

# City of Groveport

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## Meeting Minutes

Monday, April 21, 2014

6:30 PM

Council Chambers

## Committee of the Whole

*Mayor Lance Westcamp*

*Council Members - Ed Rarey, Jean Ann Hilbert,  
Donna Drury, Ed Dildine, Shawn Cleary & Becky Hutson*

**I. Call to Order**

*by Committee Chair Dildine at 6:30 p.m.*

*Staff Present: Marsha Hall - Administrator, Kevin Shannon - Law Director, Jeff Green - Director of Finance, Stephen Moore - Chief Building Official, Steve Farst - Engineer, Dennis Moore - Public Works Superintendent, Kyle Lund - Parks and Recreation Director, Tom Walker - Director of Golf, Tom Byrne - Director of Facilities Management, Kurt Blevins - Captain*

*Not Present: Ralph Portier - Chief of Police, Linda Haley - Community Affairs Director*

*Guests Present: The Guest Book is on file with the Clerk of Council.*

**II. Moment of Silence**

*Committee Chair Dildine asked everyone to join him in a moment of silence.*

**III. Pledge of Allegiance**

*Captain Blevins led the Pledge of Allegiance.*

**IV. Roll Call**

**Absent:** 2 - Council Member Drury, and Council Member Rarey

**Present:** 4 - Council Member Cleary, Council Member Dildine, Council Member Hilbert, and Council Member Hutson

**V. Approval of Minutes - March 17, 2014**

[#068-2014](#) COTW Meeting Minutes 03-17-2014

**Attachments:** [COTW Meeting Minutes 03-17-2014.pdf](#)

*Approved as submitted.*

**VI. Business of Guests****1. Madison Township Fire Chief Bates - Update**

*Chief Bates updated Council on the March 2014 Fire*

*Department report. The report included additional data: the Automated Aid table and chart breaking down the automated aid by jurisdictions, including the number of aids received by Madison Township Fire Department. Last month the department completed two grants; one was the Fire Prevention Safety Grant requesting a trainer aid for fire extinguisher training and the other was an Urban Area Security Initiative Grant to request foam supply. The department did not receive the grant award for the Staffing for Adequate Fire and Emergency Response Grants (SAFER). The grant, funded by the Federal government, was created to provide funding directly to fire departments and volunteer firefighter interest organizations to help them increase or maintain the number of trained, "front line" firefighters available in their communities. The goal of SAFER is to enhance the local fire departments' abilities to comply with staffing, response and operational standards established by the NFPA. Madison Township exceeds the number required. The department is receiving daily updates on the mumps outbreak, there are no special precautions staff is taking nor has there been any direction for EMS or emergency responders other than getting the vaccine.*

[#069-2014](#)

MTFD March 2014 Monthly Report

**Attachments:** [MTFD March 2014 Monthly Report.pdf](#)

**VII. New Business - None**

**VIII. Unfinished Business**

*Council Member Hutson raised the matter of the new city flags. Chair Dildine responded he is working on getting everything in place for the new flags.*

**IX. Ordinances and Resolutions**

**A. 3rd Readings**

[ORD. 14-011](#)

AN ORDINANCE SETTING THE ANNUAL COST OF LIVING ADJUSTMENT FOR THE COMPENSATION OF THE EMPLOYEES OF THE CITY OF GROVEPORT

**Sponsors:** Hilbert

**Attachments:** [2014 Pay Scale with COLA Increase of 3.55%.pdf](#)

*Administrator Hall explained this was part of the City's Compensation Plan requiring cost of living increases to be reviewed every two years. Ms. Hall gathered the information to determine the suggested cost of living. Everyone's pay will not be raised with this increase, some new hires and annual evaluations could increase an employee's pay. An additional table has been provided to Council showing the number of employees in each step of every pay grade. Council Member Hilbert inquired if the City had the financing to cover it, and it was affirmed the City does have the finance to cover the cost of a living increase.*

**The Chair read by title Ordinance No. 14-011. A motion was made by Council Member Hilbert, seconded by Council Member Cleary, to recommend approval. Motion carried by the following vote:**

**Yes:** 4 - Cleary, Dildine, Hilbert and Hutson

[#061-2014](#) Cost of Living Adjustment - March 2014

**Attachments:** [Cost of Living Adjustment - March 2014.pdf](#)

[#071-2014](#) Pay Grades and Step - Number of Employees

**Attachments:** [Pay Grades and Step - Number of Employees.pdf](#)

[ORD. 14-012](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ACCEPT THE GRANT OF A SANITARY SEWER EASEMENT FROM MARONDA HOMES OF OHIO INC AND THE FIRST BAPTIST CHURCH OF GROVEPORT

**Sponsors:** Cleary

*Law Director Shannon advised Council this facilitates the First Baptist Church's ability to connect to the sanitary sewer line and Maronda Homes giving the City the easement in the event it becomes necessary for the City to have access to the sewer line. This will hook the church up to Obetz's system.*

**The Chair read by title Ordinance No. 14-012. A motion was made by Council Member Hilbert, seconded by Council Member Cleary, to recommend approval. Motion carried by the following vote:**

**Yes:** 4 - Cleary, Dildine, Hilbert and Hutson

[RES. 14-003](#)

A RESOLUTION SUPPORTING STATE ISSUE 1, RENEWAL OF THE STATE CAPITAL IMPROVEMENTS PROGRAM, ON THE MAY 6, 2014 BALLOT

**Sponsors:** Hutson

*Administrator Hall stated this supports the state's OPWC Program where municipalities apply for funding for their infrastructure.*

**The Chair read by title Resolution No. 14-003. A motion was made by Council Member Hilbert, seconded by Council Member Hutson, to recommend approval. Motion carried by the following vote:**

**Yes:** 4 - Cleary, Dildine, Hilbert and Hutson

[#062-2014](#)

SCIP Renewal Fact Sheet- Issue 1

**Attachments:** [SCIP Renewal Fact Sheet- Issue 1.pdf](#)  
[MORPC Legislative Update March 2014.pdf](#)

**B. 2nd Readings - None**

**X. Financial Report**

*Finance Director Jeff Green updated Council on the March 2014 Financial Report. Income tax revenue is up for March, so far this year the City is up 21.38%. Mr. Green advised Council in the June Financial Report, the City could owe a refund of \$422,000. to the company who paid the two million in income tax in 2013. The City of Columbus is contesting the refund amount, wanting an audit performed on the company. It should not affect our increase overall through the year. The money had been set aside for the energy upgrades and Finance was able to issue the Purchase Order for the energy program. Council will soon be presented with legislation to amend the City's appropriations.*

[#070-2014](#)

Financial Report March 2014

**Attachments:** [Financial Report March 2014.pdf](#)

**XI. Other Business - None**

**XII. Reports****A. Mayor - Lance Westcamp**

*Mayor Westcamp updated everyone on the open house for the new police facility. Chief Portier and the Mayor are looking at the 18th of May 2014 with a two hour window (2:00 p.m. to 4:00 p.m.) for a community open house. The Mayor encouraged Council Members to tour the Municipal Building and all its changes.*

**B. Administrator - Marsha Hall**

*Administrator Hall requested Council to consider going into executive session to discuss land acquisition. Ms. Hall advised Council of the Senior Village Groundbreaking on May 5, 2014 at 5:00 p.m.*

[#072-2014](#)

**Attachments:** [Adm Report to Council - Apr 21.pdf](#)

[#073-2014](#)

HR APRIL 7-11, 2014

**Attachments:** [HR APRIL 7-11 2014.pdf](#)

**C. Director of Law - Kevin Shannon**

*Nothing to report.*

**D. Director of Finance - Jeff Green**

*Nothing further to report.*

**E. Chief of Police - Ralph Portier**

*Chief of Police Ralph Portier was not present. Captain Blevins invited everyone to tour the new police facility. The City can be very proud of the building. Council Member Cleary inquired if they were going to repave the parking lot. Ms. Hall responded there will be some crack sealing for now. Captain Blevins commented the matter will have to be looked into in the future.*

[#074-2014](#)

**Attachments:** [PD - March 2014.pdf](#)

**F. Public Works Superintendent - Dennis Moore**

*Council Member Cleary commented on the work being done on Bixby Road and Superintendent Dennis Moore reported crews have done some patching on Bixby Road.*

[#081-2014](#)

PW Council Report Apr 2014

**Attachments:** [PW Council Report.pdf](#)

**G. Chief Building Official - Stephen Moore**

*Nothing to report.*

[#075-2014](#)

**Attachments:** [B & Z March 2014 .pdf](#)

**H. Director of Golf - Tom Walker**

*Council Member Cleary inquired if the warm weather was bringing people out to the golf course and Mr. Walker confirmed people are coming out to play golf.*

[#076-2014](#)

**Attachments:** [Golf Report to Mayor and Council 4-10-14.pdf](#)

**I. Parks & Recreation Director - Kyle Lund**

*Nothing further to report.*

[#077-2014](#)

**Attachments:** [RC Council Report.pdf](#)  
[Rec E-Newsletter May '14.pdf](#)

**J. Community Affairs Director - Linda Haley**

*Community Affairs Director Linda Haley was not present. Ms. Hall advised Town Hall should be back in operation by the first of May. Director of Facilities Management Tom Byrne confirmed Town Hall will be open for business on May 1, 2014. Council*

*Member Cleary requested Administrator Hall to check with Linda Haley on her return regarding holding a Basic Computer Class for Senior Citizens. Ms. Hall commented Council Member Rarey had inquired about smart phones and iPads instruction. It was discussed that the classes can be combined into one and with the school year coming to an end, possibly a student could conduct the class.*

[#078-2014](#)

**Attachments:** [CA 2014 Summer Fun.pdf](#)

**K. Director of Facilities Management - Tom Byrne**

*Director of Facilities Management Tom Byrne referred Council to his submitted report on the savings for the last few months. These numbers do not reflect any of the energy audit project savings. Council Member Hilbert commented on one of the lift station's costs and asked if it was the lift at the golf course. Mr. Moore clarified it was the lift station that collects the Hickory Grove and Elmont Place areas.*

[#079-2014](#)

**Attachments:** [FM 4-21-14 Status.pdf](#)

**L. City Engineer - Steve Farst**

*City Engineer Steve Farst added to his report to Council on the Port Road project issues with large trucks navigating in and out of the driveways.*

[#080-2014](#)

Engineer's Council Report 4-16-14

**Attachments:** [Engineers Report 4 16 14.pdf](#)

**M. Clerk of Council - Ruthanne Sargus Ross**

*Nothing to report.*

**N. Council Members - Ed Rarey, Jean Ann Hilbert, Donna Drury, Ed Dildine, Shawn Cleary and Becky Hutson**

*Nothing to report.*



## Executive Session

*Law Director Shannon requested Council to consider going into executive session pursuant to Ohio Revised Code Section 121.22(G)(2) to consider the purchase of property for public purposes, or for the sale of property and invited the Mayor, Council, Administrator, Finance Director and himself.*

**A motion was made by Council Member Cleary, seconded by Council Member Hutson, to go into executive session at 6:57 p.m. pursuant to Ohio Revised Code Section 121.22(G)(2) to consider the purchase of property for public purposes, or for the sale of property and invited the Mayor, Council, Administrator, Finance Director and Law Director. All in favor stated AYE, None Opposed.**

**A motion was made by Council Member Hilbert, seconded by Council Member Cleary, to come out of executive session at 7:09 p.m. with no action taken. The motion carried by the following vote:**

**Yes: 4 - Cleary, Dildine, Hilbert and Hutson**

## XIII. Adjournment

**Council Member Cleary made a motion, seconded by Council Member Hilbert, to adjourn at 7:10 p.m. All in favor stated AYE, None Opposed. Motion passed.**

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**Edward G. Dildine, President Pro-Tem**

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**Ruthanne Sargus Ross, Clerk of Council**

**PLEASE NOTE: THESE MINUTES ARE NOT VERBATIM. A RECORDING OF THE MEETING IS AVAILABLE IN THE CLERK'S OFFICE DURING REGULAR BUSINESS HOURS.**