water rates that were adopted by Ordinance #2020-2 until Ordinance #2021-1 was adopted, but they were charged lower rates because of the motion to amend the water rates that was made at the July 8<sup>th</sup> meeting. She said this waiver will waive the difference in what they paid and what they should have paid. Motion was made by Bradah Littlefield to approve waiver of charges for water, sewer, and trash services set in the rate schedule established and adopted by Ordinance #2020-2, which exceeded the amount set in the rate schedule established and adopted by Ordinance #2021-1 for the time period beginning with the June 15, 2021, billing cycle through the date of adoption of Ordinance #2021-1. 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) Approval of Purchase Order #13896 for the administration services fee for grant contract #18030 CDBG-CIP 20 identified on invoice #224161,

Town Clerk Shirley Herring said the Town received a \$20,000.00 grant from the Department of Commerce to update the Town's Capital Improvement Plan (CIP). She said this is for payment of \$6,700.00 for work done by INCOG on the update. She said this will be paid out of the grant. Motion was made by Whitney Littlefield to approve Purchase Order #13896 for the administration services fee for grant contract #18030 CDBG-CIP 20 identified on invoice #224161. 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) Approval of estimate on replacing doors on the building (city barn) located at 616 E. Highway 51B.

Jackie Todd said he has one quote for \$14,413.00. He said he had another quote, but the company pulled their quote because they can't get enough help to install the doors. Jackie said he will try to get some additional quotes. Motion was made by Bradah Littlefield to table this item. 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 concerning rescinding Ordinance #2019-2, regarding Rules of Conduct and Protocol for the Town Board of Trustees.

Mayor Littlefield said she would like to rescind the entire ordinance. Town Attorney Tammy Ewing said the Board members may want to keep some of the rules and repeal some things that do not apply to the Town of Porter. Ms. Ewing said it is a good idea to have a Code of Conduct and Protocol, but she does not like this particular one. She said OMAG has a Recognition Program for Board members. She said if the Board members complete this program, the Town will get a discount on their insurance. The Board members discussed have the attorney draft an ordinance to repeal Ordinance #2019-2.

11. Reports from:

(a) Fire Department.

Fire Chief Adam Springsted had to response to a call. Before he left, he gave Whitney Littlefield a copy of the August fire run report. Whitney reported that the firefighters responded to 40 calls in August, which included 29 medical calls, 4 motor vehicle accidents, 2 brush fires, 2 vehicle fires, 1 public assist, 1 trash fire, and 1 search and rescue. The report said the fire department used 1,200 gallons of water. Before Adam left for the call, he said he is working to get Porter's ISO rating down to a 4 or 5. He said it is currently 7.7. He said the Fire Department is sponsoring a barbecue smoke off on September 11<sup>th</sup>.

(b) Department heads.

No reports.

(c) Mayor

Mayor Littlefield said Monday, September 13<sup>th</sup>, at 1:30 p.m.; she, Jackie Todd, and the engineer are going to have a phone conference call meeting with Christy from the Oklahoma Water Resources Board.

12. New business.

Norma Meyer said she would like to discuss an email that was received today from a former resident complaining about the way the cemetery looks with the weeds covering up many grave and headstones. Norma said this is the same person who complained when weed killer was sprayed around the headstones to kill the weeds. Norma said she has been to 11 cemeteries and all these cemeteries use weed killer. She said the people taking care of the cemeteries said they did not have the time or resources to weed eat around every stone. Clifford Marshall said the Board members need to make plans on how the cemetery should be taken care of.

In other new business, Mayor Littlefield said an air purifier needs to be purchased for the conference room.



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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 8:21 p.m.



BRADAH LITTLEFIELD, MAYOR



SHIRLEY HERRING, TOWN CLERK