

# City of Groveport

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[www.groveport.org](http://www.groveport.org)



## Meeting Minutes

**Monday, December 9, 2013**

**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 & Jan Stoots***

**I. Call to Order**

*by Committee Chair Dildine at 6:32 p.m.*

*Staff Present: Marsha Hall - Administrator, Kevin Shannon - Law Director, Jeff Green - Director of Finance, Stephen Moore - Chief Building Official, 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*

*Not Present: Linda Haley - Community Affairs Director, Steve Farst - Engineer*

*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 Rarey, and Council Member Stoots

**V. Approval of Minutes - November 18, 2013**

[#150-2013](#)

Committee of the Whole 11-18-2013 Minutes

**Attachments:** [Committee of the Whole 11-18-2013 Minutes](#)

*Approved as submitted.*

**VI. Business of Guests****Madison Township Fire Chief Bates - Update**

*Chief Bates updated Council with the November 2013 Fire*

*Department Report and Madison Township 2014 Budget. The Fire Department is having the Firefighters for Kids drive again this year and new unwrapped donations can be dropped off at Station 181 or Station 182. Last month 6 new part-time firefighters were sworn in and are to start their shift orientation this week.*

[#151-2013](#)

MTFD November 2013 Monthly Report

**Attachments:** [MTFD November 2013 Monthly Report](#)

### **Hurdzan Golf Design, LLC – The Links at Groveport Master Plan**

*Christopher Hurdzan of Hurdzan Golf Design, LLC. presented an overview of the Links at Groveport Master Plan to Council.*

#### **VII. New Business - None**

#### **VIII. Unfinished Business**

[#152-2013](#)

New City Flag Design

**Attachments:** [New City Flag Design](#)

*Chair Dildine updated Council on the new flag design for the City flag. He provided a price list of various sizes and options for the flag.*

*There will be a one-time \$50 setup fee.*

*3' x 5' double sewn (stitched on both sides) \$630 - lifetime warranty*

*4' x 6' double sewn (stitched on both sides) \$693 - lifetime warranty*

*3' x 5' double-sided screen print \$243*

*4' x 6' double-sided screen print \$307*

*3' x 5' single-sided screen print for public sale*

*6 @ \$45. ea*

*12 @ \$40. ea*

*25 @ \$33. ea*

*4' x 6' single-sided screen print for public sale*

*6 @ \$75. ea*

*12 @ \$51. ea*

*25 @ \$41. ea*

*Mr. Dildine would like to see a 3' x 5' double sewn flag in each City facility and 3' x 5' double-sided screen print placed at various locations within the City. He would like to provide the 3' x 5' single-sided screen print flags in bulk for sale to the public.*

**A motion was made by Council Member Hilbert, seconded by Council Member Stoots, to recommend acceptance of the new flag design. Motion carried by the following vote:**

**Yes:** 6 - Cleary, Dildine, Drury, Hilbert, Rarey and Stoots

**IX. Ordinances and Resolutions**

**A. 3rd Readings**

**[ORD. 13-053](#)**

AN ORDINANCE ADOPTING THE ANNUAL APPROPRIATION ORDINANCE OF THE CITY OF GROVEPORT, OHIO, FOR THE CALENDAR YEAR 2014

**Sponsors:** Jean Ann Hilbert

**Attachments:** [2014 Appropriations](#)

**Chair Dildine read by title Ordinance No. 13-053. The Committee of the Whole recommended approval of this Ordinance at the November 18, 2013 meeting and will be up for third reading at the next City Council Meeting.**

**[ORD. 13-054](#)**

AN ORDINANCE CREATING THE POSITION OF CITY ENGINEER, ACCEPTING THE POSITION DESCRIPTION AND ESTABLISHING THE PAY GRADE, AND THE DECLARATION OF AN EMERGENCY

**Sponsors:** Cleary

**Chair Dildine read by title Ordinance No. 13-054. The Committee of the Whole recommended approval of this Ordinance at the November 18, 2013 meeting and will be up for third reading at the next City Council Meeting.**

**[ORD. 13-055](#)**

AN ORDINANCE AMENDING THE PAY SCALE, AND THE DECLARATION OF AN EMERGENCY

**Sponsors:** Stoots

**Attachments:** [Jan 2014 Pay Scale.pdf](#)

**Chair Dildine read by title Ordinance No. 13-055. The Committee of the Whole recommended approval of this Ordinance at the November 18, 2013 meeting and will be up for third reading at the next City Council Meeting.**

**B. 2nd Readings**

**ORD. 13-056**

AN ORDINANCE CREATING THE POSITION OF AQUATICS COORDINATOR, ACCEPTING THE POSITION DESCRIPTION AND PAY GRADE THEREFORE, AND AUTHORIZING ONE (1) ADDITIONAL FULL-TIME POSITION IN THE PARKS AND RECREATION DEPARTMENT

**Sponsors:** Stoots

*Parks and Recreation Director Kyle Lund explained to Council the need for the position was due to the expanding programs and needs of the Recreation Center.*

**Chair Dildine read by title Ordinance No. 13-056. A motion was made by Council Member Hilbert, seconded by Council Member Stoots, to recommend approval. Motion carried by the following vote:**

**Yes:** 6 - Cleary, Dildine, Drury, Hilbert, Rarey and Stoots

**ORD. 13-057**

AN ORDINANCE CREATING THE POSITION OF BUILDING MAINTENANCE TECHNICIAN, ACCEPTING THE POSITION DESCRIPTION AND PAY GRADE THEREFORE, POSITION IN THE PARKS AND RECREATION DEPARTMENT

**Sponsors:** Rarey

*Parks and Recreation Director Kyle Lund explained to Council the request for this position was due to the needs of the Recreation Center changing with the aging of the facility. The volume of maintenance issues require daily attention and a full time maintenance technician would be on hand to handle any immediate problems and/or emergencies. Council Member Cleary questioned the prospect of the City creating their own maintenance department to maintain all City facilities. Administrator Hall responded the City is not currently at that phase due to the variety and flexibility of shift hours it would take*

*to accommodate the different operational hours of the City facilities.*

**Chair Dildine read by title Ordinance No. 13-057. A motion was made by Council Member Drury, seconded by Council Member Stoots, to recommend approval. Motion carried by the following vote:**

**Yes:** 5 - Cleary, Dildine, Drury, Hilbert and Stoots

**No:** 1 - Rarey

**X. Financial Report**

**Due to this month's meeting schedule all documentation was not available to complete the report. Report will be made available at the next Council meeting.**

**XI. Other Business - None**

**XII. Reports**

**A. Mayor - Lance Westcamp**

*Mayor Westcamp shared the commendation from Secretary of State Jon A. Husted honoring the 40th Anniversary of Apple Butter Day. He thanked Linda Haley and staff for the Tree Lighting held Friday, December 6, 2013. The Mayor thanked Marsha Hall and staff for the timely completion of employee evaluations and advised Council that evaluations will be made available for their review.*

**B. Administrator - Marsha Hall**

*Administrator Hall referred Council to the handout of the new water billing program. The program alerts the water billing clerk of any unusual water usage on any particular account.*

*Ms. Hall advised Council leaf pickup ran from October through December 10, 2013. Leaf pickup is done as weather permits and no emergencies arise. There is no set schedule. She also stated the street sweeping contract had been stopped several years ago.*

*Ms. Hall reported no employee had an unexcused absence*

*during the evaluation period for 2013. Beginning January 1, 2014 the Parks Maintenance Department will be reporting to Tom Byrne. The donated signage to New Hope Church was approved with some conditions by Planning and Zoning.*

[#153-2013](#)

Adm Report to Council - Dec 9

**Attachments:** [Adm Report to Council - Dec 9](#)

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

*Nothing to report.*

**D. Director of Finance - Jeff Green**

*Nothing to report.*

**E. Chief of Police - Ralph Portier**

*Chief Portier updated Council on the progress of the new police facility.*

**F. Public Works Superintendent - Dennis Moore**

*Public Works Superintendent Dennis Moore reported the department did receive the salt in time for the first snow and ice, the supply had run out during the last storm.*

**G. Chief Building Official - Stephen Moore**

*Nothing further to report.*

[#154-2013](#)

B & Z November 2013

**Attachments:** [B & Z November 2013](#)  
[B & Z 2013 Mowing \(2\)](#)

**H. Director of Golf - Tom Walker**

*Nothing further to report.*

[#155-2013](#)

Golf Report to Mayor and Council 12-09-13

**Attachments:** [Golf Report to Mayor and Council 12-09-13](#)

**I. Parks & Recreation Director - Kyle Lund**

*Parks and Recreation Director Kyle Lund reported the success of Dinner with Santa and updated Council on the Senior Options Grant.*

[#156-2013](#)

Rec Center Nov 2013 Report

**Attachments:** [Rec Center Flyer](#)  
[Rec Center Nov 2013 Report](#)

**J. Community Affairs Director - Linda Haley**

*Community Affairs Director Linda Haley was not present.*

[#157-2013](#)

TH Christmas 2013

**Attachments:** [TH Christmas 2013](#)

**K. Director of Facilities Management - Tom Byrne**

*Nothing further to report.*

[#158-2013](#)

Facilities Management Dec 9, 2013

**Attachments:** [Facilities Management Dec 9, 2013](#)

**L. Engineer - Steve Farst**

*Engineer Steve Farst was not present.*

**M. Clerk of Council - Ruthanne S. Ross**

*Nothing to report.*

**N. Council Members - Ed Rarey, Jean Ann Hilbert, Donna Drury, Ed Dildine, Shawn Cleary and Jan Stoots**

*Council Member Cleary thanked the crews for the good job they are doing with the winter season. Council Member Hilbert thanked staff for a wonderful year and Jan Stoots for her service to the City. Kyle Lund thanked Mrs. Stoots for all her work with the photos she provided for the new look of the Recreation Center's brochures. Council Member Dildine commented the*

*rearranging of the cardio-equipment has made a difference with the glare of the sun while working out.*

### **XIII. Adjournment**

**Council Member Rarey made a motion, seconded by Council Member Cleary, to adjourn at 8:04 p.m. All in favor stated AYE, None Opposed. Motion passed.**

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**Edward G. Dildine, President Pro-Tem**

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**Ruthanne S. 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.**