

# City of Groveport

655 Blacklick St.  
Groveport, OH 43125  
614.830.2052  
[www.groveport.org](http://www.groveport.org)



## Meeting Minutes

Monday, August 15, 2016

5:30 PM

**NOTE: change in start time of meeting - 5:30 p.m.**

**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, 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.

Committee Chair Cleary stated since the meeting will be longer than usual there will be a few changes as the meeting goes on. The integrity of the meeting will not be damaged at all. If anyone needs to be heard, they can speak up and state their business at any time.

**III. Pledge of Allegiance**

*Christine Collins led the Pledge of Allegiance.*

*City Engineer Steve Farst introduced Christine Collins. Christine is the new Administrative Assistant to the Engineering Department and will provide administrative assistance to the Water Department. Ms. Collins is a former employee of the Franklin County Engineer's Office and comes to Groveport with a lot of experience in real estate matters.*

**IV. Roll Call**

**Absent:** 1 - Rarey

**Present:** 5 - Cleary, Dildine, Hilbert, Hutson, and Lockett

**V. Approval of Minutes - July 18, 2016**

Approved as submitted.

[#189-2016](#)

COTW Minutes 7-18-16

Attachments: [COTW Minutes 7-18-16.pdf](#)

## **VI. Business of Guests**

### **a. Groveport Tennis Pro Chris Brown-Borden**

*Council Member Hilbert introduced Groveport Tennis Pro Chris Brown-Borden. Mrs. Hilbert invited him to tonight's meeting to talk about the impact tennis is having in Groveport. Chris Brown-Borden contacted Groveport Recreation Director Kyle Lund and started the Groveport Tennis Academy in 2010. Prior to 2010 he was the tennis instructor at the New Albany Country Club. The tennis program is growing each year. Chris instructs ages from 3.5 years to adult. The second year of the academy he launched a USTA Team which has grown to 3 teams that play out of the Groveport Tennis Academy; 18 and under, 14 and under and 12 and under. It is difficult to run tennis matches at Degenhart Park with only 3 tennis courts that are also for public use during regular park hours. The tennis clinics are at the tennis courts in Degenhart Park, but he runs teams at other locations. He teaches at Reynoldsburg High School and moved all his kids out to the 10 tennis courts at the Summit Campus in Reynoldsburg when the tennis courts were torn down at Groveport. It would be great to have 2 additional tennis courts at Degenhart Park; 3 more would be ideal. Six tennis courts would allow for 2 matches taking place simultaneously. The Academy started with 30 participants in the spring of 2010. There were 75 players this spring. Mrs. Hilbert is the Council Member promoting adding at least 2 additional tennis courts at Degenhart Park, possibly by moving a sewer line and a number of trees.*

*Karen Kanke, 5244 Zimmer Drive, Columbus, 43232, addressed Council on her use of Groveport's tennis courts in Degenhart Park. She would like to see more tennis courts installed in Degenhart Park. Yolanda Osterloh, 5172 Bixford Ave, mother of Lily Osterloh, spoke of the need for additional tennis courts for area residents wanting tennis lessons and matches available to their children. Mrs. Osterloh commented Lily would be happy to help with any fundraising efforts to have additional courts installed in Groveport.*

### **b. Madison Township Fire Chief Bates - Monthly Update**

*Battalion Chief Drew Pruden attended tonight's meeting for Fire Chief Robert Bates. Plans for the new fire station 183 are moving forward. The department hopes to be in the new facility by late 2017 or early 2018. The department's new engine and medic should be in service by the end of September or the beginning of October.*

[#191-2016](#) MTFD July 2016 Monthly Report

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

**VII. New Business**

*None.*

**VIII. Unfinished Business**

*None.*

**IX. Ordinances and Resolutions**

**A. 3rd Readings**

[ORD. 16-038](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO SOLICIT BIDS AND TO ENTER INTO A CONTRACT FOR THE WEST BIXBY ROAD RECONSTRUCTION PHASE 1 PROJECT WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER

**Sponsors:** Lockett

**Chair Cleary read by title Ordinance No. 16-038. A motion was made by Council Member Dildine, seconded by Council Member Lockett, to recommend approval to the City Council. The motion carried by the following vote:**

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

**B. 2nd Readings**

[ORD. 16-040](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO APPLY FOR AND ACCEPT A GRANT FROM THE FRANKLIN COUNTY COMMISSION ON AGING SENIOR OPTIONS GRANT PROGRAM FOR THE SENIOR TRANSPORTATION PROGRAM, AND FURTHER AUTHORIZING THE ADMINISTRATOR TO EXECUTE ANY AGREEMENT NECESSARY TO RECEIVE SAID GRANT FUNDING

**Sponsors:** Hilbert

**Chair Cleary read by title Ordinance No. 16-040. A motion was made by Council Member Hilbert, seconded by Council Member Dildine, to recommend approval to the City Council. The motion carried by the following vote:**

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

**X. Financial Report**

[#198-2016](#) Finance Report July 2016

Attachments: [Finance Report July 2016.pdf](#)

*The Finance Report was included in Council's agenda packets.*

## **XI. Reports**

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

*Mayor Lance Westcamp complimented Recreation Director Kyle Lund and Community Affairs Director Patty Storts for the Kidsfest event at Groveport Park on Saturday, August 13, 2016. The event that ran from 9:00 a.m. to noon was very well attended even with the extreme heat.*

### **B. Administrator - Marsha Hall**

*Nothing further to report.*

[#192-2016](#) Adm Report to Council - Aug 15.

Attachments: [Adm Report to Council - Aug 15.pdf](#)

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

*Nothing further to report.*

*Committee Chair Cleary commented normally he would go around to each department head, but wanting to keep things moving he inquired if Council and department heads had anything they wanted to ask or add to the submitted reports.*

### **D. Director of Finance - Jeff Green**

*Nothing further to report.*

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

*Nothing further to report.*

[#193-2016](#) PD Council Report July 2016

Attachments: [PD Council Report July 2016.pdf](#)

**F. Public Works Superintendent - Dennis Moore**

*Nothing further to report.*

[#199-2016](#) PW August 2016 Council Report

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

**G. Chief Building Official - Stephen Moore**

*Nothing further to report.*

[#194-2016](#) B & Z Council Report August 2016

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

**H. Director of Golf - Tom Walker**

*Nothing further to report.*

[#202-2016](#) Golf Council Report 8-15-16

Attachments: [Golf Council Report 8-15-16.pdf](#)

**I. Recreation Director - Kyle Lund**

*Nothing further to report.*

[#195-2016](#) Rec Center Sept 2016

Attachments: [Rec Center Council Report.pdf](#)  
[The Connection Sept. 2016.pdf](#)

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

*Nothing further to report.*

[#203-2016](#) CA Council Report

Attachments: [CA Council Report 8-15-2016.pdf](#)

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

*Nothing further to report.*

[#200-2016](#) P & F M Council Report August 2016

**Attachments:** [P & F M Council Report August 2016.pdf](#)

**L. City Engineer - Steve Farst**

*Nothing further to report.*

[#201-2016](#) Engineers Council Report

**Attachments:** [Engineers Council Report 8-10-16.pdf](#)

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

*Nothing further to report.*

[#196-2016](#) DOT Council Report for 081516

**Attachments:** [Transportation Council Report for 081516.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 Ed Dildine reported on meeting a patron at the recreation center who was using a walker and works out at the rec center five days a week per the advice of his doctor. The facility has a lot to offer anyone in need of physical exercise.*

**XII. Other Business**

[#197-2016](#) Mid-Year Financial Forecast

**Attachments:** [Financial Forecast Through 2018.pdf](#)  
[Project Priorities - 2016.pdf](#)

**a. Mid-Year Financial Forecast**

*Finance Director Jeff Green opened the Mid-Year Financial Forecast discussion explaining the difference in this year's report. The report depicts 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. Mr. Green presented an overview of the report and pointed out items Council needed to discuss:

a. The allocation of the income tax. When the City receives income tax dollars, \$100,000 comes off the top and goes into the Rainy Day Fund, the remainder was distributed with 20% going in to the Debt Service Fund and 80% into the General Fund. The ratio was changed to 15/85 to cover costs of the various projects; municipal building, police facility, etc. Finance will bring legislation to Council to change the ratio back to 20/80 to build the Rainy Day Fund back up.

b. When preparing a budget, Finance looks at the City's revenue plus carryover equals expenses. The rule is changing somewhat where now what will be looked at is the revenue equals expenses. The carryover will build from year to year and will be the City's cash reserve.

c. The City's existing debt. The City refinanced the recreation center debt in 2012 for 10 years, saving around \$1,000,000. The recreation center refinancing pays off in 6 years and the City's debt will drop by half as shown in the graph.

## b. Project Priorities - 2016

Administrator Marsha Hall listed 4 items for discussion to determine the amount of money the City will have available for capital projects.

1. The City's fund balances are what is retained from year to year. Currently the City is retaining the same amount from year to year. Should this balance amount be increased to cover such things as debt rating, a future economic downturn, and unexpected loss of revenue or unexpected expenses?

2. The Rainy Day Fund: is \$1,000,000 enough.

3. Debt Service Fund. Every time the City borrows money the debt service goes up to pay the money back.

4. Operating Expenses Fund. This does not include just day to day operating expenses; it includes services to the City's residents that Council approved by legislation.

The Rainy Day Fund currently tops out at \$1,500,000. Debt Service Fund is currently set at 15%. The City's carryover balance is projected to be around \$1,000,000 for 2016. Mr. Green would like to see the City carryover at least 1.5 to 2 million a year. Now the City projects budgets with expected revenue plus the carryover balance equals what the City appropriates. There is no limit on what the carryover balance can be spent on like there is with the Rainy Day Fund. Council's consensus was to raise the limit of the Rainy Day Fund to \$2,000,000, keeping the percentage of the tax income at 15% for 2017. The City's Fund balance to be increased a percentage each year; which is to be set at 20% for the next five years.

Project Priorities:



**Projects Planned for 2017**

- Paving of lower parking lot at Groveport Park - Delayed from 2015 Council Priority List and 2016 Budget requests (\$467,878) - **to be postponed and funds to be appropriated to the Street Maintenance Program.**
- Golf Maintenance Building - Current building is 3,200 sq. ft., new footprint est. to be 6,400 sq. ft. plus 2,000 sq. ft. storage upstairs (cost est. approx. \$1M - based on cost of Canal Winchester's new public works facility) - **to commence in 2017.**
- Parks/Facilities/Transportation Building - Structure est. to be approx. 2,000 sq. ft. based on water treatment plant (cost est. approx. \$1M) - **to commence in 2017.**

**Projects Scheduled to be Completed in 2017 from 2015 CIP**

- Hendron Road Project - OPWC project (grant \$446,713, no interest loan \$1,347,317, county contribution \$241,000, local match due 2017 \$106,000) (annual loan repayment beginning 2018 \$48,118) - **to commence in 2017.**
- West Bixby Road - OPWC project (grant \$407,065, no interest loan \$254,500, local match due \$80,000 in 2017) (annual loan repayment beginning 2018 \$12,725) Construction delayed from 2017 due to easement acquisition - **to commence in 2017.**
- East Bixby Road re-pavement - \$433,000 (revised from \$173,000 preliminary cost estimate) - **to commence in 2017.**
- Annual Street Maintenance Program - CIP shows increase from \$350,000 to \$365,000. Short list of streets to be completed in 3 years includes Hanstein Addition streets, Elm St. from West St. to Town Ctr., Tallman near Green, Hendron Rd. north of SR317, Marketing Place, and public parking lot at rear of Birch Tavern. - **to commence in 2017.**
- Hanstein Addition Water Mains - \$825,000 - **to commence in 2017.**
- Front Street Water Services Replacement - \$100,000 - **to commence in 2017.**

*Chair Cleary called for a recess from 6:47 p.m. to 7:00 p.m.*

**List from 2016 Council Individual Requests**

- *Lighting of golf course sign - (cost to light with solar \$28,000) - Council Member Dildine raised the matter of the golf course sign. The restaurant business wants to run 12 months a year and the sign is not visible in the dark at dinner time 6 months out of the year. Mr. Dildine commented the City should do what it can to enhance the restaurant's business, which in turn will benefit the City. He does not think \$28,000 to provide solar lighting is too much money. Mr. Cleary remarked the business owner should contribute to the costs. Mr. Dildine stated the sign, the building and the land is City property, the more the City does to enhance the business of the restaurant the more comes back to the City. Director of Golf Tom Walker addressed Mr. Dildine in regards to his working with a contractor to come up with a solution at about 10% of the estimated \$28,000.*

*Administrator Hall highlighted the main points:*

- *Increase City Fund balances by 20% annually for the*

*foreseeable future.*

- *Increase the Rainy Day Fund to max out at 2 mil with an annual allocation of \$150,000.*
- *Increase the Debt Service set aside from 15% to 20%.*
- *Postpone paving of lower parking lot at Groveport Park.*
- *Move forward with the Golf Maintenance Building and the Parks/Facilities/Transportation Building.*
- *Move forward with all six projects listed under Projects Scheduled from the 2015 CIP, including increasing the Street Maintenance Program by \$450,000.*

A motion was made by Council Member Hilbert, seconded by Council Member Dildine, to recommend approval of the items named by the Administrator. The motion carried by the following vote:

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

*Administrator Hall expressed appreciation to Council for working through all of the items. Mayor Westcamp thanked Council for all their input on the City's projects and their suggested ideas for improvements. All are good ideas and will be kept for future consideration.*

### **XIII. Adjournment**

Council Member Hilbert made a motion, seconded by Council Member Hutson to adjourn at 7:16 p.m. All in favor stated AYE, None Opposed. Motion passed.

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Shawn M. Cleary, President Pro-Tem

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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.**