

**GROVE CITY COUNCIL
REGULAR MEETING
TUESDAY, DECEMBER 20, 2016
6:00 PM**

The Grove City Council met in regular session on Tuesday, December 20, 2016 at 6:00 PM with Vice-Chairman, Ed Trumbull presiding. Members present were Don Nelsen and Ivan Devitt. Members Marty Follis and Marty Dyer was absent. Also present was Assistant City Manager, Debbie Bottoroff; Attorney, Darren Cook; City Treasurer, Lisa Alred; Public Works Director, Jack Bower and City Clerk, Bonnie Buzzard. City Manager, Bill Keefe was absent.

Devitt made the motion to approve the minutes from the previous meeting. Seconded by Nelsen. AYE: Nelsen, Devitt and Trumbull. NAY: None. Motion carried.

Nelsen made the motion to approve the minutes from the December 6, 2016 special meeting. Seconded by Devitt. AYE: Nelsen, Devitt and Trumbull. NAY: None. Motion carried.

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

Trumbull opened the floor for discussion with respect to the status of compliance for the following:

- a) Administrative Order for 1227 Red Bud Lane - No property owner was present. Bottoroff reported that the property owner has been advised that the City Council will establish a date for the contractor to begin removing the out-buildings; once that date is established, the Staff will notify the property owner via mail and a "Notice" will be posted on the property with the date the contractor will begin and instruct the property owner to remove all personal items prior to that date. Bottoroff added that the property owner will be responsible for the actual cost plus a \$225 administrative fee if they fail to comply with the Administrative Order. Bottoroff recommended that the City Council provide the property owner notice that the City will exercise its right of entry and that a contractor will begin removing the two out-buildings on January 12, 2017. Devitt made the motion to approve the Administrative Order granting the property owner until January 12, 2017 to remove all personal items from the property prior to the demolition crew coming in and removing the structures as described. Seconded by Nelsen. AYE: Nelsen, Devitt and Trumbull. NAY: None. Motion carried.
- b) Administrative Order for 1654 Charles Street - No property owner was present. Bottoroff reported that the grandson of the property owner came by city offices and visited with the staff and advised that grandmother (Dorothy Hinkle) has agreed to deed him the property if he agrees to pay the past due taxes, and remove the structure. Bottoroff noted that the Staff has received a signed "Letter of Intent" from Dorothy Hinkle stating her intentions to deed the property over to her grandson. The letter was also signed by her grandson (Marshall Green) stating his intent to have the structure located on the site removed, and the property cleaned up no later than February 1, 2017. Bottoroff again noted that the property owner will be responsible for the actual cost plus a \$225 administrative cost if they fail to comply with the Administrative Order. Devitt made the motion to approve the Administrative Order granting the property owner until February 1, 2017 allowing the grandson time to assume ownership of the property, and to remove the structure as agreed upon in the Letter of Intent presented to the Staff. Seconded by Nelsen. AYE: Nelsen, Devitt and Trumbull. NAY: None. Motion carried.

Trumbull opened the floor for discussion with respect to the acceptance of the 2015-2016 Fiscal Year audit as presented by Anna Hfrink, CPA. Anna Hfrink - MS, CPA presented and discussed in detail her report on the Audit of Financial Statement for the year ending 06/30/16. Hfrink reported that this audit was conducted for the purpose of forming opinions on the financial statement that collectively comprise the City of Grove's financial statements as a whole. Hfrink reported no major discrepancies in the audit being presented, but added a new accounting pronouncement adopted in the 2016 FY being "Prior Period Adjustments" which pertained to prior period adjustments caused by:

- TIF receivable misstatement
- Removal of fixed asset record for building sold in a prior period
- Changing in accounting principle
 - actual of utility services provided but not yet billed

Hfrink fielded questions from the Council and Staff. The audit presentation lasted for approximately 15 minutes. Hfrink added that this is an unqualified opinion of the audit, and that it contains no issues.

Elfink commended the City Staff on their helpfulness that was offered to her during the audit process. Devitt made the motion to approve the 2015-2016 Fiscal Year audit as presented and discussed. Seconded by Nelsen. AYE: Nelsen, Devitt and Trumbull. NAY: None. Motion carried.

Devitt made the motion to approve a Resolution authorizing the City Manager to apply and execute documents for reimbursement through the Oklahoma Quality Incentives Act for the 2017 Bassmaster Open Fishing Tournament Event scheduled for October 5-7, 2017 at Wolf Creek Park. Seconded by Nelsen. AYE: Nelsen, Devitt and Trumbull. NAY: None. Motion carried.

Trumbull opened the floor for discussion with respect to appointments to the Board of Adjustments. Bottorff reported that Planning and Zoning Board met and approved upon recommendation to the City Council the appointment of Ben Hampton and Steve Ward to the Board of Adjustments.

- Trumbull made the motion to appoint Steve Ward to fulfill a three-year term expiring October 31, 2019. Seconded by Devitt. AYE: Nelsen, Devitt and Trumbull. NAY: None. Motion carried.
- Trumbull then made the motion to appoint Ben Hampton to fulfill a one-year term expiring October 31, 2017. Seconded by Nelsen. AYE: Nelsen, Devitt and Trumbull. NAY: None. Motion carried.

WARD REPORTS:

Trumbull expressed great news on the \$10,000 grant received for the disposal of household hazardous waste as part of the annual spring cleanup project.

Nelsen and Devitt wished all a Merry Christmas and a Happy New Year.

At 6:25 PM Devitt made the motion to adjourn. Seconded by Nelsen. AYE: Nelsen, Devitt and Trumbull. NAY: None. Motion carried.