

# City of Groveport

655 Blacklick St.  
Groveport, OH 43125  
614.830.2052  
[www.groveport.org](http://www.groveport.org)



## Meeting Minutes

**Monday, November 25, 2019**

**6:30 PM**

**Council Chambers**

### **City Council**

***Mayor Lance Westcamp***

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

**I. Call to Order**

by Mayor Westcamp at 6:30 p.m.

Staff Present: Jeff Green - Acting Administrator, Kevin Shannon - Law Director, Jason Carr - Director of Finance, Kurt Blevins - Police Captain

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**

Captain Blevins led the Pledge of Allegiance.

**IV. Roll Call**

**Present:** 6 - Shawn M. Cleary, Edward Dildine, Chad T. Grashel, Jean Ann Hilbert, Becky Hutson, and Scott Lockett

**V. Approval of Minutes - November 12, 2019**

Approved as submitted.

[#298-2019](#) City Council Minutes 11.12.19

**Attachments:** [City Council Minutes 11.12.19.pdf](#)

**VI. Business of Guests**

*None.*

**VII. Ordinances and Resolutions****A. 3rd Readings**

[ORD. 19-049](#)

AN ORDINANCE GRANTING A VARIANCE AS TO THE PERMITTED USES IN THE ESTABLISHED ZONING DISTRICT FOR THE PROPERTY LOCATED AT 525 MAIN STREET, PARCEL NO. 185-000044, CURRENTLY ZONED COMMUNITY COMMERCIAL (CC), HAROLD SCOTT LOCKETT, APPLICANT

**Sponsors:** Cleary

**Attachments:**     [ORD. 19-049 Exhibit A.pdf](#)

Clerk of Council Ross read by title Ordinance No. 19-049. A motion was made by Council Member Cleary, seconded by Council Member Hilbert, to adopt. The motion carried by the following vote:

**Abstain:** 1 - Lockett

**Yes:** 5 - Cleary, Dildine, Grashel, Hilbert and Hutson

[#279-2019](#)

ORD. 19-049 Staff Reports

**Attachments:**     [ORD. 19-049 Staff Reports.pdf](#)

[ORD. 19-050](#)

AN ORDINANCE AMENDING ORD. 18-053 ALLOWING THE CURRENT POSITION OF ASSISTANT GOLF SUPERINTENDENT IN THE DEPARTMENT OF GOLF TO BE FILLED AS THE STATED POSITION OR AS A GOLF MAINTENANCE WORKER

**Sponsors:**         Lockett

Clerk of Council Ross read by title Ordinance No. 19-050. A motion was made by Council Member Lockett, seconded by Council Member Dildine, to adopt. The motion carried by the following vote:

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

**B.     2nd Readings**

[ORD. 19-052](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ENTER INTO A LEASE AGREEMENT WITH HUNTINGTON PUBLIC CAPITAL CORPORATION TO FINANCE THE PURCHASE OF TWO (2) POLICE CRUISERS, INCLUDING ANCILLARY EQUIPMENT FOR THE POLICE DEPARTMENT

**Sponsors:**         Grashel

Clerk of Council Ross read by title Ordinance No. 19-052.

[ORD. 19-053](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ENTER INTO A LEASE AGREEMENT WITH HUNTINGTON PUBLIC CAPITAL CORPORATION TO FINANCE THE PURCHASE OF A PICK-UP TRUCK FOR THE PARKS DEPARTMENT

**Sponsors:**         Hilbert

Clerk of Council Ross read by title Ordinance No. 19-053.

[ORD. 19-054](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ENTER INTO A LEASE AGREEMENT WITH HUNTINGTON PUBLIC CAPITAL CORPORATION TO FINANCE THE PURCHASE OF A SCAG MOWER FOR THE PARKS DEPARTMENT

**Sponsors:** Hutson

**Clerk of Council Ross read by title Ordinance No. 19-054.**

[ORD. 19-055](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ENTER INTO A LEASE AGREEMENT WITH HUNTINGTON PUBLIC CAPITAL CORPORATION TO FINANCE THE PURCHASE OF A TRUCK FOR THE FACILITIES MANAGEMENT DEPARTMENT

**Sponsors:** Lockett

**Clerk of Council Ross read by title Ordinance No. 19-055.**

[ORD. 19-056](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ENTER INTO A LEASE AGREEMENT WITH HUNTINGTON PUBLIC CAPITAL CORPORATION TO FINANCE THE PURCHASE OF A TRACTOR FOR THE GOLF MAINTENANCE DEPARTMENT AT THE LINKS AT GROVEPORT

**Sponsors:** Cleary

**Clerk of Council Ross read by title Ordinance No. 19-056.**

[ORD. 19-057](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ENTER INTO A LEASE AGREEMENT WITH HUNTINGTON PUBLIC CAPITAL CORPORATION TO FINANCE THE PURCHASE OF A MOWER FOR THE GOLF MAINTENANCE DEPARTMENT AT THE LINKS AT GROVEPORT

**Sponsors:** Hilbert

**Clerk of Council Ross read by title Ordinance No. 19-057.**

[ORD. 19-058](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO SOLICIT BIDS AND TO ENTER INTO ALL CONTRACTS WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR THE STATE ROUTE 317 AND MAIN STREET INTERSECTION SAFETY PROJECT

**Sponsors:** Dildine

**Clerk of Council Ross read by title Ordinance No. 19-058.**

[ORD. 19-059](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO SOLICIT BIDS AND TO ENTER INTO ALL CONTRACTS WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR THE OLD HAMILTON ROAD RESURFACING PROJECT, PHASE 1

**Sponsors:** Grashel

**Clerk of Council Ross read by title Ordinance No. 19-059.**

[ORD. 19-060](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO SOLICIT BIDS AND TO ENTER INTO ALL CONTRACTS WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR THE OLD HAMILTON ROAD RESURFACING PROJECT, PHASE 2

**Sponsors:** Hutson

**Clerk of Council Ross read by title Ordinance No. 19-060.**

[ORD. 19-061](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO SOLICIT BIDS AND TO ENTER INTO ALL CONTRACTS WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR THE WEST BIXBY ROAD REHABILITATION PROJECT, PHASE 2

**Sponsors:** Lockett

**Clerk of Council Ross read by title Ordinance No. 19-061.**

[ORD. 19-062](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO SOLICIT BIDS AND TO ENTER INTO ALL CONTRACTS WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR THE SOUTH HAMILTON ROAD AT HIGGINS BOULEVARD PROJECT, PHASE 1

**Sponsors:** Cleary

**Clerk of Council Ross read by title Ordinance No. 19-062.**

[ORD. 19-063](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO SOLICIT BIDS AND TO ENTER INTO ALL CONTRACTS WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR THE SOUTH HAMILTON ROAD AT HIGGINS BOULEVARD PROJECT, PHASE 2

**Sponsors:** Dildine

**Clerk of Council Ross read by title Ordinance No. 19-063.**

[ORD. 19-064](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO SOLICIT BIDS AND TO ENTER INTO ALL CONTRACTS WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR THE ADA IMPROVEMENTS AT MAIN STREET AND COLLEGE STREET PROJECT

**Sponsors:** Grashel

**Clerk of Council Ross read by title Ordinance No. 19-064.**

[ORD. 19-065](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO SOLICIT BIDS AND TO ENTER INTO ALL CONTRACTS WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR THE CURB RAMP UPGRADES ON MAIN STREET PROJECT

**Sponsors:** Hilbert

**Clerk of Council Ross read by title Ordinance No. 19-065.**

[ORD. 19-066](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO SOLICIT BIDS AND TO ENTER INTO ALL CONTRACTS WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR THE ANNUAL STREET MAINTENANCE PROGRAM

**Sponsors:** Hutson

**Clerk of Council Ross read by title Ordinance No. 19-066.**

[ORD. 19-067](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO SOLICIT BIDS AND TO ENTER INTO ALL CONTRACTS WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR THE AQUATICS ALTERNATE WATER SUPPLY PROJECT

**Sponsors:** Lockett

**Clerk of Council Ross read by title Ordinance No. 19-067.**

[ORD. 19-068](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ISSUE REQUESTS FOR QUALIFICATIONS AND ENTER INTO A CONTRACT WITH THE MOST DESIRABLE COMPANY OR FIRM, TO ENGINEER, DESIGN, AND ESTIMATE CONSTRUCTION COSTS FOR THE ELEVATED WATER TANK PROJECT

**Sponsors:** Dildine

Clerk of Council Ross read by title Ordinance No. 19-068.

[ORD. 19-069](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO SOLICIT BIDS AND TO ENTER INTO ALL CONTRACTS WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR THE PUMP STATION STANDY-BY GENERATOR PROJECT

**Sponsors:** Cleary

Clerk of Council Ross read by title Ordinance No. 19-069.

[ORD. 19-070](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ADD THE POSITION OF GROUNDS MAINTENANCE WORKER I IN THE PARKS DEPARTMENT

**Sponsors:** Grashel

Clerk of Council Ross read by title Ordinance No. 19-070.

[ORD. 19-071](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO SOLICIT BIDS AND TO ENTER INTO ALL CONTRACTS WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR THE FILTRATION ROOM VENTILATION SYSTEM AT THE RECREATION CENTER

**Sponsors:** Hilbert

Clerk of Council Ross read by title Ordinance No. 19-071.

[ORD. 19-072](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO SOLICIT BIDS AND TO ENTER INTO ALL CONTRACTS WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR ELEVATOR REPLACEMENT PARTS AT TOWN HALL

**Sponsors:** Hutson

Clerk of Council Ross read by title Ordinance No. 19-072.

**C. 1st Readings**

[ORD. 19-073](#)

AN ORDINANCE AMENDING ORDINANCE 2004-082 THEREBY RENAMING THE LINKS AT GROVEPORT TO THE GROVEPORT MUNICIPAL GOLF COURSE

**Sponsors:** Lockett

Clerk of Council Ross read by title Ordinance No. 19-073. This Ordinance was referred to the Committee of the Whole.

## **VIII. Reports**

### **A. Mayor - Lance Westcamp**

*Mayor Lance Westcamp commented as everyone knows Marsh Hall is retiring as the City's Administrator, so he brought Council up to date on the search for her replacement. The advertising has gone out and, after the deadline, the Mayor will get with Sue Wadley to go through the resumes. He plans to start interviewing immediately.*

*Mayor Westcamp instructed Ruthanne Ross to contact the school about information on the Groveport Madison football and soccer teams for a presentation of proclamations.*

### **B. Acting Administrator - Jeff Green**

*Acting Administrator Jeff Green gave Council and the Mayor a preview of the 2019 City of Groveport Christmas card. The painting by Christine Collins is an illustration of Veterans Park. Christine Collins is the Administrative Assistant in the City of Groveport's Engineering Department.*

*Giving Tuesday is on December 3rd if anyone wants to come and help deliver the care bags to Groveport's senior citizens. Staff put together 125 bags to distribute at Greenfield Place, the Senior Village and various homes within Groveport city limits.*

### **C. Chief of Police - Ralph Portier**

*Chief Portier was not present. Captain Blevins had nothing to report.*

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

*Director of Finance Jason Carr stated that in 2012 Council passed an ordinance adopting financial policies. The policy has been updated and is available on the City's website. The revised Purchasing and Financial Policy was distributed to employees responsible for financial transactions (i.e. handles cash, enters requisitions, reimbursed for expenses, or utilizes City credit cards). The Finance Department will have the employee sign an acknowledgment that they will read the policy.*

*Two items Council should consider:*



**1.) Termination Fund**

Establishes procedures for funding the Termination Fund (i.e. severance payable fund) for the retirements the City will have in the future.

**2.) General Fund Balance Reserve Calculation**

As part of the budget process, Council requires Administration to set-aside 20% of fund balance as guaranteed carryover. The calculation on how that will be done is included in this Policy as well.

[#300-2019](#)

Finance Director Council Report - 11.25.19

Attachments: [Finance Director Council Report - 11 25 19.pdf](#)

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

*Law Director Shannon advised Council that it was the time of year that the City hears from the Department of Commerce, Division of Liquor Control for renewal of liquor licenses and potential transfers. Mr. Shannon talked to Captain Blevins who is not aware of any issues with any establishment that the City would want to contest the renewal of their license. Therefore, unless Mr. Shannon hears otherwise from Council by way of a motion, the Clerk of Council will be instructed to notify the Division of Liquor Control that the City is not seeking any objections to issuances, renewals or transfers.*

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

*Council Member Jean Ann Hilbert wished everyone a lovely Thanksgiving.*

*Council Member Shawn Cleary wanted everyone to know he appreciated everyone's concern last week.*

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

*Nothing to report.*

**H. Standing Committees**

*None.*

**IX. Other Business**

**A. Executive Session**

*Law Director Shannon requested Council to consider making a motion to go into Executive Session pursuant to Ohio Revised Code Section 121.22(G)(1) To consider the appointment, employment, of a public employee or official, to include all members of Council, the Mayor, himself, the Acting Administrator, and the Finance Director.*

*A motion was made by Council Member Hutson, seconded by Council Member Hilbert. Council Member Cleary asked for the discussion to include the matter of land acquisition.*

*Council Member Hutson rescinded her motion.*

*Law Director Shannon then requested Council to consider making a motion to go into Executive Session pursuant to Ohio Revised Code Section 121.22(G)(1) To consider the appointment, employment, of a public employee or official, and (G)(2) To consider the purchase of property for public purposes, or for the sale of property for public purposes. To include all members of Council, the Mayor, himself, the Acting Administrator, and the Finance Director.*

**A motion was made by Council Member Hutson, seconded by Council Member Hilbert, to go into Executive Session pursuant to Ohio Revised Code Section 121.22(G) Section (1) To consider the appointment, employment, of a public employee or official, and (G)(2) To consider the purchase of property for public purposes, or for the sale of property for public purposes at 6:52 p.m. To include all members of Council, the Mayor, the Law Director, the Acting Administrator, and the Finance Director. The motion carried by the following vote:**

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

**A motion was made by Council Member Lockett, seconded by Council Member Hutson, to come out of Executive Session at 7:25 p.m. with no action taken.**

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

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

**X. Adjournment**

**A motion was made by Council Member Grashel, seconded by Council Member Hutson, to adjourn at 7:26 p.m. The motion carried by the following vote:**

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

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**Lance Westcamp, Mayor**

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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.