

**GROVE CITY COUNCIL  
REGULAR MEETING  
TUESDAY, JUNE 15, 2021  
6:00 PM  
MINUTES**

The Grove City Council met in regular session on Tuesday, June 15, 2021 at 6:00 PM with Mayor, Ed Trumbull presiding. Members present were Steven Thomas, Matt Henderson and Ivan Devitt. Member, Marty Dyer was absent. 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.

Thomas made the motion to approve the minutes from the June 1, 2021 regular meeting. Seconded by Devitt. AYE: Thomas, Henderson, Devitt and Trumbull. NAY: None. Motion carried.

Devitt made the motion to approve the purchase order register. Seconded by Henderson. AYE: Thomas, Henderson, 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. The Council heard no questions, comments or concerns from the Staff or participating audience. Thomas made the motion to extend the Resolution until the July 1, 2021 City Council meeting. Seconded by Devitt. AYE: Thomas, Henderson, Devitt and Trumbull. NAY: None. Motion carried.

Trumbull opened the floor for discussion with respect to a Public Hearing to take input and comments regarding an application submitted by 1115 Red Bud LLC for a Special Use Permit to allow for an application to use the property located at 1115 Red Bud Drive as a Vacation Rental Home. At 6:07 PM Devitt made the motion to open the public hearing as described. Seconded by Henderson. AYE: Thomas, Henderson, Devitt and Trumbull. NAY: None. Motion carried. No public comments were heard.

At 6:07 PM Devitt made the motion to close the Public Hearing. Seconded by Thomas. AYE: Thomas, Henderson, Devitt and Trumbull. NAY: None. Motion carried.

Trumbull opened the floor for discussion with respect to a Resolution approving an application for a Special Use Permit for 1115 Red Bud Drive. Henderson made the motion to approve the Resolution authorizing application for the Special Use Permit for 1115 Red Bud Drive as presented. Seconded by Thomas. AYE: Thomas, Henderson, Devitt and Trumbull. NAY: None. Motion carried.

Trumbull opened the floor for discussion with respect to a Public Hearing to take input and comments regarding an application to rezone Lots 3 and 4, Block 55 in the Original Town of Grove, Delaware County, Oklahoma from R-1 Single Family Residential to R-2 Two-Family Residential. At 6:09 PM Devitt made the motion to open the public hearing as described. Seconded by Thomas. AYE: Thomas, Henderson, Devitt and Trumbull. NAY: None. Motion carried. No public comments were heard.

At 6:09 PM Devitt made the motion to close the public hearing. Seconded by Henderson. AYE: Thomas, Henderson, Devitt and Trumbull. NAY: None. Motion carried.

Trumbull opened the floor for discussion with respect to an Ordinance rezoning Lots 3 & 4, Block 55, in the Original Town of Grove, Delaware County, Oklahoma from R-1 Single Family Residential to R-2 Two-Family Residential. Henderson made the motion to approve an Ordinance rezoning Lots 3&4, Block 55 in the Original

Town of Grove, Delaware County, Oklahoma from R-1 Single Family Residential to R-2 Two-Family Residential. Seconded by Thomas. AYE: Thomas, Henderson, Devitt and Trumbull. NAY: None. Motion carried.

Henderson made the motion to approve a Resolution adopting the 2021-2022 Fiscal Year Budget for the City of Grove, Oklahoma. Seconded by Thomas. AYE: Thomas, Henderson, Devitt and Trumbull. NAY: None. Motion carried.

Devitt made the motion to approve a Resolution amending the Job Classification and Pay Plan for City Employees. Seconded by Henderson AYE: Thomas, Henderson, Devitt and Trumbull. NAY: None. Motion carried.

Trumbull opened the floor for discussion with respect to proposals for banking services for the City of Grove. Allred reported that the City of Grove is currently utilizing First National Bank for their banking services, and in May of this year BancFirst bought out First National Bank of Grove and Vinita. Since that time the City has been working to transition to BancFirst. Allred reported that the Staff felt like, due to the change, it would be an opportune time to bid out the banking services. Allred reported that she received proposals from the following banking institutes, and included bid tabulations on monthly services of each:

- Arvest
- Bancfirst
- Bank of Grand Lake
- Bank of Oklahoma

Allred reported that Staff recommends awarding the banking services bid to Bank of Grand Lake. Devitt made the motion to award the City of Grove banking services to Bank of Grand Lake upon Staff recommendation. Seconded by Thomas. AYE: Thomas, Henderson, Devitt and Trumbull. NAY: None. Motion carried.

Trumbull then opened the floor for discussion with respect to a proposal from Air Evac EMS, Inc. to lease City/GEDA property for an air ambulance facility. Keefer reported that Air Evac has expressed an interest in the property owned by GEDA/City of Grove adjacent to the ambulance barn to the North. The property consist of approximately two (2) acres. Air Evac has previously provided a draft lease agreement for the City to review and comment. The City Attorney and Staff has reviewed the document, and returned a copy indicating the City comments and revisions for their consideration. Keefer reported that the company representatives has respectfully requested attendance before the City Council to seek Council support to the project prior to moving forward with the lease agreement, site plan approval and plans to extend utilities to the proposed site. Trumbull turned the floor over to the Air Evac team for their presentation of the project, but before taking the podium, Trumbull respectfully asked that they detail on their reasoning for the site selection and the concerns to its close proximity to the Sports and Recreation Complex. Presentation was made from:

- Ronnie Flemming – Regional Director Flight Operations
- Johnathan Dunn – Senior Program Director, and
- Jamie Roberts – Operation Specialist

Their presentations lasted for approximately 30 minutes. The Council then entertained public comments from the following individuals:

- Tracy Suttle – Resident of 504 E 10<sup>th</sup> Street
- Steve Suttle, - Resident of 504 E 10<sup>th</sup> Street, and
- Lisa Jewett – Grove Regional Airport Manager

Henderson strongly expressed his enthusiasm about the project, and added that it would be a great asset to the community. Thomas agreed. Devitt made the motion for the Council to support the project and to authorize the Staff to move forward with the project. Seconded by Henderson. AYE: Thomas, Henderson, Devitt and Trumbull. NAY: None. Motion carried.

Trumbull opened the floor for discussion with respect to a professional service contract with Spatial Data Research, Inc. (SDR) to provide GIS, 911 Database Maintenance (addressing) beginning on July 1, 2021. Bottoroff reported that Spatial Data Research (SCR) is located in Olathe, Kansas and has been providing addressing services to the City of Grove for over ten (10) years and is familiar with our data. Bottoroff added that with the resignation to the 911 Coordination, Russ Schmidt it is important that the City have a plan in place to continue providing services to the residents. Devitt made the motion to approve the professional service contract with Spatial Data Research, Inc. as presented and discussed. Seconded by Henderson. AYE: Thomas, Henderson, Devitt and Trumbull. NAY: None. Motion carried.

Trumbull then opened the floor for discussion with respect to the following service agreement(s):

1. Agreement with Debbie Bottoroff to serve as Interim City Manager – Devitt made the motion to approve the agreement with Bottoroff as Interim City Manager as presented. Seconded by Henderson. AYE: Thomas, Henderson, Devitt and Trumbull. NAY: None. Motion carried.
2. Agreement with Darren Cook, PC, for City Attorney Services – Devitt made the motion to approve the agreement with Darren Cook for City Attorney services to include a 7.7% pay adjustment per the 2021-2022 budget, and if elects to participate, the premium for a single coverage plan will be paid for by the City subject to a monthly contribution equal to what City employees contribute to the plan. Seconded by Henderson. AYE: Thomas, Henderson, Devitt and Trumbull. NAY: None. Motion carried.
3. Agreement with Richard James for Municipal Judge Services - Devitt made the motion to approve the agreement with Richard James for Municipal Judge services to include a \$150.00 per month pay adjustment per the 2021-2022 budget. Seconded by Henderson. AYE: Thomas, Henderson, Devitt and Trumbull. NAY: None. Motion carried.

Devitt made the motion to approve a Resolution Amending the 2020-2021 City Capital Fund and City Special Fund Budgets. Seconded by Henderson. AYE: Thomas, Henderson, Devitt and Trumbull. NAY: None. Motion carried.

Devitt made the motion to approve a Resolution giving notification of Supplement No. S-2 to the City of Grove's Code of Ordinances. Seconded by Henderson. AYE: Thomas, Henderson, Devitt and Trumbull. NAY: None. Motion carried.

### **CITY MANAGER'S REPORT:**

Keefer respectfully requested Douthit to update the Council on the two ongoing drainage projects located at the Sports and Recreation Complex. Douthit reported that the splash pad is over flowing and flooding the area into the trickle channel that is to be constructed causing additional damage. Douthit noted that in order to fix the problem his crew would need approximately 1 good hot week for it to dry out, 1-2 days to prepare the site and anticipates the project taking 2-3 weeks after the area dries for completion. The Council strongly suggested that he wait until September for that project. Douthit then reported that the french drain on Field #2 has been installed and is fully functional.

### **WARD REPORTS:**

Trumbull reported that upon visiting with resident Donna Deason, she highly expressed her appreciation to Douthit and his crew for their courteous and understanding they displayed towards her utility situation.

Trumbull also expressed his appreciation to Douthit for the work they completed at the Sports and Recreation complex.

Thomas reported that he recently attended a Memorial event on the front lawn of the Community Center, and noticed that the big American flag needs to be replaced. Thomas offered his assistance in getting a new flag raised and the tattered flag properly retired.

Henderson greatly expressed his appreciation to Douthit and his crew for the work they done on the ballfields and other issues at the Sports and Recreation complex.

**EXECUTIVE SESSION:**

At 7:21 PM Thomas made the motion for the Council to recess into Executive Session to:

1. 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; City Treasurer's annual evaluation to include participation from Bill Keefer and Lisa Allred.
2. 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; City Manager to participation from Bill Keefer, and
3. For the Purpose of conferring on matters pertaining to Economic Development, including the transfer of property, financing, or creation of a proposal to entice a business to locate within the jurisdiction if public disclosure of the matter discussed would interfere with the development of products or services or if public disclosure would violate the confidentiality of the business, pursuant to Title 25 O.S. Section 307.C.11. (Economic Development Proposal) to include participation from Bill Keefer and Debbie Bottoroff.

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

At 8:27 PM Thomas made the motion for the Council to come out of Executive Session with no action taken. Seconded by Devitt. AYE: Thomas, Henderson, Devitt and Trumbull. NAY: None. Motion carried.

Trumbull opened the floor for discussion with respect to the above-mentioned agenda item E.1. Devitt made the motion to approve the City Treasurer contract with Lisa Allred for an additional one (1) year term to include a 5% pay adjustment as provided for in the 2021-2022 annual budget and as amended equal to the pay adjustment for all other employees. Seconded by Henderson. AYE: Thomas, Henderson, Devitt and Trumbull. NAY: None. Motion carried.

Trumbull opened the floor for discussion with respect to the above-mentioned agenda item E.2. Devitt made the motion to approve a 3% pay adjustment for Bill Keefer as provided for in the 2021-2022 annual budget and amended equal to the pay adjustment for all other employees effective July 1, 2021. Seconded by Thomas. AYE: Thomas, Henderson, Devitt and Trumbull. NAY: None. Motion carried.

Trumbull then announced that in regards to the above-mentioned agenda item E.3. No action taken.

At 8:30 PM Devitt made the motion to adjourn. Seconded by Henderson. AYE: Thomas, Henderson, Devitt and Trumbull. NAY: None. Motion carried.