

City of Groveport

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Meeting Minutes

Monday, October 16, 2017

5:30 PM

Council Chambers

Committee of the Whole

Mayor Lance Westcamp

Council Members - Jean Ann Hilbert, Ed Dildine, Shawn Cleary, Becky Hutson, Scott Lockett & Jim Beidler

I. Call to Order

by Committee Vice-Chair Cleary at 5:30 p.m.

Staff Present: Marsha Hall - Administrator, Kevin Shannon - Law Director, Jeff Green - Director of Finance, Dennis Moore - Public Works Superintendent, Stephen Moore - Chief Building Official, Tom Walker - Director of Golf, Patty Storts - Community Affairs Director, Tom Byrne - Director of Parks & Facilities Management, Steve Farst - Engineer, Bob Dowler - Director of Transportation, Sue Wadley - Personnel Director, Ralph Portier - Chief of Police

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

II. Moment of Silence

Committee Vice-Chair Cleary asked everyone to join him in a moment of silence.

III. Pledge of Allegiance

Madison Township Administrator Susan Brobst led the Pledge of Allegiance.

IV. Roll Call

Committee Chair Ed. Dildine arrived at 6:31 p.m.

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

V. Approval of Minutes

Approved as submitted.

[#541-2017](#) COTW Minutes 9-18-17

Attachments: [COTW Minutes 9-18-17.pdf](#)

VI. Business of Guests**a. Madison Township Administrator Susan Brobst - Gas Aggregation**

Madison Township Administrator, Susan Brobst, addressed Council regarding the gas aggregation. Council Representatives Becky Hutson and Scott Lockett attended the Township's review meeting of the gas aggregation to look at what can save money for Madison Township residents who use Columbia Gas. The committee reviewed three

different bid proposals where there were opportunities to look at fixed costs, adjusted costs and discounts. The Committee recommended to the Madison Township Board of Trustees to go with a fixed adder for 24 months with Volunteer Energy Services Inc. (VESI). Through the Township Natural Gas Aggregation Program, eligible residents will receive a variable rate of \$0.1281 fixed adder per ccf plus the NYMEX price for the delivery month. The NYMEX is the price set for the ccf price that everyone is going to pay who has natural gas (Columbia Gas). The adder is a fluctuating amount; at the time of the meeting held in September, the adder was set at \$0.145 per ccf for anyone not under a contract. Through a contract the Township was able to get the adder down to \$0.1281 per ccf. The \$0.1281 is the adder amount that will be added to the current NYMEX amount at any given time. The contract will be December 1, 2017 for a 24-month period ending November 30, 2019. The adder amount is locked in at \$0.1281 for the 24-month contract, the NYMEX is the variable amount that can change from month to month. There is no cost for enrollment and residents will not be charged a switching fee. Opt out (terms and conditions) letters will be sent to residents on or about November 1, 2017. Residents who have currently chosen their own supplier for their natural gas needs will not receive an opt out letter. The program is available to residents and businesses within the Madison Township Corporation and the City of Groveport. Residents can remain or enroll in budget billing. If a resident does nothing after receiving the opt out letter, they will automatically be enrolled in the program. The information on the gas aggregation program will be available on the Madison Township website www.madisontownship.org.

b. Madison Township Fire Chief Bates - Monthly Update

Madison Township Fire Chief Bates reported Medic 183 has now been in service for the last two weeks. Construction on Station 183 is moving forward. Some utilities are in and contractors are comparing subsoils for concrete work for pours on Thursday. He thanked Groveport's Chief Building Official Stephen Moore for his help with the project.

Chief Bates has been in contact with Mr. Moore, Law Director, Kevin Shannon and Police Chief, Ralph Portier in regards to the upcoming changes to the 2017 Fire Code. The Ohio Fire Marshall's Office expects the new fire code to be effective in the middle of December 2017. Chief Bates and other fire department personnel will meet with Mr. Shannon, Mr. Moore and Chief Portier to review the City's fire code to make any necessary changes and/or revisions.

[#553-2017](#)

MTFD Fire Report

Attachments: [MTFD Fire Report September 2017.pdf](#)

VII. New Business

None.

VIII. Unfinished Business

None.

IX. Ordinances and Resolutions

A. 3rd Readings

[ORD. 17-038](#)

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

Sponsors: Hutson

Administrator Hall clarified this is the annual contract with the Franklin County Health District. It is a 5% increase bringing the contract to \$46,682.

Committee Chair Dildine read by title Ordinance No. 17-038. 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 - Beidler, Cleary, Dildine, Hilbert, Hutson, and Lockett

[ORD. 17-039](#)

AN ORDINANCE AUTHORIZING THE CHARITY NEWSIES SALE

Sponsors: Cleary

*Administrator Hall explained this Ordinance is the City's normal Charity Newsies sale approval but this year it includes the following language: **Section 1.** That pursuant to Groveport Code Section 371.06 and other sections, the Charity Newsies are hereby granted permission to solicit contributions along the highways within the corporation limits on the second Saturday in December, each year, for charitable purposes.*

Committee Chair Dildine read by title Ordinance No. 17-039. A motion was made by Council Member Beidler, seconded by Council Member Hilbert, to recommend approval to the City Council. The motion carried by the following vote:

Yes: 6 - Beidler, Cleary, Dildine, Hilbert, Hutson, and Lockett

[ORD. 17-040](#)

AN ORDINANCE AUTHORIZING THE ADMINISTRATOR TO APPLY FOR AND ACCEPT A GRANT FROM THE FRANKLIN COUNTY COMMISSION ON AGING SENIOR OPTIONS GRANT PROGRAM FOR THE SENIOR TRANSPORTATION PROGRAM, AND FURTHER AUTHORIZING THE ADMINISTRATOR TO EXECUTE ANY AGREEMENT NECESSARY TO RECEIVE SAID GRANT FUNDING

Sponsors: Lockett

Director of Transportation, Bob Dowler explained this is the annual senior options grant legislation necessary to apply for the grant.

Committee Chair Dildine read by title Ordinance No. 17-040. A motion was made by Council Member Hilbert, seconded by Council Member Lockett, to recommend approval to the City Council. The motion carried by the following vote:

Yes: 6 - Beidler, Cleary, Dildine, Hilbert, Hutson, and Lockett

B. 2nd Readings[ORD. 17-041](#)

AN ORDINANCE ADOPTING THE ANNUAL APPROPRIATION ORDINANCE OF THE CITY OF GROVEPORT, OHIO, FOR THE CALENDAR YEAR 2018

Sponsors: Beidler

Attachments: [ORD. 17-041 Exhibit A.pdf](#)

Administrator Marsha Hall and the Finance Department believe this budget continues to work toward the goals Council and Administration set during the 2016 Mid-year Financial Forecast and Overview. Once Finance closes out 2017, Council will be provided with a complete financial report with exact fund balances, etc.

Staffing Change Recommendations:Human Resources

The Personnel Director is requesting a part-time HR Clerk. This will allow the director to focus more attention to the development of staff, managing our employee benefits and compensation plan, and administer our safety and drug free workplace programs, and employee policies of the City. During our peak seasons we have a staff of over 250. The HR Clerk will assist with all clerical aspects of personnel, assist with pre-hiring tasks and on-boarding of new hires, enter data into the City's personnel records and programs, assist with HR projects, and assist with training logistics and recordkeeping among other duties.

Facilities Management

The Director of Parks/Facilities Management is requesting a full-time Building

Maintenance Technician. Currently the department has two employees plus the department head who also manages the Parks Department. The two employees handle all maintenance and repair duties for the municipal building, town hall, recreation center, aquatic center, public works building, police building and barn, food pantry building, golf course clubhouse, and water plant building. They also assist with overseeing maintenance contracts for all buildings. Duties are assigned from a combination of maintenance requests in the FMX system, emergency requests, verbal and written requests, and a schedule of maintenance duties. The department handles most of the aquatic center opening and closing and also assists with recreation center maintenance days. As the age of our buildings progress we are seeing more repair and replacement needs of the buildings and equipment.

Property Maintenance Inspector

The Chief Building Official is requesting that the part-time Property Maintenance Inspector be changed to a full-time Property Maintenance Inspector-Code Compliance Officer position. This would expand the duties of the position to include investigations and inspections of City Codes pertaining to zoning, signage, land use, nuisance housing, health and safety, blight, etc. The expanded hours will also allow for attendance at home owner association and other association group meetings, special department projects, and building clerk cross-training.

Capital Purchases and Projects:

Capital Projects

The 2018 Five Year Capital Improvement Plan includes the following projects to be completed in 2018:

Hanstein Addition Water Mains (\$644,000)

Front Street Water Taps project (\$100,000)

(The above two projects will be paid by note proceeds to be combined in 2022 as a bond with water main improvements scheduled for 2022 in the CIP.)

Annual Street Maintenance Program (\$450,000 Street Fund and \$105,000 Storm Water Fund)

Glendening Sanitary Sewer Rehabilitation (\$195,000)

SSES Activities (\$50,000)

Force Main Replacements (\$50,000)

A Five Year Plan is currently being developed for Park improvements, and will be provided to Council separately. Projects to be completed in 2018 will then be included in the Appropriations Amendment brought to Council after the actual end of year balances for 2017 are known.

We are also requesting the following projects:

(2) shuttle stops for GREAT program, if needed (\$10,000)

Path and parking lot blacktop at Groveport Park (\$32,000)

Replacement of vinyl floors in Ohio/Erie Rooms (\$16,544), childcare room (\$3,400), floor outside gyms (\$5,940), and the center (\$24,156) of the Recreation Center

Replacement of carpet in the Administrative offices of the Recreation Center (\$8,140)

The Appropriations also include engineering for the following projects to be completed in 2019:

West Bixby Road Pavement Rehabilitation, Phase II (OPWC Funding request for 2019 completion)

S. Hamilton Rd @ Firehouse Lane Intersection Improvements. (OPWC Funding request for 2019 completion)

Generator Installations for Municipal Building, Elmont Lift Station and Bixford Lift Station

Bixford Green to Metro Parks Bike Path (Grant Application for 2019)

A plan for outfitting various City buildings with generators is currently being developed, and will be provided to Mayor and Council at a later date.

In addition, we annually appropriate money to replace sidewalks (\$50,000), upgrade park equipment (\$75,000), upgrade curb ramps, and perform various sanitary sewer and storm collection systems upgrades.

We have also itemized storm work to be completed and paid from the Storm Water Fund.

Capital Purchase Requests:

Amount

Capital Purchase Requests

\$120,000 (2) Cruisers (outfitted). We discussed purchasing/leasing 2 cruisers each year instead of various numbers each year for better budgeting.

\$100,000 Police Building HVAC System. The building has a residential HVAC system and we knew when we purchased the building of the need for a new system.

\$25,000 Replacement of the roof (\$15,000) and garage door (\$10,000) on police barn.

\$68,000 Accessible vehicle for Senior Transportation to replace 2006 van with 148,000 miles on it when delivery is taken. \$52,000 grant; \$13,000 local.

\$231,000 Municipal building HVAC system rehab. The system is 16 yrs old and not working correctly as office configurations have been changed over the years.

\$20,000 Computer server replacement due to age and needed space.

\$15,000 Cherry St. building (food pantry) roof replacement.

\$11,050 61 inch Scag mower for Parks Dept.

\$35,000 Pickup with blade for Parks Dept.

\$60,000 (2) Pickup trucks for Public Works Dept. to replace two 2003 models.

\$7,100 Range picker for Golf Course.

\$35,000 Sidewinder rough mower for Golf Course to replace a 1997 model.

Miscellaneous Items

Police Body Cameras

Body cameras (\$95,000), requested by the Police Chief, is not included in the current Appropriations request to allow for additional time for research and discussion by Mayor and Council. If it is decided to purchase this equipment, it will be included in an Appropriations amendment.

Water and Sanitary Sewer Increases

The appropriations and balances reflect an anticipated 1% increase in the City of Columbus water rates and 2% in the sanitary sewer rates. There is no increase in the Groveport water system charges.

Trees and Decorations Committee

The committee's Appropriations includes the estimated cost of an Arborist

contract of up to ten hours per month to provide professional assistance to issues related to tree plantings, maintenance and removal.

State Training/Police Fund

We are recommending legislation for the creation of a fund for monies received from the State of Ohio for specific police training and education. This will set aside this money separate from other education within the Police Account of the General Fund.

Golf Course Recovery Fund

We are recommending legislation for the creation of an emergency fund to provide that a portion of the revenue taken in by the golf course be set aside annually to be used in the event of a natural disaster, such as flooding, at the course when the disaster is not covered by our insurance. We are recommending that 3% be set aside for this, with a cap once the fund reaches \$250,000.

Ms. Hall noted various line items in the 2018 Appropriations, under General Fund under:

Police - Operating Supplies there is an increase from \$46,500 to \$70,550 for the purchase of ammunition.

Community Affairs - Operating Supplies there is an increase from \$11,000 to \$30,300 for the purchase of 50 chairs and bookcases for KidSpace. Facility Maint. & Repairs an increase from \$10,000 to \$35,000 for Log House exterior maintenance and miscellaneous items. The 4th of July, Apple Butter Day and Trees & Decorations have been moved from the Administration budget to the Community Affairs budget. These are not new expenditures, they are just now under Community Affairs because it's the department that spends the money on these events.

Administration - Capital has been increased from \$50,000 to \$316,000 to include the rehab of the HVAC system, the Cherry Street building roof replacement and the computer server upgrade.

Economic Development/Public Relations - Includes a new line item, Community Improvement, money set aside for the Community Improvement Corporation (CIC) for projects in 2018; such as a market study for the downtown area. It also gives the CIC some working capital.

Human Resources - Contractual Service increased from \$1,800 to \$9,380 because HR contracts have been moved from the Administration budget to the Human Resources budget where they should be. Programs increased from \$3,266 to \$18,000 for additional employee training and the employee enrichment program.

Noted line item in the 2018 Appropriations, under Recreation Fund under:

Facility Management - Facility Maintenance & Repairs has been increased from \$77,150 to \$210,000 for replacing, repairing and/or upgrading various equipment, concrete areas, etc.

Noted line item in the 2018 Appropriations, under Water Fund under:

Water - Contractual Service increased from \$73,100 to \$99,246 for the water tank inspection contract. The City pays the same amount of some \$40,000 each year for the 12-year contract. This line item is also for the Sensus system for the water meters.

Finance Director, Jeff Green addressed the 2018 Estimated Revenue.

Income Tax Revenue - figuring conservatively on income tax estimating a 3% increase for 2018.

Mr. Green noted in the 2018 Appropriations in each department there is an estimated 15% increase across the board in Health Care. The City received notice that Medical Mutual was holding the rate at 9.93% for two years.

Strategies the City looked to employ:

Raising the Rainy Day Fund from 1.5 million to 2 million.

Increasing the General Fund Balance to 2 million and working toward budgeting strictly out of the estimated resources.

The Debt Service allocation was changed from 15% to 20%. The Debt Service Fund built quickly with the increase this year. The City is going to have a healthy surplus in that account. Therefore, after the first of the year when Finance knows what the carryover will be from 2017, the City looks to pay off the police building and the golf course hillside improvements. Those two debt payoffs will be about 1.6 million and will save the City \$40,000 a year in interest. There will still be a healthy balance even with the City's normal debt obligations.

The Rainy Day Fund balance was 1.5 million when 1 million was taken out for roof repairs; in 2018 the Fund will be back to a little over 1.5 million. The City increased the allocation and the target balance to 2 million; within three years the City will be at its target fund balance of 2 million dollars. This budget represents better progress toward the goals set last year than Finance expected. The City's carryover is going to be very healthy this year just based on the higher than expected income taxes. Department heads did a really good job with their 2018 budget requests and with holding down expenses toward the end of the year. The goals the City had set for the 2017 have been met. The City is rated Aa2 with Moody's, a bond credit rating company. The City was previously rated Aa1. The rating was affected by the City's Debt Service and taking the Rainy Day Fund balance down for the recreation center roof. Moody's comments came back to the City that it's a little too reliable on income tax revenue and Moody's only considers estimated receipts to equal appropriations and Groveport considers estimated receipts + carryover = appropriations. Mr. Green thanked Senior Accountant, Anna Krigbaum, for all the work she does putting all the folders and reports together to present the budget to Council. Mayor Westcamp remembers in the past what a cumbersome process the budget workshop was for all the Council Members and the Department Heads.

Committee Chair Dildine read by title Ordinance No. 17-041. A motion was made by Council Member Hilbert, seconded by Council Member Beidler, to recommend approval to the City Council. The motion carried by the following vote:

Yes: 6 - Beidler, Cleary, Dildine, Hilbert, Hutson, and Lockett

X. Financial Report

The Finance report will be submitted at a later date.

The Finance Report will be made available to City Council at a later date.

XI. Other Business

None.

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

Mayor Lance Westcamp reported his busy week started out with speaking to the school board to thank them for their partnership with the City for the 4th of July event. He attended the Groveport Madison Area Community Choir Gala at the Paddock Pub on Thursday and the jet dedication on Friday. Rickenbacker can't be thanked enough for what they do for the City. The Mayor personally thanked Community Affairs Director, Patty Storts, for Saturday. The City's Apple Butter Day was a great day and a huge success. The City passed out 1000 Melrose apples in the first hour. Ms. Storts is appreciated for the wonderful job she did putting together this event.

B. Administrator - Marsha Hall

Nothing further to report.

[#542-2017](#)

Adm Report to Council

Attachments: [Adm Report to Council - Oct. 16.pdf](#)

C. Director of Law - Kevin Shannon

Nothing further to report.

D. Director of Finance - Jeff Green

Last week, Finance Director, Jeff Green and Chief Building Official, Stephen Moore met with representatives of the company Fluvitex. One of the principles of the company came from Spain and was given a tour of the community and he came back to tell a guy from Columbus 2020 that he is convinced more than ever that Groveport was the right choice. Fluvitex are exclusive suppliers for IKEA. IKEA is looking to concentrate more of their manufacturing in a cluster, bringing more of the manufacturing into the United States. Therefore, Fluvitex may be the start of other things coming into Groveport.

E. Chief of Police - Ralph Portier

Nothing further to report.

[#543-2017](#) PD Council Report

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

F. Public Works Superintendent - Dennis Moore

Nothing further to report.

[#544-2017](#) PW Council Report

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

G. Chief Building Official - Stephen Moore

Nothing further to report.

[#545-2017](#) B&Z Council Report

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

H. Director of Golf - Tom Walker

Nothing further to report.

[#546-2017](#) GOLF Council Report

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

I. Recreation Director - Kyle Lund

Not present.

[#547-2017](#) REC Council Report

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

J. Community Affairs Director - Patty Storts

Community Affairs Director, Patty Storts, personally thanked the Public

Works and the Parks & Facility Management Departments for all they did to make the Apple Butter Day event go so smoothly. Public Works crews were there all day. Anything she asked they did without question. Ms. Storts appreciates them very much. The shirts were from the cadets at Eastland Career Center.

[#548-2017](#)

CA Council Report

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

K. Director of Parks & Facilities Management - Tom Byrne

Parks & Facilities Management Director, Tom Byrne, thanked Ms. Storts for the recognition given to the Parks Department. He also wanted to recognize the Facilities side of that department for all the hard work that went into getting the area devastated by the flooding to what it looked like for the weekend's event. They took a lot of pride in their work.

[#549-2017](#)

P&FM Council Report

Attachments: [P&FM Council Report.pdf](#)

L. City Engineer - Steve Farst

City Engineer, Steve Farst reported Hendron Road is now paved, striping and signage is taking place and Hendron Road should be re-opening by the end of this week, ahead of schedule. The West Bixby Road Project was completed last month. Both projects will include mid-block crosswalks with push button arrangements that are solar powered. Council Member Dildine suggested posting, in any media format available, information regarding the rules pertaining to crosswalks. The road will be opened up to traffic before the dedication scheduled for October 25, 2017. The traffic signal at Hendron Road and Marlowa Drive is in the County's jurisdiction. The timing is set by Franklin County, who has control of all traffic signals on county roads. Groveport's corporation limit sign is south of that intersection. Hendron Road from that intersection to State Route 317 is a county road. The paving and concrete work has been completed for the 2017 Street Maintenance Program; there are items on the punch list to cover. Mayor Westcamp asked for an update on the signage at the Saddle Creek warehouse. Trucks continuously get lost and back out onto Pontius Road. The sign faces Pontius Road and can't be seen by the drivers until they are at that entrance. Mr. Farst, Chief Portier and Marsha Hall will be meeting tomorrow to look into an issue with trucks

being parked on Port Road.

[#550-2017](#)

ENG Council Report

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

M. Director of Transportation - Bob Dowler

Director of Transportation, Bob Dowler, reported the department more than doubled the numbers for ridership on Saturday during Apple Butter Day this year. Staff has identified some opportunities for next year's event. There were 164 trips Saturday. Tomorrow Columbus Department of Development comes to visit GREAT for a tour and to discuss possible expansion that will help round out the Columbus area of Rickenbacker in the GREAT Program.

[#551-2017](#)

DOT Council Report

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

N. Personnel Director - Sue Wadley

Nothing further to report.

[#552-2017](#)

HR Council Report

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

O. Clerk of Council - Ruthanne Sargus Ross

Nothing to report.

P. Council Members - Jean Ann Hilbert, Ed Dildine, Shawn Cleary, Becky Hutson, Scott Lockett and Jim Beidler

Council Member Lockett reported the seniors are happy they ran out of bean soup during the Apple Butter Day event. Council Member Cleary commented on the jet dedication being the absolute tops in the latest happenings taking place in Groveport. He thanked everyone for the budget. Council Member Hilbert thanked everyone for the work they put in on the budget. Council Member Dildine relayed an email he received inviting City Council to the grand re-opening / ribbon cutting / open house and VIP celebration on Friday, November 3rd from 4:00 p.m. to 7:00 p.m., with the ribbon cutting taking place at 5:00 p.m., at the newly remodeled Groveport McDonalds on Hamilton Road. He will

forward the email to everyone to respond. Mrs. Hilbert noted City Council was present at the original ribbon cutting of that McDonalds. Mr. Dildine thanked everyone for the budget.

XIII. Adjournment

Council Member Cleary made a motion, seconded by Council Member Hutson, to adjourn at 7:05 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.