

City of Groveport

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Meeting Minutes

Monday, October 17, 2016

5:30 PM

Council Chambers

Committee of the Whole

Mayor Lance Westcamp

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

I. Call to Order

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

Staff Present: Marsha Hall - Administrator, Kevin Shannon - Law Director, Jeff Green - Director of Finance, Stephen Moore - Chief Building Official, Patty Storts - Community Affairs Director, Steve Farst - Engineer, Dennis Moore - Public Works Superintendent, Kyle Lund - Recreation Center Director, Tom Walker - Director of Golf, Tom Byrne - Director of Parks & Facilities Management, Bob Dowler - Director of Transportation, Kurt Blevins - Captain

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

II. Moment of Silence

Committee Chair Cleary asked everyone to join him in a moment of silence.

III. Pledge of Allegiance

Rylee Welter, daughter of new Groveport Police Officer Kristin Welter, led the Pledge of Allegiance.

IV. Roll Call

Absent: 1 - Lockett

Present: 5 - Cleary, Dildine, Hilbert, Hutson, and Rarey

V. Approval of Minutes - September 19, 2016

Approved as submitted.

[#229-2016](#) COTW Minutes 9-19-16

Attachments: [COTW Minutes 9-19-16.pdf](#)

VI. Business of Guests**a. Swearing In of New Police Officer**

Mayor Westcamp introduced Officer Kristin Welter. Officer Welter has been with the department since May of 2016 as a reserve police officer. Law Director Kevin Shannon administered the oath of office to the newest City of Groveport police officer Kristin Welter. Congratulations Officer Welter.

b. Ohio House Representative Heather Bishoff

Representative Bishoff did not attend tonight's City Council meeting since she did not have a report. She will be more than happy to schedule a meeting if Council would like to reschedule her attending a council meeting, post-November would be perfect.

c. Madison Township Fire Chief Bates - Monthly Update

Council Member Ed Dildine reported fire department staff will be leaving tomorrow for Wisconsin for the final inspection of the new fire engine replacing the truck that was involved in a traffic crash. If all goes well with the inspection, the company will be delivering the truck within the next week. The new medic will be delivered in January when the third truck is scheduled to be ordered. Madison Township Fire Chief Bates reported on the final inspection of the new fire engine, the timetable for another new fire engine, and the delivery of the new medic after the first of the year.

Chief Bates thanked the Mayor and Council for the proclamation acknowledging National Fire Prevention Week and reported this year's open house had the best attendance ever.

The Fire Department is ready with the popcorn for Trick or Treat night.

[#230-2016](#)

Attachments: [MTFD September 2016 Monthly Report.pdf](#)

VII. New Business

None.

VIII. Unfinished Business

None.

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

[ORD. 16-044](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO SOLICIT BIDS AND TO ENTER INTO A CONTRACT FOR THE HENDRON ROAD RECONSTRUCTION PROJECT WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER

Sponsors: Lockett

Chair Cleary read by title Ordinance No. 16-044. The Committee of the Whole recommended approval.

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

[ORD. 16-045](#)

AN ORDINANCE ACCEPTING AND DEDICATING AS A PUBLIC IMPROVEMENT THE INFRASTRUCTURE/IMPROVEMENTS CONSTRUCTED IN CONJUNCTION WITH ROHR ONE DEVELOPMENT, PHASE 2

Sponsors: Hilbert

Chair Cleary read by title Ordinance No. 16-045. The Committee of the Whole recommended approval.

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

[ORD. 16-046](#)

AN ORDINANCE ACCEPTING AND DEDICATING AS A PUBLIC IMPROVEMENT THE ROHR ROAD WIDENING IMPROVEMENT CONSTRUCTED IN CONJUNCTION WITH RICKENBACKER GLOBAL LOGISTICS PARK

Sponsors: Hutson

Chair Cleary read by title Ordinance No. 16-046. The Committee of the Whole recommended approval.

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

B. 2nd Readings

[ORD. 16-047](#)

AN ORDINANCE ADOPTING THE ANNUAL APPROPRIATION ORDINANCE OF THE CITY OF GROVEPORT, OHIO, FOR THE CALENDAR YEAR 2017

Sponsors: Dildine

Attachments: [ORD. 16-047 Exhibit A.pdf](#)

Administrator Marsha Hall referred to the mid-year forecast that showed where the City is at present, where it has been for the last 5 years and where the City is expected to be over the next couple of years. Once Finance closes out 2016, staff will be able to provide Council with a complete report with exact fund balances..

Ms. Hall walked through staff recommendations for the City's 2017 Appropriations.

Staffing Change Recommendations:

Human Resources

The City's job descriptions and salary scale include two Human Resources positions - Personnel Coordinator (filled) and Personnel Director (un-filled). There are differences between the two positions in education requirements, experience, and HR certifications. Job duties for the Personnel Director include all duties of the Personnel Coordinator plus recommending changes to the City's personnel policy, being more active in hiring and discipline, serving on the Labor team for the City's unions, coordinating civil service tests for the police department, planning of manpower, and implementing changes to civil service and labor laws and regulations. There have been a number of labor laws and regulation changes recently (ACA, FSLA, etc.), and more can be expected. During peak seasons Groveport has a staff of over 250.

The current Personnel Coordinator is retiring during February, 2017. Staff is recommending to replace that position with the Personnel Director position. The amount for the salary includes bringing in a director at Step 2 of the pay grade February 1, and pay out of retirement benefits to the retiring Personnel Coordinator.

Parks/Facility Maintenance

Staff is recommending one additional Parks Department Parks Ground Maintenance Worker 1 position to also assist with facility maintenance. The City has continued to add duties to the Parks Department, as well as adding buildings to maintain in the last five years. The recreation center is getting older and requires much more maintenance than prior years. Also, it has been difficult finding seasonal staff.

Water and Sanitary Sewer Increases

The appropriations and balances reflect an anticipated 3% increase in both the City of Columbus water system and sanitary sewer system rates. The figures also reflect a 3% increase in Groveport water system charges. This is the last increase adopted by Council in 2012.

Capital Purchases and Projects:**Capital Projects**

Staff has limited requests for capital purchases and projects. The entire list of projects and purchases are provided on the *2017 Capital Requests* document.

In August, 2016, Council reviewed the project list and provided Administration with a list of projects to be completed before staff comes back to Council in 2018 to determine projects to be done in 2019 moving forward.

Administration reviewed the list of projects and determined which projects will be completed in 2017 and which will be completed in 2018. This breakdown is:

2017

Hendron Road Reconstruction (OPWC)

West Bixby Road Rehab (OPWC)

East Bixby Pavement Rehab

Annual Street Maintenance

2018

Front Street Water Taps

Hanstein Addition Water Mains (part of Hanstein street work done in the annual street program)

Annual Street Maintenance

- In addition, the City annually appropriates money to replace sidewalks (\$50,000), upgrade park equipment (\$75,000), upgrade curb ramps, and perform various sanitary sewer and storm collection systems upgrades done annually.
- It should be noted that the portion of the Hendron Road and West Bixby Road projects dealing with storm water replacements more than covers the local match for these two OPWC funded projects. Also, in addition to the \$450,000 appropriated for the annual street maintenance program, we also set aside up to \$100,000 for the storm water portion of this project.

Itemized the storm work to be completed and paid from the Storm Water Fund.

- In 2016 \$124,500 was appropriated to repaint the indoor pool area. Administration was unable to obtain any bids because vendors felt that the work could not be finished during the recreation center's shut down period. The project was split into two years to be able to perform the work. The walls were painted this year; staff is recommending the area over and around the pool be completed in 2017.
- Although approved by Council to proceed, staff will be reviewing building options in 2017 instead of constructing a new golf course maintenance building and a parks/facility maintenance/transportation building. No appropriations were requested for either of these two projects.

Capital Purchases

The purchases being requested are minimal:

\$15,400 - police department radios

\$10,000 - tuck-point work on the Town Hall

\$11,000 - senior transportation van (\$44,000 will be awarded from a grant)

\$10,000 - GREAT bus stop

\$60,000 - sprayer for golf course (replaces a 1999 model with a life expectancy of 5 years)

\$32,000 - roof replacement over banquet center portion of building

\$284,262 - replace golf carts (revenue for rentals towards lease payments over a 4 year period)

Director of Golf Tom Walker explained the department is looking to transition from electric golf carts to gas golf carts. The life expectancy on the gas fleet is 6 to 8 years, where the life expectancy on an

electric cart's battery is 4 years. The gas carts have better longevity and lower maintenance. As long as the gas cart has fuel, it can be turned over multiple times in a day.

Financial Forecast Decisions

At the August meeting, Council made a series of decisions in order to focus on increasing fund balances, while at the same time paying attention to debt. Final 2016 fund balances will not be available until early 2017; however, staff appropriation recommendations were made based on the following goals.

➤ **Miscellaneous**

Please note that in 2016, reports showed carryover/contingency as part of contract services. Beginning in 2017, those amounts will be isolated on a separate line item shown as "Contingency".

➤ **Amount of Contingency**

Add 20% to the General Fund balance each year until the City meets a balance between \$1.5M and \$2M. *The General Fund balance at the end of 2016 is estimated to be \$714,430. The balance at the end of 2017 is estimated to be \$1,480,446.*

➤ **Rainy Day Fund**

Increase annual allocation to \$150,000 until fund total meets \$2,000,000. *The City allocated \$150,000 from the General Fund into the Rainy Day Fund. The 2016 end of year balance is currently estimated to be \$633,333, and the 2017 end of year balance is estimated to be \$783,333.*

➤ **Debt Service**

Increase amount set aside for the Debt Service Fund from 15% to 20%. *Showing 20% of income tax revenues being put into the Debt Service Fund. An ordinance memorializing this increase will be introduced soon. The 20% set aside is included in the Revenue estimates for 2017.*

Ms. Hall pointed out the increases and decreases in specific funds.

- *The 2017 Appropriations reflect a 15% increase for health care.*
- *The General Fund shows a less than 2.5% increase from the 2016 Appropriations*
- *The Recreation Fund shows a decrease of over 9% from the 2016 Appropriations*
- *The Golf Fund shows a less than 9.5% increase from the 2016 Appropriations when the golf carts are included in the figure but a 1.5% decrease in the 2017 Appropriations when the golf carts are not included.*

Chair Cleary read by title Ordinance No. 16-047. The Committee of the Whole recommended approval.

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

X. Financial Report

The Finance Report will be made available at the next City Council meeting.

XI. Other Business**a. Citizen Concern**

Council Member Cleary referenced a citizen's letter handed out to Council regarding concerns about a situation that took place at the Apple Butter Day event. The letter stated "On Apple Butter Day, Pat Wears, approached me stating that several public workers had noticed people visiting Apple Butter Day with dogs, were entering the cemetery and letting their dogs do their dog business there. The people were not picking up their business. Knowing I was on the Cemetery Committee, Pat asked me to address the situation so the City can prevent this from happening in the future." The letter was signed by Suzie Price, Cemetery Committee member, resident and City employee. The letter included suggestions: No dogs allowed at Apple Butter Day; lock the gates during the event; or have an employee stationed at the gate. There are already signs posted prohibiting pets during City events but Council discussed ways to resolve the issue and to make certain it is not repeated. It was suggested that the posting be enforced and prohibit dogs in the area. It is sad and disrespectful that anyone would take their dog in the cemetery to do their business. Ms. Hall commented that Canal Winchester passes legislation each year to designate certain public streets, parks and areas as festival areas and prohibits any pets, bicycles, skateboards, etc. during the event. Law Director Kevin Shannon advised the City does have a provision in its code. Under 505.08 - ANIMAL NUISANCE CONDITIONS PROHIBITED.

(c) No owner or keeper or person having custody or control of any animal shall allow or permit such animal to commit a nuisance on any public property or upon private property other than that of the owner or keeper or person who has accepted custody or control of such animal. Where the owner or person in charge of such animal immediately removes all feces deposited by such animal and disposes of same in a sanitary manner, such nuisance shall be considered abated.

Obviously, in this instance, the nuisance was not abated. Therefore the City can write the offender up with a minor misdemeanor for the first offense and misdemeanor of the fourth degree for all subsequent offenses within a year. Council wants to prohibit the animals during special events. Mr. Shannon was directed to prepare legislation to address the matter for the July 4th and Apple Butter Day events.

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

Mayor Lance Westcamp personally thanked Administrator Marsha Hall, Finance Director Jeff Green and the department heads for all the hard work put into the budget.

B. Administrator - Marsha Hall

Administrator Marsha Hall reported letters have been sent out to the residents on Front Street regarding the street closure between Main Street and Elm Street, on Monday, October 31 for Trick or Treat. She has not heard back from anyone with a complaint.

[#231-2016](#) Adm Report to Council - Oct 17

Attachments: [Adm Report to Council - Oct 17.pdf](#)

C. Director of Law - Kevin Shannon

Nothing further to report.

D. Director of Finance - Jeff Green

Nothing further to report.

E. Chief of Police - Ralph Portier

Not present. Captain Blevins had nothing further to report.

[#232-2016](#) PD Council Report 0916

Attachments: [PD Council Report 0916.pdf](#)

F. Public Works Superintendent - Dennis Moore

Nothing further to report.

[#240-2016](#) PW October 2016 Council Report

Attachments: [PW October 2016 Council Report.pdf](#)

G. Chief Building Official - Stephen Moore

Nothing further to report.

[#233-2016](#)

B&Z October 2016

Attachments: [B&Z October 2016.pdf](#)

H. Director of Golf - Tom Walker

Director of Golf Tom Walker updated Council on a previous request regarding solar lighting for the Links at Groveport sign advertising the restaurant. Mr. Walker obtained a quote for \$7,500 to include 15 hours a day of illumination with a battery period of two days. If it does not get any light the solar power will last for two days. The only caveat to the matter is a locust tree to the left of the sign will have to be removed. Mr. Walker asked for Council's direction; does Council want him to still work on other options or hold off for now. Council Member Dildine commented the \$7,500 is a lot cheaper than what they started with in regards to running electric out to the sign. The company will be using the same system that is used in Berliner Sport Park for all the scoreboards. Mr. Walker is waiting to hear from another vendor.

[#234-2016](#)

Golf Council Report 10-17-16

Attachments: [Golf Council Report 10-17-16.pdf](#)

I. Recreation Director - Kyle Lund

Recreation Director Kyle Lund followed up with the indoor pool painting project. There are still a few punch list items to go over but the walls are freshly painted. The paint is the same color and looks really good, and the painters did a great job. All the workers performed after hours on the punch list so there was very little being done during normal operating hours, only very small stuff.

[#235-2016](#)

The Connection Nov. 2016

Attachments: [The Connection Nov. 2016.pdf](#)

J. Community Affairs Director - Patty Storts

Nothing further to report.

[#236-2016](#)

CA Council Report Oct. 2016

Attachments: [CA Council Report Oct. 2016.pdf](#)

K. Director of Parks & Facilities Management - Tom Byrne

Nothing further to report.

[#237-2016](#)

P&FM Council Report 10.16

Attachments: [P&FM Council Report 10.16.pdf](#)
[Energy Report \(005\).pdf](#)

L. City Engineer - Steve Farst

City Engineer Steve Farst reported on the time and dates for the upcoming public meetings:

- *The “West Bixby Road Improvement” project public information meeting is Wednesday, 10/19/16, starting at 6:30 p.m., in Council chambers.*
- *The “Hendron Road Improvement” project public information meeting is being scheduled for Wednesday, 11/2/16, starting at 6:30 p.m., in Council chambers. (Notices and mailings on this meeting will be sent this week)*

These meetings will be conducted by Mr. Farst and the City's engineering consultant, and will include a brief project improvement overview to the attendees covering: the planned scope of improvements, anticipated schedule and a discussion on possible maintenance of traffic accommodations.

There will be an opportunity at the end of the meetings for attendees, including residents alongside the project limits, to view the in-progress set of plans.

[#238-2016](#)

Engineers Council Report

Attachments: [Engineers Council Report 10.12.16.pdf](#)

M. Director of Transportation - Bob Dowler

Director of Transportation Bob Dowler reported on the success of the transportation department providing shuttle service between the Recreation Center and the Walnut Street / Canal Street area for the Apple Butter Day event. The shuttles ran 3 three-hour shifts with one driver expressing concerns that the bus was full. Plans are already being discussed for next year's event.

[#239-2016](#)

Transportation Council Report

Attachments: [Transportation Council Report for 101716.pdf](#)

N. Clerk of Council - Ruthanne Sargus Ross

Nothing to report.

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

Nothing to report.

XIII. Adjournment

Council Member Dildine made a motion, seconded by Council Member Hibert, to adjourn at 6:37 p.m. All in favor stated AYE, None Opposed. Motion passed.

Shawn M. Cleary, President Pro-Tem

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.