

City of Groveport

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Meeting Minutes

Monday, November 17, 2025

5:30 PM

Council Chambers

Committee of the Whole

Mayor Lance Westcamp

*Council Members - Shawn Cleary, Jean Ann Hilbert, Scott Lockett, Abdullah
Ansar-Barsa, Karen Fraser, Jamie Hise*

I. Call to Order

Committee Chair Dildine 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, Michael Loges - Development Director, Casey Adams - Chief of Police, Mindy Kay - Clerk of Council

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

II. Moment of Silence

The Mayor asked everyone to join him in a moment of silence.

III. Pledge of Allegiance

Chief Adams led the Pledge of Allegiance.

IV. Roll Call

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

V. Approval of Minutes

The October 20, 2025 City Council Minutes stand approved as submitted.

[#210-2025](#)

October 20, 2025 Committee of the Whole Meeting Minutes

Attachments: [2025.10.20 Committee of the Whole Meeting Minutes.pdf](#)

VI. Business of Guests**A. Madison Township Representative**

Madison Township Fire Chief Robinson attended on behalf of Administrator Brobst who could not be present. He thanked the city for the invitation to the Veterans Day ceremony, noting it was well-organized despite the cold weather. He announced that Madison Township Fire Department would be participating in the Heritage Holiday event to collect toys for the Firefighters for Kids program. Chief Robinson also informed the council that the Township will host their annual Santa Parade on December 6th at 1:00 PM in Black Lake Estates, with goodie bags for approximately 1,000 children.

Mr. Cleary discussed the city's participation in the Firefighters for Kids program, mentioning they would coordinate collection boxes at locations like the police department and recreation center. The tentative plan is to shop for gifts on December 4th and present the donations at the December 8th Committee of the Whole meeting. The fire department representatives expressed appreciation for the city's growing participation each year.

[#211-2025](#)

MTFD Monthly Report

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

VII. New Business

VIII. Unfinished Business

IX. Ordinances and Resolutions

A. 3rd Readings

[Ord. 2025-034](#)

AN ORDINANCE ADOPTING THE ANNUAL APPROPRIATION ORDINANCE OF THE CITY OF GROVEPORT, OHIO, FOR THE CALENDAR YEAR 2026

Sponsors: Cleary

Attachments: [Ord. 2025-034 Exhibit A.pdf](#)

Administrator King highlighted that the proposed 2026 budget continues to focus on replacing aged equipment, funding the Wharton Main project, and incorporating succession planning for several positions. He noted the budget includes a modest 5% increase from the previous year and commended staff and department heads for their work on the budget.

Finance Director Carr noted that the city has been getting closer to matching revenues with expenses, resulting in growth in the general fund carryover. He pointed out that income tax collections have been favorable but cautioned that 42% of collections now come from business net profits compared to 24% in 2021, which could fluctuate in future years. He also mentioned that the golf course cart path project would be paid off a year ahead of schedule in 2026.

Discussion focused on new positions, particularly the Transportation Coordinator and Planning and Zoning Manager. Recreation Director

Dowler explained that the Transportation Coordinator position would return the department to its staffing level from five years ago, noting that senior transportation now provides 3,500-4,000 rides annually.

A motion was made by Council Member Cleary, seconded by Council Member Hutson, to recommend approval. The motion carried by the following vote:

Yes: 6 - Edward Dildine, Becky Hutson, Scott Lockett, Jack Rupp, Jean Ann Hilbert, and Shawn Cleary

B. 2nd Readings

[Ord. 2025-035](#)

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ADD THE POSITION OF BUILDING CLERK IN THE BUILDING & ZONING DEPARTMENT

Sponsors: Lockett

Administrator King explained this position is part of the succession plan, as the current clerk has a definitive retirement date. He mentioned there may be a strong internal candidate for the position. The 2026 budget includes funding for this position for four months, and internal candidates are already beginning training.

A motion was made by Council Member Lockett, seconded by Council Member Hutson, to recommend approval. The motion carried by the following vote:

Yes: 6 - Edward Dildine, Becky Hutson, Scott Lockett, Jack Rupp, Jean Ann Hilbert, and Shawn Cleary

[Ord. 2025-036](#)

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO PURCHASE TWO (2) POLICE VEHICLES FOR THE POLICE DEPARTMENT UNDER THE SOURCEWELL COOPERATIVE PURCHASE PLAN, INCLUDING THE PURCHASE OF ANCILLARY EQUIPMENT THROUGH PARR PUBLIC SAFETY, THEREBY WAIVING COMPETITIVE BIDDING PURSUANT TO GROVEPORT CITY CHARTER SECTION 9.02(B)

Sponsors: Dildine

Attachments: [Ord. 2025-036 Exhibit A.pdf](#)

Administrator King noted this follows the city's police vehicle replacement policy through cooperative purchasing and is part of the proposed 2026 budget. Chief Adams added that these vehicles would replace 2019 models with over 90,000 miles plus significant idle time. He confirmed that older vehicles may be kept as reserves or repurposed for other staff use when appropriate.

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

Yes: 6 - Edward Dildine, Becky Hutson, Scott Lockett, Jack Rupp, Jean Ann Hilbert, and Shawn Cleary

[Ord. 2025-037](#)

AN ORDINANCE ADOPTING THE 2026 GENERAL FEE SCHEDULE FOR THE CITY OF GROVEPORT

Sponsors: Rupp

Attachments: [Ord. 2025-037 Exhibit A.pdf](#)

Finance Director Carr explained that this ordinance addresses an audit recommendation to adopt a formal fee schedule. The ordinance would officially establish fees charged by various departments, including Community Affairs, Police, Senior Center, and Transportation. The ordinance also allows the Administrator to make administrative changes to fees and report them to Council at the next meeting.

After discussion, Council agreed to add a 10% cap on administrative fee increases, with anything above that requiring Council approval. Law Director Shannon indicated the language could be added to Section 3 of the ordinance.

A motion was made by Council Member Rupp, seconded by Council Member Lockett, to recommend approval with amendment. The motion carried by the following vote:

Yes: 6 - Edward Dildine, Becky Hutson, Scott Lockett, Jack Rupp, Jean Ann Hilbert, and Shawn Cleary

[Ord. 2025-038](#)

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ADD THREE SEASONAL POSITIONS IN THE PUBLIC SERVICES DEPARTMENT

Sponsors: Hutson

Public Services Director Strayer explained these positions would help complete seasonal projects such as street light painting, fire hydrant maintenance, planting flowers, and mulching. The positions would be for approximately 700 hours each, targeting the May 15 to September 15 timeframe. Council members supported the idea and suggested working with local schools for potential candidates who are at least 18 years old.

A motion was made by Council Member Hutson, seconded by Council Member Cleary, to recommend approval. The motion carried by the following vote:

Yes: 6 - Edward Dildine, Becky Hutson, Scott Lockett, Jack Rupp, Jean Ann Hilbert, and Shawn Cleary

[Ord. 2025-039](#)

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ADD

THE POSITION OF CITY ENGINEER IN THE ENGINEERING DEPARTMENT

Sponsors: Hilbert

Administrator King explained this is part of succession planning for when City Engineer Farst eventually retires. He emphasized wanting to hire someone at the same level rather than an assistant engineer to attract a higher quality candidate. The 2026 budget includes funding for this position for seven months.

City Engineer Farst noted there is significant movement in city engineering positions among municipalities, and quality candidates would consider the benefits the city offers.

A motion was made by Council Member Hilbert, seconded by Council Member Hutson, to recommend approval. The motion carried by the following vote:

Yes: 6 - Edward Dildine, Becky Hutson, Scott Lockett, Jack Rupp, Jean Ann Hilbert, and Shawn Cleary

[Ord. 2025-040](#)

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO CREATE THE POSITION OF TRANSPORTATION COORDINATOR FOR THE TRANSPORTATION DEPARTMENT

Sponsors: Cleary

Attachments: [Ord. 2025-040 Exhibit A.pdf](#)

This item was discussed during the budget presentation, with no additional discussion before the vote.

A motion was made by Council Member Cleary, seconded by Council Member Hutson, to recommend approval. The motion carried by the following vote:

Yes: 6 - Edward Dildine, Becky Hutson, Scott Lockett, Jack Rupp, Jean Ann Hilbert, and Shawn Cleary

[Ord. 2025-041](#)

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO PURCHASE A FORD F600 CAB AND CHASSIS UNDER THE FRANKLIN COUNTY BOARD OF COMMISSIONERS COOPERATIVE CONTRACT, A WESTERN PLOW UNDER THE SOURCEWELL COOPERATIVE PURCHASE PROGRAM, AND AN ACE TRUCK DUMP BODY AND RELATED EQUIPMENT UNDER THE SOURCEWELL COOPERATIVE PURCHASE PROGRAM THEREBY WAIVING COMPETITIVE BIDDING PURSUANT TO GROVEPORT CITY CHARTER SECTION 9.02(B)

Sponsors: Lockett

Administrator King stated this would replace a dump truck with a plow.

Director Strayer confirmed that delivery times for such vehicles have improved, noting that the body typically has the longest lead time. He added that this vehicle would replace the one used by park staff for parking lots.

A motion was made by Council Member Lockett, seconded by Council Member Hutson, to recommend approval. The motion carried by the following vote:

Yes: 6 - Edward Dildine, Becky Hutson, Scott Lockett, Jack Rupp, Jean Ann Hilbert, and Shawn Cleary

[Ord. 2025-042](#)

AN ORDINANCE AMENDING ORDINANCE NUMBER 2025-021 SETTING COMPENSATION FOR COUNCIL MEMBERS AND FURTHER CONTINUING THE OPTION OF OBTAINING FAMILY VISION, DENTAL INSURANCE, AND LIFE INSURANCE FRINGE BENEFITS

Sponsors: Dildine

Finance Director Carr explained that PERS changed the minimum monthly earnings required for one year of service credit to \$770.77, with future increases of 5% annually rather than 1.75%. This ordinance adjusts council compensation to meet that threshold.

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

Yes: 6 - Edward Dildine, Becky Hutson, Scott Lockett, Jack Rupp, Jean Ann Hilbert, and Shawn Cleary

[Ord. 2025-043](#)

AN ORDINANCE AMENDING THE PAY GRADE TO INCLUDE THE ADDITION OF THE TRANSPORTATION COORDINATOR CLASSIFICATION IN THE TRANSPORTATION DEPARTMENT

Sponsors: Rupp

Attachments: [Ord. 2025-043 Exhibit A.pdf](#)

Administrator King explained this amendment adds the new Transportation Coordinator position to the pay schedule.

A motion was made by Council Member Rupp, seconded by Council Member Cleary, to recommend approval. The motion carried by the following vote:

Yes: 6 - Edward Dildine, Becky Hutson, Scott Lockett, Jack Rupp, Jean Ann Hilbert, and Shawn Cleary

[Ord. 2025-044](#)

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO CONTRACT WITH STEDMAN FLOOR COMPANY, INC FOR THE REPLACEMENT OF CARPET AND FLOORING AT THE GROVEPORT MUNICIPAL GOLF COURSE FACILITY IN ACCORDANCE WITH OHIO REVISED CODE SECTION 125.04(C), THEREBY WAIVING

COMPETITIVE BIDDING PURSUANT TO GROVEPORT CITY CHARTER SECTION 9.02(B)

Sponsors: Hutson

Director Strayer explained that Stedman would be using a product available through a cooperative contract but providing it at a lower price by avoiding the 7% cooperative purchase fee. The project includes replacing carpet in the main area and different flooring behind the bar and in the back hallway. Finance Director Carr confirmed the carpet squares would be commercial grade to withstand golf spikes.

A motion was made by Council Member Hutson, seconded by Council Member Hilbert, to recommend approval. The motion carried by the following vote:

Yes: 6 - Edward Dildine, Becky Hutson, Scott Lockett, Jack Rupp, Jean Ann Hilbert, and Shawn Cleary

[Ord. 2025-045](#)

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO PURCHASE A JOHN DEERE BACKHOE FOR THE PUBLIC SERVICES DEPARTMENT UNDER THE SOURCEWELL COOPERATIVE PURCHASE PLAN, THEREBY WAIVING COMPETITIVE BIDDING PURSUANT TO GROVEPORT CITY CHARTER SECTION 9.02(B)

Sponsors: Hilbert

Director Strayer explained this would replace a 2004 backhoe showing signs of wear, including cylinder issues. The old equipment would be sold on GovDeals.

A motion was made by Council Member Hilbert, seconded by Council Member Lockett, to recommend approval. The motion carried by the following vote:

Yes: 6 - Edward Dildine, Becky Hutson, Scott Lockett, Jack Rupp, Jean Ann Hilbert, and Shawn Cleary

[Ord. 2025-046](#)

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO CONTRACT WITH ACCURATE MECHANICAL, INC FOR THE REPLACEMENT OF HEATING AND COOLING EQUIPMENT AT THE MUNICIPAL BUILDING UNDER THE OHIO STATE TERM SCHEDULE COOPERATIVE PURCHASE PLAN, THEREBY WAIVING COMPETITIVE BIDDING PURSUANT TO GROVEPORT CITY CHARTER SECTION 9.02(B)

Sponsors: Cleary

Administrator King noted the current heating and cooling system is old and unreliable. Director Strayer added that the building has multiple HVAC phases and approximately 30 different units, making it difficult to balance the system properly. The replacement is part of the planned

renovation of the administration wing.

A motion was made by Council Member Cleary, seconded by Council Member Hilbert, to recommend approval. The motion carried by the following vote:

Yes: 6 - Edward Dildine, Becky Hutson, Scott Lockett, Jack Rupp, Jean Ann Hilbert, and Shawn Cleary

[Ord. 2025-047](#)

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO SOLICIT BIDS AND TO ENTER INTO A CONTRACT WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR THE ELMONT FORCE MAIN PHASE 3, PART 2 REPLACEMENT PROJECT, AND THE DECLARATION OF AN EMERGENCY

Sponsors: Lockett

City Engineer Farst requested this be passed as an emergency at the next Council meeting to expedite bidding before the end of the year. He explained the force main has had multiple failures and is made of outdated materials, creating reporting requirements to the EPA each time there's a break.

A motion was made by Council Member Lockett, seconded by Council Member Hilbert, to recommend approval with amendment. The motion carried by the following vote:

Yes: 6 - Edward Dildine, Becky Hutson, Scott Lockett, Jack Rupp, Jean Ann Hilbert, and Shawn Cleary

[Ord. 2025-048](#)

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO SOLICIT BIDS AND TO ENTER INTO A CONTRACT WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER IN CONJUNCTION WITH THE 2026 STREET MAINTENANCE PROGRAM, GROVEPORT PARK LOWER PARKING LOT RESURFACING, AND GROVEPORT PARK SHARED USE PATH RECONSTRUCTION

Sponsors: Dildine

Administrator King explained this is the annual street program combined with the next phase of the recreation center parking lot resurfacing and multiuse path reconstruction.

A motion was made by Council Member Dildine, seconded by Council Member Hutson, to recommend approval. The motion carried by the following vote:

Yes: 6 - Edward Dildine, Becky Hutson, Scott Lockett, Jack Rupp, Jean Ann Hilbert, and Shawn Cleary

X. Financial Report

Finance Director Carr reported that income tax collections year-to-date were \$2.4 million higher than last year, with 121% of the budgeted amount collected. He noted that interest earnings were at \$1.4 million, approximately \$135,000 higher than last year. Council members commended his oversight of city investments.

[#212-2025](#) Financial Report

Attachments: [Financial Report.pdf](#)

XI. Other Business**XII. Reports****A. Mayor - Lance Westcamp**

Mayor Westcamp commended all department heads on a job well done with the budget. He spoke about the Veterans Day celebration and gave kudos to Community Affairs Director Wyke and her team for their great work in coordinating the event.

B. Administrator - BJ King

Administrator King also recognized department heads for their hard work on their budgets. He expressed his excitement for the upcoming heritage Holiday event and annual Christmas luncheon hosted by the Mayor. He then gave recognition to Communications manager Ebright for his diligence in getting information out to the community.

C. Director of Law - Kevin Shannon**D. Director of Finance - Jason Carr**

[#213-2025](#) Finance Director Report

Attachments: [Finance Director Report.pdf](#)

[#214-2025](#) 2026 Budget Memo

Attachments: [2026 Budget Memo.pdf](#)

E. Chief of Police - Casey Adams

Chief Adams explained that the Sheriff's Office has gone to a new CAD system and the stats are not yet available, which is why they were missing from his report. he informed Council that dispatch rates are going to be increasing by 14.8%, making each dispatch call \$18.76.

[#215-2025](#) PD Council Report

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

F. Economic Development Director - Michael Loges

Economic Development Director Loges noted that the former Fifth Third building is slated for demolition on the 25th of this month and updated Council on talks with CASTO regarding three vacant suites.

[#216-2025](#) EDEV Council Report

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

G. Public Services Director - Brian Strayer

Public Services Director Strayer announced that with the 2026 budget approval, they would complete outfitting all fire hydrants in the city with stores adapters.

[#217-2025](#) PS Council Report

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

H. Chief Building Official - Mike Poirier

[#218-2025](#) B&Z Council Report

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

I. Director of Golf

J. Recreation Director - Seth Bower

Recreation Director Bower reported that the annual Turkey Trot race had already surpassed 100 registrations, exceeding last year's record of 84 participants.

[#219-2025](#) REC Council Report

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

K. Community Affairs Director - Jessica Wyke

Community Affairs Director Wyke shared that the Groveport Quilters Club had made 140 pillowcases for veterans at the VA hospital, which would be delivered on Giving Tuesday.

[#220-2025](#) CA Council Report

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

L. City Engineer - Steve Farst

City Engineer Farst updated on the Wort Road project, noting weekly meetings with utilities and a positive meeting with AEP, who committed to a March 1st clear date for their facilities.

[#221-2025](#) ENG Council Report

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

M. Director of Transportation / Senior Services - Bob Dowler

Transportation Director Dowler informed Council that Roger Tedrow, a transportation employee of 19 years, had lost his wife Anne that afternoon and requested thoughts and prayers for the family.

[#222-2025](#) DOT Council Report

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

N. Personnel Director / Human Resources - Joyce Myers**O. Director of Information Technology - Chris Snyder**

[#223-2025](#) IT Council Report

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

P. Communications Manager - Brent Ebright

[#224-2025](#) COM Council Report

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

Q. Clerk of Council - Mindy Kay

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

President Pro Tem Dildine expressed appreciation to staff for their service to the city, as this would be his last Committee of the Whole meeting before leaving office at the end of the year.

Law Director Kevin Shannon requested Council to consider making a motion to go into Executive Session pursuant to Ohio Revised Code Section 121.22(G) to consider the appointment of public officials To include Council members ADildine, Cleary, Hilbert and Lockett, and at their discretion they can include himself and the Administrator.

A motion was made by Council Member Cleary, seconded by Council Member Hilbert, to go into Executive Session at 7:28pm. The motion carried by the following vote:

Yes: 6 - Edward Dildine,Becky Hutson,Scott Lockett,Jack Rupp,Jean Ann Hilbert, and Shawn Cleary

A motion was made by Council Member Dildine, seconded by Council Member Lockett, to come out of Executive Session at 7:58. The motion carried by the following vote:

Yes: 6 - Edward Dildine,Becky Hutson,Scott Lockett,Jack Rupp,Jean Ann Hilbert, and Shawn Cleary

XIII. Adjournment

Council Member Cleary made a motion, seconded by Council Member Hilbert, to adjourn at 7:59 p.m. All in favor stated AYE, None Opposed. Motion passed.

Edward Dildine, President Pro Tem

Mindy Kay, 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.