

MINUTES OF THE REGULAR MEETING
OF THE TOWN OF PORTER HELD
THURSDAY MARCH 5, 2020

1. Call to order.

The meeting was called to order by Mayor Sharon Payne at 7:02 p.m.

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

Members present were: Sam Hendrix, Jim Bias, Matt Willhite, and Sharon Payne. Tonya Springsted came into the meeting at 9:00 p.m. during discussion and necessary action concerning purchasing computer. A quorum was present.

Others present were: Bob Pennington, Jody Pennington, Sean Westley, Darin Burk, Amy Burk, Travis Burk, Janie Criner, Tim Criner, Dusty Todd, Robert McHenry, Dianah Kincannon, Steve Boettcher, Jackie Todd, Whitney Littlefield, Bradah Littlefield, Nick Jackson, Adam Springsted, Ron Cates, and Shirley Herring.

3. Prayer.

Jim Bias said a prayer.

4. Pledge of Allegiance.

Sam Hendrix led the Pledge of Allegiance.

5. Mayor to address Board members and audience.

Mayor Sharon Payne said she was glad to see everyone here.

6. Board members to address Town Attorney.

Town Attorney Ron Cates was present at the meeting. None of the Board members had any questions for Mr. Cates.

7. FY 2020 CDBG Public Hearing on Community Development Needs in the Town of Porter.

Mayor Sharon Payne opened the public hearing. Steve Boettcher of the Indian Nation Council of Governments (INCOG) said the Town of Porter is planning on submitting an FY 2020 CDBG application to the Oklahoma Department of Commerce and this public hearing is a part of the application process. Mr. Boettcher said this public hearing is being held to receive recommendations on community development needs for the Town of Porter. Nick Jackson said the grant should be used on the wastewater treatment plant. Mayor Payne said there are problems at the wastewater treatment plant that need to be fixed. Jackie Todd said the Town has received a notice from the Department of Environmental Quality stating if these problems are not fixed, the Town could be subject to fines and penalties. Jim Bias said the wastewater treatment plant is high priority. Hearing no other comments, Mayor Payne closed the public hearing.

8. Opening and possible awarding bids on surplus property.

The bids were opened and read aloud by Mayor Payne. The items for sell were: a 1955 GMC fire truck, a 1947 Ford fire truck, and a 1920's gas range. Seven bids were received. The higher bids were as following: 1955 GMC fire truck \$1,955.00, 1947 Ford fire truck \$501.00 and the 1920's gas range \$300.00 (see attached bid sheet). Motion was made by Sharon Payne to reject all bids. The motion was seconded by Jim Bias. Voted yes: Sam Hendrix, Jim Bias, Matt Willhite, and Sharon Payne. Voted no: None. Motion carried.

9. 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.

Mayor Payne said she would like to take pull the minutes from the consent agenda for a correction to the minutes of the Fairgrounds meeting. Motion was made by Sharon Payne to approve items b and c of the consent agenda. The motion was seconded by Sam Hendrix. Voted yes: Sam Hendrix, Jim Bias, Matt Willhite, and Sharon Payne. Voted no: None. Motion carried

10. Consideration and possible action on items removed from the consent agenda.

Mayor Payne said the minutes for the Fairground Authority for February 13, 2020, state that Sharon Payne made a motion to elect Jim Bias as Vice Chairman of the Porter Fairgrounds Trust Authority. She said the motion was to elect Tonya Springsted as Vice Chairman. Motion was made by Sharon Payne to approve the minutes of the previous meetings with the change to the Fairground minutes as stated above. The motion was seconded by Jim Bias. Voted yes: Sam Hendrix, Jim Bias, Matt Willhite, and Sharon Payne. Voted no: None. Motion carried.

11. Appearances or petitions from the audience:

There were no appearances from the audience.

12. Discussion and possible action concerning:

- a. Adopting a 2020 CDBG-Community Development Block Grant Citizens Participation Plan for the Town of Porter.

Steve Boettcher said the Oklahoma Department of Commerce requires the Town of Porter to implement a citizen participation program for its CDBG application process to insure that the citizens are informed that the meetings involving the CDBG application process and actual use of the funds are open to the public. Motion was made by Sharon Payne to adopt a 2020 CDBG-Community Development Block Grant Citizens Participation Plan for the Town of Porter. The motion was seconded by Jim Bias. Voted yes: Sam Hendrix, Jim Bias, Matt Willhite, and Sharon Payne. Voted no: None. Motion carried.

b. The selection of a project for the FY 2020 Community Development Block Program through the Oklahoma Department of Commerce.

Motion was made by Sharon Payne to apply for a grant for Wastewater Treatment Plant improvements. The motion was seconded by Jim Bias. Voted yes: Sam Hendrix, Jim Bias, Matt Willhite, and Sharon Payne. Voted no: None. Motion carried

c. Adoption of Resolution #2020-1, requesting assistance from the Oklahoma Department of Commerce for the FY 2020 Community Development Block Grant (CDBG) program.

The Board members looked over the resolution. This resolution states that the Town of Porter desires to obtain assistance in community development and hereby requests the Oklahoma Department of Commerce to provide assistance through a Community Development Block Grant. Motion was made by Sharon Payne to adopt Resolution #2020-1, requesting assistance from the Oklahoma Department of Commerce for the FY 2020 Community Development Block Grant (CDBG) program. The motion was seconded by Jim Bias. Voted yes: Sam Hendrix, Jim Bias, Matt Willhite, and Sharon Payne. Voted no: None. Motion carried.

d. Authorizing the Mayor to sign the application documents for the FY 2020 CDBG application to the Oklahoma Department of Commerce.

Motion was made by Jim Bias to authorize the Mayor to sign the application documents for the FY 2020 CDBG application to the Oklahoma Department of Commerce. The motion was seconded by Sam Hendrix. Voted yes: Sam Hendrix, Jim Bias, Matt Willhite, and Sharon Payne. Voted no: None. Motion carried.

e. Hiring engineer to prepare engineering report for CDBG application.

Steve Boettcher said the Town will have to pay for the report. He said the report needs to be submitted with the application. Jackie Todd said Matt Coe, an Engineer with Myers Engineering, has been to Wastewater Treatment Plant and looked over the problems at the plant. Motion was made by Sharon Payne to hire Engineer Matt Coe with Myers Engineering to prepare the engineering report for the CDBG application. The motion was seconded by Jim Bias. Voted yes: Sam Hendrix, Jim Bias, Matt Willhite, and Sharon Payne. Voted no: None. Motion carried.

f. Rezoning Block 91 in the Town of Porter, Oklahoma, from Residential to Commercial/Residential

Robert McHenry said he owns some lots in Block 91. He said there is a building on these lots that years ago used to be a gas station and store. Mr. McHenry said he wants to sell this property, and the buyer wants to open up a mechanic shop. Mr. McHenry said when he came to the office and looked at the zoning map, he found out this block is zoned residential. The Board members looked over the zoning map. Town Attorney Ron Cates said the rezoning will have to be done by ordinance and all property owners within 300 feet will have to be notified. Mr. Cates said property should not be zoned Commercial/Residential. He said all the property along Highway 51B needs to be rezoned using Plan Unit Development (PUD). No action was taken on this item.

g. Amounts to charge for advertising on outdoor display sign.

Mayor Payne said right now the businesses have been put on the sign at no charge. The Board members discussed the amount to charge and whether it should be weekly, monthly, or yearly. Motion was made by Sharon Payne to charge \$10.00 for two weeks, or \$20.00 per month and to send letters to all businesses letting them know the cost to advertise on the outdoor display sign. The motion was seconded by Jim Bias. Voted yes: Sam Hendrix, Jim Bias, Matt Willhite, and Sharon Payne. Voted no: None. Motion carried.

h. Charges for business licenses.

Mayor Payne said there is an ordinance that states there is a \$25.00 yearly license fee for businesses. Mayor Payne said this ordinance has never been enforced and the \$25.00 fee has not been charged. Motion was made by Sharon Payne to start enforcing the business license fee ordinance starting with the Fiscal Year beginning July 1, 2020, and to send letters to all businesses letting them know about this fee. The motion was seconded by Jim Bias. Voted yes: Sam Hendrix, Jim Bias, Matt Willhite, and Sharon Payne. Voted no: None. Motion carried.

i. Approval of purchase orders for Fire Department.

Nick Jackson said the fire department has one purchase order for approval. He said this purchase order is for two set of bunker gear for the two new firefighters. He said the bunker gear will be purchased from Casco Industries, Inc. at a cost of \$2,581.00 for each set plus shipping. Motion was made by Sharon Payne to approve the purchase order for two sets of bunker gear, with the cost not to exceed \$6,000.00. The motion was seconded by Matt Willhite. Voted yes: Sam Hendrix, Jim Bias, Matt Willhite, and Sharon Payne. Voted no: None. Motion carried.

j. Installing new roof on City Hall.

Sam Hendrix said at the special meeting held February 13, 2020, the Board members wanted him to get another estimate from American Native Roofing stating in more detail the work that is going to be performed. Sam gave the members a copy of the estimate from American Native Roofing. The owner of American Native Roofing had written on the estimate that he will tear off roofing down to decking and fix decking and fix flashing on front. Jim Bias said this needs to be typed into the contract. The Board members asked what American Native Roofing is going to do about the air conditioner unit on the roof. Sam said they will lift up the air conditioner unit and install the roofing under it, then set the unit back down. He said they will go around the antenna. The bid from American Native Roofing is \$19,825.00. Sam said he spoke with Destiny Roofing and they will come down \$1,800.00, making their bid \$35,200.00. Mayor Payne said the money to pay for the roof could be taken out of the Rainy Day Fund. Motion was made by Sharon Payne to hire American Native Roofing to do the roof on Town Hall with the additions to the contract as discussed. The motion was seconded by Jim Bias. Voted yes: Sam Hendrix, Jim Bias, Matt Willhite, and Sharon Payne. Voted no: None. Motion carried.

Tonya Springsted came into the meeting.

k. Purchasing computer, software, security cameras, including installation, set up, and yearly support membership fees.

Dusty Todd with Best Buy appeared before the Board. Dusty said he and another representative from Best Buy came to the office and looked over the current computer system. He said they made an itemized list of everything that is needed to update the system. Dusty said the current computer system has Windows 7. He said Windows 7 is no longer working; therefore the system needs to be upgraded. The Board members looked over the cost for the computer system. The total cost is \$3,745.22, which includes two computers, software, set up, cameras, and yearly support membership fees. Motion was made by Sharon Payne to purchase computers, software, security cameras, including installation, set up, and yearly support membership fees for \$3,745.22 from Best Buy. The motion was seconded by Jim Bias. Voted yes: Tonya Springsted, Sam Hendrix, Jim Bias, Matt Willhite, and Sharon Payne. Voted no: None. Motion carried.

15. Reports from:

a. Fire Department.

Fire Chief Adam Springsted said in February, the firefighters responded to 36 calls, which included 18 medical calls, 10 motor vehicle accidents, 5 brush fires, 1 vehicle fire, 1 public assist, and 1 structure fire.

b. Department heads.

Jim Bias said he needs to get together with Jackie Todd and go over the sewer rates.


13. New business.


No new business was addressed.

14. Adjournment.

Motion was made by Sharon Payne to adjourn. The motion was seconded by Matt Willhite. Voted yes: Tonya Springsted, Sam Hendrix, Jim Bias, Matt Willhite, and Sharon Payne. Voted no: None. Motion carried.

Meeting adjourned at 9:06 p.m.


Sharon Payne, Mayor


Shirley Herring, Town Clerk

	1955 GMC fire truck	1947 Ford fire truck	1920's model gas range
Bidder			
1. Kerry Yochum			51.51
2 Travis Burk	1,500.00		
3 William West	527.00	122.00	222.00
4 Darin Burk		300.00	100.00
5 Jim Shieldnight	251.51		
6 Pat Boyd	1,955.00	501.00	151.00
7 Ryan Moore			300.00