

MINUTES OF THE REGULAR MEETING  
OF THE TOWN OF PORTER HELD  
THURSDAY, MAY 8, 2025

1. Administration of oaths to newly elected Board members.

The oath of office and the loyalty oath was taken by the newly elected Board members, Steve Dickey and Kevin Walker. The oaths were administered by Town Clerk Shirley Herring.

2. Call to order.

The meeting was called to order by Mayor Bradah Littlefield at 6:05 p.m.

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

Members present were: Bradah Littlefield, Norma Meyer, Steve Dickey, and Kevin Walker. Kristin Eaton was absent. A quorum was present.

Others present were: Dee Jay McLemore, Tim Kelly, Joey Hatfield, Jackie Todd, Adam Springsted, Kendra Moore, Kimmie Mullen, Tommy Mullen, Wayne Collins, Whitney Littlefield, Frankie Manus, Gail Zarola, Tony Zarola, Teddy Abbott, and Shirley Herring.

4. Prayer.

The Board members and members of the audience observed a moment of silence.

5. Pledge of Allegiance.

The Board members and members of the audience recited the Pledge of Allegiance.

6. Election of Mayor.

Norma Meyer nominated Steve Dickey. The nomination was seconded by Kevin Walker. Voted yes: Bradah Littlefield, Steve Dickey, Norma Meyer, and Kevin Walker. Voted no: None. Motion carried.

7. Election of Vice-Mayor.

Steve Dickey nominated Norma Meyer. The nomination was seconded by Kevin Walker. Voted yes: Bradah Littlefield, Steve Dickey, Norma Meyer, and Kevin Walker. Voted no: None. Motion carried.

8. 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 Norma Meyer to approve the consent agenda (items a, b, and c). The motion was seconded by Steve Dickey. Voted yes: Bradah Littlefield, Steve Dickey, Norma Meyer, and Kevin Walker. Voted no: None. Motion carried.

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

No items were removed from the consent agenda.

10. Appearances or petitions from the audience:

a. HELLO THC representative regarding obtaining a Certificate of Occupancy for his business.

The representative was not present at the meeting.

b. Frankie Manus to discuss ways to help the Porter Community.

Frankie Manus appeared before the Board. Ms. Manus said there are a lot of people in the Porter community who are unable to do things for themselves, due to health problems or other issues. She said it would be good if volunteers would get together and help these people with various things they need done, such as cleaning up their property. She said the people of Porter need to work together for the betterment of the community.

c. Others from the audience

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

11. Discussion and possible action concerning:

(a) RV being used as a residence located on property at 318 South P Street (Porter Acres).

Jackie Todd said this property has an RV that is being occupied as a residence and there are also two other RVs parked on this property. Town Clerk Shirley Herring said according to Porter's Planning and Zoning regulations, a person is allowed to live in a RV temporarily if they are building a house or moving in a manufactured house. She said they are required to obtain a permit to be allowed to live in the RV. She said the permit is good for six months, and if construction on the house is not completed or the manufactured house is not moved onto the property within six months, the property owner must apply for an extension of time to continue living in the RV.

Motion was made by Mayor Steve Dickey to send the owner of the property listed above, a letter stating the requirements that must be met in order to be able to reside in a RV. The motion was seconded by Norma Meyer. Voted yes: Bradah Littlefield, Steve Dickey, Norma Meyer, and Kevin Walker. Voted no: None. Motion carried.

(b) Appointing a representative to the Eastern Oklahoma Development District (EODD) Board of Directors.

Town Clerk Shirley Herring said she is currently serving on the EODD Board. She said her term on this board ends in June, 2025. She said she can be reappointed or the Board can appoint someone else.

Motion was made by Steve Dickey to reappoint Shirley Herring to the EODD Board of Directors. The motion was seconded by Kevin Walker. Voted yes: Bradah Littlefield, Steve Dickey, Norma Meyer, and Kevin Walker. Voted no: None. Motion carried.

(c) Approval of 2024-2025 budget amendment #2.

The Board members looked over this amendment.

Motion was made by Norma Meyer to approve 2024-2025 budget amendment #2. The motion was seconded by Steve Dickey. Voted yes: Bradah Littlefield, Steve Dickey, Norma Meyer, and Kevin Walker. Voted no: None. Motion carried.

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- (d) Hiring person to assist with the preparation of the 2023-2024 budget.

Town Clerk Shirley Herring said the date listed above for the budget is incorrect. She said it is for assistance with the preparation of the 2025-2026 budget. Ralph Osborn, the Town's auditor, has been helping prepare the budget for the last several years. Deputy Clerk Kendra Moore said she spoke with Mr. Osborn, and he is willing to help prepare the budget for 2025-2026.

Motion was made by Norma Meyer to hire Ralph Osborn to assist with the preparation of the 2025-2026 budget. The motion was seconded by Bradah Littlefield. Voted yes: Bradah Littlefield, Steve Dickey, Norma Meyer, and Kevin Walker. Voted no: None. Motion carried.

- (e) Purchasing shirts for employees.

Motion was made by Steve Dickey to purchase two (2) shirts for each employee. The motion was seconded by Norma Meyer. Voted yes: Bradah Littlefield, Steve Dickey, Norma Meyer, and Kevin Walker. Voted no: None. Motion carried,

12. Reports from:

- (a) Fire Department.

Fire Chief Adam Springsted reported that the firefighters responded to 42 calls in April, which included 31 medical calls, 3 brush fires, 3 motor vehicle accidents, 3 vehicle fires, 1 power lines down, and 1 house hit by lightning. He said the department used 3,000 gallons of water in April, 2025. Adam said all four storm sirens are currently working, but the one on the west side of town needs to be replaced.

- (b) Department heads.

No reports.

- (c) Mayor.

Mayor Steve Dickey said he would like to receive the Board meeting packets earlier than the Wednesday before the meeting. He said the cutoff date for putting items on the agenda needs to be changed. He said he will put changing the cutoff date on the agenda for the next Board meeting.

13. New business.

There was no new business to be discussed.

14. Adjournment.

Motion was made by Norma Meyer to adjourn. The motion was seconded by Steve Dickey. Voted yes: Bradah Littlefield, Steve Dickey, Norma Meyer, and Kevin Walker. Voted no: None. Motion carried. Meeting adjourned at 6:24 p.m.

STEVE DICKEY, MAYOR

SHIRLEY HERRING, TOWN CLERK

