

City of Groveport

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Meeting Minutes

Monday, November 17, 2014

6:30 PM

Council Chambers

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 6:30 p.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

Present: 6 - Council Member Cleary, Council Member Dildine, Council Member Drury, Council Member Hilbert, Council Member Hutson, and Council Member Rarey

V. Approval of Minutes - October 22, 2014

Approved as submitted.

[#262-2014](#) COTW Minutes 10-22-2014

Attachments: [COTW Minutes 10-22-2014.pdf](#)

VI. Business of Guests

a. Madison Township Fire Chief Bates - Monthly Update

Chief Bates updated Council on the fire department's statistics for October 2014. He reported the format has changed allowing the Fire and EMS runs to be further broke down by districts. He commented on working with the police department on Beggar's Night and the Veteran's Day Ceremony. Madison Township is looking for the delivery of the new battalion vehicle in mid-December, which should be in full service by the first of the New Year. Council Member Hilbert thanked Chief Bates for the easy to read reports he presents to Council.

[#263-2014](#)

MTFD October 2014 Monthly Report

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

VII. New Business

a. Chair Ed Dildine Presentation

Committee Chair Dildine presented the Mayor and Council with the new City of Groveport flags. Mr. Dildine presented a flag to Gene McCauley who was in attendance at tonight's meeting. Each Department Head received a flag for their facility. The one-sided printed City flags will be available for purchase to residents.

VIII. Unfinished Business

None

IX. Ordinances and Resolutions

A. 3rd Readings

[ORD. 14-052](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH GROVEPORT MADISON SCHOOL DISTRICT TO PROVIDE A SCHOOL RESOURCE OFFICER

Sponsors: Hutson

Attachments: [SRO AGREEMENT 2014-15.pdf](#)

The Chair read by title Ordinance No. 14-052. A motion was made by Council Member Hilbert, seconded by Council Member Rarey, to recommend approval to the City Council. The motion carried by the following vote:

Yes: 6 - Cleary, Dildine, Drury, Hilbert, Hutson and Rarey

[ORD. 14-053](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ACCEPT THE GRANT OF A SANITARY SEWER EASEMENT FROM DUKE SECURED FINANCING 2009-1 ALZ, LLC AS TO LOT 3, GROVEPORT COMMERCE CENTER, PART 6 AND THE DECLARATION OF AN EMERGENCY

Sponsors: Cleary

Law Director Shannon advised Council this Ordinance along with Ordinance No. 14-054 deals with the City receiving signed easements back and authorizing the Administrator to accept the easements.

The Chair read by title Ordinance No. 14-053. A motion was made by Council Member Cleary, seconded by Council Member Rarey, to recommend approval to the City Council. The motion carried by the following vote:

Yes: 6 - Cleary, Dildine, Drury, Hilbert, Hutson and Rarey

[ORD. 14-054](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ACCEPT THE GRANT OF A SANITARY SEWER EASEMENT FROM EXEL INC AS TO 6390 COMMERCE COURT, THE EXEL WAREHOUSE DISTRIBUTION FACILITY AND THE DECLARATION OF AN EMERGENCY

Sponsors: Hilbert

Law Director Shannon advised Council this Ordinance has a typo that will need to be amended at the next regular Council meeting; Excel needs amended to Exel.

The Chair read by title Ordinance No. 14-054. A motion was made by Council Member Hilbert, seconded by Council Member Cleary, to recommend approval to the City Council. The motion carried by the following vote:

Yes: 6 - Cleary, Dildine, Drury, Hilbert, Hutson and Rarey

B. 2nd Readings

[ORD. 14-055](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO SOLICIT

BIDS AND TO ENTER INTO A CONTRACT WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR THE 2015 STREET MAINTENANCE PROGRAM, POLICE DEPARTMENT PARKING LOT, BLACKLICK PARK PARKING LOT, AND KIDSPACE PARKING LOT RESURFACINGS

Sponsors: Cleary

Administrator Marsha Hall informed Council this Ordinance is one of several resulting from the 2015 Budget Workshop. As discussed at Council's last regular meeting, these items allow the City to get ready to move forward with the upcoming 2015 projects.

The Chair read by title Ordinance No. 14-055. 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: 6 - Cleary, Dildine, Drury, Hilbert, Hutson and Rarey

[ORD. 14-056](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO SOLICIT BIDS AND TO ENTER INTO A CONTRACT WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR CONSTRUCTION OF THE WIRT ROAD PHASE 1 PEDESTRIAN BIKE PATH

Sponsors: Dildine

The Chair read by title Ordinance No. 14-056. A motion was made by Council Member Rarey, seconded by Council Member Hilbert, to recommend approval to the City Council. The motion carried by the following vote:

Yes: 6 - Cleary, Dildine, Drury, Hilbert, Hutson and Rarey

[ORD. 14-057](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO SOLICIT BIDS AND TO ENTER INTO A CONTRACT WITH THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR CONSTRUCTION AND INSTALLATION OF A SANITARY SEWER PUMP STATION, FORCEMAIN AND WASH DOWN AREAS FOR THE LINKS OF GROVEPORT

Sponsors: Hilbert

The Chair read by title Ordinance No. 14-057. 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: 6 - Cleary, Dildine, Drury, Hilbert, Hutson and Rarey

[ORD. 14-058](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO SOLICIT INTERESTED ENGINEERS OR ENGINEERING FIRMS TO SUBMIT STATEMENTS OF QUALIFICATIONS, ESTABLISH A PRE-QUALIFIED LIST OF ENGINEERS OR ENGINEERING FIRMS AND ENTER INTO A CONTRACT WITH THE MOST QUALIFIED ENGINEER OR ENGINEERING FIRM FOR VARIOUS ENGINEERING SERVICES

Sponsors: Rarey

Administrator Marsha Hall informed Council there are some engineering services the City will have to contract out; such as; inspection services, certain design of projects, etc. This Ordinance will allow the City to receive proposals or qualifications from various engineering firms so the City can contract for specific types of projects with the best qualified engineer to fit the project's needs. It will also close in the cost that is used by the City. Council Member Cleary inquired if there was a cap in place for this type of expense. Ms. Hall explained there is no cap because the City will not be contracting for a dollar amount for a project, the City will be on an "as needed basis". There is an amount included in the budget for contractual services. City Engineer Steve Farst clarified this Ordinance provides the City the qualifications needed for a project on a qualifications based selection. Once the criteria is put together, gets advertised and resumes are reviewed for qualifications; a short list of pre-qualified firms will be developed. When projects arise needing outside engineering services, he will contact the firms on the list so they can return written cost proposals. Therefore; the specific costs will be known in the contract for the actual project.

The Chair read by title Ordinance No. 14-058. A motion was made by Council Member Hilbert, seconded by Council Member Rarey, to recommend approval to the City Council. The motion carried by the following vote:

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

No: 1 - Cleary

[ORD. 14-059](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ENTER INTO A LEASE AGREEMENT WITH HUNTINGTON BANK AND PURCHASE TWO (2) POLICE CRUISERS AND RADIO EQUIPMENT THEREFORE FOR THE POLICE DEPARTMENT UNDER THE STATE OF OHIO COOPERATIVE PURCHASE PLAN THEREBY WAIVING COMPETITIVE BIDDING PURSUANT TO GROVEPORT CITY

CHARTER SECTION 9.02(B)

Sponsors: Hutson

Council Member Hilbert inquired if this purchase was approved in the 2015 Budget. Chief Portier responded the two cruisers are in next year's budget and the department has contacted local dealers so the department can spend their dollars locally, instead of buying across the state.

The Chair read by title Ordinance No. 14-059. 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: 6 - Cleary, Dildine, Drury, Hilbert, Hutson and Rarey

[ORD. 14-060](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ENTER INTO A LEASE AGREEMENT WITH HUNTINGTON BANK AND PURCHASE A STAKE BODY TRUCK FOR THE PUBLIC WORKS DEPARTMENT UNDER THE STATE OF OHIO COOPERATIVE PURCHASE PLAN THEREBY WAIVING COMPETITIVE BIDDING PURSUANT TO GROVEPORT CITY CHARTER SECTION 9.02(B)

Sponsors: Drury

Council Member Hilbert inquired if this purchase was approved in the 2015 Budget. Public Works Superintendent Dennis Moore responded this purchase is included in the 2015 Budget. Council Member Rarey inquired about the size of the vehicle to be purchased. Public Works Superintendent Dennis Moore advised Council the truck will be the same size as the department's existing truck and will be used for brush pickup, and delivery and pickup of various products for the City. The size of the truck bed is approximately 12' by 16' or 18'.

The Chair read by title Ordinance No. 14-060. 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 - Dildine, Drury, Hilbert, Hutson and Rarey

No: 1 - Cleary

[ORD. 14-061](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ENTER INTO A LEASE AGREEMENT WITH HUNTINGTON BANK AND PURCHASE A 7 DECK, 4 WHEEL DRIVE FINISHING MOWER FOR

THE PARK MAINTENANCE DEPARTMENT UNDER THE STATE OF OHIO COOPERATIVE PURCHASE PLAN THEREBY WAIVING COMPETITIVE BIDDING PURSUANT TO GROVEPORT CITY CHARTER SECTION 9.02(B)

Sponsors: Cleary

Law Director Shannon advised Council this Ordinance has a typo that will need to be amended at the next regular Council meeting; Public Works Department needs amended to Park Maintenance Department. Council Member Rarey asked if this equipment will be utilized in one particular area. Facilities Management Director Tom Byrne responded it will be used throughout the City's Park System. The current mower is eleven years old and has had several problems this year. The department brought in Jacobsen and tried out their models, he would like to go with a Jacobsen model because it is a more sturdy machine. The mower would be too large to mow the cemetery areas.

The Chair read by title Ordinance No. 14-061. A motion was made by Council Member Drury, seconded by Council Member Hilbert, to recommend approval to the City Council. The motion carried by the following vote:

Yes: 6 - Cleary, Dildine, Drury, Hilbert, Hutson and Rarey

[ORD. 14-062](#)

AN ORDINANCE CREATING THE POSITION OF PART-TIME PROPERTY MAINTENANCE INSPECTOR, ACCEPTING THE POSITION DESCRIPTION AND PAY GRADE THEREFORE, POSITION IN THE BUILDING AND ZONING DEPARTMENT

Sponsors: Dildine

Attachments: [Prop.Mtn.Inspect.Job Desc.](#)

Administrator Marsha Hall informed Council this position was requested in the 2015 Budget. This position is needed to assist with the duties of the Building & Zoning Department due to the amount of property maintenance and the amount of building department responsibilities.

The Chair read by title Ordinance No. 14-062. 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: 6 - Cleary, Dildine, Drury, Hilbert, Hutson and Rarey

[ORD. 14-063](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO ADD AND/OR MOVE CERTAIN POSITIONS TO AND/OR FROM THE VARIOUS DEPARTMENTS IN THE CITY OF GROVEPORT

Sponsors: Hilbert

Administrator Marsha Hall informed Council this Ordinance includes a part-time receptionist for the Police Department; it will move the Equipment Technician from the Recreation Center to Facilities Management; add an Equipment or Building Technician to the Facilities Management Department and it will add a shared Administrative Assistant to the Public Works Department and the Facilities Management Department.

The Chair read by title Ordinance No. 14-063. 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: 6 - Cleary, Dildine, Drury, Hilbert, Hutson and Rarey

X. Financial Report

Report will be made available at the next Council meeting.

Finance Director Jeff Green reported the department has upgraded to the new finance budgetary software. The new software will generate the monthly finance reports. The reports will look somewhat different but will be easy to read. The newly formatted report will be available at next week's Council meeting.

XI. Other Business

None

XII. Reports

A. Mayor - Lance Westcamp

Mayor Westcamp publicly thanked Warren Motts for heading up the Veteran's Day Ceremony; Chief Portier and his officers; Chief Bates and his men; and the Madison Township Police Department. It was a wonderful day for the event. He thanked Council for their support on Veteran's Day, everyone's presence at the ceremony means a lot to him and the residents of Groveport.

Council Member Hutson raised the matter of the bushes at Veteran's

Park limiting the view for the people sitting in the front row of seats. Mayor Westcamp replied the matter will be looked into by Park Maintenance workers. Council Member Cleary suggested a temporary walk through be laid down for those who want to have pictures taken with the bricks. The way it is set up now, one has to walk all the way around the end to get to the bricks.

B. Administrator - Marsha Hall

Administrator Hall had nothing to add to her submitted report. Council Member Hilbert thanked the staff for their excellent reports.

[#264-2014](#)

Adm Report to Council - Nov 17

Attachments: [Adm Report to Council - Nov 17.pdf](#)

C. Director of Law - Kevin Shannon

Nothing further to report.

D. Director of Finance - Jeff Green

Finance Director Jeff Green referred Council to his handout: an article regarding SK Foods. Mr. Green updated Council on the new businesses locating to Groveport and the existing businesses choosing to stay in the City even though their tax incentives have expired. This not only brings new jobs to the area but retains the jobs in the existing businesses. Groveport's present economic development is strong and still growing.

Mr. Green commented on the letter from Greg Kehlmier, regarding the "Grow Your Own Business" training program. Mr. Kehlmier praised the five-week course curriculum, the City's presentations and recommends Facilitator Melody Borchers to anyone considering starting a business.

E. Chief of Police - Ralph Portier

Chief Portier thanked the Eastland Career Center cadets for helping every year on Groveport's "Trick or Treat Night". He also thanked Groveport's Reserve Police Officers for their help during the City's events.

[#265-2014](#)

PD October

Attachments: [PD October.pdf](#)

F. Public Works Superintendent - Dennis Moore

Nothing further to report.

[#266-2014](#)

PW Nov 2014 Council Report

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

G. Chief Building Official - Stephen Moore

Chief Building Official Stephen Moore reported on a meeting with Doctor Land regarding his expansion of the animal clinic. Dr. Land hopes to start the project in the spring of 2015. Komar Industries on Marketing Place bought the building beside them and are making plans to refit the structure for manufacturing.

[#267-2014](#)

B&Z November 2014

Attachments: [B&Z November 2014.pdf](#)

H. Director of Golf - Tom Walker

Nothing further to report.

[#268-2014](#)

Golf Report to Mayor and Council

Attachments: [Golf Report to Mayor and Council 11-13-14.pdf](#)

I. Parks & Recreation Director - Kyle Lund

Parks and Recreation Director Kyle Lund thanked the Police Chief for the officers who held the Women's Self-Defense Class at the Recreation Center. Mr. Lund provided Council a handout on the results of a participant survey. The class was very well received and Mr. Lund would like to see the class held on a regular basis.

Mr. Lund reported the upcoming Tailgate Party will be held Friday, November 21st for Beat Michigan week. All proceeds from the event will go to the Center of Groveport-Madison Human Needs.

Council Member Dildine inquired if Mr. Lund will be looking into any of the suggested classes listed on the survey. Mr. Lund assured Mr. Dildine he will be sharing the suggestions with staff to see what they can make happen.

[#269-2014](#) Rec Center December 2014

Attachments: [Rec Center December 2014.pdf](#)
[Rec Center Oct 2014 Stats.pdf](#)
[Rec Center Beat Michigan Tailgate Party Poster.pdf](#)
[NovemberDecember Newsletter.pdf](#)

J. Community Affairs Director - Patty Storts

Nothing further to report. Council Member Rarey commented on Community Affairs Director Patty Storts' outstanding job. She keeps Council well informed on items she has recommended and is working on now.

[#270-2014](#) CA Council Report

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

K. Director of Facilities Management - Tom Byrne

Nothing further to report. Facilities Management Director Tom Byrne wished everyone a Happy Thanksgiving.

[#271-2014](#) FM 11-15-14 status

Attachments: [FM 11-15-14 status.pdf](#)

L. City Engineer - Steve Farst

Nothing further to report.

[#272-2014](#) Engineers Council Report 11-12-14

Attachments: [Engineers Council Report 11-12-14.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 advised everyone to be cautious of the ice on the roads tonight and tomorrow morning.

Council Member Hutson thanked Council Member Dildine for all his work on the new City flag.

XIII. Adjournment

Council Member Cleary made a motion, seconded by Council Member Rarey, to adjourn at 7:16 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.