

City of Groveport

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Meeting Minutes

Monday, March 21, 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

Committee Vice-Chair Hutson 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, Public Service Director - Brian Strayer, Tom Walker - Director of Golf, Steve Farst - City Engineer, Ruthanne Sargus Ross - Clerk of Council

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

II. Moment of Silence

Committee Vice-Chair Hutson asked everyone to join her in a moment of silence.

III. Pledge of Allegiance

Chief Adams led the Pledge of Allegiance.

IV. Roll Call

Absent: 1 - Hilbert

Present: 5 - Cleary, Dildine, Hutson, Lockett, and Rupp

V. Approval of Minutes - February 21, 2022

The February 21, 2022 Committee of the Whole Minutes stand approved as submitted.

[#040-2022](#) COTW Minutes 2.21.2022

Attachments: [COTW Minutes 2.21.2022.pdf](#)

VI. Business of Guests**A. Madison Township Fire Chief Robinson**

Madison Township Fire Chief Robinson stated that Madison Township received cost estimates on one of the Department's trucks. One estimate was to send the truck back to the manufacturer. The other was to send it to a vendor for the manufacturer. The estimates differed by almost \$30,000 because of the mark-up the vendor adds on for parts. The vendor was at a 12-month time frame versus the 6 to 7 months of

sending the truck back to the factory.

The Department will hold off on the second engine; it is still operational. Madison Township wants to space the repairs out to reduce the use of loan engines from Franklin and Clinton Townships.

[#041-2022](#)

MTFD Monthly Report

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

VII. New Business

None.

VIII. Unfinished Business

None.

IX. Ordinances and Resolutions

A. 3rd Readings

[Ord. 2022-006](#)

AN ORDINANCE AUTHORIZING THE ISSUANCE OF NOTES IN THE AMOUNT OF NOT TO EXCEED \$2,000,000 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

Administrator BJ King commented that this \$2 million bond anticipation note is related to replacing cart paths and includes \$800,000 for the construction of a new maintenance facility at the golf course. The City received a cost estimate of \$1.2 million for the cart paths. Unless the City went with the design-build, the Administration will need to issue a Request for Qualifications (RFQ) for the maintenance facility as required by the traditional bid process for designing the structure.

The cart paths will be bid as part of the 2022 Street Maintenance program. The City will use the remainder of 2022 for the design process, obtain the required permits, and then competitively bid the maintenance facility. Construction of the maintenance facility will hopefully begin early 2023. Mr. King is not in favor of the design-build process based on past experiences. He believes the traditional bid

process in today's market will result in more cost competitive results favorable to the City. Director of Golf, Tom Walker, stated that the structure would replace the existing building when entering the golf course where the former swimming pool was located when the golf course was private. Finance Director, Jason Carr, noted that the bond anticipation note proceeds would also go towards any design costs and engineering fees.

Council Member Cleary remarked that maintenance buildings often are built too small and the Administration needs to keep that in mind for future growth. Mr. Carr advised Council we will re-issue the bond anticipation notes each year with the goal of paying down the debt associated with the cart paths over five years. Once the cart path portion is retired we will bond the maintenance building over 20 years while considering the interest rate environment at that time.

Vice-Chair Hutson read by title Ordinance No. 2022-006. A motion was made by Council Member Cleary, seconded by Council Member Dildine, to recommend approval to the City Council. The motion carried by the following vote:

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

[Ord. 2022-007](#)

AN ORDINANCE AUTHORIZING THE ISSUANCE OF NOTES IN THE AMOUNT OF NOT TO EXCEED \$500,000 IN ANTICIPATION OF THE ISSUANCE OF BONDS FOR THE PURPOSE OF ACQUIRING VEHICLES AND RELATED EQUIPMENT FOR MUNICIPAL ROAD CONSTRUCTION AND SERVICING PURPOSES, AND APPROVING RELATED MATTERS

Sponsors: Lockett

Administrator King stated that this would authorize the issuance of debt to purchase a new dump/plow truck chassis and related equipment as well as a front-end loader for the Public Works Department.

Council approved these purchases in the 2022 budget. Public Service Director, Brian Strayer, described the 2004 front-end loader as very small, slightly larger than a skid steer. This year, the Public Works Department has struggled with acquiring equipment and materials based on unavailability. The current front-end loader often breaks down, is badly rusted, has extremely high use hours, and replacement parts are not readily available. A new dump truck would give the Department a backup. The Public Works Department currently has four salt trucks, three large trucks, and one smaller dump truck to cover the City's routes. When one truck goes down, staff struggles to get it running, and it lengthens the snow-plow shift.

The Public Works Department will put the new truck in the front line with for our existing routes, and the Department will pull the oldest one out to keep as a spare. A new truck enables our Public Works Department

crews to cover all four snow plow routes and continue the same level of service. Mr. Strayer had all of his staff weigh in on selecting a new vehicle. They liked the Freightliner because it has an enormous front-end visibility compared to the Department's existing trucks, making it much safer to plow. Mr. Strayer had two staff members who were somewhat mechanically inclined to lead the search for what the Department needed.

The Department had different vendors present various types of equipment to inspect and operate. Delivery on the front-end loader is estimated to be 30 to 45 days and is currently on order. Delivery on the truck chassis is unknown; it could be eight months or eighteen months.

Regarding American Recovery Act federal funds, Mr. Carr added that Council might recall that use of these funds were discussed at the last Council meeting. We have committed a portion of these funds toward Hickory Alley stormwater improvements which will leave approximately \$125,000 remaining to be spent, assuming no Hickory Alley contract change orders. At the last Council meeting, Mr. Rupp brought up using the remaining federal funds on gasoline for our vehicle fleet. Based on the federal government expanding the compliance criteria on how these funds may be spent for government services up to our revenue loss amount, the vehicles Mr. Strayer speaks would meet the criteria for allowable use of these federal funds. Staff would hope to have a definite answer back to Council next week before Council finalizes the bond anticipation note issuance.

Vice-Chair Hutson read by title Ordinance No. 2022-007. A motion was made by Council Member Lockett, seconded by Council Member Rupp, to recommend approval to the City Council. The motion carried by the following vote:

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

[Ord. 2022-010](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO PURCHASE A FREIGHTLINER TRUCK CHASSIS 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

Administrator BJ King clarified that this is the truck chassis just discussed with the issuance of debt under Ordinance 2022-007.

Vice-Chair Hutson read by title Ordinance No. 2022-010. A motion was made by Council Member Hutson, seconded by Council Member Cleary, to recommend approval to the City Council. The motion carried by the following vote:

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

[Ord. 2022-011](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ENTER INTO AN EASEMENT AGREEMENT WITH NNN GROVEPORT, LLC AND PIZZUTI GLOBAL COURT, LLC VACATING EXISTING EASEMENTS AND GRANTING NEW EASEMENTS TO FACILITATE THE RELOCATION OF A SANITARY SEWER LINE FOR THE BLUESTONE SUBDIVISION

Sponsors: Cleary

City Engineer Steve Farst relayed that this legislation is related to the Bluestone development at the northeast corner of Rohr Road and Alum Creek Drive. There are three lots in the subdivision; one has two large buildings nearly finished, one lot is vacant, and the third, larger lot is for Thortons. As far as Mr. Farst knows, Thortons is still planning to come in, but it has had significant delays. The developer came up with a new design for the water and sewer extensions which are much shorter. The shorter lines would mean less maintenance for the City. Due to the new alignment of the utilities, the easements recorded on the plat are no longer needed. The easement agreement would address how the easements are vacated and replace the easement for the sanitary sewer line with a new easement agreement.

Vice-Chair Hutson read by title Ordinance No. 2022-011. A motion was made by Council Member Cleary, seconded by Council Member Dildine, to recommend approval to the City Council. The motion carried by the following vote:

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

[Ord. 2022-012](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO SOLICIT BIDS AND TO ENTER INTO A CONTRACT WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR THE CART PATH REPLACEMENT PROJECT AT THE GROVEPORT MUNICIPAL GOLF COURSE

Sponsors: Lockett

Administrator BJ King commented that this is related to the debt issuance previously discussed under Ordinance 2022-006. It gives the Administration authorization to put the project out for bid.

Vice-Chair Hutson read by title Ordinance No. 2022-012. 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: 5 - Cleary,Dildine,Hutson,Lockett, and Rupp

[Ord. 2022-013](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO PURCHASE AND INSTALL DUMP TRUCK EQUIPMENT FOR A VEHICLE IN 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: Rupp

Administrator BJ King commented that this is the equipment for the truck chassis previously recommended for approval by Council under Ordinance 2022-007.

Vice-Chair Hutson read by title Ordinance No. 2022-013. A motion was made by Council Member Rupp, seconded by Council Member Lockett, to recommend approval to the City Council. The motion carried by the following vote:

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

[Ord. 2022-014](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO PURCHASE A FRONT END LOADER 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: Hutson

Administrator BJ King clarified that this is the front-end loader previously discussed with the issuance of debt for equipment for the Public Works Department under Ordinance 2022-007.

Vice-Chair Hutson read by title Ordinance No. 2022-014. A motion was made by Council Member Hutson, seconded by Council Member Dildine, to recommend approval to the City Council. The motion carried by the following vote:

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

B. 2nd Readings

None

X. Financial Report

Finance Director Jason Carr noted that the City collected 24% of the 2022 budget for income taxes. Collections were 28% higher than last year, primarily attributed to higher net profit tax collections.

The City transferred \$1.2 million out of the General Fund, with \$500,000 each going to the Recreation & Aquatic Fund and the Golf Course Fund. Other transfers were \$150,000 to Transportation Services Fund and \$50,000 to the Senior Center Fund to subsidize operations.

Council Member Rupp remarked the Ohio Department of Taxation (ODT) income tax revenue was up by 123%. The ODT revenue account line item is specific to the Ohio Department of Taxation, and collects and refunds business net profit taxes. Businesses can choose to have the State of Ohio collect its net profit income tax, or a company can use the Regional Income Tax Agency (RITA). The City has always been historically conservative on its budget for that revenue account since it relates only to net profit tax collections. It is difficult to predict if there will be a profit or a loss. The significant variance is attributed to the City collecting more than originally budgeted. Monies collected through income taxes are allocated based on Ordinance 2020-037. The City allocates \$12,500 a month to the Rainy Day Fund. Then the City allocates the remaining balance of 85% to the General Fund, 10% to Capital Projects Fund, and 5% to Debt Service Fund. Chief Adams applied for a police training grant from OPOTA. Mr. Carr and Chief Adams set up the account to track the \$13,466.04 grant to ensure it goes explicitly toward officers' continuing performance training. Chief Adams has reporting requirements to the State of Ohio verifying the use of the grant money for training. Training needs to be completed by December 31, 2022. Any officer who fails to meet the mandatory 24 hours of training by December 31, 2022, will have their privileges as a peace officer suspended in the State of Ohio. The Department has 12 hours scheduled with Robert Meader, a retired Columbus Police Department Commander. He has previously done internal training in Groveport and has scheduled training in June, July, and August. All officers will do the other 12 hours online at no cost to the City.

Mayor Lance Westcamp asked Mr. Carr if the \$5 license plate increase legislation presented to Council last year was possible to do this year. Mr. Carr stated Council could introduce the legislation this year. The ordinance would have to have three readings, and if it passed, it would become effective based on the State's fiscal year. Groveport would not see collections until after July 1, 2022. The revenue would go to the City's Permissive Motor Vehicle Fund to be used only for infrastructure-related purposes and not on salaries and benefits.

[#042-2022](#)

Financial Report

Attachments: [Financial Report.pdf](#)

XI. Other Business

None.

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

Mayor Lance Westcamp reminded Council Members they were on March 23, 2022, Groveport Madison School Board meeting agenda. Groveport will present the School Board with the City's collected income tax revenue check.

The Mayor thanked Chief Adams and his officers for their professionalism at former Chief Ralph Portier's funeral service.

B. Administrator - BJ King

Administrator BJ King reported that the Town Hall elevator modernization project would begin this week. The project will take 3-4 weeks to complete and open additional opportunities at Town Hall.

Mr. King announced that the GYAA (Groveport Youth Athletic Association) would have a field clean-up day on Saturday, April 2, 2022. The Association is looking for volunteers to work from 8 am to noon.

Mr. Rupp asked for an update on the dewatering at the Redwood Subdivision. City Engineer Farst commented that dewatering comes up frequently in this area as there is the need to do dewatering for deep sewer or utility construction. In the Redwood Subdivision, the groundwater is very shallow, and the contractor wanted to start the sanitary construction in March. The City has a procedure that we follow that requires a contractor to send Groveport a diagram and description of how they intend to do the dewatering. A drawing shows the City whether the contractor will use trash pumps or dewatering well points; some conditions determine that well points are needed. It also identifies where they will discharge the water. The City Engineer sends a letter relaying that any impact dewatering may have on wells in the area is the contractor's sole responsibility. Once dewatering ends, the groundwater level will hopefully bounce back up. The company began dewatering last week. To date, the City has not been made aware of any issues. If a problem does pop up, it is entirely the contractor's responsibility to rectify any affected private wells, including supplying potable water to the residence until dewatering ceases. If the issue

persists, the contractor must make arrangements to provide water or establish a new well. In the last 25 years, Mr. Farst recounts only two occasions when that has happened.

[#043-2022](#)

Admin Report to Council

Attachments: [Admin Report to Council March 21.pdf](#)

C. Director of Law - Kevin Shannon

Law Director Kevin Shannon had nothing further to report.

D. Director of Finance - Jason Carr

Council Member Dildine wanted to know if the City received a report on the businesses that pay income tax through the State of Ohio Department of Taxation (ODT) opposed to RITA. Mr. Carr confirmed the City gets a monthly report that allocates from whom the collections are received. Groveport relies on ODT for a company's compliance, much like it relies on RITA for compliance.

E. Chief of Police - Casey Adams

Chief Casey Adams commented that the memorial service for Ralph Portier brought comfort and closure to the officers.

The Detective Bureau has been especially busy with Detective Gilbert's investigation of the thefts of catalytic converters. Chief Adams appreciated Rick Palsgrove's Groveport Messenger article on the theft ring. Detective Gilbert learned that Groveport had the most extensive investigation on catalytic converters thefts involving almost \$2 million. Other cities are experiencing the same problem. The City of Pickerington approached Chief Adams for some insight on Groveport's investigation. He directed them to get in touch with Detective Gilbert. The case shows the true teamwork between the Detective Bureau and the Patrol Bureau in solving these crimes. The thefts are still ongoing, but the Department is trying to catch the ring leaders.

[#044-2022](#)

PD Council Report

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

F. Development Director - Jeff Green

Development Director Jeff Green was not present.

[#045-2022](#)

DEV Council Report

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

G. Public Service Director - Brian Strayer

In the 2022 budget, there was a line item to fund a pavilion in the Founders Bend subdivision playground. Brian Strayer met with a representative of the HOA to form a plan. Mr. Strayer has one cost estimate and is waiting on a second. Cost estimates include constructing the pavilion and concrete; the concrete under the pavilion will expand to catch the rainfall to stop ruts around the structure. The City will have this project completed this summer. No electrical service is in the plans at the pavilion. The HOA does not want any additional parking; the ground is soft in that area. So parking could create a challenge.

Last month the certified arborist contractor pruned many of the City's big trees, as evident in the trees directly in front of Little Italy. Mr. Strayer thinks the pruning is very health conscience for the trees.

[#046-2022](#)

PW Council Report

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

H. Chief Building Official - Stephen Moore

[#047-2022](#)

B&Z Council Report

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

I. Director of Golf - Tom Walker

Director of Golf, Tom Walker, reported that work was started on the back nine bridge this morning and should be back open by Friday.

[#048-2022](#)

GOLF Council Report

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

J. Acting Recreation Director - Seth Bower**K. Community Affairs Director - Jessica Wyke**

[#049-2022](#) CA Council Report

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

L. City Engineer - Steve Farst

City Engineer Steve Farst had nothing further to report.

[#050-2022](#) ENG Council Report

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

M. Director of Transportation - Bob Dowler

[#051-2022](#) DOT Council Report.

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

N. Personnel Director - Joyce Myers

[#052-2022](#) HR Council Report

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

O. Director of Information Technology - Trevor Swackhamer

Council Member Dildine commented that one doesn't realize how little they know about information technology until they read the IT Director's report. Mr. King noted the City identified items to address now, like bringing the email in-house, upgrading to a new phone system, better access to the buildings with cameras, etc.

[#053-2022](#) IT Council Report

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

P. Clerk of Council - Ruthanne Sargus Ross

Clerk Of Council Ruthanne Sargus Ross had nothing further to report.

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

Council Member Cleary is still collecting for the GYAA and thanked the Groveport Police Department for the generous donation. He congratulated the Groveport Madison cheerleaders on their national championship win at the Buckeye Open Nationals.

Council Member Dildine commented on Groveport's representation at the memorial service for Ralph Portier. Mr. Dildine gave a big shout-out to the Groveport Police Department for everything it had done. Madison Township Fire Department sent a few firefighters to represent the Department. Everyone worked together to ensure everything went well for Chief Portier's family.

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 matters; to include all members of Council, the Mayor, himself, the Administrator, Finance Director and the City Engineer.

Council Member Dildine made a motion, seconded by Council Member Cleary, to go into Executive Session pursuant to Ohio Revised Code Section 121.22(G) to discuss economic development matters; to include all members of Council, the Mayor, the Law Director, the Administrator, Finance Director and the City Engineer at 6:18 p.m. The motion carried by the following vote:

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

Council Member Cleary left the meeting at 6:41 p.m. for personal reasons.

A motion was made by Council Member Dildine, seconded by Council Member Rupp, to come out of Executive Session at 6:42 p.m. with no action taken. The motion carried by the following vote:

Excused: 1 - Cleary

Yes: 4 - Dildine, Hutson, Lockett, and Rupp

XIII. Adjournment

Council Member Dildine made a motion, seconded by Council Member Rupp, to adjourn at 6:43 p.m. All in favor stated AYE, None Opposed. Motion passed.

Becky Hutson, Vice-Chair

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.