

MINUTES OF THE REGULAR MEETING  
OF THE TOWN OF PORTER HELD  
THURSDAY, NOVEMBER 4, 2021

1. Call to order.

The meeting was called to order by Mayor Bradah Littlefield at 7:05 p.m.

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

Member present were: Norma Meyer, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. A quorum was present.

Others present were: Jackie Todd, Adam Springsted, Nick Jackson, 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 meeting.
- (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 of 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. Presentation by Town Attorney Tammy Ewing concerning Conflicts of Interest.

Town Attorney Tammy Ewing said any town officer, employee, or family member of any officer or employee cannot do any business of any type with the town. She said the Town can also not do any business with any business in which the officer, employee, or spouse of the officer or employee has an ownership of more than 25%. She said there is an exception if the population of the Town is less than 2,500, and the business is the only business of that type within 5 miles of the corporate limits of the Town. Ms. Ewing said any person convicted of violating the Conflict of Interest statute is guilty of a misdemeanor, and any transaction entered into in violation of the Conflict of Interest act

is void. She said any member of the Board who approves the transaction shall be held personally liable for the amount of the transaction. She said if the Board enters any public construction contract for over \$50,000.00 in violation of this statute, the violation is a felony.

9. Discussion and possible action concerning

(a) Cigarettes/smoking on Town property.

Whitney Littlefield said she put this on the agenda because one day when she went to the back of City Hall there were cigarettes butts laying all over the ground by the back door. Mayor Littlefield said there is an ordinance that states using tobacco products is prohibited on all municipal property. She said this ordinance also states that signs of a certain size will be posted stating that smoking or tobacco use is prohibited. Mayor Littlefield said the ordinance states that the Mayor is responsible for the posting of the signs on municipal property. Motion was made by Whitney Littlefield to purchase signs of the correct size to post on municipal property stating that tobacco use is prohibited. 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) Purchasing a pole Christmas tree and other decorations to display at Tourist Park.

Norma Meyer said Travis Burk was going to make a pole tree, but he was going to charge from \$385.00 to \$400.00 for the tree. She said the Board can build their own tree. She said the Town already has the poles. Norma said the top part for the pole tree will cost \$25.00 and a star for the top will cost \$95.00. She said lights will have to be purchased for the tree. Norma said she is going to use lights and hanging wire flower baskets to make Christmas balls to put on the ground at Tourist Park. Norma said she have a set of three deer that she is going to add to the decorations. Motion was made by Bradah Littlefield to purchase the needed supplies for decorating Tourist Park, with the cost not to exceed \$1,000.00. 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) Purchasing a floor buffer.

Jackie Todd said the buffer can be used on the floors at the Civic center and City Hall. Motion was made by Clifford Marshall, Jr. to purchase a floor buffer and supplies, with the cost not to exceed \$1,000.00. 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.

(d) Approval of a one-time service benefit for employees.

Mayor Littlefield said this is a benefit that is given to the employees at Christmas time. She said some years the benefit has been for \$400.00 and other years it has been less. Motion was made by Norma Meyer to give the employees a one-time service benefit of \$400.00 before taxes. The motion was seconded by Bradah Littlefield. Voted yes: Norma Meyer, Ryan Moore, Clifford Marshall, Jr., Whitney Littlefield, and Bradah Littlefield. Motion carried. Norma Meyer amended her motion to include that the benefit be paid this pay period. The amended 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 28 calls in October, which included 13 medical calls, 7 motor vehicle accidents, 5 brush fires, 2 vehicle fires, and 1 public assist. He said the fire department used 3,200 gallons of water. Adam said the fire department purchased a gas detector for \$4,206.00 to use in detecting gas leaks in homes and businesses. He said there is going to be a benefit for Mark Wilson. This benefit is sponsored by Wagoner County Emergency Management and will be held on Saturday, November 13, 2021, in Coweta. Adam said the fire department will be having a community Thanksgiving dinner on Thanksgiving Day from 2:00 p.m. to 5:00 p.m. He said the Christmas parade will be held on December 11, 2021, at 11:00 a.m. Adam said Porter's new ISO rating will be available in about two months.

(b) Department heads.

No reports.

(c) Mayor

Mayor Littlefield said she and Jackie Todd met with Wagoner County Commissioner Tim Kelly and Wagoner County Engineer Rachael Cooper. Mayor Littlefield said Mr. Kelly said Wagoner County has received ARPA Covid 19 funds and the County is going to redo Old Porter Road from Highway 16 to Highway 69. She said Mr. Kelly said they will replace the old transit water line with a new 8" line and install fire hydrants. Mayor Littlefield said Wagoner County may give Porter some funds to help with the improvements to the water and sewer systems. She said Porter will have to have an engineer's report to give to the County before the County gives Porter any funds. Mayor Littlefield recommended Matt Coe for the engineer. Mayor Littlefield said Porter received the \$59,557.47 allotment for this fiscal year's Coronavirus Local Recovery Funds (ARPA funds).

-4- Town November 4, 2021

11. New business.

Motion was made by Norma Meyer to have a town sponsored lighting event at Tourist Park on December 4, 2021, at 6:00 p.m. 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.

Motion was made by Whitney Littlefield to not go over \$1,000.00 for supplies for the lighting event. 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.

Motion was made by Whitney Littlefield for the Town to sponsor a pancake breakfast before the Christmas parade. 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.

Whitney Littlefield amended her motion to not go over \$1,000.00 for supplies for the lighting event to state that the \$1,000.00 limit also include supplies for the pancake breakfast. The amended 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.

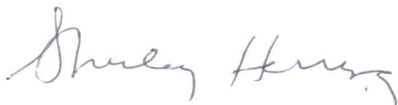
12. Adjournment.

Motion was made by Whitney Littlefield to adjourn. 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.

Meeting adjourned at 8:21 p.m.



BRADAH LITTLEFIELD, MAYOR



SHIRLEY HERRING, TOWN CLERK