

**GROVE CITY COUNCIL  
REGULAR MEETING  
TUESDAY, MARCH 7, 2023  
4:30 PM  
MINUTES**

The Grove City Council met in regular session on Tuesday, March 7, 2023 at 4:30 PM with Mayor, Ed Trumbull presiding. Members present were Steven Thomas, Andy Stewart, 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.

**PUBLIC COMMENT:**

Mayor, Trumbull presented and read in its entirety a Proclamation declaring April 2, 2023 World Autism Awareness Day & April 2023 World Autism Month.

Mr. Robert Allen of 1023 Kiheka Street addressed the Council to report that he has a family member that resides at the Baptist Retirement Village located along the corner of Har-Ber and Quail Run Road. Allen reported that area is experiencing a volume of homeless residents living in the surrounding wooded area. Allen respectfully requested that the Police Department surveillance that area closely because the residents are not allowed to process a weapon or a dog for safety.

Allen also asked about the property disposition located along the corner of Rockwood and Baycrest Avenue. Staff reported that the described property belongs to Joe Nowlin and that his intentions are to just clear and maintain the property at this time.

Thomas made the motion to approve the minutes from the February 21, 2023 regular meeting. Seconded by Devitt. AYE: Thomas, Stewart, Dyer, Devitt, and Trumbull. NAY: None. Motion carried.

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

Trumbull opened the floor for discussion with respect to a request from the Grove Sun to waive the garage sale permit fees and exclude this event from the maximum number of annual garage sales as part of the Citywide Garage Sale Event. Bottoroff reported that the Staff received this request from the Grove Sun, and that this is the same event as hosted by the Grove Sun the past several years. This year's event is scheduled for May 5<sup>th</sup> and 6<sup>th</sup>. Devitt made the motion to approve the request presented by the Grove Sun pertaining to the annual citywide garage sale for May 5<sup>th</sup> and 6<sup>th</sup>. Seconded by Dyer. AYE: Thomas, Stewart, Dyer, Devitt, and Trumbull. NAY: None. Motion carried.

Trumbull opened the floor for discussion with respect to the presentation of the 2021-2022 annual financial report (Audit) for the City of Grove. Anna Elfrink – MS, CPA presented and discussed in detail her report on the Audit of Financial Statement for the year ending 06.30.22. Elfrink 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. Elfrink reported no major discrepancies in the audit being presented other than the following two (2) Schedule of Findings:

**2022-01 – Internal Controls over Financial Reporting**

Condition: Upon audit review of capitalization of fixed asset costs revealed several material items that has not been properly capitalized. It is their recommendation that the management consider policies and procedures to ensure that a thorough search for fixed asset additions is performed.

## 2022-02 – Cash Receipt Deposits

Condition: That upon testing of cash deposits, it was noted that deposits are not being made timely; some of the deposits were made 5 to 11 days after receipt. It is their recommendation that management enforce the policy of timely deposits, to include periodic monitoring by someone outside of the cash receipt process.

Elfrink fielded questions from the Council. The audit presentation last for approximately 15 minutes. Elfrink added that this is an unqualified opinion of the audit, and that it contains no other issues. Devitt made the motion to accept the 2021-2022 Fiscal Year audit as presented and discussed. Seconded by Dyer. AYE: Thomas, Stewart, Dyer, Devitt, and Trumbull. NAY: None. Motion carried.

Trumbull opened the floor for discussion with respect to a new service agreement with M2M Wireless to provide Wireless Services for the Fuel Tracking System. Bottoroff reported that it is Staff recommendation to approve a new service agreement with M2M permitting considerably more data availability for the city's fuel tracking system. Devitt made the motion to approve the new service agreement with M2M Wireless as presented and discussed. Seconded by Dyer. AYE: Thomas, Stewart, Dyer, Devitt, and Trumbull. NAY: None. Motion carried.

Trumbull opened the floor for discussion with respect to a Resolution repealing the City of Grove Dilapidated Building Policy. Bottoroff reported that every year the Fire Marshal and Code Enforcement Officer identify dilapidated structures located within the city. The Council conducts a Public Hearing providing the property owner the opportunity to present an 'Action Plan'. The current policy then allows the property owner several opportunities to return before the Council with a progress update on their project. Bottoroff noted that by repealing the current policy and strictly following Chapter 6 Dilapidated Building of the City of Grove Code of Ordinances would fully meet the requirements of the Oklahoma State Statutes and will tighten up the responsibility of the property owner to comply with the Administrative Order. Bottoroff added that the if the property is not considered dilapidated, and only needs repairs to bring it into compliance, but the property owner does not comply with the Fire Marshal / Code Enforcement Officers then the property owner could be cited and prosecuted through the Municipal Court system in which they most likely could incur a fine up to \$500 plus cost. Bottoroff field questions and comments from the Council. Devitt made the motion to approve the Resolution repealing the City of Grove Dilapidated Building Policy as presented and discussed. Seconded by Thomas. AYE: Thomas, Stewart, Dyer, Devitt, and Trumbull. NAY: None. Motion carried.

### **STAFF REPORT:**

Bottoroff informed Dyer that she had researched his question from the last City Council meeting in regard to the fireworks regulations and submitted her findings in the City Managers Report. Dyer indicated that he had read that and expressed his appreciation.

Bottoroff reported that the Staff has received notification that the 779-firework shot display for the 4<sup>th</sup> of July event has doubled in price for this year's show. Bottoroff reported that the Staff is researching other vendors to compare prices, and would keep the Board updated.

Bottoroff then noted that the Buildings and Grounds crew has installed for (4) benches in the downtown area and has already been a positive impact from the business owners.

Bottoroff added that the contract between the City of Grove and Blue Energy Fuels, LLC for the CNG Fueling Station is due to expire on July 16, 2023. The CNG station has minimal usage and is an eye sore at the entrance of the community. Staff would like to terminate the contract, allow Blue Energy

Fuels to come in an remove their equipment, and have the crew clean-up that corner. Bottoroff entertained questions, and comments from the Council.

**WARD REPORTS:**

Dyer welcomed Andy Stewart to the Council.

Devitt expressed his thanks to GMSA Utility Office Manager, Jen Harmon for her professional service she displayed to an infuriate customer who phoned into the GMSA offices expressing his frustration because his utility service was shut off, and to Deric for his professional service he extended to the same resident out in the field.

At 5:13 PM Devitt made the motion to adjourn. Seconded by Thomas. AYE: Thomas, Stewart, Dyer, Devitt, and Trumbull. NAY: None. Motion carried.