

**GROVE MUNICIPAL SERVICES AUTHORITY  
REGULAR MEETING  
TUESDAY, APRIL 21, 2020  
4:30 PM  
VIDEOCONFERENCE  
MINUTES**

The Grove Municipal Services Authority met in regular session on Tuesday, April 21, 2020 at 4:30 PM with Chairman, Andy Stewart presiding via videoconference from his personal residence. Members Marty Follis, Berwin Kock, Ivan Devitt and Don Nielsen all participated remotely from their personal residence. Also participating remotely was General Manager, Bill Keefer from his office located at City Hall; Attorney, Darren Cook from his personal residence; Public Works Director, Jack Bower from his office located at City Hall; City Treasurer, Lisa Allred from her office located at City Hall; Assistant General Manager, Debbie Bottoroff from her office located at City Hall; and City Clerk, Bonnie Buzzard from her office located at City Hall.

Devitt made the motion to approve the minutes from the 03-17-20 regular meeting. Seconded by Nielsen. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

Kock made the motion to approve the minutes from the 03-17-20 emergency meeting. Seconded by Follis. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

Devitt made the motion to approve the purchase order register. Seconded by Nielsen. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

Stewart opened the floor for discussion with respect to the bids received for the repairs and rehabilitation of the O'Daniel Street Wastewater Transfer Station. Bill reported that this project was provided for in the 2019-2020 Sewer Collection Capital budget. The project includes replacement of a manhole, adding a new manhole to accommodate the redirection of the flow, adding a bypass channel to accommodate future repairs, and resurfacing the flow channel. Keefer added that there is also an alternate to demo and remove several old manholes. Project Engineer, Tim McCrary reported that the only one bid was received for this project and it was found to be responsive from Crossland Heavy Contractors at a base bid of \$286,000.00 to include the bid for add alternate #1 in the amount of \$3,000. McCrary reported that it is his recommendation to award the bid as presented and discussed to include all alternate #1 for a total project amount of \$289,000. Follis made the motion to award the bid to Crossland Heavy Contractors in the amount of \$289,000 for the repair and rehabilitation of the O'Daniel Street Wastewater Transfer Station. Seconded by Nielsen. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

Follis made the motion to approve a Resolution amending the 2019-2020 GMSA Capital Fund. Seconded by Kock. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

Stewart opened the floor for discussion with respect to proposal from American Tower / Tower Alliance to amend the Tower Lease Agreement for Verizon Cell Tower. Keefer reported that the Staff received an updated letter from American Tower requesting consideration of an extension to the current lease agreement under the following conditional offer of term to the lease:

- A one-time signing bonus of \$20,000
- Extend the current lease for five (5) additional five (5) year terms

- \$1,500 per month rent fee
- Add 2% annual Escalator commencing as of 03-01-2033

Keefer indicated that if the Board is interested in this proposal, he will work with American Tower to prepare an amendment to the lease agreement and bring it back to the Board for consideration at a future meeting. Devitt made the motion to authorize the Staff to continue negotiations with American Tower for a better term of conditions with the lease. Seconded by Follis. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

**STAFF REPORT:**

Keefer commended the GMSA Administrative Department for their explanation of customer service during this COVID-19 pandemic. Keefer indicated that they are doing a great effort in working with the customers on their bills.

**EXECUTIVE SESSION:**

At 5:00 PM Follis made the motion for the Board to recess into an Executive Session for the purpose of confidential communication between the 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 (Insurance Claim) to include participation from Bill Keefer, Darren Cook, Debbie Bottoroff and Jen Harmon. Seconded by Devitt. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

At 5:25 PM Nielsen made the motion to come out of Executive Session with no action taken. Seconded by Follis. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

Stewart announced that with respect to the above-mentioned agenda item E-1. No action taken.

At 5:25 PM Follis made the motion to adjourn. Seconded by Nielsen. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.