

# City of Groveport

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## Meeting Minutes

**Tuesday, January 18, 2022**

**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**

by Committee Chair Hilbert at 5:30 p.m.

Staff Present: BJ King - Administrator, Kevin Shannon - Law Director, Jason Carr - Finance Director, Jeff Green - Development 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 - December 13, 2021**

*The December 13, 2021 Committee of the Whole Minutes stand approved as submitted.*

[#002-2022](#)

COTW Minutes 12.13.2021

**Attachments:** [COTW Minutes 12.13.2021.pdf](#)

**VI. Business of Guests****A. James Chilton**

*James Chilton, 4918 Founders Drive, expressed his concerns with the traffic on Main Street. The cars parked along Main Street in front of the Birch and Town Hall makes it very tight getting through there. He is concerned that the situation could prove to be dangerous.*

**B. Madison Township Fire Chief Robinson**

*On behalf of Madison Township and the Madison Township Fire Department, Chief Robinson expressed his condolences on the*

*passing of former Chief of Police Ralph Portier. He considers himself blessed and fortunate to have had the opportunity to have worked with, learn from and collaborate with Chief Portier. Ralph Portier was an incredible leader human being.*

*Chief Robinson thanked Groveport for the use of the golf carts for the Santa Parade in December. The carts made it possible to make the parade longer and not meeting at the schools.*

*The Chief commented on the two new traffic light preemption systems installed in downtown Groveport. Fire Department vehicles can talk to the preemption system devices to change the traffic light direction to allow better traffic flow when emergency vehicles are approaching. Unfortunately, those systems are not working correctly with the Madison Township vehicles. Groveport Public Service Director, Brian Strayer, noticed the lights not changing when some of the Township's trucks were on a run. The vendor has been notified of the issue to see if it is on the Fire Department's end or something within the lights. Chief Robinson is working with Mr. Strayer and Groveport City Engineer, Steve Farst, on the matter.*

[#003-2022](#)

MTFD Monthly Report

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

Madison Township Fire Chief Robinson

## **VII. New Business**

*None.*

## **VIII. Unfinished Business**

*None.*

## **IX. Ordinances and Resolutions**

### **A. 3rd Readings**

None

### **B. 2nd Readings**

[Ord. 2021-067](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO SOLICIT BIDS AND TO ENTER INTO A CONTRACT WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR THE 2022 ANNUAL

## STREET MAINTENANCE PROGRAM

**Sponsors:** Cleary

*Administrator BJ King commented that the Street Program has been identified by City Engineer Steve Farst and the City's consulting engineer. There is \$300,000 in the Street Program this year with another \$75,000 for drainage improvements.*

**Clerk of Council Ross read by title Ordinance No. 2021-067. A motion was made by Council Member Cleary, seconded by Council Member Lockett, to recommend approval to the City Council. The motion carried by the following vote:**

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

[Res. 2021-006](#)

A RESOLUTION AUTHORIZING THE ADMINISTRATOR TO EXECUTE A MASTER LEASE AGREEMENT WITH HUNTINGTON PUBLIC CAPITAL CORPORATION

**Sponsors:** Hougland

*Finance Director Jason Carr noted that as part of the City's capital budget staff identified certain assets that were to be leased. As part of the 2022 Budget the City plans to lease unmarked police vehicles for \$37,000 and two new Starcraft buses for the G.R.E.A.T. Program. This Resolution gives the Administrator authorization to enter into those lease agreements with Huntington Bank. The City takes the title of the vehicles once a lease is paid in full.*

**Clerk of Council Ross read by title Resolution No. 2021-006. A motion was made by Council Member Cleary, seconded by Council Member Rupp, 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 handed out a one page summary of the City's General Fund. The City's General Fund is primarily what the City is rated on when it comes to debt ratings and so forth. The summary shows that in 2019 the City had a significant increase in its cash fund balance (cash carryover) with 2021 being the largest carryover the City has ever had. This can be attributed to Administration asking all the departments to slash their budgets by 15% for 2021, managing expenses and being conservative on income taxes. The City collected 18.4 million dollars in income taxes in 2021 for all funds which is significantly higher than 2020. Being conservative has paid off; the City*

*has a strong General Fund balance. The City has taken a similar approach for the 2022 Budget.*

[#004-2022](#)

Finance Report

Attachments: [Financial Report.pdf](#)

## **XI. Other Business**

*None.*

## **XII. Reports**

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

*Mayor Lance Westcamp announced the City employees will keep wearing masks as long as the numbers of COVID cases keep spiking. Mayor Westcamp cancelled last week's City Council meeting because of the COVID outbreak in the municipal building.*

*Mayor Lance Westcamp commented on last week's celebration of another 100th birthday. The parade passing by Mrs. Lilly Franks' house worked out well. The line of cars went all around the block. Mrs. Franks was presented with a bouquet of flowers and a birthday cake.*

*The Mayor announced there will be a 4th of July meeting on Thursday at 9:00 am at the Police Department.*

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

*Administrator BJ King reiterated that staff will continue to wear masks. Mr. King will continue to keep Council updated on any COVID related news or incidents.*

*Mr. King commended the Public Works crews for the job they did for our first significant snow storm of the year. The Department deployed some new equipment pre-treating streets.*

*Interviews for the Customer Service Coordinator position at the Recreation Center were completed last week. There were eight tremendous applicants. The City made an offer to a gentleman who has accepted. It is going to be a good fit. He brings a lot of experience with training in customer service.*

*Recreation Center Director, Kyle Lund presented a program for consideration to the Administrator and the Law Director for review. The program "Lead the Way" through the Franklin County Job & Family Services, is essentially a program geared toward giving older teenagers work experience and life skills. The program pays \$10 an*

hour for internships. The thought to implement the program in Groveport is to have teenagers take lifeguard courses and it being a pipeline to hire lifeguards at the Recreation Center. It is a good thing to give the teens life skills and for Groveport to potentially have a pipeline for lifeguards.

Council Member Cleary added that the Public Works crews took the initiative to set up trucks to put brine on the roadways throughout the City. Crews were busy on Sunday with a water break on Tallman Street at Cherry Street and issues with a fire hydrant on Shagbark in Hickory Grove.

[#005-2022](#)

Admin report to Council

Attachments: [Admin Report to Council January 18 2022 \(002\).pdf](#)

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

*Law Director Shannon had nothing further to report.*

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

*Mr. Carr announced that W-2s have been mailed out. If anyone has not received theirs, they should contact his office.*

**E. Chief of Police - Casey Adams**

*Chief Casey Adams announced a conditional offer of employment was given to Jason Huston who is currently employed with the Madison Township Police Department. Jason Huston will bring over 10 years of full-time service and was previously a Reserve/Auxiliary Officer with the Groveport Police Department for over a year.*

*Chief Adams, Administrator King and Public Service Director Strayer attended a meeting with the HOA at Elmont Place who approached the City about placing security cameras in the Elmont Place subdivision to make the Police Department's job a little easier. The Police Department is working with the HOA to make sure the camera system is compatible with what they want to accomplish and the cameras are built to last.*

*The Chief reported there was only one accident incident over night during the inclement weather involving a semi-truck sliding off the roadway.*

*Council Member Lockett suggested possibly placing miscellaneous cameras on some of the City's buildings in the future.*

[#006-2022](#)

PD Council Report

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

**F. Development Director - Jeff Green**

*Development Director Jeff Green reported on the project with Everstream to connect all of the City's buildings with fiber. Currently, each City facility has a separate server that back each other up every day. The maintenance and servicing of all the satellite servers is not cost effective for the City. Working with Everstream allows the City to do this project as a utility where Groveport will pay monthly and it will connect all the buildings with a loop. Once the project is complete the City's main server in the basement of the Municipal Building can be relocated to the Police Department. The police building has a generator that would back up the main server in the event of a disaster or major emergency. Hopefully, the City will go live with the fiber within the next month. Groveport's server data backups, archives and information are stored off site through our IT service provider on the cloud.*

[#007-2022](#)

DEV Council Report

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

**G. Public Service Director - Brian Strayer**[#008-2022](#)

PW Council Report

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

**H. Chief Building Official - Stephen Moore**[#009-2022](#)

B&amp;Z Council Report

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

**I. Director of Golf - Tom Walker**[#010-2022](#)

GOLF Council Report

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

**J. Recreation Director - Kyle Lund****K. Community Affairs Director - Jessica Wyke**

[#011-2022](#) CA Council Report

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

**L. Director of Parks & Facilities Management - Tom Byrne**

**#012-2022** P&FM Council Report

Attachments: P&FM Council Report.pdf

**M. City Engineer - Steve Farst**

[#013-2022](#) ENG Council Report

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

**N. Director of Transportation - Bob Dowler**

[#014-2022](#) DOT Council Report

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

**O. Personnel Director - Joyce Myers**

[#015-2022](#) HR Council Report

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

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

*Clerk of Council Ross had nothing further to report.*

**Executive Session**

*Law Director Kevin Shannon requested Council to consider making a motion to go into Executive Session pursuant to Ohio Revised Code Section 121.22(G) to discuss economic development, to include all members of Council, the Mayor, the Finance Director, the Administrator, himself, and the Development Director.*

**A motion was made by Council Member Cleary, seconded by Council Member Hutson, to go into Executive Session pursuant to Ohio Revised Code Section 121.22(G) to discuss economic development, to include all members of Council, the Mayor, the Finance Director, the Administrator, the Law Director, and the Development Director at 6:08 p.m. The motion carried by the following vote:**



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

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

**Let the record reflect that Council came out of Executive Session at 6:55 p.m. with no action taken.**

*Council Member Hutson asked if Administration would put out the City's potential security camera project to bid. Mr. King responded ultimately, if it exceeds \$50,000, yes. Right now, the City is just looking into the matter.*

*Council Member Hilbert complimented the retirement celebration for Ed Dildine from Madison Township. It was very well done and there was nice representation from the community. Edward B. Dildine served the residents of Madison Township for 52 years; 40 years as firefighter EMT and 12 years as an elected Township Trustee. She was thankful for all he had done for the community.*

**XIII. Adjournment**

Council Member Cleary made a motion, seconded by Council Member Hutson, to adjourn at 6:57 p.m. All in favor stated AYE, None Opposed. Motion passed.

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Jean Ann Hilbert, President Pro Tem

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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.