

City of Groveport

655 Blacklick St.
Groveport, OH 43125
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Meeting Minutes

Monday, February 22, 2016

6:30 PM

Council Chambers

City Council

Mayor Lance Westcamp

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

I. Call to Order

by Mayor Westcamp at 6:30 p.m.

Staff Present: Marsha Hall - Administrator, Kevin Shannon - Law Director, Jeff Green - Director of Finance, Ralph Portier - Chief of Police

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

II. Moment of Silence

The Mayor asked everyone to join him in a moment of silence.

III. Pledge of Allegiance

Chief Portier led the Pledge of Allegiance.

IV. Roll Call

Present: 6 - Shawn M. Cleary, Edward Dildine, Jean Ann Hilbert, Becky Hutson, Scott Lockett, and Ed Rarey

V. Approval of Minutes - February 8, 2016

Approved as submitted.

[#059-2016](#)

City Council Meeting Minutes 2-8-16

Attachments: [City Council Meeting Minutes 2-8-16.pdf](#)

VI. Business of Guests

None.

VII. Ordinances and Resolutions

A. 3rd Readings

[ORD. 16-002](#)

AN ORDINANCE CREATING THE POSITION OF CUSTOMER SERVICE COORDINATOR IN THE RECREATION DEPARTMENT AND ACCEPTING THE POSITION DESCRIPTION AND PAY GRADE THEREFORE

Sponsors: Dildine

Attachments: [Customer Service Coordinator.pdf](#)

Administrator Marsha Hall reminded Council this Ordinance pertains to a new job description but not a new employee. The current operations manager position's job description is being changed to emphasize customer service and to remove the job duties the current position no longer performs; primarily work on the facility that is now performed by the Facilities Maintenance Department. During the review process of the job descriptions, Ms. Hall noted they were more similar to the coordinator positions' responsibilities than the department manager positions' responsibilities. Therefore, Ms. Hall recommended lowering the pay grade of this position.

Clerk of Council Ross read by title Ordinance No. 16-002. A motion was made by Council Member Cleary, seconded by Council Member Dildine, to adopt. The motion carried by the following vote:

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

[ORD. 16-003](#)

AN ORDINANCE CREATING THE POSITION OF RECREATION CENTER CLERK, ACCEPTING THE POSITION DESCRIPTION AND PAY GRADE THEREFORE

Sponsors: Hilbert

Attachments: [Clerk - Recreation Center.pdf](#)

Administrator Marsha Hall stated this Ordinance pertains to the two Recreation Center front desk clerks that were included in the 2016 Appropriations. In lieu of part-time staff, Administration believes full-time staff, compensated by some part-time staff, will help the front desk get the patrons of the Recreation Center through the entry process more efficiently. A full-time employee working everyday will be more familiar with the rules, systems and processes of the Recreation Center opposed to a part-time employee who may only work 10 hours a week.

Clerk of Council Ross read by title Ordinance No. 16-003. A motion was made by Council Member Dildine, seconded by Council Member Hutson, to adopt. The motion carried by the following vote:

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

[ORD. 16-004](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO RENAME THE PARKS AND RECREATION DEPARTMENT AND TO

ADD AND/OR ABOLISH CERTAIN POSITIONS IN THE VARIOUS DEPARTMENTS IN THE CITY OF GROVEPORT

Sponsors: Hutson

Administrator Marsha Hall stated this Ordinance will allow Administration to adjust the City's organization chart by adding the positions in the two previous Ordinances, as well as, the hiring of the two additional police officers that were included in the 2016 Appropriations. In addition to changing the name of the Parks & Recreation Center to Recreation Center and Facilities Maintenance to Parks & Facilities Maintenance.

Clerk of Council Ross read by title Ordinance No. 16-004. A motion was made by Council Member Hutson, seconded by Council Member Dildine, to adopt. The motion carried by the following vote:

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

[ORD. 16-009](#)

AN ORDINANCE GRANTING A VARIANCE AS TO THE PERMITTED USES IN THE ESTABLISHED ZONING DISTRICT FOR PARCEL NO. 185-000254, CURRENTLY ZONED URBAN RESIDENTIAL (R-6), TIM SARGENT, 540 BLACKLICK ST LLC, APPLICANT

Sponsors: Hutson

Attachments: [540 Blacklick St - Use Variance Application- #2016-01 Exhibit A.pdf](#)
[540 Blacklick St - Site Plan - #2016-01 Exhibit B.pdf](#)

Clerk of Council Ross read by title Ordinance No. 16-009. A motion was made by Council Member Hilbert, seconded by Council Member Cleary, to adopt with the conditions stated at tonight's Public Hearing. The motion carried by the following vote:

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

[#034-2016](#)

ORD. 16-009 Staff Report

Attachments: [ORD. 16-009 Staff Report 2016-01 Use Variance.pdf](#)

B. 2nd Readings

[ORD. 16-012](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ENTER INTO A LEASE AGREEMENT WITH HUNTINGTON PUBLIC CAPITAL

CORPORATION FOR THE PURCHASE OF ONE (1) 2016 VERSALIFT / FORD CHASSIS BUCKET TRUCK WITH ACCESSORIES FOR THE PUBLIC WORKS DEPARTMENT UNDER THE STATE OF OHIO COOPERATIVE PURCHASE PLAN THEREBY WAIVING COMPETITIVE BIDDING PURSUANT TO GROVEPORT CITY CHARTER SECTION 9.02(B)

Sponsors: Hilbert

Clerk of Council Ross read by title Ordinance No. 16-012.

[ORD. 16-013](#)

AN ORDINANCE AUTHORIZING THE GROVEPORT SPECIAL OLYMPICS OHIO COLLECTION FOR CHARITABLE DONATIONS TO THE SPECIAL OLYMPICS OHIO

Sponsors: Lockett

Clerk of Council Ross read by title Ordinance No. 16-013.

C. 1st Readings

[ORD. 16-015](#)

AN ORDINANCE GRANTING A VARIANCE AS TO THE PERMITTED USES IN THE ESTABLISHED ZONING DISTRICT FOR THE PROPERTY LOCATED AT 5650 GROVEPORT ROAD, UNIT 6A, PARCEL NO. 185-002547, CURRENTLY ZONED COMMUNITY SERVICE ("CS"), DIANA WARD, APPLICANT

Sponsors: Hutson

Attachments: [5650-6A Groveport Rd - Use Variance application-#2016-02.pdf](#)
[#2016-02 Site Plan - 5650-6A Groveport Rd.pdf](#)

Clerk of Council Ross read by title Ordinance No. 16-015.

This Ordinance was referred to the Planning & Zoning Commission.

[#061-2016](#)

ORD. 16-015 Staff Report

Attachments: [ORD. 16-015 Staff Report.pdf](#)

[ORD. 16-016](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ACCEPT THE GRANT OF A WATER LINE EASEMENT FROM DUKE SECURED FINANCING 2009-1 ALZ, LLC AND THE DECLARATION OF AN EMERGENCY

Sponsors: Dildine

Law Director Shannon requested Council to consider making a motion to suspend the rules as to the three readings and the effective date. City Engineer Steve Farst was able to assist in securing this easement which was obtained from Duke Secured Financing 2009-1 ALZ, LLC in order to have the easement in place for this water line.

Clerk of Council Ross read by title Ordinance No. 16-016. A motion was made by Council Member Dildine, seconded by Council Member Hilbert, to suspend the rules as to the three readings and the effective date. The motion carried by the following vote:

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

A motion was made by Council Member Dildine, seconded by Council Member Hilbert, to adopt as emergency legislation. The motion carried by the following vote:

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

[#063-2016](#)

ORD. 16-016 Staff Report 2-19-2016

Attachments: [ORD. 16-016 Staff Report 2-19-2016.pdf](#)

[ORD. 16-017](#)

AN ORDINANCE AUTHORIZING THE ISSUANCE OF NOTES IN THE AMOUNT OF NOT TO EXCEED \$1,000,000 IN ANTICIPATION OF THE ISSUANCE OF BONDS FOR THE PURPOSE OF DESIGNING, ENGINEERING, AND CONSTRUCTING VARIOUS IMPROVEMENTS TO THE CITY'S MUNICIPAL GOLF COURSE, WITH RELATED SITE IMPROVEMENTS AND APPURTENANCES THERETO; AND APPROVING RELATED MATTERS

Sponsors: Cleary

Clerk of Council Ross read by title Ordinance No.16-017. This Ordinance was referred to the Committee of the Whole.

[ORD. 16-018](#)

AN ORDINANCE AUTHORIZING THE ISSUANCE OF NOTES IN THE AMOUNT OF NOT TO EXCEED \$800,000 IN ANTICIPATION OF THE ISSUANCE OF BONDS FOR THE PURPOSE OF CONSTRUCTING , IMPROVING, FURNISHING, AND EQUIPPING A POLICE FACILITY, AND THE CITY'S CURRENT MUNICIPAL BUILDING, WITH RELATED SITE IMPROVEMENTS AND APPURTENANCES THERETO, AND RETIRING NOTES PREVIOUSLY ISSUED FOR SUCH PURPOSE; AND APPROVING RELATED MATTERS

Sponsors: Hilbert

**Clerk of Council Ross read by title Ordinance No.16-018.
This Ordinance was referred to the Committee of the Whole.**

VIII. Reports

A. Mayor - Lance Westcamp

Mayor Lance Westcamp reported on the passing of Linda Crowder last week. Ms. Crowder was very influential on the City's Streets, Trees & Decorations Committee. One can just look around Groveport to see the positive influence the Streets, Trees & Decorations Committee has had on our community. He asks that we keep the Crowder family in our thoughts and prayers.

B. Administrator - Marsha Hall

Administrator Marsha Hall referred to her submitted Council report on the matter of donating bricks to the Groveport Heritage and Preservation Society. As Council is aware, the Heritage Society is relocating the bricks from the Sharps Landing building site to the property across from the Log Cabin. The Heritage Society ran short of bricks. The City has a large stockpile of bricks at the water treatment site, as well as bricks of the old water treatment plant, that are not of use to the City. When Public Works Superintendent Dennis Moore had obtained bricks through ODOT from the state prison for the Blacklick & Front Streets intersection, he had to take all of the bricks or none. Per the City's policy on disposing un-needed equipment, Ms. Hall requested Council to consider making a motion to agree to this donation.

A motion was made by Council Member Hilbert, seconded by Council Member Dildine, to donate all the brick that is needed from the City's water treatment plant site to the Groveport Heritage & Perservation Society. The motion carried by the following vote:

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

Administrator Marsha Hall raised the matter of the City getting ready to hire lifeguards for the upcoming season. As Council is aware, because of the new Affordable Care Act the City has to watch the number of hours the part-time / seasonal employees work each week. Part-time / seasonal employees can work up to 30 hours per

week for the year without the City having to provide health insurance benefits. More lifeguards will need to be hired this year to cover some of the hours so no employee goes over the 30 hours. With the pay at a minimum, it is hard to find qualified lifeguards. Administration has the ability to hire lifeguards at the step 2 level on the pay scale without Council's formal approval. The City's rule is Administration can go up to mid-point of the salary range before asking for Council's approval. Administration is asking for Council's approval to offer these new employees a couple of incentives. The first incentive would be to get into an agreement with the lifeguard that at the end of the season, if the employee has worked a minimum of 20 hours per week, during the pre-season and the regular season and a minimum of 15 hours during the post-season, the City would reimburse that employee the cost of the lifeguard certification. This incentive is for the employees who stay with the City for the entire season and work the required hours.

Another possible incentive would be similar to the current incentive at the City's golf course. During pool season only, a lifeguard would be able to attend the Aquatic Center outdoor pool or the Rec Center indoor pool at no cost. Normally Administration would bring legislation before Council on this matter however, the City needs to start advertising for lifeguards. Council Member Cleary commented these incentives may bring more applicants to the City next year. Ms. Hall does not want to have to close the pool for lack of lifeguards on duty.

A motion was made by Council Member Rarey, seconded by Council Member Dildine, to allow for the use of the Groveport Recreation Center and Aquatic Center pools during a lifeguard's term of employment with the City and to allow an incentive program that at the conclusion of the summer swim season, a new City of Groveport lifeguard employee would be eligible to receive a bonus of what amounts to the cost of the lifeguard training / certification fee, provided the lifeguard worked a minimum of 20 hours per week during the outdoor pool's pre-season and regular season schedule and worked a minimum of 15 hours per week during the outdoor pool's post-season schedule. The motion carried by the following vote:

Abstain: 1 - Hilbert

Yes: 5 - Cleary, Dildine, Hutson, Lockett and Rarey

[#062-2016](#)

Adm Report to Council - Feb 22

Attachments: [Adm Report to Council - Feb 22.pdf](#)

C. Chief of Police - Ralph Portier

Nothing to report.

D. Director of Finance - Jeff Green

Director of Finance Jeff Green had submitted the January 2016 Finance Report in tonight's packet.

[#060-2016](#)

Finance Report January 2016

Attachments: [Finance Report January 2016.pdf](#)

E. Director of Law - Kevin Shannon

Nothing further to report.

F. Council Members - Ed Rarey, Jean Ann Hilbert, Ed Dildine, Shawn Cleary, Becky Hutson and Scott Lockett

Nothing to report.

G. Clerk of Council - Ruthanne Sargus Ross

Clerk of Council Ruthanne Ross asked Council to consider making a motion to appoint her as their designee for Certified Public Records Training with the Auditor of State's office.

A motion was made by Council Member Dildine, seconded by Council Member Hilbert, to appoint Clerk of Council, Ruthanne Sargus Ross as their designee for Certified Public Records Training with the Auditor of State's office. All in favor stated AYE, None Opposed. Motion passed.

H. Standing Committees

Council Member Dildine reported on the Streets, Trees & Decorations Committee meeting held on February 8, 2016. Donna Drury was elected Chairperson and Leah Keller will serve as Co-Chairperson. The Committee is planning an Earth Day / Arbor Day combination event. Earth Day Week is April 16th through April 23rd. Green Columbus receives over 10,000 seedling trees a year to plant in Franklin County and they are reaching out to other Municipalities to see if they are interested in ordering trees. The following trees were

suggested: *River Birch, Dogwood, Black Gum, Viburnum, and Service Berry, Shagbark Hickory, or Sugar Maple.* The Committee looks to order 500 trees from Green Columbus at no cost to the City.

Arbor Day is Friday, April 29, 2016 and again Groveport Elementary School will be planting one tree in the school yard and two in Blacklick Park. The Committee will pass out t-shirts again, along with apples and book markers. The Committee will look into purchasing a series of books on trees to donate to the school library.

The ten (10) various trees and two (2) Dogwood trees for the Municipal Building that were ordered last year are still at the nursery. These trees will be picked up and planted in the next 30 to 45 days. The Committee voted to purchase 10 to 15 trees to plant at Degenhart Park.

The Committee purchased 10 new Tree City flags and allocated \$3,000 to purchase more of the two-sided 3' x 5' Groveport City flags. Facilities Maintenance Director Tom Byrne has some places he would like to see the City of Groveport flags displayed.

The next Streets, Trees & Decorations Committee meeting will be April 11, 2016 at 5:30 p.m. Mr. Dildine encouraged anyone to submit their ideas to enhance the beauty of Groveport.

IX. Other Business

None.

X. Adjournment

Council Member Hilbert made a motion, seconded by Council Member Hilbert to adjourn at 7:05 p.m. Motion carried by the following vote:

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

Lance Westcamp, Mayor

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.