

**GROVE CITY COUNCIL
REGULAR MEETING
TUESDAY, NOVEMBER 2, 2021
6:00 PM
MINUTES**

The Grove City Council met in regular session on Tuesday, November 2, 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, Debbie Bottoroff; Attorney, Darren Cook; City Treasurer, Lisa Allred; Public Works Director, Deric Douthit and City Clerk, Bonnie Buzzard.

Devitt made the motion to approve the minutes from the October 19, 2021 regular meeting. Seconded by Thomas. AYE: Thomas, Henderson, Dyer, Devitt and Trumbull. NAY: None. Motion carried.

Thomas 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 an updated Resolution #21-028 acknowledging a State of Emergency continues to exist in the City of Grove and Implementing Mandatory Emergency Provisions to follow the most current Centers for Disease Control and Prevention (CDC) Guidelines. No proposed changes were introduced. Dyer made the motion to extend the Resolution to the November 16th City Council meeting. Seconded by Henderson. AYE: Thomas, Henderson, Dyer, Devitt and Trumbull. NAY: None. Motion carried.

Trumbull opened the floor for discussion with respect to a Host Agreement with MLFLW, LLC and Sponsorship of the 2022 Toyota Series Tournament held at Wolf Creek Park and Boating Facility on Grand Lake. Donnie Crain, Executive Director of the Grove Chamber of Commerce addressed the Council to report that this tournament event anticipates approximately 150 boats with two (2) anglers per boat. Event organizers are requesting sponsorship from both the City of Grove and the Grove Convention & Tourism Bureau. Crain added that the City sponsorship of \$17,500 has been allocated in the current year budget, and that the Convention Tourism Board supported the \$4,500 for the 45 room nights for tournament staff and the \$1,200 estimated cost for the onsite security by approving the Host Agreement at their October 28th meeting. Devitt questioned if the security will run for the duration of the tournament April 28-30, 2022 (Thursday through Saturday). Crain indicated that it would. Devitt made the motion to approve the Host Agreement with MLFLW, LLC and sponsorship of the 2022 Toyota Series Tournament held at Wolf Creek Park and Boating Facility on Grand Lake as presented and discussed. Seconded Thomas. AYE: Thomas, Henderson, Dyer, Devitt and Trumbull. NAY: None. Motion carried.

Trumbull then opened the floor for discussion with respect to submitting an application to Oklahoma Emergency Management (OEM) for a Hazard Mitigation Assistance (HMA) Grant funded by the Federal Emergency Management Agency (FEMA) and authorize the Mayor to sign the application and all other required documents. Frank Close, Emergency Management Director addressed the Council to report that his department was working on the Hazard Mitigation Plan when it was discovered that the city's plan had expired in 2017. Close reported that he immediately addressed the issue and started a plan in action to apply for a grant from FEMA and the Oklahoma Emergency Management to revise and re-establish the plan. Close added that the plan will cover and aloe for project(s) such as storm sirens, drainage issues, and storm shelter purchases assistance. Close mentioned that without the plan in place the City of Grove – Emergency Management will not be eligible for federal

funds in the event of a federally declares disaster. Close noted that this application is the first step in the grant application process that must be completed before we can submit for RFQ's or funding. Close added that this is a 75/25 percentage match. Devitt made the motion to approve the application to the Oklahoma Emergency Management (OEM) for a Hazard Mitigation Assistance (HMA) grant funded by the Federal Emergency Management Agency (FEMA) and authorize the Mayor signature to the application and all other required documents. Seconded by Henderson. AYE: Thomas, Henderson, Dyer, Devitt and Trumbull. NAY: None. Motion carried.

Devitt made the motion to authorize the processing of a one-time salary adjustment for full-time employees that are not eligible for longevity pay. Seconded by Henderson. AYE: Thomas, Henderson, Dyer, Devitt and Trumbull. NAY: None. Motion carried.

Trumbull opened the floor for discussion with respect to a Resolution amending the Personnel Policies and Procedures Manual particularly "Attachment A" the 2021-2022 Non-Union Employee Pay Ranges. Bottoroff reported that the Resolution as presented represents the following two (2) proposed changes to the current Pay Plan:

1. Move the Water Treatment Plant / Wastewater Treatment Plant Operators from the Grade 9 to Grade 7 – Bottoroff reported that the purpose of this change is to provide a fair hiring level for employees with similar responsibilities. The change does not affect any current employee's wages and does not require amending the budget. Bottoroff noted that these positions will be re-evaluated during the 2022-2023 fiscal year budget groundwork.
2. Move the Communication Officer positions from Grade 9 to a Grade 10 – Bottoroff reported that increasing the starting hourly wage for a Communication Officer from \$14.30 TO \$15.50, and increase the wage for current Communication Officers by \$1.50 per hour this will require amending the 911 Emergency Communication Fund \$12,700. The purpose is to provide a more competitive pay to attract and retain qualifies personnel. This position is extremely demanding and highly stressful. Currently this department is losing 75% of its personal hired to other agencies within three to four months after hire.

Devitt made the motion to approve the Resolution amending the Personnel Policies and Procedures Manual as it pertains to the 2021-2022 Non-Union Employees Pay Ranges (Attachment A). Seconded by Henderson. AYE: Thomas, Henderson, Dyer, Devitt and Trumbull. NAY: None. Motion carried.

Devitt made the motion to approve a Resolution amending the 2021-2022 Fiscal Year Budget as presented and discussed by Allred. Seconded by Henderson. AYE: Thomas, Henderson, Dyer, Devitt and Trumbull. NAY: None. Motion carried.

STAFF REPORTS:

Bottoroff reported that the Staff received notification earlier today from Public Service Company of their interim service rate increase of 7.5% effective as of November 1, 2021. Bottoroff noted that the Council will see this increase reflected in their next years proposed budget.

Bottoroff reported that the City received their first half allocation of the American Rescue Plan Act (ARPA) funding in the amount of approximately \$625,000. Cook reported that the State of Oklahoma as a whole received over two billion dollars for ARPA funding distributions.

Dyer questioned the estimated expiration date to the Retail Attraction contract. Crain reported that it is due to expire in December 2021.

Douthit reported that the 2021 Pavement Rehabilitation project is nearing completion. They still have some striping and minor clean up to complete.

WARD REPORTS:

Thomas reported that the American Legion will display the Avenue of Flags on Wednesday, November 10th at 10:30 AM and will pay tribute to the Veterans on the front lawn of the Community Center on Thursday, November 11th at noon.

Dyer asked about the LED lights on City Hall (Community Center) facility. Crain reported that they are up and running. Crain added that the whole downtown area looks great.

Devitt reported that he noticed that the Wolf Creek parking lot needs to be re-stripped. Bottoroff reported that project is in the budget this year. Douthit indicated that there are several areas that needs to be re-stripped however the paint has been back logged and unavailable at this time.

Devitt then reported that there is a letter missing in the Community Center title name on the front of the building. Bottoroff reported that the Staff is aware of that and that Buildings and Grounds Superintendent, Craig Criger is going to take the duplicate letter to Phil's Ornamental Iron to have a replacement made.

EXECUTIVE SESSION:

Ay 6:29 PM Devitt made the motion for the Council to recess into an Executive Session 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 Debbie Bottoroff and Donnie Crain. Seconded by Thomas. AYE: Thomas, Henderson, Dyer, Devitt and Trumbull. NAY: None. Motion carried.

At 7:20 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 opened the floor for discussion with respect to the above-mentioned agenda item E.1. Dyer made the motion to accept the property offer from Foraker with the noted addition. Seconded by Devitt. AYE: Thomas, Henderson, Dyer, Devitt and Trumbull. NAY: None. Motion carried.

At 7:21 PM Devitt made the motion to adjourn. Seconded by Henderson. AYE: Thomas, Henderson, Dyer, Devitt and Trumbull. NAY: None. Motion carried.