

City of Groveport

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Meeting Minutes

Monday, February 20, 2023

5:30 PM

Council Chambers

Committee of the Whole

Mayor Lance Westcamp

Council Members - Jean Ann Hilbert, Ed Dildine, Shawn Cleary, Becky Hutson, Scott Lockett & Jack Rupp

I. Call to Order

Committee Chair Hilbert called the Committee of the Whole meeting to order at 5:30 p.m.

Staff Present: BJ King - Administrator, Kevin Shannon - Law Director, Jason Carr - Finance Director, Casey Adams - Chief of Police, Ruthanne Sargus Ross - Clerk of Council

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

II. Moment of Silence

Committee Chair Hilbert asked everyone to join her in a moment of silence.

III. Pledge of Allegiance

Chief Adams led the Pledge of Allegiance.

IV. Roll Call

Present: 6 - Cleary, Dildine, Hilbert, Hutson, Lockett, and Rupp

V. Approval of Minutes - January 17, 2023

The January 17, 2023 Committee of the Whole Minutes stand approved as submitted.

[#026-2023](#)

COTW Minutes

Attachments: [COTW Minutes 1.17.2023.pdf](#)

VI. Business of Guests**Introduction of New Employee**

Administrator BJ King introduced Edith James, the newest part-time receptionist. Edith covers the front desk 1-5 shift at the Municipal Building. Ms. James commented it had been a learning experience, and Sue Graham has been wonderful to work with and very helpful. She has worked with other local governments and found that every organization is different. In her first three weeks, Ms. James met a lot of people, many of them other City employees, and even bought Girl Scout cookies. She is happy to be here in Groveport and appreciates

the opportunity the City is giving her.

A. Robyne Lindsay and Cam Lindsay

Cam Lindsay thanked Mayor Westcamp, City Council Members, and officials for sponsoring him this past racing season. All the support allowed him to race his two cars at three local race tracks in Ohio. Cam won four championships. He plans to race in Michigan, Indiana, Pennsylvania, and Ohio. Cam presented the Mayor with a plaque and pictures to show how much sponsorship meant to him. Mayor Westcamp acknowledged that everyone at the City sponsors Cam out of the goodness of their heart donating their own money. He encouraged everyone to go and watch Cam Lindsay race.

B. Madison Township Fire Chief Robinson

Madison Township Fire Chief Robinson was not present.

[#027-2023](#)

MTFD Monthly Report

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

VII. New Business

None.

VIII. Unfinished Business

None.

IX. Ordinances and Resolutions

A. 3rd Readings

None

B. 2nd Readings

[Ord. 2023-007](#)

AN ORDINANCE AUTHORIZING THE RESERVATION OF TWO (2) PARKING SPACES FOR THE BIRCH TAVERN IN THE CITY'S PARKING LOT LOCATED BEHIND THE STATED PREMISES

Sponsors: Lockett

Administrator BJ King stated that passage of this legislation would authorize the installation of signs to designate two parking spaces for the patrons picking up carryout orders from the Birch Tavern. The City would install the signs supplied by the Birch Tavern. Council Member Hilbert thinks the City should offer one more designated emergency parking space to the veterinarian and two parking spaces to the hair salon. That would give each business two assigned parking spaces. Council Member Dildine countered that the City would be eliminating long-term parking spaces in a public parking lot. As in and out spots, they could sit empty a lot of the time. Mr. Dildine is okay with designating specific places as long as the City continues the discussions on revamping the entire area. If those discussions stall, he will be the first to bring this matter back before Council. Mr. King said the City would continue that discussion. If Council wants to designate additional spots, the Ordinance needs amending. Law Director Kevin Shannon could have an amendment prepared for the third reading if Council intends to define other spaces. The City has a provision in our parking code that states under 351.13 PARKING ON PUBLIC AND PRIVATE PROPERTY (b) No vehicle shall be parked on public property in violation of rules and regulations set out by the governmental agencies controlling the public property. Council passed a motion to recommend approval of this Ordinance in its current form for its third reading. Mr. Shannon noted that once Mr. King has discussions with the business owners in question, Mr. King can bring that information before Council, and Mr. Shannon could make amendments at its third reading. If the Ordinance is adopted, it will go into effect 30 days after the date of passage.

Clerk of Council Ross read by title Ordinance No. 2023-007. A motion was made by Council Member Lockett, seconded by Council Member Cleary, to recommend approval to the City Council. The motion carried by the following vote:

Yes: 6 - Cleary, Dildine, Hilbert, Hutson, Lockett, and Rupp

X. Financial Report

Finance Director Jason Carr reported that income tax collections were 6% higher compared to the same period last year. The City has approximately \$16 million invested in short-term (one year or less) investments. With any new retirements, the City is trying to keep the maturity date for a duration of one year or less. The \$1.8 million the City loaned to the Groveport CIC (Community Improvements Corporation) should cover both contracts based on invoices paid to date and the final invoices the City expects in the next couple of weeks.

The stormwater fund is the only matter of concern; that balance is \$140,000 less than last year. The City attributes the lower stormwater fund balance to salaries and benefits allocated to the Public Services Department and to the timing of payments between January and February. Primarily it's a cost situation because the income Groveport receives is a fixed rate.

[#028-2023](#)

Financial Report

Attachments: [Financial Report.pdf](#)

XI. Other Business

None.

XII. Reports

A. Mayor - Lance Westcamp

Mayor Lance Westcamp thanked Community Affairs Director Jessica Wyke and her staff for holding the 2nd Annual First Responders' luncheon last Friday.

B. Administrator - BJ King

Administrator BJ King announced the City will hold open interviews to hire positions in the Recreation and Aquatic Departments and seasonal maintenance workers for the Golf Course.

Mr. King and Recreation Director Seth Bower are working with Columbus State on internships through its sports and recreation program. Mr. King thinks this would be great to get additional help now. It could also provide a pipeline for future employees for the Recreation Center. The City can do paid or unpaid internships; the City hopes to hire two this summer at \$11 or so hourly.

Council Member Cleary asked if there was any word on signups with the GYAA (Groveport Youth Athletic Association). The group has posted information on registration on Facebook. Mr. King will follow up with Mr. Bower and update Council on the matter. Mr. Dildine added there is information on social media about registration dates and times for the baseball clinic for 8 to 12-year-old boys from February 1, 2023, through March 25, 2023, based on softball signups.

[#040-2023](#)

Admin Report to Council

Attachments: [Admin Report to Council February 20.pdf](#)

C. Director of Law - Kevin Shannon

Law Director Kevin Shannon had nothing further to report.

D. Director of Finance - Jason Carr

Finance Director Jason Carr followed up on the Active Shooter training employees received last week. Vector Security checked all the panic buttons in the Municipal Building and found that all worked, except the button at the Mayor's seat on the dais. The City is getting that corrected.

E. Chief of Police - Casey Adams

Chief Casey Adams reported that the three police vehicles are in, but some pieces and parts are 8 to 10 weeks out for delivery.

Chief Adams, City Engineer Steve Farst, and Public Services Director Brian Strayer met with a hauling company that moves oversized loads. Scattered between September and December, the company is hauling 11 to 17 oversized loads for Intel from Manchester, Ohio, along the Ohio River to New Albany. At least four loads are 157' in length, 23' in height, and a million pounds in weight. It will take three days to maneuver over back roads to avoid overpasses and other obstacles. Mr. King noted that the Groveport City code does not address the required permits for large loads. City staff will work to get legislation in place for Council's consideration to update the City's code. Mr. Dildine suggested looking at the language in the Ohio Revised Code and the Ohio Department of Transportation's requirements for oversized loads. A discussion ensued on the impact of such large loads going over bridges, under overpasses, through roundabouts, and over older minor roadways. The City would need to consider fees and bonds to cover any damages to the City's infrastructure.

[#029-2023](#)

PD Council Report

Attachments: [PD Council Report.pdf](#)

F. Economic Development Director - Jeff Green

Development Director Jeff Green was not present. Mr. King noted that the City is still waiting to hear from Avery Ward when Little Italy Ristorante will hold its grand opening.

[#030-2023](#) EDEV Council Report

Attachments: [EDEV Council Report.pdf](#)

G. Public Services Director - Brian Strayer

[#031-2023](#) PS Council Report

Attachments: [PS Council Report.pdf](#)

H. Chief Building Official - Stephen Moore

[#032-2023](#) B&Z Council Report

Attachments: [B&Z Council Report.pdf](#)

I. Director of Golf - Tom Walker

[#033-2023](#) GOLF Council Report

Attachments: [GOLF Council Report.pdf](#)

J. Recreation Director - Seth Bowers

[#034-2023](#) REC Council Report

Attachments: [REC Council Report.pdf](#)

K. Community Affairs Director - Jessica Wyke

[#035-2023](#) CA Council Report

Attachments: [CA Council Report.pdf](#)

L. City Engineer - Steve Farst

[#036-2023](#) ENG Council Report

Attachments: [ENG Council Report.pdf](#)

M. Director of Transportation / Senior Services - Bob Dowler

[#037-2023](#)

DOT Council Report

Attachments: [DOT Council Report.pdf](#)**N. Personnel Director / Human Resources - Joyce Myers**[#038-2023](#)

HR Council Report

Attachments: [HR Council Report.pdf](#)**O. Director of Information Technology - Trevor Swackhamer**[#039-2023](#)

IT Council Report

Attachments: [IT Council Report.pdf](#)**P. Clerk of Council - Ruthanne Sargus Ross**

Clerk of Council Ruthanne Sargus Ross demonstrated the cemetery software.

Q. Council Members - Jean Ann Hilbert, Ed Dildine, Shawn Cleary, Becky Hutson, Scott Lockett and Jack Rupp

Council Member Rupp commented that the Groveport Madison School Board will review another electronic security apparatus that detects weapons at its meeting next Wednesday.

Council Member Cleary announced the Cemetery Committee will hold an open house at the Groveport Cemetery and Hendren Cemetery on September 9, 2023, from 10:00 a.m. to noon.

On March 15, 2023, crews will start the cleanup project at the Groveport Cemetery. The Public Services Department will remove any decorations or apparatuses that violate the posted rules and regulations of the Groveport Cemetery. Items will be available for pick up by appointment only until April 1, 2023, at the Public Services facility.

Mr. Cleary commended Ruthanne Ross for her work on getting the cemetery records in order. It is a work in progress that will pay off in the end. Mrs. Ross gave a brief demonstration of the cemetery software the City has implemented to help maintain past, present, and future cemetery records. The main goal is to get Section 5 completed to start using the software live. Many factors will need to happen before the City gets there, but things are starting to come together. The maximum

number of burials to any given gravesite that Groveport allows is one traditional (vault) burial and one cremation burial in one gravesite or two cremation burials in one gravesite. Ruthanne is still locating records that help fill in gaps. Buying cemetery management software has proven to be a great asset. Mr. Carr added that City staff is reviewing the policies and procedures to improve the maintenance and recording of the rightful owners of each gravesite. The guys are not to take any form of payment out in the field. People have to pay through the Finance Office in the Municipal Building. Ruthanne has done a great job providing more information on the deeds to match accounting records to what a deed might state. We have encountered a lot of documentation that wasn't clear to decipher the original intent. Mr. Carr agreed it is a work in progress. This project is going to take a long time and work to complete.

XIII. Adjournment

Council Member Cleary made a motion, seconded by Council Member Rupp, to adjourn at 6:18 p.m. All in favor stated AYE, None Opposed. Motion passed.

Jean Ann Hilbert, President Pro Tem

Ruthanne Sargus Ross, CMC
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.