

**GROVE MUNICIPAL SERVICES AUTHORITY  
REGULAR MEETING  
TUESDAY, JANUARY 2, 2024  
3:00 PM  
MINUTES**

The Grove Municipal Services Authority met in regular session Tuesday, January 2, 2024 at 3:00 PM with Chairman Andy Stewart presiding. Other members present were Berwin Kock, Ed Trumbull, and Justin Wadley. Member Ivan Devitt was absent. Also present was General Manager, Debbie Bottoroff; City Attorney, Darren Cook; Public Works Director, Deric Douthit; Human Resources Director, Kristi Ford; and Municipal Clerk, Laura Davila.

**ADDITIONAL STAFF PRESENT:**

Public Works Superintendent – Jeremy Brown  
Utility Office Manager – Jenn Harmon

**PUBLIC COMMENTS:**

Kock made the motion to approve the minutes from the December 5, 2023, Regular Meeting. Seconded by Trumbull. AYE: Kock, Trumbull, Wadley, Stewart. NAY: None. Motion Carried.

Kock made the motion to approve the purchase order register. Seconded by Trumbull. AYE: Kock, Trumbull, Wadley, Stewart. NAY: None. Motion Carried.

**STAFF REPORTS:**

Bottoroff reported two bids were received and opened on December 21, 2023, for the Sewer Line Rehabilitation Project. Both bids came in under the engineer's estimate, and there was quite a difference between the two bid amounts. The engineer is reviewing both bids to make sure there is nothing that 'stands out' that could reflect an error on the bids, plus he will perform reference checks on the bidders. Bottoroff added that the bids will be presented to the board at the February 6, 2024, meeting.

Harmon reported that her department would be bringing forth revisions and updates to the policy and procedures manual.

**TRUSTEES REPORTS:**

None.

At 3:15 PM Trumbull made the motion to adjourn. Seconded by Kock. AYE: Kock, Trumbull, Wadley, Stewart. NAY: None. Motion Carried.