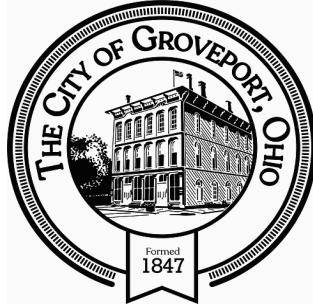


# City of Groveport

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## Meeting Minutes

Monday, December 15, 2025

6:30 PM

Council Chambers

## City Council

*Mayor Lance Westcamp*

**Council Members - Jean Ann Hilbert, Ed Dildine, Shawn Cleary, Becky Hutson, Scott Lockett & Jack Rupp**

**I. Call to Order**

Mayor Lance Westcamp called the City Council meeting to order at 6:30 p.m.

Staff Present: BJ King - Administrator, Kevin Shannon - Law Director, Jason Carr - Director of Finance, Casey Adams - Chief of Police, Michael Loges - Development Director, 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**

**Absent:** 1 - Edward Dildine

**Present:** 5 - Becky Hutson, Scott Lockett, Jack Rupp, Jean Ann Hilbert, and Shawn M. Cleary

**Roll Call**

**A motion was made by Council Member Rupp, seconded by Council Member Cleary, to excuse Council Member Dildine from tonight's meeting. The motion carried by the following vote:**

**Yes:** 5 - Hutson, Lockett, Rupp, Hilbert and Cleary

**V. Approval of Minutes**

*The November 24, 2025 City Council Minutes stand approved as submitted.*

[#245-2025](#) November 24, 2025 City Council Meeting Minutes

Attachments: [2025.11.24 City Council Meeting Minutes.pdf](#)

**VI. Business of Guests****VII. Ordinances and Resolutions****A. 3rd Readings**

Ord. 2025-035

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

Sponsors: Lockett

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

**Yes:** 5 - Hutson, Lockett, Rupp, Hilbert and 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](#)

**A motion was made by Council Member Rupp, seconded by Council Member Hilbert, to adopt. The motion carried by the following vote:**

**Yes:** 5 - Hutson, Lockett, Rupp, Hilbert and 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](#)

Law Director Shannon noted that an amendment was needed to Section 3 of the ordinance as requested by Council during the Committee of the Whole meeting. The amendment states that the administrator may set fees administratively, provided that any amendment to the fee schedule shall be reported to City Council at its next meeting and does not exceed a maximum increase of 10 percent.

**A motion was made by Council Member Rupp, seconded by Council Member Hutson, to amend Section 3 of this Ordinance. The motion carried by the following vote:**

**Yes:** 5 - Hutson, Lockett, Rupp, Hilbert and Cleary

**A motion was made by Council Member Rupp, seconded by Council Member Hutson, to adopt. The motion carried by the following vote:**

**Yes:** 5 - Hutson, Lockett, Rupp, Hilbert and Cleary

Ord. 2025-038

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

Sponsors: Hutson

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

**Yes:** 5 - Hutson, Lockett, Rupp, Hilbert and Cleary

Ord. 2025-039

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ADD THE POSITION OF CITY ENGINEER IN THE ENGINEERING DEPARTMENT

Sponsors: Hilbert

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

**Yes:** 5 - Hutson, Lockett, Rupp, Hilbert and 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 Ordinance was adopt**

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

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

**Yes:** 5 - Hutson, Lockett, Rupp, Hilbert and 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

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

**Yes:** 5 - Hutson, Lockett, Rupp, Hilbert and 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](#)

**A motion was made by Council Member Rupp, seconded by Council Member Hilbert, to adopt. The motion carried by the following vote:**

**Yes:** 5 - Hutson, Lockett, Rupp, Hilbert and 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

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

**Yes:** 5 - Hutson, Lockett, Rupp, Hilbert and 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

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

**Yes:** 5 - Hutson, Lockett, Rupp, Hilbert and 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

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

**Yes:** 5 - Hutson, Lockett, Rupp, Hilbert and 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

Law Director Shannon requested a motion to suspend the rules regarding the three readings and effective date due to the emergency nature of the legislation.

**A motion was made by Council Member Lockett, seconded by Council Member Hilbert, to suspend the rules as to the three readings and the effective date.**

**The motion carried by the following vote:**

**Yes:** 5 - Hutson, Lockett, Rupp, Hilbert and Cleary

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

**Yes:** 5 - Hutson, Lockett, Rupp, Hilbert and Cleary

**B.** [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

**A motion was made by Council Member Rupp, seconded by Council Member Lockett, to adopt. The motion carried by the following vote:**

**Yes:** 5 - Hutson, Lockett, Rupp, Hilbert and Cleary

**B. 2nd Readings****C. 1st Readings**Ord. 2025-052

AN ORDINANCE ENACTED BY THE CITY OF GROVEPORT, FRANKLIN COUNTY, OHIO, HEREINAFTER REFERRED TO AS THE LOCAL PUBLIC AGENCY (LPA), IN THE MATTER OF THE EXTENSION OF THE NORTHBOUND LEFT TURN LANE TO 600 FEET AT HAMILTON RD (SR 317) AND WILLIAMS RD PROJECT, ALONG WITH OTHER ASSOCIATED WORK AND THE DECLARATION OF AN EMERGENCY

Sponsors: Cleary

Law Director Shannon requested a motion to suspend the rules due to timing restrictions related to the project.

Mr. Rupp asked for clarification about the project. City Engineer Steve Farst explained that this is a safety improvement project led by ODOT to extend the northbound left turn lane on SR 317 to make a left turn onto Williams Road. The extension will help prevent vehicles queuing for the turn from impeding through traffic, improving overall safety at the intersection.

**A motion was made by Council Member Cleary, seconded by Council Member Hutson, to suspend the rules as to the three readings and the effective date. The motion carried by the following vote:**

**Yes:** 5 - Hutson, Lockett, Rupp, Hilbert and Cleary

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

**Yes:** 5 - Hutson, Lockett, Rupp, Hilbert and Cleary

Ord. 2025-053

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ENTER INTO A CONTRACT WITH LEUKCO CONSTRUCTION FOR PROFESSIONAL DESIGN-BUILD SERVICES, WAIVING COMPETITIVE BIDDING PURSUANT TO GROVEPORT CITY CHARTER SECTIONS 9.02(B) AND 7.03 AND THE DECLARATION OF AN EMERGENCY

Sponsors: Lockett

**A motion was made by Council Member Lockett, seconded by Council Member Hilbert, to suspend the rules as to the three readings and the effective date. The motion carried by the following vote:**

**Yes:** 5 - Hutson, Lockett, Rupp, Hilbert and Cleary

**A motion was made by Council Member Lockett, seconded by Council Member Rupp, to adopt. The motion carried by the following vote:**

**Yes:** 5 - Hutson, Lockett, Rupp, Hilbert and Cleary

Ord. 2025-054

AN ORDINANCE CREATING THE POSITION OF FULL TIME PLANNING & ZONING MANAGER, ACCEPTING THE POSITION DESCRIPTION AND PAY GRADE THEREFORE

Sponsors: Hilbert

Administrator BJ King explained that this ordinance would allow for remodeling of the administration wing of the municipal building to add additional office spaces, including space for the future City Engineer position. The preliminary estimate for the project is \$356,000. The construction would occur in spring 2026, but this legislation would allow for the purchase order to be issued this year. Leuko Construction has done previous work for the city, including the second floor, Choptank, and Lissy Bees projects.

**This Ordinance was referred to the Committee of the Whole**

## VIII. Reports

### A. Mayor - Lance Westcamp

Mayor Westcamp commented on the recent snowfall, noting it was the worst snow, blowing, and cold conditions he had experienced in his many years in Groveport. He praised the Public Services Department for their excellent snow removal efforts, stating that Groveport streets were clear by Sunday morning while neighboring communities still had snow-covered roads.

The Mayor made two appointments to the Planning and Zoning Commission:

- 1) Ed Dildine to replace Mr. Fridley who resigned
- 2) Jean Ann Hilbert to serve as Council's representative

**A motion was made by Council Member Cleary, seconded by Council Member Hilbert, to appoint Ed Dildine to the Planning & Zoning Commission. The motion carried by the following vote:**

**Yes:** 5 - Hutson, Lockett, Rupp, Hilbert and Cleary

**A motion was made by Council Member Cleary, seconded by Council Member Lockett, to appoint Jean Ann Hilbert to as Council's representative on the Planning & Zoning Commission. The motion carried by the following vote:**

**Yes:** 5 - Hutson, Lockett, Rupp, Hilbert and Cleary

#### **B. Administrator - BJ King**

Administrator King echoed the Mayor's comments about snow removal and thanked the Public Services Department for their excellent work. He mentioned that the staff luncheon on Friday was well-attended and appreciated by everyone. He wished everyone a Merry Christmas and noted that this was the last meeting of the year.

#### **C. Chief of Police - Casey Adams**

Chief Adams agreed that the roads were well-maintained during the snowstorm. He reported that police officers experienced only a couple of minor accidents over the weekend where cars slid into one another, with no injuries reported. He mentioned that officers had been assisting residents who locked themselves out of their cars and were checking on homeless individuals to ensure they stayed warm. The Chief noted that he would be out of town until the New Year.

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

Director Carr stated that the November financial report was included in Council's packets. He reported that \$1,400,000 in CDs had matured and were reinvested. In response to a question from Council about lower BWC refunds compared to last year, he explained that the refund amounts are determined by BWC based on money left in the pool and are not a reflection of any changes in the city's safety record, which remains good.

[#246-2025](#) Financial Report

Attachments: [Financial Report.pdf](#)

#### **E. Director of Law - Kevin Shannon**

Director Shannon wished everyone a Merry Christmas and Happy New Year.

**F. Development Director - Michael Loges**

Director Loges informed Council that a meeting with businesses affected by the Wirt Road reconstruction project was scheduled for the following morning. He noted that Wirt Road is slated to close on January 5, and they are working to ensure that residents and businesses are aware of the closure. Message boards have been in place for nearly two weeks along Main Street. The project is expected to last until the end of November next year.

Council member Rupp asked if the message board patterns could be changed as the closure date approaches to make them more noticeable to regular commuters. Steve Farst confirmed that signage would be updated throughout the project's five phases, including both electronic message boards and permanent signage.

Council member Cleary expressed frustration about Casto's lack of maintenance on the road over the years, which has contributed to the current need for repairs.

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

Mr. Rupp commented on the excellent turnout for the staff luncheon. He also reported that he attended a board meeting at another entity that lasted until 4:00 a.m., with a continuation meeting scheduled for the next day.

Mr. Lockett wished everyone a Merry Christmas and Happy New Year.

Mrs. Hutson wished everyone a Merry Christmas and Happy New Year. She noted that this could potentially be her last meeting and expressed that it had been an honor to serve.

Mr. Cleary asked about the city's plan to continue leaf collection, noting that the early snowfall had complicated the process. He suggested considering alternative approaches for dealing with leaf collection when complicated by snow. He praised the employee luncheon and thanked all participants, especially noting the contribution from the condo association and the success of the toy drive.

Mrs. Hilbert thanked the Mayor for the luncheon and expressed appreciation to all city departments for their work throughout the year. She noted that the recent snowfall was the worst she had experienced in 75 years.

**H. Clerk of Council - Mindy Kay**

A motion was made by Council Member Cleary, seconded by Council Member Hilbert, to approve the 2026 Meeting Schedule as presented. The motion carried by the following vote:

**Yes:** 5 - Hutson, Lockett, Rupp, Hilbert and Cleary

[#247-2025](#) 2026 Meeting Schedule

**Attachments:** [2026 Meeting Schedule.pdf](#)

**I. Standing Committees****IX. Other Business****X. Adjournment**

Council Member Cleary made a motion, seconded by Council Member Hilbert to adjourn at 7: 12 p.m. All in favor stated AYE, None Opposed. Motion passed.

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Lance Westcamp, Mayor

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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.