

City of Groveport

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Meeting Minutes

Monday, November 21, 2016

6:30 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 6:30 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, Ralph Portier - Chief of Police

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

Chief Portier led the Pledge of Allegiance.

IV. Roll Call

Present: 6 - Cleary, Dildine, Hilbert, Hutson, Lockett, and Rarey

V. Approval of Minutes - October 17, 2016

Approved as submitted.

[#258-2016](#) COTW Minutes 10-17-16

Attachments: [COTW Minutes 10-17-16.pdf](#)

VI. Business of Guests**Madison Township Fire Chief Bates - Monthly Update**

Madison Township Fire Chief Bates had the new engine from Station 182 on site for everyone to get a chance to see it. The department has ordered a twin to that truck last month for Station 181. The new truck is expected to arrive in late June or early July 2017. The new medic that was ordered has gone into the production line and due for delivery in January 2017. The schematic design of Station 183 is near completion. A meeting with the design build team went over numbers and financing. At this point, everything is on budget.

[#259-2016](#) MTFD October 2016 Monthly Report

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

VII. New Business

None.

VIII. Unfinished Business

None.

IX. Ordinances and Resolutions

A. 3rd Readings

[ORD. 16-049](#)

AN ORDINANCE AMENDING ORDINANCE NO. 15-007 (ADOPTED 02/23/2015), PART ONE - ADMINISTRATIVE CODE, TITLE NINE - TAXATION, OF THE CODIFIED ORDINANCES OF THE CITY OF GROVEPORT BY AMENDING **CHAPTER 181 - INCOME TAX, SECTION 181.15 - ALLOCATION OF FUNDS**

Sponsors: Hilbert

Administrator Marsha Hall explained this Ordinance pertains to the Rainy Day Fund increase from \$100,000 per year to \$150,000, to a maximum of \$2,000,000. Also, takes the Debt Service Fund back to 20%.

Chair Cleary read by title Ordinance No. 16-049. The Committee of the Whole recommended approval.

Yes: 6 - Cleary, Dildine, Hilbert, Hutson, Lockett, and Rarey

[ORD. 16-050](#)

AN ORDINANCE REMOVING THE POSITION OF PERSONNEL COORDINATOR IN THE HUMAN RESOURCES DEPARTMENT AND ADDING THE POSITION OF PERSONNEL DIRECTOR

Sponsors: Hutson

Administrator Marsha Hall stated this was included in the City's 2017 appropriations. The City's current Personnel Coordinator is retiring in February 2017. Staff would like to change the position to Personnel Director because of the increase in laws and legal responsibilities the City now has with the number of its employees.

Chair Cleary read by title Ordinance No. 16-050. The Committee of the Whole

recommended approval.

Yes: 6 - Cleary, Dildine, Hilbert, Hutson, Lockett, and Rarey

[ORD. 16-051](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ADD THE POSITION OF GROUNDS MAINTENANCE WORKER I IN THE DEPARTMENT OF PARKS AND FACILITIES MANAGEMENT

Sponsors: Rarey

Administrator Marsha Hall stated this was also included in the City's 2017 appropriations. Staff would like this position filled shortly after the first of the year so the new employee can be fully trained at the start of the busy spring season.

Chair Cleary read by title Ordinance No. 16-051. The Committee of the Whole recommended approval.

Yes: 6 - Cleary, Dildine, Hilbert, Hutson, Lockett, and Rarey

B. 2nd Readings

[ORD. 16-052](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ENTER INTO A LEASE AGREEMENT WITH HUNTINGTON PUBLIC CAPITAL CORPORATION TO FINANCE THE PURCHASE OF A GOLF CART FLEET FOR THE LINKS AT GROVEPORT AFTER A VENDOR IS SELECTED VIA COMPETITIVE BIDDING

Sponsors: Lockett

Administrator Marsha Hall stated Council had previously approved the purchase of the fleet. The bid opened last week with good bids coming in under budget. This Ordinance provides the funding through the Huntington Public Capital Corporation.

Chair Cleary read by title Ordinance No. 16-052. The Committee of the Whole recommended approval.

Yes: 6 - Cleary, Dildine, Hilbert, Hutson, Lockett, and Rarey

[ORD. 16-053](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ENTER INTO A LEASE AGREEMENT WITH HUNTINGTON PUBLIC CAPITAL CORPORATION TO FINANCE THE PURCHASE OF A GOLF COURSE SPRAYER FOR THE LINKS AT GROVEPORT

Sponsors: Dildine

Administrator Marsha Hall stated this was also included in the City's 2017 appropriations. The actual purchase of the sprayer does not

have to come before Council. The sprayer comes in at slightly under \$50,000. This Ordinance deals with the lease agreement for the sprayer.

Chair Cleary read by title Ordinance No. 16-053. The Committee of the Whole recommended approval.

Yes: 6 - Cleary, Dildine, Hilbert, Hutson, Lockett, and Rarey

[ORD. 16-054](#)

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

Sponsors: Hutson

Administrator Marsha Hall stated this was also included in the City's 2017 appropriations. This pertains to the re-paving of East Bixby Road project.

Chair Cleary read by title Ordinance No. 16-054. The Committee of the Whole recommended approval.

Yes: 6 - Cleary, Dildine, Hilbert, Hutson, Lockett, and Rarey

[ORD. 16-055](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO SOLICIT BIDS AND TO ENTER INTO A CONTRACT WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR THE 2017 STREET MAINTENANCE PROGRAM

Sponsors: Hilbert

Administrator Marsha Hall stated this was also included in the City's 2017 appropriations.

Chair Cleary read by title Ordinance No. 16-055. The Committee of the Whole recommended approval.

Yes: 6 - Cleary, Dildine, Hilbert, Hutson, Lockett, and Rarey

[ORD. 16-056](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO SOLICIT BIDS AND TO ENTER INTO A CONTRACT WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR THE PAINTING OF THE INDOOR POOL CEILING AND WALLS AT THE GROVEPORT RECREATION CENTER

Sponsors: Dildine

Administrator Marsha Hall stated this was also included in the City's 2017 appropriations. The project had to be split into two separate projects because of the pool shut down and the City couldn't get any

bidders.

Chair Cleary read by title Ordinance No. 16-056. The Committee of the Whole recommended approval.

Yes: 6 - Cleary, Dildine, Hilbert, Hutson, Lockett, and Rarey

[ORD. 16-057](#)

AN ORDINANCE AUTHORIZING THE CHARITY NEWSIES SALE AND THE DECLARATION OF AN EMERGENCY

Sponsors: Cleary

Chair Cleary read by title Ordinance No. 16-057. The Committee of the Whole recommended approval.

Yes: 6 - Cleary, Dildine, Hilbert, Hutson, Lockett, and Rarey

[ORD. 16-058](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ENTER INTO A LAND LEASE AGREEMENT WITH NEW PAR, DBA VERIZON WIRELESS FOR THE CONSTRUCTION AND INSTALLATION OF A UTILITY TOWER AND RELATED APPURTENANCES AND THE DECLARATION OF AN EMERGENCY

Sponsors: Hutson

Chair Cleary read by title Ordinance No. 16-058. The Committee of the Whole recommended approval.

Yes: 6 - Cleary, Dildine, Hilbert, Hutson, Lockett, and Rarey

[RES. 16-005](#)

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

Sponsors: Lockett

Administrator Marsha Hall stated this Resolution pertains to the annual master lease agreement with Huntington Public Capital Corporation.

Chair Cleary read by title Resolution No. 16-005. The Committee of the Whole recommended approval.

Yes: 6 - Cleary, Dildine, Hilbert, Hutson, Lockett, and Rarey

X. Financial Report

The Finance Report will be made available to City Council at a later date.

XI. Other Business

[#261-2016](#)

2017 MEETING SCHEDULE

Attachments: [2017 MEETING SCHEDULE.pdf](#)

Committee Chair Cleary opened the discussion on changing the start time for the Committee of the Whole meetings from 6:30 p.m. to 5:30 p.m. The staff would not have to wait around the additional hour. Mr. Cleary does not want to create any confusion with the regular City Council meetings starting at 6:30 p.m. and the Committee of the Whole starting at 5:30 p.m., especially with the public. Council Member Hilbert brought the matter up to Mr. Cleary because she hated to see the staff having to stay so long. Council Member Hutson commented as long as Council gets the department heads' reports, she has no objections. Mayor Westcamp asked if Council wanted to change the start time for the Council meetings as well. Other communities have different times for different committees and/or Council. The public will be able to address Council at the regular City Council meetings at 6:30 p.m. where Council can take action on any given item. Council recommended trying a 5:30 p.m. start time for the Committee of the Whole and leave the City Council meetings start time at 6:30 p.m. for the calendar year 2017. The matter can always be revisited if concerns arise. The Records Commission dates will be before the first City Council meetings of the month of April and October. Law Director Kevin Shannon advised any recommendations made tonight will not be effective until Council makes an oral motion at the next regular City Council meeting to accept the 2017 Meeting Schedule.

A motion was made by Council Member Hilbert, seconded by Council Member Dildine, to approve the recommended changes; the start time of the Committee of the Whole meetings from 6:30 p.m. to 5:30 p.m and the Records Commission dates to the first City Council meetings of the months of April and October on the 2017 Meeting Schedule. Motion carried by the following vote:

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

No: 1 - Rarey

XII. Reports

A. Mayor - Lance Westcamp

Mayor Lance Westcamp reported he and Law Director Shannon attended the yearly Mayor's Court Re-Certification. The Mayor had told Clerk of Council Ruthanne Ross that this session was the most interesting he has attended in a while. Participants learned a lot about the medical marijuana issue that passed and the heroine epidemic, especially in Southern Ohio. The material covered included how applying and being granted 15,000 square feet to plant the medical

marijuana would cost someone about \$200,000. The application process to become a cultivator is pretty involved. Administrator Marsha Hall will discuss the matter of legalized medical marijuana with Council at a later time.

B. Administrator - Marsha Hall

Administrator Marsha Hall reminded Council the municipal offices will be closed this Thursday and Friday to celebrate Thanksgiving. Ms. Hall wished everyone a Happy Thanksgiving.

[#262-2016](#) Adm Report to Council

Attachments: [Adm Report to Council - Nov 21.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

Chief Portier wished everyone a Happy Thanksgiving.

[#263-2016](#) PD Council Report

Attachments: [PD Council Report 1016.pdf](#)

F. Public Works Superintendent - Dennis Moore

Public Works Superintendent Dennis Moore reported the department was able to get some unexpected tasks done because of the good weather. Leaf pickup will continue until later this year.

[#271-2016](#) PW November 2016 Council Report

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

G. Chief Building Official - Stephen Moore

Nothing further to report.

[#264-2016](#) B & Z Council Report

Attachments: [B & Z Council Report November 2016.pdf](#)

H. Director of Golf - Tom Walker

Nothing further to report.

[#265-2016](#) Golf Report

Attachments: [Golf Report to Mayor and Council 11-16-16.pdf](#)

I. Recreation Director - Kyle Lund

Recreation Director Kyle Lund provided Council with hard copies of the Community Fitness Campaign brochure and the 2017 Recreation brochure.

[#266-2016](#) Rec Center Council Report

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

J. Community Affairs Director - Patty Storts

Nothing further to report.

[#267-2016](#) Community Affairs Council Report

Attachments: [CA 11-21-2016 Council Report.pdf](#)

K. Director of Parks & Facilities Management - Tom Byrne

Nothing further to report.

[#268-2016](#) P & F Management Council Report

Attachments: [P & F Management Council Report Nov. 2016.pdf](#)

L. City Engineer - Steve Farst

Nothing further to report.

[#270-2016](#) Engineers Report_11_17_16

Attachments: [EngineersReport 11 17 16.pdf](#)

M. Director of Transportation - Bob Dowler

Nothing further to report.

[#269-2016](#) Transportation Council Report

Attachments: [Transportation Council Report for 112116.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

Council Member Dildine wished everyone a Happy Thanksgiving. Council Member Hilbert is thankful for the staff and the good job they do. Council Member Cleary thanked the staff and wished everyone a Happy Thanksgiving.

XIII. Adjournment

Council Member Dildine made a motion, seconded by Council Member Hilbert, to adjourn at 7:00 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.