

**GROVE MUNICIPAL SERVICES AUTHORITY
SPECIAL MEETING
TUESDAY, MAY 17, 2022
3:30 PM
MINUTES**

The Grove Municipal Services Authority met in special session on Tuesday, May 17, 2022 at 3:30 PM with Chairman, Andy Stewart presiding. Members present were Marty Follis, Berwin Kock, Ivan Devitt and Don Nielsen. 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
Utility Office Manager – Jen Harmon
Water / Wastewater Superintendent – Aston York was absent

PUBLIC COMMENTS:

Delaware County Solid Waste (DCSW) Representatives, Jedd Decker addressed the Board to report that they have a commercial tree shredder / grinder and would like to propose a clean-up improvements partnership between GMSA and DCSW (Delaware County Solid Waste). Decker reported that they have been visiting with Water/Wastewater Superintendent, Aston York in regards to the project and that he was highly in favor of the project due to the fact that the process would supply him a much needed nutrient for his composting. Decker respectfully asked the Board to consider reopening the Public Works Facility once again for the public to dump leaves, grass clippings and brush / limbs and allow each load dump to be strictly supervised to omit the error of any illegal dumping or any foreign objects being dumped along with the load. Decker added that DCSW will come out to the site, once the pile has reached capacity and start the chipping process which generally is done about x2 a year, once in the early spring and another in the fall. Decker, along with Representative, David Morris entertained questions, and comments from the Board and Staff. Stewart commended Decker and Morris for their partnership project presentation and expressed his enthusiasm in regards to the project. Bottoroff reported that if this project is opened back up to the public for dumping then GMSA might consider hiring a new employee to monitor that project.

Devitt made the motion to approve the minutes from the April 19, 2022 regular meeting. Seconded by Nielsen. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

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

Stewart opened the floor for discussion with respect to a Memorandum of Understanding with Grand Estates, LLC to implement the GMSA Water and Gas Line Extension Policy, and accept a personal guarantee. Bottoroff reported that Grand Estates, LLC is utilizing the GMSA Water & Gas Utilities Extension policy to help off-set the upfront costs on installing utilities for a new residential housing development consisting of approximately 40 lots. Kock made the motion to approve the Memorandum of Understanding with Grand Estates, LLC as presented and discussed to include the Personal Guarantee attached thereto. Seconded by Follis. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

Stewart opened the floor for discussion with respect to a Water Tower/Stand Pipe Lease Agreement with @Link Services, LLC. Bottoroff reported that this water tower/stand pipe was part of the RWD #6 acquisition and is being utilized by @Link Services LLC for their radio/transmit antennas. Bottoroff indicated that this agreement identifies the term, lease amount, restrictions on the equipment, plus outlines the responsibility of each party. Devitt made the motion to approve the lease agreement with @Link Services, LLC as presented. Seconded by Nielsen. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

Stewart opened the floor for discussion with respect to a Water Tank Maintenance Contract with Utility Service Co., Inc. Bottoroff reported that Utility Service Co., Inc. is currently contracted by GMSA to conduct annual inspections & maintenance on all of the existing GMSA owned water towers. Bottoroff reported that Douthit had previously reported to the Board on the deteriorating condition of the water tower/standpipe located out in RWD #6. Bottoroff mentioned that this agreement allows Utility Service Company to thoroughly inspect the standpipe to ensure that the structure is in a sound, watertight condition plus they will provide an exterior renovation, interior renovation and repairs and once completed it will be added to the annual inspection and maintenance agreement. The cost of these services will be a once time fee of \$117,343 and then an annual fee of \$10,976 each anniversary thereafter. Bottoroff noted that the costs for these services will be paid out of the RWD #6 maintenance and repair funds. Devitt made the motion to approve the contract with Utility Service Co., Inc. as presented and discussed. Seconded by Follis. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

Follis made the motion to approve an agreement for professional services with Garver Engineering to create a utility development master plan for the west side of the Grove Regional Airport. Seconded by Nielsen. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

Kock made the motion to approve an agreement with Holloway, Updike and Bellen, Inc. for Engineering Services for Sanitary Sewer Improvements. Seconded by Follis. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

Stewart opened the floor for discussion with respect to a Resolution amending the water, sewer and natural gas meter/tap fees. Bottoroff reported that the GMSA Staff is recommending consideration for service fees increase due to the ongoing rising cost of parts and material. The Staff entertained questions and comments from the Board. Devitt made the motion to approve the Resolution amending the water, sewer and natural gas meter/tap fees as presented and discussed. Seconded by Nielsen. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

Kock made the motion to approve the revised Utility Policy and Procedure Manual as presented. Seconded by Nielsen. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

Devitt made the motion to approve the Resolution amending Part 17, Chapter 1, Section 17-107 of the Code of Ordinances Abandoned Utility Services upon recommendation to the Mayor and City Council. Seconded by Nielsen. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

Stewart opened the floor for discussion with respect to declaring items as surplus property, and authorizing staff to dispose of those items through an auction. Bottoroff reported that the Board previously approved a list of surplus items and since that time the Staff has unsurfaced additional items in preparation of the June 11th Surplus Action. Follis made the motion to declare the items as

surplus property and authorize Staff to dispose of by auction. Seconded by Kock. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

Stewart then opened the floor for discussion with respect to the proposed 2022-2023 budget for the Grove Municipal Services Authority. Bottoroff reported that her goal with this year’s budget was to continue to amend the Pay Plan to attract qualified employees and retain our tenured employees. Bottoroff reported the following changes to the current Pay Plan:

1. Changes to Grade 7-16 as indicated, and
 - a. Grade 7 Laborer positions were re-titled to Labor I and
 - b. Grade 9 Laborer II (GMSA, WTP/WWTP to Laborer II)
 - c. Grade 10 – New title – Heavy Equipment Operator
 - d. Created title(s) Superintendent I & Superintendent II and appropriated grade level
2. Effective 07-01-22 propose a 5% COLA across the board increase, with a merit increase on their anniversary date, and
3. Effective 07-01-22 a few employees will receive Pay Plan adjustment along with their merit increase on their anniversary date.

Bottoroff noted that there are no new positions included in this budget just position title changes as above-mentioned.

Bottoroff then presented the following General Fund budget that included:

- Contingency Material & Supplies – a new line item in the amount of \$50,000 to off-set cost due to inflation
- Contingency I – \$131,800 for GMSA to address unanticipated expenses and minor emergencies during the fiscal year, and
- Contingency II - a standalone reserve line item in the amount of \$1 million
- E911 will include 50% of the payroll cost for the GIS Coordinator

Bottoroff added that the only change in the renewal rates from Blue Cross and Blue Shield (BCBS) is a 12% increase to dental coverage only but the Staff is still negotiating that increase.

Bottoroff introduced the following proposed 2022-2023 fiscal year budget:

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| <u>TOTAL REVENUE GMSA GENERAL FUND:</u> | \$9,547,750 |
| <u>GMSA GENERAL FUND EXPENDITURES:</u> | |
| ▪ Governing Board | \$ 1,890,000 |
| ▪ Administration | \$ 866,600 |
| ▪ Engineering | \$ 5,000 |
| ▪ Warehouse Administration | \$ 754,200 |
| ▪ Water Treatment | \$ 867,800 |
| ▪ Water Distribution | \$ 441,800 |
| ▪ Sewer Treatment | \$ 633,400 |
| ▪ Sewer Collection | \$ 331,300 |
| ▪ Natural Gas | \$ 3,477,200 |
| ▪ GIS | \$ 131,600 |
| ▪ Vehicle Maintenance | <u>\$ 148,850</u> |
| TOTAL | \$9,547,750 |

GMSA CAPITAL

\$3,402,000

Bottoroff noted that in order to implement the GMSA Utility Extension Policy, a New Development line item was added to water, natural gas and Warehouse Administration Capital Fund budget. This line item will be funded by a line-of-credit through a local bank

GMSA DEBT SERVICE

\$1,387,000

GMSA SALES TAX FUND

\$5,925,000

Bottoroff and Staff entertained questions, comments and concerns from the Board.

Devitt made the motion to approve a Resolution approving the proposed 2022-2023 GMSA budget upon recommendation to the Mayor and City Council. Seconded by Follis. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.

At 4:35 PM Follis made the motion to adjourn. Seconded by Nielsen. AYE: Follis, Kock, Devitt, Nielsen and Stewart. NAY: None. Motion carried.