

MINUTES OF THE REGULAR MEETING  
OF THE TOWN OF PORTER HELD  
THURSDAY, NOVEMBER 10, 2022

1. Call to order.

The meeting was called to order by Mayor Bradah Littlefield at 6:00 p.m.

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

Members present were: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., and Norma Meyer. Kristin Eaton was absent. A quorum was present.

Others present were: Adam Springsted, Jackie Todd, Graham Moore, Kendra Moore, Natashia Baucom, Megan Douglas, Amanda Southerland, Heath Southerland, Wendell Johnson, Mary Gist, Bill West, Parker Wilkerson, and Shirley Herring.

3. Prayer.

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

4. Pledge of Allegiance.

The Board members and members of the audience recited 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: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., and Norma Meyer. 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:

- (a) Wendell Johnson concerning opening a business inside the town limits.

Wendell Johnson appeared before the Board. Mr. Johnson said he is thinking about opening up a coffee shop in Porter, and if the coffee shop does well, he is considering adding a donut shop. Mr. Johnson wanted to know what he needs to do to open a coffee shop in Porter. Mayor Littlefield told Mr. Johnson he will need to come to the office and fill out a permit. She said after the permit is approved by the Board, if there have to be any building inspections, he will have to take the permit to the Wagoner County Planning Commission. She said currently, the Wagoner County Planning Commission is doing the inspections for Porter, but she would like to get that changed. She said it is on the agenda to discuss hiring an inspector to complete the building inspections.

(b) Others from the audience.

Amanda and Heath Southerland appeared before the Board. Amanda Southerland said they recently moved a mobile home into the town limits. She said they applied for a permit through the town. Mrs. Southerland said this permit was approved by the town. She said when she went to the Wagoner County Planning Commission; she was fined \$250.00 for working on the mobile home without a permit from the Wagoner County Planning Commission. Mayor Littlefield said there have been other incidents of Porter residents receiving fines from the Wagoner County Planning Commission, which is one of the reasons she would like for Porter to have its own inspector.

8. Discussion and necessary action concerning:

(a) Approval of Community Development Block Grant (CDBG) Administrative Services Contract between the Indian Nations Council of Governments (INCOG) and the Town of Porter.

The Board members looked over the contract. Megan Douglas, Senior Community Development Planner with INCOG said this contract is to INCOG for administrative services for the Community Development Block Grant for the Town of Porter Wastewater Treatment Plant Improvement Project. Per the contract, INCOG will receive \$36,955.25 for their services. Ms. Douglas said this \$36,955.25 will be paid out of the grant funds. Motion was made by Whitney Littlefield to approve the Community Development Block Grant (CDBG) Administrative Services Contract between the Indian Nations Council of Governments (INCOG) and the Town of Porter. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., and Norma Meyer. Voted no: None. Motion carried.

(b) Approval of 2022-2023 budget amendment #1.

Town Clerk Shirley Herring said Porter is going to receive \$565.00 more from ARPA funding than the amount originally awarded to the Town. She said this budget amendment is necessary to budget this \$565.00 as additional revenue and as an additional expenditure. Motion was made by Whitney Littlefield to approve 2022-2023 budget amendment #1. The motion was seconded by Clifford Marshall, Jr. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., and Norma Meyer. Voted no: None. Motion carried.

(c) Hiring an inspector to complete town inspections and building permits.

Mayor Littlefield said she would like to hire an inspector and not have Porter's building permits go through the Wagoner County Metropolitan Planning Commission. Bill West appeared before the Board. Mr. West said he would be willing to do the inspections. He said he is a utility contractor. Mr. West said he will obtain all the necessary licenses required to do the inspections. Mayor Littlefield said the amount Mr. West charges for doing the inspections could be charged to the person obtaining the permit. She said the money received from the person obtaining the permit could then be paid to Mr. West; therefore, the town would not be out any money for doing the inspections. Town Attorney Parker Wilkerson said a contract will need to be drawn up between the Town of Porter and Bill West. Motion was made by Whitney Littlefield to table this item until a contract can be drawn up. The motion was seconded by Bradah Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., and Norma Meyer. Voted no: None. Motion carried.

(d) Reviewing engineering services qualifications responses and selecting a firm for the CDBG Wastewater Improvements Project (18624 CDBG 22) and other wastewater improvement grant funding as they become available.

Megan Douglas with INCOG said there are two projects on which the Town is going to need engineering services. She said it was put out for bids for the engineering services. She said the bids covered both projects. Ms. Douglas said only one bid was received. She said this bid was from Myers Engineering. She said the Board is supposed to fill out an evaluation form and score the bidder on various criteria. She gave each Board member a form to look over. The Board members combined their scores on one evaluation sheet and the sheet was signed by each member. Motion was made by Whitney Littlefield to approve the scoring sheet signed by all Board members. Whitney Littlefield amended her motion to add that Myers Engineering be selected as the firm for the CDBG Wastewater Improvements Project (18624 CDBG 22) and other wastewater improvement grant funding as they become available. The motion was seconded by Bradah Littlefield. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., and Norma Meyer. Voted no: None. Motion carried.

(e) Accepting resignation of Town Attorney Parker Wilkerson and approving final payment per contract.

Parker Wilkerson submitted his letter of resignation. Mr. Wilkerson said he joined the District Attorney's office in Muskogee. He said he is not allowed to do private legal services, while he is employed for the District Attorney. Motion was made by Whitney Littlefield to accept the resignation of Town Attorney Parker Wilkerson and approve his final payment per contract. The motion was seconded by Norma Meyer. Voted yes: Whitney Littlefield, Bradah Littlefield, Clifford Marshall, Jr., and Norma Meyer. Voted no: None. Motion carried.

9. Reports from:

(a) Fire Department.

Fire Chief Adam Springsted reported that the firefighters responded to 35 calls in October, which included 17 medical calls, 1 motor vehicle accident, 16 grass fires, and 1 structure fire. He said the fire department used 15,000 gallons of water in October. Adam said a trial was held in Federal court for the person accused of setting fire to the Dollar General Store. He said this person was found guilty of arson.

(b) Department heads.

No reports.

(c) Mayor

No report.

10. New business.

There was no new business to be discussed.

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11. Adjournment.

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

Meeting adjourned at 6:43 p.m.

A handwritten signature in black ink, appearing to read "Bradah Littlefield". The signature is fluid and cursive, with the last name being particularly prominent.

BRADAH LITTLEFIELD, MAYOR

A handwritten signature in black ink, appearing to read "Shirley Herring". The signature is cursive and somewhat stylized.

SHIRLEY HERRING, TOWN CLERK