

# City of Groveport

655 Blacklick St.  
Groveport, OH 43125  
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[www.groveport.org](http://www.groveport.org)



## Meeting Minutes

Monday, February 8, 2021

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 6:30 p.m.

Staff Present: BJ King - Administrator, Kevin Shannon - Law Director, Jason Carr - Director of Finance, Ralph Portier - Chief of Police, Jeff Green - Assistant Administrator / Development Director, Ruthanne Sargus Ross - Clerk of Council

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**

*Council Member Scott Lockett participated via Zoom at 6:36 p.m.*

A motion was made by Council Member Hilbert, seconded by Council Member Hutson, to excuse Council Member Dildine from tonight's meeting. The motion failed by the following vote:

Yes: 4 - Cleary, Grashel, Hilbert and Hutson

**V. Approval of Minutes - January 25, 2021**

*The January 25, 2021 City Council Minutes stand approved as submitted.*

[#42-2021](#) City Council Minutes 1.25.2021

**Attachments:** [City Council Minutes 1.25.2021.pdf](#)

**VI. Business of Guests**

*None.*

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

[Ord. 2020-054](#)

AN ORDINANCE APPROVING THE FINAL DEVELOPMENT PLAN FOR 480/490 MAIN STREET, BEN PUNTURI, APPLICANT, (PARCEL NUMBERS 185-000224 AND 185-000200)

**Sponsors:** Dildine

**Attachments:** [Ord. 2020-054 Exhibit A.pdf](#)

*Law Director Kevin Shannon requested Council to consider making a motion to amend Section 1. The current Section 1 would be redacted and replaced with the following language. **"Section 1:** That the final development plan for 480/490 Main Street, (Parcel Numbers 185-000224 and 185-000200) a copy of which is attached hereto and made a part hereof by reference, is hereby approved provided that the following condition set forth by the Planning & Zoning Commission is satisfied: 1. The proposed uses shall include all uses as shown in Chapter 1153 Permitted and Conditional Uses for the Select Commercial Planned District (SCPD)."*

**Clerk of Council Ross read by title Ordinance No.2020-054. A motion was made by Council Member Hilbert, seconded by Council Member Grashel, to amend "Section 1: That the final development plan for 480/490 Main Street, (Parcel Numbers 185-000224 and 185-000200) a copy of which is attached hereto and made a part hereof by reference, is hereby approved provided that the following condition set forth by the Planning & Zoning Commission is satisfied: 1. The proposed uses shall include all uses as shown in Chapter 1153 Permitted and Conditional Uses for the Select Commercial Planned District (SCPD)". The motion carried by the following vote:**

**Yes:** 4 - Cleary, Grashel, Hilbert and Hutson

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

**Yes:** 4 - Cleary, Grashel, Hilbert and Hutson

#### [#40-2021](#)

Ord. 2020-054 Staff Reports

**Attachments:** [Ord. 2020-054 Staff Reports.pdf](#)

#### [Ord. 2020-055](#)

AN ORDINANCE APPROVING THE FINAL PLAT FOR 480/490 MAIN STREET, BEN PUNTURI, APPLICANT, PARCEL NUMBERS 185-000224 AND 185-000200

**Sponsors:** Lockett

**Attachments:** [Ord. 2020-055 Exhibit A.pdf](#)

*Law Director Kevin Shannon requested Council to consider making a motion to amend Section 1. The current Section 1 would be redacted and replaced with the following language. **Section 1:** That the final plat for 480/490 Main Street, Parcel Numbers 185-000224 and 185-000200 a copy of*

which is attached hereto and made a part hereof by reference, is hereby approved provided that all of the following conditions set forth by the Planning & Zoning Commission are satisfied:

1. Final Plat shall be signed and sealed by a professional surveyor, licensed in the State of Ohio.
2. The Final Plat meets requirements of the City of Groveport Chapter 1191.09.

**Clerk of Council Ross read by title Ordinance No.2020-055. A motion was made by Council Member Hilbert, seconded by Council Member Hutson, to amend Section 1: That the final plat for 480/490 Main Street, Parcel Numbers 185-000224 and 185-000200 a copy of which is attached hereto and made a part hereof by reference, is hereby approved provided that all of the following conditions set forth by the Planning & Zoning Commission are satisfied:**

- 1. Final Plat shall be signed and sealed by a professional surveyor, licensed in the State of Ohio.**
  - 2. The Final Plat meets requirements of the City of Groveport Chapter 1191.09.**
- The motion carried by the following vote:**

**Yes:** 4 - Cleary, Grashel, Hilbert and Hutson

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

**Yes:** 4 - Cleary, Grashel, Hilbert and Hutson

#### [#41-2021](#)

#### Ord. 2020-055 Staff Reports

**Attachments:** [Ord. 2020-055 Staff Reports.pdf](#)

#### [Ord. 2021-001](#)

AN ORDINANCE TO LEVY A MUNICIPAL MOTOR VEHICLE LICENSE FEE PURSUANT TO OHIO REVISED CODE SECTION 4504.173

**Sponsors:** Hilbert

**Clerk of Council Ross read by title Ordinance No.2021-001. A motion was made by Council Member Hilbert, seconded by Council Member Cleary, to postpone indefinitely . The motion carried by the following vote:**

**Yes:** 5 - Cleary, Grashel, Hilbert, Hutson and Lockett

#### [Ord. 2021-002](#)

AN ORDINANCE AMENDING PART NINE, TITLE 3, CHAPTER 935 - **STORMWATER MANAGEMENT POLICY** FOR THE CITY OF GROVEPORT

**Sponsors:** Hutson

**Attachments:** [Ord. 2021-002 Exhibit A CHAPTER 935.08\(e\)\(5\).pdf](#)

**Clerk of Council Ross read by title Ordinance No.2021-002. A motion was made by Council Member Hutson, seconded by Council Member Hilbert, to adopt. The motion carried by the following vote:**

**Yes:** 5 - Cleary, Grashel, Hilbert, Hutson and Lockett

[Ord. 2021-003](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO SOLICIT INTERESTED ENGINEERS OR ENGINEERING FIRMS TO SUBMIT STATEMENTS OF QUALIFICATIONS, ESTABLISH A PRE-QUALIFIED LIST OF ENGINEERS OR ENGINEERING FIRMS AND ENTER INTO A CONTRACT WITH THE MOST QUALIFIED ENGINEER OR ENGINEERING FIRM(S) FOR VARIOUS ENGINEERING SERVICES

**Sponsors:** Lockett

**Clerk of Council Ross read by title Ordinance No.2021-003. A motion was made by Council Member Lockett, seconded by Council Member Grashel, to adopt. The motion carried by the following vote:**

**Yes:** 5 - Cleary, Grashel, Hilbert, Hutson and Lockett

**B. 2nd Readings**

None

**C. 1st Readings**

[Ord. 2021-006](#)

AN ORDINANCE AUTHORIZING THE ESTABLISHMENT OF A SENIOR CENTER FUND

**Sponsors:** Grashel

*Law Director Kevin Shannon requested Council to consider making a motion to suspend the rules as to the three readings and act on this legislation tonight. If passed on first reading it will take effect immediately.*

**Clerk of Council Ross read by title Ordinance No.2021-006. A motion was made by Council Member Grashel, seconded by Council Member Hilbert, to suspend the rules as to the three readings. The motion carried by the following vote:**

**Yes:** 5 - Cleary, Grashel, Hilbert, Hutson and Lockett

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

**Yes:** 5 - Cleary, Grashel, Hilbert, Hutson and Lockett

[Ord. 2021-007](#)

AN ORDINANCE AMENDING ORDINANCE NO. 2020-036 (ADOPTED 11/09/2020), THE ANNUAL APPROPRIATION ORDINANCE FOR THE CITY OF GROVEPORT, OHIO, FOR THE CALENDAR YEAR 2021

**Sponsors:** Hilbert

**Attachments:** [Ord. 2021-007 2021 Budget EXHIBIT A 21-007.pdf](#)

*Law Director Kevin Shannon requested Council to consider making a motion to suspend the rules as to the three readings. If passed on first reading it will take effect immediately.*

**Clerk of Council Ross read by title Ordinance No.2021-007. A motion was made by Council Member Hilbert, seconded by Council Member Cleary, to suspend the rules as to the three readings. The motion carried by the following vote:**

**Yes:** 5 - Cleary, Grashel, Hilbert, Hutson and Lockett

**A motion was made by Council Member Hilbert, seconded by Council Member Cleary, to adopt. The motion carried by the following vote:**

**Yes:** 5 - Cleary, Grashel, Hilbert, Hutson and Lockett

### [Ord. 2021-008](#)

AN ORDINANCE AUTHORIZING THE TRANSFER OF CASH FUND BALANCES

**Sponsors:** Hutson

**Attachments:** [Ord. 2021-008 2021 Budget Transfers In Out 1st Amendment.pdf](#)

*Law Director Kevin Shannon requested Council to consider making a motion to suspend the rules as to the three readings and act on this legislation tonight. If passed on first reading it will take effect immediately.*

**Clerk of Council Ross read by title Ordinance No.2021-008. A motion was made by Council Member Hutson, seconded by Council Member Hilbert, to suspend the rules as to the three readings. The motion carried by the following vote:**

**Yes:** 5 - Cleary, Grashel, Hilbert, Hutson and Lockett

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

**Yes:** 5 - Cleary, Grashel, Hilbert, Hutson and Lockett

## VIII. Reports

### A. Mayor - Lance Westcamp

*Last week, Mayor Lance Westcamp and Council Member Shawn Cleary were invited to address Pack 71 at the Groveport Methodist Church. It was one of the best opportunities the Mayor had to address such a nice group of young men and women. They were ready with a lot of good questions. The Mayor usually invites a Councilperson to go with him so they can talk about the role and how important it is to be a*

Councilperson in this City. He received a letter from Isla Shoup thanking him for coming to the Pack meeting and for bringing Mr. Cleary to explain how the Council functions. She found everything interesting but especially learning that the Mayor has pigs and had six chickens when he lived in town. Once things get back to some normalcy, the Mayor intends to invite the Pack to a City Council meeting.

**B. Administrator - BJ King**

Administrator BJ King thanked Council for approving the three ordinances this evening that dealt with appropriations. The purpose of creating a Senior Center Fund is to pull the Senior Center funding out of the Recreation Fund, where it has typically lived, and make it a standalone fund as the City is making the transition to better track and understand what the costs are at the Senior Center.

A lot of IT improvements have been made to the Council Chambers and the City is on the verge of live streaming its Council meetings via a link hosted on the City's website. Viewers will be able to see and hear the meeting but will not be able to participate. Administration is aiming to launch live streaming at the first meeting in March.

With the snow rolling in this week, the City's crews are ready and the trucks are loaded; as always they will do a tremendous job on Groveport's roadways.

[#43-2021](#)

Admin report to Council February 8 2021

Attachments: [Admin report to Council February 8 2021.pdf](#)

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

Next week Chief Portier will be at OSU for an all-day session. Captain Blevins or Sergeant Adams will cover his absence at next week's meeting.

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

**Senior Center Fund**

Finance Director Jason Carr noted that the Senior Center budget is currently at \$112,903 which is half of the salary of the Senior Services Manager along with some operational items. The General Fund will be responsible for 96% of the Senior Center Fund budget based on a transfer of \$107,900 included in Ordinance 2021-008 that was passed by Council tonight.

**Fund Balance Reserves**

*Within the City's financial policies, Council has established that the City attempt to not appropriate the City's carryover fund balance over in the General Fund. Staff tries not to appropriate at least 20% of that carryover balance. The intent is that if the City can only budget what it expects to receive, and the City only spends that amount, the carryover amount will carry on into the future. With this past year's balance, the City was not able to set-aside that 20% unrestricted carryover balance within the General Fund. (The cover page of Mr. Carr's report shows that Finance was trying to not appropriate 3 million dollars within the General Fund carryover balance but were only able to carryover about \$587,963). Meaning, if the City collects what it expects to receive and spends what it expects to spend, there is a chance that the General Fund will decrease by 2.4 million dollars. So, it is imperative that as revenue starts to improve, that staff tries to manage expenses as best as they can so the carryover balance in the General Fund will stay the same or increase every single year. On a positive note, the City has not spent Rainy Day Fund balance which will be at 2 million dollars by year-end.*

**Termination Fund**

*The Termination Fund is for the City's future retirements and severance payments. The only increase this year is the transfer from the Recreation Fund of \$12,900. If there are other employees not on the list of those expected to retire, then this matter may need to be brought back before Council for additional amendments.*

[#44-2021](#)

2021 Budget Amendment Memo

Attachments: [2021 Budget Memo Amendment Finance.pdf](#)

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

*Law Director Kevin Shannon advised Council that the City received a notice from the Ohio Department of Commerce, Division of Liquor Control regarding the Marathon Station at 2560 London-Groveport Road. The notice gives Council the chance to request a hearing if the City wanted to object to the renewal of the station's liquor license. If Mr. Shannon doesn't hear anything indicating or directing him otherwise, the Clerk of Council, Ruthanne Ross will respond to the notification that the City is not requesting a hearing.*

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



*Nothing further to report.*

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

*Council Member Jean Ann Hilbert made a motion to cancel the February 15th Committee of the Whole meeting for the lack of an agenda. She asked that department reports still be submitted to Ruthanne Ross as usual so she can forward them to Council. Fire Chief Derek Robinson will be notified of the cancelation.*

**A motion was made by Council Member Hilbert, seconded by Council Member Hutson, to cancel the February 15, 2021 Committee of the Whole meeting for lack of an agenda. The motion carried by the following vote:**

**Yes:** 5 - Cleary, Grashel, Hilbert, Hutson and Lockett

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

*Nothing further to report.*

**I. Standing Committees**

**Cemetery Committee**

*Council Member Cleary reported that the Committee met Wednesday, February 3rd. Mr. Cleary was nominated/elected as Chair and Dawn Bellamy as Vice Chair. The City renewed the contract with Harber Concrete Construction, LLC to redo the pad where the flag poles are located. The installation of the podium and the improvements (new pad) will come out of the Perpetual Care Fund. There are some serious issues with some fencing around the graves that will be reviewed and discussed at a later meeting. Other items discussed were renting versus purchasing appropriate equipment to dig graves, considering events to hold at the cemeteries and upgrading/replacing a stone at the entrance of the cemetery.*

**IX. Other Business**

**A. 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 (8) To consider economic development matters. To include all members of Council, the Mayor, himself, the Administrator, Finance Director and the City's Special Counsel with respect to development matters and construction matters which is Jack Rosati of Bricker & Eckler.*

**A motion was made by Council Member Hilbert, seconded by Council Member Cleary, to go into Executive Session at 6:59 p.m. pursuant to Ohio Revised Code Section 121.22(G) (8) to discuss economic development matters, to include all members of Council, the Mayor, the Law Director, the Administrator, Finance Director and the City's Special Counsel with respect to development matters and construction matters which is Jack Rosati of Bricker & Eckler. The motion carried by the following vote:**

**Yes:** 5 - Cleary, Grashel, Hilbert, Hutson and Lockett

**A motion was made by Council Member Hilbert, seconded by Council Member Grashel, to come out of Executive Session at 7:24 p.m. with no action taken. The motion carried by the following vote:**

**Yes:** 5 - Cleary, Grashel, Hilbert, Hutson and Lockett

**X. Adjournment**

**A motion was made by Council Member Cleary, seconded by Council Member Hutson, to adjourn at 7:25 p.m. The motion carried by the following vote:**

**Yes:** 5 - Cleary, 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.