

# City of Groveport

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[www.groveport.org](http://www.groveport.org)



## Meeting Minutes

**Monday, April 13, 2020**

**6:30 PM**

**Council Chambers**

## City Council

***Mayor Lance Westcamp***

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

**I. Call to Order**

by Mayor Lance Westcamp at 6:36 p.m.

Staff Present: BJ King - Administrator, Kevin Shannon - Law Director, Jason Carr - Director of Finance, Ralph Portier - Chief of Police Jeff Green - Asst. Admin. / Development Dir., Kurt Blevins - Police Captain

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**

*Captain Blevins led the Pledge of Allegiance.*

**IV. Roll Call**

*Council Member Hilbert and Council Member Lockett were present via Apple Zoom App utilizing City Official-issued iPads.*

**Present:** 6 - Shawn M. Cleary, Edward Dildine, Chad T. Grashel, Jean Ann Hilbert, Becky Hutson, and Scott Lockett

**V. Approval of Minutes - March 23, 2020**

*Approved as submitted.*

[#071-2020](#) City Council Minutes 3.23.2020

**Attachments:** [City Council Minutes 3.23.2020.pdf](#)

**VI. Business of Guests**

*None.*

**VII. Ordinances and Resolutions****A. 3rd Readings**

[Ord. 2020-010](#)

AN ORDINANCE AMENDING THE ZONING MAP AS TO APPROXIMATELY 9.158 ACRES, MORE OR LESS, OF THE FOLLOWING TRACT OF LAND, LOCATED WEST OF EBRIGHT ROAD, PARCEL

NUMBER 185-001601 OWNED BY, MARONDA HOMES INC OF OHIO FROM PLANNED LOW DENSITY RESIDENTIAL (PR-6) TO SUBURBAN RESIDENTIAL (R-4)

**Sponsors:** Grashel

**Attachments:** [Ord. 2020-010 Exhibit A.pdf](#)

*Law Director Kevin Shannon requested Council to consider making a motion to postpone the public hearing and third reading of this Ordinance until the second meeting in May; that being May 26, 2020.*

Clerk of Council Ross read by title Ordinance No. 2020-010. A motion was made by Council Member Grashel, seconded by Council Member Dildine, to postpone the public hearing and third reading of this Ordinance until May 26, 2020. The motion carried by the following vote:

**Yes:** 6 - Cleary, Dildine, Grashel, Hilbert, Hutson and Lockett

#### [#069-2020](#)

Ord. 2020-010 Staff Reports

**Attachments:** [Ord. 2020-010 Staff Reports.pdf](#)

#### [Ord. 2020-011](#)

AN ORDINANCE AMENDING THE ZONING MAP AS TO APPROXIMATELY 23.235 ACRES, MORE OR LESS, OF THE FOLLOWING TRACT OF LAND, LOCATED EAST OF HENDRON ROAD, PARCEL NUMBERS 185-002762 AND 185-002763 OWNED BY, VALERIE J SHOLTES, JAMES SEELIG AND ELISSA A VILLIERS FROM RURAL (R) TO PLANNED HIGH DENSITY RESIDENTIAL (PR-18)

**Sponsors:** Hilbert

**Attachments:** [Ord. 2020-011 Exhibit A.pdf](#)

[Ord. 2020-011 Exhibit B.pdf](#)

*Law Director Kevin Shannon requested Council to consider making a motion to postpone the public hearing and third reading of this Ordinance until the second meeting in May; that being May 26, 2020.*

Clerk of Council Ross read by title Ordinance No. 2020-011. A motion was made by Council Member Hilbert, seconded by Council Member Hutson, to postpone the public hearing and third reading of this Ordinance until May 26, 2020. The motion carried by the following vote:

**Yes:** 6 - Cleary, Dildine, Grashel, Hilbert, Hutson and Lockett

#### [#070-2020](#)

Ord. 2020-011 Staff Reports

**Attachments:** [Ord. 2020-011 Staff Reports.pdf](#)

[Ord. 2020-016](#)

AN ORDINANCE AMENDING THE CITY'S COMPENSATION PLAN ESTABLISHED IN ORDINANCE 2012-010 (ADOPTED 5-9-2012) AND ORDINANCE 2017-002 (ADOPTED 1-23-2017), WHICH AMENDED THE SAME, THEREBY AMENDING THE CURRENT PAY SCALE FOR EMPLOYEES OF THE CITY OF GROVEPORT

**Sponsors:** Grashel

**Attachments:** [Ord. 2020-016 Exhibit A.pdf](#)

*Law Director Kevin Shannon requested Council to consider making a motion to postpone the third reading of this Ordinance until the first City Council meeting in November; that being November 9, 2020. This Ordinance will be placed on the October 19, 2020 Committee of the Whole agenda for review.*

Clerk of Council Ross read by title Ordinance No. 2020-016. A motion was made by Council Member Grashel, seconded by Council Member Hilbert, to postpone the third reading of this Ordinance until the first City Council meeting in November; that being November 9, 2020. The motion carried by the following vote:

**Yes:** 6 - Cleary, Dildine, Grashel, Hilbert, Hutson and Lockett

[#050-2020](#)

Wage Study Report To Council

**Attachments:** [Wage Study Report To Council.pdf](#)

[Ord. 2020-017](#)

AN ORDINANCE AMENDING THE PAY SCALE

**Sponsors:** Hutson

**Attachments:** [Ord. 2020-017 Exhibit A.pdf](#)

*Law Director Kevin Shannon requested Council to consider making a motion to postpone the third reading of this Ordinance until the first City Council meeting in November; that being November 9, 2020. This Ordinance will be placed on the October 19, 2020 Committee of the Whole agenda for review.*

Clerk of Council Ross read by title Ordinance No. 2020-017. A motion was made by Council Member Hutson, seconded by Council Member Dildine, to postpone the third reading of this Ordinance until the first City Council meeting in November; that being November 9, 2020. The motion carried by the following vote:

**Yes:** 6 - Cleary, Dildine, Grashel, Hilbert, Hutson and Lockett

[Ord. 2020-018](#)

AN ORDINANCE AMENDING PART ONE - ADMINISTRATIVE CODE, TITLE FIVE, CHAPTER 137, BOARD OF CEMETERY TRUSTEES

**Sponsors:** Cleary

**Attachments:** [Ord. 2020-018 Exhibit A.pdf](#)

*Law Director Kevin Shannon requested Council to consider making a motion to postpone the third reading of this Ordinance until the second meeting in May; that being May 26, 2020 and to be placed on the May 18, 2020 Committee of the Whole agenda for review.*

Clerk of Council Ross read by title Ordinance No. 2020-018. A motion was made by Council Member Cleary, seconded by Council Member Dildine, to postpone the third reading of this Ordinance until the second meeting in May; that being May 26, 2020 and to be placed on the May 18, 2020 Committee of the Whole agenda for review. The motion carried by the following vote:

**Yes:** 6 - Cleary, Dildine, Grashel, Hilbert, Hutson and Lockett

#### [Ord. 2020-019](#)

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

**Sponsors:** Hilbert

*Law Director Kevin Shannon requested Council to consider making a motion to postpone the third reading of this Ordinance until the City Council meeting on November 9, 2020 and place on the October 19, 2020 Committee of the Whole agenda for review.*

Clerk of Council Ross read by title Ordinance No. 2020-019. A motion was made by Council Member Hilbert, seconded by Council Member Cleary, to postpone the third reading of this Ordinance until the City Council meeting on November 9, 2020 and place on the October 19, 2020 Committee of the Whole agenda for review. The motion carried by the following vote:

**Yes:** 6 - Cleary, Dildine, Grashel, Hilbert, Hutson and Lockett

## **B. 2nd Readings**

#### [Ord. 2020-021](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ENTER INTO A CONTRACT FOR THE PURCHASE OF PARCEL NO. 185-000224 LOCATED AT 480 MAIN STREET

**Sponsors:** Dildine

Clerk of Council Ross read by title Ordinance No. 2020-021.

**C. 1st Readings**

[Ord. 2020-022](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH GROVEPORT MADISON SCHOOL DISTRICT TO PROVIDE A SCHOOL RESOURCE OFFICER AND THE DECLARATION OF AN EMERGENCY

**Sponsors:** Grashel

**Attachments:** [Ord. 2020-022 GMLSD.MOU.GPD.pdf](#)

*Law Director Kevin Shannon requested Council to consider making a motion to suspend the rules as to the three readings and the effective date. The City has had a School Resource Officer (SRO) contract several times and since the School Board has not passed the final contract yet, Mr. Shannon understands if Council would what to refer this matter to the Committee of the Whole for review.*

**Clerk of Council Ross read by title Ordinance No. 2020-022. A motion was made by Council Member Grashel, seconded by Council Member Cleary, to suspend the rules as to the three readings and the effective date. The motion carried by the following vote:**

**Yes:** 6 - Cleary, Dildine, Grashel, Hilbert, Hutson and Lockett

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

**Yes:** 6 - Cleary, Dildine, Grashel, Hilbert, Hutson and Lockett

*Council Member Dildine suggested that Ordinance 2020-018 go to the Committee of the Whole on April 20th for review and have its third reading on April 27th.*

[Ord. 2020-018](#)

AN ORDINANCE AMENDING PART ONE - ADMINISTRATIVE CODE, TITLE FIVE, CHAPTER 137, BOARD OF CEMETERY TRUSTEES

**Sponsors:** Cleary

**Attachments:** [Ord. 2020-018 Exhibit A.pdf](#)

*Law Director Kevin Shannon requested Council to consider making a*

*motion to reconsider Ordinance No. 2020-018.*

**A motion was made by Council Member Cleary, seconded by Council Member Hutson, to reconsider Ordinance 2020-018. The motion carried by the following vote:**

**Yes:** 6 - Cleary, Dildine, Grashel, Hilbert, Hutson and Lockett

*Law Director Kevin Shannon requested Council to consider making a motion to postpone the third reading of this Ordinance until the City Council meeting on April 27, 2020 and to be placed on the April 20, 2020 Committee of the Whole agenda for review.*

**A motion was made by Council Member Cleary, seconded by Council Member Hutson, to postpone the third reading of this Ordinance until the City Council meeting on April 27, 2020 and to be placed on the April 20, 2020 Committee of the Whole agenda. The motion carried by the following vote:**

**Yes:** 6 - Cleary, Dildine, Grashel, Hilbert, Hutson and Lockett

## **VIII. Reports**

### **A. Mayor - Lance Westcamp**

*Mayor Lance Westcamp thanked City staff, especially Administrator, BJ King for the excellent job he has been doing in the short time he has been with the City handling the problems everyone is dealing with during this time. The Mayor can't say enough about how we are all in this together. Talk about a team effort, this City is the top of the line. He complimented Chief Portier and Captain Blevins on the Police Department being top notch with all the officers have been dealing with during this health crisis. The Mayor and staff at the Municipal Building have implemented buying lunch from a local business once a week. Everyone pitches in to help support the local businesses who are hanging on. The Mayor thanked Council Member Cleary for stopping in and invited any Council Member who may want to stop in for a weekly lunch. Mayor Westcamp personally thanked everyone for all they do.*

### **B. Administrator - BJ King**

*Administrator, BJ King referred to Finance Director Jason Carr's report that requests for Council to consider making a motion to waive the hardship arrangement in regard to a utilities requirement in Section 933.10 Billing, Meter Reading, Terms of Payment (b) Hardship*

*Arrangement of the Groveport Codified Ordinances. The City has residents who are experiencing hardship during this pandemic. Customers can apply for a hardship arrangement that would allow them to pay their utility bill in three installments. The provision also states that only one hardship arrangement can be approved within 12 months. Staff thinks it is prudent to waive the hardship provision in the Groveport Codified Ordinances for a period of time of December 1st or until the Ohio Governor's order is rescinded. The City anticipates residents and/or businesses needing to utilize the hardship arrangement. Waiving this requirement will allow those who have already applied within the last 12 months the opportunity to do so again.*

*Law Director Kevin Shannon requested Council to consider making a motion to suspend the application of Groveport Codified Ordinance Section 933.10 Billing, Meter Reading, Terms of Payment, Section (b) (5) "Only one (1) hardship arrangement can be approved once every four billing cycles. This motion shall stay in effect for the duration of the current State of Emergency declared by Ohio Governor DeWine in Executive Order 2020-01D, or December 2, 2020, whichever occurs first.*

**A motion was made by Council Member Hutson, seconded by Council Member Cleary, to suspend the application of Groveport Codified Ordinance Section 933.10 Billing, Meter Reading, Terms of Payment, Section (b)(5) "Only one (1) hardship arrangement can be approved once every four billing cycles. This motion shall stay in effect for the duration of the current State of Emergency declared by Ohio Governor DeWine in Executive Order 2020-01D, or December 2, 2020, whichever occurs first. The motion carried by the following vote:**

**Yes:** 6 - Cleary, Dildine, Grashel, Hilbert, Hutson and Lockett

*Law Director Kevin Shannon requested Council to consider making a motion to suspend the application of Groveport Codified Ordinance Section 933.10 Billing, Meter Reading, Terms of Payment, Section (a) (2) "A penalty of ten percent (10%) will be added if not paid by the third day of the first month after billing date, unless a Hardship Arrangement has been requested by the customer and approved by the Assistant Administrator/Finance Director." This motion shall stay in effect for the duration of the current State of Emergency declared by Ohio Governor DeWine in Executive Order 2020-01D, or December 2, 2020, whichever occurs first.*

*This will suspend the assessment of late fees to costumers' accounts*



*during the stated period of time.*

A motion was made by Council Member Hutson, seconded by Council Member Cleary, to suspend the application of Groveport Codified Ordinance Section 933.10 Billing, Meter Reading, Terms of Payment, Section (a)(2) "A penalty of ten percent (10%) will be added if not paid by the third day of the first month after billing date, unless a Hardship Arrangement has been requested by the customer and approved by the Assistant Administrator/Finance Director." This motion shall stay in effect for the duration of the current State of Emergency declared by Ohio Governor DeWine in Executive Order 2020-01D, or December 2, 2020, whichever occurs first. The motion carried by the following vote:

**Yes:** 6 - Cleary, Dildine, Grashel, Hilbert, Hutson and Lockett

*Law Director Kevin Shannon requested Council to consider making a motion to suspend the application of Groveport Codified Ordinance Section 933.07 Special Charges (a) Trip to turn off services for non-payment: \$50 & (b) Trip to notify of non-payment (door hanger) \$25.00. This motion shall stay in effect for the duration of the current State of Emergency declared by Ohio Governor DeWine in Executive Order 2020-01D, or December 2, 2020, whichever occurs first.*

A motion was made by Council Member Dildine, seconded by Council Member Hutson, to suspend the application of Groveport Codified Ordinance Section 933.07 Special Charges (a) Trip to turn off services for non-payment: \$50 & (b) Trip to notify of non-payment (door hanger) \$25.00. This motion shall stay in effect for the duration of the current State of Emergency declared by Ohio Governor DeWine in Executive Order 2020-01D, or December 2, 2020, whichever occurs first. The motion carried by the following vote:

**Yes:** 6 - Cleary, Dildine, Grashel, Hilbert, Hutson and Lockett

#### [#072-2020](#)

Admin report to Council April 13 2020

**Attachments:** [Admin report to Council April 13 2020.pdf](#)

### **C. Chief of Police - Ralph Portier**

*Chief Portier commended Captain Kurt Blevins on the wonderful job he has done with taking care of everything with the department.*

*Captain Blevins added everyone's cooperation has been greatly appreciated. Groveport citizens have made and/or donated masks to the department which has made the officers feel really appreciated. It gives everybody an idea of the type of community that they work and live in.*

### **D. Director of Finance - Jason Carr**

*The utility window is still open for business. Payments can be made online, by mail or the drop box at the front door of the Municipal Building. Staff will take a payment in-person, one at a time, taking the person's temperature and processing the payment at the utility window.*

[#073-2020](#)

Finance\_Director\_Report\_04\_06\_2020

Attachments: [Finance Director Report 04\\_06\\_2020.pdf](#)

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

*Law Director, Kevin Shannon concurred with Chief Portier in regard to Captain Blevins' performance in the last couple of weeks; it has been outstanding. He put together some policy directives that were essential to some work that was on-going behind the scenes with respect to the department. Groveport and the special legal counsel for the Department of Health were able to utilize those directives.*

**F. Asst. Admin. / Development Dir. - Jeff Green**

*Asst. Administrator / Development Director, Jeff Green reported that under the provisions of the Department of Homeland Security warehousing and distribution is considered an essential business. A lot of Groveport companies are carrying on with business as usual. Mr. Green has talked to some companies and, depending on type of services, like on-line fulfillment, businesses seem to be holding their own. But companies who mainly supply restaurants and the like are falling back. Expansion projects at some warehouses are still going on full force. The downtown projects are also moving forward.*

**G. Council Members - Jean Ann Hilbert, Ed Dildine, Shawn Cleary, Becky Hutson, Scott Lockett and Chad Grashel**

*Council Member Ed Dildine will participate in next week's Committee of the Whole meeting via Zoom video conferencing. He will be on duty at the fire station but will take time off for the meeting. The Zoom application will eliminate any exposure from his work to the Council Members, Mayor, and staff present. Mr. Dildine suggested to Committee Chair, Jean Ann Hilbert that she consider directing the department heads to stay home to eliminate exposure in the Council Chambers. Committee Chair Hilbert agreed that the department heads were to stay home and not attend the April 20, 2020 Committee of the Whole meeting. He appreciates the work still going on behind the*

*scenes during this unchartered territory for all of us. Hopefully we will come out stronger on the other side.*

*Council Member Lockett wanted to know if the City is notified if a case of COVID-19 is documented in Groveport, and if so, how many cases of COVID-19 have been verified in Groveport. Law Director Shannon advised the City is made aware of any cases in Groveport. The City is notified through the Department of Health, specifically through their special counsel, Joe Durham, who represents the Department of Health on behalf of the Franklin County Prosecutor's Office. The City has been made aware of a specific case that involved a family located at a particular residence. The City is following all Ohio Department of Health (ODH) protocols as it relates to that situation. That one address in Groveport is reported to have a least one case of the coronavirus.*

*Council Member Hilbert thanked everyone. She thanked Mr. Dildine and all the first responders. She thanked all the essential workers who have put in all the hours to help us through this difficult time. Council Member Grashel thanked everyone and noted that it is nice to see people out biking and walking about town.*

*Mayor Westcamp received a nice thank you card from the family of former Council Member Marvin Stevens.*

#### **H. Clerk of Council - Ruthanne Sargus Ross**

*Clerk of Council, Ruthanne Ross, requested Council to consider making a motion to appoint her as their designee for Certified Public Records training. She was registered for the training on May 1, 2020 but has already been notified of its cancelation. Mrs. Ross will be looking to take the training online.*

**A motion was made by Council Member Dildine, seconded by Council Member Cleary, to appoint Clerk of Council, Ruthanne Sargus Ross, as their designee for the Certified Public Records training. The motion carried by the following vote:**

**Yes:** 6 - Cleary, Dildine, Grashel, Hilbert, Hutson and Lockett

#### **I. Standing Committees**

*None.*

#### **IX. Other Business**

*Council Member Ed Dildine commented that the 2019 financial disclosure statements deadline has been extended to July 15, 2020.*

**X. Adjournment**

**A motion was made by Council Member Cleary, seconded by Council Member Hutson, to adjourn at 7:29 p.m. The motion carried by the following vote:**

**Yes:** 6 - Cleary, Dildine, Grashel, Hilbert, Hutson and Lockett

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Lance Westcamp, Mayor

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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.