

City of Groveport

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Meeting Minutes

Monday, August 15, 2022

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 & Jack Rupp

I. Call to Order

Committee Chair Hilbert called the Committee of the Whole meeting to order at 5:30 p.m.

Staff Present: BJ King - Administrator, Kevin Shannon - Law Director, Jason Carr - Finance Director, Casey Adams - Chief of Police, Jeff Green - Development Director, Public Service Director - Brian Strayer, Ruthanne Sargus Ross - Clerk of Council

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

Chief Adams led the Pledge of Allegiance.

IV. Roll Call

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

V. Approval of Minutes - June 20, 2022

The June 20, 2022 Committee of the Whole Minutes stand approved as submitted.

[#157-2022](#)

COTW Minutes

Attachments: [COTW Minutes 6.20.2022.pdf](#)

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

Madison Township Fire Chief Robinson reported that the Department has started doing blood pressure checks at community events and Recreation Center again since backing off during the pandemic. The Fire Department provides the service at the Recreation Center on the first and third Thursdays of the month. It will start every second Thursday at the Senior Center.

Last month the Department participated in a group training regarding active violence incidents with the Groveport Police Department and the

Madison Township Fire Department. The training started the same week the incident occurred on Toy Road. The training is in three phases, with Groveport Police Lieutenant Josh Short, Madison Township Commander Vic Boyd, and Assistant Chief Chas Adams collaborating in scheduling the sessions. The classroom session brought all three departments together to discuss the fire department's role in violent incidents and what the responding officers would do in such situations. The second phase is hands-on stations to familiarize everyone with each Department's part as they are now in a controlled environment instead of a real-time violent occurrence. Each agency will share tactics on how they clear buildings, gain entry by force, and get victims out of the situation; the objective is to get everyone on the same page. After the hands-on sessions, the next phase would set up different scenarios to put the training to the test. Violence can occur anywhere. The main focus has been on the schools, but this community had it happen in a warehouse right in our backyard. Anywhere there is a large gathering of people can become a target of such an occurrence. This training helps all the different agencies work together at crucial times to make tactics as effective and seamless as possible.

The Fire Department has vehicles displaying banners with reminder messages that school is starting and it is that time again to abide by school zone rules and regulations.

[#158-2022](#)

MTFD Monthly Report.

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

VII. New Business

None.

VIII. Unfinished Business

None.

IX. Ordinances and Resolutions

A. 3rd Readings

[Ord. 2022-029](#)

AN ORDINANCE AMENDING PART NINE - STREETS, UTILITIES AND PUBLIC SERVICES CODE, CHAPTER 929 - WATER REGULATIONS OF THE CODIFIED ORDINANCES OF THE CITY OF GROVEPORT

Sponsors: Lockett

Attachments: [Ord. 2022-029 Exhibit A.pdf](#)

Administrator BJ King commented this legislation is to clean up the language in the City's Codified Ordinances. Currently, the water regulations reference the responsibilities and duties of the Public Service (Works) Superintendent. Those responsibilities and duties now fall to the Public Service Director.

Clerk of Council Ross read by title Ordinance No. 2022-029. A motion was made by Council Member Lockett, seconded by Council Member Hutson, to recommend approval to the City Council. The motion carried by the following vote:

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

B. 2nd Readings

[Ord. 2022-031](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO CONVEY AN EXTENSION TO THE DRIVEWAY EASEMENT PREVIOUSLY GRANTED TO DAVID AND JOELLEN STEBELTON IN ORDINANCE NUMBER 2006-035

Sponsors: Cleary

Attachments: [Ord. 2022-031 Exhibit A.pdf](#)

Administrator BJ King noted that Council granted a driveway easement to the Stebelton residence in 2006. This legislation would grant an extension of 0.0039 acre to the existing driveway easement. The residents desire to build a garage in their backyard, and the additional 0.0039 acres will allow them to extend the asphalt to pull motorcycles into an extension of the garage. The granting of this extension will not impact the retaining wall or the fence; it will be behind the fence. The City will retain all the rights it had in the original easement to have access.

Clerk of Council Ross read by title Ordinance No. 2022-031. A motion was made by Council Member Cleary, seconded by Council Member Dildine, to recommend approval to the City Council. The motion carried by the following vote:

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

X. Financial Report

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

XI. Other Business

None.

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

Mayor Lance Westcamp mentioned the high school football game Friday night between Groveport Madison and Canal Winchester. If the weather is good, it would be good for people to get out and cheer on their home team.

B. Administrator - BJ King

Administrator BJ King commented that the budget process has started, and he will reach out to Council for any budget items they would like to see for 2023. The Administration should present the budget to Council in October.

Mr. King advised Council that the City received 113 applications for the Assistant Clerk of Council position. There are several ways to approach processing all the applications. Council Members may want copies of all 113 applications for their review. Mr. King would like to pare it down to five applications. Another option is to have Personnel Director Joyce Myers, and Ruthanne Ross review the applications and pick five good candidates. Ruthanne will be a big part of this hiring process because she will train and work with the new employee. Council will review the top ten applications. Council Member Jean Ann Hilbert plans to participate in the interviews. She would like to see two other Council Members participate.

[#159-2022](#)

Admin Report to Council

Attachments: [Admin Report to Council August 15 2022.pdf](#)

C. Director of Law - Kevin Shannon

Law Director Kevin Shannon had nothing further to report.

D. Director of Finance - Jason Carr

Finance Director Jason Carr thanked Anna Krigbaum and Jason Cooper for their work in the Finance Department to ensure the City has a clean audit. One of the City's issues was when a Department incurred an expense before a purchase order was in place. If the amount is more than \$3,000, Mr. Carr will bring the matter before Council for

approval by motion. The Director of the Department that incurred the expense will attend the meeting to explain the reason for the noncompliance.

E. Chief of Police - Casey Adams

Chief Adams reported that the speed trailer has been providing some good data. Nearly 9,100 vehicles went through the school zone between 11:00 a.m. Friday and 7:00 a.m. Saturday. The average speed leaving town was 24 mph and the average speed coming into town was 24.5 mph during that twenty hour period. Only 41 vehicles went through at an excessive speed over 25 mph with the average speed of 28.5 mph during the same period. 63 % of vehicles were traveling under the speed limit with 37% going over the speed limit of 25 mph. Chief Adams counted about 28 children using the cross walk. That number will decrease once the bus transportation issues get resolved. He also observed parents dropping their children off in the municipal parking lot on Wirt Road so the children could use the sidewalk to get to school. The Charter School is delaying its school opening for eight days because of the transportation issues since 40% of its students are in the Groveport Madison school district. The school does not want to add to the traffic hitting Venture Place, as it is known that the business owners get very vocal about backed up traffic. Madison Christian School will still open as scheduled on Wednesday. The data collected from the speed trailer will be published once the data is verified as accurate. After Mr. King, Mr., Strayer and City Engineer Steve Farst weighed all the options, it was decided that Mr. Strayer will get a quote on painting "pedestrian crossing ahead" instead of "school zone" on the pavement. Mr. Cleary gave accolades to the Groveport officers and the great job they did on opening day with their presence in the school zone. Mr. Dildine observed parents dropping their students off on SR 317 to walk to the school building.

[#160-2022](#)

PD Council Report

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

F. Development Director - Jeff Green

Development Director Jeff Green had nothing further to report.

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DEV Council Report

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

G. Public Service Director - Brian Strayer

Public Service Director Brian Strayer had nothing further to report.

[#162-2022](#) PW Council Report

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

H. Chief Building Official - Stephen Moore

[#163-2022](#) B&Z Council Report

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

I. Director of Golf - Tom Walker

[#164-2022](#) GOLF Council Report

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

J. Recreation Director - Seth Bowers

[#165-2022](#) REC Council Report

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

K. Community Affairs Director - Jessica Wyke**L. City Engineer - Steve Farst**

[#166-2022](#) ENG Council Report

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

M. Director of Transportation - Bob Dowler

[#167-2022](#) DOT Council Report

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

N. Personnel Director - Joyce Myers

[#168-2022](#) HR Council Report

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

O. Director of Information Technology - Trevor Swackhamer

[#169-2022](#) IT Council Report

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

P. Clerk of Council - Ruthanne Sargus Ross

Clerk of Council Ruthanne Sargus Ross had nothing further to report.

Q. Council Members - Jean Ann Hilbert, Ed Dildine, Shawn Cleary, Becky Hutson, Scott Lockett and Jack Rupp

Council Member Rupp had the opportunity to attend the fire department's promotion and swearing-in ceremony. It was a very nice event.

Mr. Rupp introduced his grandson from Montana, who has been here for the last two months. He heads home tomorrow but indicated he would like to return to Ohio for the holidays.

XIII. Adjournment

Council Member Cleary made a motion, seconded by Council Member Dildine, to adjourn at 5:26 p.m. All in favor stated AYE, None Opposed. Motion passed.

Jean Ann Hilbert, President Pro Tem

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.