

City of Groveport

655 Blacklick St.
Groveport, OH 43125
614.830.2052
www.groveport.org



Meeting Minutes

Wednesday, October 22, 2014

8:30 AM

Links at Groveport

Committee of the Whole

Mayor Lance Westcamp

*Council Members - Ed Rarey, Jean Ann Hilbert,
Donna Drury, Ed Dildine, Shawn Cleary & Becky Hutson*

I. Call to Order

by Committee Chair Dildine at 8:37 a.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 - Parks and Recreation Director, Tom Walker - Director of Golf, Tom Byrne - Director of Facilities Management, Ralph Portier - Chief of Police

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

II. Moment of Silence

Committee Chair Dildine asked everyone to join him in a moment of silence.

III. Pledge of Allegiance

Chief Portier led the Pledge of Allegiance.

IV. Roll Call

Absent: 1 - Council Member Rarey

Present: 5 - Council Member Cleary, Council Member Dildine, Council Member Drury, Council Member Hilbert, and Council Member Hutson

V. Approval of Minutes - September 15, 2014

Approved as submitted.

[#234-2014](#)

COTW Minutes 9-15-14

Attachments: [COTW Minutes 9-15-14.pdf](#)

VI. Business of Guests**1. Madison Township Fire Chief Bates**

Madison Township Fire Chief Bates gave a brief update on the ebola virus. Fire department staff have been given directives regarding ebola, sharing the information with their law enforcement partners, Groveport Administrator Hall, Canal Winchester Mayor Ebert and Madison Township Administrator Brobst. Administrator Hall advised Council information is available on the City's website for the public.

[#235-2014](#)

MTFD September 2014 Monthly Report

Attachments: [MTFD September 2014 Monthly Report.pdf](#)

2. Dynamix - Status of Energy Program

Todd Mace of Dynamix presented an update to Council on the energy program Groveport has implemented in most of its facilities. Accomplishments to date include:

*Project is complete - no change orders & five months early
City wide web-based FMx system implemented
Minimal disruption to operation of City business
Web-based HVAC control system is up and running
Energy savings during installation \$41,000*

The presentation highlighted changes implemented in each facility to save the City money on energy costs.

VII. New Business

None

VIII. Unfinished Business

None

IX. Ordinances and Resolutions**A. 3rd Readings****[ORD. 14-044](#)**

AN ORDINANCE AMENDING PART THIRTEEN - BUILDING CODE, CHAPTER 1321 - PERMITS AND FEES OF THE CODIFIED ORDINANCES OF THE CITY OF GROVEPORT

Sponsors: Hutson

Attachments: [ORD. 14-044 attachment 1321.pdf](#)

Administrator Marsha Hall explained this Ordinance removes the capacity fees out of this section of the City code into the Water and Sewer Regulations.

The Chair read by title Ordinance No.14-044. A motion was made by Council Member Cleary, seconded by Council Member Hilbert, to recommend approval to the City Council. The motion carried by the following vote:

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

[ORD. 14-045](#)

AN ORDINANCE AMENDING PART NINE - STREETS, UTILITIES AND PUBLIC SERVICES CODE, CHAPTER 921 - SEWER REGULATIONS OF THE CODIFIED ORDINANCES OF THE CITY OF GROVEPORT

Sponsors: Dildine

Administrator Marsha Hall commented the City originally planned to review the sewer and water regulations with the possibility of billing monthly. A review of the regulations showed monthly billing would not be possible because the City of Columbus collects quarterly and it would make it difficult to get the two billings to interact together. Also, with the work load this would put on the billing clerk, the City would have to add additional staff to handle the constant back and forth of billings, receipt of billings, water shut offs, etc. Several City staff reviewed the regulations to come up with the changes presented to Council.

The Chair read by title Ordinance No.14-045. A motion was made by Council Member Drury, seconded by Council Member Cleary, to recommend approval to the City Council. The motion carried by the following vote:

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

[#230-2014](#)

Sewer ORD. 14-045 09-014 Revised Changes

Attachments: [Sewer ORD. 14-045 09-014 Revised Changes.pdf](#)

[ORD. 14-046](#)

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: Cleary

Administrator Marsha Hall commented this Ordinance is the water portion of the modifications.

The Chair read by title Ordinance No.14-046. 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: 5 - Cleary, Dildine, Drury, Hilbert and Hutson

[#231-2014](#)

Water Regulations Rates Etc ORD. 14-046 - Changes Noted

Attachments: [Water Regulations Rates Etc ORD. 14-046 - Changes Noted.pdf](#)

B. 2nd Readings

[ORD. 14-047](#)

AN ORDINANCE AUTHORIZING THE CHARITY NEWSIES SALE

Sponsors: Rarey

Council Member Dildine confirmed the Charity Newsies Sale is Saturday, December 13, 2014, 8:00 a.m. to 3:00 p.m.

The Chair read by title Ordinance No.14-047. A motion was made by Council Member Hilbert, seconded by Council Member Drury, to recommend approval to the City Council.

The motion carried by the following vote:

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

[ORD. 14-048](#)

AN ORDINANCE ADOPTING THE ANNUAL APPROPRIATION ORDINANCE OF THE CITY OF GROVEPORT, OHIO, FOR THE CALENDAR YEAR 2015

Sponsors: Drury

Attachments: [ORD. 14-048 2015 Appropriations attachment.pdf](#)

Law Director Shannon requested Council to consider making a motion to amend the agenda to move this item until after the 2015 Budget discussion.

The Chair read by title Ordinance No.14-048. A motion was made by Council Member Hilbert, seconded by Council Member Drury, to amend the agenda to move Ordinance No. 14-048 until after the discussion on the 2015 Budget. Motion carried by the following vote:

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

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

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

[ORD. 14-049](#)

AN ORDINANCE AUTHORIZING A CONTRACT FOR THE PROVISION OF HEALTH SERVICES WITH THE DISTRICT ADVISORY COUNCIL OF THE FRANKLIN COUNTY GENERAL HEALTH DISTRICT

Sponsors: Dildine

Administrator Hall commented this Ordinance is the annual contract with the Franklin County Health Department. This constitutes a 17.2% increase in charges. It provides plumbing services. Law Director Shannon advised the City is required to enter into this contract with a public board of health once Groveport became a City.

The Chair read by title Ordinance No.14-049. A motion was made by Council Member Hilbert, seconded by Council Member Hutson, to recommend approval to the City Council. The motion carried by the following vote:

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

[ORD. 14-051](#)

AN ORDINANCE ESTABLISHING A NEW PERFORMANCE EVALUATION PROCESS FOR EMPLOYEES OF THE CITY OF GROVEPORT

Sponsors: Hilbert

Administrator Hall informed Council with the current system, City employees receive merit increases from 0% to 4.5%. The current merit system goes by a point system. Up to 2 points there is no merit increase, starting at 2 points the employee receives a 4% increase. To receive a 4.5% increase begins at 3 points. Ms. Hall and the department heads have discussed this issue and determined it would be best to keep the point system the City currently has but the merit increase would depend upon the employee's average points. Therefore, if an employee's average is 3, the merit increase would be 3%. That system will go up to 4 because there are 4 criteria. The extra .5% would be awarded if an employee meets all the general guidelines of everyone's performance evaluation: attendance, smiling at customers, etc. She noted that an employee below a 2 point average should not be receiving a merit increase because that employee is not performing their job. Staff is asking in this Ordinance for a modification in how the City handles merit increases. If the Ordinance is in effect on January 1, 2015, Administration will inform employees what will be expected of them to earn the merit increase percentage they would like to receive. Employee performance evaluations will be done in December 2015.

The Chair read by title Ordinance No.14-051. A motion was made by Council Member Hilbert, seconded by Council Member Drury, to recommend approval to the City Council. The motion carried by the following vote:

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

[#232-2014](#)

ORD. 14-051 Memo on Merit Increases

Attachments: [Memo on Merit Increases ORD. 14-051.pdf](#)

X. Financial Report

Finance Director advised Council the September 2014 Financial Report will be made available at the next City Council meeting.

Council Member Dildine made a motion to take a recess at 9:22 a.m. All in favor stated AYE, None Opposed. Motion passed.

Council Member Dildine, seconded by Council Member Hilbert, made a motion to come back in session at 9:42 a.m. All in favor stated AYE, None Opposed. Motion passed.

XI. Other Business

1. 2015 Budget

Administrator Hall stated Jeff Green and Anna Krigbaum spent a lot of time with herself and department heads to prepare a budget that answers the City's needs while controlling the City's costs. The first part is an introduction with general information for Council's review. The second part of the budget covers projected carryover balances.

REVENUE

GENERAL FUND:

Income tax estimated to increase at a rate of 7.5%
School resource officer - low 2015 estimate due to the school paying past years in 2014, that will not be paid in 2015
Town Hall insurance reimbursement included in 2014 revenue
Miscellaneous - 2014 - included purchase of house next to Municipal Building;
2015 - is an average of previous years
Rainy Day Fund transfer to General Fund; \$100,000

STREET MAINTENANCE AND REPAIR FUND:

Transfer from General Fund for operations and capital projects

STATE HIGHWAY IMPROVEMENT FUND:

No changes

CEMETERY FUND:

No significant changes

PARKS FUND:

Revenue from development fees - development was high in 2014

TIF FUND:

2015 estimated revenue

SENIOR TRANSPORTATION FUND:

Revenue from grant monies; no capital requests
Normal permissive revenue

DUI ENFORCEMENT:

No changes

COURT COMPUTER FUND:

Receipts of costs collected from citations for computer related expenses

RAINY DAY FUND:

Will be allotted \$100,000 from income tax revenues

RECREATION & AQUATIC CENTER FUND:

Transfer from General Fund for operations (new fund)
Transfer from Rainy Day Fund for the Recreation Center roof over the indoor swimming pool area

GOLF COURSE FUND:

Transfer from General Fund for operations (new fund)
Bonds - Maintenance building and remaining Golf Course projects

DEBT SERVICE FUND:

Includes a portion of the income tax that goes directly to the Debt Service Fund
Tax income revenue is apportioned 80% to General Fund and 20% to Debt Service Fund

The City has a healthy surplus in this Fund and the City may consider changing the apportionment to 85% to 15% for a year

CAPITAL PROJECTS FUND:

Roll over \$800,000 for Police & Municipal Building improvements with \$100,000 being paid down

CAPITAL PROJECTS RECREATION CENTER:

3% allocation for the purchase of equipment

WATER FUND:

20% increase for the City water system

SANITARY SEWER FUND:

3% rate increase by City of Columbus

WATER CAPITAL FUND:

Carryover of bond for Water Treatment Plant
Tap and capacity fees for new development funds the Water Capital Fund

SEWER CAPITAL FUND:

Estimate of tap and capacity fees for new development

STORM WATER FUND:

Monies from the City's storm water utility

FEMA FUND:

There is nothing in this fund because there are no projects the City needs to undertake

TOWNSHIP INSPECTIONS:

The City's contract with Madison Township for building inspections

ESCROW INSPECTIONS & ENGINEERING:

Escrow is for engineering inspections the City receives for development projects

CEMETERY PERPETUAL CARE FUND:

Sale of lots

TREE FUND:

Charges for services

APPROPRIATIONS:**GENERAL COMMENTS:**

Assume 4.5% salary increase
Assume 15% health insurance increase
Facilities maintenance and repair for each department now in Facilities Management

GENERAL FUND:**Police**

Add Part-time Administrative Assistant
Add for operations of the new building
2 new police cruisers, out-fitted and with radios
Rehab parking lot

Community Affairs

Lower employee costs due to hiring one full-time employee and reducing part-time employees
Repairs from water break shown in 2014
Capital Project request for Kidspace parking lot
Plans to evaluate the Town Hall facility actual usage, to cut down on hours opened
Town Hall's use of social media has helped promote the City's services to the general public

Senior Transportation

Operations expense
No capital requests

County Health District

17.2% increase in contract

Real Estate Tax Collection

Municipal audit & elections

Mayor

Operations expense
Health care costs were underestimated in 2014

Legislative

Contract - records scanning and retention services \$50,000
No capital

Administration

Contract Services - removed engineering services and building contracts; no studies scheduled
Capital to cover any emergencies

Finance

Income Tax refunds - no "large" refund expected
Surety bond - shown in revenue and expenses; being held for development project

Economic Development

Additional advertising of the City's program

Law Department

Contract services - potential legal action; magistrate; assistant prosecutor
Labor contract - FOP and Sergeant contract negotiations

Parks

Staffing - no changes; 2014 was in error; had assumed move of Equipment Technician to Recreation Center would come from Parks; actually came from Public Works
Landscaping for Town Center - being done internally by the Parks Department to save costs
Capital - Pick-up truck; Toro mower
No monies have been budgeted in 2015 for the pocket park at Town Center; it is unknown what the park will entail

Human Resources

Capital - new furniture and filing cabinets

Department 28

Transfers to other funds - Street Maintenance, Recreation, Golf Course

Building & Zoning

Additional Part-time Inspector/Property Maintenance
Contract services - increased based on development
No capital requests

Facilities Management

Transfer Building Maintenance Technician from Recreation Center to Facilities Management
Add 2nd Building Maintenance Technician
½ of Public Works Administrative Assistant
Contracts - Move all normal facility maintenance contracts under Facilities Management; perform more preventive maintenance in-house instead of by contracts; add police building to Energy program
No capital requests

Engineering

No staff changes
Contract services - plan review during absence (vacations, etc.); inspection services for City capital projects if needed; other engineering such as studies, plans for capital projects, etc.
Operating supplies - software, field supplies, filing cabinets

STREET MAINTENANCE FUND:

Share ½ Administrative Assistant with Facilities Management; no additional staffing
Sidewalk program - \$50,000

Capital projects from Capital Improvement Plan (CIP)

- OPWC West Bixby
- OPWC Hendron Rd
- Wirt Road Pedestrian
- Higgins Blvd Pavement Rehab
- North Center St. Reconstructions

Curb Ramps West Main
Signal upgrades
Annual street maintenance - \$350,000

Capital Purchases

Stake body truck
Pick-up truck

STATE HIGHWAY FUND:

Maintenance and repair on state highway; amount estimated to balance budget

CEMETERY FUND:

Standard operating monies

PARKS FUND:

Use of parks development fees
Blacklick parking lot paving
Contractual added for a balanced budget

TIF FUND:

Auditor fees and expense

SENIOR TRANSPORTATION FUND:

Wages & salaries for drivers

MOTOR VEHICLE FUND:

Contract Services - to balance budget

DUI ENFORCEMENT FUND:

Costs associated with the DUI Taskforce Program

COURT COMPUTER FUND:

Amount available for Court computer expenses

RAINY DAY FUND:

Transfer of \$1,000,000 to cover Recreation Center roof
Contractual - remaining balance stays

RECREATION & AQUATIC CENTER FUND:

Senior Center

No changes

Recreation Center

Building Maintenance Technician to Facilities Management; no other staffing changes

Facilities maintenance and repair costs specific to recreation center

Capital - Roof over indoor pool

Aquatics Center

Facility maintenance and repair costs specific to outdoor aquatics center

Capital - repaint & caulk outdoor pool bottom; shade structures; replace coconut tree

Recreation Center Operations

Capital - replace carpeting on 2nd floor; U.V. Water Disinfection

Recreation Fitness

No changes

Recreation Athletics

No changes

Recreation Programs

No changes

Aquatic Indoor

Capital - resurface indoor pool bottom; replace carpet in Aquatics offices

Golf Course Fund:**General**

No staffing changes

Capital Projects -

Hillside rehab; roof rehab

Golf Maintenance

No staffing changes

Capital Purchases -

8 Greens mowers

3 Utility carts

Sandpro

Capital Project -

Maintenance Building

Debt Service Fund:

Contract Services - to balance budget

Capital Projects Fund:

Municipal Building - to balance budget

Capital Projects Recreation Center Fund:

Contra Revenue amount

Water Fund:

Replacement employee for Rick Heimann

Possible new employee to replace upcoming retiree when he retires - 24/7 operation

Meters & Water Treatment Plant payments

Sanitary Sewer Fund:

3% increase by the City of Columbus - needs to include the 3% increase

Water Capital Fund:

Remainder of Water Treatment Plant

Capital - Well Field Improvements (generator and wellheads)

Sewer Capital Fund:

Golf Course sanitary sewer project

Mobile generators for lift stations

Sanitary sewer SSES activities

Contractual line item balances the budget

Storm Water Fund:

Contract services - contract sweeping, storm water inspections for projects, mosquito control, OEPA grant work
OEPA grant - rain garden installation
Capital projects from CIP

Township Inspections:

Township Inspections

Escrow Inspections & Engineering:

Escrow Engineering

Cemetery Perpetual Care Fund:

Operations and maintenance

Tree Fund:

Operating supplies

CAPITAL REQUESTS:

List per Fund and account of all capital requests; actual costs, payments on loan/lease, 2015 total costs; revenue and how funded

DEBT SERVICES:

Shows all the financed items; what fund they are in, principal payment and any interest payment

Council Member Hilbert made a motion, seconded by Council Member Drury to recess for lunch at 11:42 a.m. All in favor stated AYE, None Opposed. Motion passed.

Council Member Dildine made a motion to come back in session at 12:23 p.m. All in favor stated AYE, None Opposed. Motion passed.

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

Mayor Westcamp reported Marsha, Jeff and Anna prepared one of the best budgets he has been through and spoke for all of Council on the great job they did with the budget. The Mayor asked to be excused from the remainder of the meeting and left at 12:28 p.m.

B. Administrator - Marsha Hall

Nothing further to report.

C. Director of Law - Kevin Shannon

Nothing further to report.

D. Director of Finance - Jeff Green

Mr. Green reported on the small business training class with eleven graduates for 2014. Graduates will receive certificates. Melody Borchers presents the class and does a fantastic job. Stephen Moore addressed the class on building permits. He encourages anyone to stop in and observe the class.

E. Chief of Police - Ralph Portier

Chief Portier thanked everyone for the budget and his capital requests.

[#236-2014](#)

PD September 2014

Attachments: [PD September 2014.pdf](#)

F. Public Works Superintendent - Dennis Moore

Nothing further to report.

[#237-2014](#)

PW Oct 2014 Council Report

Attachments: [PW Oct 2014 Council Report.pdf](#)

G. Chief Building Official - Stephen Moore

Mr. Moore reported he has met with Warren Motts and his architects about his site and the addition of the 9/11 building he is planning. It doesn't look like they will begin construction until 2015.

[#238-2014](#)

B&Z October 22, 2014

Attachments: [B&Z October 22, 2014.pdf](#)

H. Director of Golf - Tom Walker

Council Member Hilbert asked the Director of Golf, Tom Walker if the Golf Course will modify the dining hours during the winter months. Mr. Walker responded they are scheduled to close in December and re-open the first week of April 2015. They will be available for special events. Administrator Hall commented once the Golf Course schedule is entered into the FMx system for the utilities there will be a good understanding of their actual schedule.

[#239-2014](#)

Golf Report to Mayor and Council

Attachments: [Golf Report to Mayor and Council 10-13-14.pdf](#)

I. Parks & Recreation Director - Kyle Lund

Parks & Recreation Director Kyle Lund reported the 2nd Annual Pumpkin Plunge will be held on Sunday, October 26th at 1:30 p.m. to 3:30 p.m. Following the Pumpkin Plunge is the 1st Annual Pumpkin Derby starting at 4:00 p.m. Ace Hardware supplied the wood and built the track for the event. The Recreation Center staff are entering a watermelon; when something other than a pumpkin is entered it gets demolished. Staff will take the lift and drop the watermelon to the ground. Pumpkins will be bored into with a drill to verify they are real pumpkins. Everyone looks to have a great time at the events.

[#240-2014](#)

Parks & Recs Report to Council

Attachments: [Parks & Recs Council Report Sept 2014.pdf](#)
[Parks & Recs Connection Nov 2014 .pdf](#)

J. Community Affairs Director - Patty Storts

Community Affairs Director Patty Storts reported on the Tailgate Party on November 8th, Michigan State vs. Ohio State. Tickets are on sale at Town Hall for the event held at the Links of Groveport at 8:00 p.m. "Trick or Treat" will be on Thursday, October 30th. Hot dogs, drinks and popcorn will be served at Town Hall. The Lions Club will hold their parade. Volunteers for wrapping the 1000 hot dogs can meet at Town Hall at 1:30 p.m. Ms. Storts has not received a commitment from the Madison Township Fire Department for popping popcorn during "Trick or Treat", but Town Hall has its own popcorn machine.

[#241-2014](#)

Attachments: [CA Council Report October 22.pdf](#)

K. Director of Facilities Management - Tom Byrne

Nothing further to report.

[#242-2014](#)

Attachments: [FM 10-15-14 status.pdf](#)

L. City Engineer - Steve Farst

City Engineer Steve Farst reported he has reached out to ODOT regarding the noise concern on State Route 317. He received a call from the architect from the Groveport Madison Schools who asked to meet with Mr. Farst on Monday to discuss the new high school.

[#243-2014](#)

Attachments: [Engineers Council Report 10 15 14.pdf](#)

M. Clerk of Council - Ruthanne Sargus Ross

Nothing to report.

N. Council Members - Ed Rarey, Jean Ann Hilbert, Donna Drury, Ed Dildine, Shawn Cleary and Becky Hutson

Council Member Cleary thanked the staff for the great work on the budget. He commented citizens can take a close look and see the City takes care of and provides a lot of great services to its residents. Council Member Dildine reported the flag order should be completed by the first of the week and can be distributed to all the places that have the City's old flag. Yesterday he attended a meeting regarding the planning and designing phase of the Groveport Madison Schools new high school. The round table discussion hit on what are the needs of the students, the facility and the community. Mr. Dildine plans to attend the second meeting on Monday, prior to the Groveport City Council meeting. Council Member Hilbert raised the issue of the noise mitigation and whatever information the City can find out to help the residents. To start, the City should send out letters to the businesses regarding collecting trash and other noise

making activities during late hours. Mr. Farst commented there is a funding program, he is not sure if this fund is still active, that has been out there for a long time. There is a lot of criteria to be eligible for funding. A noise impact study is a part of the criteria. Mr. Farst plans to explore the funding program and other options.

XIII. Adjournment

Council Member Cleary made a motion, seconded by Council Member Hilbert, to adjourn at 12:47 p.m. All in favor stated AYE, None Opposed. Motion passed.

Edward G. Dildine, President Pro-Tem

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.