**GROVE MUNICIPAL SERVICES AUTHORITY**

**REGULAR MEETING**

**TUESDAY, DECEMBER 21, 2021**

**4:30 PM**

**MINUTES**

The Grove Municipal Services Authority met in regular session on Tuesday, December 21, 2021 at 4:30 PM with Chairman, Andy Stewart presiding. Members present were Berwin Kock, Ivan Devitt and Don Nielsen. Member, Marty Follis was absent. Also present was General Manager, Debbie Bottoroff; Attorney, Darren Cook; City Treasurer, Lisa Allred; Public Works Director, Deric Douthit and City Clerk, Bonnie Buzzard.

**ADDITIONAL STAFF PRESENT**:

Public Works Superintendent – Jeremy Brown

Devitt made the motion to approve the minutes from the November 16, 2021 regular meeting. Seconded by Nielsen. AYE: Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

Devitt made the motion to approve the minutes from the December 10, 2021 special meeting. Seconded by Nielsen. AYE: Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

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

Stewart opened the floor for discussion with respect to Acknowledgement of Receipt of Assets and Release of Funds from Rural, Water, Sewer, Gas and Solid Waste Management District #6, Delaware County, Oklahoma. Bottoroff reported that GMSA has received the total sum of $413,837.18 from RWD #6 to create the members credits and reserve account as follows:

Members Credit(s) $124,848.00

District Reserve Account $288,989.18

Bottoroff respectfully requested that the Board approve the Acknowledgement of Receipt of Assets and Release of District funds from RWD #6 as presented. Devitt made the motion to approve the Acknowledgement of Receipt as presented and discussed. Seconded by Nielsen. AYE: Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

**STAFF REPORTS**:

Bottoroff informed the Board that the City Offices will be closed for the Christmas holiday on Friday, December 24th & Monday, December 27th.

Bottoroff wished all a Merry Christmas.

Douthit reported that the crews has completed several ongoing projects and is currently working on general maintenance.

Brown reported that he is still in need of meter readers.

**TRUSTEES REPORT**:

Devitt recognized Public Works Director, Deric Douthit and Utility Superintendent, Jeremy Brown for their specialized work they did around the Sports and Recreation ballfield(s) area addressing the drainage concerns.

Nielsen and Stewart wished all a Merry Christmas.

**EXECUTIVE SESSION**:

At 4:46 PM Kock made the motion for the Board to recess into an 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) to include participation from the following individuals:

* Debbie Bottoroff
* Lisa Allred
* Deric Douthit
* Jeremy Brown and
* Bonnie Buzzard

Seconded by Nielsen. AYE: Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

At 5:21 PM Devitt made the motion for the Board to come out of Executive Session with no action taken. Seconded by Nielsen. AYE: Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

Stewart reported that in regards to discussion with respect to agenda item E.1 above-mentioned. No action taken.

At 5:22 PM Devitt made the motion to adjourn. Seconded by Nielsen. AYE: Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.