

# City of Groveport

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## Meeting Minutes

**Monday, December 14, 2020**

**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 & Chad Grashel***

**I. Call to Order**

by Committee Chair Hilbert at 5:31 p.m.

Staff Present: BJ King - Administrator, Kevin Shannon - Law Director, Jason Carr - Director of Finance, Jeff Green - Assistant Administrator / Development Director

Staff Virtually Present: Public Services Director - Brian Strayer, Stephen Moore - Chief Building Official, Tom Walker - Director of Golf, Kyle Lund - Recreation Center Director, Patty Storts - Community Affairs Director, Tom Byrne - Director of Parks & Facilities Management, Steve Farst - City Engineer, Sue Wadley - Personnel Director

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**

*Shawn Cleary led the Pledge of Allegiance.*

**IV. Roll Call**

*Council Member Lockett participated in the meeting via Zoom.  
Council Member Dildine arrived at 5:47 p.m.*

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

**V. Approval of Minutes - November 16, 2020**

*Approved as submitted.*

[#249-2020](#) COTW Minutes 11.16.2020

**Attachments:** [COTW Minutes 11.16.2020.pdf](#)

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

*Madison Township Fire Chief Robinson was not present.*

[#250-2020](#) MTFD Monthly Report

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

**VII.     New Business**

*None.*

**VIII.    Unfinished Business**

*None.*

**IX.      Ordinances and Resolutions**

**A.      3rd Readings**

**None**

**B.      2nd Readings**

[Ord. 2020-051](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO SOLICIT BIDS AND TO ENTER INTO A CONTRACT WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR THE 2021 ANNUAL STREET MAINTENANCE PROGRAM

**Sponsors:**        Grashel

*Administrator BJ King will keep Council updated on the process as this program starts to formulate. The goal is to get the bid out early in the year in hopes of getting really competitive bids.*

**Clerk of Council Ross read by title Ordinance No. 2020-051. A motion was made by Council Member Grashel, seconded by Council Member Hutson, to recommend approval to the City Council. The motion carried by the following vote:**

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

[Ord. 2020-052](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO SOLICIT BIDS AND TO ENTER INTO A CONTRACT WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR THE ALLEY DRAINAGE IMPROVEMENTS PROJECT

**Sponsors:**        Hilbert

*Administrator BJ King added that Public Service Director Brian Strayer and his crew are currently with a contractor using a camera to inspect the City's storm sewer lines in the downtown area to identify what needs*

*to be replaced. All the repairs will not be made in one year. Moving forward replacing the old lines will become a budget item.*

Clerk of Council Ross read by title Ordinance No. 2020-052. A motion was made by Council Member Cleary, seconded by Council Member Hutson, to recommend approval to the City Council. The motion carried by the following vote:

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

#### [Ord. 2020-053](#)

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

Sponsors: Hutson

*Administrator BJ King added this is a continuance of the annual force main replacements the City has done in the past.*

Clerk of Council Ross read by title Ordinance No. 2020-053. A motion was made by Council Member Hutson, seconded by Council Member Grashel, to recommend approval to the City Council. The motion carried by the following vote:

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

## **X. Financial Report**

*Finance Director Jason Carr reported the City's income tax collections are still projected to be around 15% lower than the City's collections last year. Interest earnings are higher this year since the City increased its investment portfolio, even though Groveport is yielding about 1%, which is projected to double what is in the budget for 2020. Groveport did receive around \$422,000 in coronavirus money which is required to be spent by the end of December for reporting purposes. The City will definitely meet that deadline. Mr. Carr has only received two emails in regard to the RITA notices that went out to Groveport residents. Bob Curtin the City's Tax Administrator received two or three phone calls on the matter. Mr. Carr emailed RITA today for their feedback on the notices but has not heard anything back. He will have an update for Council at the City Council meeting next Monday.*

#### [#251-2020](#)

Financial Report

Attachments: [Financial Report.pdf](#)

## **XI. Other Business**

*None.*

## **XII. Reports**

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

*Mayor Lance Westcamp thanked Jessica Reeves, the Parks Department and the staff involved with the tree lighting with Santa event. The Christmas lights at the Log House were excellent. The highlight of the event was a young man from across the street named Cam who had a letter for Santa and got to spend time with Santa. The event was about the season, this community and Santa.*

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

*Administrator BJ King commented that there will be a request for an executive session at the end of this meeting. Mr. King referred to the submitted draft of the City's tree maintenance program. The draft lays out some concrete steps and commitments for the City to follow every year in collaboration with the Public Works Department and the Trees & Decorations Committee. The annual budget will reflect money set aside for the tree maintenance program to make sure the City's trees are healthy and maintained as needed. Mr. King noted that there have been over 1100 viewers of the "Storytime with Santa" videos. Mr. King is excited about the next two stories from Santa coming in the next two weeks. He is proud Groveport has taken the steps to offer these events during these difficult times. Other municipalities don't seem to be offering them on their social media pages.*

[#252-2020](#)

Admin Report to Council

Attachments: [Admin Report to Council December 14 2020.pdf](#)

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

*Nothing further to report.*

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

*Nothing further to report.*

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

*Chief Portier was not present.*

[#253-2020](#)

PD Council Report

Attachments: [PD Council Report.pdf](#)**F. Asst. Admin. / Development Dir. - Jeff Green***Nothing further to report.*[#254-2020](#)

ED Council Report

Attachments: [ED Council Report.pdf](#)**G. Public Service Director - Brian Strayer**

*Public Service Director Brian Strayer referred to the storm sewers that Mr. King had talked about that are being inspected through the center of town. The department will go as far as it can with the amount of money that was budgeted for the project. These sewers have probably never been inspected but there have been no major issues spotted. They are finding some expected problems. In the sanitary sewer maintenance program 77 sections have been video inspected and cleaned. The problem areas will be prioritized for work completion in 2021.*

[#255-2020](#)

PW Council Report

Attachments: [PW Council Report.pdf](#)**H. Chief Building Official - Stephen Moore***Nothing further to report.*[#256-2020](#)

B&amp;Z Council Report

Attachments: [B&Z Council Report.pdf](#)**I. Director of Golf - Tom Walker***Nothing further to report.*[#257-2020](#)

GOLF Council Report

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

**J. Recreation Director - Kyle Lund**

*Nothing further to report.*

[#258-2020](#)

REC Council Report

**Attachments:** [REC Council Report.pdf](#)

**K. Community Affairs Director - Patty Storts**

*Nothing further to report.*

[#259-2020](#)

CA Council Report

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

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

*Nothing further to report. Mr. Byrne wished everyone a Merry Christmas and a Happy New Year.*

[#260-2020](#)

P&FM Council Report

**Attachments:** [P&FM Council Report.pdf](#)

**M. City Engineer - Steve Farst**

*City Engineer Steve Farst referred to a report he had asked Ruthanne Ross to hand out to the Mayor and Council. The draft report, received from the City's traffic engineering consultant, evaluated the intersection at Bixby Road and Ebright Road. The report is not in final form but this gives Council and the Mayor a chance to read the report before it's placed on the agenda for discussion at the January 2021 Committee of the Whole meeting. The report was provided to the Franklin County Engineer's Office as well. The County has a stake in this matter since its jurisdiction is not too far north and south of the main intersection. Groveport values the County's input and some of the ways they go about calming traffic and minimizing accidents. Mr. Farst hopes to get the County's input before the January meeting so he can convey that information to Council.*

[#261-2020](#)

ENG Council Report

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

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

*Bob Dowler was not present.*

[#262-2020](#)

DOT Council Report

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

**O. Personnel Director - Sue Wadley**

*Nothing further to report.*

[#263-2020](#)

HR Council Report

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

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

*Nothing to report.*

*Council Member Hilbert wished the department directors a happy holiday and dismissed them from the meeting.*

**R. 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 the employment of a public employee, as well as, economic development matters. To include the Mayor, all members of Council, the City Administrator, the Finance Director, the Assistant City Administrator / Development Director and himself.*

**A motion was made by Council Member Hutson, seconded by Council Member Dildine, to go into Executive Session pursuant to Ohio Revised Code Section 121.22(G) to discuss the employment of a public employee, as well as, economic development matters. To include the Mayor, all members of Council, the Administrator, the Finance Director, the Assistant Administrator / Development Director and the Law Director at 5:51 p.m.**

**The motion carried by the following vote:**

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

*Let the record show that Council came out of Executive Session at 6:39 p.m. with no action taken.*



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

*No comments.*

**XIII. Adjournment**

Council Member

Cleary made a motion, seconded by Council Member Dildine, to adjourn at 6:40 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.