

**GROVE CITY COUNCIL
REGULAR MEETING
TUESDAY, MAY 18, 2021
6:00 PM
MINUTES**

The Grove City Council met in regular session on Tuesday, May 18, 2021 at 6:00 PM with Mayor, Ed Trumbull presiding. Members present were Steven Thomas, Matt Henderson, Marty Dyer and Ivan Devitt. Also present was City Manager, Bill Keefer; Attorney, Darren Cook; Assistant City Manager, Debbie Bottoroff; City Treasurer, Lisa Allred; Public Works Director, Deric Douthit and City Clerk, Bonnie Buzzard

PUBLIC COMMENT:

Trumbull presented and read in its entirety a Proclamation proclaiming the week of May 22-28, 2021 as 'National Safe Boating' Week.

Devitt made the motion to approve the minutes from the May 4, 2021 regular meeting. Seconded by Thomas. AYE: Thomas, Henderson, Dyer, Devitt and Trumbull. NAY: None. Motion carried.

Devitt made the motion to approve the purchase order register. Seconded by Henderson. AYE: Thomas, Henderson, Dyer, Devitt and Trumbull. NAY: None. Motion carried.

Trumbull opened the floor for discussion with respect to review of Resolution #20-024 Declaring a State of Emergency and Implementing Mandatory Emergency Provisions as amended adopting the Governor's Open Up and Recover Safely Plan. Henderson reported that he has received phone calls of complaints in regards to the mask requirement in city owned facilities. Henderson felt like due to the statistics reports from the City / County that the mask mandate should be lifted from all city owned facilities and its employees. Henderson therefore respectfully requested consideration as such to City Manager, Bill Keefer. Keefer responded by expressing his personal concerns in regards to the following:

- CDC rules and procedures
- City employees – vaccination concerns
- General public

Keefer asked that he be granted until June 1, 2021 to visit with his staff in regards to this matters, and possible action to remove the mandate effective as of that date. Thomas reported that he too has received numerous phone calls of complaints about this matters and added that even Governor, Stitt has removed the mask mandate from the State Capital. Devitt reported that he understands both sides of the issue and noted that the vaccinations are a personal choice. Devitt added that should the conditions worsens then the mask mandate could always be re-implemented. Henderson made the motion to grant the response time to Keefer for June 1, 2021 for a possible recall of the mask requirements. Seconded by Thomas. AYE: Thomas, Henderson, Dyer, Devitt and Trumbull. NAY: None. Motion carried. Dyer made the motion to extend the Resolution until the June 1, 2021 City Council meeting. Seconded by Thomas. AYE: Thomas, Henderson, Dyer, Devitt and Trumbull. NAY: None. Motion carried.

Trumbull opened the floor for discussion with respect to rescinding Ordinance #801 annexing a tract of land into the City of Grove. Cook reported that subsequent to the hearing and the adoption of the annexation plan, it was discovered that the legal description in the notice was incorrect. The written legal description in the notice mistakenly included a casino owned and operated by the Cherokee Tribe. Cook added that he has explored all options available to the City for the correction of this error, and decided that the best approach id to strike or repeal the annexation ordinance adopted and restart the process having the notice with the correct legal description of the property to be annexed. Thomas made the motion to rescind Ordinance #801 annexing a tract of land into the City of Grove. Seconded by Henderson. AYE: Thomas, Henderson, Dyer, Devitt and Trumbull. NAY: None. Motion carried.

Trumbull opened the floor for discussion with respect to request from downtown business and property owners for the City's assistance with their "Light up Downtown" Project. Chamber of Commerce Director, Donnie Crain addressed the Council to report on the "Light up Downtown" project. Crain detailed on the intent and goals of the project along with the efforts to improve the vitality of the downtown district that appears to be supportive of many goals in the City's recently adopted Comprehensive Plan. Representative of the Downtown Businesses, Rom Lay reported that that he has visited with a majority of the property owners and that they are in favor of the project,

and some even expressed an interest in paying for the lights. Lay added that the necessary lights for the project has already been purchased, they are now working on the cost for the installation. Crain entertained questions and comments from the Council. Keefer reported that there has not been an in depth discussion on the details of the city's assistance once the lights are on the building. Dyer made the motion for the Council to endorse the project. Seconded by Thomas. AYE: Thomas, Henderson, Dyer, Devitt and Trumbull. NAY: None. Motion carried.

Trumbull then opened the floor for discussion with respect to an Administrative Order for 413 W. 5th Street (house) and its designation as a dilapidated structure. Code Enforcement Officer, Russ Schmidt addressed the Council to report that he was able to make contact with the property owner to learn that the property owner passed away approximately 8 years ago and that the three surviving children has never had the property in probate and basically expressed no interest in the property. Schmidt added that one sibling is keeping up with the property taxes. Schmidt noted that once he made contact with the family, he was never able to reestablished contact with them again, and that they have no message machine on their phone. Dyer made the motion to approve an Administrative Order requiring the property owners to:

- Secure the structure within fourteen (14) days; and
- Obtain a roof permit and perform the necessary repairs to roof to comply with city code within thirty (30) days

Seconded by Devitt. AYE: Thomas, Henderson, Dyer, Devitt and Trumbull. NAY: None. Motion carried.

Trumbull opened the floor for discussion with respect to a Resolution adopting a Utility and Drainage Site Development Plan for the West Taxilane area at the Grove Regional Airport. Keefer reported that Olsson has completed both the Phases of the site plan which covers the entire west hangar area. Funding for Phase I was included in this year's Airport Capital budget whereas Phase II will be invoiced and paid out of next year's budget. Devitt made the motion to approve the Resolution as presented. Seconded by Dyer. AYE: Thomas, Henderson, Dyer, Devitt and Trumbull. NAY: None. Motion carried.

Trumbull then opened the floor for discussion with respect to bids for drainage improvements at Grove Rotary Park and the Sports Complex. Keefer reported that Project Engineer, Tim McCrary advertised for this project and that no bids were received. McCrary recommended that the Staff select a contractor and negotiate a contract in accordance to Section 61-11-.1of the State of Oklahoma Public Competitive Bidding Act if 1974 which allows public entities to negotiate with a prospective contractor, as long as the construction contract does not exceed \$50,000. Cook suggested that the Staff attempt to get a least three different quotes from contractor prior to negotiation of contract. Devitt made the notion to authorize the Staff to proceed with awarding of bid through the Public Competitive Bidding Act if 1974. Seconded by Dyer. AYE: Thomas, Henderson, Dyer, Devitt and Trumbull. NAY: None. Motion carried.

Trumbull opened the floor for discussion with respect to the approval of a Sales Tax Incentive Application and Agreement with Krista Sampson dba Forage in Downtown Grove. Bottoroff reported that application went before the Grove Economic Development Board and was approved for recommendation to the Mayor and City Council. Devitt made the motion to approve the Sales Tax Incentive application and agreement. Seconded by Thomas. AYE: Thomas, Henderson, Dyer, Devitt and Trumbull. NAY: None. Motion carried.

Trumbull opened the floor for discussion with respect to proposals to prepare the City's Financial Statements and prepare the Annual Audit for the City of Grove.

Proposals for the Preparation of the City's Financial Statements –Allred reported that she sent out “Request for Proposals” to approximately 20 Audit Firms for this project and received only three (3) proposals. Elfrink & Associates bid both the financial statement and audit services proposals but can only perform one (1) of the two (2) projects. Allred reported that she has received the proposals and that it is Staff's recommendation to award the bid to Allen, Gibbs & Houlik to perform the financial statement services for a three year term. Dyer made the motion to award the financial statement proposals to Allen, Gibbs & Houlik. Seconded by Devitt. AYE: Thomas, Henderson, Dyer, Devitt and Trumbull. NAY: None. Motion carried.

Proposals for the Preparation of the Annual Audit- Allred reported that she sent out “Request for Proposals” to approximately 20 Audit Firms for this matter and received four (4) proposals. Allred reported that after reviewing the proposals, it Staff recommendation to award the bid Elfrink and Associates for a three year term. Thomas made the motion to award the audit service contract to Elfrink & Associates. Seconded by Devitt. AYE: Thomas, Henderson, Dyer, Devitt and Trumbull. NAY: None. Motion carried.

Devitt made the motion to approve a Resolutions amending the 2020-2021 City Capital Fund Budget as presented by Allred. Seconded by Henderson. AYE: Thomas, Henderson, Dyer, Devitt and Trumbull. NAY: None. Motion carried.

Henderson made the motion to authorize the scheduling of a Public Hearing for the Fiscal Year 2021-2022 City of Grove Budget for June 1, 2021 at 6 PM. Seconded by Devitt. AYE: Thomas, Henderson, Dyer, Devitt and Trumbull. NAY: None. Motion carried.

CITY MANAGER'S REPORT:

Keefer reminded the Council of the Budget Work Session scheduled for Tuesday, May 25th @ 1:30 PM. Keefer noted that the proposed budget packets will be sent out the later part of this week.

Keefer mentioned that the Fire Department has acquired a used ambulance from Grove Emergency Ambulance from the County Fire Sales Tax fund that they will utilize as a Technical Rescue Response Vehicle. Keefer added that Fir Chief, Mike Reed has the vehicle located in the parking lot should anyone wish to go through it.

Henderson reported that upon review of the monthly Fire Department report, it is insane the number of incidents they respond to on a monthly basis with the small number of employees they have. Keefer noted that the Fire Department depend intensely on their volunteers.

WARD REPORTS:

Thomas reported that the presentation of the Purple Heart Proclamation will be held this Friday, May 21st @ 10 AM American Legion facility.

Thomas added that the Ritual Team will exhibition the taps and the lowering of the wreath on the front lawn of the Community Center on Friday, May 28th beginning @ 11:55.

EXECUTIVE SESSION:

At 7:24 PM Devitt made the motion for the Council to recess into Executive Session for the following:

1. for the purpose of discussing negotiations concerning employees and representatives of employees groups, pursuant to Title 25 O.S. Section 307.B.2. (Fraternal Order of Police - Grand Lake Lodge No. 171) to include participation from Bill Keefer, Debbie Bottoroff and Mark Morris, and
2. to discuss the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee, pursuant to Title 25 O.S. Section 307.B.1. (Interim City Manager/Director of Community Development) to include participation from Bill Keefer and Debbie Bottoroff.

Seconded by Thomas. AYE: Thomas, Henderson, Dyer, Devitt and Trumbull. NAY: None. Motion carried.

At 9:23 PM Devitt made the motion for the Council to come out of Executive Session with no action taken. Seconded by Thomas. AYE: Thomas, Henderson, Dyer, Devitt and Trumbull. NAY: None. Motion carried.

Trumbull announced that in regards to discussion with respect to agenda item E.1 above. No action taken.

Trumbull opened the floor for discussion with respect to agenda item E.2 above. Dyer made the motion to extend an Interim City Manager contract agreement to Debbie Bottoroff. Seconded by Thomas. AYE: Thomas, Henderson, Dyer, Devitt and Trumbull. NAY: None. Motion carried.

At 9:24 PM Devitt made the motion to adjourn. Seconded by Henderson. AYE: Thomas, Henderson, Dyer, Devitt and Trumbull. NAY: None. Motion carried.