

CITY OF GROVEPORT  
REPORT TO MAYOR AND COUNCIL  
June 24, 2013

**ADMINISTRATION – Marsha Hall**

- Below is the status of on-going items requested by Council:
  - Bixby Rd. middle striping – *Work has been quoted; will be performed once purchase order is issued.*
  - “No Parking” issues Tallman and Green – *Reviewed; parking signage shows correct parking requirements.*

- Entryway Arches

I was asked by Council to review possible locations for the entryway arch-style signs that are not in use. There are 3 signs (one removed about 10 years ago from Rohr Rd; the one recently removed at the recreation center, and a spare one that was purchased due to the supplier of the signs going out of business). Dennis Moore and I have looked at possible locations for 2 of these sign, since we would like to keep one in storage as a replacement.

The possible locations are:

- East gate into the **cemetery** (letters would be re-worked to just say “Groveport”)
  - Replace the small white sign on the west side of **SR317** just south of Williams Rd or within the center median at the same location. Either would need ODOT’s permission and the one on the west side of the road would need a retaining wall. If this sign was selected, we would want an alternate selection in case ODOT would not approve this.
  - **Pontius** at southeast corner of Rohr Rd.
  - **Bixby Rd.** just south of 33.
  - **Ebright Rd.** south of GreenPointe. There is too severe of a drop on the north side of GreenPointe. The south side location would require a retaining wall.
- Donation  
Linda Haley has requested another donation – they have a BUNN coffeemaker that leaks and was replaced. She would like to donate it to the Church of Christ of Christian Union on Center St. in Groveport.

CITY OF GROVEPORT  
REPORT TO MAYOR AND COUNCIL

**PAGE 2 of 5**

- Golf Superintendent

Matthew Doran has accepted our offer, and will begin on July 5.

- Sidewalk Program

Mr. Rarey asked that I check into the status of the sidewalk program that was set up several years ago. I have researched this and have only found the following:

- Ord. 94-97 established a sidewalk repair and reconstruction program – this addressed replacing and repairing existing sidewalks, with 50% being paid by the Village and 50% paid by the property owner by assessment.
- Res. 15-99 authorized the Village Administrator to advertise for bids for the sidewalk improvement program. This project replaced a large number of defective sidewalks and driveway approaches.
- Ord. 51-99 modified 94-97 by allowing the Village to pay the entire replacement cost on a one-time basis.
- Ord. 63-99 accepted a bid of \$291,130.60 for the sidewalk improvements.

I was unable to find any other documents that refer to an on-going sidewalk improvement program. I discussed this with Dennis Moore who said that after the initial 1999 improvements, it was his understanding that it was informally decided that the City would continue to replace defective sidewalk sections. Regarding gaps in sidewalk areas or no sidewalks, he said it was decided that sidewalks would be added when streets are reconstructed, depending on available right of way and design. I also discussed with Steve Farst, who has the same recollection as Dennis.

I would like some direction from Council as to how to proceed.

- Water Meter Project

We held our kick off meeting on June 20. The expected schedule is for the antenna installation and logic integration to be completed by August 15. The meter installations will be done between August 15 and December 15. The City will be sending out an introductory letter about 30 days before the first water meter installation. There will be five installers handling the installation. In addition to our introductory letter, the installers will be sending out 3 notices explaining how to set up an appointment for the installation, which should take about 15 to 30 minutes. The City will then address how to handle any outstanding locations that still need meter replacements. I will keep you informed throughout the installation. PMI, which will be handling the installation,

**PAGE 3 of 5**

has a very comprehensive computer program that we will have access to that will provide us with the status of the installation work.

- Community Survey  
As part of the 2004 Comprehensive Plan, a community survey that was sent to all households was completed in 2003. The plan includes the questions that were asked and responses. Since it has been 10 years since the survey and will be ten years in 2014 since the last update of the Comprehensive Plan, we believe it would be advantageous to send out the same survey now to compare to the 2003 results. We also plan to include the cost of a Comprehensive Plan update in our 2014 budget unless Council doesn't agree.
- Spiegel Drive Reconstruction Project Bid Opening  
The bid opening for this work took place on June 20. The apparent low bidder for the project is Complete General Construction with a bid of \$1,056,375.25. The engineer's estimate was \$1,080,000.00. The estimated construction cost shown in the grant application was \$1,114,380.00. EMH&T will review the bids and provide us with a report soon. The contract cannot be signed until the funding contract with OPWC has been executed after July 1.

Meetings attended:

06/20 Spiegel Drive reconstruction project bid opening  
06/20 Kick off meeting for water meter project

Upcoming meetings:

06/26 Council Facilities Planning work session  
06/28 Town Center development pre-bid meeting  
07/11 Town Center development bid opening  
07/18 Personnel Board of Review meeting  
07/29 BRAC meeting

**PAGE 4 of 5**

**FACILITIES MAINTENANCE DIRECTOR - *Tom Byrne***

MB – flooring and painting project is winding down. Flooring is complete and painting touch up will be done next week. Most of the furniture has been delivered and all doors have been adjusted to the new flooring. Police department men’s room has been painted and new cove base installed.

Infrared scanning of all electrical and mechanical systems will be completed next week in the rec center, golf course, TH, public works, outside pool, and the MB.

The tuck pointing at the Town Hall will begin within the next 2 weeks

Exterior painting at the Town Hall will begin next week

**GOLF DEPARTMENT – *Tom Walker***

It is my pleasure to report to the Mayor and Council that the vacant Golf Course Superintendent position at the course has been filled. We received approximately 30 resumes and interviewed 5 excellent candidates for the position. For the final interview all the full time staff members were included in the process to ensure that all input was considered.

The selected candidate, Matt Doran, has been the Assistant Superintendent at The Golf Club since 2002, and prior to that work at several clubs in Colorado. Matt received a Bachelor of Science degree in Agriculture from The Ohio State University and is a member of the Golf Course Superintendents Association of America. Matt is scheduled to begin on July 5<sup>th</sup>. The entire crew is very excited to have him coming in and I will introduce him to the Mayor and Council at the next Committee meeting.

**HUMAN RESOURCES – *Brenda Lovell***

June 18

Attended Employees Enrichment Committee and finalized 2013 Family Fun Day to be held on Sunday, July 14. Presented our event to the owner of Lovell’s Grille at The Links and he has agreed to participate in our Family Fun Day. All participants will receive a wrist band allowing free entry to the Recreation and Aquatic Center and a generous discount at The Links. They will also receive a \$6 food voucher that can be redeemed toward the purchase of food or soft drinks at the Dairy Queen Concession at the Groveport Aquatic Center or at Lovell’s Grille at The Links.

CITY OF GROVEPORT  
REPORT TO MAYOR AND COUNCIL

**PAGE 5 of 5**

All interested must RSVP to Cathy Kirkwood no later than July 6, 2013.

June 20

Attended a Fair Labor Standards Act for Local Governments seminar that was presented by the law firm of Clemans Nelson & Associates which included topics:

- ✓ Coverage and Non-Coverage
- ✓ Exemptions from overtime
- ✓ Calculating overtime
- ✓ Basic rules that we need to remember
- ✓ Recordkeeping
- ✓ What you need in order to educate your defense counsel

City of Groveport  
Employee Enrichment Committee

# Employee Family Fun Day



2013

**WHO:**

All City of Groveport employees and their immediate family members.

**WHEN:**

Sunday, July 14, 2013

**WHAT:**

Enjoy the day with your family at the City Facilities. All persons attending the event will receive a wristband that will allow them to enjoy the Groveport Aquatic Center (1:00 p.m. - 7:00 p.m.) and Groveport Recreation Center (8:00 a.m. - 5:00 p.m.) on the day of the event. Be sure to check out our Super Family Sunday activities (1:00 p.m. - 5:00 p.m.) at the outdoor water park that includes: Sack Races • Rubber Duck Races • Family Relay Swim Races • Biggest Splash Contest • Limbo Contest • Disc Jockey.

**MEAL:**

Each member of your party will receive a \$6 food voucher that can be redeemed toward the purchase of food or soft drinks at the Groveport Aquatic Center \* Dairy Queen Concession Stand or Lovells Grille at the Links Golf Course . Vouchers will only be good for the 7/14/2013 event.

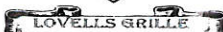
**PLEASE RSVP TO CATHY KIRKWOOD AT GRC BY JULY 6, 2013!!!!**



## Employee Golf

Sunday, July 14, 2013 at The Links At Groveport

Interested in chasing the little white ball? If so, contact Tom Walker (Director of Golf) at 614-836-5874 to set up your group's tee time between 2:00 p.m. and 3:00 p.m. on Sunday, July 14, 2013. Employees are responsible for cart rental (\$5 for 9-holes, \$10 for 18-holes). Other persons wishing to play will pay the normal rates(s).



# EMPLOYEE FAMILY FUN DAY

SUNDAY, July 14th 2013

- \***SWIMMING** 1PM—7PM Groveport Aquatic Center  
Outdoor Pool (with wristband)
- \***REC CENTER** 8AM—5PM (with wristband)

\***FOOD** From 12:00pm (Noon) till close of DQ Concessions.  
Every attendee will be given a food coupon to use at either the Dairy Queen Concession at the GAC or at Lovells Grille (open till 8:00pm) at the Links Golf Course along with their wristband.

- \***GOLF SCRAMBLE** 2-3PM (Group Tee Times)  
(\$5.00 cart fee per 9 holes)  
(Call 836-5874 to get your time.)

Please keep this portion of this form for your information!

Please return this RSVP part to Cathy Kirkwood at the  
Recreation Center by July 6, 2013 with the following  
information:  
**EMPLOYEE FAMILY FUN DAY RSVP FORM**

Employee Name: \_\_\_\_\_

Employee Contact Phone Number: \_\_\_\_\_

Department Manager: \_\_\_\_\_

How many in your household will be attending? \_\_\_\_\_