**GROVE CITY COUNCIL**

**SPECIAL MEETING**

**TUESDAY MAY 7, 2024**

**4:30PM**

**MINUTES**

The City Council met in Special Session on Tuesday, May 07, 2024 with Mayor Ed Trumbull presiding. Members present were Steven Thomas, Andy Stewart, Marty Dyer, and Ivan Devitt. Also present was City Manager, Debbie Bottoroff; City Attorney, Darren Cook; Public Works Director, Deric Douthit; City Treasurer, Lisa Allred; Human Resources Director, Kristi Ford; and Municipal Clerk, Laura Davila.

**PUBLIC COMMENT:**

Mayor Trumbull presented and read it its entirety a Proclamation proclaiming May 20-26, 2024, as National Safe Boating Week.

Mayor announced recipients of the Gary Dunham Memorial Scholarships to the following:

Continuing Education - $500 Scholarship

* Justice Bassett, son of Nicki Bassett, Police Department Records Clerk
* Tyler Bloss, son of Tracy Bloss, Patrolman
* Chloe Brown, daughter of Jeremy Brown, Public Works Superintendent
* Zane Malone, son of Brent Malone, CTB Director
* Layne Rutherford, son of Darren Hull, Street Department

Devitt made the motion to Approve the Minutes from the April 16, 2024, Regular Meeting. Seconded by Dyer. AYE: Thomas, Stewart, Dyer, Devitt, Trumbull. NAY: None. Motion Carried.

Devitt made the motion to approve the Purchase Order Register. Seconded by Dyer. AYE: Thomas, Stewart, Dyer, Devitt, Trumbull. NAY: None. Motion Carried.

Trumbull opened the floor with respect to the presentation of the 2022-2023 Annual Financial Report (Audit) for the City of Grove. Anne Elfrink – MS, CPA presented and discussed in detail her report on the Audit of Financial Statement for the year ending 06-30-23. Elfrink reported that this audit was conducted for the purpose of forming opinions on the financial statement that collectively comprise the GMSA / City of Grove’s financial statements as a whole. The audit presentation lasted approximately 15 minutes. Devitt made the motion to accept the 2022-2023 Fiscal Year audit as presented. Seconded by Thomas. AYE: Thomas, Stewart, Dyer, Devitt, Trumbull. NAY: None. Motion Carried.

Trumbull opened the floor for Discussion with Respect to the Approval of a Resolution Amending various 2023-2024 City Funds Budget. Allred attached an amendment to line items that she presented to council. These amendments are just some end of year housekeeping that we do at the end of every fiscal year. Devitt made the motion to approve of a resolution amending various 2023-2024 City Funds Budget. Seconded by Thomas. AYE: Thomas, Stewart, Dyer, Devitt, Trumbull. NAY: None. Motion Carried.

Trumbull opened the floor for Discussion and/ or Action with Respect to a Memorandum of Agreement with the Delaware County E-911 Trust Authority. Cook reported that the Delaware county E-911 Trust Authority is cooperation and coordination with various municipalities and emergency services entities and agencies located in Delaware County are engaged in the process of consolidation and centralization of a county-wide E-911 Public Safety Answering Point. Each March PSAP entities report to the state their area of responsibility which direct where the 011 fees are directed. The consolidation and centralization of the county-wide E-911 was not completed by March 1, 2024; therefore, the Authority and the City agreed that Grove shall continue providing the E-011 Servies for the Northern half of the county and will continue to collect the 911 fees for their services. Staff entertained questions and comments from the council. Devitt made the motion to approve the Memorandum of Agreement with the Delaware County E-911 Trust Authority. Seconded by Thomas. AYE: Thomas, Stewart, Dyer, Devitt, Trumbull. NAY: None. Motion Carried.

Trumbull opened the floor for Discussion and/or Action with Respect to the Approval of an Ordinance establishing the Utility Impact Fee for Capital Center Phase II Subdivision. Bottoroff reported that per Resolution NO. 20-28, the Grove Municipal Services Authority Water and Gas Utilities Extension Policy was approved on November 17, 2020. The purpose of the Policy is to assist developers with the cost of the installation of water and gas utilities in new subdivisions located within the city limits. The Impact Fee is calculated on a per lot basis. The effective Date for the Impact Fee is May 7, 2024. There have been three Impact Fees charged prior to the effective date at a per service rate of $932.98 and will not be affected by the proposed Resolution. Bottoroff also noted that staff is proposing an amendment for future subdivisions to be calculated on a per unit supplied with GMSA utilities basis instead of a per lot basis. Devitt made the motion to approve the Ordinance as presented by staff. Seconded by Dyer. AYE: Thomas, Stewart, Dyer, Devitt, Trumbull. NAY: None. Motion Carried.

Devitt made the motion to Approve an Emergency Clause for Agenda Item B.6 above. Seconded by Dyer. AYE: Thomas, Stewart, Dyer, Devitt, Trumbull. NAY: None. Motion Carried.

Devitt made the motion to approve adding one vehicle to the Surplus Property list to be sold at Auction on May 18, 2024. Seconded by Thomas. AYE: Thomas, Stewart, Dyer, Devitt, Trumbull. NAY: None. Motion Carried.

Trumbull opened the floor for Discussion with Respect to Denying Claim No. 214421-1-LN submitted by Michael Smith as recommended by Oklahoma Municipal Assurance Group (OMAG). Allred reported that the OMAG has reviewed and investigated the matter and finds the CITY/GMSA has no liability in the matter. Devitt made the motion to deny Claim No. 214421-1-LN. Seconded by Stewart. AYE: Thomas, Stewart, Dyer, Devitt, Trumbull. NAY: None. Motion Carried.

Trumbull opened the floor for Discussion with Respect to the Approval of a Resolution providing Notice to the Public of April 2024 Supplement No. S-7 to the City of Grove’s Code of Ordinances. Staff reported that this is required by the Oklahoma State Statutes each time the city receives a supplement to our Code of Ordinances. This update includes Ordinances No. 820 through 844. Devitt made the motion to approve of a Resolution providing Notice to the Public of April 2024 Supplement No. S-7 to the City of Grove’s Code of Ordinances. Seconded by Dyer. AYE: Thomas, Stewart, Dyer, Devitt, Trumbull. NAY: None. Motion Carried.

Devitt made the motion to approve a Revised Notice of Posting for the City Council Regular Scheduled Meetings for the Remaining Calendar Year. Seconded by Dyer. AYE: Thomas, Stewart, Dyer, Devitt, Trumbull. NAY: None. Motion Carried.

Trumbull opened the floor for Discussion with Respect to Scheduling a Special Meeting to hold a 2024-2025 Budget Work Session. Bottoroff reported that the plan was to schedule a work session/Special meeting for May 16, 2024 @ 3:30 PM to review and discuss the proposed 2024-2025 GMSA Budget. Council and Staff discussed the date and time. Devitt made the motion to schedule the Special meeting to hold a 2024-2025 Budget Work Session as discussed. Seconded by Dyer. AYE: Thomas, Stewart, Dyer, Devitt, Trumbull. NAY: None. Motion Carried.

**STAFF REPORTS:**

Bottoroff reported that City Hall and GMSA offices moved to their new location on Friday April 19, 2024. There were technical issues with the phone system and phone access was limited the first week; but the phones were up and running by the end of the workday on Tuesday April 30, 2024.

Bottoroff also reported that Mid-America Environmental performed an Asbestos Inspection at the old City Hall. Asbestos was dete4cted and must be abated. The good news is the amount of asbestos discovered does not require a DEQ permit.

WARD REPORTS:

Marty Dyer congratulated Airport Manager, Lisa Jewett on her award for Oklahoma Airport Manager of the Year at the 2024 OAOA Conference.

Devitt thanked Deric’s crew for their hard work on the Broadway Project. He also thanked Jenn and her staff for their professionalism and customer service during the moving process.

**EXECUTIVE SESSION:**

At 5:20 PM Devitt made the motion for the council to recess into Executive Session for

* the Purpose of Conferring on Matter Pertaining to Confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest, Pursuant to Title 25 O.S. Section 307.B.4. (Confidential Communication) with participation from Debbie Bottoroff and Mr. Leblanc

and

* 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. with participation from Debbie Bottoroff.

At 6:49 PM Devitt made the motion for the Council to come out of Executive Session. Seconded by Dyer. AYE: Thomas, Dyer, Devitt, Trumbull. NAY: None. Motion Carried.

Regarding agenda item E.3 and E.4, Dyer made the motion to authorize Darren Cook to continue to negotiate and pursue the items discussed in the executive session. Seconded by Thomas. AYE: Thomas, Dyer, Devitt, Trumbull. NAY: None. Motion Carried.

At 6:51 PM Devitt made the motion to adjourn the meeting. Seconded by Thomas. AYE: Thomas, Dyer, Devitt, Trumbull. NAY: None. Motion Carried.