

# City of Groveport

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## Meeting Minutes

Monday, October 19, 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 Vice-Chair Hutson at 5:30 p.m.

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

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, Bob Dowler - Director of Transportation, Sue Wadley - Personnel Director

Guests Present: The Guest Book is on file with the Clerk of Council.

**II. Moment of Silence**

*Committee Vice-Chair Hutson asked everyone to join her in a moment of silence.*

**III. Pledge of Allegiance**

*Acting Chief Adams led the Pledge of Allegiance.*

**IV. Roll Call**

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

**V. Approval of Minutes - August 17, 2020**

*Approved as submitted.*

[#201-2020](#) COTW Minutes 8.17.2020

**Attachments:** [COTW Minutes 8.17.2020.pdf](#)

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

*Madison Township Fire Chief Robinson reported the Department will be altering this year's Trick-Or-Treat on October 29th activities. Normally Station 183 would hold an open house and pass out hot dogs and popcorn. The Fire Department is teaming up with the Madison*

Township Police Department to be out and about in the Township areas. This year the firetrucks will be parked in Madison Township, Groveport and Canal Winchester to hand out prepackaged candy on tables to help exercise social distancing.

Chief Robinson announced that the Madison Township Fire Department has had a successful year in terms of grant awards. The Department received \$355,613.64 in grant funds through the Assistance to Firefighters Grant (AFG) for the purchase of new self-contained breathing apparatus and vehicle exhaust removal systems at Stations 181 and 182. They have also been awarded a Staffing for Adequate Fire and Emergency Response (SAFER) grant. This grant will fund three additional full-time firefighters for three years, covering up to \$1,297,620.00 starting in 2021.

Chief Robinson spoke with Acting Chief Adams regarding the City's Veterans Day event. The Fire Department will be in Groveport in full force to participate in the ceremony on November 11th.

Council Member Dildine mentioned that the City is looking to replace fire hydrant connectors with Storz adaptor fittings making it easier for the fire department to connect its fire hoses. These fittings will give the Madison Township Fire Department and other fire departments assisting on fires quicker access to connect the hoses.

[#202-2020](#)

MTFD Monthly Report

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

**VII. New Business**

None.

**VIII. Unfinished Business**

None.

**IX. Ordinances and Resolutions**

**A. 3rd Readings**

[Ord. 2020-016](#)

AN ORDINANCE AMENDING THE CITY'S COMPENSATION PLAN ESTABLISHED IN ORDINANCE 2012-010 (ADOPTED 5-9-2012) AND ORDINANCE 2017-002 (ADOPTED 1-23-2017), WHICH AMENDED THE SAME, THEREBY AMENDING THE CURRENT PAY SCALE FOR EMPLOYEES OF THE CITY OF GROVEPORT

**Sponsors:** Grashel

**Attachments:** [Ord. 2020-016 Exhibit A.pdf](#)

*Administrator BJ King stated that earlier this year the City did a compensation wage study which came out with recommendations about reclassifying some positions to different pay grades. When brought before Council in April the matter was postponed to a date certain so during the budget process the item could be revisited. At this time, staff recommends postponing this Ordinance and Ordinance 2020-017 indefinitely and will reconsider the two items in mid-2021 when Administration does the mid-year budget review and amendment.*

**Vice-Chair Hutson read by title Ordinance No. 2020-016. A motion was made by Council Member Hilbert, seconded by Council Member Grashel, to recommend to the City Council to postpone indefinitely. The motion carried by the following vote:**

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

#### [Ord. 2020-017](#)

AN ORDINANCE AMENDING THE PAY SCALE

**Sponsors:** Hutson

**Attachments:** [Ord. 2020-017 Exhibit A.pdf](#)

*Administrator BJ King noted that the same suggested recommendation for Ordinance 2020-016 applies to this Ordinance.*

**Vice-Chair Hutson read by title Ordinance No. 2020-017. A motion was made by Council Member Hilbert, seconded by Council Member Cleary, to recommend to the City Council to postpone indefinitely. The motion carried by the following vote:**

#### [Ord. 2020-019](#)

AN ORDINANCE SETTING THE ANNUAL COST OF LIVING ADJUSTMENT FOR THE COMPENSATION OF THE EMPLOYEES OF THE CITY OF GROVEPORT

**Sponsors:** Hilbert

*Administrator BJ King commented that staff requests that Council consider moving forward with this Ordinance.*

**Vice-Chair Hutson read by title Ordinance No. 2020-019. A motion was made by Council Member Dildine, seconded by Council Member Cleary, to recommend approval to the City Council. The motion carried by the following vote:**

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

#### [Ord. 2020-035](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ENTER

INTO A REIMBURSEMENT AGREEMENT WITH CITY EMPLOYEE KURT BLEVINS

**Sponsors:** Grashel

Vice-Chair Hutson read by title Ordinance No. 2020-035. A motion was made by Council Member Grashel, seconded by Council Member Hilbert, to recommend approval to the City Council. The motion carried by the following vote:

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

[Res. 2020-006](#)

A RESOLUTION ACCEPTING THE RECOMMENDATIONS OF THE GROVEPORT TAX INCENTIVE REVIEW COUNCIL RELATING TO VARIOUS CITY OF GROVEPORT TAX INCENTIVES

**Sponsors:** Dildine

**Attachments:** [2020 TIRC Minutes.pdf](#)

*Jeff Green, Assistant Administrator / Development Director, stated that this is the same Tax Incentive Review Council matter that is done every year. Council was provided status reports on each of the agreements in their agenda packet at the time of this Resolution's first reading. Mr. Green clarified that line 22 in the attached TIRC Minutes refers to Susan Brobst who is currently the Madison Township Administrator but for the purposes of this 2020 Franklin County Tax Incentive Review Council annual meeting Mrs. Brobst was representing the City of Groveport because she sits on Groveport's TIRC Committee.*

22 Susan Brobst, Administrator, City of Groveport

Vice-Chair Hutson read by title Resolution No. 2020-006. A motion was made by Council Member Dildine, seconded by Council Member Grashel, to recommend approval to the City Council. The motion carried by the following vote:

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

**B. 2nd Readings**

[Ord. 2020-036](#)

AN ORDINANCE ADOPTING THE ANNUAL APPROPRIATION ORDINANCE OF THE CITY OF GROVEPORT, OHIO, FOR THE CALENDAR YEAR 2021

**Sponsors:** Hilbert

**Attachments:** [Ord. 2020-036 Exhibit A.pdf](#)

*Last week, City Engineer Steve Farst went over the public infrastructure capital projects. Tonight Administrator BJ King highlighted some additional items proposed on the 2021 annual appropriations budget.*

The proposed 2021 budget reflects continued investment in public infrastructure improvements and a continuation of the quality level of services provided to the community. A few of the funds are higher than they are in the 2020 budget, including the Capital Projects Fund, Economic Development Fund, and Transfers. These increases are attributed to construction of a grant-funded roadway project, the construction of the two new buildings on Main Street, and a larger transfer to the Recreation Fund than has occurred in previous years. Included in the budget book is a memo that provides a brief summary of the proposed 2021 appropriations budget.

Taken into consideration while drafting the budget:

- Projected 2021 General Fund revenue is 10% lower than previous year.
- Budget target - 15% below 2020
  - o Average decrease is 14.5%

However the total budget, inclusive of all funds, is up 8% compared to 2020. Contributing to the increase is the:

- o Nearly \$1.6 million represented for West Bixby Road (OPWC Grant & Loan - No out of pocket cash payment toward the project)
- o Debt insurance for construction of the 1847 Main buildings on Main Street
- Budget includes 2% adjustment of the pay matrix and an estimated 15% increase for employee health insurance
- Budget includes a transfer of a little more than \$2-million to the Recreation Center and \$1.3-million transfer to the Golf Course
- Steve Farst reviewed the 2021 Capital Improvements Plan for public infrastructure. Scheduled for 2021
  - o W. Bixby rehab (\$1,566,810).
  - o Completion of South Hamilton Road and Higgins Blvd intersection
  - o Groveport Road and SR317 Safety improvements design and funding application (\$160K)
  - o Annual Sidewalk Replacements (\$50,000)
  - o Annual Street Maintenance Program (\$400,000)
  - o Annual Street Maintenance Planning for 2022
  - o Curb Ramp Upgrades on Main Street (\$35,000)
  - o Traffic signal maintenance and upgrades
- Other Capital budget items include:
- Police
  - o 2 new police cruisers (Capital Lease) (\$84,000)

- Replacement tasers for Police Department (Capital Lease) (\$28,260)
- Town Hall
  - Elevator (\$120,000)
  - Tuck pointing (\$15,000)
- Parks
  - 2 new mowers - replace 2 10 year old mowers (\$24,200 - Capital Lease)
- Golf
  - \$50,000 for cart path repair/replacement
  -
- Recreation and Aquatics
  - Roof hatch and ladders (\$18,000)
  - Power washing and caulking aquatics center (\$20,000)
  - Outdoor pool main pump replacement (\$30,000)
- IT Support and Maintenance contract
  - \$217,000 - split amongst departments based on usage

*In mid-2021, the budget will be reviewed for any changes that can occur based on our income tax collection amounts He is confident that the City's collections will rebound to pre-Covid levels and the budget can be amended accordingly to accommodate implementation of the items that have been deferred, such as a replacement truck for Building and Zoning, a replacement dump truck for Public Services, and implementation of the employee compensation plan recommendations.*

*All department directors did a tremendous job with submitting a budget that works for their department, while also taking into consideration the target of 15% reduction when compared to 2020 appropriations.*

**Vice-Chair Hutson read by title Ordinance No. 2020-036. 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:** 6 - Cleary, Dildine, Grashel, Hilbert, Hutson, and Lockett

[Ord. 2020-037](#)

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* AND FURTHER AMENDING ORDINANCE NO. 16-049 (ADOPTED 11/28/2016) WHICH AMENDED THE SAME

**Sponsors:** Hutson

Vice-Chair Hutson read by title Ordinance No. 2020-037. A motion was made by Council Member Hutson, seconded by Council Member Cleary, to recommend approval to the City Council. The motion carried by the following vote:

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

[Ord. 2020-038](#)

AN ORDINANCE AUTHORIZING THE ESTABLISHMENT OF THE RAREY'S PORT BUILDING CONSTRUCTION FUND AND THE WERT'S GROVE BUILDING CONSTRUCTION FUND

**Sponsors:** Lockett

*Finance Director Jason Carr explained the purpose of legislation is to create two different funds to account for the debt proceeds the City is going to issue for construction of the two buildings. It will be easier to match revenues and receipts and expenditures by creating two separate funds.*

Vice-Chair Hutson read by title Ordinance No. 2020-038. A motion was made by Council Member Lockett, seconded by Council Member Hilbert, to recommend approval to the City Council. The motion carried by the following vote:

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

[Ord. 2020-039](#)

AN ORDINANCE AUTHORIZING PARTICIPATION IN THE ODOT WINTER CONTRACT (018-21) FOR ROAD SALT THEREBY WAIVING COMPETITIVE BIDDING PURSUANT TO GROVEPORT CITY CHARTER SECTION 9.02(B)

**Sponsors:** Cleary

*Council Member Cleary asked Public Services Director Brian Strayer what the City's salt supply was at present. Mr. Strayer announced the City has about 800 ton of road salt which should be enough salt for this season unless there is an abundance of snowfall. Mr. Strayer is not aware that Groveport has ever sold its supply of road salt to other entities in need. But Franklin County Engineer has sold salt to townships and smaller cities. That is most likely who Madison Township would go to if it needed supplies.*

Vice-Chair Hutson read by title Ordinance No. 2020-039. 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, Grashel, Hilbert, Hutson, and Lockett

## X. Financial Report



*Finance Director Jason Carr pointed out this financial report reflects year-to-date activities through September 30, 2020. The three areas where the City collects tax are withholding, payments from residents and net profit. Groveport's biggest impact for the decrease relates to the net profit tax which is the income a business must pay on its profits. The City collects those taxes through two sources; the Regional Income Tax Agency (RITA) and the Ohio Department of Taxation. When compared to September 2019 the City's net profit is down 31.2% that would have been collected through RITA and from what was collected from the Ohio Department of Taxation is down 76.4%. This gives the City around a 1.3 million decrease. Withholding and payments from residents are up slightly.*

[#203-2020](#)

Financial Report

Attachments: [Financial Report.pdf](#)

**XI. Other Business**

**XII. Reports**

**A. Mayor - Lance Westcamp**

*Last Friday, Mayor Lance Westcamp had the honor of representing the City of Groveport, along with Interim Chief Adams, at the Franklin County Sheriff's Office STAR Award Ceremony. Chief Ralph Portier won the award and Mayor Westcamp publicly commended Interim Chief Adams on writing a great bio that was submitted to the Franklin County Sheriff's Office. It was heartwarming to see that Chief Portier was the only recipient to get a standing ovation. Mayor Westcamp had lunch with Chief Portier last week and the Chief plans to be back to work at the end of October or first of November. He is doing well but the Mayor told him not to rush things. Acting Chief Adams is doing a wonderful job that's appreciated by the Mayor and Council.*

**B. Administrator - BJ King**

*Administrator BJ King commented that as the budget legislation comes up for its second and third readings he available at any time if Council has any questions and/or concerns on the budget.*

[#204-2020](#)

Admin report to Council October 19 2020

Attachments: [Admin report to Council October 19 2020 Committee.pdf](#)

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

*Nothing further to report.*

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

*Nothing further to report.*

**E. Acting Chief of Police - Casey Adams**

*The Groveport Police Department will be participating in the DEA National Take-Back Initiative on Saturday October 24, 2020 from 10:00 a.m. to 2:00 p.m. for the public to drop off any expired, unused, or unwanted prescription drugs. Due to an increase in positive COVID-19 tests, Eastland Career Center withdrew their involvement in Groveport's Trick-or-Treat event. Acting Chief Adams got a call from Mr. McMannis from the Franklin County Engineer's Office reminding him of the northbound Alum Creek Drive closure in the area of Toy Road and Rohr Road. The lane closure will last about three weeks. Acting Chief Adams went out this afternoon and saw northbound traffic backed up on State Route 317 a quarter to half a mile south of Rohr Road. Greenpointe Drive was backed up past Gap warehouse on Commerce Center Drive and Groveport Road was backed up. There was an injury auto accident this morning because of people being in a hurry and not stopping at the stop sign on Saltzgaber Road to get on Groveport Road. Franklin County Sheriff's Office had weight scales on Toy Road to monitor the semi-trucks. Groveport police have been monitoring traffic on Toy Road and he himself was on Toy Road from 10:00 a.m. to 10:20 a.m. and counted 42 cars going eastbound on Toy Road. Cars were coming out of Obetz and using Toy Road trying to get towards Swisher and Saltzgaber Roads. The letter to the Franklin County Sheriff's Office nominated Chief Ralph Portier for the STAR Award was the sentiment of all the Groveport police officers.*

[#205-2020](#)

PD Council Report

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

**F. Asst. Admin. / Development Dir. - Jeff Green**

*Assistant Administrator / Development Director Jeff Green announced that seasonal hiring has begun and it looks to be one of the strongest*

*hiring seasons the City has seen in a long time. One company, Radial Corporation, will be hiring 1000 seasonal employees for the holidays. The industry looks for on-line business to be a lot stronger this year for the 2020 Christmas holiday season.*

[#206-2020](#)

ED Council Report

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

**G. Public Services Director - Brian Strayer**

*Public Service Director Brian Strayer corrected his previous estimate of the City's salt supply; the City has about 12 ton of road salt on hand. Last year Groveport purchased 800 ton but this year the plan is to purchase only 500 ton. The department handed out flyers to the residents in Bixford Green neighborhood encouraging them to stop using "flushable" wipes. The wipes are getting wedged into pumps causing major pump failures resulting in enormous amounts of money for maintenance pulling the pumps out and fixing them. Leaf collection didn't start today because of the rain but will start tomorrow and run through December 11th. The list for the sidewalk replacement program has been completed, as well as, all restorations.*

[#207-2020](#)

PW Council Report

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

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

*Nothing further to report.*

[#208-2020](#)

B&Z Council Report

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

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

*Nothing further to report.*

[#209-2020](#)

GOLF Council Report

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

**J. Recreation Director - Kyle Lund**

*Recreation Director Kyle Lund and Community Affairs Director Patty Storts discussed having Santa visits by offering a program in early December at the Log House. More information on the event will be coming soon.*

[#210-2020](#) REC Council Report

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

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

*Nothing further to report.*

[#211-2020](#) CA Council Report

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

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

*Nothing further to report.*

[#212-2020](#) P&FM Council Report

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

**M. City Engineer - Steve Farst**

*The City asked its traffic engineering consultant to study the intersection of Bixby Road at Ebright Road and the City was given a scope of study. The consultant has done a lot of field data collection and are in the process of pulling together crash reports and other data to put together a report for Groveport City Engineer Steve Farst to review and comment. It was suggested that Mr. Farst check with Madison Township and Columbus Fire Departments and other agencies to gather their data on runs to crash incidents at that location. The consulting firm should be pulling numbers from the Ohio Department of Public Safety which is a standard data collection resource of all agencies in Ohio.*

[#213-2020](#) ENG Council Report

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

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

*Director of Transportation Bob Dowler reported that the G.R.E.A.T. fleet has been moved to the Recreation Center for parking. Staff is working with Eddie Bauer on a security camera issue. The vehicles didn't have good security coverage being parked at the facility. The Department is trying to do their best with the traffic situation on Toy Road.*

[#214-2020](#)

DOT Council Report

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

**O. Personnel Director - Sue Wadley**

*Personnel Director Sue Wadley reported 42 people participated in the free flu shots event last week.*

[#215-2020](#)

HR Council Report

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

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

*Nothing to report.*

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

Council commended staff for the 2021 budget. Council Member Hilbert announced it was her 52nd wedding anniversary. Council Member Dildine mentioned Canal Winchester is playing Groveport at home on Friday night and will be broadcast on the Groveport Sports Network. He encourages everyone to watch the game.

**XIII. Adjournment**

Council Member Cleary made a motion, seconded by Council Member Dildine, to adjourn at 6:23 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.